

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
July 10, 2023 - 12:30 PM**

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

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

(or immediately following previously scheduled meeting)

AGENDA

- I. Discussion and Possible Action on:
 1. Roll Call.
 2. Approval of Minutes
 3. Approval of Department Claims
 4. 2022 Audit Presentation by Baker Tilly
 5. Written/Verbal Report - *Jason Draheim*
 6. Adjournment.

***The next Airport Commission meeting will be Monday, August 14, 2023
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
May 8, 2023 - 12:57 PM**

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

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303)-715-8592

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman and Ray Schmidt

EXCUSED ABSENCE: Anna Haines

ALSO PRESENT: Joel Lemke, Jason Draheim, Mary Klesmith, Chris Lefebvre, Eric Southworth and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the April 10, 2023 meeting minutes of the Airport Commission as audited and read.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the claims for the month of April as audited and read.

Ayes all. Nays none. Motion carried.

4. Position Evaluations - Joel Lemke

This position in the past has fallen into the insufficient data category, which led us to evaluate the position relative to the City and not to comparable airports. So we worked closer together to establish what is the difference and why.

Joel also explained that Jason is the current Emergency Manager for the City. The FD has had a position approved for emergency management duties and will be taking on this stipend in the future.

According to the wage study results from the consultant, the Airport Manager position would move from grade O to S. They still do not account for the fact that none of the other airport managers that this position was compared to run their FBO (fuel sales/counter services etc) and Jason does.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the wage increase for the Airport Manager position.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Jason stated the Runway 03/21 rehabilitation project is nearing completion. They are currently working on landscaping and the painting that was previously approved by the commission.

6. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 1:06PM

REPORT TO THE JUNE 12, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of May 1, 2023

\$ 176,507.07

Bank deposits recorded in May 2023

\$ 14,521.49

\$ 191,028.56

CHECKS ISSUED IN MAY 2023

2699	Kramar	Annual Cross Connection Inspection	90.00
2700	Springbrook Holding Company LLC	Payroll Portal - ESS Subscription	25.00
2701	Stevens Point Public Utilities	IPad Charges	10.10
2702	Baker Tilly Virchow Krause LLP	Audit Charges	288.30
2703	City of Stevens Point	Insurance and retirement	6,522.26
2704	Stevens Point Public Utilities	Work performed for Airport	549.30
2705	Donna's Cleaning Service	Cleaning service	175.00
2706	Point Heating & Cooling	HVAC Maintenance	714.50
2707	Emmons Business Interiors, LLC	Conference Room Furniture	21,207.55
2708	Mastercard	Display adapter, cable & rug services	633.63
2709	Van Ert Electric Company, Inc.	Airfield Lighting Regulator Mounting	8,085.00
2710	Titan Aviation Fuels	Fuel purchase	19,885.90
2711	Portage County Register of Deeds	Fee to record easement with WI Public Service	30.00

EFT	Payroll	5/11/2023	3,949.53
EFT	Payroll	5/25/2023	3,846.76
	Delta Dental	Dental Insurance Premiums	71.38
	Wisconsin Public Service	Utility Charges	3,290.11
	WI Dept of Revenue	Fuel Tax	137.04
	IRS	Payroll Taxes	2,529.79
	WI Dept of Revenue	Payroll Taxes	422.75

TOTAL EXPENSES LISTED

\$ 72,463.90

BALANCE ON HAND MAY 31, 2023

\$ 118,564.66

Balance on Hand	\$ 118,564.66
Plus checks written after end of month	
Plus uncleared checks	\$ 30.00
Less checks previously written clearing this month	\$ (23,809.39)
Ending Cash Balance matching Bank Statements	\$ 94,785.27

REPORT TO THE JULY 10, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of June 1, 2023

\$	94,785.27
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Bank deposits recorded in June 2023

