

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

**AGENDA**

**I. ADMINISTRATION**

1. Approval of minutes of the May 13, 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, August 12, 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 JUNE, 2019**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of May 1, 2019

\$ 268,163.28

Bank deposits recorded in May 2019

\$ 39,244.37

\$ 307,407.65

**CHECKS ISSUED IN MAY 2019:**

2014	Storm Water Dept	Snow removal	809.20	
2015	Titan Aviation Fuels	Fuel purchase	30,065.83	
2016	Mastercard	Services & supplies	586.37	
2017	Verizon Wireless	Cell phone & iPad charges	10.27	
2018	City Water Dept	Work done for Airport - snow removal	49.02	
2019	WI Public Service	Utility Charges Hangar	193.63	
2020	AT&T	Phone Charges	2.90	
2021	Baker Tilly Virchow Krause LLP	Annual Audit	1,985.45	
2022	RMM Solutions Inc.	Monthly IT Services	466.50	
2023	Sewage Dept	Work done for Airport	67.53	
2024	Storm Water Dept	Snow plowing	80.01	
2025	WI Public Service	Monthly Utilities - Gas & Electric	2,588.63	
2026	Donna's Cleaning Service	Monthly Cleaning Service	175.00	
2027	Titan Aviation Fuels	Fuel purchase	19,289.15	
2028	Mastercard	Charter, rug service & supplies	1,338.27	
2029	CDW Government	Smartnet Annual Maint	1,057.93	
2030	City of Stevens Point	Workers Comp Premium	579.39	
2031	Haron Lubricants Inc.	MB5 fluids	967.66	
2032	Point Heating & Cooling	Replacement boiler	14,703.00	
2033	Rasmussen Plumbing & Heating	Cross Connection Test	105.00	
2034	Storm Water Dept	Spill kits	2,591.59	
2035	ULINE	Janitorial	346.54	
2036	Van Ert Electric Company, Inc.	Hangar door maint, T-hangar electrical repair	2,861.67	
2037	Verizon Wireless	Cell phone & iPad charges	10.27	
2038	Wing Aero Products	Publications	145.08	
2039	Worzellas Point Supply LLC	Janitorial supplies	190.61	
EFT	Payroll	5/2/2019	3,177.25	
EFT	Payroll	5/16/2019	3,118.93	
EFT	Payroll	5/30/2019	3,194.74	
	WI Dept of Revenue	Fuel Tax	336.72	
	IRS	Payroll Taxes	3,081.08	
	WI Dept of Revenue	Payroll Taxes	650.72	
	<b>TOTAL EXPENSES LISTED</b>		\$ 94,825.94	\$ 94,825.94
	<b>BALANCE ON HAND MAY 31, 2019</b>			\$ 212,581.71
		Balance on Hand		\$ 212,581.71
		Plus checks written after end of month		
		Plus uncleared checks		\$ 23,558.74
		Less checks previously written clearing this month		
	<b>Ending Cash Balance matching Bank Statements</b>			\$ 236,140.45

**REPORT TO THE JULY, 2019**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of June 1, 2019	\$ 236,140.45
Bank deposits recorded in June 2019	\$ 68,966.17
	\$ 305,106.62

