

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
December 11, 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

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, January 8, 2024
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
November 13, 2023 - 12:48 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>

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MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Anna Haines and Ray Schmidt

EXCUSED ABSENCE: Carl Rasmussen and Mae Nachman

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim, Jaime Zdroik and Alderman Lang

2. Approval of Minutes

Motion made by Anna Haines, seconded by Ray Schmidt to approve the October 9, 2023 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Ray Schmidt, seconded by Anna Haines to approve the claims for the month of October as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated that seasonal maintenance was completed and certifications obtained for our fuel systems.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:50PM

REPORT TO THE DECEMBER 11, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of November 1, 2023

\$	216,320.90
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Bank deposits recorded in November 2023

\$	32,822.16
\$	249,143.06

CHECKS ISSUED IN NOVEMBER 2023

2781	Employee Resource Center	Monthly EAP Charges	5.70	
2782	Stevens Point Public Utilities	Refund hangar payment due to returned check	257.58	
2783	City of Stevens Point	Insurance, retirement, fuel	8,529.76	
2784	Stevens Point Public Utilities	IPad Charges	10.12	
2785	Titan Aviation Fuels	Titan Rewards - Oct 2023	20.02	
2786	Point Heating & Cooling	HVAC Repair	327.80	
2787	Wing Aero Products	Charts	120.27	
2788	Spectrum Insurance Group	Liability Insurance Renewal	4,127.00	
2789	Mastercard	Cable, rug service and supplies	794.73	
2790	City of Stevens Point	Workers Comp Premium	297.34	
2791	Heartland Business Systems, LLC	Managed Services	81.93	
2792	Gary's Service Center	Plow Parts	643.58	
EFT	Payroll	11/9/2023	3,960.09	
EFT	Payroll	11/22/2023	3,944.34	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	2,534.80	
	WI Dept of Revenue	Fuel Tax	367.56	
	IRS	Payroll Taxes	2,571.16	
	WI Dept of Revenue	Payroll Taxes	430.46	
TOTAL EXPENSES LISTED			\$ 29,095.62	\$ 29,095.62
BALANCE ON HAND NOVEMBER 30, 2023				\$ 220,047.44

Balance on Hand	\$ 220,047.44
Plus checks written after end of month	
Plus uncleared checks	\$ 725.51
Less checks previously written clearing this month	\$ (30,808.75)
Ending Cash Balance matching Bank Statements	\$ 189,964.20

November 2023

Airport Activity

- Seasonal preparation of snow removal equipment 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	512	4109
November	212	2948	November	478	4587
December	198	3146	December		
Total	3146		Total	4587	
Average	262		Average	417	
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	3239.17	2886.4
November	1049.95	0	November	1534.69	1391.7
December	402.68	60.5	December		
Total	18716.9	19473.6	Total	20574.6	31356.9
Average	1559.74	1622.8	Average	1870.42	2850.63
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: November **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	1020	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5950	8883	15853	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	1534.69	1391.7	2926.39	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	4400.31	8496.3	12896.61	
<u>Month End Jet-A Truck Quantity</u>	N/A	1575	N/A	
<u>Month End Qty</u> (-) (veeter-root)	4362	6873	12810	
<u>Difference</u> (=)	38.31	48.3	86.61	

	<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:	53.17	76.82
This month end temp:	25.1	24.3
This month end meter:	4362	6873 (tanks only)
Prev month end inches:	68.02	97.93
Prev month end temp:	32.1	32.3
Prev month end meter:	5950	8883 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	4362	6873
Inventory Value:	<u>\$ 22,900.50</u>	<u>\$ 35,739.60</u>
Total Inventory Value:	<u>\$ 58,640.10</u>	