

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, September 9, 2019 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the August 12, 2019 meeting.

II. ACCOUNTING

2. Discussion and possible action of department claims.
3. Discussion and possible action on utility improvements for current & future development.

III. AIRPORT MANAGERS REPORT

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

IV. ADJOURNMENT

The next Airport Commission meeting will be Monday, October 14, 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 SEPTEMBER, 2019
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of August 1, 2019

\$ 235,275.32

Bank deposits recorded in August 2019

\$ 68,963.04

\$ 304,238.36

CHECKS ISSUED IN AUGUST 2019:

| | | | | |
|------|--|--|---------------------|----------------------|
| 2066 | AT&T | Phone charges | 2.90 | |
| 2067 | CDW Government | Meraki MR42 & 3 year license | 840.00 | |
| 2068 | RMM Solutions Inc. | Monthly Managed Services | 247.02 | |
| 2069 | Transportation Dept | Grass cutting | 352.00 | |
| 2070 | WI Public Service | Monthly Utilities - Gas & Electric | 1,555.19 | |
| 2071 | Badger Heating & Air Conditioning | HVAC Repair | 129.00 | |
| 2072 | BlueGlobes LLC | Airfield lighting | 1,184.77 | |
| 2073 | CDW Government | Troubleshoot WIFI | 180.00 | |
| 2074 | Donna's Cleaning Service | Monthly Cleaning Service | 175.00 | |
| 2075 | Halron Lubricants Inc | Aircraft oil | 778.63 | |
| 2076 | M-B Companies, Inc. | MB5 Maintenance | 1,044.33 | |
| 2077 | METCO | Fuel farm maintenance | 1,672.00 | |
| 2078 | Voided Check | Voided Check | - | |
| 2079 | Point Heating & Cooling | HVAC Maintenance, replacement hot water heater | 1,607.49 | |
| 2080 | Transportation Dept | Grounds maintenance | 352.00 | |
| 2081 | Van Ert Electric Company, Inc. | Fuel System Maintenance | 283.50 | |
| 2082 | Wing Aero Products | Charts | 99.95 | |
| 2083 | Worzellas Point Supply LLC | Janitorial Supplies | 318.11 | |
| 2084 | City of Stevens Point | Workers Comp Premium | 385.95 | |
| 2085 | Titan Aviation Fuels | Fuel purchased | 16,960.33 | |
| 2086 | Mastercard | Supplies, parts & services | 3,572.87 | |
| EFT | Payroll | 8/8/2019 | 3,159.32 | |
| EFT | Payroll | 8/22/2019 | 3,118.84 | |
| | WI Dept of Revenue | Fuel Tax | 1,135.82 | |
| | IRS | Payroll Taxes | 2,036.14 | |
| | WI Dept of Revenue | Payroll Taxes | 428.93 | |
| | TOTAL EXPENSES LISTED | | \$ 41,620.09 | \$ 41,620.09 |
| | BALANCE ON HAND AUGUST 31, 2019 | | | \$ 262,618.27 |

| | | |
|--|---|-----------------------|
| | Balance on Hand | \$ 262,618.27 |
| | Plus checks written after end of month | |
| | Plus uncleared checks | \$ 20,919.15 |
| | Less checks previously written clearing this month | \$ (19,439.91) |
| | Ending Cash Balance matching Bank Statements | \$ 264,097.51 |

**City of Stevens Point
Department of
Public Utilities &
Transportation**



**Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com**

September 6, 2019

MEMO

RE: Utility Infrastructure

Airport Commissioners:

Currently underway at the Stevens Point Airport is a project that involves the re-paving of our current hangar area as well as some design and grading for future hangar areas. This effort is happening at the same time and there are common design efforts related to the development of a commercial hangar for the Spirit aeromedical facility.

The funding for the paving and grading is coming largely from State and Federal sources, the local share of that funding is already accounted for through City levy contributed dollars.

In approvals made by the City Finance Committee (March of 2018), we have allocated capital funding for the installation of City utilities to serve the future development site in the amount \$81,600. There is another reallocation approval in the same action (see attached memo) that could add dollars to this effort as well.

In order to proceed with the utility installations, we are requesting to use funds from the airport general fund, if needed to complete the utility installation. The work will be completed as a change order on to the current north side reconstruction project.

