

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, January 14, 2019 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the December 10, 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, February 11, 2019 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 JANUARY, 2019
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of December 1, 2018	\$ 314,770.94
Bank deposits recorded in December 2018	\$ 36,127.26
	\$ 350,898.20

CHECKS ISSUED IN DECEMBER 2018:

1931	AT&T	Phone charges	2.90
1932	City of Stevens Point	Insurance, retirement & employee benefits	3,613.71
1933	Fire Pro Inc	Fire suppression maintenance	164.40
1934	Halon Lubricants Inc	Aircraft oil	216.58
1935	Midstate Lock, LLC	Keys	7.50
1936	Storm Water Dept	Snow removal	226.00
1937	Werner Electric Supply Company	Airfield lighting supplies	4.28
1938	Westmor Fluid Solutions, LLC	Fuel farm Meter calibration/filter change; fuel farm maint	6,800.45
1939	WI Public Service	Monthly Utilities - Gas & Electric	3,377.62
1940	Wing Aero Products	Charts	205.60
1941	Worzellas Point Supply LLC	Janitorial supplies	214.21
1942	Spectrum Insurance Group	Liability Insurance Renewal	4,521.00
1943	City of Stevens Point	Retirement, Insurance, fuel & oil	4,067.29
1944	Storm Water Dept	Snow removal & maint	883.54
1945	Mastercard	Rug service, cable service & supplies	425.49
1946	City of Stevens Point	Workers Comp Premium	362.29
1947	Donna's Cleaning Service	Monthly Cleaning Services	175.00
1948	Storm Water Dept	Snow removal	226.49
1949	Verizon Wireless	Cell phone & iPad Charges	10.27
EFT	Payroll	12/13/2018	2,951.48
EFT	Payroll	12/27/2018	3,943.11
	WI Dept of Revenue	Fuel Tax	457.08
	IRS	Payroll Taxes	1,878.46
	WI Dept of Revenue	Payroll Taxes	392.07
	TOTAL EXPENSES LISTED		\$ 35,126.82
	BALANCE ON HAND DECEMBER 31, 2018		\$ 315,771.38
		Balance on Hand	\$ 315,771.38
		Plus checks written after end of month	
		Plus uncleared checks	\$ 10,671.37
		Less checks previously written clearing this month	\$ (22,099.30)
	Ending Cash Balance matching Bank Statements		\$ 304,343.45

December 2018

Airport Activity

- Snow removal ops.
- Maintenance of Operations Hangar building in progress.
- Maintenance of Jet-A self-serve and fuel farm control valves in progress.
- 100LL fuel pump motor replacement.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	201
Multi-Engine Private	12
Single Engine Business	38
Multi-Engine Business	51
Jet/Turbine	44
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	382
December		279	December	368
Total		3593	Total	4296
Average		299	Average	358
High Mo.		492	High Mo.	685
Low Mo.		127	Low Mo.	201

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

<u>2017</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2018</u>	<u>100LL</u>	<u>Jet-A</u>
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	1745.63	7268.5
December	1109.94	3584.7	December	1551.8	4158.6
Total	20716.1	53997.9	Total	28932.8	76341
Average	1726.34	4499.825	Average	2411.07	6361.75
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 24 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

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: December **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	2550	N/A	
<u>Prev. Month Qty</u> (veeder-root)	6963	3876	13389	
<u>Purchases</u> (+)	0	7510	7510	7608
<u>Sold</u> (-)	1551.8	4158.6	5710.4	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	5386.2	9752.4	15138.6	
<u>Month End Jet-A Truck Quantity</u>	N/A	1685	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5409	8071	15165	
<u>Difference</u> (=)	-22.8	-3.6	-26.4	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>
<u>Tax exempt Gal.</u> (includes used gals)	0	758	758

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	62.95	88.89
This month end temp:	25.2	28.2
This month end meter:	5409	8071 (tanks only)
Prev month end inches:	77.7	48.6
Prev month end temp:	27.3	27.8
Prev month end meter:	6963	3876 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	5409	8071
Inventory Value:	<u>\$ 21,419.64</u>	<u>\$ 32,929.68</u>
Total Inventory Value:	<u>\$ 54,349.32</u>	