

# Osceola Airport Commission Meeting

**Date:** October 21, 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 September 16, 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) Glider Association Lease Agreement comments
  - c) Proposed Airport Administrative Fee general discussion
  - d) Petition Package
  - 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 Minutes

Date: September 16, 2024

1. Called to order by Greene at 4:08pm. Members present: Greene, Melin, and Johnson.  
Public: Steve Kennedy, Paul Elfstrom, Chris Norville
2. Approval of the Agenda: 1 Melin; 2 Johnson (3 I, 0 NA)
3. Approval of the minutes (July 15, 2024): 1 Melin; 2 Johnson (3 I, 0 NA)
4. Invoices for payment: None.
5. Airport Financials: The Airport will receive an additional insurance payment for the damage incurred to the northeast outbuilding back in July. The insurance company agreed to pay a portion of the insurance settlement normally only receivable if the damaged building is rebuilt or repaired.
6. Reports:
  - a.- Manager's Report- Johnson stated that Minnesota petroleum had made some repairs to the Jet fuel system. We are expecting to be billed for the repairs soon. Johnson also mentioned that the Airport weather reporting system would be repaired this later week.
7. Other Business:
  - a. Airport Master Plan General Discussion. In work, no SEH representative at the meeting.
  - b. Airport Ordinance Revisions: Tabled
  - c. Northeast Airport out-building: Expecting an additional insurance payment soon.
  - d. The Glider Association Lease Agreement: The group would still like to eventually re-draft the glider lease, however it may be best to just continue the discussion until the master plan is further along.
  - e. Proposed Airport administration fee- Greene mentioned he had reached out to the Wisconsin BOA in regard to the proposed fee. The Bureau was going to look into the matter and report back. Greene stated that the Wisconsin Bureau representative did not normally see this done.

- f. SRE Equipment General Discussion: Greene Mentioned he had contacted the Wi BOA for an update on the Equipment Bid. Matt at the BOA did not think Osceola would receive the new equipment this winter as the Dealer has 365 days to deliver. However if the Dealer chooses, the equipment may arrive sooner.
  - g. Petition Package: Greene shared the received package with the group.
  - h. Liability Release: - Completed and on file at the village.
  - i. Wheels and Wings General discussion- No update
  - j. Budget: The group looked over the “revised” proposed budget from the village. To make ends meet, reductions were made to the snowplowing budget in order to show a break even with the addition of the proposed \$10,000.00 Airport Administrative Fee.
8. Future agenda items and updates
- a. Permanent Economic banner placement
9. Adjourn – Meeting adjourned at 5:47pm

GENERAL FUND CHECKING

ALL Checks

Posted From: 9/14/2024 From Account: 250-00-11100-000-000  
Thru: 10/16/2024 Thru Account: 250-00-59200-000-000

Check Nbr	Check Date	Payee	Amount
67141	9/19/2024	BEN MELIN	286.38
67156	9/19/2024	MINNESOTA PETROLEUM SERVICE	756.00
67159	9/19/2024	PDI TECHNOLOGIES	61.74
67224	10/09/2024	OSCEOLA UTILITIES	456.64
67225	10/09/2024	PITNEY BOWES INC.	144.60
67231	10/09/2024	THE BITWORKS INC.	54.38
67250	10/16/2024	OSCEOLA AEROSPORT, LLC	6,625.02
67253	10/16/2024	XCEL ENERGY	507.95
Grand Total			8,892.71

10/16/2024 3:03 PM

Reprint Check Register - Quick Report - ALL

Page: 2  
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 9/14/2024 From Account: 250-00-11100-000-000  
Thru: 10/16/2024 Thru Account: 250-00-59200-000-000

Amount

---

Total Expenditure from Fund # 250 - AIRPORT	8,892.71
Total Expenditure from all Funds	8,892.71

10/16/2024 3:04 PM

Reprint Receipt Register - Quick Report

Page: 1  
ACCT

GENERAL FUND CHECKING

ALL Receipts

Posted From: 9/14/2024 From Account: 250-00-11100-000-000  
Thru: 10/16/2024 Thru Account: 250-00-59200-000-000