\$	37,251.81
\$	132,037.08

CHECKS ISSUED IN JUNE 2023

2712	City of Stevens Point	Workers Comp Premiums	293.27	
2713	Heartland Business Systems, LLC	Monthly Managed Services	84.90	
2714	City of Stevens Point	Insurance, retirement, fuel	5,740.04	
2715	Heartland Business Systems, LLC	M365 Email cut-over	693.75	
2716	Baker Tilly Virchow Krause LLP	2022 Audit Charges	221.78	
2717	Donna's Cleaning Service	Cleaning Service	175.00	
2718	ID Card Group	FOB's	898.50	
2719	Stevens Point Public Utilities	IT Charges Heartland, Ipad Charges, CDW	1,533.59	
		Licensing & Smartnet Fees		
2720	City of Stevens Point	Workers Comp Premiums	297.34	
2721	Heartland Business Systems, LLC	Monthly Managed IT Services	81.26	
2722	SCHIERL TIRE & SERVICE	Replacement tub for tire	36.93	
2723	Mastercard	Software, rug service, cable service	1,327.82	
2724	Crowley Construction Corporation	Painting & Markings for Runways	11,782.70	
2725	Point Heating & Cooling	Hangar Heating Maint., Annual HVAC Maint.	628.82	
2726	ULINE	FBO Line Supplies	1,416.44	
2727	Wing Aero Products	Wing Aero Products	58.35	
2728	Worzellas Point Supply LLC	Janitorial	92.04	
EFT	Payroll	6/8/2023	3,960.09	
EFT	Payroll	6/22/2023	3,944.34	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	2,579.21	
	WI Dept of Revenue	Fuel Tax	226.38	
	IRS	Payroll Taxes	2,571.16	
	WI Dept of Revenue	Payroll Taxes	430.46	
TOTAL EXPENSES LISTED			\$ 39,145.55	\$ 39,145.55
BALANCE ON HAND JUNE 30, 2023				\$ 92,891.53

Balance on Hand	\$ 92,891.53
Plus checks written after end of month	
Plus uncleared checks	\$ 13,978.35
Less checks previously written clearing this month	\$ (30.00)
Ending Cash Balance matching Bank Statements	\$ 106,839.88

Stevens Point Utilities

Audit Results - December 31, 2022

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

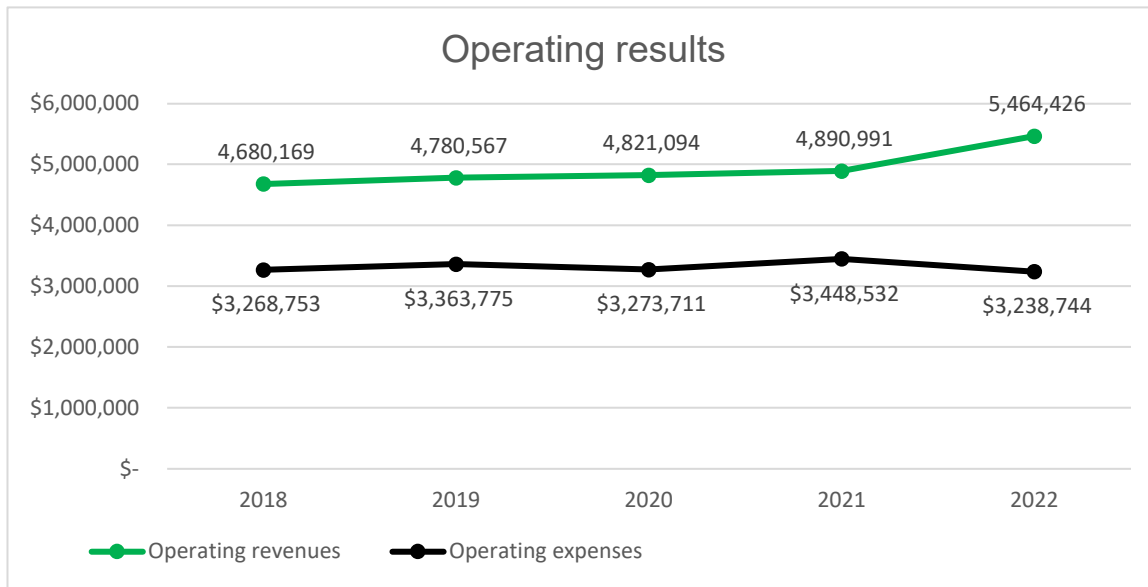
- > New accountings standards for GASB 87 - *Leases*
- > Accounting policies - no concerns
- > Accounting estimates - no concerns
- > No difficulties, audit findings or issues
- > No disagreements, unusual transactions or consultations
- > We did identify adjustments during the audit; included in the Reporting & Insights
- > No non-compliance, fraud or going concern noted



