

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

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the November 11, 2019 meeting.

II. ACCOUNTING

2. Discussion and possible action of department claims.
3. Discussion and possible action on 2020 Capital Operations & Maintenance Plan.

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, January 13, 2020 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 DECEMBER, 2019
MEETING OF THE AIRPORT COMMISSION**

FINANCES:

Bank balance as of November 1, 2019
Bank deposits recorded in November 2019

\$	261,218.93
\$	29,983.89
\$	291,202.82

CHECKS ISSUED IN NOVEMBER 2019:

2121	AT&T	Phone Charges	2.90	
2122	City of Stevens Point	Insurance, retirement, fuel	3,491.18	
2123	RMM Solutions Inc.	Monthly Managed Services - March, April & November	940.31	
2124	Titan Aviation Fuels	Fuel purchase	15,589.06	
2125	Transportation Dept	Work performed for Airport	44.00	
2126	WI Public Service	Utility Charges	1,841.11	
2127	Donna's Cleaning Service	Monthly Cleaning Service	175.00	
2128	JFTCO Inc.	Filters	165.82	
2129	Sewage Dept	Work performed for Airport	45.02	
2130	Storm Water Dept	Work performed for Airport	450.63	
2131	Mastercard	Services and supplies	592.60	
2132	City of Stevens Point	Workers Comp Premium	578.34	
2133	Sewage Dept	Work performed for Airport	454.20	
2134	Storm Water Dept	Snow plowing	1,728.19	
2135	Titan Aviation Fuels	AeroClass Program Sales	16.00	
EFT	Payroll	11/14/2019	3,140.24	
EFT	Payroll	11/27/019	3,216.14	
	WI Dept of Revenue	Fuel Tax	401.82	
	WI Dept of Revenue	Sales Tax		
	IRS	Payroll Taxes	3,076.75	
	WI Dept of Revenue	Payroll Taxes	649.92	
	TOTAL EXPENSES LISTED		\$ 36,599.23	\$ 36,599.23
	BALANCE ON HAND NOVEMBER 30, 2019			\$ 254,603.59
		Balance on Hand		\$ 254,603.59
		Plus checks written after end of month		
		Plus uncleared checks		\$ 3,710.15
		Less checks previously written clearing this month		\$ (15,807.54)
	Ending Cash Balance matching Bank Statements			\$ 242,506.20

November 2019

Airport Activity

- Commenced snow removal operations.
- Airport Lighting Maintenance in progress.
- Maintenance of Operations Hangar building in progress (Hangar Door Ordered – awaiting installation).
- SPFD EVOC 12th.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	202
Multi-Engine Private	35
Single Engine Business	27
Multi-Engine Business	20
Jet/Turbine	65
Helicopter	21

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	418
July	685	July	801
August	407	August	443
September	357	September	407
October	402	October	389
November	382	November	370
December	368	December	
Total	4296	Total	4048
Average	358	Average	368
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	2519.22	6458.9
November	1745.63		7268.5	November	1183.46	3075.2
December	1551.8		4158.6	December		
Total		28932.8	76341	Total	26353.1	53906.2
Average		2411.07	6361.75	Average	2395.73	4900.56
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)

- *Fuel System filter changes and meter calibration complete.*
- *Vehicular tank meter(VTM) licenses current.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *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: 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>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	1133	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4920	3208	9261	
<u>Purchases</u> (+)	0	7302	7302	0
<u>Sold</u> (-)	1183.46	3075.2	4258.66	
<u>Used</u> (-)	25	75	100 Meter Cal	
<u>Total Qty</u> (=)	3711.54	8492.8	12204.34	
<u>Month End Jet-A Truck Quantity</u>	N/A	1898	N/A	
<u>Month End Qty</u> (-) (veeter-root)	3743	6638	12279	
<u>Difference</u> (=)	<u>-31.46</u>	<u>-43.2</u>	<u>-74.66</u>	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0	1193.2	1193.2

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	47.33	74.56
This month end temp:	31.8	31.7
This month end meter:	3743	6638 (tanks only)
Prev month end inches:	58.38	42.19
Prev month end temp:	29.4	29.4
Prev month end meter:	4920	3208 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	3743	6638
Inventory Value:	<u>\$ 14,822.28</u>	<u>\$ 27,083.04</u>
Total Inventory Value:	<u>\$ 41,905.32</u>	