Receipt Nbr	Receipt Date	Payor	Amount
3270	9/26/2024	EMC INSURANCE COMPANIES	3,000.00
3276	10/03/2024	OSCEOLA AEROSPORT, LLC	2,000.00
Grand Total			5,000.00

10/16/2024 3:04 PM

Reprint Receipt Register - Quick Report

Page: 2  
ACCT

GENERAL FUND CHECKING

ALL Receipts

Posted From: 9/14/2024 From Account: 250-00-11100-000-000  
Thru: 10/16/2024 Thru Account: 250-00-59200-000-000

Amount

---

Total Revenue from Fund # 250 - AIRPORT	5,000.00
Total Revenue from all Funds	5,000.00

Dated From: 9/14/2024  
 Thru: 10/16/2024

From Account: 250-00-11100-000-000  
 Thru Account: 250-00-59200-000-000

Type of Account: Active

ACCT

Fund # 250 - AIRPORT

Debit

Credit

250-00-11100-000-000		TREASURER'S WORKING CASH					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		164,420.47	
9/19/2024	CMP		9/19/2024	Checks Posted 09/19/2024			1,104.12
10/04/2024	CMP		10/04/2024	Receipts Posted 10/04/2024		5,000.00	
10/09/2024	CMP		10/09/2024	Checks Posted 10/09/2024			655.62
10/16/2024	CMP		10/16/2024	Checks Posted 10/16/2024			7,132.97
				Ending Balance:		160,527.76	

250-00-13300-000-000		ACCRUED INTEREST RECEIVABLE					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		8,807.95	
				Ending Balance:		8,807.95	

250-00-13800-000-000		LEASE RECEIVABLE - ST					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		48,480.70	
				Ending Balance:		48,480.70	

250-00-13850-000-000		LEASE RECEIVABLE - LT					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		220,253.14	
				Ending Balance:		220,253.14	

250-00-16200-000-000		PREPAID EXPENSES					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Ending Balance:		0.00	
						0.00	

250-00-21100-000-000		ACCOUNTS PAYABLE					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Ending Balance:		0.00	
						0.00	

250-00-21110-000-000		HANGER DEPOSITS					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:			500.00
				Ending Balance:			500.00

250-00-21700-000-000		ACCRUED WAGES PAYABLE					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:		88.81	
				Ending Balance:		88.81	

250-00-25400-000-000		DEFERRED INFLOWS - LEASES					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:			268,951.95
				Ending Balance:			268,951.95

250-00-34100-000-000		FUND BALANCE (RESERVED)					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:			135,226.85
				Ending Balance:			135,226.85

250-00-46340-000-000		HANGER LEASES					
Posting	-----	Transaction	-----				
Date	Type	Number	Date	Beginning Balance:			37,222.77
				Ending Balance:			37,222.77
				Budget:			62,300.00

Dated From: 9/14/2024  
Thru: 10/16/2024

From Account: 250-00-11100-000-000  
Thru Account: 250-00-59200-000-000 Type of Account: Active

Fund # 250 - AIRPORT

Debit Credit

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

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		
10/04/2024	RCP	3276	10/03/2024	OSCEOLA AEROSPORT, LLC 2ND HALF FUEL LEASE PMT 2024	2,000.00
				Ending Balance:	4,000.00
				Budget:	4,000.00

250-00-48440-000-000 RECOVERIES & REIMBURSEMENTS					
Posting	Transaction				
Date	Type	Number	Date		
10/04/2024	RCP	3270	9/26/2024	EMC INSURANCE COMPANIES SETTLEMENT - STORAGE BLDG	3,000.00
				Beginning Balance:	31,623.81
				Ending Balance:	34,623.81
				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

Dated From: 9/14/2024  
Thru: 10/16/2024

From Account: 250-00-11100-000-000  
Thru Account: 250-00-59200-000-000 Type of Account: Active

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-131-000

AIRPORT  
MEDICARE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	5.43
				Ending Balance:	5.43
				Budget:	0.00