Stevens Point Utilities - Water

Audit Results - December 31, 2022

	Current Year	Prior Year
Actual Rate of Return	5.22%	2.95%
Authorized Rate of Return	4.90%	3.50%



Unrestricted Reserves

	2018	2019	2020	2021	2022
Year end balance	\$ 1,311,737	\$ 2,293,321	\$ 2,933,457	\$ 1,996,077	\$ 2,779,975
Months on hand	3.36	5.76	7.30	4.90	6.10

Debt Coverage

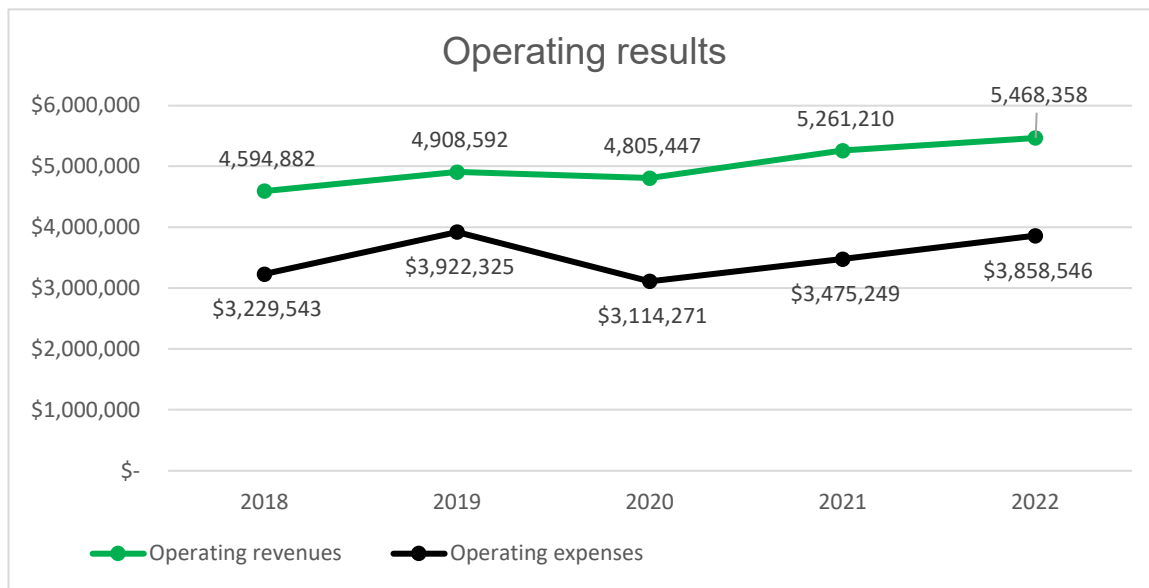
	2018	2019	2020	2021	2022
Actual	3.76	3.85	4.02	3.96	3.54
Required	1.10	1.10	1.10	1.10	1.10

Investment in Capital



Stevens Point Utilities - Sewer

Audit Results - December 31, 2022



Unrestricted Reserves

	2018	2019	2020	2021	2022
Year end balance	\$ 2,134,109	\$ 1,822,986	\$ 828,357	\$ 1,935,376	\$ 1,061,647
Months on hand	5.57	4.46	2.07	4.41	2.33

