

Osceola Airport Commission Meeting

Date: March 17, 2025
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 February 17, 2025
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) Insurance
 - c) SRE Equipment
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: 02/17/2025

Meeting called to order by Greene at 4:10 pm.

Present: Melin, Lee, Greene, and Waddell

Absent: Johnson

Public: Steve Kennedy, Paul Elfstrom (Fire Chief)

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

Approval of the December 16, 2024 minutes: 1.Melin , 2.Lee . (I=4, NA=0)

Invoices for payment- Reviewed transaction register.

Airport Financials- Kennedy explained to the board his understanding of the new billing of personal property tax on hangers. It was brought to attention by Greene that one of the hanger owners Pat Brown wants to know why there is a hydrant fee for the K hangers when there is not a hydrant within 400' of the hangers.

Manager's report- Johnson was absent. But Greene brought it to our attention that Johnson would like to attend the 2025 Wisconsin Airports seminar. Melin Mentioned he may be going as well.

Other business-

Master Plan General discussion- Greene read SCH email on the where we stand on the master plan. Also, Melin was going to see if Johnson can update the aircraft based on field list. The number of based aircraft determines future funding for the airport. Melin also said he would do some checking on getting possible T hangers built at the airport. He stated there may be some federal or state funding out there to help the airport get them built.

Petition Package- Greene stated the first step is to have a public hearing in order to be eligible for future projects such as SRE building, resurfacing of the runway, T Hangars etc.. Devin is supposed to help get the meeting noticed published for a March Hearing.

Insurance- Question was brought up as to what the airport insurance covers, and why are we paying two different insurance companies. Greene will ask Swanberg for a copy of the airports insurance policy.

Airport Stakeholders Meeting update- Kennedy said things are not looking to great for growth for the airport over the next few years. Also, there maybe some new developments coming to Osceola that may infringe on the airports protected areas. He would like us to work with SCH to identify the airport overlay ordinance area and incorporate it into the master plan.

Future agenda items and updates- Airport commission would like Swanberg to attend the next meeting. Also, the airport commission would like the village planning commission to *communicate* what is planned for these new developments around the airport.

Greene adjourned the meeting- 5:40 pm. (I=4, NA=0)

3/12/2025

8:47 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 2/15/2025 From Account: 250-00-11100-000-000
Thru: 3/12/2025 Thru Account: 250-00-59200-000-000

Check Nbr	Check Date	Payee	Amount
67777	2/26/2025	BILL'S ACE HARDWARE	11.69
67794	2/26/2025	OSCEOLA AEROSPORT, LLC	6,625.02
67796	2/26/2025	PDI TECHNOLOGIES	61.74
67807	2/26/2025	WE ENERGIES	91.24
67811	3/05/2025	BRIGHTSPEED	220.93
67815	3/05/2025	J & S GENERAL CONTRACTING	8,662.51
67820	3/05/2025	THE BITWORKS INC.	54.38
67851	3/12/2025	XCEL ENERGY	772.88
		Grand Total	16,500.39

3/12/2025 8:47 AM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 2/15/2025 From Account: 250-00-11100-000-000
Thru: 3/12/2025 Thru Account: 250-00-59200-000-000

Amount

Total Expenditure from Fund # 250 - AIRPORT	16,500.39
Total Expenditure from all Funds	16,500.39

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Reprint Receipt Register - Quick Report

Page: 1
ACCT

GENERAL FUND CHECKING

ALL Receipts

Posted From: 2/15/2025 From Account: 250-00-11100-000-000
Thru: 3/12/2025 Thru Account: 250-00-59200-000-000

Receipt Nbr	Receipt Date	Payor	Amount
3597	3/03/2025	MINNESOTA PETROLEUM SERVICE	835.50
Grand Total			835.50

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Reprint Receipt Register - Quick Report

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ACCT

GENERAL FUND CHECKING

ALL Receipts

Posted From: 2/15/2025 From Account: 250-00-11100-000-000
Thru: 3/12/2025 Thru Account: 250-00-59200-000-000

Amount

Total Revenue from Fund # 250 - AIRPORT	835.50
Total Revenue from all Funds	835.50

