

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
April 13, 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. Updated rates memo - *Joel Lemke*
5. Written/Verbal Report - *Jason Draheim*
6. Update on agenda requirements related to commission names and duties of the Chair - *Joel Lemke*
7. Adjournment.

The next Airport Commission meeting will be Monday, May 11, 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
February 9, 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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Anna Haines, Ray Schmidt and Jeff Bushman

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Shane Kohnen, Chris Lefebvre and Jaime Zdroik

2. Approval of Minutes

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the January 12, 2026, meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Capital Operations and Maintenance Plan - *Joel Lemke*

Joel gave a brief overview of the Airport 2026 Capital Operations and Maintenance Plan. Everything in black was approved through the Capital Planning process through the City. We don't have any current CIP requests from the Airport General Fund but we have projects previously approved that are already underway.

All of these have been previously approved through the City CIP:

Planning-New Airport Master Plan \$11,800

Design 12/20 Runway Rehab \$10,000

Design 12/30 Lighting Reconstruction \$3,000

Design Runway Signage Replacement \$250

Design Taxiway A Lighting Reconstruction \$6,000

Design Taxiway B Lighting Reconstruction \$2,000

Mowing implement approved through 2025 CIP

4. Approval of Department Claims

Motion made by Ray Schmidt, seconded by Jeff Bushman to approve the department's claims for the month of January 2026 as audited and read.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

The Commission reviewed the monthly reports.

Joel explained to the Commission where the tree clearing was taking place.

6. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:30 P.M.

REPORT TO THE MARCH 9, 2026
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of February 1, 2026	\$ 77,893.40
Bank deposits recorded in February 2026	\$ 9,973.32
	\$ 87,866.72

CHECKS ISSUED IN February 2026

3143	Abel Ruga	January Cleaning Services	175.00
3144	Stevens Point Public Utilities	Verizon Ipad Charges 12/23-1/23/26	10.13
3145	Baker Tilly Virchow Krause LLP	2025 Audit	170.89
3146	Employee Resource Center	Monthly EAP Fees	5.98
3147	Mastercard	Airport Supplies	53.67
3148	City of Stevens Point	2025 IT Invoices	1,353.13
3149	City of Stevens Point	Retirement, insurance, fuel & phone	6,199.65
3150	Securian Financial	MN Life Insurance Policy #002832L	16.00
3151	Heartland Business Systems, LLC	Monthly Billing	132.99
3152	Mastercard	AMA Renewal, Internet & rugs, Chemical Inventory Fee	822.09
EFT	Payroll	February 2026	9,355.92
	Bank Fees	Bank Fees	23.85
	Delta Dental	Premium Charges	71.38
	Wisconsin Public Service	Utility Charges	4,815.25
	IRS & WI Dept of Revenue	Payroll Taxes	3,710.35
	Gen Aviation	Gen Aviation	80.76

TOTAL EXPENSES LISTED	\$ 26,997.04	\$ 26,997.04
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BALANCE ON HAND FEBRUARY 28, 2026		\$ 60,869.68
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		\$ 60,869.68
Plus checks written after end of month		\$ -
Plus uncleared checks		\$ 955.08
Less checks previously written clearing this month		\$ (607.02)
Ending Cash Balance matching Bank Statements		\$ 61,217.74

REPORT TO THE APRIL 13, 2026
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of March 1, 2026	\$ 61,217.74
Bank deposits recorded in March 2026	\$ 20,723.23
	\$ 81,940.97

CHECKS ISSUED IN MARCH 2026

3153	Employee Resource Center	Monthly EAP Fees	5.98
3154	Abel Ruga	February Cleaning Services	175.00
3155	Stevens Point Public Utilities	Verizon Ipad Charges	10.13
3156	Stevens Point Public Utilities	2025 Snow plowing	5,983.82
3157	City of Stevens Point	Retirement, insurance, fuel & phone	16,013.72
3158	Securian Financial	MN Life Insurance Policy #002832L	16.00
3159	Gary's Service Center	Truck plow repair	77.21
3160	NAPA	Hose clamps for MB	25.12
3161	Mastercard	Mailbox, lights, rugs, internet, seminar expenses	2,204.04
3162	City of Stevens Point	Workers Comp Premiums-Jan, Feb, & March	1,291.64
3163	Heartland Business Systems, LLC	Monthly billing for March	132.99
EFT	Payroll	March 2026	9,355.92
	Sales Tax	Payment	51.17
	Bank Fees	Bank Fees	51.28
	Delta Dental	Premium Charges	71.38
	Wisconsin Public Service	Utility Charges	4,335.73
	IRS & WI Dept of Revenue	Payroll Taxes	3,710.35
	Gen Aviation	Gen Aviation	115.44
	TOTAL EXPENSES LISTED		\$ 43,626.92
	BALANCE ON HAND MARCH 31, 2026		\$ 38,314.05
		Balance on Hand	\$ 38,314.05
		Plus checks written after end of month	\$ -
		Plus uncleared checks	\$ 2,281.25
		Less checks previously written clearing this month	\$ (955.08)
	Ending Cash Balance matching Bank Statements		\$ 39,640.22



April 2, 2026

TO: Airport Commission

RE: Lease rate additions

Commissioners,

Below is a table showing the approved 2026 lease rates. The bottom two rows are proposed additions to these rates that will be included in future lease adjustments. The airport does not currently have set rates for commercial space. Our master plan project has brought it to our attention that we should address this promptly. We would propose that any new commercial leases be started at the rates below. We plan to bring the same information forward in future years for upcoming rates.