Debt Coverage

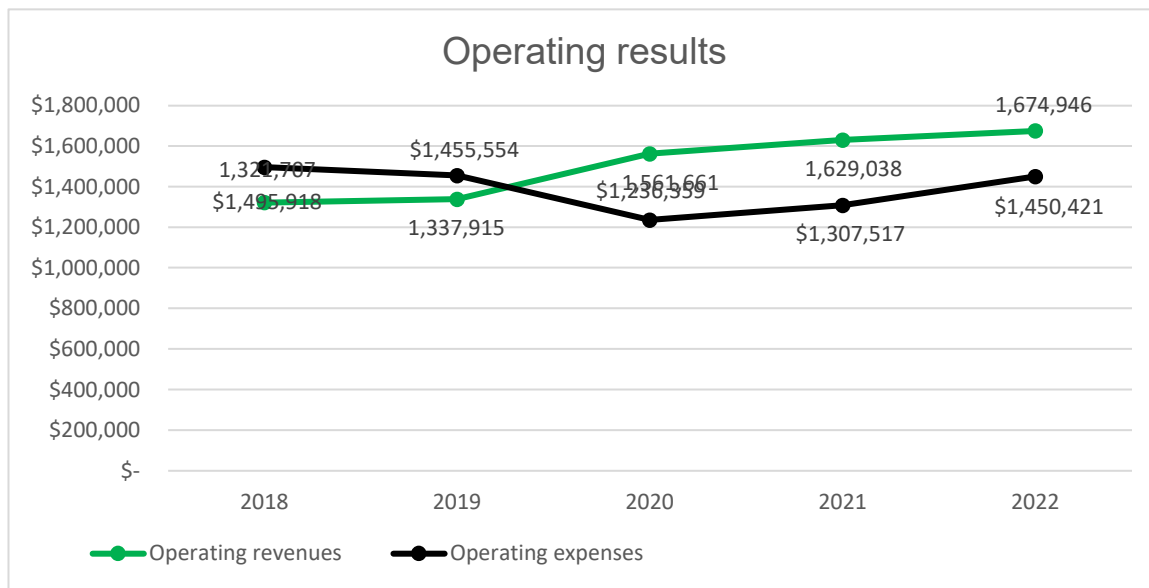
	2018	2019	2020	2021	2022
Actual	3.37	1.16	1.64	1.79	1.70
Required	1.25	1.25	1.25	1.25	1.25

Investment in Capital



Stevens Point Utilities - Stormwater

Audit Results - December 31, 2022



Unrestricted Reserves

	2018	2019	2020	2021	2022
Year end balance	\$ 1,265,291	\$ 394,525	\$ 435,329	\$ 704,747	\$ 1,350,321
Months on hand	11.49	3.54	3.35	5.19	9.67

