

Osceola Airport Commission Meeting

Date: Monday, December 18, 2023
Time: 4:00 p.m.
Place: Airport Terminal Building Osceola, WI

AGENDA

1. Call to order
2. Approval of agenda
3. Approval of the minutes
 - a) Regular meeting dated November 20, 2023
4. Invoices for payment
5. Airport Financials
 - a) Receipt Register
 - b) Transaction Detail Report with Budget
6. Reports
 - a) Airport Manager's Report
7. Other Business
 - a) Airport Master Plan General Discussion
 - b) Airport Ordinance revisions
 - c) Potential Loader Storage
 - d) Snowblower sale/repair Discussion
 - e) Airport Road Discussion
 - f) Hanger Financing
 - g) Fire Chief updates
8. Future agenda items and updates
9. Adjourn

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Meetings may be recorded for public viewing and record retention.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.

Osceola Airport Commission Meeting Date: 11-20-2023

1. Meeting called to order by Greene at 4:03pm
Present board members: Lee, Greene, Johnson
Absent: Waddell, Melin
Public: Steve Mueller, Patrick Brown, Steve Kennedy, Matt Stewart
2. Approval of the agenda- First- Johnson, Second Lee.
3. Approval of minutes
 - a) Regular meeting dated September 2023
First- Greene, Second- Lee.
4. Looked through invoices for payment.
5. Airport financials. Greene stated he had been communicating with the village treasurer. It looks like the “restricted funds” are part of the Airport treasurers “working cash” and not a separate fund. The Village will follow up with Auditors. Greene mentioned asking the village about the yearly \$7500 contribution to the airport project fund. It appears the Village is no longer making the contribution. Instead, the village is making a yearly \$7000 dollar payment toward a Loan for the Airport. The loan is for the airport fuel system purchased from Osceola Aerosport. It appears the purchase was in 2016 for \$75000, refinanced in 2019. Currently forecast to be paid off in 2037. (Per Swanberg).
6. Airport managers’ report. Johnson stated that he had been in contact with Gregory contracting. Gregory contracting will be replacing some of the terminal building siding under warranty from the manufacturer due to corrosion. Johnson also indicated that the recent Airport crack seal project has a 1 year warranty period. He had inspected the project alongside representatives from SEH and the Wisconsin BOA.
7. Other business.
 - a) Airport master plan general discussion. Not approved by BOA yet hopefully approved in a few months.
 - b) Ordinance revisions -Tabled
 - c) Protentional loader storage. – Greene stated he had been in communication with the Wisconsin BOA compliance manager. They have indicated that it would be acceptable to store AIP procured snow removal equipment across the road from the airport. This is ok if it is used exclusively for Airport purposes.
 - d) Snowblower Sale/Repair- Greene spoke with the Airports BOA representative in regards to potentially selling the AIP funded snowblower in disrepair. As the snowblower is now 10 years old, the airport is free to sell the unit and use the funds for airports purposes. Steve Mueller and Johnson Agreed to reach out to the Manufacturer one last time to inquire about potential repair or sale.
 - e) Airport road discussion- The Developer to the north has obtained new legal representation. Possibly more to come.
 - f) Airport user hangar financing- Greene mentioned that someone had interest in financing a new hangar. The Bank selected was asking for certain rights to the airport and a 35-year lease, amongst other requirements outside the norm for Osceola. The general consensus is that we cannot meet their requirements at this time.
 - g) Fire Department Hangar Notices- Reviewed the recent Letter/request/action of the Osceola Fire Department.

h) Taxiway Delta Extension Project

A) Pat Brown update- Mr Brown would like a commission vote for final approval to proceed. Brown also indicated he would be covering the cost of an additional fire hydrant. The Village is requiring this hydrant to be in place prior to commencement of the taxiway D extension.

B) Project Final Approval Vote- Motion by Greene 1 to Approve, Lee 2
Vote - 2.I (Greene, Lee) 1.N (Johnson) Motion Passed.

8. Future agenda items.

- Master Plan
- Possibly selling snowblower.
- Possibly storing loader at the fire hall.
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9. Adjourn 5:17pm

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/17/2023 From Account: 250-00-13300-000-000
Thru: 12/14/2023 Thru Account: 250-22-59200-710-410

Check Nbr	Check Date	Payee	Amount
66015	11/22/2023	BILL'S ACE HARDWARE	10.42
66032	11/22/2023	OSCEOLA AEROSPORT, LLC	3,512.29
66040	11/22/2023	WE ENERGIES	27.61
66055	12/06/2023	BRIGHTSPEED	158.42
66073	12/06/2023	OSCEOLA AEROSPORT, LLC	4,416.68
66082	12/06/2023	SF INSURANCE GROUP, LLC	2,233.00
66087	12/06/2023	THE BITWORKS INC.	50.41
66106	12/13/2023	PDI TECHNOLOGIES	59.94
66107	12/13/2023	PITNEY BOWES INC.	36.54
66111	12/13/2023	XCEL ENERGY	543.08
Grand Total			11,048.39

