

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
November 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

(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, December 9, 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
October 14, 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: Carl Rasmussen, Anna Haines, Ray Schmidt

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

EXCUSED ABSENCE: Paul Adamski, Mae Nachman

2. Approval of Minutes

Motion made by Anna Haines, seconded by Ray Schmidt to approve the September 9, 2024 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Anna Haines, seconded by Ray Schmidt to approve the department claims for the month of September 2024 as audited and read.

Ayes all. Nays none. Motion carried.

4. Discussion only regarding Airport petitions - Joel Lemke & Jason Draheim

Joel stated a letter enclosed in the packet, notifies the Commission that the Airport will be petitioning the State of Wisconsin for state and federal aid to undertake development projects. This is typically done every five years, but it has been approximately seven since we did this last. There will be a notice in the Stevens Point Gazette informing the public of a public hearing that will occur at the City's Common Council meeting on October 21.

The projects listed in the petition are for the paving and lighting of the crosswind

runways and hangar development.

5. Written/Verbal Report - Jason Draheim

Jason stated he will be bring an item to the Commission for a tree clearing project. There will be a tree clearing process for runways 1, 2 and 30 to the approach ends of those runways. This will be fully funded by the state bureau of aeronautics through another federal grant. Trees will be cut on Airport property designated as part of the runway protection areas.

6. Adjournment.

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:44 P.M.

REPORT TO THE NOVEMBER 12, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of October 1, 2024	\$ 232,124.77
Bank deposits recorded in October 2024	\$ 19,495.33
	\$ 251,620.10

CHECKS ISSUED IN OCTOBER 2024

2918	City of Stevens Point	Insurance, WRS, phone, gas & supplies	17,371.50	
2919	Employee Resource Center	September EAP Fees	5.70	
2920	Abel Ruga	September Cleaning Services	175.00	
2921	Baker Tilly Virchow Krause LLP	Professional Services thru Sept 30	206.72	
2922	City of Stevens Point	Retirement, health insurance, gas & phone	7,456.39	
2923	Jeff Graboski	Mileage & meals for Titan Seminar	696.79	
2924	Stevens Point Public Utilities	Verizon iPad Charges, work done for the Airport	861.78	
2925	City of Stevens Point	IT-June Heartland Rocket Cyber-City Aug Invoice, WiscNet-City Sept Invoice, Heartland-City Sept Invoice	671.41	
2926	Multi Media Channels, LLC	Public Hearing Notice	146.85	
2927	Mastercard	Cable, rugs & supplies	1,068.20	
2928	Heartland Business Systems, LLC	October Monthly Bill	78.46	
EFT	Payroll	October 2024	8,385.70	
	WI Dept of Revenue	Business Tax		
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	1,797.35	
	WI Dept of Revenue	Fuel Tax	266.34	
	IRS & WI Dept of Revenue	Payroll Taxes	3,387.19	
	TOTAL EXPENSES LISTED		\$ 42,646.76	\$ 42,646.76
	BALANCE ON HAND OCTOBER 31, 2024			\$ 208,973.34
		Balance on Hand		\$ 208,973.34
		Plus checks written after end of month		
		Plus uncleared checks		\$ 1,146.66
		Less checks previously written clearing this month		\$ (586.89)
	Ending Cash Balance matching Bank Statements			\$ 209,533.11



November 11, 2024

TO: Airport Commission
City Plan Commission
Common Council

This **repeated/revised** 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. **New projects have been added to this petition since last month's meeting.** 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 November.

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 November 7.
2. At the City's Common Council meeting on November 18, 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, appearing to read "Joel Lemke". The signature is fluid and cursive, with the first and last names clearly distinguishable.

Joel Lemke
Director of Public Utilities and Transportation

October 2024

Airport Activity

- Citizens Academy – Oct 5th
- Annual fuel system filter changes and meter proving – Oct 23rd

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	601	4571
November	478	4587	November		
December	385	4972	December		
Total	4972		Total	4571	
Average	414		Average	457	
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	1446.08	1543.2
November	1534.69	1391.7	November		
December	946.86	2753	December		
Total	21521.4	34109.9	Total	15439.3	24255.5
Average	1793.45	2842.492	Average	1543.93	2425.55
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: October **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	2193	N/A	
<u>Prev. Month Qty</u> (veeder-root)	2252	8237	12682	
<u>Purchases</u> (+)	8348			
<u>Sold</u> (-)	1446.08	1543.2	2989.28	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	9138.92	8871.8	9662.72	
<u>Month End Jet-A Truck Quantity</u>	N/A	2226	N/A	
<u>Month End Qty</u> (-) (veeter-root)	9065	6625	17916	
<u>Difference</u> (=)	73.92	20.8	94.72	

	<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:	100.14	74.43
This month end temp:	48.1	48.5
This month end meter:	9065	6625 (tanks only)
Prev month end inches:	32.61	90.66
Prev month end temp:	62.8	64.8
Prev month end meter:	2252	8237 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	9065	6625
Inventory Value:	<u>\$ 47,591.25</u>	<u>\$ 34,450.00</u>
Total Inventory Value:	<u>\$ 82,041.25</u>	