Debt Coverage

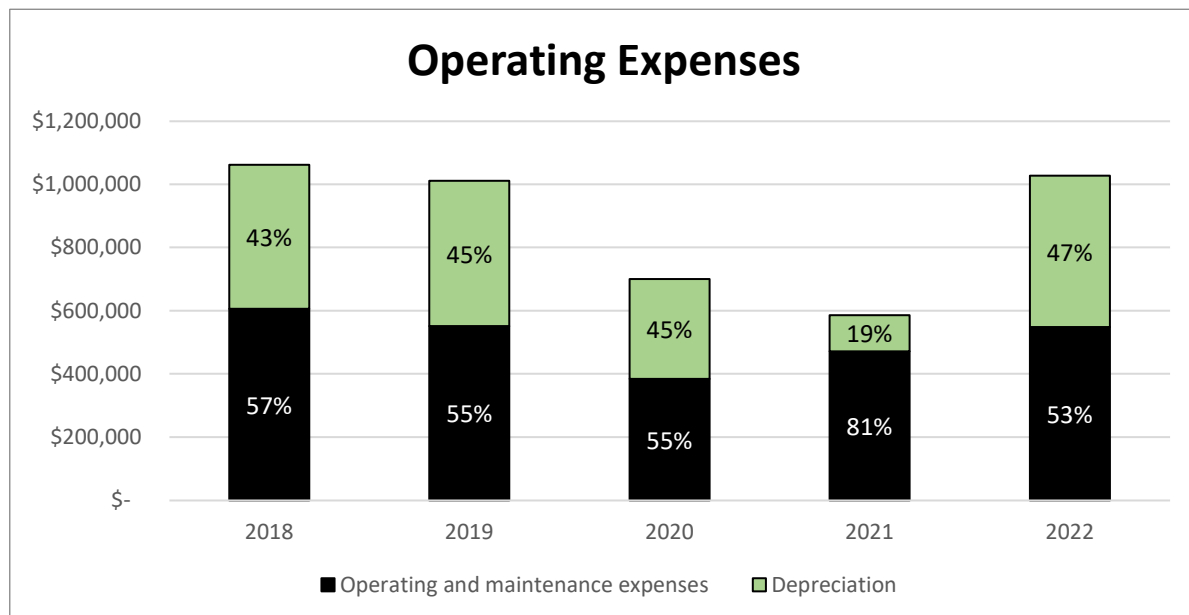
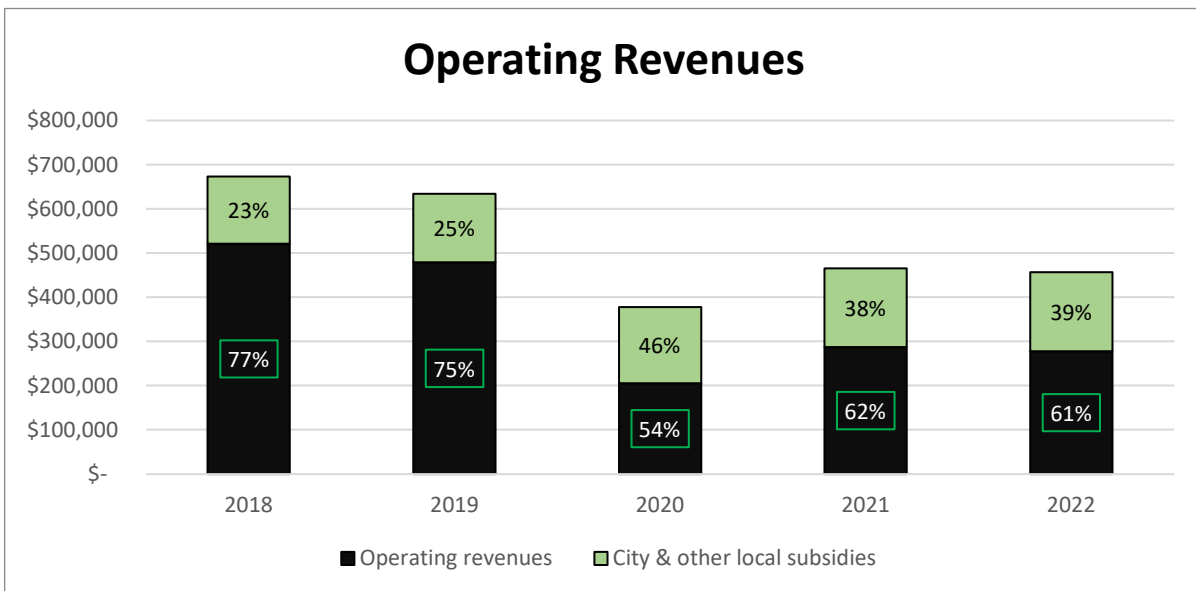
	2018	2019	2020	2021	2022
Actual	-	2.11	4.97	2.24	1.12
Required	-	1.10	1.10	1.10	1.10

