

Osceola Airport Commission Meeting

Date: August 19, 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 July 15, 2024
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) Northeast Airport out-building
 - d) Glider Association Lease Agreement
 - e) Airport Economic impact statement
 - f) Proposed Airport Administrative Fee
 - g) Petition Package
 - h) Liability Release
 - i) Wheels and Wings – general discussion
 - j) 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 Minutes

Date: July 15, 2024

1. Called to order by Greene at 4:07pm. Members present: Greene, Lee, Melin, and Johnson.

Public: Matt Stewart (SEH), Steve Kennedy, Paul Elfstrom, Devin Swanberg

2. Approval of the Agenda: 1 Greene; 2 Melin (4 I, 0 NA)
3. Approval of the minutes (March 18, 2024): 1 Lee; 2 Melin (4 I, 0 NA)
4. Invoices for payment: None.
5. Airport Financials: General discussion of finances. Village administrator Swanberg was present and able to help with some of the commissions reoccurring financial statement interpretation questions. The group identified some odd categories regularly presented that need to be cleaned up. There was also discussion of possibly finding a more complete way to track reoccurring public works charges to the airport. Swanberg stated he would work on the transaction detail report.

Swanberg Let the Airport commission know that the Village would like to begin Charging the Airport an *administrative fee*- for book keeping and billing. The proposed amount would be **\$10,000.00** per year. The justification is that the library and fire department pay a similar fee. Greene stated he did not like the idea. Stating that the airport historically has not been cash positive, and the additional fee would deplete any temporary Airport surplus much sooner. Lee, Johnson, and Melin Voiced similar comments.

6. Reports:
 - a.- Manager's Report- No significant updates or issues.
7. Other Business:
 - a. Airport Master Plan General Discussion. Matt Stewart from SEH indicated the Master Plan is underway. The first Stakeholder advisory committee meeting has been scheduled for August 12th. Some of the first items to take place in regard to the master planning include a site visit which will assess safety areas, terrain grades etc. There will also be aerial mapping taking place with a "leaf on tree" requirement. This hopefully will be completed before late fall.

- b. Airport Ordinance Revisions: Tabled

- c. Northeast Airport out-building: The outbuilding suffered significant storm damage a couple days after the last Airport meeting. Johnson received a quote from Gregory Contracting of \$54,802.00 to repair the damage. The Insurance company placed a similar value of damage to the building, but after depreciation calculations was only able to offer a cash option of \$31623.00. There would be approximately \$5400.00 additional recoverable depreciation once all repairs are complete. J&S contracting had submitted an estimate of \$21700.00 to remove the outbuilding and return the area to a level site. The group discussed the options. Motion by Lee to remove the outbuilding - Second by Melin (4I, 0 NA) Motion passed.

- d. The Glider Association Lease Agreement: The glider club has arranged their glider storage trailers in an acceptable fashion to meet the needs of fire protection. The Glider lease agreement still needs to be updated.

- e. Budget: Tabled for August Meeting

- 8. Future agenda items and updates
 - a. Greene mentioned the need to draft a liability release for the Improvements made to Taxiway D by Mr. Patrick Brown.

 - b. Adjourn – Meeting adjourned at 5:31pm

8/16/2024

8:08 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/13/2024 From Account: 250-00-11100-000-000
Thru: 8/16/2024 Thru Account: 250-00-59200-000-000

Check Nbr	Check Date	Payee	Amount
66950	7/23/2024	OSCEOLA AEROSPORT, LLC	4,668.50
66957	7/23/2024	XCEL ENERGY	486.08
66966	8/07/2024	BRIGHTSPEED	158.40
66975	8/07/2024	J & S GENERAL CONTRACTING	22,580.00
66982	8/07/2024	PDI TECHNOLOGIES	59.94
66990	8/07/2024	THE BITWORKS INC.	80.81
66992	8/07/2024	WE ENERGIES	23.82
67025	8/14/2024	MINNESOTA PETROLEUM SERVICE	378.00
67028	8/14/2024	PDI TECHNOLOGIES	59.94
67043	8/14/2024	XCEL ENERGY	543.07
Grand Total			29,038.56

8/16/2024 8:08 AM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/13/2024 From Account: 250-00-11100-000-000
Thru: 8/16/2024 Thru Account: 250-00-59200-000-000

Amount

Total Expenditure from Fund # 250 - AIRPORT	29,038.56
Total Expenditure from all Funds	29,038.56

