

Our intention is to have in-person meetings going forward. We will hold meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Airport Commission
August 8, 2022 - 12:00 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (303) 715-8592

Meeting ID: 820 26885705

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. 2021 Audit Presentation
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, September 12, 2022, immediately following the Board of Water & Sewerage Commission Meeting.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Airport Commission Meetings are on file at the Administrative Office of the Water and Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
July 11, 2022 - 12:30 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (303) 715-8592

Meeting ID: 820 26885705

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Ray Schmidt and Anna Haines

EXCUSED ABSENCE: Mae Nachman

STAFF PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Craig Czaikowski, Eric Southworth, Jason Draheim & Jaime Zdroik

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the May 9, 2022 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Ray questioned if fuel costs increased for aviation as well. Jason explained the aviation industry was also hit with high fuel costs similar to the rest of the automotive industry.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the department claims for the months of May and June 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated the fence project is wrapping up. There are still some gate installations that need to be finished yet. They will be looking at punch list items later this month.

The runway reconstruction project started on July 5th. This project is set to be completed in October. Jason explained getting this project started a year early was not easy but they were able to get a 2023 grant in 2022 for this project.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:51PM

REPORT TO THE AUGUST, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of July 1, 2022

\$	263,596.68
----	------------

Bank deposits recorded in July 2022

\$	26,720.21
\$	290,316.89

CHECKS ISSUED IN JULY 2022

2559	City of Stevens Point	Retirement & insurance	15,457.73	
2560	Heartland Business Systems, LLC	Veeam Annual Maint	53.45	
2561	Springbrook Holding Company LLC	Annual Software Maint Fee	5,109.20	
2562	Stevens Point Public Utilities	IPad Charges	10.11	
2563	Donna's Cleaning Service	Cleaning Service	175.00	
2564	City of Stevens Point	Workers Comp Premium	288.39	
2565	O'Reilly	Replacement batter for tug	132.86	
2566	Mastercard	Cable, rug service & parts	835.41	
2567	BlueGlobes LLC	Airfield Lighting Supplies	132.78	
2568	City of Stevens Point	Work completed for Airport	169.23	
2569	Dolce Digital Imaging & Printing	Business cards	110.00	
2570	Titan Aviation Fuels	Fuel	36,546.39	
2571	Heartland Business Systems, LLC	Monthly Managed Services	84.76	
2572	Wing Aero Products	Charts	57.82	
2573	Ideal Rolloff Service Inc.	Dumpster rental	350.00	
2574	North Star Environmental Testing, LLC	Asbestos Inspection	1,690.00	
EFT	Payroll	7/7/2022	3,843.36	
EFT	Payroll	7/21/2022	3,834.49	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	1,662.99	
	WI Dept of Revenue	Fuel Tax	394.62	
	IRS	Payroll Taxes	2,537.54	
	WI Dept of Revenue	Payroll Taxes	418.30	
TOTAL EXPENSES LISTED			\$ 73,965.81	\$ 73,965.81
BALANCE ON HAND JULY 31, 2022				\$ 216,351.08

Balance on Hand	\$ 216,351.08
Plus checks written after end of month	
Plus uncleared checks	\$ 40,109.25
Less checks previously written clearing this month	\$ (8,561.30)
Ending Cash Balance matching Bank Statements	\$ 247,899.03

Stevens Point Utilities

Audit Results - December 31, 2021

Audit process summary

- > Auditor responsibilities include:
 - > Understanding processes, transactions and balances
 - > Identify key risks and design audit procedures
 - > Complete audit testing to obtain evidence to issue audit opinion
- > Managements' responsibilities include:
 - > Establish and maintain controls over financial reporting
 - > Provide all data for financial statements, including disclosures
 - > Provide us with written representations, Appendix B in the Reporting & Insights
- > Audit approach
 - > Focus on key transaction cycles, areas with significant estimates or any changes
 - > Areas include: cash & investments, revenues & receivables, disbursements, payroll, pensions & OPEBs, long-term debt, capital assets, net position, financial reporting and disclosures
- > Result: Financial statements received an unmodified opinion

