

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 technology for the hybrid style meeting may not be reliable.

**City of Stevens Point
Airport Commission
October 14, 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. Discussion only regarding Airport petitions - *Joel Lemke & Jason Draheim*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, November 11, 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
September 9, 2024 - 12:39 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, Mae Nachman, Anna Haines and Ray Schmidt

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

2. Approval of Minutes

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

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated next month they will be bringing petitions forward to be acted on. Every five years we have to petition the FAA in order to receive federal funding. These will outline the projects they would like to complete in the next five years.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:42 P.M.

REPORT TO THE OCTOBER 14, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of September 1, 2024

\$	83,375.58
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Bank deposits recorded in September 2024

\$	196,658.92
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\$	280,034.50
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CHECKS ISSUED IN SEPTEMBER 2024

2903	Baker Tilly Virchow Krause LLP	2023 Audit	68.35		
2904	Employee Resource Center	August EAP Fees	5.70		
2905	Abel Ruga	August Cleaning Services	175.00		
2906	Titan Aviation Fuels	Fuel purchase	23,539.18		
2907	BlueGlobes LLC	Taxi bulbs	896.43		
2908	Central Door Solutions LLC	Hangar door maintenance	869.00		
2909	Century Fence Company	Auto Gate Service	1,716.00		
2910	City of Stevens Point	Workers Comp - August	511.85		
2911	QTpod	QT Network & Support Contracts	2,270.50		
2912	Riesterer & Schnell Inc.	JD 6120M Tractor Warranty Inspection	437.50		
2913	Stevens Point Public Utilities	Work for the Airport	1,676.47		
2914	Walt's Petroleum Service Inc.	100LL Dispenser Solenoid Repair	222.25		
2915	Worzellas Point Supply LLC	Janitorial supplies	109.00		
2916	Heartland Business Systems, LLC	September Monthly Billing	78.46		
2917	Mastercard	Cable, rugs & supplies	586.89		
EFT	Payroll	September 2024	8,419.39		
	WI Dept of Revenue	Business Tax	10.00		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,708.69		
	WI Dept of Revenue	Fuel Tax	349.86		
	IRS & WI Dept of Revenue	Payroll Taxes	3,401.58		
TOTAL EXPENSES LISTED			\$ 47,123.48	\$	47,123.48
BALANCE ON HAND SEPTEMBER 30, 2024				\$	232,911.02

Balance on Hand	\$ 232,911.02
Plus checks written after end of month	
Plus uncleared checks	\$ 586.89
Less checks previously written clearing this month	\$ (1,373.14)
Ending Cash Balance matching Bank Statements	\$ 232,124.77



September 24, 2024

TO: Airport Commission
City Plan Commission
Common Council

This correspondence is to inform officials and the public of the public notice, public hearing, petition, resolution, and agency agreement activities between the Stevens Point Municipal Airport and the State of Wisconsin, Department of Transportation.

The Stevens Point Municipal Airport will be petitioning the State of Wisconsin for state and federal aid to undertake development projects that will be listed in the petition documents and in the official notice. The order of events is spelled out below. There is no action needed at the Commission meetings, we just want to be sure that all parties are aware of these activities that take place about every 5 years. All action will be taken at the Common Council meeting in October.

1. A public hearing notice will appear in our official paper (Stevens Point Gazette) on October 10 to inform the public of a public hearing that will occur at the City's Common Council meeting on October 21.
2. At the City's Common Council meeting there will be a public hearing allowing members of the public to comment on the petition being made to the State of Wisconsin for state and federal funds.
3. Following the closing of the public hearing, there will be consideration of the formal resolution petitioning the Secretary of Transportation for airport improvement aid.
4. If the resolution is approved, the airport will be authorized to execute the Agency Agreement and Federal Block Grant Owner Assurances.

If there are any questions that arise, please don't hesitate to reach out to Jason Draheim (Airport Manager) or myself.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke
Director of Public Utilities and Transportation

September 2024

Airport Activity

- Annual Young Eagles Event – September 21
- Annual Challenge Academy Fly Out – September 24

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	580	3970
October	512	4109	October		
November	478	4587	November		
December	385	4972	December		
Total	4972		Total	3970	
Average	414		Average	441	
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	2330.78	2108.3
October	3239.17	2886.4	October		
November	1534.69	1391.7	November		
December	946.86	2753	December		
Total	21521.4	34109.9	Total	13993.2	22712.3
Average	1793.45	2842.492	Average	1554.8	2523.59
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.

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: September **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	4247	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4596	8418	17261	
<u>Purchases</u> (+)	0			
<u>Sold</u> (-)	2330.78	2108.3	4439.08	
<u>Used</u> (-)	15	115	130	
<u>Total Qty</u> (=)	2250.22	10441.7	12691.92	
<u>Month End Jet-A Truck Quantity</u>	N/A	2193	N/A	
<u>Month End Qty</u> (-) (veeder-root)	2252	8237	12682	
<u>Difference</u> (=)	-1.78	11.7	9.92	

	<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:	32.61	90.66
This month end temp:	62.8	64.8
This month end meter:	2252	8237 (tanks only)
Prev month end inches:	55.36	92.62
Prev month end temp:	68.3	68.9
Prev month end meter:	4596	8418 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	2252	8237
Inventory Value:	<u>\$ 11,823.00</u>	<u>\$ 42,832.40</u>
Total Inventory Value:	<u>\$ 54,655.40</u>	