Lease Type	2026 Rate	Current Rate
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
Com. Land Lease (Aeronautical)	\$0.75/SQ FT	Varies
Com. Land Lease (Non-Aeronautical)	\$0.80/SQ FT	Varies

The rates shown above would place us well within the average rent values in the state. The State-wide average for commercial space on airports is \$.82/SQ FT.

Staff respectfully requests that these lease rates be adopted as

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

February 2026

Airport Activity

- Annual State hazmat filing complete.
- Next gen obstruction removal (tree clearing) in progress within the approach surfaces to runways 12 and 30.
- 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>2025</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2026</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	201	201	January	150	150
February	152	353	February	215	365
March	201	554	March		
April	220	774	April		
May	388	1162	May		
June	427	1589	June		
July	680	2269	July		
August	575	2844	August		
September	592	3436	September		
October	551	3987	October		
November	385	4372	November		
December	204	4576	December		
Total	4576		Total	365	
Average	381		Average	183	
High Mo.	680		High Mo.	215	
Low Mo.	152		Low Mo.	150	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2025</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2026</u>	<u>100LL</u>	<u>Jet-A</u>
January	433.58	1679.8	January	636.75	709.4
February	318.1	817	February	1072.53	851
March	561.4	1156.4	March		
April	1222.73	1346.2	April		
May	2009.14	3566.4	May		
June	1540.96	2472.4	June		
July	2374.84	3299.3	July		
August	1336.9	2509.9	August		
September	1270.83	1459.7	September		
October	1262.56	3518.2	October		
November	1147.79	1449	November		
December	866.97	725	December		
Total	14345.8	23999.3	Total	1709.28	1560.4
Average	1195.48	1999.942	Average	854.64	780.2
High Mo.	2374.84	3566.4	High Mo.	1072.53	851
Low Mo.	318.1	725	Low Mo.	636.75	709.4

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: January **Year:** 2026

(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	1572	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8136	4248	13956	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	1072.53	851	1923.53	
<u>Used</u> (-)	10	10	160	
<u>Total Qty</u> (=)	7053.47	4959	11872.47	
<u>Month End Jet-A Truck Quantity</u>	N/A	1237	N/A	
<u>Month End Qty</u> (-) (veeter-root)	7156	3764	12157	
<u>Difference</u> (=)	-102.53	-42	-144.53	

	<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:	79.59	47.53
This month end temp:	23.9	24.5
This month end meter:	7156	3764 (tanks only)
Prev month end inches:	89.58	52.1
Prev month end temp:	7.8	8.4
Prev month end meter:	8136	4248 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	7156	3764
Inventory Value:	<u>\$ 37,569.00</u>	<u>\$ 19,572.80</u>
Total Inventory Value:	<u>\$ 57,141.80</u>	

March 2026

Airport Activity

- Next gen obstruction removal (tree clearing within the approach surfaces to runways 12 and 30) project complete.
- 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>2025</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2026</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	201	201	January	150	150
February	152	353	February	215	365
March	201	554	March	189	554
April	220	774	April		
May	388	1162	May		
June	427	1589	June		
July	680	2269	July		
August	575	2844	August		
September	592	3436	September		
October	551	3987	October		
November	385	4372	November		
December	204	4576	December		
Total	4576		Total	554	
Average	381		Average	185	
High Mo.	680		High Mo.	215	
Low Mo.	152		Low Mo.	150	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2025</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2026</u>	<u>100LL</u>	<u>Jet-A</u>
January	433.58	1679.8	January	636.75	709.4
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March	561.4	1156.4	March	1580.71	1579
April	1222.73	1346.2	April		
May	2009.14	3566.4	May		
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July	2374.84	3299.3	July		
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November	1147.79	1449	November		
December	866.97	725	December		
Total	14345.8	23999.3	Total	3289.99	3139.4
Average	1195.48	1999.942	Average	1096.66	1046.47
High Mo.	2374.84	3566.4	High Mo.	1580.71	1579
Low Mo.	318.1	725	Low Mo.	636.75	709.4

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

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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: March **Year:** 2026

(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	1237	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7156	3764	12157	
<u>Purchases</u> (+)	0	7657		
<u>Sold</u> (-)	1580.71	1579	3159.71	
<u>Used</u> (-)	10	10	160	
<u>Total Qty</u> (=)	5565.29	11069	8837.29	
<u>Month End Jet-A Truck Quantity</u>	N/A	2182	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5674	8852	16708	
<u>Difference</u> (=)	-108.71	35	-73.71	

	<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:	65.43	97.57
This month end temp:	39.8	43.9
This month end meter:	5674	8852 (tanks only)
Prev month end inches:	79.59	47.53
Prev month end temp:	23.9	24.5
Prev month end meter:	7156	3764 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	5674	8852
Inventory Value:	<u>\$ 29,788.50</u>	<u>\$ 46,030.40</u>
Total Inventory Value:	<u>\$ 75,818.90</u>	