8/16/2024

8:09 AM

Reprint Receipt Register - Quick Report

Page: 1
ACCT

GENERAL FUND CHECKING

ALL Receipts

Posted From: 7/13/2024 From Account: 250-00-11100-000-000
Thru: 8/16/2024 Thru Account: 250-00-59200-000-000

Receipt Nbr	Receipt Date	Payor	Amount
3159	7/22/2024	OSCEOLA AEROSPORT, LLC	912.21
3163	7/23/2024	EMC INSURANCE COMPANIES	31,623.81
		Grand Total	32,536.02

8/16/2024 8:09 AM

Reprint Receipt Register - Quick Report

Page: 2
ACCT

GENERAL FUND CHECKING

ALL Receipts

Posted From: 7/13/2024 From Account: 250-00-11100-000-000
Thru: 8/16/2024 Thru Account: 250-00-59200-000-000

Amount

Total Revenue from Fund # 250 - AIRPORT

32,536.02

Total Revenue from all Funds

32,536.02

Dated From: 7/13/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 8/16/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

					Debit	Credit
<hr/>						
250-00-11100-000-000	TREASURER'S WORKING CASH					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	167,622.34	
7/23/2024	CMP		7/23/2024	Checks Posted 07/23/2024		5,154.58
7/25/2024	CMP		7/25/2024	Receipts Posted 07/25/2024	32,536.02	
8/07/2024	CMP		8/07/2024	Checks Posted 08/07/2024		22,902.97
8/14/2024	CMP		8/14/2024	Checks Posted 08/14/2024		981.01
				Ending Balance:	171,119.80	
<hr/>						
250-00-13300-000-000	ACCRUED INTEREST RECEIVABLE					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	8,807.95	
				Ending Balance:	8,807.95	
<hr/>						
250-00-13800-000-000	LEASE RECEIVABLE - ST					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	48,480.70	
				Ending Balance:	48,480.70	
<hr/>						
250-00-13850-000-000	LEASE RECEIVABLE - LT					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	220,253.14	
				Ending Balance:	220,253.14	
<hr/>						
250-00-16200-000-000	PREPAID EXPENSES					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	11,146.50	
				Ending Balance:	11,146.50	
<hr/>						
250-00-21100-000-000	ACCOUNTS PAYABLE					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		1,327.84
				Ending Balance:		1,327.84
<hr/>						
250-00-21110-000-000	HANGER DEPOSITS					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		500.00
				Ending Balance:		500.00
<hr/>						
250-00-25400-000-000	DEFERRED INFLOWS - LEASES					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		268,951.95
				Ending Balance:		268,951.95
<hr/>						
250-00-34100-000-000	FUND BALANCE (RESERVED)					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		150,250.78
				Ending Balance:		150,250.78
<hr/>						
250-00-46340-000-000	HANGER LEASES					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		36,493.12
				Ending Balance:		36,493.12
				Budget:		62,300.00
<hr/>						
250-00-46341-000-000	FUEL FLOW FEE					
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		1,380.57
7/25/2024	RCP	3159	7/22/2024	OSCEOLA AEROSPORT, LLC		912.21

Dated From: 7/13/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 8/16/2024 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:	2,292.78
					Budget:	3,000.00
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
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
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
250-00-48440-000-000 RECOVERIES & REIMBURSEMENTS						
Posting	----- Transaction -----					
Date	Type	Number	Date			
7/25/2024	RCP	3163	7/23/2024	EMC INSURANCE COMPANIES		31,623.81
					INS CLAIM FUNDS - STORAGE FACILITY	
					Ending Balance:	31,623.81
					Budget:	0.00
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
250-00-53510-110-000 AIRPORT						
					WAGES	
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	38.33	
					Ending Balance:	38.33
					Budget:	0.00
250-00-53510-130-000 AIRPORT						
					SOC SECURITY	
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	23.22	
					Ending Balance:	23.22
					Budget:	0.00
250-00-53510-131-000 AIRPORT						
					MEDICARE	
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	5.43	
					Ending Balance:	5.43
					Budget:	0.00

Dated From: 7/13/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 8/16/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-132-000		AIRPORT		RETIREMENT			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		26.83	
				Ending Balance:		26.83	
				Budget:		0.00	

