

# Osceola Airport Commission Meeting

**Date:** September 16, 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 August 19, 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
  - d) Glider Association Lease Agreement
  - e) Proposed Airport Administrative Fee
  - f) SRE Equipment General discussion
  - g) Petition Package
  - h) Liability Release
  - i) Wheels and Wings – recap
  - 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: August 19, 2024

1. Called to order by Greene at 4:08pm. Members present: Greene, Lee, Melin, and Johnson.

Public: Steve Kennedy, Paul Elfstrom, Chris Norville

2. Approval of the Agenda: 1 Lee; 2 Melin (4 I, 0 NA)
3. Approval of the minutes (July 15, 2024): 1 Lee; 2 Melin (4 I, 0 NA)
4. Invoices for payment: None.
5. Airport Financials: Mostly as expected. The Airport received an insurance payment for the damage incurred to the northeast outbuilding back in July.
6. Reports:
  - a.- Manager's Report- Johnson mentioned he has been having issues with the Jet Fuel pump. Minnesota Petroleum has been out to assess the issue. The cost was approximately \$378.00 with no remedy as of yet. Johnson Also stated that Gregory contracting had been in contact. They are ordering some new steel panels to replace the corroded ones previously installed during the Terminal building remodel. Johnson noted that there had been some complaints of debris on some of the ramp and taxiway surfaces. The debris consisting of fine sand or equivalent which could potentially cause extra wear or damage to Aircraft propellers.
7. Other Business:
  - a. Airport Master Plan General Discussion. The Airport Inventory and Aerial Survey are said to be complete. One of the next items to complete is a "Based aircraft update" for Osceola. The next Stakeholder committee meeting is to be scheduled for either November or December.
  - b. Airport Ordinance Revisions: Tabled
  - c. Northeast Airport out-building: An insurance check for \$31,623.81 was received for the damage sustained to the building in July. J&S contracting has removed the building. The cost was \$22,580.00. This was slightly more than the original estimate

of \$21,700.00. The additional cost was attributed to discarding 2 additional loads of unwanted village property.

- d. The Glider Association Lease Agreement: The group decided it would be best to re-draft a lease for the glider club, as the current template really does not apply to the outdoor storage situation in multiple ways.
  - e. Economic impact statement: Studies show that an airport such as Osceola's should provide roughly a \$3,000,000.00 economic benefit to the local area. Melin had a banner made to display this information during wheels and wings.
  - f. Airport Administrative Fee: General discussion about the proposed \$10,000.00 fee by the Village for Office duties.
  - g. Petition Package: Tabled for next meeting
  - h. Liability Release: The Village is working with Patrick Brown to get this completed.
  - i. Wheels and Wings General discussion- Johnson mentioned that they had mowed some additional parking area in anticipation of a large attendance.
  - j. Budget: The group looked over a proposed airport budget provided by the Village. Upon closer review, a few large discrepancies seemed to exist. Greene said he would follow up with the Village.
  - k. Paul Elfstrom stated that there are still approximately 15 hangars that need to update furnace exhaust and gas meter coverings.
8. Future agenda items and updates
- a.

9. Adjourn – Meeting adjourned at 5:54pm

GENERAL FUND CHECKING

ALL Checks

Posted From: 8/17/2024 From Account: 250-00-11100-000-000  
Thru: 9/13/2024 Thru Account: 250-00-59200-000-000

Check Nbr	Check Date	Payee	Amount
67071	8/28/2024	SIGN-XPRESS, LLC	286.38
67099	9/04/2024	THE BITWORKS INC.	54.38
67101	9/04/2024	WE ENERGIES	20.56
67110	9/11/2024	BRIGHTSPEED	158.40
67127	9/11/2024	MINNESOTA PETROLEUM SERVICE	457.50
67130	9/11/2024	NEO ELECTRICAL SOLUTIONS, LLC	963.35
67137	9/11/2024	XCEL ENERGY	480.71
		Grand Total	2,421.28

GENERAL FUND CHECKING

ALL Checks

Posted From:	8/17/2024	From Account:	250-00-11100-000-000
Thru:	9/13/2024	Thru Account:	250-00-59200-000-000

Amount

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Total Expenditure from Fund # 250 - AIRPORT	2,421.28
Total Expenditure from all Funds	2,421.28

