

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
February 11, 2025 - 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. 2025 Capital Operations and Maintenance Plan - *Joel Lemke*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, March 10, 2025 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
January 13, 2025 - 12:20 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>

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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, Jenny Schmeiser, Eric Southworth, Chris Lefebvre, Shane Kohnen and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the November 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 months of November and December 2024 as audited and read.

Ayes all. Nays none. Motion carried.

4. Engagement letter with Baker Tilly - Joel Lemke

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the engagement letter with Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Update on 5 year CIP projects from the Bureau of Aeronautics - Joel Lemke

Joel stated the Bureau of Aeronautics presented us with a 5 year outlook on how we can use the combination of funds available to us for capital at the Airport. It didn't get worked in for 2025 Capital because it was presented to them after the City completed their capital approval process. The total programmed funding is 5.7 million, for a very

small local share of approximately \$280,000 which is about 2.5%.

The order of the projects may change slightly due to differentiating funding sources.

These items will be worked in to the Capital Operations and Maintenance Plan presented next month, so no action is needed.

6. Written/Verbal Report - Joel Lemke

Nothing discussed.

7. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:28 P.M.

REPORT TO THE FEBRUARY 11, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2025	\$ 137,793.95
Bank deposits recorded in January 2025	\$ 15,578.29
	\$ 153,372.24

CHECKS ISSUED IN JANUARY 2025

2955	Baker Tilly Virchow Krause LLP	Professional Services thru Dec 2024 for audit	371.68
2956	Employee Resource Center	Monthly EAP Fees - Jan 2025	5.70
2957	Abel Ruga	December Cleaning Services	175.00
2958	Stevens Point Public Utilities	Work done for Airport	1,544.53
2959	Van Ert Electric Company, Inc.	Wind Cone Replacement	17,455.00
2960	Rasmussen Plumbing & Heating	Troubleshoot Toilet Issue	367.38
2961	Scales and Tails Guide Service LLC	Deer culling	1,000.00
2962	City of Stevens Point	Retirement, insurance, fuel & phone	9,784.51
2963	Heartland Business Systems, LLC	Monthly billing for January	78.46
2964	Mastercard	Internet & rugs	424.05
2965	Titan Aviation Fuels	Ground reel	1,780.18
2966	Transportation Dept	Fobs	599.00
2967	City of Stevens Point	Workers Comp Premiums	518.91
2968	Stevens Point Public Utilities	Verizon Ipad charges 1-24-25 to 2-23-25	10.13
EFT	Payroll	January 2024	12,960.61
	Delta Dental	Dental Insurance Premiums	71.38
	Wisconsin Public Service	Utility Charges	3,967.19
	WI Dept of Revenue	Fuel Tax	75.18
	IRS & WI Dept of Revenue	Payroll Taxes	5,402.84
	WI Dept of Revenue	Sales Tax	63.38
	TOTAL EXPENSES LISTED		\$ 56,655.11
	BALANCE ON HAND JANUARY 31, 2025		\$ 96,717.13
		Balance on Hand	\$ 96,717.13
		Plus checks written after end of month	\$ -
		Plus uncleared checks	\$ 3,332.27
		Less checks previously written clearing this month	\$ (5,578.12)
	Ending Cash Balance matching Bank Statements		\$ 94,471.28