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/17/2023 From Account: 250-00-13300-000-000
Thru: 12/14/2023 Thru Account: 250-22-59200-710-410

Amount

Total Expenditure from Fund # 250 - AIRPORT	11,048.39
Total Expenditure from all Funds	11,048.39

GENERAL FUND CHECKING

ALL Receipts

Posted From: 11/17/2023 From Account: 250-00-13300-000-000
Thru: 12/14/2023 Thru Account: 250-22-59200-710-410

Receipt Nbr	Receipt Date	Payor	Amount
2691	11/30/2023	LAURIE NEUMANN	10,872.00
2701	12/05/2023	PAUL DURAND	729.65
2702	12/05/2023	PATRICK BROWN	355.18
2703	12/05/2023	PATRICK BROWN	729.65
2704	12/05/2023	RAY RICHARDSON JR.	1,416.66
2705	12/05/2023	PAUL CAMPOBASSO	1,094.48
2706	12/06/2023	DAVID TWOHY	638.45
2707	12/06/2023	JAMES ANDERSON	1,416.66
2708	12/07/2023	STEVEN & PATRICIA STORBY	1,239.58
2710	12/08/2023	KRIS & SHELLEY BUDKE	397.40
Grand Total			18,889.71

GENERAL FUND CHECKING

ALL Receipts

Posted From: 11/17/2023 From Account: 250-00-13300-000-000
Thru: 12/14/2023 Thru Account: 250-22-59200-710-410

Amount

Total Revenue from Fund # 250 - AIRPORT	18,889.71
Total Revenue from all Funds	18,889.71

Dated From: 11/17/2023

From Account: 250-22-11100-000-000

ACCT

Thru: 12/14/2023

Thru Account: 250-22-59200-710-410

Type of Account: Active

Fund # 250 - AIRPORT

Debit

Credit

Posting Date	Type	Transaction Number	Date	Description	Debit	Credit
250-22-11100-000-000 AIRPORT TREASURER'S WORKING CASH						
				Beginning Balance:	75,184.03	
11/22/2023	CMP		11/22/2023	Checks Posted 11/22/2023		3,550.32
12/01/2023	CMP		12/01/2023	Receipts Posted 12/01/2023	10,872.00	
12/06/2023	CMP		12/06/2023	Checks Posted 12/06/2023		6,858.51
12/08/2023	CMP		12/08/2023	Receipts Posted 12/08/2023	8,017.71	
12/13/2023	CMP		12/13/2023	Checks Posted 12/13/2023		603.02
12/13/2023	CMP		12/13/2023	Checks Posted 12/13/2023		36.54
				Ending Balance:	83,025.35	
250-22-16001-000-000 AIRPORT PREPAID EXPENSES						
				Beginning Balance:	11,146.50	
				Ending Balance:	11,146.50	
250-22-21000-000-000 AIRPORT ACCOUNTS PAYABLE						
				Ending Balance:		0.00
250-22-21001-000-001 AIRPORT ACCOUNTS PAYABLE SUNDRY HANGAR DEPOSITS						
				Beginning Balance:		500.00
				Ending Balance:		500.00
250-22-21002-000-000 AIRPORT ACCRUED WAGES PAYABLE						
				Beginning Balance:		88.81
				Ending Balance:		88.81
250-22-26000-000-000 AIRPORT DEFERRED REVENUES						
12/08/2023	RCP	2701	12/05/2023	PAUL DURAND 2024 HANGAR LEASE PMT K11		729.65
12/08/2023	RCP	2702	12/05/2023	PATRICK BROWN 2024 HANGAR LEASE PMT D4		355.18
12/08/2023	RCP	2703	12/05/2023	PATRICK BROWN 2024 HANGAR LEASE PMT K4		729.65
12/08/2023	RCP	2704	12/05/2023	RAY RICHARDSON JR. 2024 HANGAR LEASE PMT R7		1,416.66
12/08/2023	RCP	2705	12/05/2023	PAUL CAMPOBASSO 2024 HANGAR LEASE PMT H1(SOUTH)		1,094.48
12/08/2023	RCP	2706	12/06/2023	DAVID TWOHY 2024 HANGAR LEASE PMT K9		638.45
12/08/2023	RCP	2707	12/06/2023	JAMES ANDERSON 2024 HANGAR LEASE PMT R5		1,416.66
12/08/2023	RCP	2708	12/07/2023	STEVEN & PATRICIA STORBY		1,239.58

