

Osceola Airport Commission Meeting

Date: December 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 November 18, 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) Proposed Airport Administrative Fee general discussion
 - c) Petition Package
 - d) Budget
 - e) Airport Stakeholder meeting
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: 11/18/2024

Meeting called to order by Greene at 3:59pm.

Present: Greene, Johnson, Lee and Waddell

Absent: Melin

Public: Steve Kennedy, Paul Elfstrom, Devin Swanberg

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

Approval of the September 16, 2024 minutes: 1. Johnson, 2. Greene. (I=4, NA=0)

Invoices for payment- Jet fuel system received a bill for a repair but still is not fixed.

Airport financials- Everything seems to look ok.

Manager's report- Johnson stated that the jet fuel system is having a flow rate problem. They have replaced filters and done some other trouble shooting but have been unable to correct the problem. Greene asked Johnson to look back and see how many gallons have been put through the new jet fuel system. It was brought to the commissions attention there was no warranty left on the jet fuel system.

Other business-

Airport Master Plan General Discussion- Greene read the SEH email.

Glider Association Lease Agreement- Johnson suggested signing the existing lease rather than wait to update along side the master plan.

Proposed Airport Administrative Fee general discussion- Sounds like the village board and Swanberg would like to move forward with the administration fee. Greene reminded Swanberg that there will be additional steps required for FAA approval before the village can begin charging an administration fee.

Petition Package- Greene reminded the commission that we still have a project petition to execute. He stated he was unsure exactly how to do it as he had not been involved with a petition before. Swanberg suggested having SHE write this document due to the nature of specific wording.

Budget Approval- 1. Johnson, 2. Lee. (I=4, NA=0)

Future agenda items and updates- Greene asked Swanberg for airport funds to be placed in an interest bearing savings account so the airport can benefit like the village currently

does from this set up. Swanberg stated he would look into that, suggesting he may have to create a separate account for the airport. Swanberg was ask about if there was room in the public works building for the new loader. He was going to check with the head of public works.

Greene adjourned the meeting- 5:11pm.

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/15/2024 From Account: 250-00-11100-000-000
Thru: 12/12/2024 Thru Account: 250-00-59200-000-000

Check Nbr	Check Date	Payee	Amount
67386	11/26/2024	NEO ELECTRICAL SOLUTIONS, LLC	2,174.83
67388	11/26/2024	OSCEOLA AEROSPORT, LLC	2,412.22
67391	11/26/2024	WE ENERGIES	17.35
67392	11/26/2024	MINNESOTA PETROLEUM SERVICE	2,167.50
67443	12/04/2024	BRIGHTSPEED	168.77
67470	12/04/2024	THE BITWORKS INC.	54.38
67494	12/11/2024	J & S GENERAL CONTRACTING	256.25
67511	12/11/2024	XCEL ENERGY	507.78
		Grand Total	7,759.08

GENERAL FUND CHECKING

ALL Checks

Posted From: 11/15/2024 From Account: 250-00-11100-000-000
Thru: 12/12/2024 Thru Account: 250-00-59200-000-000

Amount

Total Expenditure from Fund # 250 - AIRPORT	7,759.08
Total Expenditure from all Funds	7,759.08

Dated From: 11/15/2024
Thru: 12/12/2024

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

Fund # 250 - AIRPORT

					Debit	Credit
250-00-11100-000-000 TREASURER'S WORKING CASH						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	169,646.46	
11/26/2024	CMP		11/26/2024	Checks Posted 11/26/2024		4,604.40
11/26/2024	CMP		11/26/2024	Checks Posted 11/26/2024		2,167.50
12/04/2024	CMP		12/04/2024	Checks Posted 12/04/2024		223.15
12/11/2024	CMP		12/11/2024	Checks Posted 12/11/2024		764.03
				Ending Balance:	161,887.38	
250-00-13300-000-000 ACCRUED INTEREST RECEIVABLE						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:	5,622.89	
				Ending Balance:	5,622.89	
250-00-13400-000-000 LEASE RECEIVABLE - ST						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		6,358.97
				Ending Balance:		6,358.97
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	
250-00-13940-000-000 LEASE RECEIVABLE - LT						
Posting	----- Transaction -----					
Date	Type	Number	Date	Beginning Balance:		39,556.44
				Ending Balance:		39,556.44
250-00-16200-000-000 PREPAID EXPENSES						
Posting	----- Transaction -----					
Date	Type	Number	Date	Ending Balance:	0.00	
250-00-21100-000-000 ACCOUNTS PAYABLE						
Posting	----- Transaction -----					
Date	Type	Number	Date	Ending Balance:	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:		227,291.33
				Ending Balance:		227,291.33

