

**City of Stevens Point
Airport Commission
300 Bliss Avenue
Stevens Point, WI 54481
Monday, February 10, 2020 – 12:30 p.m.
(or immediately following previously scheduled meeting)**

AGENDA

I. ADMINISTRATION

1. Approval of minutes of the January 13, 2020 meeting.

II. ACCOUNTING

2. Discussion and possible action of department claims.
3. Discussion and possible action on Capital Improvement Reallocation.

III. AIRPORT OPERATIONS

4. Discussion and possible action on public hearing and resolution related to airport aid petition.-*Joel Lemke/Jason Draheim*
5. Written report provided. – *Jason Draheim*
6. Verbal report. – *Jason Draheim/Joel Lemke*

IV. ADJOURNMENT

The next Airport Commission meeting will be Monday, March 9, 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 FEBRUARY, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2020	\$ 242,746.11
Bank deposits recorded in January 2020	\$ 171,376.62
	\$ 414,122.73

CHECKS ISSUED IN JANUARY 2020:

2159	AT&T	Local phone charges	2.90	
2160	Frank's Hardware	Fittings	14.77	
2161	RMM Solutions Inc.	Monthly Managed Services	255.00	
2162	Sewage Dept	Snow plowing	48.06	
2163	Storm Water Dept	Snow plowing	2,073.36	
2164	WI Public Service	Partial Monthly Utility Charge - Gas	17.88	
2165	City of Stevens Point	Insurance, retirement, fuel & parts	10,199.00	
2166	Donna's Cleaning Service	Monthly Cleaning Service	175.00	
2167	Furniture & Appliance Mart	Replacement Hangar Furniture	12,837.84	
2168	WI Public Service	Monthly Utility Charges	3,198.00	
2169	City of Stevens Point	Workers Comp Insurance Premium	238.59	
2170	Storm Water Dept	Snow plowing	931.70	
2171	Mastercard	Cable, rug service & misc. supplies	2,137.95	
2172	City Water Dept	Snow plowing	60.63	
2173	Verizon Wireless	Cell phone & iPad charges	10.25	
2174	WI Public Service	Partial Monthly Utility Charge - Gas	17.33	
EFT	Payroll	1/9/2020	3,168.33	
EFT	Payroll	1/23/2020	3,263.79	
	WI Dept of Revenue	Fuel Tax	209.64	
	WI Dept of Revenue	Sales Tax	5.52	
	IRS	Payroll Taxes	2,101.84	
	WI Dept of Revenue	Payroll Taxes	444.80	
	TOTAL EXPENSES LISTED		\$ 41,412.18	\$ 41,412.18
	BALANCE ON HAND JANUARY 31, 2020			\$ 372,710.55
		Balance on Hand		\$ 372,710.55
		Plus checks written after end of month		
		Plus uncleared checks		\$ 2,165.53
		Less checks previously written clearing this month		\$ (13,220.72)
	Ending Cash Balance matching Bank Statements			\$ 361,655.36

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



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

February 7, 2020

Airport Commission:

Following a change in plans this last year with the Spirit aeromedical facility, we have some capital improvement dollars (approved by City Council) that we should ask for reallocation of. Our largest need at the moment is general airport grounds and building improvements. With your permission, it is our intention to request the reallocation of any remaining capital improvement dollars to those efforts.

We look forward to a conversation about which efforts are most needed and the approximate scope of those efforts at the upcoming commission meeting. Following discussion and action by the Airport Commission we will request an agenda item on an upcoming Finance Committee agenda for the reallocation of funds.

Thank you for your support, please feel to reach out if questions arise prior to Monday's meeting.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director

cc: Jason Draheim – Airport Manager

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



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

February 7, 2020

Airport Commission:

Every several years the Airport goes through a process in which we petition the Secretary of Transportation for airport improvement aid. This petition process involves a public hearing, action on a resolution, and an agency agreement stating we agree to comply with federal block grant owner assurances. Within the petition is a list of the projects that could happen (note that not nearly all will happen) which makes them eligible for our state and federal funding mechanisms.

We are planning on having a public hearing before the Common Council at the regular Council meeting in March, or prior if the opportunity arises and we have met our notice requirements.

Attached are some documents, in draft form, that are mentioned above. The local funding for these projects has traditionally been provided through the capital improvement planning process with the City, and I suspect that will remain the case unless we need funds designated from the airport general fund to supplement local share dollars.

We are respectfully requesting authorization to hold a public hearing and petition the Secretary of Transportation for airport improvement aid.