Internal control matters

- > Auditor assists with preparation of year end adjustments and financial statements - reported as a material weakness

Required communications

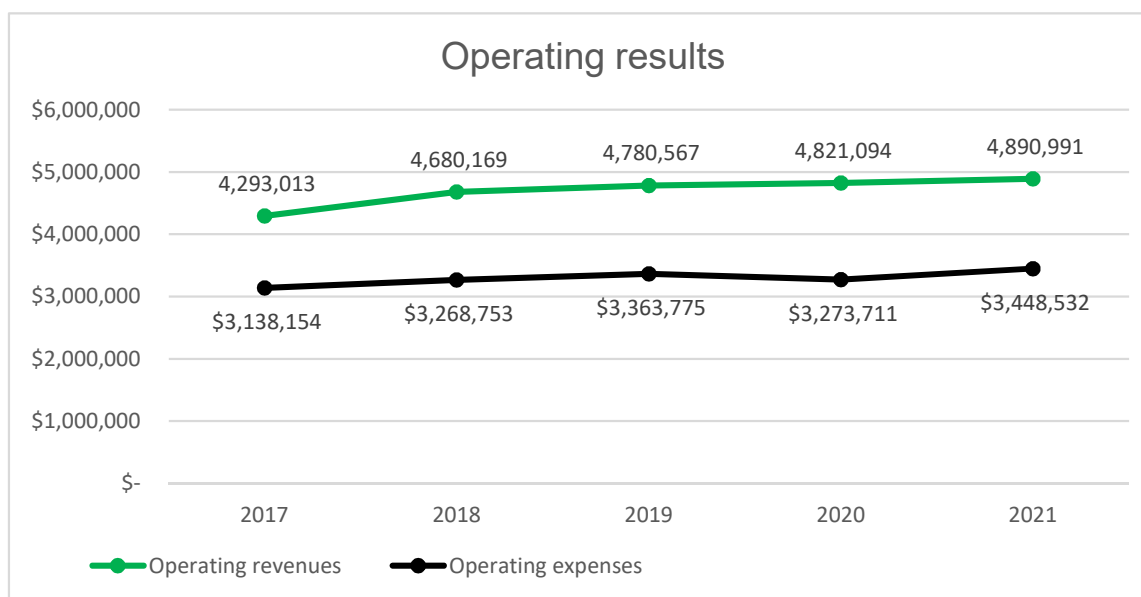
- > No new accountings standards or any concerns about policies
- > Accounting estimates - no concerns
- > No difficulties, audit findings or issues
- > No disagreements, unusual transactions or consultations
- > We did identify adjustments during the audit; included in the Reporting & Insights
- > No non-compliance, fraud or going concern noted



Stevens Point Utilities

Water Utility Results

	<u>Current Year</u>	<u>Prior Year</u>
Actual Rate of Return	2.95%	3.31%
Authorized Rate of Return	3.50%	3.50%



Unrestricted Reserves

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Year end balance	\$ 5,536,809	\$ 1,311,737	\$ 2,293,321	\$ 2,933,457	\$ 1,996,077
Months on hand	15.48	3.36	5.76	7.30	4.90