12/14/2023 11:20 AM

Transactions Detail with Budget Report - Full Description

Dated From: 11/17/2023
Thru: 12/14/2023

From Account: 250-22-11100-000-000
Thru Account: 250-22-59200-710-410 Type of Account: Active

Fund # 250 - AIRPORT

Debit Credit

250-22-26000-000-000 - PREPAID RENT

2024 HANGAR LEASE PMT R3

12/08/2023 RCP 2710 12/08/2023 KRIS & SHELLEY BUDKE 397.40

2024 HANGAR LEASE PMT C5

Ending Balance: 8,017.71

250-22-34100-000-000 AIRPORT
RESTRICTED FUND BALANCE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	57,415.45
				Ending Balance:	57,415.45

250-22-46340-001-000 AIRPORT
CHARGES FOR PUBLIC SERVICE
HANGAR LEASES

Posting Date	Type	Transaction Number	Date	Beginning Balance:	31,363.47
				Ending Balance:	31,363.47
				Budget:	59,896.00

250-22-46340-002-000 AIRPORT
CHARGES FOR PUBLIC SERVICE
FUEL FLOW FEE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	2,705.89
				Ending Balance:	2,705.89
				Budget:	3,000.00

250-22-46340-003-000 AIRPORT
CHARGES FOR PUBLIC SERVICE
FARM RENTAL

Posting Date	Type	Transaction Number	Date	Beginning Balance:	10,872.00
12/01/2023	RCP	2691	11/30/2023	LAURIE NEUMANN	10,872.00
				LAND RENT 2ND HALF AIRPORT	
				Ending Balance:	21,744.00
				Budget:	21,720.00

250-22-46340-004-000 AIRPORT
CHARGES FOR PUBLIC SERVICE
LAND RENTAL - KRVIDA

Posting Date	Type	Transaction Number	Date	Beginning Balance:	12,342.29
				Ending Balance:	12,342.29
				Budget:	7,633.00

250-22-46340-005-000 AIRPORT
CHARGES FOR PUBLIC SERVICE
MISC REVENUES

Posting Date	Type	Transaction Number	Date	Beginning Balance:	45,000.00
				Ending Balance:	45,000.00
				Budget:	0.00

250-22-46340-008-000 AIRPORT
AIRPORT FUEL LEASE
FUEL LEASE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	4,000.00
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Dated From: 11/17/2023
Thru: 12/14/2023

From Account: 250-22-11100-000-000
Thru Account: 250-22-59200-710-410 Type of Account: Active

Fund # 250 - AIRPORT

				Debit	Credit
250-22-46340-008-000 - FUEL LEASE					
				Ending Balance:	4,000.00
				Budget:	4,000.00
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250-22-53510-110-001					
				AIRPORT	
				AIRPORT	
				WAGES	
				OTHER	
Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	32.85
				Ending Balance:	32.85
				Budget:	0.00
<hr/>					
250-22-53510-110-004					
				AIRPORT	
				AIRPORT	
				WAGES	
				BLDG MAINT.	
Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	736.53
				Ending Balance:	736.53
				Budget:	0.00
<hr/>					
250-22-53510-123-000					
				AIRPORT	
				AIRPORT	
				RETIREMENT	
Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	52.32
				Ending Balance:	52.32
				Budget:	0.00
<hr/>					
250-22-53510-124-000					
				AIRPORT	
				AIRPORT	
				FICA	
Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	45.95
				Ending Balance:	45.95
				Budget:	0.00
<hr/>					
250-22-53510-125-000					
				AIRPORT	
				AIRPORT	
				MEDICARE	
Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	10.75
				Ending Balance:	10.75
				Budget:	0.00
<hr/>					
250-22-53510-311-000					
				AIRPORT	
				AIRPORT	
				ELECTRICITY	
Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	5,413.46
12/13/2023	DIS	66111	12/13/2023	XCEL ENERGY	543.08
				Ending Balance:	5,956.54
				Budget:	6,000.00

Dated From: 11/17/2023
Thru: 12/14/2023

From Account: 250-22-11100-000-000
Thru Account: 250-22-59200-710-410 Type of Account: Active

Fund # 250 - AIRPORT

Debit Credit

250-22-53510-312-000

AIRPORT
AIRPORT
WATER & SEWER

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	1,194.42
				Ending Balance:	1,194.42
				Budget:	700.00

250-22-53510-313-000

AIRPORT
AIRPORT
NATURAL GAS/FUEL

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	507.40
11/22/2023	DIS	66040	11/22/2023	WE ENERGIES	27.61
				AIRPORT	
				Ending Balance:	535.01
				Budget:	600.00

