

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, February 11, 2019 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the January 14, 2019 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, March 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 FEBRUARY, 2019
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2019	\$ 304,343.45
Bank deposits recorded in January 2019	\$ 36,053.95
	\$ 340,397.40

CHECKS ISSUED IN JANUARY 2019:

1950	AT&T	Phone Charges	2.90	
1951	Donna's Cleaning Service	Monthly Cleaning Services	175.00	
1952	METCO	Fuel system repair	529.00	
1953	NAPA	Tire valve	2.29	
1954	Northwest Petroleum Service, Inc.	Fuel system maintenance	239.00	
1955	Point Heating & Cooling	Hangar heat maintenance	1,178.04	
1956	WI Public Service	Monthly Utilities - Gas & Electric	3,503.60	
1957	Wing Aero Products	Charts	99.21	
1958	Eastern Aviation Fuels, Inc.	Fuel purchase	17,014.22	
1959	Advance Auto Parts	Belt & diesel treatment	51.27	
1960	City of Stevens Point	Workers Comp Premiums	380.91	
1961	Storm Water Dept	Snow removal	675.93	
1962	Mastercard	Rug service, Charter invoices and supplies	368.36	
EFT	Payroll	1/10/2019	3,116.09	
EFT	Payroll	1/24/2019	3,118.93	
	WI Dept of Revenue	Fuel Tax	297.12	
	WI Dept of Revenue	Sales Tax	23.03	
	IRS	Payroll Taxes	2,022.18	
	WI Dept of Revenue	Payroll Taxes	424.53	
	TOTAL EXPENSES LISTED		\$ 33,221.61	\$ 33,221.61
	BALANCE ON HAND JANUARY 31, 2019			\$ 307,175.79
		Balance on Hand		\$ 307,175.79
		Plus checks written after end of month		
		Plus uncleared checks		\$ 1,476.47
		Less checks previously written clearing this month		\$ (10,671.37)
	Ending Cash Balance matching Bank Statements			\$ 297,980.89

January 2019

Airport Activity

- Snow removal ops.
- Maintenance of Operations Hangar building in progress.
- Maintenance of Jet-A refueler truck (single-point nozzle, seals, battery disconnect).
- 100LL fuel pump motor replacement complete.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	98
Multi-Engine Private	2
Single Engine Business	14
Multi-Engine Business	4
Jet/Turbine	58
Helicopter	22

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

	<u>2018</u>	<u>AC</u> <u>Movement</u>	<u>2019</u>	<u>AC</u> <u>Movement</u>
January		201	January	197
February		243	February	
March		252	March	
April		261	April	
May		337	May	
June		401	June	
July		685	July	
August		407	August	
September		357	September	
October		402	October	
November		382	November	
December		368	December	
Total		4296	Total	197
Average		358	Average	197
High Mo.		685	High Mo.	197
Low Mo.		201	Low Mo.	197

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

	<u>2018</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2019</u>	<u>100LL</u>	<u>Jet-A</u>
January	625.78		3365.9	January	785	2082
February	897.07		4071.6	February		
March	1151.2		3664.6	March		
April	1625.59		5108	April		
May	1259.91		6805	May		
June	1813.84		9611.6	June		
July	6838.78		7128	July		
August	4783.4		6729.8	August		
September	3333.14		8380.6	September		
October	3306.69		10048.8	October		
November	1745.63		7268.5	November		
December	1551.8		4158.6	December		
Total		28932.8	76341	Total	785	2082
Average		2411.07	6361.75	Average	785	2082
High Mo.		6838.78	10048.8	High Mo.	785	2082
Low Mo.		625.78	3365.9	Low Mo.	785	2082

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: January **Year:** 2019

(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	1685	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5409	8071	15165	
<u>Purchases</u> (+)	0		0	
<u>Sold</u> (-)	785	2082	2867	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	4599	7649	12248	
 <u>Month End Jet-A Truck Quantity</u>	 N/A	 2546	 N/A	
<u>Month End Qty</u> (-) (veeter-root)	<u>4517</u>	<u>5029</u>	<u>12092</u>	
<u>Difference</u> (=)	<u>82</u>	<u>74</u>	<u>156</u>	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0	1074	1074

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	54.62	59.4
This month end temp:	-12.9	-11.9
This month end meter:	4517	5029 (tanks only)
 Prev month end inches:	 62.95	 88.89
Prev month end temp:	25.2	28.2
Prev month end meter:	5409	8071 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	4517	5029
Inventory Value:	<u>\$ 17,887.32</u>	<u>\$ 20,518.32</u>
Total Inventory Value:	<u>\$ 38,405.64</u>	