Debt Coverage

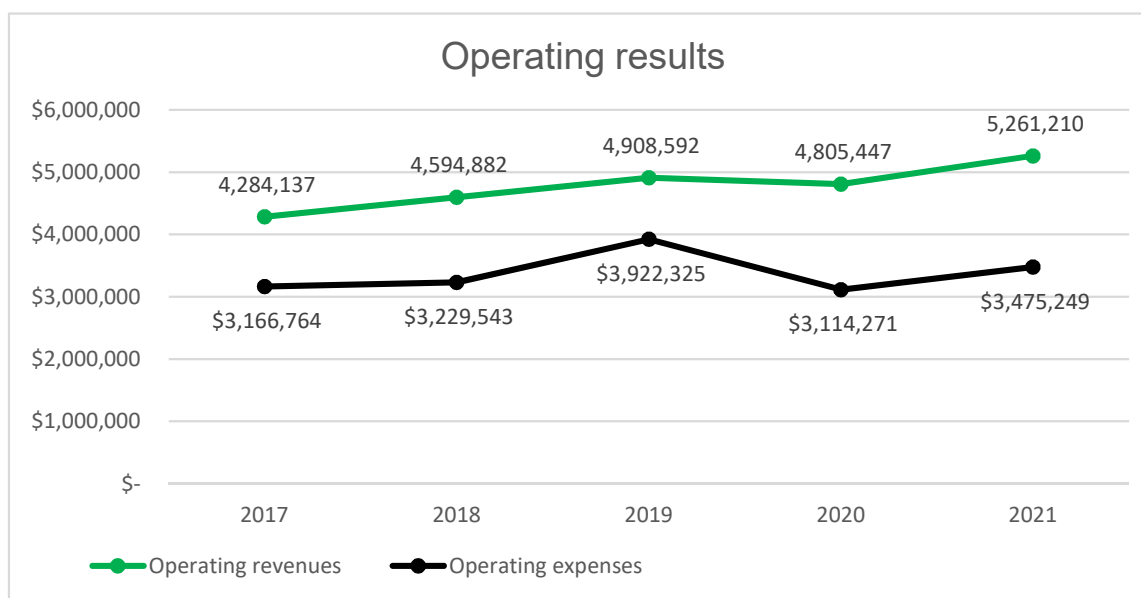
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Actual	3.35	3.76	3.85	4.02	3.96
Required	1.10	1.10	1.10	1.10	1.10

Investment in Capital



Stevens Point Utilities

Wastewater Utility Results



Unrestricted Reserves

	2017	2018	2019	2020	2021
Year end balance	\$ 3,881,074	\$ 2,134,109	\$ 1,822,986	\$ 828,357	\$ 1,935,376
Months on hand	10.87	5.57	4.46	2.07	4.41

Debt Coverage

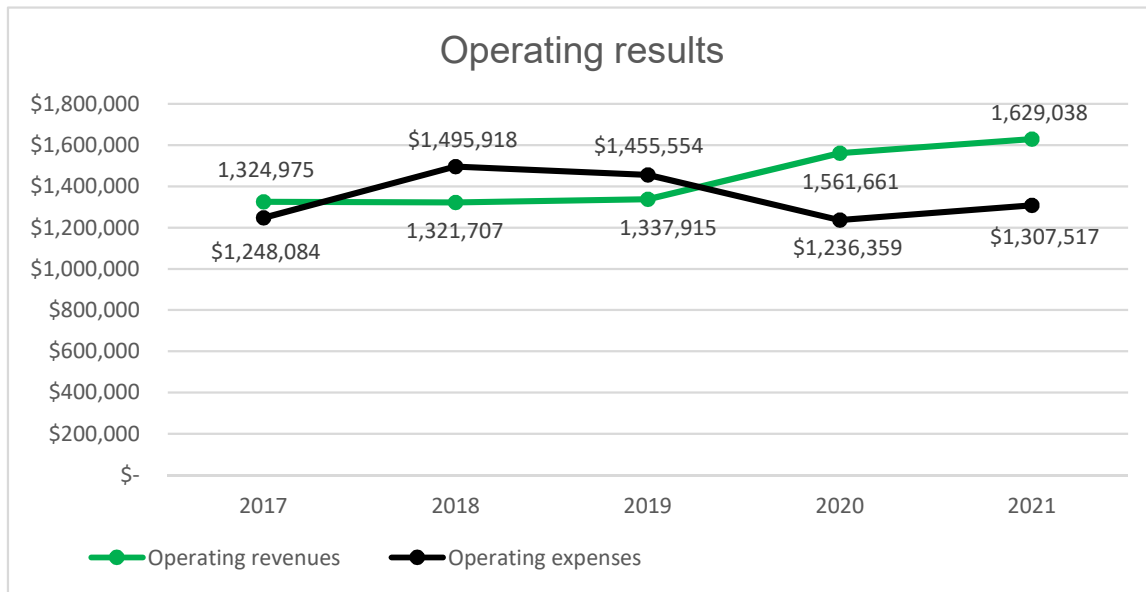
	2017	2018	2019	2020	2021
Actual	3.55	3.37	1.16	1.64	1.79
Required	1.25	1.25	1.25	1.25	1.25