250-22-53510-320-000

AIRPORT
AIRPORT
TELEPHONE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	1,731.69
12/06/2023	DIS	66055	12/06/2023	BRIGHTSPEED	158.42
				AIRPORT	
				Ending Balance:	1,890.11
				Budget:	1,800.00

250-22-53510-340-000

AIRPORT
AIRPORT
SPECIAL SERVICES

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	659.34
12/13/2023	DIS	66106	12/13/2023	PDI TECHNOLOGIES	59.94
				DECEMBER PMT	
				R1127803335	
				Ending Balance:	719.28
				Budget:	500.00

250-22-53510-340-002

AIRPORT
AIRPORT
SPECIAL SERVICES
ICE & SNOW

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	24,561.25
				Ending Balance:	24,561.25
				Budget:	30,000.00

250-22-53510-340-003

AIRPORT
AIRPORT
SPECIAL SERVICES
AIRPORT MANAGER

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	10,333.36
11/22/2023	DIS	66032	11/22/2023	OSCEOLA AEROSPORT, LLC	1,291.67
				AIRPORT SERVICES NOV	
				18782	

Dated From: 11/17/2023

From Account: 250-22-11100-000-000

ACCT

Thru: 12/14/2023

Thru Account: 250-22-59200-710-410

Type of Account: Active

Fund # 250 - AIRPORT

Debit

Credit

250-22-53510-340-003 - AIRPORT MANAGER

12/06/2023	DIS	66073	12/06/2023	OSCEOLA AEROSPORT, LLC AIRPORT SERVICES SEPT & OCT 18700	2,583.34
				Ending Balance:	14,208.37
				Budget:	18,300.00

250-22-53510-340-005

AIRPORT
AIRPORT
SPECIAL SERVICES
GRASS MOWING

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	7,333.36
11/22/2023	DIS	66032	11/22/2023	OSCEOLA AEROSPORT, LLC AIRPORT SERVICES 18782	916.67
12/06/2023	DIS	66073	12/06/2023	OSCEOLA AEROSPORT, LLC AIRPORT SVCS MOW SEPT-OCT 18700	1,833.34
				Ending Balance:	10,083.37
				Budget:	10,000.00

250-22-53510-350-003

AIRPORT
FUEL TANK MONITORING & INSPECT

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	1,106.00
				Ending Balance:	1,106.00
				Budget:	1,500.00

250-22-53510-360-000

AIRPORT
AIRPORT
BUILDING MAINT

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	11,746.50
				Ending Balance:	11,746.50
				Budget:	4,000.00

250-22-53510-420-000

AIRPORT
AIRPORT
OPERATING SUPPLIES

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	1,373.52
11/22/2023	DIS	66015	11/22/2023	BILL'S ACE HARDWARE INV 349327 AIRPORT	10.42
11/22/2023	DIS	66032	11/22/2023	OSCEOLA AEROSPORT, LLC 18797	1,303.95
12/06/2023	DIS	66087	12/06/2023	THE BITWORKS INC. AIRPORT - NOV SERVICE PMT 28836	50.41
				Ending Balance:	2,738.30
				Budget:	2,000.00

250-22-53510-421-000

AIRPORT
AIRPORT
POSTAGE

Posting Date	Type	Transaction Number	Date		
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12/14/2023 11:20 AM

Transactions Detail with Budget Report - Full Description

Dated From: 11/17/2023
Thru: 12/14/2023

From Account: 250-22-11100-000-000
Thru Account: 250-22-59200-710-410 Type of Account: Active

Fund # 250 - AIRPORT

Debit Credit

250-22-53510-421-000 - POSTAGE

12/13/2023	DIS	66107	12/13/2023	PITNEY BOWES INC. STMT120523	36.54	
				Ending Balance:	36.54	
				Budget:	50.00	

250-22-53510-430-000

AIRPORT
AIRPORT
REPAIR & MAINT SUPPLIES

Posting Date	Type	Transaction Number	Date			
				Beginning Balance:	54.84	
				Ending Balance:	54.84	
				Budget:	2,000.00	

250-22-53510-730-000

AIRPORT
AIRPORT
INSURANCE

Posting Date	Type	Transaction Number	Date			
				Beginning Balance:	2,474.00	
12/06/2023	DIS	66082	12/06/2023	SF INSURANCE GROUP, LLC RENEW COMM'L PKG EFF 01/03/24 839	2,233.00	
				Ending Balance:	4,707.00	
				Budget:	4,250.00	

Fund Totals:	Beginning	155,698.07	164,287.91
		29,938.10	29,938.10
	Ending	174,587.78	183,177.62