

**City of Stevens Point
Airport Commission**

August 10, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 715-8592 - Meeting
ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Approval of July 13, 2020 minutes
2. Approval of Department Claims
3. Written Report - *Jason Draheim*
4. Verbal Report - *Jason Draheim*
5. Adjournment

***The next Airport Commission meeting will be Monday, September 14, 2020
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**

July 13, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 715-8592 - Meeting
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MINUTES

Discussion and Possible Action on:

1. Approval of June 8, 2020 minutes

Motion made by Mae Nachman, seconded by Anna Haines to approve the minutes of the June 8, 2020 meeting.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the department claims for the month of June as audited and read.

Ayes all. Nays none. Motion carried.

3. Written Report - Jason Draheim

Written report was reviewed by Commission.

4. Verbal Report - Jason Draheim

Jason stated it was a standard month. Still kind of slow due to the Covid 19 adjustments. The pavement project is complete and all tenants are happy.

5. Adjournment

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting adjourned: 12:42 PM

REPORT TO THE AUGUST, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of July 1, 2020

\$	280,450.61
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Bank deposits recorded in July 2020

\$	41,135.69
\$	321,586.30

CHECKS ISSUED IN JULY 2020:

2248	AT&T	Phone Charges	2.90		
2249	City of Stevens Point	Insurance, retirement, fuel charges	4,331.26		
2250	DBT Transportation Services LLC	AWOS Parts	482.64		
2251	Transportation Dept	Lawn maintenance	366.40		
2252	Verizon Wireless	IPad & Cell Phone Charges	10.25		
2253	WI Public Service	Monthly Utilities - Gas & Electric	1,352.27		
2254	Wing Aero Products	Charts	38.75		
2255	Worzellas Point Supply LLC	Janitorial supplies	245.64		
2256	Donna's Cleaning Service	Cleaning service	175.00		
2257	Sewage Dept	Work for Airport	47.66		
2258	Storm Water Dept	Work for Airport	56.46		
2259	Transportation Dept	Lawn care	366.40		
2260	Mastercard	Landscaping, rug service and Spectrum bill	991.80		
2261	City of Stevens Point	Workers Comp Premium	267.56		
EFT	Payroll	7/9/2020	3,593.93		
EFT	Payroll	7/23/2020	3,585.40		
	WI Dept of Revenue	Fuel Tax	229.02		
	IRS	Payroll Taxes	2,403.36		
	WI Dept of Revenue	Payroll Taxes	515.14		
TOTAL EXPENSES LISTED			\$ 19,061.84	\$	19,061.84
BALANCE ON HAND JULY 31 , 2020				\$	302,524.46

Balance on Hand	\$ 302,524.46
Plus checks written after end of month	
Plus uncleared checks	
Less checks previously written clearing this month	\$ (5,246.28)
Ending Cash Balance matching Bank Statements	\$ 297,278.18

July 2020

Airport Activity

- COVID-19 Operational adjustments in place.
- Maintenance of Operations Hangar building on hold (COVID-19).
- Hangar-area pavement marking complete.
- PCI(Pavement Condition) Inspection complete July 17th.
- SPPD EVOC training July 22nd.

Aircraft Movements

Activity logs are on file and available for viewing at the airport

- *314 Aircraft were logged during hours of operation for the month.*

Aircraft Type	#
Single Engine Private	292
Multi-Engine Private	2
Single Engine Business	0
Multi-Engine Business	4
Jet/Turbine	11
Helicopter	5

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

<u>2019</u>	<u>AC</u> <u>Movement</u>	<u>2020</u>	<u>AC</u> <u>Movement</u>
January	197	January	181
February	178	February	162
March	248	March	120
April	272	April	137
May	325	May	252
June	418	June	273
July	801	July	314
August	443	August	
September	407	September	
October	389	October	
November	370	November	
December	392	December	
Total	4440	Total	1439
Average	370	Average	206
High Mo.	801	High Mo.	314
Low Mo.	178	Low Mo.	120

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

<u>100LL</u>	<u>Jet-A</u>	<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>
785	2082	January	880.67	1701
455.88	1848	February	1674.62	1118
2164.08	3475.3	March	1590.84	1373
2526.79	4255.8	April	2003.42	265
2389.94	5304.1	May	885.5	1374.7
3282.52	6983.7	June	1306.73	2510.5
5665.18	9066.6	July	1925.02	1638.6
3181.52	6448.6	August		
2199.47	4908	September		
2519.22	6458.9	October		
1183.46	3075.2	November		
1452.05	2042.3	December		
27805.1	55948.5	Total	10266.8	9980.8
2317.09	4662.375	Average	1466.69	1425.83
5665.18	9066.6	High Mo.	2003.42	2510.5
455.88	1848	Low Mo.	880.67	265

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 22 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.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *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: July **Year:** 2020

(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	2147	N/A	
<u>Prev. Month Qty</u> (veeder-root)	2492	4690	9329	
<u>Purchases</u> (+)	8378	0	8378	8378
<u>Sold</u> (-)	1925.02	1638.6	3563.62	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	8939.98	5193.4	14133.38	
<u>Month End Jet-A Truck Quantity</u>	N/A	2984	N/A	
<u>Month End Qty</u> (-) (veeder-root)	8978	2198	14160	
<u>Difference</u> (=)	-38.02	11.4	-26.62	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0	0	0

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	99.07	32.04
This month end temp:	70	66.7
This month end meter:	8978	2198 (tanks only)
Prev month end inches:	35.07	56.24
Prev month end temp:	74.8	75.1
Prev month end meter:	2492	4690 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	8978	2198
Inventory Value:	<u>\$ 36,450.68</u>	<u>\$ 8,967.84</u>
Total Inventory Value:	<u>\$ 45,418.52</u>	