

**City of Stevens Point
Airport Commission
March 8, 2021 - 12:30 PM
Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705>
URL 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, April 12, 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**

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MINUTES

Discussion and Possible Action on:

1. Roll Call

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

Staff Present: Joel Lemke, Jason Draheim, Eric Southworth, Chris Lefebvre, Mary Klesmith and Jaime Zdroik

Also Present: Bud Flood, Joe Zag, and Jill Klesmith - residents

2. Approval of Minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the minutes of the January 11, 2021 meeting of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the month of January 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason wanted to commend the Storm crew for their work de-icing the Airport this past week and they are continuing to do so today.

5. Adjournment

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting adjourned: 12:34PM

REPORT TO THE MARCH, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of February 1, 2021
 Bank deposits recorded in February 2021

\$	353,257.93
\$	13,333.93
\$	366,591.86

CHECKS ISSUED IN FEBRUARY 2021

2339	AT&T	Phone Charges	2.94		
2340	City of Stevens Point	Workers Comp Premiums	271.49		
2341	City of Stevens Point Public Utilities	Snow removal	334.80		
2342	Verizon Wireless	IPad charges	10.14		
2343	Westmor Fluid Solutions, LLC	Annual Fuel System Maintenance & Calibration, Jet A Fuel Truck Parts	6,935.33		
2344	City of Stevens Point	Workers Comp Premium	276.59		
2345	Mastercard	Cable & rug service	340.99		
2346	Donna's Cleaning Service	Cleaning Service	175.00		
EFT	Payroll	2/4/2021	3,743.78		
EFT	Payroll	2/18/2021	3,669.19		
	Wisconsin Public Service	Utility Charges	3,130.28		
	WI Dept of Revenue	Fuel Tax	72.72		
	IRS	Payroll Taxes	2,289.88		
	WI Dept of Revenue	Payroll Taxes	496.16		
TOTAL EXPENSES LISTED			\$ 21,749.29	\$	21,749.29
BALANCE ON HAND FEBRUARY 28 , 2021				\$	344,842.57

Balance on Hand	\$	344,842.57
Plus checks written after end of month		
Plus uncleared checks	\$	515.99
Less checks previously written clearing this month	\$	(5,461.92)
Ending Cash Balance matching Bank Statements	\$	339,896.64

February 2021

Airport Activity

- COVID-19 Operational adjustments in place.
- SPPD EVOC Training (Feb 23/24)

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	90
Multi-Engine Private	1
Single Engine Business	12
Multi-Engine Business	0
Jet/Turbine	16
Helicopter	2

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	121
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	276
Average	260	Average	138
High Mo.	383	High Mo.	155
Low Mo.	120	Low Mo.	121

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	466.25	1399
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	964.7	2113
Average	1398.56	1777.333	Average	482.35	1056.5
High Mo.	2003.42	3757.7	High Mo.	498.45	1399
Low Mo.	765.47	265	Low Mo.	466.25	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.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: February Year: 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	2633	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1806	6241	10680	
<u>Purchases</u> (+)	0			0
<u>Sold</u> (-)	466.25	1399	1865.25	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	1334.75	7470	8804.75	
<u>Month End Jet-A Truck Quantity</u>	N/A	2890	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1344	4621	8855	
<u>Difference</u> (=)	-9.25	-41	-50.25	
<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:	22.61	55.59
This month end temp:	27.5	29.5
This month end meter:	1344	4621 (tanks only)
Prev month end inches:	27.84	70.77
Prev month end temp:	23.3	23.8
Prev month end meter:	1806	6241 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	1344	4621
Inventory Value:	<u>\$ 5,456.64</u>	<u>\$ 18,853.68</u>
Total Inventory Value:	<u>\$ 24,310.32</u>	