Investment in Capital



City of Stevens Point - Airport

Audit Results - December 31, 2022



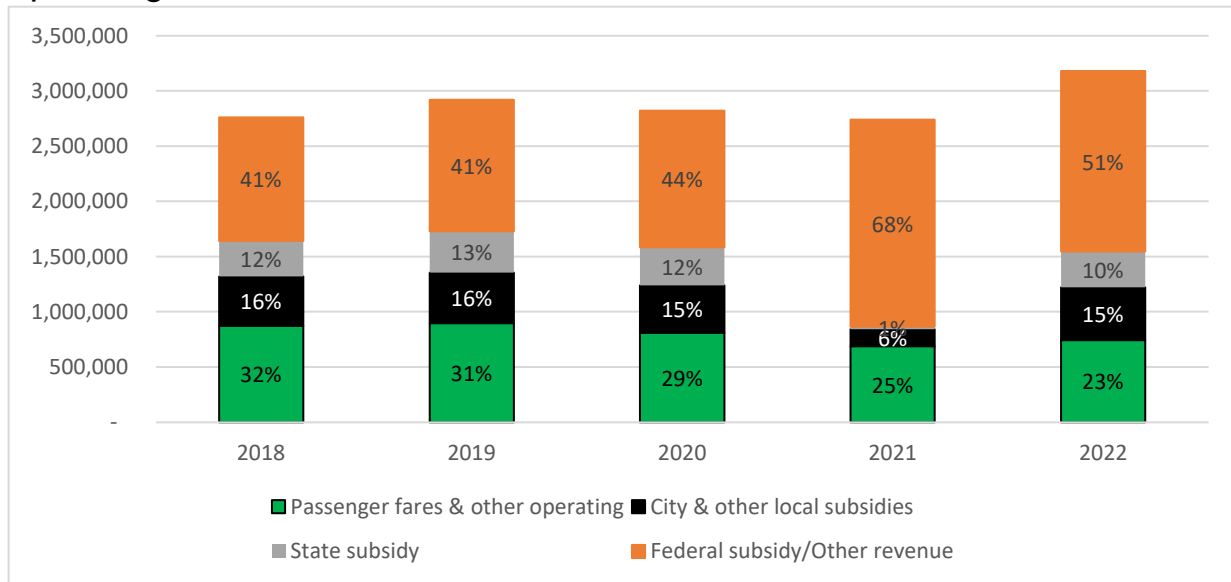
Unrestricted Reserves

	2018	2019	2020	2021	2022
Year end balance	\$ 290,728	\$ 385,452	\$ 371,382	\$ 364,093	\$ 269,575
Months on hand	5.76	8.40	11.62	9.26	5.90