Dated From: 2/15/2025
 Thru: 3/12/2025

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:
				223,596.91
2/26/2025	CMP		2/26/2025	Checks Posted 02/26/2025
3/05/2025	CMP		3/05/2025	Checks Posted 03/05/2025
3/07/2025	CMP		3/07/2025	Receipts Posted 03/07/2025
3/12/2025	CMP		3/12/2025	Checks Posted 03/12/2025
				Ending Balance:
				207,932.02

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

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

250-00-34100-000-000 FUND BALANCE (RESERVED)				
Posting	Transaction			
Date	Type	Number	Date	Beginning Balance:
				176,794.86
				Ending Balance:
				176,794.86

Dated From: 2/15/2025
Thru: 3/12/2025

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

Fund # 250 - AIRPORT

Debit Credit

250-00-46340-000-000 HANGER LEASES					
Posting	Transaction				
Date	Type	Number	Date		
				Beginning Balance:	36,560.07
				Ending Balance:	36,560.07
				Budget:	62,300.00

250-00-46341-000-000 FUEL FLOW FEE					
Posting	Transaction				
Date	Type	Number	Date		
				Beginning Balance:	400.05
				Ending Balance:	400.05
				Budget:	3,000.00

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		
3/07/2025	RCP	3597	3/03/2025	MINNESOTA PETROLEUM SERVICE REFUND - FUEL PUMP ISSUE	835.50
				Ending Balance:	835.50
				Budget:	0.00

250-00-53510-215-000 AIRPORT CONTRACT SERVICE					
Posting	Transaction				
Date	Type	Number	Date		
2/26/2025	DIS	67794	2/26/2025	OSCEOLA AEROSPORT, LLC DEC, JAN FEB AIRPORT MGR 19985	3,875.01
				Ending Balance:	3,875.01
				Budget:	20,000.00

250-00-53510-216-000 AIRPORT SPECIAL SERVICES					
Posting	Transaction				
Date	Type	Number	Date		
				Beginning Balance:	61.74
2/26/2025	DIS	67796	2/26/2025	PDI TECHNOLOGIES R1127805032	61.74
				Ending Balance:	123.48
				Budget:	720.00

250-00-53510-220-000 AIRPORT ELECTRICITY					
Posting	Transaction				
Date	Type	Number	Date		
				Beginning Balance:	1,433.46
3/12/2025	DIS	67851	3/12/2025	XCEL ENERGY	772.88

Dated From: 2/15/2025
 Thru: 3/12/2025

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

ACCT

Fund # 250 - AIRPORT

Debit Credit

250-00-53510-220-000 - AIRPORT ELECTRICITY

Ending Balance: 2,206.34
 Budget: 7,000.00

250-00-53510-223-000 AIRPORT TELEPHONE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	162.26
3/05/2025	DIS	67811	3/05/2025	BRIGHTSPEED	220.93
				AIRPORT	
				Ending Balance:	383.19
				Budget:	2,300.00

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

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	98.78
2/26/2025	DIS	67807	2/26/2025	WE ENERGIES	91.24
				Ending Balance:	190.02
				Budget:	600.00

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

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	241.27
				Ending Balance:	241.27
				Budget:	1,200.00

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

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	54.38
2/26/2025	DIS	67777	2/26/2025	BILL'S ACE HARDWARE	11.69
				INV 359612	
3/05/2025	DIS	67820	3/05/2025	THE BITWORKS INC.	54.38
				40996	
				Ending Balance:	120.45
				Budget:	2,000.00

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

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	2,849.38
3/05/2025	DIS	67815	3/05/2025	J & S GENERAL CONTRACTING	8,662.51
				FEBRUARY 2025 SNOW REMOVAL	
				33933	
				Ending Balance:	11,511.89
				Budget:	35,000.00

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

Posting Date	Type	Transaction Number	Date		
2/26/2025	DIS	67794	2/26/2025	OSCEOLA AEROSPORT, LLC	2,750.01
				DECEMBER, JANUARY, FEBRUARY	
				19985	

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Transactions Detail with Budget Report - Full Description

Dated From: 2/15/2025
Thru: 3/12/2025

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

Fund # 250 - AIRPORT

Debit Credit

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

Ending Balance: 2,750.01
Budget: 10,380.00

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

Posting	-----	Transaction	-----		
Date	Type	Number	Date	Beginning Balance:	2,718.00
				Ending Balance:	2,718.00
				Budget:	7,500.00

Fund Totals:	Beginning	505,661.72	505,661.72
		17,335.89	17,335.89
	Ending	506,497.22	506,497.22