

Our intention is to have in-person meetings going forward. Meetings will be held 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
September 9, 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, October 14, 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
August 12, 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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Chris Lefebvre, Shane Kohnen, Jason Draheim and Jaime Zdroik

EXCUSED ABSENCE: Mae Nachman

2. Approval of Minutes

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

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. 2023 Audit Presentation by Baker Tilly

Jodi Dobson of Baker Tilly presented the 2023 Audit to the Commission.

The last three years, revenues have stayed consistent. The expenses decreased in 2023 due to depreciation.

The unrestricted cash on hand is at 3.70 months, which is down some from previous years.

The Airport has no outstanding debt.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the 2023 Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Jason stated the lighting project is now complete. EAA week went very well. There were no weather delays like in previous years.

6. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:54 P.M.

REPORT TO THE SEPTEMBER 9, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of August 1, 2024	\$ 64,446.35
Bank deposits recorded in August 2024	\$ 60,810.13
	<u>\$ 125,256.48</u>

CHECKS ISSUED IN AUGUST 2024

2894	Employee Resource Center	July EAP Fees	5.70		
2895	Abel Ruga	July Cleaning Services	175.00		
2896	Stevens Point Public Utilities	Verizon Ipad Charges	10.12		
2897	LiveWire Systems LLC	Wiring to install electric monitoring	565.00		
2898	Rasmussen Plumbing & Heating	Fixed faucets	407.33		
2899	Stevens Point Public Utilities	Work for Airport	2,041.68		
2900	Titan Aviation Fuels	Fuel purchase	11,238.30		
2901	Mastercard	Cable, rugs & supplies	1,294.90		
2902	Heartland Business Systems, LLC	August Monthly Billing	78.24		
EFT	Payroll	August 2024	13,247.67		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,946.03		
	WI Dept of Revenue	Fuel Tax	378.54		
	IRS & WI Dept of Revenue	Payroll Taxes	5,380.37		
	TOTAL EXPENSES LISTED		<u>\$ 36,840.26</u>	\$	36,840.26
	BALANCE ON HAND AUGUST 31, 2024			\$	<u>88,416.22</u>

Balance on Hand	\$ 88,416.22
Plus checks written after end of month	
Plus uncleared checks	\$ 1,373.14
Less checks previously written clearing this month	\$ (6,413.78)
Ending Cash Balance matching Bank Statements	<u><u>\$ 83,375.58</u></u>

August 2024

Airport Activity

- Runway 21 - PAPI repair complete.
- Annual Dream Flights event August 6th.

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	645	2769
August	614	3098	August	621	3390
September	499	3597	September		
October	512	4109	October		
November	478	4587	November		
December	385	4972	December		
Total	4972		Total	3390	
Average	414		Average	424	
High Mo.	614		High Mo.	645	
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	3255.38	3053.5
August	3625.1	5427.7	August	1882.43	3949
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	11662.4	20604
Average	1793.45	2842.492	Average	1457.8	2575.5
High Mo.	3625.1	5858.5	High Mo.	3255.38	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: August **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	1172	N/A	
<u>Prev. Month Qty</u> (veeder-root)	6519	3464	11155	
<u>Purchases</u> (+)	0	11935		
<u>Sold</u> (-)	1882.43	3949	5831.43	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	4621.57	12607	5293.57	
<u>Month End Jet-A Truck Quantity</u>	N/A	4247	N/A	
<u>Month End Qty</u> (-) (veeter-root)	4596	8418	17261	
<u>Difference</u> (=)	25.57	-58	-32.43	

	<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:	55.36	92.62
This month end temp:	68.3	68.9
This month end meter:	4596	8418 (tanks only)
Prev month end inches:	73.41	44.67
Prev month end temp:	76	75.4
Prev month end meter:	6519	3464 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	4596	8418
Inventory Value:	<u>\$ 24,129.00</u>	<u>\$ 43,773.60</u>
Total Inventory Value:	<u>\$ 67,902.60</u>	