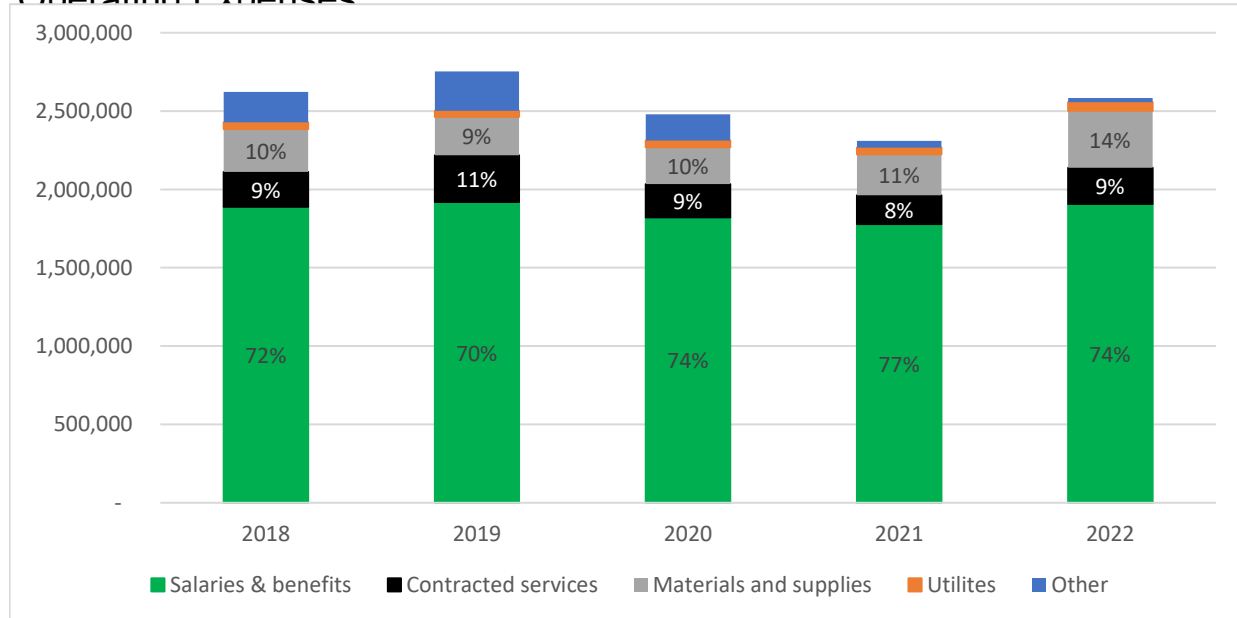
City of Stevens Point - Transit

Audit Results - December 31, 2022

Operating Revenues



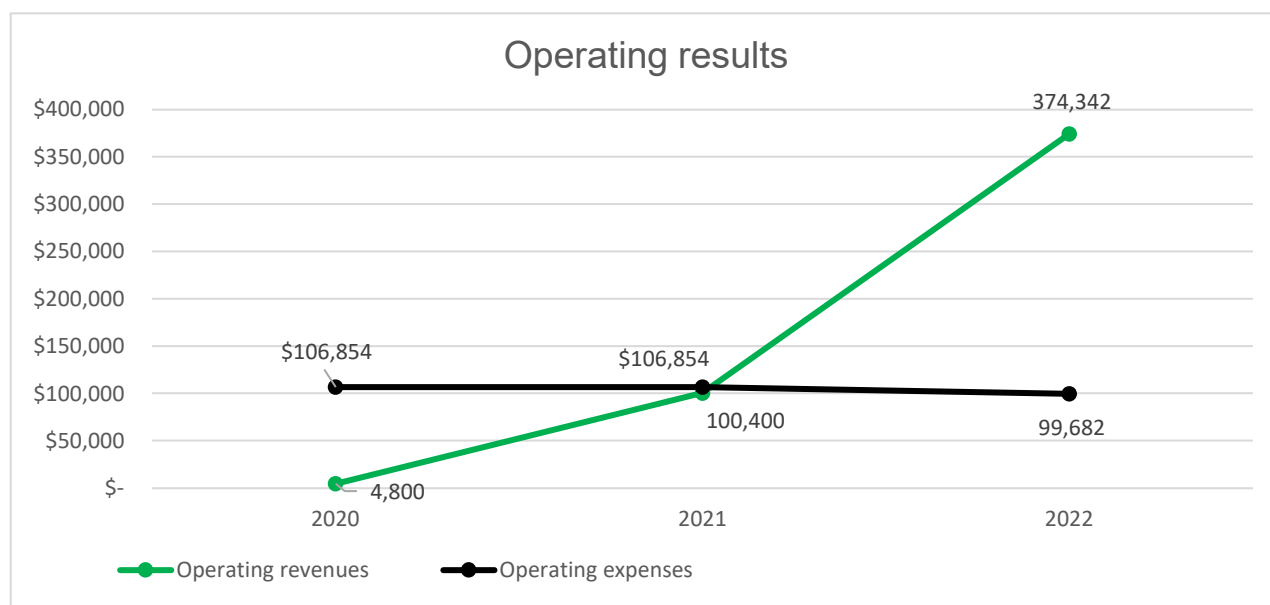
Operating Expenses



	Revenues	Expenses	Excess/ (Deficiency)
Current Year	\$ 3,181,081	\$ 2,583,358	\$ 597,723
Prior Year	\$ 2,740,434	\$ 2,310,223	\$ 430,211

Stevens Point Utilites - Fiber

Audit Results - December 31, 2022



Unrestricted Reserves

		<u>2020</u>		<u>2021</u>		<u>2022</u>
Year end balance	\$	70,230	\$	269,008	\$	381,519
Months on hand		175.58		32.15		12.23

Investment in Capital

Equity, 100%

May 2023

Airport Activity

- Rwy 03/21 rehabilitation progress report: Lighting system project complete. Remaining work is landscape/restoration related in progress.
- May 10th/11th Rwy 12/30 and Taxiway marking completed.

