

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, January 13, 2020 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the December 9, 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, February 10, 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 JANUARY, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

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

\$	242,506.20
\$	23,257.78
\$	265,763.98

CHECKS ISSUED IN DECEMBER 2019:

2136	AT&T	Phone charges	2.90		
2137	Spectrum Insurance Group	Liability Insurance Renewal	4,129.00		
2138	Verizon Wireless	Cell phone & iPad charges	10.25		
2139	RMM Solutions Inc.	Monthly Managed Services	258.99		
2140	WI Public Service	Monthly Utility Charges	17.88		
2141	Donna's Cleaning Service	Monthly Cleaning Service	175.00		
2142	NAPA	Replacement head light	13.49		
2143	Sewage Dept	Work performed for Airport	113.55		
2144	Storm Water Dept	Work performed for Airport	1,875.45		
2145	Titan Aviation Fuels	AeroClass Program Sales	20.40		
2146	WI Public Service	Utility Charges	3,142.26		
2147	City of Stevens Point	Workers Comp Premium	387.55		
2148	H&S Protection Systems, Inc.	Duress System	1,300.06		
2149	M-B Companies, Inc.	Broom replacement	2,975.00		
2150	Point Heating & Cooling	Terminal HVAC Service	324.42		
2151	QTpod	Fueling System POS Terminal Maintenance	800.00		
2152	Summit Companies	Annual Extinguisher Inspection	253.10		
2153	Transpariclean	Window cleaning	450.00		
2154	Mastercard	Spectrum bill, anti-static fueling jackets, Cintas, s	885.81		
2155	ULINE	Gloves	256.66		
2156	Westmor Fluid Solutions, LLC	Fuel farm filter change & meter calibration	5,504.35		
2157	Wing Aero Products	Charts	39.63		
2158	Verizon Wireless	Cell phone & iPad charges	10.25		
EFT	Payroll	12/12/2019	3,127.22		
EFT	Payroll	12/26/019	3,783.03		
	WI Dept of Revenue	Fuel Tax	183.90		
	IRS	Payroll Taxes	2,055.77		
	WI Dept of Revenue	Payroll Taxes	432.52		
	TOTAL EXPENSES LISTED		\$ 32,528.44	\$ 32,528.44	
	BALANCE ON HAND DECEMBER 31, 2019			\$ 233,235.54	
		Balance on Hand		\$ 233,235.54	
		Plus checks written after end of month			
		Plus uncleared checks		\$ 13,220.72	
		Less checks previously written clearing this month		\$ (3,710.15)	
	Ending Cash Balance matching Bank Statements			\$ 242,746.11	

**Airport Department
Capital Operations and Maintenance Plan**



2020

Project Name/Category	Item Total	City Funded	Airport General Fund	BOA/FAA Funded
Airport fuel tanker truck	60,000	60,000		
Perimeter fence construction	1,000,000	50,000		950,000
Runway design for 2023 construction	300,000	15,000		285,000
Replacement lobby/crew room furniture	14,000		14,000	
Terminal update items	TBD			
Section Total	\$1,374,000	\$125,000	\$14,000	\$1,235,000

Items in the "City Funded" column have already been approved through the City Council (see attached CIP sheet)

Items in the "Airport General Fund" column are those that need approved by the Airport Commission

Items in the "BOA/FAA Funded" column are funded through entitlement, discretionary or other state/federal sources

