

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  
April 14, 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, May 12, 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  
March 10, 2025 - 12:42 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 and Ray Schmidt

**EXCUSED ABSENCE:** Anna Haines

**ALSO PRESENT:** Joel Lemke, Jennifer Schmeiser, Chris Lefebvre, Jason Draheim, Ald. Shuda and Jaime Zdroik

**2. Approval of Minutes**

**Motion** made by Ray Schmidt, seconded by Mae Nachman to approve the February 11, 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 February as audited and read.

***Ayes all. Nays none. Motion carried.***

**4. Written/Verbal Report - Jason Draheim**

Reports were reviewed. No additional discussion.

**5. Adjournment.**

**Motion** made by Carl Rasmussen to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:46 P.M.**

**REPORT TO THE APRIL 14, 2025**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of March 1, 2025	\$ 65,701.78
Bank deposits recorded in March 2025	\$ 11,049.76
	\$ 76,751.54

**CHECKS ISSUED IN MARCH 2025**

2978	Abel Ruga	February Cleaning Services	175.00
2979	Stevens Point Public Utilities	Work done for Airport	2,643.83
2980	Crockett Septic LLC	Terminal Plumbing Maint	290.13
2981	Employee Resource Center	Monthly EAP Fees	5.98
2982	Green Earth Company	NAAC De-icer	843.40
2983	Point Heating & Cooling	HVAC Maint	260.00
2984	Stevens Point Public Utilities	Verizon Ipad Charges	10.13
2985	Van Ert Electric Company, Inc.	Wind Cone Replacement	2,070.00
2986	City of Stevens Point	Retirement, insurance, fuel & phone	9,463.33
2987	Stevens Point Public Utilities	Work done for Airport	596.90
2988	Mastercard	Rugs, supplies & internet	959.92
2989	Heartland Business Systems, LLC	Monthly Billing-March	78.35
EFT	Payroll	March 2024	8,795.24
	Delta Dental	Dental Insurance Premiums	71.38
	Wisconsin Public Service	Utility Charges	4,164.74
	IRS & WI Dept of Revenue	Payroll Taxes	3,721.86
	Gen Aviation	Gen Aviation	68.10
	<b>TOTAL EXPENSES LISTED</b>		\$ 34,218.29
	<b>BALANCE ON HAND MARCH 31, 2025</b>		\$ 42,533.25

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Balance on Hand	\$ 42,533.25
Plus checks written after end of month	\$ -
Plus uncleared checks	\$ 959.92
Less checks previously written clearing this month	\$ (4,031.57)
<b>Ending Cash Balance matching Bank Statements</b>	<b>\$ 39,461.60</b>

**March 2025**

**Airport Activity**

- Mowing equipment annual maintenance.
- Master plan selection and scoping.

**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	201	554
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		
<b>Total</b>	<b>5260</b>		<b>Total</b>	<b>554</b>	
<b>Average</b>	<b>438</b>		<b>Average</b>	<b>185</b>	
<b>High Mo.</b>	<b>645</b>		<b>High Mo.</b>	<b>201</b>	
<b>Low Mo.</b>	<b>245</b>		<b>Low Mo.</b>	<b>152</b>	

**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	561.4	1156.4
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		
<b>Total</b>	<b>16598.4</b>	<b>25304.07</b>	<b>Total</b>	<b>1313.08</b>	<b>3653.2</b>
<b>Average</b>	<b>1383.2</b>	<b>2108.673</b>	<b>Average</b>	<b>437.693</b>	<b>1217.73</b>
<b>High Mo.</b>	<b>3255.38</b>	<b>3966.6</b>	<b>High Mo.</b>	<b>561.4</b>	<b>1679.8</b>
<b>Low Mo.</b>	<b>345.74</b>	<b>140.9</b>	<b>Low Mo.</b>	<b>318.1</b>	<b>817</b>

**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](mailto:jdraheim@stevenspoint.com).

# Stevens Point Municipal Airport

## Month-End Fuel Report

**To:** Airport Commission

**From:** Jason Draheim, Airport Manager

**Month:** March **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>
<b><u>Prev. Month Jet-A Truck Quantity</u></b>	N/A	1051	N/A	
<b><u>Prev. Month Qty</u></b> (veeder-root)	7060	4202	12313	
<b><u>Purchases</u> ( + )</b>				
<b><u>Sold</u> ( - )</b>	561.4	1156.4	1717.8	
<b><u>Used</u> ( - )</b>	5	5	10	
<b><u>Total Qty</u> ( = )</b>	6493.6	4091.6	10585.2	
<b><u>Month End Jet-A Truck Quantity</u></b>				
<b><u>Month End Qty</u></b> ( - ) (veeter-root)	N/A	1938	N/A	
	6507	2166	10611	
<b><u>Difference</u> ( = )</b>	-13.4	-12.4	-25.8	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<b><u>Tax exempt Gal.</u></b> (includes used gals)	0		0

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	73.3	31.71
This month end temp:	30.8	29.5
This month end meter:	6507	2166 (tanks only)
Prev month end inches:	78.65	51.68
Prev month end temp:	30.8	30
Prev month end meter:	7060	4202 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	6507	2166
Inventory Value:	<u>\$ 34,161.75</u>	<u>\$ 11,263.20</u>
Total Inventory Value:	<u>\$ 45,424.95</u>	