

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
July 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. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

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

City of Stevens Point
Airport Commission
May 13, 2024 - 12:34 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, Mae Nachman and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Jason Draheim, Ald. Lang and Jaime Zdroik

EXCUSED ABSENCE: Carl Rasmussen and Anna Haines

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the March 11, 2024 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the department claims for the months of March and April as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason wanted to highlight April's report. This was the culmination of a multi-year project for the demolition and removal of the old warming house building on the Airport property. This was in the runway protection zone. This was conditional to our federal funding acceptance and mandated by the bureau. The remediation removal went well.

5. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:38PM

REPORT TO THE JUNE 10, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of May 1, 2024

\$	62,346.39
----	-----------

Bank deposits recorded in May 2024

\$	26,015.62
\$	88,362.01

CHECKS ISSUED IN MAY 2024

2853	WM Corporate Services Inc	Material removal for house demolition on the Airport	7,216.88	
2854	Heartland Business Systems, LLC	Monthly bill for April	81.12	
2855	Abel Ruga	April Cleaning Services	175.00	
2856	Baker Tilly Virchow Krause LLP	2023 Audit Fees	1,293.04	
2857	Disher Electric Inc	Terminal & Hangar Lighting Repair	1,456.19	
2859	Fleet Transportation LLC	Excavator moved	819.26	
2860	Mavo Systems Wisconsin LLC	Warming house asbestos abatement	4,200.00	
2861	Titan Aviation Fuels	Fuel purchase	24,762.84	
2862	ULINE	Janitorial & PPE	587.85	
2863	Walt's Petroleum Service Inc.	Jet-A Fuel overwing rell repair	638.77	
2864	Wing Aero Products	Charts	58.87	
2865	City of Stevens Point	EE Health Insurance Premiums, Oil/Gas, Life Insurance Prens, WRS Funds from prev month, Standard Life Prens, Deferred Comp	7,409.29	
2866	Heartland Business Systems, LLC	Monthly Billing - May	83.36	
2867	Leaves Inspired Tree Nursery LLC	Trees	850.00	
2868	City of Stevens Point	April IT Invoices	510.16	
2869	Mastercard	Cable, rug service & supplies	929.59	
EFT	Payroll	May 2024	8,425.68	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	2,825.54	
	WI Dept of Revenue	Fuel Tax	222.72	
	IRS & WI Dept of Revenue	Payroll Taxes	3,347.35	
	TOTAL EXPENSES LISTED		\$ 65,964.89	\$ 65,964.89
	BALANCE ON HAND MAY 31, 2024			\$ 22,397.12
		Balance on Hand		\$ 22,397.12
		Plus checks written after end of month		
		Plus uncleared checks		
		Less checks previously written clearing this month		\$ (4,841.03)
		Ending Cash Balance matching Bank Statements		\$ 17,556.09

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

FINANCES:

Bank balance as of June 1, 2024

\$	17,556.09
----	-----------

Bank deposits recorded in June 2024

\$	101,003.03
\$	118,559.12

CHECKS ISSUED IN JUNE 2024

2870	Baker Tilly Virchow Krause LLP	2023 Audit	384.00		
2871	Employee Resource Center	May EAP Fees	5.70		
2872	Abel Ruga	May cleaning services	175.00		
2873	City of Stevens Point	Verizon iPad charges	10.12		
2874	Heartland Business Systems, LLC	Monthly Billing for June	78.46		
2875	Stevens Point Public Utilities	Work for Airport	4,927.83		
2876	Mastercard	Cable, rug service & supplies	1,779.16		
2877	City of Stevens Point	Worker's Comp May	1,000.14		
2878	Security Fence & Supply Co., Inc.	Swing Gate	1,893.00		
	Bank Fee	Fees	44.86		
EFT	Payroll	June 2024	8,425.54		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,837.83		
	WI Dept of Revenue	Fuel Tax	144.30		
	IRS & WI Dept of Revenue	Payroll Taxes	3,347.35		
	TOTAL EXPENSES LISTED		\$ 24,124.67	\$	24,124.67
	BALANCE ON HAND JUNE 30, 2024			\$	94,434.45

Balance on Hand	\$ 94,434.45
Plus checks written after end of month	
Plus uncleared checks	\$ 4,672.30
Less checks previously written clearing this month	
Ending Cash Balance matching Bank Statements	\$ 99,106.75

May 2024

Airport Activity

- Airport "Pilot Controlled Lighting" maintenance in progress.
- Windcone installation complete.
- Challenge Academy flights May 9th.

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	412	1583
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	1583	
Average	414		Average	317	
High Mo.	614		High Mo.	412	
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	1500.43	904.7
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	5209.88	10598.5
Average	1793.45	2842.492	Average	1041.98	2119.69
High Mo.	3625.1	5858.5	High Mo.	1500.43	3966.6
Low Mo.	464.59	614.5	Low Mo.	388.79	904.7

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.

June 2024

Airport Activity

- Airport "Pilot Controlled Lighting" maintenance in progress.
- Windcone installation complete.
- NAFA flights June 7th.
- Airfield mowing ops in progress

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	412	1583
June	494	1886	June	541	2124
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	2124	
Average	414		Average	354	
High Mo.	614		High Mo.	541	
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	1500.43	904.7
June	1982.39	5858.5	June	1314.71	3003
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	6524.59	13601.5
Average	1793.45	2842.492	Average	1087.43	2266.91
High Mo.	3625.1	5858.5	High Mo.	1500.43	3966.6
Low Mo.	464.59	614.5	Low Mo.	388.79	904.7

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: May **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	977	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8003	2506	11486	
<u>Purchases</u> (+)	0	8020		
<u>Sold</u> (-)	1500.43	904.7	2405.13	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	6487.57	10583.3	9050.87	
<u>Month End Jet-A Truck Quantity</u>	N/A	1734	N/A	
<u>Month End Qty</u> (-) (veeder-root)	6573	8871	17178	
<u>Difference</u> (=)	-85.43	-21.7	-107.13	
<u>Tax exempt Gal.</u> (includes used gals)	<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u>	0	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	73.94	97.79
This month end temp:	63.7	63.8
This month end meter:	6573	8871 (tanks only)
Prev month end inches:	88.17	35.21
Prev month end temp:	53	52.4
Prev month end meter:	8003	2506 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	6573	8871
Inventory Value:	\$ 34,508.25	\$ 46,129.20
Total Inventory Value:	\$ 80,637.45	

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month:	June	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	1734	N/A	
<u>Prev. Month Qty</u>				6573	8871	17178	
			(veeder-root)				
<u>Purchases</u>	(+)			0	0		
<u>Sold</u>	(-)			1314.71	3003	4317.71	
<u>Used</u>	(-)			15	15	30	
<u>Total Qty</u>	(=)			5243.29	7587	12830.29	
<u>Month End Jet-A Truck Quantity</u>				N/A	1529	N/A	
<u>Month End Qty</u>	(-)			5263	6106	12898	
			(veeter-root)				
<u>Difference</u>	(=)			-19.71	-48	-67.71	
				<u>100LL Gal.</u>	<u>Jet-A Gal.</u>		
<u>Tax exempt Gal.</u>				0		0	
			(includes used gals)				

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	61.56	69.49
This month end temp:	62.8	63.3
This month end meter:	5263	6106 (tanks only)
Prev month end inches:	73.94	97.79
Prev month end temp:	63.7	63.8
Prev month end meter:	6573	8871 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	5263	6106
Inventory Value:	<u>\$ 27,630.75</u>	<u>\$ 31,751.20</u>
Total Inventory Value:	<u>\$ 59,381.95</u>	