

**City of Stevens Point
Airport Commission**

October 12, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 7158592-
Meeting ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Approval of September 14, 2020 minutes
2. Approval of Department Claims
3. Written/Verbal Report - *Jason Draheim*
4. Adjournment

***The next Airport Commission meeting will be Monday, November 9, 2020
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**

September 14, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 7158592
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MINUTES

Discussion and Possible Action on:

1. Approval of August 10, 2020 minutes.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the minutes of the August 10, 2020 meeting.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

3. Presentation of the 2019 Audit by Baker Tilly.

Jodi Dobson of Baker Tilly presented the 2019 Audit.

Operating Results - Expenses have consistently outpaced the revenues the last five years but a large portion of that is depreciation expense. So two key items to point out, it is just operating revenues and does not include the tax levy revenue from the City.

Unrestricted Reserves - 9.67 months of cash on hand and there is no debt outstanding

Motion made by Ray Schmidt, seconded by Carl Rasmussen to accept the 2019 audit prepared by Baker Tilly.

Ayes all. Nays none. Motion carried.

4. A resolution and public hearing related to petitioning the state for airport funds.- Jason Draheim/Joel Lemke

Joel explained he just wanted the Commission to know we are petitioning the state for airport funds.

5. Written/Verbal Report - Jason Draheim

Jason stated the pavement project is completed. We will be overseeing the maintenance of this project for the next year because we have a warranty on these pavements. They will be inspected periodically. We had our Bureau of Aeronautics 5010 inspection done last month and we past with flying colors.

6. Adjournment

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 1:07pm

REPORT TO THE OCTOBER, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of September 1, 2020

\$	268,677.65
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Bank deposits recorded in September 2020

\$	16,644.02
\$	285,321.67

CHECKS ISSUED IN SEPTEMBER 2020:

2275	AT&T	Local phone charges	2.90		
2276	City of Stevens Point	Insurance, retirement & employee deductions	7,144.43		
2277	Titan Aviation Fuels	Fuel purchase	13,382.81		
2278	Verizon Wireless	IPad & Cell phone charges	10.41		
2279	RMM Solutions Inc.	Veeam Annual Maintenance & Managed Services	621.81		
2280	WI Public Service	Monthly Gas & Electric Utility Charges	1,250.83		
2281	BlueGlobes LLC	Airfield Lighting Maintenance	179.16		
2282	Central Door Solutions LLC	Hangar Door Repair	174.50		
2283	Donna's Cleaning Service	Cleaning Service	175.00		
2284	Halron Lubricants Inc	Grease	70.20		
2285	Merkel Company, Inc.	Beacon Repair	151.88		
2286	Portage County Gazette	Notice of public hearing	70.20		
2287	Stevens Point Public Utilities	Work performed for Airport	687.22		
2288	Transportation Dept	Mowing Operations	921.73		
EFT	Payroll	9/3/2020	3,571.58		
EFT	Payroll	9/17/2020	3,563.05		
	WI Dept of Revenue	Fuel Tax	253.74		
	IRS	Payroll Taxes	2,174.26		
	WI Dept of Revenue	Payroll Taxes	468.12		
TOTAL EXPENSES LISTED			\$ 34,873.83	\$	34,873.83
BALANCE ON HAND SEPTEMBER 30 , 2020				\$	250,447.84
			Balance on Hand	\$	250,447.84
			Plus checks written after end of month		
			Plus uncleared checks	\$	174.50
			Less checks previously written clearing this month		
Ending Cash Balance matching Bank Statements				\$	250,622.34

September 2020

Airport Activity

- COVID-19 Operational adjustments in place.
- Operations Hangar building door maintenance complete.
- Hangar-area pavement project complete.
- SPPD EVOC Training Sep 24th.

Aircraft Movements

Activity logs are on file and available for viewing at the airport

- *383 Aircraft were logged during hours of operation for the month.*

Aircraft Type	#
Single Engine Private	317
Multi-Engine Private	11
Single Engine Business	0
Multi-Engine Business	0
Jet/Turbine	40
Helicopter	15

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2019</u>	<u>AC</u> <u>Movement</u>	<u>2020</u>	<u>AC</u> <u>Movement</u>
January	197	January	181
February	178	February	162
March	248	March	120
April	272	April	137
May	325	May	252
June	418	June	273
July	801	July	314
August	443	August	351
September	407	September	383
October	389	October	
November	370	November	
December	392	December	
Total	4440	Total	2173
Average	370	Average	241
High Mo.	801	High Mo.	383
Low Mo.	178	Low Mo.	120

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

<u>100LL</u>	<u>Jet-A</u>	<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>
785	2082	January	880.67	1701
455.88	1848	February	1674.62	1118
2164.08	3475.3	March	1590.84	1373
2526.79	4255.8	April	2003.42	265
2389.94	5304.1	May	885.5	1374.7
3282.52	6983.7	June	1306.73	2510.5
5665.18	9066.6	July	1925.02	1638.6
3181.52	6448.6	August	1736.89	2491.9
2199.47	4908	September	1521.47	2789.6
2519.22	6458.9	October		
1183.46	3075.2	November		
1452.05	2042.3	December		
27805.1	55948.5	Total	13525.2	15262.3
2317.09	4662.375	Average	1502.8	1695.81
5665.18	9066.6	High Mo.	2003.42	2789.6
455.88	1848	Low Mo.	880.67	265

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.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *Seasonal maintenance on airfield lighting system in progress.*

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: September **Year:** 2020

(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	1813	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7202	8822	17837	
<u>Purchases</u> (+)	0	0	0	0
<u>Sold</u> (-)	1521.47	2789.6	4311.07	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	5675.53	7840.4	13515.93	
<u>Month End Jet-A Truck Quantity</u>	N/A	2420	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5640	5407	13467	
<u>Difference</u> (=)	35.53	13.4	48.93	

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

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	65.11	62.92
This month end temp:	49.9	50.3
This month end meter:	5640	5407 (tanks only)
Prev month end inches:	80.04	97.21
Prev month end temp:	61.9	62.2
Prev month end meter:	7202	8822 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	5640	5407
Inventory Value:	<u>\$ 22,898.40</u>	<u>\$ 22,060.56</u>
Total Inventory Value:	<u>\$ 44,958.96</u>	