

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
May 12, 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 update/amendment - *Joel Lemke*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, June 9, 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
April 14, 2025 - 12:18 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, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Chris Lefebvre, Jason Draheim, Jaime Zdroik and Ald. Shuda

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the March 10, 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 Anna Haines to approve the department claims for the month of March as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated the Master Plan Project is moving forward. Strand & Associates was selected to complete the project and are currently finishing up the scope. The Master Plan will probably be completed sometime in 2026.

5. Adjournment.

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:21 P.M.

REPORT TO THE MAY 12, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of April 1, 2025	\$ 39,461.60
Bank deposits recorded in April 2025	\$ 190,806.16
	\$ 230,267.76

CHECKS ISSUED IN APRIL 2025

2990	Fastenal Co	Parts for snow machine	6.88
2991	Stevens Point Public Utilities	Work for Airport	512.65
2992	Employee Resource Center	Monthly EAP Fees	5.98
2993	Abel Ruga	March Cleaning	175.00
2994	Stevens Point Public Utilities	Verizon iPad Charges 3/24-4/23/2025	10.13
2995	Baker Tilly Virchow Krause LLP	2024 Audit Professional Services	603.06
2996	Securian Financial	MN Life Insurance Premiums	10.14
2997	City of Stevens Point	Retirement, insurance, parts & fuel	9,637.55
2998	City of Stevens Point	Workers Comp Premiums	353.46
2999	Stevens Point Public Utilities	Plowing	1,445.21
3000	Titan Aviation Fuels	Ground reel/freight	453.30
3001	Mastercard	Rugs, internet & supplies	431.03
EFT	Payroll	April 2024	8,795.23
	Bank Fee	Fees	33.08
	Delta Dental	Premium Charges	71.38
	Wisconsin Public Service	Utility Charges	3,333.22
	IRS & WI Dept of Revenue	Payroll Taxes	3,721.86
	Gen Aviation	Gen Aviation	103.08
	TOTAL EXPENSES LISTED		\$ 29,702.24
	BALANCE ON HAND APRIL 30, 2025		\$ 200,565.52
		Balance on Hand	\$ 200,565.52
		Plus checks written after end of month	\$ -
		Plus uncleared checks	\$ 884.33
		Less checks previously written clearing this month	\$ (959.92)
	Ending Cash Balance matching Bank Statements		\$ 200,489.93

City of Stevens Point
Department of
Public Utilities &
Transportation



Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

May 6, 2025

MEMO

RE: Capital Operations and Maintenance Modification & Request to City Finance

Commissioners,

Since we approved the Airport Capital Operations and Maintenance Plan, we have had several conversations with the Bureau of Aeronautics (BOA) and changed our 2025 priorities. The approved Capital plan (attached) had six total items totaling \$458,000. Five of those items were design efforts for different things at the Airport. Those efforts required a local share of \$21,250 which we were/are seeking from the City through capital projects funding.

Since the last approval, we have prioritized the Master Plan project. This project requires approximately \$12,000 in local share dollars which we will request from the City in Lieu of the \$21,250 above. This request will be made the same day as the May Commission meeting at the regular meeting of the Finance Committee.

Staff requests that the Capital Operations and Maintenance Plan for 2025 be modified, as attached, to remove the previously approved design efforts and adding the Master Plan effort. Since Airport general fund dollars were previously approved for the local share of \$21,250, we will use that approval for the \$12,000 until the City capital dollars are approved.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director

Previously Approved Capital Operations and Maintenance Request

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

New Capital Operations and Maintenance Request (May 2025)

Airport Requests	Dept. Share	Other Sources	Notes	Year
Planning - New Airport Master Plan	11,800	472,000	BIL, State, Apportionment, Entitlement, Discretionary	2025
Mowing Implement		33,000	Approved through 2025 City CIP	
Current Year Request Total	11,800	505,000		
Future Year Capital Projects:				
Design - 12/30 Runway Rehab	10,000	200,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Design - 12/30 Lighting Reconstruction	3,000	60,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Design - Runway Signage Replacement	250	5,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Design - Taxiway A Lighting Reconstruction	6,000	120,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Design - Taxiway B Lighting Reconstruction	2,000	40,000	BIL, State, Apportionment, Entitlement, Discretionary	2026
Construction - Taxiway A Lighting	37,500	750,000	BIL, State, Apportionment, Entitlement, Discretionary	2027
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Design - Construction of Taxilane	10,000	200,000	BIL, State, Apportionment, Entitlement, Discretionary	2029
Construction - Taxilane Construction	50,000	1,000,000	BIL, State, Apportionment, Entitlement, Discretionary	2030
Loader replacement	Unknown	Unknown	Future City CIP request and replacement	2026
Turf Runway	45,000			2026

April 2025

Airport Activity

- EAA Chapter 75 annual meeting April 12th.
- Master plan project in progress.

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	220	774
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	774	
Average	438		Average	194	
High Mo.	645		High Mo.	220	
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	561.4	1156.4
April	1023.06	2688.87	April	1222.73	1346.2
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	2535.81	4999.4
Average	1383.2	2108.673	Average	633.953	1249.85
High Mo.	3255.38	3966.6	High Mo.	1222.73	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: April **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	1938	N/A	
<u>Prev. Month Qty</u> (veeder-root)	6507	2166	10611	
<u>Purchases</u> (+)		8051		
<u>Sold</u> (-)	1222.73	1346.2	2568.93	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	5279.27	10803.8	8032.07	
<u>Month End Jet-A Truck Quantity</u>	N/A	1749	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5377	9033	16159	
<u>Difference</u> (=)	-97.73	21.8	-75.93	

	<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:	62.64	99.75	
This month end temp:	51.5	52.2	
This month end meter:	5377	9033 (tanks only)	
Prev month end inches:	73.3	31.71	
Prev month end temp:	30.8	29.5	
Prev month end meter:	6507	2166 (tanks only)	
Price per gal:	5.25	5.2	
Inventor gals:	5377	9033	
Inventory Value:	<u>\$ 28,229.25</u>	<u>\$ 46,971.60</u>	
Total Inventory Value:	<u>\$ 75,200.85</u>		