

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 12, 2024 - 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

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. 2023 Audit Presentation by Baker Tilly
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, September 9, 2024 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 8, 2024 - 12:28 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>

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MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Chris Lefebvre, Shane Kohnen, Jason Draheim, Jaime Zdroik and Ald. Shuda

EXCUSED ABSENCE: Mae Nachman

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Anna Haines to approve the May 13, 2024, meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated the windcone installation is complete. They are preparing for EAA/Oshkosh.

The Commission would like to see a map of the runway protection zone.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:33PM

REPORT TO THE AUGUST 12, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of July 1, 2024

\$	99,106.93
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Bank deposits recorded in July 2024

\$	26,870.14
\$	125,977.07

CHECKS ISSUED IN JULY 2024

2879	Employee Resource Center	June EAP Fees	5.70		
2880	Abel Ruga	June Cleaning Services	175.00		
2881	Summit Fire Protection	Annual Fire Extinguisher Inspection	604.85		
2882	City of Stevens Point	Retirement, insurance, phone	13,571.42		
2883	Stevens Point Public Utilities	Work for Airport	1,081.12		
2884	BlueGlobes LLC	Taxiway Light Bulbs	448.10		
2885	Century Fence Company	Perimeter Fence Repair	3,185.00		
2886	Point Heating & Cooling	Annual HVAC Service	1,010.12		
2887	Titan Aviation Fuels	Fuel purchase	20,223.16		
2888	Master Card	Cable & rug service	407.43		
2889	Van Ert Electric Company, Inc.	POS Fuel Terminal Repair	383.03		
2890	City of Stevens Point	IT invoices paid to City	1,379.15		
2891	Heartland Business Systems, LLC	Monthly Billing -July	78.57		
2892	Springbrook Holding Company LLC	Springbrook Annual Maintenance 9/1/24-8/31/25	5,927.78		
2893	Stevens Point Public Utilities	Work for Airport	706.22		
	Bank Fee	Fees	88.83		
EFT	Payroll	July 2024	8,419.39		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,845.29		
	WI Dept of Revenue	Fuel Tax	259.08		
	IRS & WI Dept of Revenue	Payroll Taxes	3,401.58		
TOTAL EXPENSES LISTED			\$ 63,272.20	\$	63,272.20
BALANCE ON HAND JULY 31, 2024				\$	62,704.87

Balance on Hand	\$ 62,704.87
Plus checks written after end of month	
Plus uncleared checks	\$ 6,413.78
Less checks previously written clearing this month	\$ (4,672.30)
Ending Cash Balance matching Bank Statements	\$ 64,446.35

Stevens Point Utilities

Audit Results - December 31, 2023

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, attached to 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

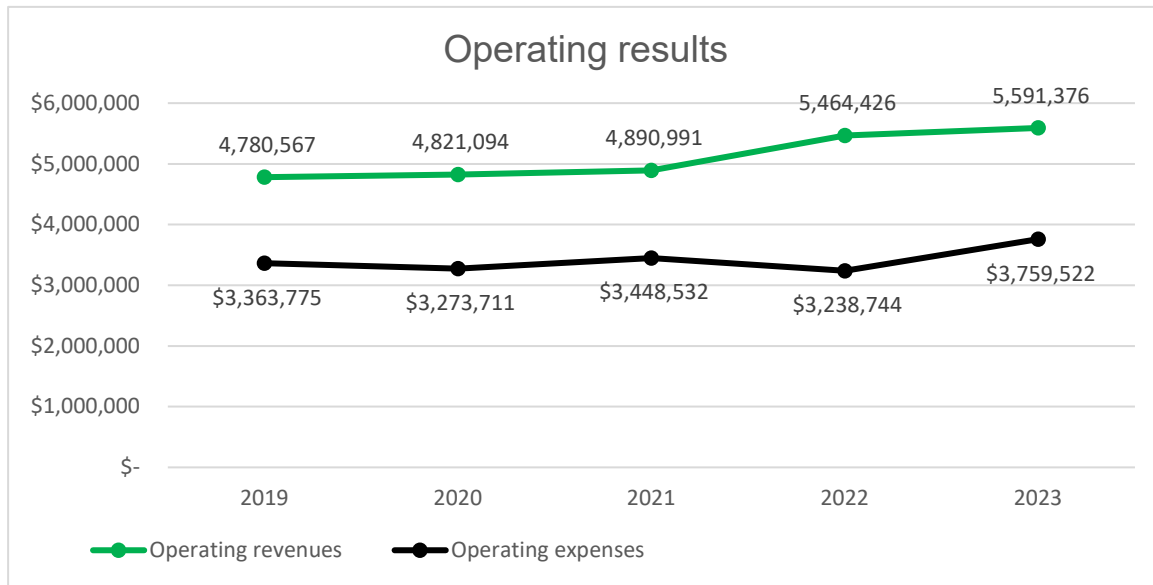
- > Accounting policies - no concerns
- > Accounting estimates - no concerns
- > No difficulties, audit findings or issues
- > No disagreements, unusual transactions or consultations
- > We did identify adjustments during the audit; included in the Reporting & Insights
- > No non-compliance, fraud or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



Stevens Point Utilities - Water

Audit Results - December 31, 2022

	Current Year	Prior Year
Actual Rate of Return	4.46%	5.22%
Authorized Rate of Return	4.90%	4.90%



Unrestricted Reserves

	2019	2020	2021	2022	2023
Year end balance	\$ 2,293,321	\$ 2,933,457	\$ 1,996,077	\$ 2,779,975	\$ 4,705,266
Months on hand	5.76	7.30	4.90	6.10	10.10