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

<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	218	218	January	224	224
February	205	423	February	272	496
March	224	647	March	255	751
April	282	929	April	271	1022
May	344	1273	May	370	1392
June	402	1675	June		
July	518	2193	July		
August	128	2321	August		
September	167	2488	September		
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	1392	
Average	262		Average	278	
High Mo.	518		High Mo.	370	
Low Mo.	128		Low Mo.	224	

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

<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>
January	917.54	1723.3	January	464.59	614.5
February	414.07	3559.4	February	610.02	1549.7
March	1094.71	2252.6	March	1106.42	1378.7
April	1403.82	3626.1	April	1109.07	1175
May	2263.28	2234.5	May	1502.95	2270.1
June	2492.9	4084	June		
July	4629.64	960.7	July		
August	820.91	427.2	August		
September	1183.19	110	September		
October	2044.24	435.3	October		
November	1049.95	0	November		
December	402.68	60.5	December		
Total	18716.9	19473.6	Total	4793.05	6988
Average	1559.74	1622.8	Average	958.61	1397.6
High Mo.	4629.64	4084	High Mo.	1502.95	2270.1
Low Mo.	402.68	0	Low Mo.	464.59	614.5

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 20 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..*
- *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

<u>Month:</u>	May	<u>Year:</u>	2023	(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	2129	N/A		
<u>Prev. Month Qty</u> (veeder-root)		4751	9040	15920		
<u>Purchases</u> (+)		4494	0			
<u>Sold</u> (-)		1502.95	2270.1	3773.05		
<u>Used</u> (-)		5	5	10		
<u>Total Qty</u> (=)		7737.05	8893.9	12136.95		
<u>Month End Jet-A Truck Quantity</u>		N/A	778	N/A		
<u>Month End Qty</u> (-) (veeter-root)		7862	8264	16904		
<u>Difference</u> (=)		-124.95	-148.1	-273.05		
		<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:	86.7	90.95
This month end temp:	71.5	71.5
This month end meter:	7862	8264 (tanks only)
Prev month end inches:	56.8	99.83
Prev month end temp:	39.1	40.4
Prev month end meter:	4751	9040 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	7862	8264
Inventory Value:	<u>\$ 43,083.76</u>	<u>\$ 47,931.20</u>
Total Inventory Value:	<u>\$ 91,014.96</u>	

June 2023

Airport Activity

- Rwy 03/21 Final flight check scheduled for mid July.
- Prepared and supported USGA Golf event traffic.
- Mowing Operations in progress.
- Replaced beacon obstruction lights. (SPFD utilized platform apparatus)

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

<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
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June	402	1675	June	494	1886
July	518	2193	July		
August	128	2321	August		
September	167	2488	September		
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	1886	
Average	262		Average	314	
High Mo.	518		High Mo.	494	
Low Mo.	128		Low Mo.	224	

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

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July	4629.64	960.7	July		
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October	2044.24	435.3	October		
November	1049.95	0	November		
December	402.68	60.5	December		
Total	18716.9	19473.6	Total	6775.44	12846.5
Average	1559.74	1622.8	Average	1129.24	2141.08
High Mo.	4629.64	4084	High Mo.	1982.39	5858.5
Low Mo.	402.68	0	Low Mo.	464.59	614.5

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Aircraft Rentals/Instruction Given

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- *Vehicular tank meter (VTM) licenses current..*
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Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: June **Year:** 2023

(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	778	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7862	8264	16904	
<u>Purchases</u> (+)	0	4005		
<u>Sold</u> (-)	1982.39	5858.5	7840.89	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	5874.61	7183.5	9053.11	
<u>Month End Jet-A Truck Quantity</u>	N/A	1529	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5894	5692	13115	
<u>Difference</u> (=)	-19.39	-37.5	-56.89	

	<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:	67.49	65.59
This month end temp:	73.5	73
This month end meter:	5894	5692 (tanks only)
Prev month end inches:	86.7	90.95
Prev month end temp:	71.5	71.5
Prev month end meter:	7862	8264 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	5894	5692
Inventory Value:	<u>\$ 32,299.12</u>	<u>\$ 33,013.60</u>
Total Inventory Value:	<u>\$ 65,312.72</u>	