

Osceola Airport Commission Meeting

Date: Monday, July 15, 2024
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 June 17, 2024
4. Invoices for payment
5. Airport Financials
 - a) Receipt Register – n/a
 - 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) Northeast Airport out-building Discussion – Storm Damage
 - d) Glider Association Lease Agreement
 - e) Budget
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: 06/17/2024

Meeting called to order by Greene at 4:03 pm.

Present: Greene, Johnson, and Waddell

Absent: Melin

Public: Steve Kennedy, Paul Elfstrom

Approval of the agenda: 1.Lee, 2. Johnson. (I=4,NA=0)

Approval of the May 20,2024 minutes: 1. Lee, 2. Johnson. (I=4, NA=0)

Invoices for payment- Reviewed transaction register. Johnson ordered some light bulbs.

Airport financials- The Village Treasurer was asked to attend one of the Commission meeting meetings. Greene was told that would not be possible. But she would answer any of our questions. Elfstrom said get a better itemized bill because we are not sure what the airport is paying for. Also, get everything bill coded before bills are paid. Greene brought up that Johnson or Greene should maybe sign off on bills; before they are paid. Lee has asked if the board could meet with the treasure and come up with a solution to simplifying the Airport Commissions ledger. Greene has spoken with the treasure and the Airport Commissions needs to come up with a budget.

Manager's report- Nothing new. Farmer that farms the field near highway 35 has left some ruts. Johnson will check with the farmer to see if they can level them off.

Other business-

Airport Master Plan General Discussion- Matt from SCH sent out a email for updates on the master plan and stakeholder advisory committee. Greene read email.

Airport Ordinance revisions- tabled

Northeast Airport out-building Discussion- Johnson looked into getting reengineered trusses at Menards for the building. Johnson would do some checking and see if we could get some funding from the BOA on to refurbish the building.

Elfstrom asked if we would consider selling the building. But Greene is not sure if we can sell airport property.

The other idea is to build a new building for new loader.

Glider Association Lease Agreement- Kennedy paced off where the trailers are for the Glider Association. Elfstrom (Fire Chief) would like 20' of spacing on each side of the hanger. Greene brought up we need to pull the lease on H1 south to get additional

information to make up a new lease or revise the lease. This would be to provide both a fire safety buffer and allow adequate the glider trailer parking needed Glider Association.

Elfstrom (Fire Chief) update everyone has had their inspections. He is worried about hanger F-19 it may need the water shut off. All hangers must cover gas meters by July 31st 2024.

Greene will talk to Swanberg about getting a release to sign for the work Pat Brown had done on taxiway D.

Greene adjourned the meeting- 5:21pm.

7/12/2024

8:30 AM

Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 6/15/2024 From Account: 250-00-11100-000-000
Thru: 7/12/2024 Thru Account: 250-00-59200-000-000

Check Nbr	Check Date	Payee	Amount
66843	6/19/2024	PDI TECHNOLOGIES	59.94
66862	6/26/2024	SF INSURANCE GROUP, LLC	2,474.00
66865	6/26/2024	WE ENERGIES	13.59
66886	7/03/2024	OSCEOLA UTILITIES	231.04
66892	7/03/2024	THE BITWORKS INC.	87.25
66901	7/10/2024	BRIGHTSPEED	167.96
V7032431	7/03/2024	WATERS, TODD	38.33
		Grand Total	3,072.11

GENERAL FUND CHECKING

ALL Checks

Posted From: 6/15/2024 From Account: 250-00-11100-000-000
Thru: 7/12/2024 Thru Account: 250-00-59200-000-000

Amount

Total Expenditure from Fund # 250 - AIRPORT	3,072.11
Total Expenditure from all Funds	3,072.11

Dated From: 6/15/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 7/12/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