Should you have any questions that arise prior to the meeting, please feel free to reach out to Jason Draheim (Airport Manager) or myself.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director

cc: Jason Draheim – Airport Manager

**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**Common Council of the City of Stevens Point
Portage County, Wisconsin**

WHEREAS, the City of Stevens Point, Portage County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Stevens Point Municipal Airport, Portage County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a Regional General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Construct perimeter wildlife fencing (including relocation of access road and bike trail); Rehabilitate/Reconstruct Runway 3/21; Rehabilitate runway lighting, both runways; Reconstruct/Rehabilitate Runway 12/30 (crosswind); Construct turf runway; Purchase Snow Removal Equipment; Construct Snow Removal Equipment building; Develop Hangar Area; Install Runway End Identifier Lights (REILs) and Precision Approach Path Indicators (PAPIs) on Runway 12/30; Reimburse implementation of land use zoning ordinance; Conduct wildlife site visit; Reconstruct hangar area taxilanes; Sealcoat and crack fill airport pavements; Pave hangar area; Rehabilitate/Reconstruct existing entrance road; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE _____ and _____ be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

_____ (TITLE)

_____ (TITLE)

_____ (TITLE)

CERTIFICATION

I, _____, Clerk of the City of Stevens Point, Portage County, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a _____ meeting of the _____ on _____, 20____, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Stevens Point, Portage, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Stevens Point Municipal Airport project to:

Construct perimeter wildlife fencing (including relocation of access road and bike trail); Rehabilitate/Reconstruct Runway 3/21; Rehabilitate runway lighting, both runways; Reconstruct/Rehabilitate Runway 12/30 (crosswind); Construct turf runway; Purchase Snow Removal Equipment; Construct Snow Removal Equipment building; Develop Hangar Area; Install Runway End Identifier Lights (REILs) and Precision Approach Path Indicators (PAPIs) on Runway 12/30; Reimburse implementation of land use zoning ordinance; Conduct wildlife site visit; Reconstruct hangar area taxilanes; Sealcoat and crack fill airport pavements; Pave hangar area; Rehabilitate/Reconstruct existing entrance road; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event **not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);**

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Stevens Point, Portage County, Wisconsin

Name

Name

Title

Title

Date

Date

January 2020

Airport Activity

- Airport Lighting Maintenance in progress.
- Maintenance of Operations Hangar building in progress (Hangar door arrived – Installation in progress).

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	130
Multi-Engine Private	6
Single Engine Business	5
Multi-Engine Business	11
Jet/Turbine	24
Helicopter	5

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2019</u>	<u>AC</u> <u>Movement</u>	<u>2020</u>	<u>AC</u> <u>Movement</u>
January	197	January	181
February	178	February	
March	248	March	
April	272	April	
May	325	May	
June	418	June	
July	801	July	
August	443	August	
September	407	September	
October	389	October	
November	370	November	
December	392	December	
Total	4440	Total	181
Average	370	Average	181
High Mo.	801	High Mo.	181
Low Mo.	178	Low Mo.	181

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2019</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>
January	785	2082	January	880.67	1701
February	455.88	1848	February		
March	2164.08	3475.3	March		
April	2526.79	4255.8	April		
May	2389.94	5304.1	May		
June	3282.52	6983.7	June		
July	5665.18	9066.6	July		
August	3181.52	6448.6	August		
September	2199.47	4908	September		
October	2519.22	6458.9	October		
November	1183.46	3075.2	November		
December	1452.05	2042.3	December		
Total	27805.1	55948.5	Total	880.67	1701
Average	2317.09	4662.375	Average	880.67	1701
High Mo.	5665.18	9066.6	High Mo.	880.67	1701
Low Mo.	455.88	1848	Low Mo.	880.67	1701

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: January **Year:** 2020

(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	1435	N/A	
<u>Prev. Month Qty</u> (veeder-root)	2270	5056	8761	
<u>Purchases</u> (+)	0	0	0	0
<u>Sold</u> (-)	880.67	1701	2581.67	
<u>Used</u> (-)	25	25	50	
<u>Total Qty</u> (=)	1364.33	4765	6129.33	
<u>Month End Jet-A Truck Quantity</u>	N/A	1308	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1350	3481	6139	
<u>Difference</u> (=)	14.33	-24	-9.67	

	<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:	22.68	44.83
This month end temp:	29	27.8
This month end meter:	1350	3481 (tanks only)
Prev month end inches:	32.79	59.64
Prev month end temp:	23.6	26.4
Prev month end meter:	2270	5056 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	1350	3481
Inventory Value:	<u>\$ 5,346.00</u>	<u>\$ 14,202.48</u>
Total Inventory Value:	<u>\$ 19,548.48</u>	