

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
March 10, 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. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

The next Airport Commission meeting will be Monday, April 14, 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 Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
February 11, 2025 - 12:23 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 and Ray Schmidt

EXCUSED ABSENCE: Mae Nachman and Anna Haines

ALSO PRESENT: Joel Lemke, Shane Kohlen, Eric Southworth and Jaime Zdroik

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the January 13, 2025 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. 2025 Capital Operations and Maintenance Plan - Joel Lemke

Joel summarized the 2025 Capital Operations and Maintenance Plan.

Design costs for future projects were delivered to Joel/Jason after the City had acted on their capital budgeting. Joel will be going back to City Finance to see if they can get local funding.

There is over 5.5 million in improvements for future years with only approximately \$200,000 to be paid with local funds.

Airport Requests: Design-12/30 Runway Rehab-\$10,000; Design-12/30 Lighting Reconstruction-\$3,000; Design-Runway Signage Replacement-\$250; Design-Taxiway A Lighting Reconstruction-\$6,000 and Design-Taxiway B Lighting Reconstruction-\$2,000, **current year request total \$21,250.00.**

Joel is requesting approval with the understanding he will be asking the City for local funding.

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the 2025 Capital Operations and Maintenance Plan.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Joel explained that a tree came down on the new fence. Utility crews cleaned that up and did some additional tree trimming along the perimeter of the new fence.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:32 P.M.

REPORT TO THE MARCH 10, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of February 1, 2025	\$ 94,471.28
Bank deposits recorded in February 2025	\$ 8,248.42
	\$ 102,719.70

CHECKS ISSUED IN FEBRUARY 2025

2969	Employee Resource Center	Monthly EAP Fees	5.70
2970	Abel Ruga	January Cleaning Services	175.00
2971	Stevens Point Public Utilities	Work for Airport	3,490.89
2972	City of Stevens Point	Retirement, insurance, fuel	11,385.28
2973	Baker Tilly Virchow Krause LLP	2024 Audit- January Billing	56.96
2974	City of Stevens Point	Work for Airport	388.31
2975	Heartland Business Systems, LLC	Monthly billing for February	75.46
2976	Mastercard	Supplies, rugs & internet	943.29
2977	City of Stevens Point	Airport hanger approach INV 500035750, Workers Comp Premiums	3,031.32
EFT	Payroll	February 2024	9,337.87
	Delta Dental	Dental Insurance Premiums	71.38
	Wisconsin Public Service	Utility Charges	4,661.36
	IRS & WI Dept of Revenue	Payroll Taxes	3,967.62
	Gen Aviation	Gen Aviation	126.78
	TOTAL EXPENSES LISTED		\$ 37,717.22
	BALANCE ON HAND FEBRUARY 28, 2025		\$ 65,002.48

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Plus checks written after end of month	\$ -
Plus uncleared checks	\$ 4,031.57
Less checks previously written clearing this month	\$ (3,332.27)
Ending Cash Balance matching Bank Statements	\$ 65,701.78

February 2025

Airport Activity

- CTAF frequency license renewal
- Primary hangar opener repair
- Perimeter fence tree trimming

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	152	353
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	353	
Average	438		Average	177	
High Mo.	645		High Mo.	201	
Low Mo.	245		Low Mo.	152	

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	318.1	817
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	751.68	2496.8
Average	1383.2	2108.673	Average	375.84	1248.4
High Mo.	3255.38	3966.6	High Mo.	433.58	1679.8
Low Mo.	345.74	140.9	Low Mo.	318.1	817

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.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: February **Year:** 2025

(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	1868	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7362	4195	13425	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	318.1	817	1135.1	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	7038.9	5241	12279.9	
<u>Month End Jet-A Truck Quantity</u>				
<u>Month End Qty</u> (-) (veeter-root)	N/A	1051	N/A	
	7060	4202	12313	
<u>Difference</u> (=)	-21.1	-12	-33.1	

	<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:	78.65	51.68
This month end temp:	30.8	30
This month end meter:	7060	4202 (tanks only)
Prev month end inches:	81.63	51.61
Prev month end temp:	28.4	28.1
Prev month end meter:	7362	4195 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	7060	4202
Inventory Value:	<u>\$ 37,065.00</u>	<u>\$ 21,850.40</u>
Total Inventory Value:	<u>\$ 58,915.40</u>	