250-00-53510-215-000		AIRPORT		CONTRACT SERVICE			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		6,458.35	
7/23/2024	DIS	66950	7/23/2024	OSCEOLA AEROSPORT, LLC		1,291.67	
				JUNE AIRPORT MANAGER			
				19431			
7/23/2024	DIS	66950	7/23/2024	OSCEOLA AEROSPORT, LLC		1,291.67	
				JULY AIRPORT MANAGER			
				19431			
8/07/2024	DIS	66975	8/07/2024	J & S GENERAL CONTRACTING		22,580.00	
				DEMOLISH AIRPORT BLDG - INS COVERED			
				32986			
				Ending Balance:		31,621.69	
				Budget:		20,000.00	

250-00-53510-216-000		AIRPORT		SPECIAL SERVICES			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		359.64	
8/07/2024	DIS	66982	8/07/2024	PDI TECHNOLOGIES		59.94	
				R1127804183			
8/14/2024	DIS	67028	8/14/2024	PDI TECHNOLOGIES		59.94	
				R1127804214			
				Ending Balance:		479.52	
				Budget:		0.00	

250-00-53510-220-000		AIRPORT		ELECTRICITY			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		2,967.43	
7/23/2024	DIS	66957	7/23/2024	XCEL ENERGY		486.08	
8/14/2024	DIS	67043	8/14/2024	XCEL ENERGY		543.07	
				Ending Balance:		3,996.58	
				Budget:		7,500.00	

250-00-53510-223-000		AIRPORT		TELEPHONE			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		959.29	
8/07/2024	DIS	66966	8/07/2024	BRIGHTSPEED		158.40	
				AIRPORT			
				Ending Balance:		1,117.69	
				Budget:		0.00	

250-00-53510-226-000		AIRPORT		WATER/SEWER			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		439.80	

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-226-000 - AIRPORT WATER/SEWER

Ending Balance: 439.80
 Budget: 1,000.00

250-00-53510-227-000 AIRPORT
 NATURAL GAS

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
8/07/2024	DIS	66992	8/07/2024	WE ENERGIES	23.82		
				Ending Balance:	310.72		
				Budget:	0.00		

250-00-53510-231-000 AIRPORT
 EQUIP MAINTENANCE

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
8/14/2024	DIS	67025	8/14/2024	MINNESOTA PETROLEUM SERVICE	378.00		
				Ending Balance:	383.31		
				Budget:	0.00		

250-00-53510-232-000 AIRPORT
 BLDG MAINTENANCE

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
				Ending Balance:	2,505.80		
				Budget:	0.00		

250-00-53510-233-000 AIRPORT
 GROUNDS MAINT

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
7/23/2024	DIS	66950	7/23/2024	OSCEOLA AEROSPORT, LLC	251.82		
				BASE AIRFIELD BULBS			
				19454			
				Ending Balance:	251.82		
				Budget:	4,000.00		

250-00-53510-291-000 AIRPORT
 FUEL TANK INSPECT & MONITOR

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
				Ending Balance:	955.00		
				Budget:	0.00		

250-00-53510-312-000 AIRPORT
 POSTAGE

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
				Ending Balance:	191.22		
				Budget:	0.00		

250-00-53510-340-000 AIRPORT
 OPERAT SUPPLIES

Posting	-----			Transaction	-----		
Date	Type	Number	Date	Beginning Balance:			
8/07/2024	DIS	66990	8/07/2024	THE BITWORKS INC.	80.81		
				40027			

Dated From: 7/13/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 8/16/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-340-000 - AIRPORT OPERAT SUPPLIES

Ending Balance: 561.47
Budget: 2,000.00

250-00-53510-400-000 AIRPORT
ICE & SNOW REMOVAL

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

Posting	----- Transaction -----				
Date	Type	Number	Date	Beginning Balance:	4,583.35
7/23/2024	DIS	66950	7/23/2024	OSCEOLA AEROSPORT, LLC	916.67
				JUNE MOWING	
				19431	
7/23/2024	DIS	66950	7/23/2024	OSCEOLA AEROSPORT, LLC	916.67
				JULY MOWING	
				19431	
				Ending Balance:	6,416.69
				Budget:	0.00

250-00-53510-510-000 AIRPORT
PROPERTY INSURANCE

Posting	----- Transaction -----				
Date	Type	Number	Date	Beginning Balance:	2,474.00
				Ending Balance:	2,474.00
				Budget:	7,500.00

	Fund Totals:		Beginning	486,164.26	486,164.26
				61,574.58	61,574.58
			Ending	518,700.28	518,700.28