

Our intention is to have in-person meetings going forward. We will hold meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Airport Commission
October 9, 2023 - 12:30 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

(or immediately following previously scheduled meeting)

AGENDA

- I. Discussion and Possible Action on:
 1. Roll Call.
 2. Approval of Minutes
 3. Approval of Department Claims
 4. Written/Verbal Report - *Jason Draheim*
 5. Adjournment.

***The next Airport Commission meeting will be Monday, November 13, 2023
immediately following the Board of Water & Sewerage Commission Meeting.***

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Airport Commission Meetings are on file at the Administrative Office of the Water and Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
September 11, 2023 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

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MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jason Draheim, Mary Klesmith, Chris Lefebvre, Shane Kohnen, Jaime Zdroik and Alderman Shuda

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the August 14, 2023 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the claims for the month of August as audited and read.

Ayes all. Nays none. Motion carried.

4. Approval of sublease of Sentry Insurance leased area - Jason Draheim

Jason explained that Sentry Insurance would like to sub-lease their hangar space short-term to another corporate aircraft operator. The reason Jason is bringing this to the Commission is that in Section 17 of their lease it prohibits them from sub-leasing without our consent. Jason consulted with the City Attorney and there is no reason to deny them this. Jason recommends allowing them to sub-lease.

Motion made by Mae Nachman, seconded by Ray Schmidt to allow Sentry Insurance to sub-lease their hangar space.

Ayes all. Nays none. Motion carried.

5. Delegation of authority to execute and modify hangar and land leases by City staff - Jason Draheim/Joel Lemke

Joel explained that for years the leases have been handled internally. We would like the Commission to approve allowing us to continue handling this internally in the future.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve hangar and land leases to be executed and modified by City staff.

Ayes all. Nays none. Motion carried.

6. Written/Verbal Report - Jason Draheim

The written reports were reviewed by the Commission. Jason had nothing to discuss.

7. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:24PM

REPORT TO THE OCTOBER 9, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of September 1, 2023

\$	275,080.74
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Bank deposits recorded in September 2023

\$	25,017.32
\$	300,098.06

CHECKS ISSUED IN SEPTEMBER 2023

2756	Modern Image Builders LLC	Steel repairs due to wind damage	1,295.34		
2757	Stevens Point Public Utilities	IPad Charges	10.11		
2758	Transportation Dept	Grounds keeping work for Airport	89.64		
2759	City of Stevens Point	Insurance, retirement & fuel	5,943.51		
2760	Central Door Solutions LLC	Hangar Door Repair	2,455.00		
2761	Frank's Hardware	Couplings	32.97		
2762	Precision Glass & Door LLC	Door repair	250.00		
2763	Rasmussen Plumbing & Heating	Restroom repair	165.07		
2764	Donna's Cleaning Service	Cleaning Service	175.00		
2765	Heartland Business Systems, LLC	Managed Services	81.25		
2766	Stevens Point Public Utilities	IT Invoices from City	397.51		
2767	Mastercard	Cable, rug service & supplies	763.58		
2768	City of Stevens Point	Workers Comp Premium	445.69		
2769	QTpod	7" LCD Display, Network access and support agreement - 1 year	3,550.13		
EFT	Payroll	9/14/2023	3,944.34		
EFT	Payroll	9/28/2023	4,127.63		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	2,072.57		
	WI Dept of Revenue	Fuel Tax	543.18		
	IRS	Payroll Taxes	3,916.06		
	WI Dept of Revenue	Payroll Taxes	658.47		
TOTAL EXPENSES LISTED			<u>\$ 30,988.43</u>	\$	30,988.43
BALANCE ON HAND SEPTEMBER 30, 2023				\$	<u>269,109.63</u>
				Balance on Hand	<u>\$ 269,109.63</u>
				Plus checks written after end of month	
				Plus uncleared checks	\$ 4,759.40
				Less checks previously written clearing this month	\$ (29,534.51)
Ending Cash Balance matching Bank Statements				<u><u>\$</u></u>	<u>244,334.52</u>

September 2023

Airport Activity

- Final mowing Operations complete.
- Fuel filter change and meter calibration complete.
- Annual fuel QC inspection complete.

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	218	218	January	224	224
February	205	423	February	272	496
March	224	647	March	255	751
April	282	929	April	271	1022
May	344	1273	May	370	1392
June	402	1675	June	494	1886
July	518	2193	July	598	2484
August	128	2321	August	614	3098
September	167	2488	September	499	3597
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	3597	
Average	262		Average	400	
High Mo.	518		High Mo.	614	
Low Mo.	128		Low Mo.	224	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>
January	917.54	1723.3	January	464.59	614.5
February	414.07	3559.4	February	610.02	1549.7
March	1094.71	2252.6	March	1106.42	1378.7
April	1403.82	3626.1	April	1109.07	1175
May	2263.28	2234.5	May	1502.95	2270.1
June	2492.9	4084	June	1982.39	5858.5
July	4629.64	960.7	July	2866.78	5839.4
August	820.91	427.2	August	3625.1	5427.7
September	1183.19	110	September	2533.39	2965.2
October	2044.24	435.3	October		
November	1049.95	0	November		
December	402.68	60.5	December		
Total	18716.9	19473.6	Total	15800.7	27078.8
Average	1559.74	1622.8	Average	1755.63	3008.76
High Mo.	4629.64	4084	High Mo.	3625.1	5858.5
Low Mo.	402.68	0	Low Mo.	464.59	614.5

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 20 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter (VTM) licenses current..*
- *Seasonal maintenance on airfield lighting system in progress.*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: September **Year:** 2023

(neg difference = fuel gained)
(pos difference = fuel missing)

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	1629	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3860	6759	12248	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	2533.39	2965.2	5498.59	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	1321.61	5417.8	6739.41	
<u>Month End Jet-A Truck Quantity</u>	N/A	1355	N/A	
<u>Month End Qty</u> (-) (veeder-root)	1298	4085	6738	
<u>Difference</u> (=)	23.61	-22.2	1.41	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0		0

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	22.06	50.57
This month end temp:	61.8	62
This month end meter:	1298	4085 (tanks only)
Prev month end inches:	48.44	75.72
Prev month end temp:	61.9	63.1
Prev month end meter:	3860	6759 (tanks only)
Price per gal:	5.08	5
Inventor gals:	1298	4085
Inventory Value:	<u>\$ 6,593.84</u>	<u>\$ 20,425.00</u>
Total Inventory Value:	<u>\$ 27,018.84</u>	