Investment in Capital



Stevens Point Utilities

Stormwater Utility Results



Unrestricted Reserves

	2017	2018	2019	2020	2021
Year end balance	\$ 1,338,110	\$ 1,265,291	\$ 394,525	\$ 435,329	\$ 704,747
Months on hand	12.12	11.49	3.54	3.35	5.19

Debt Coverage

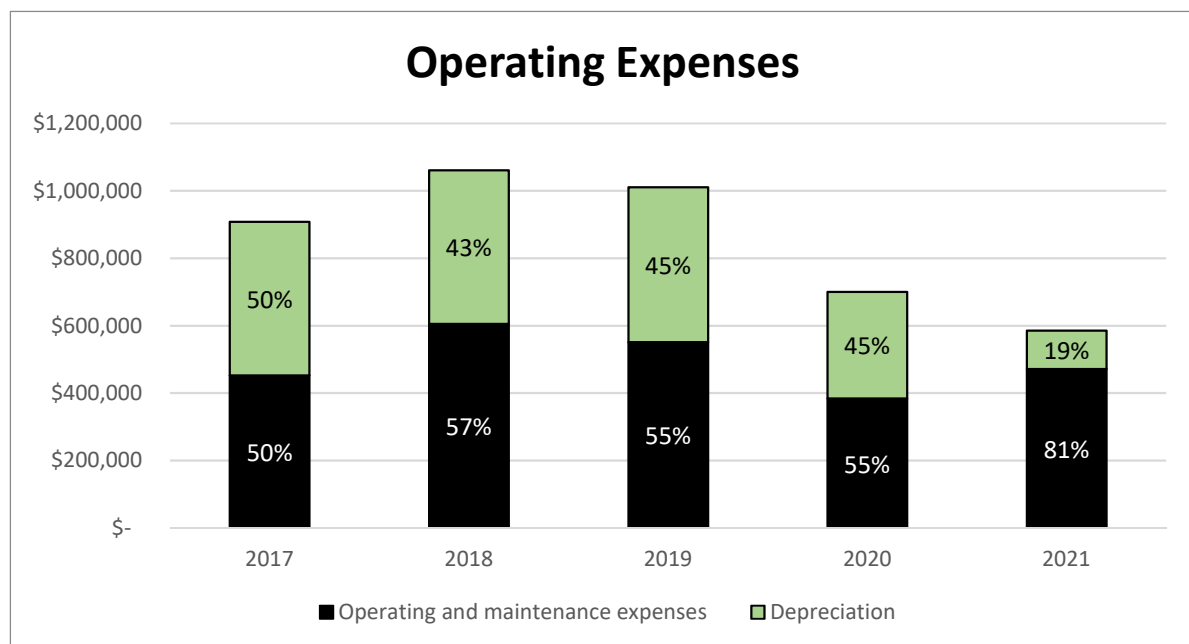
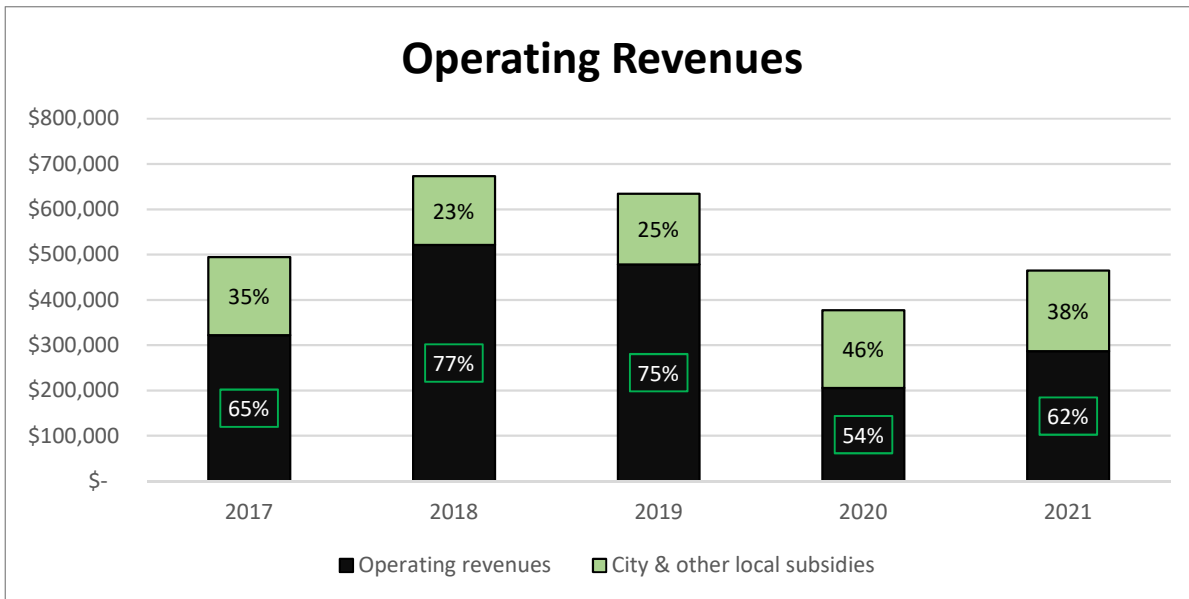
	2017	2018	2019	2020	2021
Actual	0.00	0.00	2.11	4.97	2.24
Required	0.00	0.00	1.10	1.10	1.10