Dated From: 8/17/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 9/13/2024 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:	171,119.80	
8/28/2024	CMP		8/28/2024	Checks Posted 08/28/2024		286.38
9/04/2024	CMP		9/04/2024	Checks Posted 09/04/2024		74.94
9/11/2024	CMP		9/11/2024	Checks Posted 09/11/2024		2,059.96
				Ending Balance:	168,698.52	
<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:		2,292.78
				Ending Balance:		2,292.78
				Budget:		3,000.00

Dated From: 8/17/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 9/13/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

					Debit	Credit
<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/>						
250-00-48440-000-000		RECOVERIES & REIMBURSEMENTS				
Posting	-----		Transaction		-----	
Date	Type	Number	Date	Beginning Balance:		31,623.81
				Ending Balance:		31,623.81
				Budget:		0.00
<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:	38.33	
				Ending Balance:	38.33	
				Budget:	0.00	
<hr/>						
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	
<hr/>						
250-00-53510-131-000		AIRPORT MEDICARE				
Posting	-----		Transaction		-----	
Date	Type	Number	Date	Beginning Balance:	5.43	
				Ending Balance:	5.43	
				Budget:	0.00	
<hr/>						
250-00-53510-132-000		AIRPORT RETIREMENT				
Posting	-----		Transaction		-----	
Date	Type	Number	Date	Beginning Balance:	26.83	
				Ending Balance:	26.83	
				Budget:	0.00	
<hr/>						

Dated From: 8/17/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 9/13/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-215-000		AIRPORT		CONTRACT SERVICE			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		31,621.69	
				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:		479.52	
8/28/2024	DIS	67071	8/28/2024	SIGN-XPRESS, LLC		286.38	
				BANNER FOR AIRPORT ECONOMIC IMPACT			
				11578			
				Ending Balance:		765.90	
				Budget:		0.00	

250-00-53510-220-000		AIRPORT		ELECTRICITY			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		3,996.58	
9/11/2024	DIS	67137	9/11/2024	XCEL ENERGY		480.71	
				Ending Balance:		4,477.29	
				Budget:		7,500.00	

250-00-53510-223-000		AIRPORT		TELEPHONE			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		1,117.69	
9/11/2024	DIS	67110	9/11/2024	BRIGHTSPEED		158.40	
				AIRPORT			
				Ending Balance:		1,276.09	
				Budget:		0.00	

250-00-53510-226-000		AIRPORT		WATER/SEWER			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		439.80	
				Ending Balance:		439.80	
				Budget:		1,000.00	

250-00-53510-227-000		AIRPORT		NATURAL GAS			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		310.72	
9/04/2024	DIS	67101	9/04/2024	WE ENERGIES		20.56	
				Ending Balance:		331.28	
				Budget:		0.00	

250-00-53510-231-000		AIRPORT		EQUIP MAINTENANCE			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		383.31	
				Ending Balance:		383.31	
				Budget:		0.00	



Dated From: 8/17/2024 From Account: 250-00-11100-000-000 ACCT

Thru: 9/13/2024 Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

Debit Credit

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	

250-00-53510-233-000		AIRPORT		GROUNDS MAINT			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		251.82	
9/11/2024	DIS	67130	9/11/2024	NEO ELECTRICAL SOLUTIONS, LLC		963.35	
				FIX RUNWAY LIGHTS			
				9103			
				Ending Balance:		1,215.17	
				Budget:		4,000.00	

250-00-53510-291-000		AIRPORT		FUEL TANK INSPECT & MONITOR			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		955.00	
9/11/2024	DIS	67127	9/11/2024	MINNESOTA PETROLEUM SERVICE		457.50	
				Ending Balance:		1,412.50	
				Budget:		0.00	

250-00-53510-312-000		AIRPORT		POSTAGE			
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			
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		561.47	
9/04/2024	DIS	67099	9/04/2024	THE BITWORKS INC.		54.38	
				40211			
				Ending Balance:		615.85	
				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:		6,416.69	
				Ending Balance:		6,416.69	
				Budget:		0.00	

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Transactions Detail with Budget Report - Full Descrip

Page: 5

Dated From: 8/17/2024

From Account: 250-00-11100-000-000

ACCT

Thru: 9/13/2024

Thru Account: 250-00-59200-000-000 Type of Account Active

Fund # 250 - AIRPORT

Debit

Credit

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	518,700.28	518,700.28
	2,421.28	2,421.28
Ending	518,700.28	518,700.28

