

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
February 12, 2024 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 2665705

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, March 11, 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
January 8, 2024 - 12:32 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, Mae Nachman, Anna Haines and Ray Schmidt.

ALSO PRESENT: Joel Lemke, Mary Klesmith, Shane Kohnen, Chris Lefebvre, Eric Southworth, Jason Draheim, Ald. Shuda, Ald. Lang, and Marissa Loew.

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the December 11, 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 Mae Nachman to approve the claims for the month of December as audited and read.

Ayes all. Nays none. Motion carried.

4. 2024 Capital Operations & Maintenance Plan - Joel Lemke/Jason Draheim

Joel Lemke explained that even though the new mower is going to be paid for with City capital dollars, it still included on the document. He said there is also a wind cone that

needs to be replaced, which will use the department's dollars.

Ray Schmidt asked if the new wind cone would require a new building as well.

Jason Draheim said it would just be a wind sock on a specialized tower.

Paul Adamski asked what does City CIP, not airport funds mean.

Joel Lemke said the City's general fund is paying for the mower, not the Airport's general fund.

Paul Adamski asked if the City was paying for it because it would be used in other areas.

Joel Lemke replied no, because the funds the airport gets are tax levy dollars. He said the Airport Department participates in the city's capital process when they have Capital Requests because that is where the funding comes from; besides the revenue from leases and fuel.

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the 2024 Capital Operations and Maintenance Plan.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Jason Draheim said they had a successful shake-down snow removal run over the weekend and the maintenance crew did a great job. He said there is a lot of maintenance on the machinery after the next storm.

Ray Schmidt asked if the machinery was out at the airport or if it was stored somewhere else.

Jason Draheim said it is always stored at the airport.

Carl Rasmussen asked about the significant increase in aircraft movement in the last half of the year.

Jason Draheim said last year was abnormally low because they had their major runway reconstruction project. He said the numbers are almost as close to 2021's numbers. Jason Draheim believes that in 2024 they will be right back up where they were before.

Ray Schmidt asked if they closed the gates yet.

Jason Draheim replied no, not yet. He said they attempted to, but they had a network communication issue that keeps turning the gates offline. Jason said they have their

consultant, Per-Mar, looking into it to make sure it is reliable before going live.

Carl Rasmussen asked about the pilot controlled lighting under the activity section and asked how that functions.

Jason Draheim said most aviation airports that do not have a tower that controls the lighting have lighting that is controlled on the Common Traffic Advisory Frequency. He said a certain number of clicks on the microphone will change the level of the lights. He said when it is dark the lights will remain on low. Jason Draheim said it is more cost-effective now that they have LED lights.

Ray Schmidt asked if the lights are on high during the day.

Jason Draheim replied no, that the lights are mainly used for low weather or nighttime.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:39 P.M.

REPORT TO THE FEBRUARY 12, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2024

\$	177,504.70
----	------------

Bank deposits recorded in January 2024

\$	28,482.09
\$	205,986.79

CHECKS ISSUED IN JANUARY 2024

2801	Baker Tilly Virchow Krause LLP	Audit expenses	126.17	
2802	Halron Lubricants Inc	MB5 Annual Maintenance	1,562.42	
2803	Stevens Point Public Utilities	Gate 7 - WPS Charges, Ipad data charges	841.25	
2804	Wing Aero Products	Charts	62.05	
2805	ULINE	Bulk Janitorial Supplies	897.26	
2806	Walt's Petroleum Service Inc.	Fuel farm maintenance	15,520.15	
2807	Abel Ruga	December 2023 Cleaning Service	175.00	
2808	City of Stevens Point	Workers Comp	318.56	
2809	Stevens Point Public Utilities	Snow removal by Utility employees	2,065.30	
2810	Mastercard	Cintas, cable & office supplies	467.09	
2811	Heartland Business Systems, LLC	Monthly Managed Services	76.45	
2812	NAPA	Parts for MB	127.16	
EFT	Payroll	1/4/2024	3,958.61	
EFT	Payroll	1/18/2024	4,567.58	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	3,601.89	
	WI Dept of Revenue	Fuel Tax	222.00	
	WI Dept of Revenue	Sales Tax	60.14	
	IRS	Payroll Taxes	2,774.55	
	WI Dept of Revenue	Payroll Taxes	474.38	
TOTAL EXPENSES LISTED			\$ 37,969.39	\$ 37,969.39
BALANCE ON HAND JANUARY 31, 2024				\$ 168,017.40

Balance on Hand	\$ 168,017.40
Plus checks written after end of month	
Plus uncleared checks	
Less checks previously written clearing this month	\$ (598.68)
Ending Cash Balance matching Bank Statements	\$ 167,418.72

January 2024

Airport Activity

- Airport "Pilot Controlled Lighting" maintenance in progress.
- Replacement of Rwy 12 sign in progress.
- DMA WHOPRS – Annual Tier 2 Hazmat reporting complete
- Bureau of Aeronautics Rates and Charges survey complete

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

<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2024</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	224	224	January	245	245
February	272	496	February		
March	255	751	March		
April	271	1022	April		
May	370	1392	May		
June	494	1886	June		
July	598	2484	July		
August	614	3098	August		
September	499	3597	September		
October	512	4109	October		
November	478	4587	November		
December	385	4972	December		
Total	4972		Total	245	
Average	414		Average	245	
High Mo.	614		High Mo.	245	
Low Mo.	224		Low Mo.	245	

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

<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2024</u>	<u>100LL</u>	<u>Jet-A</u>
January	464.59	614.5	January	388.79	1127.4
February	610.02	1549.7	February		
March	1106.42	1378.7	March		
April	1109.07	1175	April		
May	1502.95	2270.1	May		
June	1982.39	5858.5	June		
July	2866.78	5839.4	July		
August	3625.1	5427.7	August		
September	2533.39	2965.2	September		
October	3239.17	2886.4	October		
November	1534.69	1391.7	November		
December	946.86	2753	December		
Total	21521.4	34109.9	Total	388.79	1127.4
Average	1793.45	2842.492	Average	388.79	1127.4
High Mo.	3625.1	5858.5	High Mo.	388.79	1127.4
Low Mo.	464.59	614.5	Low Mo.	388.79	1127.4

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: January **Year:** 2024

(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	1473	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3421	4253	9147	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	388.79	1127.4	1516.19	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	3017.21	4583.6	7600.81	
<u>Month End Jet-A Truck Quantity</u>	N/A	2313	N/A	
<u>Month End Qty</u> (-) (veeter-root)	3003	2280	7596	
<u>Difference</u> (=)	14.21	-9.4	4.81	

	<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:	40.19	32.9
This month end temp:	35	34.4
This month end meter:	3003	2280 (tanks only)
Prev month end inches:	44.25	52.15
Prev month end temp:	28.5	28.8
Prev month end meter:	3421	4253 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	3003	2280
Inventory Value:	<u>\$ 15,765.75</u>	<u>\$ 11,856.00</u>
Total Inventory Value:	<u>\$ 27,621.75</u>	