Investment in Capital



City of Stevens Point

Airport Utility Results



Unrestricted Reserves

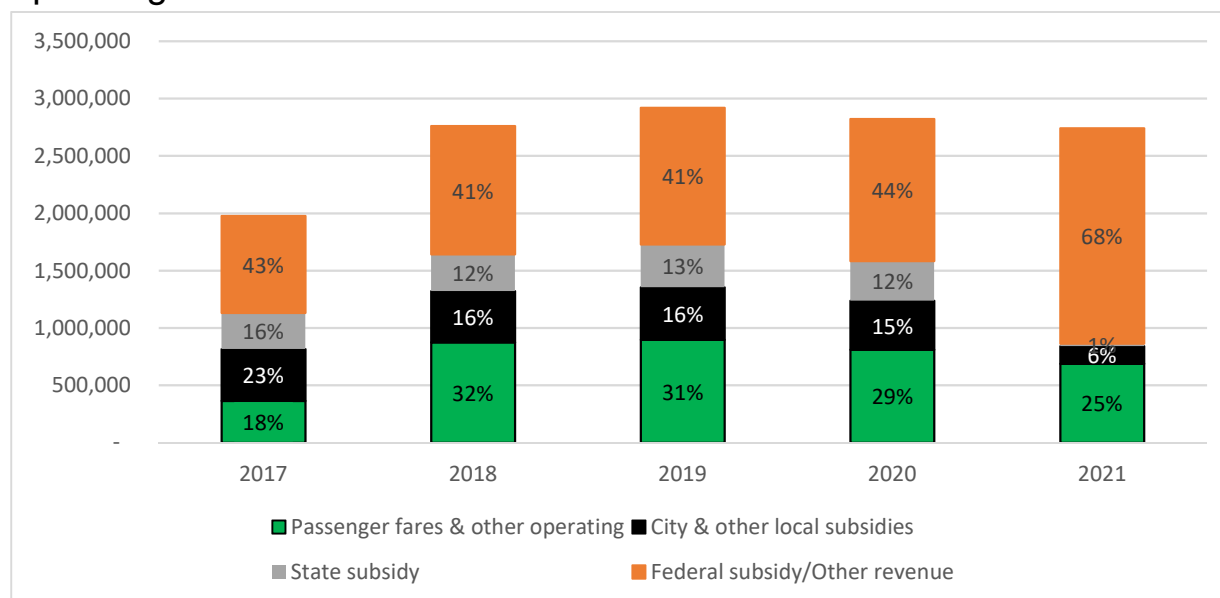
	2017	2018	2019	2020	2021
Year end balance	\$ 230,433	\$ 290,728	\$ 385,452	\$ 371,382	\$ 364,093
Months on hand	6.11	5.76	8.40	11.62	9.26

