

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, November 12, 2018 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the October 8, 2018 meeting.

II. ACCOUNTING

2. Discussion and possible action of department claims.

III. AIRPORT MANAGERS REPORT

3. Written report provided. – *Jason Draheim*
4. Verbal report. – *Jason Draheim/Joel Lemke*

IV. ADJOURNMENT

The next Airport Commission meeting will be Monday, December 10, 2018 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 Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

REPORT TO THE NOVEMBER, 2018
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of October 1, 2018	\$ 317,930.15
Bank deposits recorded in October 2018	\$ 53,378.90
	\$ 371,309.05

CHECKS ISSUED IN OCTOBER 2018:

1897 AT&T	Phone charges	2.90	
1898 BlueGlobes LLC	Airfield lighting; windsock replacement	844.55	
1899 Eastern Aviation Fuels, Inc.	Fuel purchase	20,475.89	
1900 Halron Lubricants Inc	Aviation oil	290.99	
1901 Northwest Petroleum Service, Inc.	Fuel system maintenance	332.00	
1902 Point Heating & Cooling	HVAC Troubleshooting/maint	123.97	
1903 Van Ert Electric Company, Inc.	Fuel system maintenance	243.00	
1904 Verizon Wireless	Cell phone & IPad charges	10.27	
1905 WI Public Service	Monthly Utilities - Gas & Electric	1,724.35	
1906 Worzellas Point Supply LLC	Janitorial	233.33	
1907 City of Stevens Point	Retirement, insurance & fuel	3,529.03	
1908 Employee Wages	Salaries	46.17	
1909 Donna's Cleaning Service	Cleaning services	175.00	
1910 Eastern Aviation Fuels, Inc.	Fuel purchase; Membrane pads & envelopes	22,014.31	
1911 City of Stevens Point	Workers Comp Insurance Premium	373.55	
1912 Sewage Dept	Vac holding tank	45.97	
1913 Mastercard	Rug service & misc. supplies	790.68	
1914 Employee Wages	Salaries	46.17	
1915 WDATCP	Fuel Tank Renewal Fee 308959-VTM	60.00	
1916 WDATCP	Fuel Tank Renewal Fee 308962-VTM	60.00	
EFT Payroll	10/4/2018	3,109.14	
EFT Payroll	10/18/2018	2,973.31	
WI Dept of Revenue	Sales Tax	15.20	
WI Dept of Revenue	Business Registration Tax	10.00	
WI Dept of Revenue	Fuel Tax	453.72	
IRS	Payroll Taxes	1,934.43	
WI Dept of Revenue	Payroll Taxes	395.45	
TOTAL EXPENSES LISTED		\$ 60,313.38	\$ 60,313.38
BALANCE ON HAND OCTOBER 31, 2018			\$ 310,995.67

	Balance on Hand	\$ 310,995.67
	Plus checks written after end of month	\$ 46.17
	Plus uncleared checks	\$ 1,330.20
	Less checks previously written clearing this month	\$ (1,104.35)
Ending Cash Balance matching Bank Statements		\$ 311,267.69

October 2018

Airport Activity

- Wisconsin Rapids overflow traffic.
- Maintenance of Operations Hangar building in progress.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	248
Multi-Engine Private	32
Single Engine Business	9
Multi-Engine Business	10
Jet/Turbine	81
Helicopter	22

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

<u>2017</u>	<u>AC</u> <u>Movement</u>	<u>2018</u>	<u>AC</u> <u>Movement</u>
January	127	January	201
February	182	February	243
March	174	March	252
April	268	April	261
May	312	May	337
June	347	June	401
July	492	July	685
August	388	August	407
September	312	September	357
October	388	October	402
November	324	November	
December	279	December	
Total	3593	Total	696
Average	299.4166667	Average	232
High Mo.	492	High Mo.	252
Low Mo.	127	Low Mo.	201

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

2017	100LL	Jet-A	2018	100LL	Jet-A
January	378.76	1200	January	625.78	3365.9
February	1312.58	4006	February	897.07	4071.6
March	940.47	1475	March	1151.2	3664.6
April	1340.24	3447	April	1625.59	5108
May	1762.37	1975	May	1259.91	6805
June	1890.44	3673	June	1813.84	9611.6
July	4234.73	6899	July	6838.78	7128
August	2839.17	7997	August	4783.4	6729.8
September	2293.36	6676.9	September	3333.14	8380.6
October	1408.51	7974.3	October	3306.69	10048.8
November	1205.55	5090	November		
December	1109.94	3584.7	December		
Total	20716.1	53997.9	Total	25635.4	64913.9
Average	1726.34	4499.825	Average	2563.54	6491.39
High Mo.	4234.73	7997	High Mo.	6838.78	10048.8
Low Mo.	378.76	1200	Low Mo.	625.78	3365.9

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.*
- *There are plans in place to prepare hangar construction sites summer 2018.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Commence Airport signage project.*
- *MALSR LED pilot project in progress.*
- *Annual fuel meter testing/calibration complete.*
- *Annual fuel system/truck filter changes complete.*
- *Seasonal maintenance on airfield lighting system continues.*

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:** 2018

(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	1562	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3644	7175	12381	
<u>Purchases</u> (+)	8541	7493	16034	16141
<u>Sold</u> (-)	3306.69	10048.8	13355.49	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	8853.31	6156.2	15009.51	
<u>Month End Jet-A Truck Quantity</u>	N/A	2486	N/A	
<u>Month End Qty</u> (-) (veeter-root)	8789	3693	14968	
<u>Difference</u> (=)	64.31	-22.8	41.51	
<u>Tax exempt Gal.</u> (includes used gals)	<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u> 3860	3860	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	96.82	46.86
This month end temp:	42.8	40.8
This month end meter:	8789	3693 (tanks only)
Prev month end inches:	46.39	79.77
Prev month end temp:	45.4	45.8
Prev month end meter:	3644	7175 (tanks only)
Price per gal:	3.96	3.5
Inventor gals:	8789	3693
Inventory Value:	<u>\$ 34,804.44</u>	<u>\$ 12,925.50</u>
Total Inventory Value:	<u>\$ 47,729.94</u>	