**CHECKS ISSUED IN JUNE 2019:**

2040	AT&T	Phone charges	2.90	
2041	City of Stevens Point	Insurance, retirement, fuel	18,828.24	
2042	RMM Solutions Inc.	Monthly IT Services	247.02	
2043	Storm Water Dept	Vac truck - fuel vessel	210.56	
2044	Transportation Dept	Grass cutting	88.00	
2045	WI Public Service	Monthly Utilities - Gas & Electric	2,037.97	
2046	Baker Tilly Virchow Krause LLP	Audit expenses	199.85	
2047	City of Stevens Point	Insurance premiums, retirement & fuel	3,451.32	
2048	Transportation Dept	Grounds maintenance	104.50	
2049	City of Stevens Point	Workers Comp Premium	387.55	
2050	Donna's Cleaning Service	Monthly Cleaning Service	175.00	
2051	Transportation Dept	Work for Airport	291.50	
2052	Mastercard	Supplies, cable, rug service	1,058.18	
EFT	Payroll	6/13/2019	3,148.62	
EFT	Payroll	6/27/2019	3,161.64	
	WI Dept of Revenue	Fuel Tax	303.90	
	IRS	Payroll Taxes	2,055.77	
	WI Dept of Revenue	Payroll Taxes	432.51	
	<b>TOTAL EXPENSES LISTED</b>		\$ 36,185.03	\$ 36,185.03
	<b>BALANCE ON HAND JUNE 30, 2019</b>			\$ 268,921.59
		Balance on Hand		\$ 268,921.59
		Plus checks written after end of month		
		Plus uncleared checks		\$ 1,912.23
		Less checks previously written clearing this month		\$ (23,558.74)
	<b>Ending Cash Balance matching Bank Statements</b>			<b>\$ 247,275.08</b>

**May 2019**

**Airport Activity**

- MB5(Snow Removal Machine) Annual Maintenance.
- Maintenance of Operations Hangar building in progress.

**Aircraft Movements**

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

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

<b>Aircraft Type</b>	<b>#</b>
Single Engine Private	185
Multi-Engine Private	5
Single Engine Business	4
Multi-Engine Business	40
Jet/Turbine	55
Helicopter	36

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

<u>2018</u>	<u>AC Movement</u>	<u>2019</u>	<u>AC Movement</u>
January	201	January	197
February	243	February	178
March	252	March	248
April	261	April	272
May	337	May	325
June	401	June	
July	685	July	
August	407	August	
September	357	September	
October	402	October	
November	382	November	
December	368	December	
<b>Total</b>	<b>4296</b>	<b>Total</b>	<b>1220</b>
<b>Average</b>	<b>358</b>	<b>Average</b>	<b>244</b>
<b>High Mo.</b>	<b>685</b>	<b>High Mo.</b>	<b>325</b>
<b>Low Mo.</b>	<b>201</b>	<b>Low Mo.</b>	<b>178</b>

**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	2526.79	4255.8
May	1259.91	6805	May	2389.94	5304.1
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		
<b>Total</b>	<b>28932.8</b>	<b>76341</b>	<b>Total</b>	<b>8321.69</b>	<b>16965.2</b>
<b>Average</b>	<b>2411.07</b>	<b>6361.75</b>	<b>Average</b>	<b>1664.34</b>	<b>3393.04</b>
<b>High Mo.</b>	<b>6838.78</b>	<b>10048.8</b>	<b>High Mo.</b>	<b>2526.79</b>	<b>5304.1</b>
<b>Low Mo.</b>	<b>625.78</b>	<b>3365.9</b>	<b>Low Mo.</b>	<b>455.88</b>	<b>1848</b>

**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](mailto:jdraheim@stevenspoint.com).

**June 2019**

**Airport Activity**

- Ageless Aviation Dream Flight Day June 19<sup>th</sup>.
- Flying Hamburger Social Fly-In June 19<sup>th</sup>.
- Airport Lighting Maintenance in progress.
- Bidding process for 2020 hangar pavement project commenced.
- Maintenance of Operations Hangar building in progress.
- 

**Aircraft Movements**

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

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

<b>Aircraft Type</b>	<b>#</b>
Single Engine Private	241
Multi-Engine Private	8
Single Engine Buisness	24
Multi-Engine Buisness	54
Jet/Turbine	48
Helicopter	43

**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	272
May	337	May	325
June	401	June	418
July	685	July	
August	407	August	
September	357	September	
October	402	October	
November	382	November	
December	368	December	
<b>Total</b>	<b>4296</b>	<b>Total</b>	<b>1638</b>
<b>Average</b>	<b>358</b>	<b>Average</b>	<b>273</b>
<b>High Mo.</b>	<b>685</b>	<b>High Mo.</b>	<b>418</b>
<b>Low Mo.</b>	<b>201</b>	<b>Low Mo.</b>	<b>178</b>

