

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
May 13, 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. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

The next Airport Commission meeting will be Monday, June 10, 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
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

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, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Jason Draheim and Jaime Zdroik

2. Approval of Minutes

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the February 12, 2024 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Nothing discussed.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:32 P.M.

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

FINANCES:

Bank balance as of March 1, 2024

\$	177,178.64
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Bank deposits recorded in March 2024

\$	15,268.18
\$	192,446.82

CHECKS ISSUED IN MARCH 2024

2821	City of Stevens Point	Insurance, retirement & fuel	7,967.44		
2822	Disher Electric Inc	Gate #7 Wiring Repair	156.00		
2823	Graphic House	Airport Sign Repair	987.34		
2824	Lumacurve Airfield Signs	Runway Sign Replacement	755.63		
2826	M-B Companies, Inc.	MB5 Brush Replacement, MB5 Filters & Fluids	6,113.36		
2827	Walt's Petroleum Service Inc.	Jet-A Dispenser Repair	222.25		
2828	QTpod	POS Terminal Repair	336.45		
2829	Abel Ruga	February Cleaning Services	175.00		
2830	Stevens Point Public Utilities	Work completed for Airport	849.63		
2831	Wing Aero Products	Charts	58.67		
2832	City of Stevens Point	2023 IT Benefits	2,398.57		
2833	Employee Resource Center	EAP Fees - February & March	11.68		
2834	Stevens Point Public Utilities	Plowing & salting for Airport	14.50		
2835	NAPA	Charger	27.99		
2836	Titan Aviation Fuels	Fuel	24,931.86		
2837	Mastercard	Cable, Rug Service, & Supplies	658.59		
2838	City of Stevens Point	Workers Comp Insurance	499.33		
2839	Heartland Business Systems, LLC	Managed Services	79.22		
2840	Northway Communications Inc	Replace Handheld Radio	816.00		
2841	Schierl Tire & Service	Replaced Valve on Tractor Rear Tire	10.00		
2842	Stevens Point Public Utilities	Plowing for Airport	875.39		
	Deposit Correction	Correction	40.00		
EFT	Payroll	3/14/2024	4,435.05		
EFT	Payroll	3/28/2024	4,617.25		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	3,567.42		
	WI Dept of Revenue	Fuel Tax	400.80		
	IRS	Payroll Taxes	4,392.32		
	WI Dept of Revenue	Payroll Taxes	761.68		
TOTAL EXPENSES LISTED			\$ 66,230.80	\$	66,230.80
BALANCE ON HAND MARCH 31, 2024				\$	126,216.02

Balance on Hand	\$ 126,216.02
Plus checks written after end of month	
Plus uncleared checks	\$ 2,938.53
Less checks previously written clearing this month	\$ (919.28)
Ending Cash Balance matching Bank Statements	\$ 128,235.27

REPORT TO THE MAY 13, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of April 1, 2024

\$	128,235.27
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Bank deposits recorded in April 2024

\$	15,320.78
\$	143,556.05

CHECKS ISSUED IN APRIL 2024

2843	Employee Resource Center	Monthly EAP - April	5.70	
2844	Abel Ruga	March Cleaning Services	175.00	
2845	Stevens Point Public Utilities	Verizon Ipad Charges	10.12	
2846	Titan Aviation Fuels	Fuel purchase	38,293.12	
2847	Baker Tilly Virchow Krause LLP	2023 Audit	900.00	
2848	City of Stevens Point	January/February-Insurance, retirement, fuel	16,506.67	
2849	City of Stevens Point	Retirement, fuel & deduction	6,922.41	
2850	Mastercard	Cable, rug service & supplies	1,352.32	
2851	City of Stevens Point	Heartland Invoices -Nov/Dec 2023 monthly billing, Rocket Cyber Sept 2023, Backup Capacity/Hardware, Adobe Licese Renewal, Rocket Cyber Dec 2023, Exagrid Support & Maint	3,488.71	
2852	Stevens Point Public Utilities	Verizon Ipad Charges	10.12	
EFT	Payroll	4/1/2024	8,689.45	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	3,124.84	
	WI Dept of Revenue	Fuel Tax	180.66	
	IRS & WI Dept of Revenue	Payroll Taxes	3,381.66	
TOTAL EXPENSES LISTED			\$ 83,112.16	\$ 83,112.16
BALANCE ON HAND APRIL 30, 2024				\$ 60,443.89

Balance on Hand	\$ 60,443.89
Plus checks written after end of month	
Plus uncleared checks	\$ 4,841.03
Less checks previously written clearing this month	\$ (2,938.53)
Ending Cash Balance matching Bank Statements	\$ 62,346.39

March 2024

Airport Activity

- Airport "Pilot Controlled Lighting" maintenance in progress.
- Self-Serve Jet-A Overwing hose reel repair 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	300	863
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	863	
Average	414		Average	288	
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	1099.94	1910.9
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	2686.39	7004.9
Average	1793.45	2842.492	Average	895.463	2334.97
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: March **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	2272	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1797	5749	9818	
<u>Purchases</u> (+)	8428			
<u>Sold</u> (-)	1099.94	1910.9	3010.84	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	9110.06	6095.1	6777.16	
<u>Month End Jet-A Truck Quantity</u>	N/A	1907	N/A	
<u>Month End Qty</u> (-) (veeder-root)	8928	4231	15066	
<u>Difference</u> (=)	182.06	-42.9	139.16	

	<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:	98.47	51.95
This month end temp:	36.6	36
This month end meter:	8928	4231 (tanks only)
Prev month end inches:	27.75	66.13
Prev month end temp:	27.6	27.6
Prev month end meter:	1797	5749 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	8928	4231
Inventory Value:	\$ 46,872.00	\$ 22,001.20
Total Inventory Value:	\$ 68,873.20	

April 2024

Airport Activity

- Airport “Pilot Controlled Lighting” maintenance in progress.
- “Warming House” demolition and removal complete.
- EAA Chapter 75 Luncheon April 20th.

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	300	863
April	271	1022	April	308	1171
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	1171	
Average	414		Average	293	
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	1099.94	1910.9
April	1109.07	1175	April	1023.06	2688.87
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	3709.45	9693.77
Average	1793.45	2842.492	Average	927.363	2423.44
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.*

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N/A

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- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter (VTM) licenses current..*
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Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: April **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	1907	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8928	4231	15066	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	1023.06	2688.87	3711.93	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	7889.94	3434.13	11324.07	
<u>Month End Jet-A Truck Quantity</u>	N/A	977	N/A	
<u>Month End Qty</u> (-) (veeter-root)	8003	2506	11486	
<u>Difference</u> (=)	-113.06	-48.87	-161.93	

	<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:	88.17	35.21
This month end temp:	53	52.4
This month end meter:	8003	2506 (tanks only)
Prev month end inches:	98.47	51.95
Prev month end temp:	36.6	36
Prev month end meter:	8928	4231 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	8003	2506
Inventory Value:	<u>\$ 42,015.75</u>	<u>\$ 13,031.20</u>
Total Inventory Value:	<u>\$ 55,046.95</u>	