					Debit	Credit
250-00-46341-000-000 - FUEL FLOW FEE						
					Ending Balance:	1,380.57
					Budget:	3,000.00
<hr/>						
250-00-46342-000-000 FARM RENTAL						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:		9,060.00
					Ending Balance:	9,060.00
					Budget:	21,720.00
<hr/>						
250-00-46343-000-000 LAND RENT - KRVIDA						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:		16,200.00
					Ending Balance:	16,200.00
					Budget:	16,000.00
<hr/>						
250-00-46345-000-000 FUEL LEASE						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:		2,000.00
					Ending Balance:	2,000.00
					Budget:	4,000.00
<hr/>						
250-00-51600-110-000 BLD MAINT WAGES						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:	350.57	
					Ending Balance:	350.57
					Budget:	0.00
<hr/>						
250-00-53510-110-000 AIRPORT WAGES						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:	6,458.35	
7/03/2024	DIS	PAYROLL	7/03/2024	Payroll Transaction		38.33
					Ending Balance:	6,496.68
					Budget:	0.00
<hr/>						
250-00-53510-130-000 AIRPORT SOC SECURITY						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:	20.91	
7/03/2024	JE	PAYROLL	7/03/2024	Payroll Transaction		2.31
					Ending Balance:	23.22
					Budget:	0.00
<hr/>						
250-00-53510-131-000 AIRPORT MEDICARE						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:	4.89	
7/03/2024	JE	PAYROLL	7/03/2024	Payroll Transaction		0.54
					Ending Balance:	5.43
					Budget:	0.00
<hr/>						
250-00-53510-132-000 AIRPORT RETIREMENT						
Posting	Transaction					
Date	Type	Number	Date	Beginning Balance:	24.19	
7/03/2024	JE	PAYROLL	7/03/2024	Payroll Transaction		2.64

Dated From: 6/15/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 7/12/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

					Debit	Credit
250-00-53510-132-000 - AIRPORT RETIREMENT						
Ending Balance:					26.83	
Budget:					0.00	
250-00-53510-216-000 AIRPORT SPECIAL SERVICES						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		299.70
6/19/2024	DIS	66843	6/19/2024	PDI TECHNOLOGIES		59.94
				R1127804153		
Ending Balance:					359.64	
Budget:					0.00	
250-00-53510-220-000 AIRPORT ELECTRICITY						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		2,967.43
Ending Balance:					2,967.43	
Budget:					7,500.00	
250-00-53510-223-000 AIRPORT TELEPHONE						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		791.33
7/10/2024	DIS	66901	7/10/2024	BRIGHTSPEED		167.96
				AIRPORT		
Ending Balance:					959.29	
Budget:					0.00	
250-00-53510-226-000 AIRPORT WATER/SEWER						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		208.76
7/03/2024	DIS	66886	7/03/2024	OSCEOLA UTILITIES		231.04
Ending Balance:					439.80	
Budget:					1,000.00	
250-00-53510-227-000 AIRPORT NATURAL GAS						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		273.31
6/26/2024	DIS	66865	6/26/2024	WE ENERGIES		13.59
Ending Balance:					286.90	
Budget:					0.00	
250-00-53510-232-000 AIRPORT BLDG MAINTENANCE						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		2,505.80
Ending Balance:					2,505.80	
Budget:					0.00	
250-00-53510-291-000 AIRPORT FUEL TANK INSPECT & MONITOR						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		955.00
Ending Balance:					955.00	
Budget:					0.00	

Dated From: 6/15/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 7/12/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-312-000		AIRPORT		POSTAGE		Debit	Credit
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		191.22	
				Ending Balance:		191.22	
				Budget:		0.00	

250-00-53510-340-000		AIRPORT		OPERAT SUPPLIES		Debit	Credit
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		393.41	
7/03/2024	DIS	66892	7/03/2024	THE BITWORKS INC.		87.25	
				35862			
				Ending Balance:		480.66	
				Budget:		2,000.00	

250-00-53510-400-000		AIRPORT		ICE & SNOW REMOVAL		Debit	Credit
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		6,742.50	
				Ending Balance:		6,742.50	
				Budget:		40,000.00	

250-00-53510-401-000		AIRPORT		GRASS MOWING		Debit	Credit
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		4,583.35	
				Ending Balance:		4,583.35	
				Budget:		0.00	

250-00-53510-510-000		AIRPORT		PROPERTY INSURANCE		Debit	Credit
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:			
6/26/2024	DIS	66862	6/26/2024	SF INSURANCE GROUP, LLC		2,474.00	
				AIRPORT LIABILITY INSURANCE			
				919			
				Ending Balance:		2,474.00	
				Budget:		7,500.00	

Fund Totals:		Beginning	486,164.26	486,164.26
			3,077.60	3,077.60
		Ending	486,164.26	486,164.26

