

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
January 8, 2024 - 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. 2024 Capital Operations & Maintenance Plan - *Joel Lemke/Jason Draheim*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, February 12, 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 Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
December 11, 2023 - 12:20 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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

EXCUSED ABSENCE: Mae Nachman

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

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the November 13, 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 Anna Haines to approve the claims for the month of November as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Nothing was discussed.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:22PM

REPORT TO THE JANUARY 8, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of December 1, 2023

\$ 189,964.20

Bank deposits recorded in December 2023

\$ 16,266.47

\$ 206,230.67

CHECKS ISSUED IN DECEMBER 2023

2793	Stevens Point Public Utilities	IPad Data Charge, Worked completed for Airport	316.03		
2794	City of Stevens Point	Insurance, retirement and fuel	5,628.50		
2795	Employee Resource Center	EAP Monthly Charges	5.70		
2796	Stevens Point Public Utilities	Work completed for Airport, It Invoices	3,336.01		
2797	Mastercard	Cable, Rug Service, Supplies	516.08		
2798	City of Stevens Point	Workers Comp Premium	297.34		
2799	Stevens Point Public Utilities	Work performed for Airport	1,515.49		
2800	Heartland Business Systems, LLC	Managed Services	82.60		
EFT	Payroll	12/7/2023	5,960.09		
EFT	Payroll	12/21/2023	3,944.34		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	3,748.40		
	WI Dept of Revenue	Fuel Tax	175.56		
	IRS	Payroll Taxes	2,571.16		
	WI Dept of Revenue	Payroll Taxes	430.46		
TOTAL EXPENSES LISTED			\$ 28,599.14	\$	28,599.14
BALANCE ON HAND DECEMBER 31, 2023				\$	177,631.53

Balance on Hand	\$ 177,631.53
Plus checks written after end of month	
Plus uncleared checks	\$ 598.68
Less checks previously written clearing this month	\$ (725.51)
Ending Cash Balance matching Bank Statements	\$ 177,504.70

December 2023

Airport Activity

- Airport "Pilot Controlled Lighting" maintenance in progress.
- Replacement of Rwy 12/30 sign 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	385	4972
Total	3146		Total	4972	
Average	262		Average	414	
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	946.86	2753
Total	18716.9	19473.6	Total	21521.4	34109.9
Average	1559.74	1622.8	Average	1793.45	2842.49
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: December **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	1575	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4362	6873	12810	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	946.86	2753	3699.86	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	3400.14	5680	9080.14	
<u>Month End Jet-A Truck Quantity</u>	N/A	1473	N/A	
<u>Month End Qty</u> (-) (veeter-root)	3421	4253	9147	
<u>Difference</u> (=)	-20.86	-46	-66.86	

	<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:	44.25	52.15
This month end temp:	28.5	28.8
This month end meter:	3421	4253 (tanks only)
Prev month end inches:	53.17	76.82
Prev month end temp:	25.1	24.3
Prev month end meter:	4362	6873 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	3421	4253
Inventory Value:	<u>\$ 17,960.25</u>	<u>\$ 22,115.60</u>
Total Inventory Value:	<u>\$ 40,075.85</u>	