

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
March 11, 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, April 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
February 12, 2024 - 12:20 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

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, Jennifer Schmeiser, Shane Kohnen, Chris Lefebvre, Eric Southworth, Jason Draheim, Ald. Lang and Jaime Zdroik

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the January 8, 2024 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Paul questioned how often maintenance has to be done on the fuel farm. Jason explained that approximately 75% of the fuel farm maintenance item listed was annual maintenance. There were additional costs this year because we had fuel hoses due for replacement. Jason explained what was included in the fuel farm maintenance and why it is necessary.

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

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Reports were reviewed by the Commission.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:23 P.M.

REPORT TO THE MARCH 11, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of February 1, 2024
 Bank deposits recorded in February 2024

\$	167,418.72
\$	35,520.60
\$	202,939.32

CHECKS ISSUED IN FEBRUARY 2024

2813	Abel Ruga	January Cleaning Services	175.00		
2814	Baker Tilly Virchow Krause LLP	2023 Audit	61.36		
2815	Employee Resource Center	Monthly EAP Fees	11.40		
2816	Stevens Point Public Utilities	Work completed for the Airport, Verizon IPad charges	3,726.03		
2817	City of Stevens Point	Workers Comp Insurance Premiums	333.10		
2818	Stevens Point Public Utilities	Work done for Airport - mowing	735.91		
2819	Heartland Business Systems, LLC	Managed Services	77.28		
2820	Mastercard	Cable, rug service and supplies	842.00		
EFT	Payroll	2/1/2024	4,450.79		
EFT	Payroll	2/15/2024	4,435.05		
EFT	Payroll	2/29/2024	4,450.79		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	3,922.68		
	IRS	Payroll Taxes	2,887.92		
	WI Dept of Revenue	Payroll Taxes	499.27		
TOTAL EXPENSES LISTED			\$ 26,679.96	\$	26,679.96
BALANCE ON HAND FEBRUARY 29, 2024				\$	176,259.36
			Balance on Hand	\$	176,259.36
			Plus checks written after end of month		
			Plus uncleared checks	\$	919.28
			Less checks previously written clearing this month		
Ending Cash Balance matching Bank Statements				\$	177,178.64

February 2024

Airport Activity

- Airport "Pilot Controlled Lighting" maintenance in progress.
- Replacement of Rwy 12 sign 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	318	563
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	563	
Average	414		Average	282	
High Mo.	614		High Mo.	318	
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	1197.66	3966.6
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	1586.45	5094
Average	1793.45	2842.492	Average	793.225	2547
High Mo.	3625.1	5858.5	High Mo.	1197.66	3966.6
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: February **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	2313	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3003	2280	7596	
<u>Purchases</u> (+)		7504		
<u>Sold</u> (-)	1197.66	3966.6	5164.26	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	1790.34	8115.4	2401.74	
<u>Month End Jet-A Truck Quantity</u>	N/A	2272	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1797	5749	9818	
<u>Difference</u> (=)	-6.66	94.4	87.74	

	<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:	27.75	66.13
This month end temp:	27.6	27.6
This month end meter:	1797	5749 (tanks only)
Prev month end inches:	40.19	32.9
Prev month end temp:	35	34.4
Prev month end meter:	3003	2280 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	1797	5749
Inventory Value:	<u>\$ 9,434.25</u>	<u>\$ 29,894.80</u>
Total Inventory Value:	<u>\$ 39,329.05</u>	