**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	2526.79	4255.8
May	1259.91	6805	May	2389.94	5304.1
June	1813.84	9611.6	June	3282.52	6983.7
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		
<b>Total</b>	<b>28932.8</b>	<b>76341</b>	<b>Total</b>	<b>11604.2</b>	<b>23948.9</b>
<b>Average</b>	<b>2411.07</b>	<b>6361.75</b>	<b>Average</b>	<b>1934.04</b>	<b>3991.48</b>
<b>High Mo.</b>	<b>6838.78</b>	<b>10048.8</b>	<b>High Mo.</b>	<b>3282.52</b>	<b>6983.7</b>
<b>Low Mo.</b>	<b>625.78</b>	<b>3365.9</b>	<b>Low Mo.</b>	<b>455.88</b>	<b>1848</b>

**Hangar Rentals/Availability**

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**Airport Maintenance/Projects (Proposed/Completed)**

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

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# Stevens Point Municipal Airport

## Month-End Fuel Report

**To:** Airport Commission

**From:** Jason Draheim, Airport Manager

**Month:** May    **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>
<b><u>Prev. Month Jet-A Truck Quantity</u></b>	N/A	1414	N/A	
<b><u>Prev. Month Qty</u></b> (veeder-root)	7511	4241	13166	
<b><u>Purchases</u></b> ( + )		7530	7530	7555
<b><u>Sold</u></b> ( - )	2389.94	5304.1	7694.04	
<b><u>Used</u></b> ( - )	25	25	50	
<b><u>Total Qty</u></b> ( = )	5096.06	7855.9	12951.96	
<b><u>Month End Jet-A Truck Quantity</u></b>	N/A	1929	N/A	
<b><u>Month End Qty</u></b> ( - ) (veeter-root)	5239	6002	13170	
<b><u>Difference</u></b> ( = )	-142.94	-75.1	-218.04	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<b><u>Tax exempt Gal.</u></b> (includes used gals)	0	2629.1	2629.1

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	61.35	68.51
This month end temp:	65.5	64.3
This month end meter:	5239	6002 (tanks only)
Prev month end inches:	83.12	52.04
Prev month end temp:	39.9	39.7
Prev month end meter:	7511	4241 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	5239	6002
Inventory Value:	<u>\$ 20,746.44</u>	<u>\$ 24,488.16</u>
Total Inventory Value:	<u>\$ 45,234.60</u>	



# Stevens Point Municipal Airport

## Month-End Fuel Report

**To:** Airport Commission

**From:** Jason Draheim, Airport Manager

**Month:** June    **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>
<b><u>Prev. Month Jet-A Truck Quantity</u></b>	N/A	1929	N/A	
<b><u>Prev. Month Qty</u></b> (veeder-root)	5239	6002	13170	
<b><u>Purchases</u></b> ( + )		7514	7514	7497
<b><u>Sold</u></b> ( - )	3282.52	6983.7	10266.22	
<b><u>Used</u></b> ( - )	25	25	50	
<b><u>Total Qty</u></b> ( = )	1931.48	8436.3	10367.78	
<b><u>Month End Jet-A Truck Quantity</u></b>	N/A	1585	N/A	
<b><u>Month End Qty</u></b> ( - ) (veeter-root)	1962	7058	10605	
<b><u>Difference</u></b> ( = )	<u>-30.52</u>	<u>-206.7</u>	<u>-237.22</u>	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<b><u>Tax exempt Gal.</u></b> (includes used gals)	0	2668.6	2668.6

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	29.53	68.51
This month end temp:	67.6	78.62
This month end meter:	1962	7058 (tanks only)
Prev month end inches:	61.35	68.51
Prev month end temp:	65.5	64.3
Prev month end meter:	5239	6002 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	1962	7058
Inventory Value:	<u>\$ 7,769.52</u>	<u>\$ 28,796.64</u>
Total Inventory Value:	<u>\$ 36,566.16</u>	