City of Stevens Point

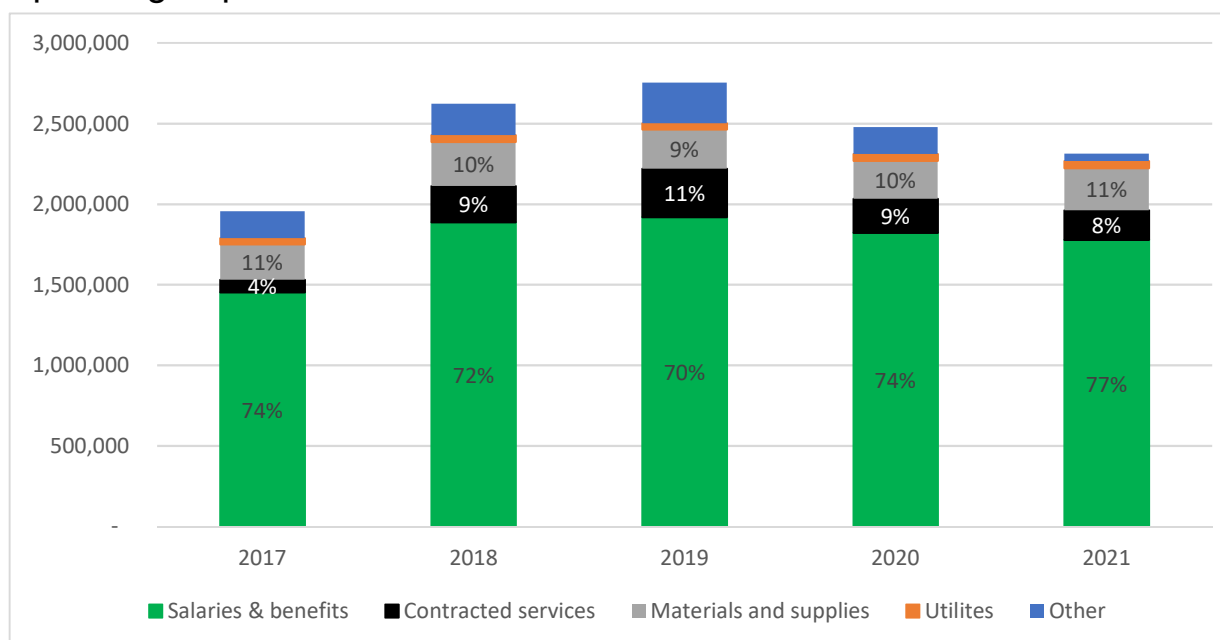
Transit System Results



Operating Revenues

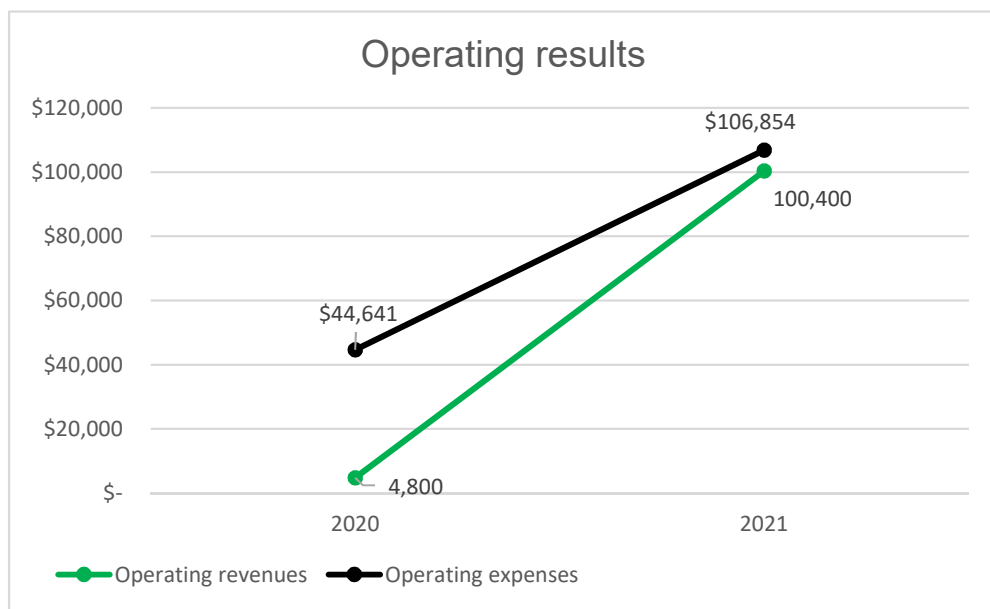


Operating Expenses



	Revenues	Expenses	Excess/ (Deficiency)
Current Year	\$ 2,740,434	\$ 2,311,871	\$ 428,563
Prior Year	\$ 2,821,432	\$ 2,478,200	\$ 343,232

Stevens Point Utilities Fiber Utility Results



Unrestricted Reserves

	<u>2020</u>		<u>2021</u>	
Year end balance	\$	70,230	\$	269,008
Months on hand		175.58		32.15

Investment in Capital

Equity, 100%

July 2022

Airport Activity

- Perimeter fence construction in progress.
- Reconstruction of Rwy 03/21 in progress.
- Full Airport closure August 18th – Sep 8nd.

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2021</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	155	155	January	218	218
February	121	276	February	205	423
March	180	456	March	224	647
April	212	668	April	282	929
May	301	969	May	344	1273
June	334	1303	June	402	1675
July	680	1983	July	518	2193
August	412	2395	August		
September	514	2909	September		
October	492	3401	October		
November	401	3802	November		
December	418	4220	December		
Total	4220		Total	2193	
Average	352		Average	313	
High Mo.	680		High Mo.	518	
Low Mo.	121		Low Mo.	205	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2021</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>
January	498.45	714	January	917.54	1723.3
February	466.25	1399	February	414.07	3559.4
March	821.86	2836.1	March	1094.71	2252.6
April	859.72	3402.1	April	1403.82	3626.1
May	1040.59	2947.1	May	2263.28	2234.5
June	1494.35	2324.7	June	2492.9	4084
July	3525.46	5554.2	July	4629.64	960.7
