

**City of Stevens Point
Airport Commission**

February 8, 2021 - 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 Minutes
3. Approval of Department Claims
4. Written/Verbal Report - *Jason Draheim*
5. Adjournment

The next Airport Commission meeting will be Monday, March 8, 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**

January 11, 2021 - 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**

MINUTES

Discussion and Possible Action on:

1. Roll Call

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

Also Present: Joel Lemke, Jason Draheim, Mary Klesmith, Eric Southworth, Craig Czaikowski, Chris Lefebvre, Dave Ladick-Stevens Point Pilots Association, Nancy Huspeni-resident E. Maria Drive and Bud Flood-resident

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the minutes of the December 14, 2020 meeting of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. Update and possible action on the Airport Fence Project - Joel Lemke/Jason Draheim

Joel said since the last Commission meeting he met with residents of E. Maria Drive and Dave Wilz from the Town of Hull out at the site.

Joel also stated that Jason has had some meetings with the project team and found there is a little bit of a discrepancy as it relates to the right-of-way on different sections of E. Maria Drive.

Joel explained this might lead to us needing a little bit of latitude in where the fence will be placed in regards to the right-of-way. In some areas it could be 30 feet but in others it might be 39 feet.

Joel would like permission from the Commission to adjust the fence placement from 30 feet up to approximately 45 feet to accommodate the discrepancies in the right-of-way on E. Maria Drive in the areas where it is needed.

Paul stated these discrepancies would actually be beneficial to the residents of E. Maria Drive because the fence would be further into the woods than previously discussed. Paul feels that as long as the residents are satisfied with this than he did not feel action needed to be taken by the Commission. The Commission will allow the department to use its discretion in this matter.

Jason stated that they will update the Commission once the consultants find out exactly what the difference in footage might be as it relates to the right-of-way discrepancies.

The Commission would like to see a schematic of where the fence will be located.

Joel also stated the design team has accepted the proposed location of both the Izaak Walton League driveway and the Green Circle trail relocations.

Jason stated he will make it a point to keep the Commission updated on the position in the engineering and final engineering plan work as we move forward. Once we reach 90% he will bring the schematics to the Commission.

Dave Ladick with the Stevens Point Pilots Association stated they are all on board with the fence project. Dave also said they are very happy with the snow plowing and they thought the hangar reconstruction pavement project was very beneficial. They are wondering when the FBO would reopen again in regards to the business travelers that come there. Jason said most business jets coming in are well aware of Covid restrictions. No one is being denied services. All critical infrastructure is open to the public.

Joel stated in regards to reopening, they are waiting on certain benchmarks for example a two week decline in infection rate etc.

5. Written/Verbal Report - *Jason Draheim*

Jason said the few snow events they did have that everything went well and he couldn't be happier here as far as an operational perspective.

6. Adjournment

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:45PM

REPORT TO THE FEBRUARY, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2021

\$ 383,141.38

Bank deposits recorded in January 2021

\$ 5,233.92

\$ 388,375.30

CHECKS ISSUED IN JANUARY 2021

2328	AT&T	Phone charges	2.90		
2329	Frank's Hardware	Parts for additional toilet	113.23		
2330	Heartland Business Systems, LLC	October, November, December - Managed Services	220.80		
2331	Spectrum Insurance Group	Liability Insurance Renewal	4,108.00		
2332	Verizon Wireless	IPad & Cell Phone Charges	10.42		
2333	WI Public Service	Electric & Gas Utility Charges	3,197.68		
2334	Wimme Sand & Gravel, Inc.	Mason Sand	103.61		
2335	City of Stevens Point	Insurance, retirement, fuel	6,841.33		
2336	Donna's Cleaning Service	Cleaning Service	175.00		
2337	City of Stevens Point Public Utilities	Work performed for Airport	1,788.29		
2338	Mastercard	Internet, QT Petroleum, Supplies, Rug Service & Seminar	2,264.24		
EFT	Payroll	1/7/2021	3,589.05		
EFT	Payroll	1/21/2021	3,669.19		
	WI Dept of Revenue	Fuel Tax	102.96		
	WI Dept of Revenue	Sales Tax	10.96		
	IRS	Payroll Taxes	2,229.10		
	WI Dept of Revenue	Payroll Taxes	481.96		
TOTAL EXPENSES LISTED			\$ 28,908.72	\$	28,908.72
BALANCE ON HAND JANUARY 31 , 2021				\$	359,466.58

Balance on Hand	\$ 359,466.58
Plus checks written after end of month	
Plus uncleared checks	\$ 5,461.92
Less checks previously written clearing this month	\$ (11,670.57)
Ending Cash Balance matching Bank Statements	\$ 353,257.93

January 2021

Airport Activity

- COVID-19 Operational adjustments in place.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	113
Multi-Engine Private	4
Single Engine Business	14
Multi-Engine Business	2
Jet/Turbine	21
Helicopter	1

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

<u>2020</u>	<u>AC</u> <u>Movement</u>	<u>2021</u>	<u>AC</u> <u>Movement</u>
January	181	January	155
February	162	February	
March	120	March	
April	137	April	
May	252	May	
June	273	June	
July	314	July	
August	351	August	
September	383	September	
October	377	October	
November	310	November	
December	254	December	
Total	3114	Total	155
Average	260	Average	155
High Mo.	383	High Mo.	155
Low Mo.	120	Low Mo.	155

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

<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2021</u>	<u>100LL</u>	<u>Jet-A</u>
January	880.67	1701	January	498.45	714
February	1674.62	1118	February		
March	1590.84	1373	March		
April	2003.42	265	April		
May	885.5	1374.7	May		
June	1306.73	2510.5	June		
July	1925.02	1638.6	July		
August	1736.89	2491.9	August		
September	1521.47	2789.6	September		
October	1523.3	3757.7	October		
November	968.76	1357.6	November		
December	765.47	950.4	December		
Total	16782.7	21328	Total	498.45	714
Average	1398.56	1777.333	Average	498.45	714
High Mo.	2003.42	3757.7	High Mo.	498.45	714
Low Mo.	765.47	265	Low Mo.	498.45	714

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.

To: Airport Commission

From: Jason Draheim, Airport Manager

<u>Month:</u> January <u>Year:</u> 2021		(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		1842	N/A	
<u>Prev. Month Qty</u> (veeder-root)	2298		7715	11855	
<u>Purchases</u> (+)	0				0
<u>Sold</u> (-)	498.45		714	1212.45	
<u>Used</u> (-)	5		5	10	
<u>Total Qty</u> (=)	1794.55		8838	10632.55	
<u>Month End Jet-A Truck Quantity</u>	N/A		2633	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1806		6241	10680	
<u>Difference</u> (=)	-11.45		-36	-47.45	
<u>Tax exempt Gal.</u> (includes used gals)		<u>100LL Gal.</u>	<u>Jet-A Gal.</u>		
		0	0	0	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	27.84	70.77
This month end temp:	23.3	23.8
This month end meter:	1806	6241 (tanks only)
Prev month end inches:	33.08	85.19
Prev month end temp:	18.2	19.3
Prev month end meter:	2298	7715 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	1806	6241
Inventory Value:	<u>\$ 7,332.36</u>	<u>\$ 25,463.28</u>
Total Inventory Value:	<u>\$ 32,795.64</u>	