

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  
September 8, 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, October 13, 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  
August 11, 2025 - 12:06 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 Anna Haines

**EXCUSED ABSENCE:** Ray Schmidt

**ALSO PRESENT:** Joel Lemke, Jennifer Schmeiser, Eric Southworth, Jason Draheim and Jaime Zdroik

#### **2. Approval of Minutes**

**Motion** made by Anna Haines, seconded by Mae Nachman to approve the July 14, 2025 meeting minutes of the Airport Commission.

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

#### **3. Approval of Department Claims**

**Motion** made by Carl Rasmussen, seconded by Anna Haines to approve the department claims for the month of July 2025 as audited and read.

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

#### **4. Adjustment of new lease rates for 2026 - Joel Lemke/Jason Draheim**

Joel explained that we have Land Leases and T-Hangar Leases. They are proposing increasing the lease rates for 2026. The current long-term land leases will continue on their current lease terms until they are complete. New leases would start at the rates listed in the memo. The increases would bring us closer to the average rent in the state. The average for a single unheated T-hangar is currently \$191/month versus our proposed \$150/month.

Jason and Joel explained the different rates for the north-facing hangers. They are less

desirable because they are difficult to maintain in the winter months.

**Motion** made by Carl Rasmussen, seconded by Mae Nachman to adopt the lease rates presented for the calendar year of 2026.

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

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

Jason stated we sold alot of fuel during the EAA Airventure in July, and it was very successful. We had a great Dream Flights event as well in July.

**6. Adjournment.**

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

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

**Meeting Adjourned: 12:13 P.M.**

**REPORT TO THE SEPTEMBER 8, 2025**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of August 1, 2025	\$ 239,392.49
Bank deposits recorded in August 2025	\$ 22,569.06
	\$ 261,961.55

**CHECKS ISSUED IN AUGUST 2025**

3060	Titan Aviation Fuels	Fuel purchase, Inspection Fee	21,342.01	
3061	Employee Resource Center	Monthly EAP Fees	5.98	
3062	Halron Lubricants Inc	Oil	272.88	
3063	Jay-Mar, Inc.	Glyphosate	630.00	
3064	Abel Ruga	July cleaning services	175.00	
3065	Stevens Point Public Utilities	Mowing done for Airport, Verizon Ipad Charges	1,077.65	
3066	City of Stevens Point	Retirement, insurance & fuel, IT Invoices	8,925.55	
3067	Securian Financial	MN Life Insurance Policy #002832L	16.00	
3068	Service Motor Company	Repair AC Unit	1,428.68	
3069	Central Door Solutions LLC	T-Hangar Door Repair	508.80	
3070	Commercial Roofing Inc	Terminal Roof Repair	666.00	
3071	Point Heating & Cooling	HVAC Maintenance	472.50	
3072	Mastercard	Rugs/internet, supplies, memberships	1,120.00	
3073	Heartland Business Systems, LLC	Monthly Invoice-August	77.15	
EFT	Payroll	August 2025	8,970.59	
	Delta Dental	Premium Charges	71.38	
	Wisconsin Public Service	Utility Charges	1,803.51	
	IRS & WI Dept of Revenue	Payroll Taxes	5,905.63	
	Gen Aviation	Gen Aviation	340.44	
	<b>TOTAL EXPENSES LISTED</b>		\$ 53,809.75	\$ 53,809.75
	<b>BALANCE ON HAND AUGUST 31, 2025</b>			\$ 208,151.80
		Balance on Hand		\$ 208,151.80
		Plus checks written after end of month		\$ -
		Plus uncleared checks		\$ 2,844.45
		Less checks previously written clearing this month		
	<b>Ending Cash Balance matching Bank Statements</b>			\$ 210,996.25

**August 2025**

**Airport Activity**

- Annual fuel QC inspection scheduled for Sept 8<sup>th</sup>.
- Legacy crosswind runway designation pending.
- 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	575	2844
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>2844</b>	
<b>Average</b>	<b>438</b>		<b>Average</b>	<b>356</b>	
<b>High Mo.</b>	<b>645</b>		<b>High Mo.</b>	<b>680</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	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	1336.9	2509.9
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>9797.65</b>	<b>16847.4</b>
<b>Average</b>	<b>1383.2</b>	<b>2108.673</b>	<b>Average</b>	<b>1224.71</b>	<b>2105.93</b>
<b>High Mo.</b>	<b>3255.38</b>	<b>3966.6</b>	<b>High Mo.</b>	<b>2374.84</b>	<b>3566.4</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:** August **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	2076	N/A	
<b><u>Prev. Month Qty</u></b> (veeder-root)	6419	6833	15328	
<b><u>Purchases</u></b> ( + )	0	0		
<b><u>Sold</u></b> ( - )	1336.9	2509.9	3846.8	
<b><u>Used</u></b> ( - )	5	5	10	
<b><u>Total Qty</u></b> ( = )	5077.1	6394.1	11471.2	
<b><u>Month End Jet-A Truck Quantity</u></b>	N/A	1274	N/A	
<b><u>Month End Qty</u></b> ( - ) (veeter-root)	5063	5140	11477	
<b><u>Difference</u></b> ( = )	14.1	-19.9	-5.8	

	<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:	59.76	60.43
This month end temp:	60.2	60.5
This month end meter:	5063	5140 (tanks only)
Prev month end inches:	72.4	76.44
Prev month end temp:	67.5	68.1
Prev month end meter:	6419	6833 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	5063	5140
Inventory Value:	<u>\$ 26,580.75</u>	<u>\$ 26,728.00</u>
Total Inventory Value:	<u><u>\$ 53,308.75</u></u>	