August	1662.38	3601.3	August		
September	3323.71	5274.6	September		
October	2331.61	6257.5	October		

November	1894.51	2706.6	November		
December	1414.39	3850.2	December		
Total	19333.3	40867.4	Total	13216	18440.6
Average	1611.11	3405.617	Average	1887.99	2634.37
High Mo.	3525.46	6257.5	High Mo.	4629.64	4084
Low Mo.	466.25	714	Low Mo.	414.07	960.7

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 21 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter(VTM) licenses current.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *Seasonal maintenance on airfield lighting system in progress.*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: July **Year:** 2022

(neg difference = fuel gained)
(pos difference = fuel missing)

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	2071	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3846	2515	8432	
<u>Purchases</u> (+)	6500	0		
<u>Sold</u> (-)	4629.64	960.7	5590.34	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	5711.36	3620.3	2831.66	
<u>Month End Jet-A Truck Quantity</u>	N/A	1931	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5696	1703	9330	
<u>Difference</u> (=)	15.36	-13.7	1.66	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0		0

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	65.63	26.72
This month end temp:	72.2	71.7
This month end meter:	5696	1703 (tanks only)
Prev month end inches:	48.31	35.31
Prev month end temp:	69.1	68.7
Prev month end meter:	3846	2515 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	5696	1703
Inventory Value:	<u>\$ 31,214.08</u>	<u>\$ 9,877.40</u>
Total Inventory Value:	<u>\$ 41,091.48</u>	