Village of Osceola - 2024 Budget

Report Date

7/12/2024

AIRPORT

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2024 Actual thru 6/30/2024	2024 %	2024 Projected	2025 Proposed
REVENUES								
Operating Revenues								
250-00-46340-000-000	Hanger Fees	64,432	31,363	62,300	36,493	58.58%	62,300	62,300
250-00-46345-000-000	Fuel System Lease	4,000	4,000	4,000	-	0.00%	4,000	4,000
250-00-46341-000-000	Fuel Flow Fee	3,435	2,706	3,000	1,381	46.03%	3,000	3,000
250-00-46342-000-000	Farm Rental	21,744	21,744	21,720	9,060	41.71%	21,720	21,720
250-00-46343-000-000	Land Rental - Kirvida	10,033	12,342	16,000	16,200	101.25%	16,200	16,000
250-00-46344-000-000	Misc Revenue	4,567	45,000	-	-	-	-	-
	Landing Fees	-	-	-	-	-	-	-
	Interest Income	-	-	-	-	-	-	-
	Recoveries and Reimbursements	-	-	-	-	-	-	-
	Donations/Contributions-CARES ACT	-	-	-	-	-	-	-
	Transfer in from the General Fund	7,500	-	7,500	-	-	7,500	7,500
	Total Operating Revenues	115,712	117,155	114,520	63,134	55.13%	114,720	114,520
TOTAL REVENUES		115,712	117,155	114,520	63,134	55.13%	114,720	114,520

EXPENSES								
	Wages - Other	190	-					
	Wages	383	737					
	Health and Dental							
	Retirement	32	52					
	FICA	29	46					
	Medicare	7	11					
	Life Insurance							
	Wages	451	846					

Operating and Equipment								
250-00-53510-220-000	Electricity	7,081	5,957	7,500	2,967	39.56%	7,500	7,500
250-00-53510-226-000	Water and Sewer	845	1,194	1,000	209	20.90%	800	1,000
250-00-53510-227-000	Natural Gas/Fuel	546	596		287			
250-00-53510-223-000	Telephone	1,736	1,890		791			
250-00-53510-216-000	Special Services	719	-		360			
250-00-53510-400-000	Ice and Snow Removal	38,876	24,561	40,000	6,743	16.86%	33,257	40,000
250-00-53510-215-000	Airport Manager Contract	15,541	15,500	20,000	6,458	32.29%	20,000	20,000
250-00-53510-401-000	Grass Mowing	11,000	11,000		-			
250-00-53510-231-000	Equipment Maintenance	475	-					
250-00-53510-291-000	Fuel Tank Monitoring and Inspection	1,541	1,106		955			
250-00-53510-232-000	Building Maintenance	55	11,747	4,000	2,506	62.65%	4,000	
250-00-53510-233-000	Grounds Maintenance	1,019	-		-			
	Pavement Maintenance		-					
	Admin Fee		-					10,000
	Misc. Contractual Services	527	-					
250-00-53510-340-000	Operating Supplies	1,369	2,873	2,000	393	19.65%	2,000	2,000
250-00-53510-312-000	Postage	31	37		191			

Village of Osceola - 2024 Budget

Report Date

7/12/2024

AIRPORT

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2024 Actual thru 6/30/2024	2024 %	2024 Projected	2025 Proposed
	Repair and Maintenance Supplies	1,776	55					
	Other Operating Equipment	1,030						
	Construction Project		-					
250-00-59200-000-000	Tfr to Other Funds	-	-					
250-00-53510-510-000	Property Insurance	8,343	4,707	7,500	2,474	32.99%	7,500	7,500
Total Equipment and Operating		92,509	81,223	82,000	24,334	29.68%	75,057	88,000
Debt Expense								
250-00-58290-000-000	Note Principal	5,000		5,000			5,000	5,000
250-00-58291-000-000	Note Interest	2,295		2,120			2,120	2,120
Total Debt Expenses		7,295	-	7,120			7,120	7,120
TOTAL EXPENSES		100,255	82,069	89,120	24,334	27.31%	82,177	95,120

SUMMARY

REVENUES	115,712	117,155	114,520	63,134	55.13%	114,720	114,520
EXPENSES	100,255	82,069	89,120	24,334	27.31%	82,177	95,120
BALANCE (REVENUES OVER EXPENSES)	15,458	35,086	25,400	38,800		32,543	19,400