

**City of Stevens Point  
Airport Commission  
Monday, December 11, 2017  
12:30 P.M.**

**MINUTES**

**PRESENT:** Carl Rasmussen, Ray Schmidt and Anna Haines.

**ALSO PRESENT:** Joel Lemke, Jason Draheim, Rob Molski, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jaime Zdroik, Dave Ladick –Stevens Point Pilot Assoc. & AOPA Airport Support Rep. and Angel Gebeau-AECOM

**EXCUSED ABSENCE:** Paul Adamski and Mae Nachman

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## **I. ADMINISTRATION**

### **1. Approval of minutes of the November 13, 2017 meeting.**

**Motion made** by Anna Haines, seconded by Ray Schmidt to approve the minutes of the November 13, 2017 Airport Commission meeting.

*Ayes all. Nays none. Motion carried.*

## **II. ACCOUNTING**

### **2. Discussion and possible action on approval of department claims.**

#### **AIRPORT**

Carl Rasmussen presented the statement of claims for the Airport for November. The balance as of November 1, 2017 was \$244,391.91. The bank deposits recorded in November 2017 were \$43,238.59. Checks issued in November 2017 numbered 1745 through 1756 were in the amount of \$39,790.23. The net balance on hand November 30, 2017 was \$247,840.27.

**Motion made** by Ray Schmidt, seconded by Anna Haines to approve the department claims for the month of November 2017 as audited and read.

*Ayes all. Nays none. Motion carried.*

### **3. Discussion and possible action on the 2018 Capital Operations & Maintenance Plan.**

Joel summarized the 2018 Capital Operations & Maintenance Plan for the Airport.

The building and grounds improvements will be paid for out the General Fund and is estimated to be at \$5,000.00.

The Hangar complex and pavement maintenance is estimated at \$265,000.00 and has already been approved by City Council and Finance Committee as part of the City's CIP.

The Commission asked what the building and ground improvements would be. Jason explained it would be continued maintenance of our main access to the Airport, a proper wind cone, and upgrade to fuel farm/roof.

**Motion** made by Ray Schmidt and seconded by Anna Haines to approve the 2018 Capital Operations & Maintenance Plan in the amount of \$270,000.00.

*Ayes all. Nays none. Motion carried.*

### III. AIRPORT MANAGERS REPORT

#### 4. **Written report provided.**

The monthly report for November was reviewed by the Commission.

#### 5. **Verbal report.**

Jason stated Stormwater personnel were trained last year on operating the new snow removal machine now they've had formal training on the maintenance of the machine with factory reps.

The Commission asked why August through November in aircraft movements increased from last year. Jason explained that fuel prices are good and prices are staying consistent.

Joel explained RFP's were issued in regards to the hangar project and the Spirit hangar.

*The next Airport Commission meeting will be on Monday, January 8, 2018 immediately following the Board of Water & Sewerage Commission meeting.*

### IV. ADJOURNMENT

**Motion made** by Ray Schmidt to adjourn the meeting.

*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
12:43pm

AIRPORT COMMISSION



CARL RASMUSSEN, SECRETARY