**Public Utilities and Municipal Airport
Capital Operations and Maintenance Plan
2025 Requests and future year plans**



* indicated replacement fund eligibility

Water Requests	Dept. Share	Other Sources	Notes	Year
Reconstruction projects	2,300,000			2025
30% of Trimble GPS Equipment	11,700	27,300	Split with Wastewater, Stormwater, and Fiber	2025
Pre-engineering for towers and boosters	21,900			2025
Property Acquisition for booster stations	45,000		Estimate. Will come forward with future requests	2025
Remaining well 12 design	70,000			2025
Generator move from 11 to 7/8 design	45,000			2025
Camera and network equipment upgrades	3,000			2025
50% of SCADA upgrade	76,000	76,000	Split with Wastewater	2025
33% of Aerial Photo & LiDAR enhancements	12,000	24,000	Split with Wastewater and Stormwater	2025
Current Year Request Total	2,584,600	127,300		
Future Year Capital Projects:				
Well 12 and generator move construction	2,500,000			2026
33% of Administration building addition	600,000	1,200,000	Shared with Wastewater and Stormwater	2026
Tower 3 construction	7,500,000		Third tower will go on second pressure zone	2026
Paint tower 1 or reconstruct/move	1,800,000			2027
33% of new cold storage facility	250,000	750,000	Shared with Wastewater and Stormwater	2027
Leak detection equipment	15,000			2027
Bulk water fill station replacement panel	15,000			2025
Wellfield treatment plant	TBD		Potential treatment for wells 6,7,8,9,10	2030
Wastewater Requests	Dept. Share	Other Sources	Notes	Year
Reconstruction projects	2,100,000			2025
Feltz/10-51 lift station replacement engineering	60,000		Previously approved, underway	2025
Feltz/10-51 lift station replacement	1,500,000		Submersible stations	2025
*UV disinfection and final clarifier upgrades	710,000		Previously approved, underway (617K bid)	2025
33% of Aerial Photo & LiDAR enhancements	12,000	24,000	Split with Water and Stormwater	2025
Camera and network equipment upgrades	3,000			2025
Replace windows in lab office building	25,000			2025
Fall Protection	45,000		Around WWTP	2025
*Digester recirculation pump replacement	15,500		Digester 1	2025

50% of SCADA upgrade	76,000	76,000	Split with Water	2025
Ferric Chloride Level Transducer	7,000		Vega level indicator	2025
Replace 3/4 Ton Truck with plow	65,000		Plow Truck	2025
*Digester 3 cover coating	Unknown		Inside of cover is corroding, needs inspecting	2025
*Influent Pump Rehab/Replacement	1,100,000		Rehab 2 screw pumps	2025
Security gates/fencing/access control	60,000			2025
30% of Trimble GPS Equipment	11,700	27,300	Split with Water, Stormwater, and Fiber	2025
Current Year Request Total	5,790,200	127,300		
Future Year Capital Projects:				
*Primary Sludge Pump Replacement	60,000			2026
33% of Administration building addition	600,000	1,200,000	Shared with Water and Stormwater	2026
Solids building back up generator	250,000			2026
* Aeration upgrade/gate replacement	5,000,000		Selector Basin and Aeration Upgrade	2026
33% of new cold storage facility	250,000	750,000	Shared with Water and Stormwater	2027
Solar Panel install	280,000		Install along back fence 200KW	2027
*Grit System Rehab	40,000		Gear box/Motor replacement	2027
Replace 3/4 Ton Truck	60,000		Lift Station Truck	2027
Grease receiving equipment	2,500,000		Screening/Seperation	2028
*Automatic Sampler Replacements	50,000		Raw, Primary, Effluent	2028
*Rotary Seals for Biosolids Dryer	65,000			2029
*Aeration Blower Replacement	200,000		Replace Blower #3	2031
Stormwater Requests	Dept. Share	Other Sources	Notes	Year
Reconstruct projects	3,300,000			2025
BRIC grant project (flooding study)	64,000	192,000	Previously approved	2025
30% of Trimble GPS Equipment	11,700	27,300	Split with Water, Wastewater, and Fiber	2025
Camera and network equipment upgrades	3,000			2025
33% of Aerial Photo & LiDAR enhancements	12,000	24,000	Split with Water and Wastewater	2025
Current Year Request Total	3,390,700	243,300		
Future Year Capital Projects:				
33% of Administration building addition	600,000	1,200,000	Shared with Water and Wastewater	2026
Michigan Ave Underpass				2026
33% of new cold storage facility	250,000	750,000	Shared with Water and Wastewater	2027
Installing pipe work for ditch south of Sandpiper				2027
Treatment facility			Near I-39 and Maple Bluff Road	2028
Fiber Requests	Dept. Share	Other Sources	Notes	Year
10% Trimble GPS Equipment	3,900	35,100	Split with Water, Wastewater, and Stormwater	2025
Construction of fiber loop and service area ext	45,000	224,000	Work for County and enhancement of the system	2025
Current Year Request Total	48,900	259,100		