Dated From: 11/15/2024

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

ACCT

Thru: 12/12/2024

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

Type of Account: Active

Fund # 250 - AIRPORT

Debit

Credit

250-00-34100-000-000		FUND BALANCE (RESERVED)				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:		127,787.00
				Ending Balance:		127,787.00

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

250-00-46341-000-000		FUEL FLOW FEE				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:		3,310.36
				Ending Balance: <td></td> <th>3,310.36</th>		3,310.36
				Budget: <td></td> <th>3,000.00</th>		3,000.00

250-00-46342-000-000		FARM RENTAL				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:		18,120.00
				Ending Balance: <td></td> <th>18,120.00</th>		18,120.00
				Budget: <td></td> <th>21,720.00</th>		21,720.00

250-00-46343-000-000		LAND RENT - KRVIDA				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:		16,200.00
				Ending Balance: <td></td> <th>16,200.00</th>		16,200.00
				Budget: <td></td> <th>16,000.00</th>		16,000.00

250-00-46345-000-000		FUEL LEASE				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:		4,000.00
				Ending Balance: <td></td> <th>4,000.00</th>		4,000.00
				Budget: <td></td> <th>4,000.00</th>		4,000.00

250-00-48440-000-000		RECOVERIES & REIMBURSEMENTS				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:		34,623.81
				Ending Balance: <td></td> <th>34,623.81</th>		34,623.81
				Budget: <td></td> <th>0.00</th>		0.00

250-00-51600-110-000		BLD MAINT WAGES				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:	350.57	
				Ending Balance: <th>350.57</th> <th></th>	350.57	
				Budget: <th>0.00</th> <th></th>	0.00	

250-00-53510-110-000		AIRPORT WAGES				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:	38.33	
				Ending Balance: <th>38.33</th> <th></th>	38.33	
				Budget: <th>0.00</th> <th></th>	0.00	

250-00-53510-130-000		AIRPORT SOC SECURITY				
Posting	-----	Transaction	-----			
Date	Type	Number	Date	Beginning Balance:	23.22	

Dated From: 11/15/2024
Thru: 12/12/2024

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

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-130-000 - AIRPORT SOC SECURITY

Ending Balance: 23.22
Budget: 0.00

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:	35,496.70
11/26/2024	DIS	67388	11/26/2024	OSCEOLA AEROSPORT, LLC NOVEMBER AIRPORT MGR 19834	1,291.67
				Ending Balance:	36,788.37
				Budget:	20,000.00

250-00-53510-216-000 AIRPORT
SPECIAL SERVICES

Posting Date	Type	Transaction Number	Date	Beginning Balance:	889.38
				Ending Balance:	889.38
				Budget:	0.00

250-00-53510-220-000 AIRPORT
ELECTRICITY

Posting Date	Type	Transaction Number	Date	Beginning Balance:	5,468.99
12/11/2024	DIS	67511	12/11/2024	XCEL ENERGY	507.78
				Ending Balance:	5,976.77
				Budget:	7,500.00

250-00-53510-223-000 AIRPORT
TELEPHONE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	1,603.34
12/04/2024	DIS	67443	12/04/2024	BRIGHTSPEED AIRPORT	168.77
				Ending Balance:	1,772.11
				Budget:	0.00

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

Posting Date	Type	Transaction Number	Date	Beginning Balance:	896.44
				Ending Balance:	896.44
				Budget:	1,000.00

Dated From: 11/15/2024
Thru: 12/12/2024

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

Type of Account: Active

Fund # 250 - AIRPORT

Debit

Credit

250-00-53510-227-000

AIRPORT
NATURAL GAS

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	327.59
11/26/2024	DIS	67391	11/26/2024	WE ENERGIES	17.35
				Ending Balance:	344.94
				Budget:	0.00

250-00-53510-231-000

AIRPORT
EQUIP MAINTENANCE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	383.31
				Ending Balance:	383.31
				Budget:	0.00

250-00-53510-232-000

AIRPORT
BLDG MAINTENANCE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	2,541.25
				Ending Balance:	2,541.25
				Budget:	0.00