250-00-53510-132-000

AIRPORT  
RETIREMENT

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	26.83
				Ending Balance:	26.83
				Budget:	0.00

250-00-53510-215-000

AIRPORT  
CONTRACT SERVICE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	31,621.69
10/16/2024	DIS	67250	10/16/2024	OSCEOLA AEROSPORT, LLC AUG, SEPT, OCT AIRPORT MANAGER 19738	3,875.01
				Ending Balance:	35,496.70
				Budget:	20,000.00

250-00-53510-216-000

AIRPORT  
SPECIAL SERVICES

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	479.52
9/19/2024	DIS	67141	9/19/2024	BEN MELIN REIMB-AIRPORT BANNER FROM SIGN EXPRESS 11578	286.38
9/19/2024	DIS	67159	9/19/2024	PDI TECHNOLOGIES R1127804245	61.74
				Ending Balance:	827.64
				Budget:	0.00

250-00-53510-220-000

AIRPORT  
ELECTRICITY

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	4,477.29
10/16/2024	DIS	67253	10/16/2024	XCEL ENERGY	507.95
				Ending Balance:	4,985.24
				Budget:	7,500.00

250-00-53510-223-000

AIRPORT  
TELEPHONE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	1,276.09
				Ending Balance:	1,276.09
				Budget:	0.00

250-00-53510-226-000

AIRPORT  
WATER/SEWER

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	439.80
10/09/2024	DIS	67224	10/09/2024	OSCEOLA UTILITIES	456.64

Dated From: 9/14/2024  
Thru: 10/16/2024

From Account: 250-00-11100-000-000  
Thru Account: 250-00-59200-000-000 Type of Account: Active

Fund # 250 - AIRPORT

				Debit	Credit
<b>250-00-53510-226-000 - AIRPORT WATER/SEWER</b>					
				Ending Balance:	896.44
				Budget:	1,000.00
<hr/>					
<b>250-00-53510-227-000 AIRPORT NATURAL GAS</b>					
Posting	-----	Transaction	-----	Beginning Balance:	331.28
Date	Type	Number	Date	Ending Balance:	331.28
				Budget:	0.00
<hr/>					
<b>250-00-53510-231-000 AIRPORT EQUIP MAINTENANCE</b>					
Posting	-----	Transaction	-----	Beginning Balance:	383.31
Date	Type	Number	Date	Ending Balance:	383.31
				Budget:	0.00
<hr/>					
<b>250-00-53510-232-000 AIRPORT BLDG MAINTENANCE</b>					
Posting	-----	Transaction	-----	Beginning Balance:	2,505.80
Date	Type	Number	Date	Ending Balance:	2,505.80
				Budget:	0.00
<hr/>					
<b>250-00-53510-233-000 AIRPORT GROUNDS MAINT</b>					
Posting	-----	Transaction	-----	Beginning Balance:	1,215.17
Date	Type	Number	Date	Ending Balance:	1,215.17
				Budget:	4,000.00
<hr/>					
<b>250-00-53510-291-000 AIRPORT FUEL TANK INSPECT &amp; MONITOR</b>					
Posting	-----	Transaction	-----	Beginning Balance:	1,412.50
Date	Type	Number	Date	MINNESOTA PETROLEUM SERVICE	756.00
9/19/2024	DIS	67156	9/19/2024	INV#148144	
				Ending Balance:	2,168.50
				Budget:	0.00
<hr/>					
<b>250-00-53510-312-000 AIRPORT POSTAGE</b>					
Posting	-----	Transaction	-----	Beginning Balance:	191.22
Date	Type	Number	Date	PITNEY BOWES INC.	144.60
10/09/2024	DIS	67225	10/09/2024	10062024	
				Ending Balance:	335.82
				Budget:	0.00
<hr/>					
<b>250-00-53510-340-000 AIRPORT OPERAT SUPPLIES</b>					
Posting	-----	Transaction	-----	Beginning Balance:	615.85
Date	Type	Number	Date	THE BITWORKS INC.	54.38
10/09/2024	DIS	67231	10/09/2024	40340	
				Ending Balance:	670.23
				Budget:	2,000.00