**AIRPORT**

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2024 Actual thru 7/31/2024	2024 %	2024 Projected	2025 Proposed
<b>REVENUES</b>								
<b>Operating Revenues</b>								
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	2,000	50.00%	4,000	4,000
250-00-46341-000-000	Fuel Flow Fee	3,435	2,706	3,000	2,293	76.43%	3,000	3,000
250-00-46342-000-000	Farm Rental	21,744	21,744	21,720	9,060	41.71%	18,000	18,000
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
<b>Total Operating Revenues</b>		<b>115,712</b>	<b>117,155</b>	<b>114,520</b>	<b>66,046</b>	<b>57.67%</b>	<b>111,000</b>	<b>110,800</b>
<b>TOTAL REVENUES</b>		<b>115,712</b>	<b>117,155</b>	<b>114,520</b>	<b>66,046</b>	<b>57.67%</b>	<b>111,000</b>	<b>110,800</b>

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

<b>Operating and Equipment</b>								
250-00-53510-220-000	Electricity	7,081	5,957	7,500	3,454	46.05%	7,500	7,500
250-00-53510-226-000	Water and Sewer	845	1,194	1,000	440	44.00%	800	1,000
250-00-53510-227-000	Natural Gas/Fuel	546	596		287			600
250-00-53510-223-000	Telephone	1,736	1,890		959			2,000
250-00-53510-216-000	Special Services	719	-		360			400
250-00-53510-400-000	Ice and Snow Removal	38,876	24,561	40,000	6,743	16.86%	15,000	35,000
250-00-53510-215-000	Airport Manager Contract	15,541	15,500	20,000	9,042	45.21%	20,000	20,000
250-00-53510-401-000	Grass Mowing	11,000	11,000		6,417			11,000
250-00-53510-231-000	Equipment Maintenance	475	-		5			500
250-00-53510-291-000	Fuel Tank Monitoring and Inspection	1,541	1,106		955			1,200
250-00-53510-232-000	Building Maintenance	55	11,747	4,000	2,506	62.65%	4,000	4,000
250-00-53510-233-000	Grounds Maintenance	1,019	-		252			780
	Pavement Maintenance		-					
	Admin Fee		-					10,000
	Misc. Contractual Services	527	-					
250-00-53510-340-000	Operating Supplies	1,369	2,873	2,000	481	24.05%	2,000	2,000
250-00-53510-312-000	Postage	31	37		191			200

**AIRPORT**

Account Number	Description	2022 Actual	2023 Actual	2024 Budget	2024 Actual thru 7/31/2024	2024 %	2024 Projected	2025 Proposed
	Repair and Maintenance Supplies	1,776	55					
	Other Operating Equipment	1,030						
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
<b>Total Equipment and Operating</b>		<b>92,509</b>	<b>81,223</b>	<b>82,000</b>	<b>34,566</b>	<b>42.15%</b>	<b>56,800</b>	<b>103,680</b>
<b>Debt Expense</b>								
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
<b>Total Debt Expenses</b>		<b>7,295</b>	<b>-</b>	<b>7,120</b>			<b>7,120</b>	<b>7,120</b>
<b>TOTAL EXPENSES</b>		<b>100,255</b>	<b>82,069</b>	<b>89,120</b>	<b>34,566</b>	<b>38.79%</b>	<b>63,920</b>	<b>110,800</b>

<b>SUMMARY</b>								
	<b>REVENUES</b>	<b>115,712</b>	<b>117,155</b>	<b>114,520</b>	<b>66,046</b>	<b>57.67%</b>	<b>111,000</b>	<b>110,800</b>
	<b>EXPENSES</b>	<b>100,255</b>	<b>82,069</b>	<b>89,120</b>	<b>34,566</b>	<b>38.79%</b>	<b>63,920</b>	<b>110,800</b>
	<b>BALANCE (REVENUES OVER EXPENSES)</b>	<b>15,458</b>	<b>35,086</b>	<b>25,400</b>	<b>31,480</b>		<b>47,080</b>	<b>-</b>

<b>AIRPORT FUND BALANCE</b>			
	2022 Actual	2023 Projected	2024 Proposed
<b>Net Change in Fund Balance</b>			
Beginning			
Ending			