

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, April 8, 2019 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the March 11, 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, May 13, 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 APRIL, 2019
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of March 1, 2019	\$ 284,018.87
Bank deposits recorded in March 2019	\$ 23,628.03
	\$ 307,646.90

CHECKS ISSUED IN MARCH 2019:

1980	AT&T	Phone charges	2.90	
1981	GARY JOHNSON SALES, LLC	Plow blades	416.00	
1982	Halron Lubricants Inc	Hydraulic Fluid	304.16	
1983	M-B Companies, Inc.	Hydraulic Fitting	50.08	
1984	Mastercard	Diesel purchased - City pumps were down	150.00	
1985	Point Heating & Cooling	Hangar heat repair	1,314.30	
1986	Transmotion LLC	Parts	167.16	
1987	Verizon Wireless	Cell phone & iPad charges	10.27	
1988	Werner Electric Supply Company	ILS-MALSR Fuses	75.50	
1989	WI Public Service	Monthly Utilities - Gas & Electric	3,679.04	
1990	Wing Aero Products	Charts	99.14	
1991	Baker Tilly Virchow Krause LLP	2018 Audit Charges	218.78	
1992	City of Stevens Point	Workers Comp Premium, retirement, payroll withholdings, fuel, Dec AT&T charges	6,517.33	
1993	Donna's Cleaning Service	Monthly Cleaning Service	175.00	
1994	Voided Check	Voided Check		
1995	Storm Water Dept	Snow plowing	2,457.70	
1996	Titan Aviation Fuels	Grounding wheel	28.16	
1997	Mastercard	Charter, rug service & supplies	1,083.46	
EFT	Payroll	3/7/2019	3,294.93	
EFT	Payroll	3/21/2019	3,193.83	
	WI Dept of Revenue	Fuel Tax	78.18	
	IRS	Payroll Taxes	2,164.72	
	WI Dept of Revenue	Payroll Taxes	452.45	
	TOTAL EXPENSES LISTED		\$ 25,933.09	\$ 25,933.09
	BALANCE ON HAND MARCH 31, 2019			\$ 281,713.81
		Balance on Hand		\$ 281,713.81
		Plus checks written after end of month		
		Plus uncleared checks	\$ 1,258.46	
		Less checks previously written clearing this month	\$ (4,482.34)	
	Ending Cash Balance matching Bank Statements			\$ 278,489.93

March 2019

Airport Activity

- SPPD EVOG training 3/15 and 3/20.
- Snow removal ops.
- Maintenance of Operations Hangar building in progress.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	135
Multi-Engine Private	9
Single Engine Buisness	24
Multi-Engine Buisness	16
Jet/Turbine	42
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	178
March		252	March	248
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	623
Average		358	Average	208
High Mo.		685	High Mo.	248
Low Mo.		201	Low Mo.	178

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	455.88	1848
March	1151.2	3664.6	March	2164.08	3475.3
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	3404.96	7405.3
Average	2411.07	6361.75	Average	1134.99	2468.43
High Mo.	6838.78	10048.8	High Mo.	2164.08	3475.3
Low Mo.	625.78	3365.9	Low Mo.	455.88	1848

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)

- *Commence Airport signage project.*
- *MALSR(Medium Intensity Approach Lighting) 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: March **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	1713	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4125	4073	9911	
<u>Purchases</u> (+)	0	7501	7501	
<u>Sold</u> (-)	2164.08	3475.3	5639.38	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	1935.92	9786.7	11722.62	
<u>Month End Jet-A Truck Quantity</u>	N/A	1557	N/A	
<u>Month End Qty</u> (-) (veeter-root)	2022	8254	11833	
<u>Difference</u> (=)	<u>-86.08</u>	<u>-24.3</u>	<u>-110.38</u>	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0	2249.3	2249.3

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	30.18	90.84
This month end temp:	30.3	31.5
This month end meter:	2022	8254 (tanks only)
Prev month end inches:	50.94	50.46
Prev month end temp:	9.1	9.1
Prev month end meter:	4125	4073 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	2022	8254
Inventory Value:	<u>\$ 8,007.12</u>	<u>\$ 33,676.32</u>
Total Inventory Value:	<u>\$ 41,683.44</u>	