Airport Requests	Dept. Share	Other Sources	Notes	Year
Design - 12/30 Runway Rehab	10,000	200,000	BIL, State, Apportionment, Entitlement, Discretionary	2025
Design - 12/30 Lighting Reconstruction	3,000	60,000	BIL, State, Apportionment, Entitlement, Discretionary	2025
Design - Runway Signage Replacement	250	5,000	BIL, State, Apportionment, Entitlement, Discretionary	2025
Design - Taxiway A Lighting Reconstruction	6,000	120,000	BIL, State, Apportionment, Entitlement, Discretionary	2025
Design - Taxiway B Lighting Reconstruction	2,000	40,000	BIL, State, Apportionment, Entitlement, Discretionary	2025
Mowing Implement		33,000	Approved through 2025 City CIP	
Current Year Request Total	21,250	458,000		
Future Year Capital Projects:				
Planning - New Airport Master Plan	22,750	455,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Construction - Taxiway A Lighting	37,500	750,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Construction - Taxiway B Lighting	7,895	315,789	BIL, State, Apportionment, Entitlement, Discretionary	2026
Construction - Runway 12/30 Rehabilitation	100,000	2,000,000	BIL, State, Apportionment, Entitlement, Discretionary	2027
Construction - Runway 12/30 Lighting Reconstruction	30,000	600,000	BIL, State, Apportionment, Entitlement, Discretionary	2027
Construction - Replace Runway Signage	1,000	20,000	BIL, State, Apportionment, Entitlement, Discretionary	2027
Design - Construction of Taxilane	10,000	200,000	BIL, State, Apportionment, Entitlement, Discretionary	2028
Construction - Taxilane Construction	50,000	1,000,000	BIL, State, Apportionment, Entitlement, Discretionary	2029
Loader replacement	Unknown	Unknown	Future City CIP request and replacement	2026
Turf Runway	45,000			2026

January 2025

Airport Activity

- Gate 2 drive belt repair.
- Perimeter fence tree trimming
- MB5 snow broom replacement

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

<u>2024</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2025</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	245	245	January	201	201
February	318	563	February		
March	300	863	March		
April	308	1171	April		
May	412	1583	May		
June	541	2124	June		
July	645	2769	July		
August	621	3390	August		
September	580	3970	September		
October	601	4571	October		
November	400	4971	November		
December	289	5260	December		
Total	5260		Total	201	
Average	438		Average	201	
High Mo.	645		High Mo.	201	
Low Mo.	245		Low Mo.	201	

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

<u>2024</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2025</u>	<u>100LL</u>	<u>Jet-A</u>
January	388.79	1127.4	January	433.58	1679.8
February	1197.66	3966.6	February		
March	1099.94	1910.9	March		
April	1023.06	2688.87	April		
May	1500.43	904.7	May		
June	1314.71	3003	June		
July	3255.38	3053.5	July		
August	1882.43	3949	August		
September	2330.78	2108.3	September		
October	1446.08	1543.2	October		
November	813.41	140.9	November		
December	345.74	907.7	December		
Total	16598.4	25304.07	Total	433.58	1679.8
Average	1383.2	2108.673	Average	433.58	1679.8
High Mo.	3255.38	3966.6	High Mo.	433.58	1679.8
Low Mo.	345.74	140.9	Low Mo.	433.58	1679.8

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..*

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.