2020 CAPITAL IMPROVEMENTS

DEPT	GL ACCT	ACCT TITLE	TOTAL	DETAILED DESCRIPTION	AMOUNTS
General	401.57.70140.8909	BUILDING MAINT/UPGRADES	\$50,000	Building Maintenance - General	\$50,000
IT - General	401.57.70140.8913	IT EQUIPMENT	\$40,000	IT Desktop Upgrades - New Software/Upgrade Existing Hardware Printers to Replace Printers Over 15+ Years	\$25,000 \$15,000
General	401.57.70140.8939	STRATEGIC PLAN	\$67,500	Strategic Plan	\$67,500
Fire - Station #1 & 2	401.57.70220.8006	COMPUTER EQUIPMENT	\$80,000	IT Infrastructure - Update Remote Training Connection	\$50,000 \$30,000
Fire	401.57.70220.8251	RADIO REPLACEMENTS	\$15,000	Lapel Mics	\$15,000
Fire	401.57.70220.8501	GENERAL FIRE/RESCUE EQUIPMENT	\$45,500	General Fire Equipment Fire Hose Technical Rescue	\$20,000 \$10,500 \$15,000
Fire	401.57.70220.8512	TURN OUT GEAR	\$30,000	Turnout Gear (Boots, Helmets, Gloves & Hoods)	\$30,000
DPW	401.57.70320.8017	AERIAL PHOTO	\$25,000	Aerial Photo	\$25,000
DPW	401.57.70320.8021	TRAFFIC SIGNAL EQUIPMENT	\$90,000	Traffic Signal Improvements	\$90,000
DPW	401.57.70320.8201	PUBLIC WORKS VEHICLES	\$946,000	Plow Trucks (5)	\$946,000
DPW	401.57.70320.8236	GARBAGE/RECYCLING CARTS	\$25,000	Garbage Carts	\$25,000
DPW	401.57.70320.8237	MCDILL DAM IMPROVEMENTS	\$40,000	McDill Dam Monitoring System	\$40,000
DPW	401.57.70320.8943	BICYCLE LANES-TAP GRANT-LCL SHARE	\$84,300	TAP Grant - Bicycle Lane (local Share)	\$84,300
DPW	401.57.70850.8270	ONGOING ROAD MAINTENANCE	\$800,000	Road Surface Improvements	\$800,000
DPW	401.57.70850.8703	STREET/UTIL RECONSTRUCTION	\$2,750,000	Fremont/Sims/Jersey/Prais/High/Illinois/Fourth/College Walter/Sandy/Wildwood/Maple Bluff/Kozy	\$1,600,000 \$1,150,000
Police	401.57.70321.8006	COMPUTER EQUIPMENT	\$110,000	Investigation - Computer Hardware CJIS related	\$110,000
Police	401.57.70321.8210	POLICE SQUAD PURCHASES	\$68,000	Detective and Undercover Vehicles (2)	\$68,000
Police	401.57.70321.8253	RADIO EQUIPMENT UPGRADES	\$40,000	Radio - Repeater Radios	\$40,000
Police	401.57.70321.8265	TASER EQUIPMENT	\$11,000	General Equipment - Tasers	\$11,000
Police	401.57.70321.8268	POLICE SQUAD SEAT REPLCMNTS	\$7,000	Seat Replacements-Squad Cars	\$7,000
Airport	401.57.70351.8220	AIRPORT FUEL TANKER TRUCK	\$60,000	Fuel Truck	\$60,000
Airport	401.57.70351.8758	BLDGS/GROUNDS MAINT/UPGRADE	\$65,000	Perimeter Fence - 6 miles - Local Share (1M)	\$50,000
Airport	"	"	"	Runway Design for 2023 Construction (300K)	\$15,000
Transit	401.57.70520.8207	BUS PURCHASES	\$142,294	Bus Purchases-Fixed Route (2020 - Local \$87,850.00) Bus Purchases-Paratransit (2020 - Local \$54,444.00)	\$87,850 \$54,444
Parks	401.57.70620.8600	MOWER PURCHASES	\$35,000	Mowers (1)	\$35,000
Parks - Piffner Park	401.57.70620.8728	PIFFNER PARK IMPROVEMENTS	\$25,000	Irrigation	\$25,000
Parks - Emerson Park	401.57.70620.8730	EMERSON PARK IMPROVEMENTS	\$60,000	Park Improvements	\$60,000
Parks - Goerke Park	401.57.70620.8731	GOERKE PARK IMPROVEMENTS	\$50,000	Tuckpoint Repairs - Goerke Stadium Bleachers	\$50,000
Parks - Iverson Park	401.57.70620.8757	IVERSON PARK IMPROVEMENTS	\$20,000	Beach House - Replace Rafters, Decking, & Rubber Roof (Water Leak)	\$20,000
Parks - Pool	401.57.70620.8927	POOL OPERATIONS EQUIP	\$124,500	Main Pool - Filter System & Storm/Sanitary Sewer Replacement (15K) Water Slide & Wading Pool - Pool Strainer, Lint Pot Replacement	\$115,000 \$9,500
Parks - Willett Arena	401.57.70646.8230	ZAMBONI ICE RESURFACER	\$150,000	Zamboni	\$150,000
Parks - Willett Arena	401.57.70646.8910	WILLETT ARENA IMPROVEMENTS	\$75,000	Rubber Flooring Replacement in Lower Level (40K leftover from 2019)	\$75,000
			\$6,131,094		\$6,131,094

Stevens Point Municipal
4501 Hwy 66
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
P: 715.345.8993
F: 715.345.8991

January 9, 2020

TO: Airport Commission
FROM: Jason Draheim, Airport Manager
RE: Airport Terminal Lobby/Crew Room Furniture

Background

The Stevens Point Airport Terminal served as the primary headquarters for the Spirit Aero-Medical crew for a period of 30 months. (June '17-December '19). During this timeframe, the furniture throughout the building saw heavy use/abuse, which accelerated its duty cycle. The Terminal furniture is now in a state of disrepair and is in need of prompt replacement to maintain a clean and attractive aesthetic for our customers.

Analysis

Per sourcing estimates, the replacement of furniture throughout the lobby and crew quarters will cost the airport ~\$14,000.00. There has been interdepartmental discussion regarding Spirit Medical sharing this cost.

Recommendation

The appearance and functionality of our Terminal building is paramount due to it serving as the gateway to our community for all of those flying to STE. This furniture replacement is also an integral component in the refurbishment of the Terminal. It is my recommendation that the Commission authorize the use of airport general funds not to exceed \$14000.00 to facilitate this purchase.

Jason Draheim
Airport Manager
Stevens Point Municipal Airport

December 2019

Airport Activity

- 33hrs snow removal operations.
- Airport Lighting Maintenance in progress.
- Maintenance of Operations Hangar building in progress (Hangar Door Ordered – awaiting installation).

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	237
Multi-Engine Private	36
Single Engine Business	33
Multi-Engine Business	25
Jet/Turbine	55
Helicopter	6

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	370
December	368	December	392
Total	4296	Total	4440
Average	358	Average	370
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	1452.05	2042.3
Total	28932.8		76341	Total	27805.1	55948.5
Average	2411.07		6361.75	Average	2317.09	4662.38
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: December **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	1898	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3743	6638	12279	
<u>Purchases</u> (+)	0	0	0	0
<u>Sold</u> (-)	1452.05	2042.3	3494.35	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	2265.95	6468.7	8734.65	
<u>Month End Jet-A Truck Quantity</u>	N/A	1435	N/A	
<u>Month End Qty</u> (-) (veeter-root)	2270	5056	8761	
<u>Difference</u> (=)	-4.05	-22.3	-26.35	

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

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	32.79	59.64
This month end temp:	23.6	26.4
This month end meter:	2270	5056 (tanks only)
Prev month end inches:	47.33	74.56
Prev month end temp:	31.8	31.7
Prev month end meter:	3743	6638 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	2270	5056
Inventory Value:	<u>\$ 8,989.20</u>	<u>\$ 20,628.48</u>
Total Inventory Value:	<u>\$ 29,617.68</u>	