

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
December 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, January 12, 2026 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
November 10, 2025 - 12:16 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, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Chris Lefevbre, Shane Kohnen and Jaime Zdroik

EXCUSED ABSENCE: Carl Rasmussen

2. Approval of Minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the October 14, 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's claims for the month of October 2025 as audited and read.

Ayes all. Nays none. Motion carried.

4. Land sale - Joel Lemke

Joel showed the Commission where the property was located on the map. He explained that we are trying to become as close to levy neutral as we can. This sale, if invested in the ways we are allowed to invest, could yield approximately \$136,000 per year in revenue for the airport. The City will continue to support the airport in an amount equal to the taxes generated on the airport, which is currently \$58,000. We would like to start generating revenue sufficient for the airport, other than that \$58,000 outside the levy to be more self-sufficient. This will get us closer to that.

Staff request permission to forward the proposed sale of approximately 19 acres of land

at the airport to the Plan Commission for action. These permissions would be subject to appropriate review/approval by the Bureau of Aeronautics and the Federal Aviation Administration.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the land sale.

Ayes all. Nays none. Motion carried.

5. Land lease and solar easement - Joel Lemke

Joel showed the Commission on the map where the 30 acres were located that could be leased for solar photovoltaic facilities. This lease would provide around \$24,000 per year in revenue if all 30 acres were leased. He said the City Attorney has reviewed the draft lease. If approved, we would need to go through another process with the Bureau of Aeronautics, so this could take a while to fully develop.

They are requesting approval of the lease with the ability to make insignificant language changes as well as changes to lease dollar amounts following negotiations.

Joel also explained that many airports in recent years have leased portions of their airfields to parties that install and maintain solar facilities.

Motion made by Mae Nachman, seconded by Anna Haines to approve the land lease and solar easement.

Ayes all. Nays none. Motion carried.

6. Written/Verbal Report - Jason Draheim

Joel stated that we are in the selection process involving taxi way light design and working with the bureau on a series of projects that are lined up.

7. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:29 P.M.

REPORT TO THE DECEMBER 8, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of November 1, 2025	\$ 170,408.41
Bank deposits recorded in November 2025	\$ 21,037.98
	\$ 191,446.39

CHECKS ISSUED IN NOVEMBER 2025

3100	City of Stevens Point	Retirement, insurance, phone & fuel	7,734.90
3101	Abel Ruga	October cleaning services	175.00
3102	Steigerwaldt Land Services Inc	Land appraisal	700.00
3103	City of Stevens Point	Airport portion of IT Invoices	1,554.95
3104	Stevens Point Public Utilities	Verizon Ipad Charges 9/24/25-10/23/25	10.13
3105	Employee Resource Center	Monthly EAP Fees	5.98
3106	Securian Financial	MN Life Insurance Policy #002832L	16.00
3107	Spectrum Insurance Group	Liability insurance renewal	5,175.00
3108	Mastercard	Fuel meter licensing, internet & rugs	567.33
3109	Heartland Business Systems, LLC	Monthly billing for November	74.84
EFT	Payroll	November 2025	8,791.24
	Delta Dental	Premium Charges	71.38
	Wisconsin Public Service	Utility Charges	2,059.78
	IRS & WI Dept of Revenue	Payroll Taxes	3,721.86
	Gen Aviation	Gen Aviation	286.86
	TOTAL EXPENSES LISTED		\$ 30,945.25
	BALANCE ON HAND NOVEMBER 30, 2025		\$ 160,501.14

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Balance on Hand	\$ -
Plus checks written after end of month	\$ 642.17
Plus uncleared checks	\$ (1,295.84)
Less checks previously written clearing this month	\$ 159,847.47
Ending Cash Balance matching Bank Statements	

November 2025

Airport Activity

- VTM (Vehicle Tank Meter) licenses renewed.
- Drone training exercise with SPPD Nov 12th.
- Taxiway lighting project consultant selection complete. Awarded to Strand Associates.
- Legacy crosswind runway designation pending.
- 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	592	3436
October	601	4571	October	551	3987
November	400	4971	November	385	4372
December	289	5260	December		
Total	5260		Total	4372	
Average	438		Average	397	
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	1336.9	2509.9
September	2330.78	2108.3	September	1270.83	1459.7
October	1446.08	1543.2	October	1262.56	3518.2
November	813.41	140.9	November	1147.79	1449
December	345.74	907.7	December		
Total	16598.4	25304.07	Total	13478.8	23274.3
Average	1383.2	2108.673	Average	1225.35	2115.85
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

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
Month: November Year: 2025				
				(neg difference = fuel gained)
				(pos difference = fuel missing)
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	2281	N/A	
<u>Prev. Month Qty</u> (veeder-root)	2446	6480	11207	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	1147.79	1449	2596.79	
<u>Used</u> (-)	40	120	160	
<u>Total Qty</u> (=)	1258.21	7192	8450.21	
<u>Month End Jet-A Truck Quantity</u>	N/A	1516	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1272	5759	8547	
<u>Difference</u> (=)	<u>-13.79</u>	<u>-83</u>	<u>-96.79</u>	
 <u>Tax exempt Gal.</u> (includes used gals)	<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u>	0	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
This month end inches:	21.75	66.22	
This month end temp:	20.8	23.4	
This month end meter:	1272	5759	(tanks only)
 Prev month end inches:	34.61	73.04	
Prev month end temp:	42.1	42.1	
Prev month end meter:	2446	6480	(tanks only)
 Price per gal:	5.25	5.2	
Inventor gals:	1272	5759	
 Inventory Value:	<u>\$ 6,678.00</u>	<u>\$ 29,946.80</u>	
 Total Inventory Value:	<u>\$ 36,624.80</u>		