Dated From: 9/14/2024  
Thru: 10/16/2024

From Account: 250-00-11100-000-000  
Thru Account: 250-00-59200-000-000 Type of Account: Active

Fund # 250 - AIRPORT

Debit Credit

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

Posting Date	Type	Transaction 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 Date	Type	Transaction Number	Date		
				Beginning Balance:	6,416.69
10/16/2024	DIS	67250	10/16/2024	OSCEOLA AEROSPORT, LLC	2,750.01
				AUG, SEPT, OCT MOWING	
				19738	
				Ending Balance:	9,166.70
				Budget:	0.00

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

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

Fund Totals:	Beginning	503,078.16	503,078.16
		13,892.71	13,892.71
	Ending	508,078.16	508,078.16

Account Number		Village of Osceola Airport Commission Actuals Year to Date		2024	2024	Variance	
				Actuals @	Budget	(Over)/Under	
				9/30/2024		Budget	Percentage
		<b>Revenue</b>					
250-00-46340-000-000	Hanger Fees	37,223	46,725	(9,502)	80%		
250-00-46341-000-000	Fuel Flow Fee	2,293	2,250	43	102%		
250-00-46342-000-000	Farm Rental	9,060	16,290	(7,230)	56%		
250-00-46343-000-000	Land Rental - Kirvida	16,200	12,000	4,200	135%		
	Sale of Assets	0	0	0			
	Landing Fees	0	0	0			
250-00-46345-000-000	Fuel System Lease	2,000	3,000	(1,000)			
	Interest Income	0	0	0			
	Recoveries and Reimbursements	0	0	0			
	Transfer in from the General Fund	0	0	0			
	<b>Total Revenue</b>	<b>66,776</b>	<b>80,265</b>	<b>(13,489)</b>			
		<b>Expense</b>					
	<b>Wages</b>	<b>0</b>	<b>0</b>	<b>0</b>			
		<b>Fringe Benefits</b>					
	Health and Dental	0	0	0	0		
	Retirement	0	0	0			
	FICA	0	0	0			
	Medicare	0	0	0			
	Life Insurance	0	0	0	0		
	<b>Total Fringe Benefits</b>	<b>0</b>	<b>0</b>	<b>0</b>			
250-00-53510-220-000	Electricity	4,477	5,625	(1,148)	80%		
250-00-53510-226-000	Water and Sewer	440	750	(310)	59%		
250-00-53510-227-000	Natural Gas/Fuel	331	0	331			
250-00-53510-223-000	Telephone	1,276	0	1,276			
250-00-53510-216-000	Special Services	828	0	828			
250-00-53510-400-000	Ice and Snow Removal	6,743	30,000	(23,258)	22%		
250-00-53510-215-000	Airport Manager Contract	31,622	15,000	16,622	211%		
250-00-53510-401-000	Grass Mowing	6,417	0	6,417			
250-00-53510-231-000	Equipment Maintenance	383	0	383			
250-00-53510-291-000	Fuel Tank Monitoring and Inspection	2,169	0	2,169			
250-00-53510-232-000	Building Maintenance	2,506	0	2,506			
250-00-53510-233-000	Grounds Maintenance	1,215	3,000	(1,785)	41%		
	Misc. Contractual Services	0	0	0			
250-00-53510-340-000	Operating Supplies	616	1,500	(884)	41%		
250-00-53510-312-000	Postage	191	0	191			
	Repair and Maintenance Supplies	0	0	0			
250-00-53510-510-000	Property Insurance	2,474	5,625	(3,151)	44%		
	<b>Total Controllable Expenses</b>	<b>61,687</b>	<b>61,500</b>	<b>187</b>	<b>0</b>		
	<b>Total Expense</b>	<b>61,687</b>	<b>61,500</b>	<b>187</b>	<b>0</b>		
	<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>5,089</b>	<b>18,765</b>	<b>(13,676)</b>	<b>0</b>		