250-00-53510-233-000

AIRPORT
GROUNDS MAINT

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	1,215.17
11/26/2024	DIS	67386	11/26/2024	NEO ELECTRICAL SOLUTIONS, LLC FIX STORM SEWER PIPE 9856	1,274.83
11/26/2024	DIS	67386	11/26/2024	NEO ELECTRICAL SOLUTIONS, LLC INSTALL TRUE NORTH MARKERS 10036	900.00
11/26/2024	DIS	67388	11/26/2024	OSCEOLA AEROSPORT, LLC BULB AMERICA	203.88
				Ending Balance:	3,593.88
				Budget:	4,000.00

250-00-53510-291-000

AIRPORT
FUEL TANK INSPECT & MONITOR

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	2,168.50
11/26/2024	DIS	67392	11/26/2024	MINNESOTA PETROLEUM SERVICE INV#148292	1,411.50
11/26/2024	DIS	67392	11/26/2024	MINNESOTA PETROLEUM SERVICE INV#148396	756.00
				Ending Balance:	4,336.00
				Budget:	0.00

250-00-53510-312-000

AIRPORT
POSTAGE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	335.82
				Ending Balance:	335.82
				Budget:	0.00

Dated From: 11/15/2024
Thru: 12/12/2024

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

Fund # 250 - AIRPORT

Debit Credit

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

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	724.61
12/04/2024	DIS	67470	12/04/2024	THE BITWORKS INC. 40601	54.38
				Ending Balance:	778.99
				Budget:	2,000.00

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

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	6,742.50
12/11/2024	DIS	67494	12/11/2024	J & S GENERAL CONTRACTING 10/31/2024 SNOW REMOVAL 33648	256.25
				Ending Balance:	6,998.75
				Budget:	40,000.00

250-00-53510-401-000 AIRPORT
GRASS MOWING

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	9,166.70
11/26/2024	DIS	67388	11/26/2024	OSCEOLA AEROSPORT, LLC NOVEMBER MOWING 19834	916.67
				Ending Balance:	10,083.37
				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	514,970.68	514,970.68
		7,759.08	7,759.08
	Ending	514,970.68	514,970.68

Account Number		Village of Osceola Airport Commission Actuals Year to Date		2024	2024	Variance	
				Actuals @	Budget	(Over)/Under	
				11/30/2024		Budget	Percentage
		Revenue					
250-00-46340-000-000	Hanger Fees	37,223	57,108	(19,886)	65%		
250-00-46341-000-000	Fuel Flow Fee	3,310	2,750	560	120%		
250-00-46342-000-000	Farm Rental	18,120	19,910	(1,790)	91%		
250-00-46343-000-000	Land Rental - Kirvida	16,200	14,667	1,533	110%		
	Sale of Assets	0	0	0			
	Landing Fees	0	0	0			
250-00-46345-000-000	Fuel System Lease	4,000	3,667	333			
	Interest Income	0	0	0			
	Recoveries and Reimbursements	0	0	0			
	Transfer in from the General Fund	0	0	0			
	Total Revenue	78,853	98,102	(19,249)			
		Expense					
	Wages	0	0	0			
		Fringe Benefits					
	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		
	Total Fringe Benefits	0	0	0			
250-00-53510-220-000	Electricity	5,469	6,875	(1,406)	80%		
250-00-53510-226-000	Water and Sewer	896	917	(20)	98%		
250-00-53510-227-000	Natural Gas/Fuel	345	0	345			
250-00-53510-223-000	Telephone	1,603	0	1,603			
250-00-53510-216-000	Special Services	889	0	889			
250-00-53510-400-000	Ice and Snow Removal	6,743	36,667	(29,924)	18%		
250-00-53510-215-000	Airport Manager Contract	36,788	18,333	18,455	201%		
250-00-53510-401-000	Grass Mowing	10,083	0	10,083			
250-00-53510-231-000	Equipment Maintenance	383	0	383			
250-00-53510-291-000	Fuel Tank Monitoring and Inspection	4,336	0	4,336			
250-00-53510-232-000	Building Maintenance	2,541	0	2,541			
250-00-53510-233-000	Grounds Maintenance	3,594	3,667	(73)	98%		
	Misc. Contractual Services	0	0	0			
250-00-53510-340-000	Operating Supplies	725	1,833	(1,109)	40%		
250-00-53510-312-000	Postage	336	0	336			
	Repair and Maintenance Supplies	0	0	0			
250-00-53510-510-000	Property Insurance	2,474	6,875	(4,401)	36%		
	Total Controllable Expenses	77,206	75,167	2,040	0		
	Total Expense	77,206	75,167	2,040	0		
	REVENUES OVER (UNDER) EXPENSES	1,647	22,935	(21,288)	0		