

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
August 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. Adjustment of new lease rates for 2026 - *Joel Lemke/Jason Draheim*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, September 8, 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
July 14, 2025 - 12:49 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, Anna Haines, Mae Nachman and Ray Schmidt

EXCUSED ABSENCE: Carl Rasmussen

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

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Anna Haines to approve the May 12, 2025 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the months of May and June 2025 as audited and read.

Ayes all. Nays none. Motion carried.

4. 2024 Audit Presentation by Baker Tilly

Jodi Dobson of Baker Tilly presented the 2024 Audit for the Airport.

Jodi stated 2024 revenues were up a little from the previous year. The expenses were higher than the revenues however, a large portion of that is the depreciation expense. Cash reserves have been maintained in previous years but dropped slightly below the 3-month benchmark due to some one-time items. If that continues to go down, we will have to look at the Airport budgets. Capital activity can cycle from year to year. We will have to monitor the trend going forward.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the 2024 Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Sponsor-only memo for master plan effort-Joel Leme, Jason Draheim

Joel explained the "Sponsor-only" agreement is required by the Bureau of Aeronautics for the Master Plan project to continue. We typically, depending on funding, have to pay between 2.5 to 5% of the project. Recently, it was just lowered to 2.5%. The way they handle cash between FAA and the BOA is until the bureau has cash in hand and allocated/designated for that project, they can't move forward on the project. To keep going with the project, we would need to enter into an agreement. Once the funds come in, the "Sponsor-only" agreement becomes null and void. Even if that money didn't come in we have other funding sources available through the BOA for this project. If we would ask them to use that funding for this project it might change the order of other future projects and we don't want to do that.

The option is to approve this, and we continue going on with our Master Plan, or don't, recognizing that there is a chance that the \$477,000 doesn't come through from BOA. What this says is, we will pay it if we have to.

Joel and Jason are confident we aren't exposing the Airport operation or the City for that dollar amount.

Motion made by Anna Haines, seconded by Mae Nachman to approve the Sponsor-Only Memo for the Master Plan effort.

Ayes all. Nays none. Motion carried.

6. Written/Verbal Report - Jason Draheim

Reports were reviewed by the Commission. Jason had nothing to add.

7. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:59 P.M.

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

FINANCES:

Bank balance as of July 1, 2025	\$ 202,453.83
Bank deposits recorded in July 2025	\$ 111,877.90
	\$ 314,331.73

CHECKS ISSUED IN JULY 2025

3042	Baker Tilly Virchow Krause LLP	2024 Audit	480.00
3043	Kramar	Annual back flow preventer inspection	100.00
3044	Abel Ruga	June Cleaning Service	175.00
3045	Summit Fire Protection	Annual Fire Extinguisher Inspection	1,275.95
3046	City of Stevens Point	Workers Comp Premiums	353.46
3047	City of Stevens Point	Retirement, insurance, fuel & supplies	7,353.27
3048	Employee Resource Center	Monthly EAP Fees	5.98
3049	Securian Financial	MN Life Insurance Policy #002832L	16.00
3050	Springbrook Holding Company LLC	Springbrook Annual Subscription	7,645.54
3051	Titan Aviation Fuels	Fuel purchase	27,031.48
3052	Stevens Point Public Utilities	Verizon Ipad Charges-January	3,614.18
3053	Point Supply	Janitorial Supplies	392.11
3054	Mastercard	Rug & internet	409.06
3055	Central Door Solutions LLC	Hangar Door Repair	307.00
3056	Century Fence Company	Gate #2 Repair	2,130.00
3057	City of Stevens Point	Workers Comp Premiums	356.12
3058	Heartland Business Systems, LLC	Monthly Billing-July	76.06
3059	Titan Aviation Fuels	Demurrage Charge	20.00
EFT	Payroll	July 2025	13,821.03
	Delta Dental	Premium Charges	71.38
	Wisconsin Public Service	Utility Charges	1,704.87
	IRS & WI Dept of Revenue	Payroll Taxes	3,770.46
	Gen Aviation	Gen Aviation	240.78
	TOTAL EXPENSES LISTED		\$ 71,349.73
	BALANCE ON HAND JULY 31, 2025		\$ 242,982.00
		Balance on Hand	\$ 242,982.00
		Plus checks written after end of month	\$ -
		Plus uncleared checks	
		Less checks previously written clearing this month	\$ (3,589.51)
	Ending Cash Balance matching Bank Statements		\$ 239,392.49

City of Stevens Point
Department of
Public Utilities &
Transportation



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

August 6, 2025

TO: Airport Commission

RE: Lease rates for 2026

Commissioners,

Below is a proposal to set rates for any leases that could be started in calendar year 2026. Current long-term leases such as the land leases for private and commercial hangars will continue on their current lease terms until the term is complete, but we would propose that any new leases be started at the rates below. We plan to bring the same information forward in future years for upcoming rates.

<u>Lease Type</u>	<u>2026 Rate</u>	<u>Current Rate</u>
Land Lease (Commercial/Corporate)	\$0.40/SQ FT	Varies
Land Lease (Private)	\$0.30/SQ FT	Varies
T-Hangar (Single unit)	\$150.00/month	\$131.88
T-Hangar (Single unit – North facing)	\$140.00/month	\$125.00
T-Hangar (Double unit)	\$300.00/month	\$275.00
T-Hangar (Double unit – North facing)	\$280.00/month	\$250.00

The increases shown above would bring us closer to the average rent values in the state. The State-wide average for a single unheated T-hangar is currently \$191/month versus our proposed \$150/month.

Staff respectfully recommends that lease rates be adopted as presented for calendar year 2026. Thank you for your consideration.

Best Regards,

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

Joel Lemke
Director

July 2025

Airport Activity

- Legacy crosswind runway designation pending.
- Annual Dream Flights Foundation event July 8.
- EAA Airventure “Oshkosh” July 18-28.
- Airfield mowing in progress.
- 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	388	1162
June	541	2124	June	427	1589
July	645	2769	July	680	2269
August	621	3390	August		
September	580	3970	September		
October	601	4571	October		
November	400	4971	November		
December	289	5260	December		
Total	5260		Total	2269	
Average	438		Average	324	
High Mo.	645		High Mo.	680	
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	2009.14	3566.4
June	1314.71	3003	June	1540.96	2472.4
July	3255.38	3053.5	July	2374.84	3299.3
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	8460.75	14337.5
Average	1383.2	2108.673	Average	1208.68	2048.21
High Mo.	3255.38	3966.6	High Mo.	2374.84	3566.4
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: July **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>
Prev. Month Jet-A Truck Quantity	N/A	2158	N/A	
Prev. Month Qty (veeder-root)	1873	2642	6673	
Purchases (+)	6887	7477		
Sold (-)	2374.84	3299.3	5674.14	
Used (-)	5	5	10	
Total Qty (=)	6380.16	8972.7	988.86	
Month End Jet-A Truck Quantity	N/A	2076	N/A	
Month End Qty (-) (veeter-root)	6419	6833	15328	
Difference (=)	-38.84	63.7	24.86	

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

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
This month end inches:	72.4	76.44	
This month end temp:	67.5	68.1	
This month end meter:	6419	6833	(tanks only)
Prev month end inches:	28.58	36.59	
Prev month end temp:	68.6	69.3	
Prev month end meter:	1873	2642	(tanks only)
Price per gal:	5.25	5.2	
Inventor gals:	6419	6833	
Inventory Value:	<u>\$ 33,699.75</u>	<u>\$ 35,531.60</u>	
Total Inventory Value:	<u>\$ 69,231.35</u>		