

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

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the September 9, 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, November 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 OCTOBER, 2019
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of September 1, 2019	\$ 264,097.51
Bank deposits recorded in September 2019	\$ 43,553.09
	\$ 307,650.60

CHECKS ISSUED IN SEPTEMBER 2019:

2087	AT&T	Phone charges	2.90	
2088	Baker Tilly Virchow Krause LLP	Annual Audit	90.32	
2089	Fire Pro Inc	Fire Suppression Maintenance	382.15	
2090	Transportation Dept	Grass cutting	352.00	
2091	Verizon Wireless	Cell phone & iPad charges	10.27	
2092	WI Public Service	Monthly Utilities-Gas & Electric	1,629.86	
2093	City of Stevens Point	Insurance, retirement, fuel & employee deductions	7,883.20	
2094	RMM Solutions Inc.	Monthly Managed IT Services	247.02	
2095	Titan Aviation Fuels	Fuel purchase	25,069.50	
2096	City of Stevens Point	Workers Comp Insurance Premium	384.36	
2097	Donna's Cleaning Service	Monthly Cleaning Services	175.00	
2098	Transportation Dept	Lawn cutting	583.00	
2099	Mastercard	Spectrum, rug service, & supplies	2,146.24	
EFT	Payroll	9/5/2019	3,127.22	
EFT	Payroll	9/19/2019	3,118.84	
	WI Dept of Revenue	Fuel Tax	366.42	
	IRS	Payroll Taxes	2,016.54	
	WI Dept of Revenue	Payroll Taxes	425.34	
	TOTAL EXPENSES LISTED		\$ 48,010.18	\$ 48,010.18
	BALANCE ON HAND SEPTEMBER 30, 2019			\$ 259,640.42
		Balance on Hand		\$ 259,640.42
		Plus checks written after end of month		
		Plus uncleared checks		\$ 2,705.60
		Less checks previously written clearing this month		\$ (20,919.15)
	Ending Cash Balance matching Bank Statements			\$ 241,426.87

September 2019

Airport Activity

- Airport Lighting Maintenance in progress.
- Maintenance of Operations Hangar building in progress(Hangar Door Ordered – awaiting installation).
- SPFD EVOG 9th-14th.
- Young Eagles Rally 22nd (Cancelled for Weather)

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	288
Multi-Engine Private	18
Single Engine Business	10
Multi-Engine Business	28
Jet/Turbine	51
Helicopter	12

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	407
October		402	October	
November		382	November	
December		368	December	
Total		4296	Total	3289
Average		358	Average	365
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	2199.47	4908
October	3306.69		10048.8	October		
November	1745.63		7268.5	November		
December	1551.8		4158.6	December		
Total	28932.8		76341	Total	22650.4	44372.1
Average	2411.07		6361.75	Average	2516.71	4930.23
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 scheduled Oct 28th.*
- *Annual fuel system/truck filter changes scheduled Oct 28th.*
- *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: September **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	975	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1627	7437	10039	
<u>Purchases</u> (+)	8003	0	8003	7933
<u>Sold</u> (-)	2199.47	4908	7107.47	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	7405.53	3479	10884.53	
<u>Month End Jet-A Truck Quantity</u>	N/A	2268	N/A	
<u>Month End Qty</u> (-) (veeter-root)	7422	1266	10956	
<u>Difference</u> (=)	<u>-16.47</u>	<u>-55</u>	<u>-71.47</u>	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>
<u>Tax exempt Gal.</u> (includes used gals)	0	2778	2778

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	82.23	21.68
This month end temp:	68.8	71.4
This month end meter:	7422	1266 (tanks only)
Prev month end inches:	25.86	82.38
Prev month end temp:	55.2	58.6
Prev month end meter:	1627	7437 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	7422	1266
Inventory Value:	<u>\$ 29,391.12</u>	<u>\$ 5,165.28</u>
Total Inventory Value:	<u>\$ 34,556.40</u>	