

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  
January 12, 2026 - 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, February 9, 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 Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point  
Airport Commission  
December 8, 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>**

**By Phone: (303) 715-8592**

## **MINUTES**

### **Discussion and Possible Action on:**

#### **1. Roll Call.**

**PRESENT:** Paul Adamski, Mae Nachman, Carl Rasmussen, Anna Haines and Ray Schmidt

**ALSO PRESENT:** Joel Lemke, Eric Southworth, Chris Lefebvre, Shane Kohnen, Jason Draheim, Jaime Zdroik and resident-Jeff Bushman

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

**Motion** made by Anna Haines, seconded by Carl Rasmussen to approve the November 10, 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's claims for the month of November 2025 as audited and read.

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

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

Jason stated the consultant for the Taxiway Lighting Project was selected. It was awarded to Strand Associates. Strand Associates are currently working on the Master Plan, so they are gaining institutional knowledge of the Airport.

#### **5. Adjournment.**

Paul Adamski stated the Commissioners and staff would like to recognize Mae Nachman for all her years of service on the Board of Water & Sewerage Commission and the Airport Commission. Wished her well in her upcoming retirement and thanked her for her support.

**Motion** made by Mae Nachman to adjourn the meeting.

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

**Meating Adjourned: 12:22 P.M.**

**REPORT TO THE JANUARY**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of December 1, 2025  
Bank deposits recorded in December 2025

\$	159,847.47
\$	18,853.98
\$	178,701.45

**CHECKS ISSUED IN DECEMBER 2025**

3110	Baker Tilly Virchow Krause LLP	2025 Audit	51.26	
3111	City of Stevens Point	Retirement, insurance & phone	6,856.70	
3112	Cooper Oil Company Inc	Supplies	239.20	
3113	Employee Resource Center	Monthly EAP Fees	5.98	
3114	John Fabick Tractor Company	Oil & Oil filters MB snow machine	736.68	
3115	NAPA	Grease gun for MB	34.99	
3116	Abel Ruga	November cleaning services	175.00	
3117	Cooper Oil Company Inc	Supplies	116.94	
3118	H&S Protection Systems, Inc.	Annual Alarm Monitoring-Airport	561.84	
3119	Midstate Lock, LLC	Keys for MB Hangar	16.00	
3120	Securian Financial	MN Life Insurance Policy #002832L	16.00	
3121	Titan Aviation Fuels	Fuel purchase	28,619.04	
3122	Mastercard	Supplies	308.53	
3123	Central Door Solutions LLC	Hangar Door Repair	581.80	
3124	Heartland Business Systems, LLC	Monthly billing for December	74.84	
3125	Point Heating & Cooling	Terminal heating repair, terminal HVAC maintenance	337.50	
3126	Stevens Point Public Utilities	Verizon iPad Charges 10/24/25-11/23/25	10.13	
3127	Mastercard	Cleaning & supplies, internet & rugs	637.15	
3128	City of Stevens Point	Workers Comp	355.23	
EFT	Payroll	December 2025	15,663.12	
	Delta Dental	Premium Charges	71.38	
	Wisconsin Public Service	Utility Charges	2,962.82	
	IRS & WI Dept of Revenue	Payroll Taxes	3,754.25	
	Gen Aviation	Gen Aviation	155.82	
	<b>TOTAL EXPENSES LISTED</b>		<b>\$ 62,342.20</b>	<b>\$ 62,342.20</b>
	<b>BALANCE ON HAND DECEMBER 31, 2025</b>			<b>\$ 116,359.25</b>
		Balance on Hand		\$ 116,359.25
		Plus checks written after end of month		\$ -
		Plus uncleared checks		\$ 1,300.91
		Less checks previously written clearing this month		\$ (642.17)
	<b>Ending Cash Balance matching Bank Statements</b>			<b>\$ 117,017.99</b>

**December 2025**

**Airport Activity**

- Taxiway lighting project design in progress
- 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	204	4576
<b>Total</b>	<b>5260</b>		<b>Total</b>	<b>4576</b>	
<b>Average</b>	<b>438</b>		<b>Average</b>	<b>381</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	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	866.97	725
<b>Total</b>	<b>16598.4</b>	<b>25304.07</b>	<b>Total</b>	<b>14345.8</b>	<b>23999.3</b>
<b>Average</b>	<b>1383.2</b>	<b>2108.673</b>	<b>Average</b>	<b>1195.48</b>	<b>1999.94</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>725</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:** December **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>Prev. Month Jet-A Truck Quantity</b>	N/A	1516	N/A	
<b>Prev. Month Qty</b> (veeder-root)	1272	5759	8547	
<b>Purchases</b> ( + )	8509	0		
<b>Sold</b> ( - )	866.97	725	1591.97	
<b>Used</b> ( - )	20	20	160	
<b>Total Qty</b> ( = )	8894.03	6530	6795.03	
<b>Month End Jet-A Truck Quantity</b>	N/A	2131	N/A	
<b>Month End Qty</b> ( - ) (veeter-root)	8828	4414	15373	
<b>Difference</b> ( = )	66.03	-15	51.03	

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

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
This month end inches:	91.28	53.66	
This month end temp:	16.7	16.5	
This month end meter:	8828	4414 (tanks only)	
Prev month end inches:	21.75	66.22	
Prev month end temp:	20.8	23.4	
Prev month end meter:	1272	5759 (tanks only)	
Price per gal:	5.25	5.2	
Inventor gals:	8828	4414	
Inventory Value:	<u>\$ 46,347.00</u>	<u>\$ 22,952.80</u>	
Total Inventory Value:	<u>\$ 69,299.80</u>		