We respectfully request the approval of additional funds not to exceed \$20,000 from the airport general fund for the extension of City utilities in the area of our new hangar area.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke
Director

City of Stevens Point
Department of
Public Utilities &
Transportation



Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

March 6, 2018

MEMO

RE: Request to reallocate 2018 capital improvement dollars for the Airport

C/T Ladick and Finance Committee:

The Finance Committee/Common Council approved \$265,000 in capital spending at the airport for the construction of hangar facilities in the 2018 capital budget. Our original quote for those hangars was in line with the request, but we've seen some considerable increase in building costs since working with some of the specialized builders and have concluded that the capital dollars would be better spent preparing the building sites and allowing interested parties to build themselves. Additionally, we would like to consider the use of some of this capital for local share dollars which will be coming due for airport improvement projects. Finally, we are in need of some hangar restoration for a current tenant in the community hangar to move into a more permanent location.

The reallocation request would be for the following efforts and projects in the amounts estimated below:

| | |
|---|-----------|
| Local share of annual entitlement dollars '15-'18 | \$33,400 |
| Hangar upgrades and restoration | \$150,000 |
| Utility and site development for other hangars | \$81,600 |
| Total of projects | \$265,000 |

We feel the reallocation of capital dollars as requested above will yield better results for the airport, better support development of individually built hangar facilities, and prepare us for additional tenants. If you have any questions about our proposal, please feel free to contact me prior to the standing committee meetings to discuss them.

Thank you for your thought and consideration.

Best Regards,

Joel Lemke
Director

August 2019

Airport Activity

- Airventure (Oshkosh).
- Airport Lighting Maintenance in progress.
- Maintenance of Operations Hangar building in progress (Hangar Door Ordered – awaiting installation).
- Flying Hamburger Social 8/21.

Aircraft Movements

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

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

| Aircraft Type | # |
|---------------------------|----------|
| Single Engine Private | 312 |
| Multi-Engine Private | 14 |
| Single Engine Business | 5 |
| Multi-Engine Business | 31 |
| Jet/Turbine | 56 |
| Helicopter | 25 |

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 | 801 |
| August | 407 | August | 443 |
| September | 357 | September | |
| October | 402 | October | |
| November | 382 | November | |
| December | 368 | December | |
| Total | 4296 | Total | 2882 |
| Average | 358 | Average | 360 |
| High Mo. | 685 | High Mo. | 801 |
| 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 | 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 | 5665.18 | 9066.6 |
| August | 4783.4 | | 6729.8 | August | 3181.52 | 6448.6 |
| 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 | 20450.9 | 39464.1 | |
| Average | 2411.07 | 6361.75 | Average | 2556.36 | 4933.01 | |
| High Mo. | 6838.78 | 10048.8 | High Mo. | 5665.18 | 9066.6 | |
| 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)

- *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: August **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 | 1977 | N/A | |
| <u>Prev. Month Qty</u> (veeder-root) | 4817 | 4957 | 11751 | |
| <u>Purchases</u> (+) | | 7961 | 7961 | 7961 |
| <u>Sold</u> (-) | 3181.52 | 6448.6 | 9630.12 | |
| <u>Used</u> (-) | 25 | 25 | 50 | |
| <u>Total Qty</u> (=) | 1610.48 | 8421.4 | 10031.88 | |
| <u>Month End Jet-A Truck Quantity</u> | N/A | 975 | N/A | |
| <u>Month End Qty</u> (-) (veeter-root) | 1627 | 7437 | 10039 | |
| <u>Difference</u> (=) | <u>-16.52</u> | <u>9.4</u> | <u>-7.12</u> | |

| | | | |
|---|-------------------|-------------------|------|
| | <u>100LL Gal.</u> | <u>Jet-A Gal.</u> | |
| <u>Tax exempt Gal.</u> (includes used gals) | 0 | 3523 | 3523 |

Veeter-Root & Pump Readings

| | <u>100LL Gal.</u> | <u>Jet-A Gal.</u> |
|------------------------|---------------------|---------------------|
| This month end inches: | 25.86 | 82.38 |
| This month end temp: | 55.2 | 58.6 |
| This month end meter: | 1627 | 7437 (tanks only) |
| Prev month end inches: | 57.42 | 58.73 |
| Prev month end temp: | 64.4 | 64.9 |
| Prev month end meter: | 4817 | 4957 (tanks only) |
| Price per gal: | 3.96 | 4.08 |
| Inventor gals: | 1627 | 7437 |
| Inventory Value: | <u>\$ 6,442.92</u> | <u>\$ 30,342.96</u> |
| Total Inventory Value: | <u>\$ 36,785.88</u> | |