

**City of Stevens Point
Airport Commission**

November 9, 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) 715-8592
Meeting ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of October 12, 2020 minutes
3. Approval of Department Claims
4. Written/Verbal Report - *Jason Draheim*
5. Adjournment

***The next Airport Commission meeting will be Monday, December 14, 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**

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**

Present: Paul Adamski, Carl Rasmussen, Anna Haines, and Ray Schmidt

Excused Absence: Mae Nachman

Others: Joel Lemke, Eric Southworth, Mary Klesmith, Craig Czaikowski, Chris Lefebvre, Jason Draheim and Jaime Zdroik

MINUTES

Discussion and Possible Action on:

1. Approval of September 14, 2020 minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the minutes of the September 14, 2020 minutes.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

3. Written/Verbal Report - Jason Draheim

Jason stated it was a standard month for the Airport, just preparing for winter months.

4. Adjournment

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting adjourned: 12:42pm

**REPORT TO THE NOVEMBER, 2020
MEETING OF THE AIRPORT COMMISSION**

FINANCES:

Bank balance as of October 1, 2020

\$ 250,622.34

Bank deposits recorded in October 2020

\$ 174,542.65

\$ 425,164.99

CHECKS ISSUED IN OCTOBER 2020:

2289	City of Stevens Point	Workers Comp Premium	267.56	
2290	Portage County Gazette	Public Hearing Notice	70.20	
2291	Mastercard	Internet, cable, rug service and supplies	839.47	
2292	Verizon Wireless	IPad & Cell Phone Charges	10.41	
2293	WI Dept of Revenue	Business Tax Registration Renewal	10.00	
2294	WI Public Service	Monthly Utility Charges	1,338.20	
2295	AT&T	Phone charges	2.90	
2296	City of Stevens Point	Insurance, retirement & fuel	12,141.15	
2297	Donna's Cleaning Service	Cleaning Service	175.00	
2299	Mastercard	Rug service, cable, internet & supplies	427.62	
2300	Stevens Point Public Utilities	Work done for Airport	659.44	
2301	Transportation Dept	Grounds maintenance	669.83	
2302	City of Stevens Point	Workers Comp Premiums	401.15	
2303	Verizon Wireless	IPad & Cell Phone Charges	10.42	
EFT	Payroll	10/1/2020	3,571.58	
EFT	Payroll	10/15/2020	3,562.56	
EFT	Payroll	10/29/2020	3,736.76	
	WI Dept of Revenue	Fuel Tax	258.66	
	IRS	Payroll Taxes	3,325.85	
	WI Dept of Revenue	Payroll Taxes	717.48	
TOTAL EXPENSES LISTED			\$ 32,196.24	\$ 32,196.24
BALANCE ON HAND OCTOBER 31 , 2020				\$ 392,968.75

Balance on Hand \$ 392,968.75

Plus checks written after end of month

Plus uncleared checks \$ 411.57

Less checks previously written clearing this month \$ (174.50)

Ending Cash Balance matching Bank Statements \$ 393,205.82

October 2020

Airport Activity

- COVID-19 Operational adjustments in place.
- Operations Hangar building door maintenance complete.
- Hangar-area pavement project complete.
- Fuel POS terminal keypad replacement.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	300
Multi-Engine Private	15
Single Engine Business	1
Multi-Engine Business	20
Jet/Turbine	32
Helicopter	9

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	377
November	370	November	
December	392	December	
Total	4440	Total	2550
Average	370	Average	255
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	1523.3	3757.7
1183.46	3075.2	November		
1452.05	2042.3	December		
27805.1	55948.5	Total	15048.5	19020
2317.09	4662.375	Average	1504.85	1902
5665.18	9066.6	High Mo.	2003.42	3757.7
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: October **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	2420	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5640	5407	13467	
<u>Purchases</u> (+)	0	0	0	0
<u>Sold</u> (-)	1523.3	3757.7	5281	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	4111.7	4064.3	8176	
<u>Month End Jet-A Truck Quantity</u>	N/A	3001	N/A	
<u>Month End Qty</u> (-) (veeter-root)	4081	1031	8113	
<u>Difference</u> (=)	30.7	32.3	63	

	<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:	50.53	18.79
This month end temp:	38.3	39.5
This month end meter:	4081	1031 (tanks only)
Prev month end inches:	65.11	62.92
Prev month end temp:	49.9	50.3
Prev month end meter:	5640	5407 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	4081	5407
Inventory Value:	<u>\$ 16,568.86</u>	<u>\$ 22,060.56</u>
Total Inventory Value:	<u>\$ 38,629.42</u>	