City of Stevens Point
Airport Commission

December 14, 2020 - 12:00 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

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of November 9, 2020 Minutes
3. Approval of Department Claims
4. Airport fence construction - Project update and recommendation - *Joel Lemke/Jason Draheim*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment

The next Airport Commission meeting will be Monday, January 11, 2021 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 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
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MINUTES

Discussion and Possible Action on:

1. Roll Call

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

Also Present: Joel Lemke, Jason Drahiem, Eric Southworth, Mary Klesmith, Craig Czaikowski, Chris Lefebvre and Jaime Zdroik

2. Approval of October 12, 2020 minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the minutes of the October 12, 2020 meeting of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the department claims for the month of October as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - *Jason Draheim*

Jason stated we did operate in a snow environment this past month and everything went well as always.

Jason also stated the annual inspection of the fuel system and the meter calibration is coming up and will be reporting on those next month.

5. Adjournment

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:22PM

REPORT TO THE DECEMBER, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of November 1, 2020				$	393,205.82
Bank deposits recorded in November 2020				$	20,065.25
				$	413,271.07

CHECKS ISSUED IN NOVEMBER 2020:

2304	Mastercard	Toilet	99.00	
2305	WI Public Service	Monthly Utilities - Gas & Electric Charges	1,830.93	
2306	AT&T	Phone charges	2.90	
2307	Lee Truck Equipment Inc	Shoes for snow pusher	962.76	
2308	City of Stevens Point Public Utilities	Work completed for Airport	509.82	
2309	Donna's Cleaning Service	Cleaning Services	175.00	
2310	Voided Check	Voided Check		
2311	Titan Aviation Fuels	Fuel purchase	6,261.50	
2312	Mastercard	Internet and rug service	461.90	
EFT	Payroll	11/12/2020	3,571.09	
EFT	Payroll	11/25/2020	3,562.56	
	WI Dept of Revenue	Fuel Tax	316.86	
	IRS	Payroll Taxes	2,172.60	
	WI Dept of Revenue	Payroll Taxes	467.92	
	TOTAL EXPENSES LISTED		$ 20,394.84	$ 20,394.84
	BALANCE ON HAND NOVEMBER 30 , 2020			$ 392,876.23

Balance on Hand		$ 392,876.23
Plus checks written after end of month		
Plus uncleared checks	$	636.90
Less checks previously written clearing this month	$	(411.57)
Ending Cash Balance matching Bank Statements	$	393,101.56

City of Stevens Point
Department of
Public Utilities &
Transportation

Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

December 10, 2020

TO: Water and Sewerage Commission
Mayor Wiza
City of Stevens Point officials
Town of Hull officials
East Maria Drive Residents

As most of you are certainly aware, the Stevens Point Municipal Airport has been working with the State Bureau of Aeronautics for several years now on the design of a fence that will be constructed on the perimeter of the Airport land that is contiguous with the airfield. Lands not contiguous (like those on the west side of I-39) are not a part of this fencing project. Within this letter I hope to provide some details of the project and acknowledge some concerns of area residents. Finally, I will share what I believe to be the appropriate course of action with all of the information in-hand.

First, some history:

Many years ago (10 or more), a fence project surfaced as a likely future project for our airport, as it has for many airports in the same timeframe. When we started to discuss the possibilities of the construction of this fence, we were met with the fact that there would be several highly valued community assets that would be severely impacted by the construction of a fence on the boundary of the Airport property line. Most notable of the impacts was the Green Circle Trail, the Izaak Walton driveway, some cross-country ski trails, some informal walking/hiking trails, and impact we would have on the ability to connect from the area of E. Maria Drive to the general area of the old warming house on Hwy 66. This area could become impassable because the airport lands went all the way to the Plover River – possibly limiting access in some very highly used areas. Because of this we petitioned the state for a request for the release of land from land covenants in that area. That request was made in February of 2012.

Much of the land that is adjacent to the Airport property in this area was acquired for the purpose of developing and operating production wells for the Stevens Point Water Department many decades ago. At present, both the “Water Department” and the Airport operate as one Department, the Department of Public Utilities and Transportation. Because of this, we saw the opportunity to have the aforementioned land release resolve several issues at once. First, it would allow for the use of much of the land by the public as it had been for many years. Second, it would give us more flexibility in the relocation of the Izaak Walton League’s driveway and part of the Green Circle Trail, which are/were both on airport property.

A third, and important, element is that the ultimate land release swapped land between airport "Federally Obligated" land and what we consider "Water Department" land, thereby solving some issues that existed with runway protection zones for the airport not actually falling within airport property boundaries. Doing this had ultimate build-out implications for the cross-wind runway that we can discuss. In the end, it really was a win-win proposal that allowed almost all of the recreational as well as departmental uses of the land to go on without impact.

In addition to the request for land release mentioned above, we needed to gain permission for utility activities to take place on what would then be Airport property. That request was made and on August 28, 2013 the report of "Request for Concurrent use of Land from Land Covenants" was delivered indicating that upon state and federal approval, the concurrent use would be an approved use.

On August 8, 2016 the State of Wisconsin sent the "State Release of Land" document that was executed by the City and returned.

On March 22, 2018 the FAA sent the "Federal Release of Land" document. This document indicated the conditions that needed to be met for the release to be completed.

All conditions to the above releases were met and the property that was in question officially transferred between different City entities (transfers between water dept. and airport).

