

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

**AGENDA**

**I. ADMINISTRATION**

1. Approval of minutes of the October 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, December 9, 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 NOVEMBER, 2019  
MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of October 1, 2019

**\$ 241,426.87**

Bank deposits recorded in October 2019

**\$ 61,419.54**

**\$ 302,846.41**

**CHECKS ISSUED IN OCTOBER 2019:**

2100	AT&T	Phone charges	2.90		
2101	Titan Aviation Fuels	Fuel purchase	18,258.51		
2102	Verizon Wireless	Cell phone & iPad charges	10.27		
2103	Accela Inc #774375	Software renewal	3,476.09		
2104	Sewage Dept	Work performed for Airport	38.81		
2105	Transportation Dept	Grass cutting	148.50		
2106	WI Public Service	Monthly Gas Charges	16.77		
2107	BlueGlobes LLC	Airfield lighting supplies	247.54		
2108	Central Door Solutions LLC	Hangar Door Maintenance	369.00		
2109	City of Stevens Point	Workers Comp Premium	384.36		
2110	Donna's Cleaning Service	Monthly Cleaning Service	175.00		
2111	QTpod	Fuel POS network & support	1,795.50		
2112	Rasmussen Plumbing & Heating	Terminal Plumbing Maintenance	1,354.07		
2113	Transportation Dept	Lawn maintenance	44.00		
2114	WI Public Service	Monthly Utility Charges	1,561.66		
2115	Wing Aero Products	Counter-pilot supplies, charts	197.92		
2116	Worzellas Point Supply LLC	Janitorial & office supplies	270.98		
2117	City of Stevens Point	Insurance, retirement, fuel & parts	12,804.22		
2118	RMM Solutions Inc.	Monthly Managed Services	247.02		
2119	Mastercard	Services & supplies	1,216.98		
2120	Verizon Wireless	Cell phone & iPad Service	10.25		
EFT	Payroll	10/3/2019	3,127.22		
EFT	Payroll	10/17/2019	3,118.84		
EFT	Payroll	10/31/2019	3,127.22		
	WI Dept of Revenue	Fuel Tax	259.74		
	WI Dept of Revenue	Sales Tax	24.17		
	IRS	Payroll Taxes	2,016.54		
	WI Dept of Revenue	Payroll Taxes	425.34		
	<b>TOTAL EXPENSES LISTED</b>		<b>\$ 54,729.42</b>	<b>\$</b>	<b>54,729.42</b>
	<b>BALANCE ON HAND OCTOBER 31, 2019</b>			<b>\$</b>	<b>248,116.99</b>

Balance on Hand	<b>\$ 248,116.99</b>
Plus checks written after end of month	
Plus uncleared checks	<b>\$ 15,807.54</b>
Less checks previously written clearing this month	<b>\$ (2,705.60)</b>
<b>Ending Cash Balance matching Bank Statements</b>	<b>\$ 261,218.93</b>

**October 2019**

**Airport Activity**

- Airport Lighting Maintenance in progress.
- Maintenance of Operations Hangar building in progress (Hangar Door Ordered – awaiting installation).
- SPPD EVOC 9<sup>th</sup>.

**Aircraft Movements**

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

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

<b>Aircraft Type</b>	<b>#</b>
Single Engine Private	251
Multi-Engine Private	22
Single Engine Business	12
Multi-Engine Business	15
Jet/Turbine	71
Helicopter	18

**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	389
November	382	November	
December	368	December	
<b>Total</b>	<b>4296</b>	<b>Total</b>	<b>3678</b>
<b>Average</b>	<b>358</b>	<b>Average</b>	<b>368</b>
<b>High Mo.</b>	<b>685</b>	<b>High Mo.</b>	<b>801</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	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	2519.22	6458.9
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>25169.6</b>	<b>50831</b>
<b>Average</b>	<b>2411.07</b>	<b>6361.75</b>		<b>Average</b>	<b>2516.96</b>	<b>5083.1</b>
<b>High Mo.</b>	<b>6838.78</b>	<b>10048.8</b>		<b>High Mo.</b>	<b>5665.18</b>	<b>9066.6</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)**

- *Fuel System filter changes and meter calibration complete.*
- *Vehicular tank meter(VTM) licenses renewed.*
- *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](mailto:jdraheim@stevenspoint.com).

# Stevens Point Municipal Airport

## Month-End Fuel Report

**To:** Airport Commission

**From:** Jason Draheim, Airport Manager

**Month:** October **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>Prev. Month Jet-A Truck Quantity</b>	N/A	2268	N/A	
<b>Prev. Month Qty</b> (veeder-root)	7422	1266	10956	
<b>Purchases (+)</b>	0	7403	7403	7389
<b>Sold (-)</b>	2519.22	6458.9	8978.12	
<b>Used (-)</b>	25	75	100 Meter Cal	
<b>Total Qty (=)</b>	4877.78	4403.1	9280.88	
<b>Month End Jet-A Truck Quantity</b>	N/A	1133	N/A	
<b>Month End Qty</b> (veeter-root)	4920	3208	9261	
<b>Difference (=)</b>	-42.22	62.1	19.88	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<b>Tax exempt Gal.</b> (includes used gals)	0	2281	2281

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	58.38	42.19
This month end temp:	29.4	29.4
This month end meter:	4920	3208 (tanks only)
Prev month end inches:	82.23	21.68
Prev month end temp:	68.8	71.4
Prev month end meter:	7422	1266 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	4920	3208
Inventory Value:	<u>\$ 19,483.20</u>	<u>\$ 13,088.64</u>
Total Inventory Value:	<u>\$ 32,571.84</u>	