With the property transfers complete and the concurrent use agreement in place, the design of the fence has been completed which leaves us, for the most part, at our current point in time. Additional parts of the design process are an environmental document, communication with surrounding properties (approx. 45 in this case), etc. In January of 2020, a letter was sent to adjacent property owners describing the upcoming project and giving contact information for comments and concerns. The comments that were delivered to the City and/or the design consultant OMNI were noted in the design documents. The most recent version of those comments consisted of one comment from a resident on E. Maria Drive. To date our communication consists of the following:

March/April – A few conversations with Kurt Mansavage (E. Maria resident)

June, 2020 – Kurt Mansavage logged comments on the OMNI website. City staff had a conversation with him about his concerns about the appearance of a fence.

August 17, 2020 – This date represents the end of the official comment period as was published in the official paper of the City.

September 16, 2020 – Mayor's office was sent a letter from the town of hull asking for input on fence placement, stating similar concerns to Mr. Mansavage.

November 16, 2020 – Email correspondence with Dave Wilz (Town supervisor) indicating we are having conversations about the project and resident concerns. A couple of phone conversations happened around this time as well.

November 5, 2020 – An onsite meeting with E. Maria residents Amanda and Joe Zagrzebski.

November 24, 2020 – A letter from Kurt Mansavage and Todd Huspeni with a petition was sent to Mayor Wiza. The petition asks for the fence to be moved "back a few hundred feet" where it is adjacent to E. Maria Dr.

There are surely a few items that may not be summarized above, but the list fairly represents the timeline of conversations. This letter is intended to not only respond to the Town of Hull and concerned residents, but also to inform the Airport Commission as well as other City officials of the details to date.

The Airport response to the concerns above and our recommendation:

It is our true hope that our own concern about the ability of area residents to continue to use most of the land in the area of the airport like they have in the past is made clear by the fact that we went through a several year process to protect that use. We represented the community need for access to the Green Circle Trail and other unofficial recreational opportunities in the area. We made sure that relocation costs associated with disturbing certain portions of the trail as well as the Izaak Walton driveway were included in the project cost and not made a burden to those two entities. Land swaps were made between different city entities to ensure that both Airport and Utility operations were handled appropriately while preserving recreational opportunities.

With the change in land obligation that happened in the past several years, the land that is adjacent to E. Maria Drive is now federally obligated airport land. As such, the uses need to be brought into a compliant state with or without a fence. Recreational uses do need to cease on that portion of the property. A fence certainly will accomplish that, but it will also accomplish the goal of keeping deer and other animals away from the airfield.

An airport fence is, understandably, not a preferred aesthetic to the current view with no fence. While the Airport staff understands this, we cannot suggest that it be moved on to Airport property by a couple of hundred feet per the petition. It is the general stance of the Bureau of Aeronautics to place property fences as close to a property line as possible. That said, there are areas where the fence is immediately adjacent to residential properties, much closer than the other side of the street.

With recognition of the fact that we have preserved recreational opportunities as much as possible and with great respect for the fact that the construction of the fence does present a visible barrier to many property owners, we respectfully ask the commission to consider the following recommendation for the Airport fence construction and placement:

Placement of the fence, in order to limit the visibility in a way that does not simultaneously place large amounts of Airport land outside of the Airport fence, is recommended to be 15' from the property line of the Airport. This will show an equitable accommodation to not only those residents who see it across the street from their properties on E. Maria Drive, but will also serve as a buffer to those other residential properties that have an adjacent property line to the Airport. Airport property between the property line and the fence is still not able to be used for non-airport uses, but the extra distance should allow more space for vegetative screening to be established if/where desired.

The Airport Commission may also want to consider authorizing staff to work with the Town of Hull to use some tree planting and other natural screening measures along E. Maria Drive to further reduce the impact of the fence and its visibility.

Thank you for your time and consideration,

Joel Lemke

Director of Public Utilities and Transportation

November 2020

Airport Activity

- COVID-19 Operational adjustments in place.
- Operations Hangar building door maintenance complete.
- Annual fuel meter calibration and filter changes complete.
- Fuel farm filter vessel bottom plate and water defense unit replacement.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	275
Multi-Engine Private	8
Single Engine Business	11
Multi-Engine Business	4
Jet/Turbine	9
Helicopter	3

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

2019	AC Movement	2020	AC Movement
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	310
December	392	December	
Total	4440	Total	2860
Average	370	Average	260
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.

100LL	Jet-A	2020	100LL	Jet-A
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	968.76	1357.6
1452.05	2042.3	December		
27805.1	55948.5	Total	16017.2	20377.6
2317.09	4662.375	Average	1456.11	1852.51
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: November **Year:** 2020

(neg difference = fuel gained)
(pos difference = fuel missing)

		100LL Gal.	Jet-A Gal.	Total Gal.	Invoiced Gallons Received
Prev. Month Jet-A Truck Quantity		N/A	3001	N/A	
Prev. Month Qty (veeder-root)		4081	1031	8113	
Purchases	(+)	0	8001	8001	0
Sold	(-)	968.76	1357.6	2326.36	
Used	(-)	5	100	105	
Total Qty	(=)	3107.24	10575.4	13682.64	
Month End Jet-A Truck Quantity		N/A	2614	N/A	
Month End Qty (veeter-root)	(-)	3073	7915	13602	
Difference	(=)	34.24	46.4	80.64	

	100LL Gal.	Jet-A Gal.	
Tax exempt Gal. (includes used gals)	0	0	0

Veeter-Root & Pump Readings

	100LL Gal.	Jet-A Gal.	
This month end inches:	40.88	87.25	
This month end temp:	24.9	27	
This month end meter:	3073	7915	(tanks only)
Prev month end inches:	50.53	18.79	
Prev month end temp:	38.3	39.5	
Prev month end meter:	4081	1031	(tanks only)
Price per gal:	4.06	4.08	
Inventor gals:	3073	7915	
Inventory Value:	$ 12,476.38	$ 32,293.20	
Total Inventory Value:	$ 44,769.58		