Debt Coverage

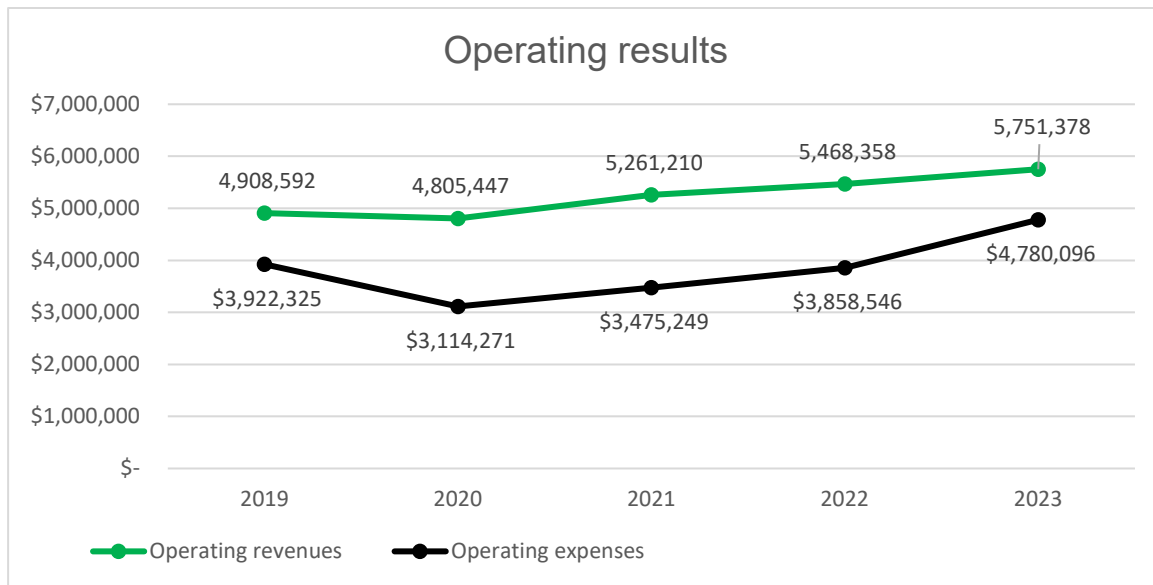
	2019	2020	2021	2022	2023
Actual	3.85	4.02	3.96	3.54	3.26
Required	1.10	1.10	1.10	1.10	1.10

Investment in Capital



Stevens Point Utilities - Sewer

Audit Results - December 31, 2023



Unrestricted Reserves

	2019	2020	2021	2022	2023
Year end balance	\$ 1,822,986	\$ 828,357	\$ 1,935,376	\$ 1,061,647	\$ 1,461,290
Months on hand	4.46	2.07	4.41	2.33	3.05

Debt Coverage

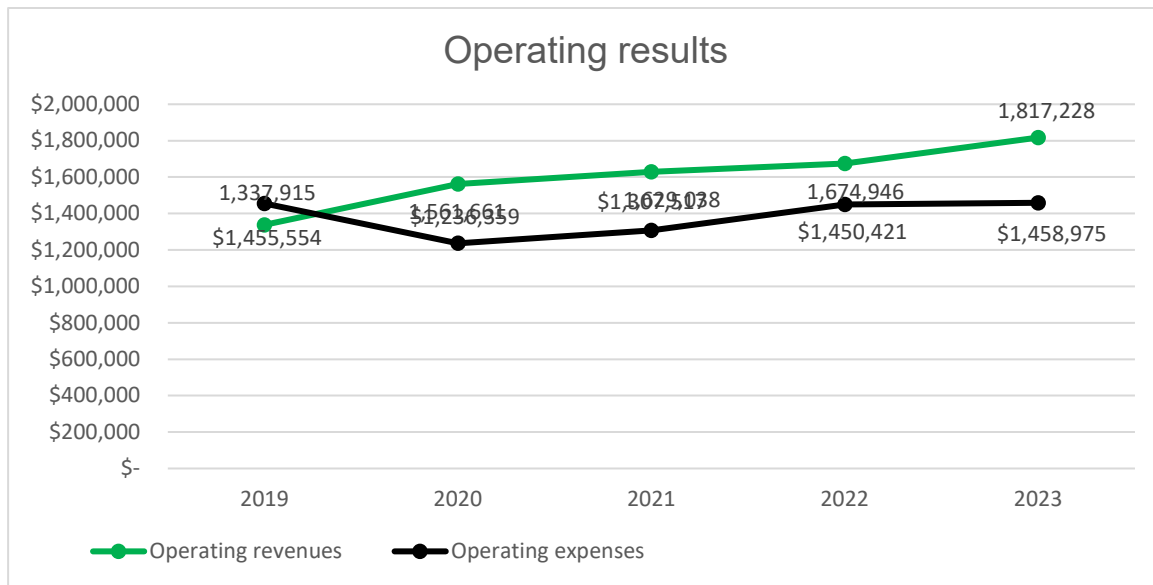
	2019	2020	2021	2022	2023
Actual	1.16	1.64	1.79	1.70	1.43
Required	1.25	1.25	1.25	1.25	1.25

Investment in Capital



Stevens Point Utilities - Stormwater

Audit Results - December 31, 2023



Unrestricted Reserves

	2019	2020	2021	2022	2023
Year end balance	\$ 394,525	\$ 435,329	\$ 704,747	\$ 1,350,321	\$ 1,793,598
Months on hand	3.54	3.35	5.19	9.67	11.84

Debt Coverage

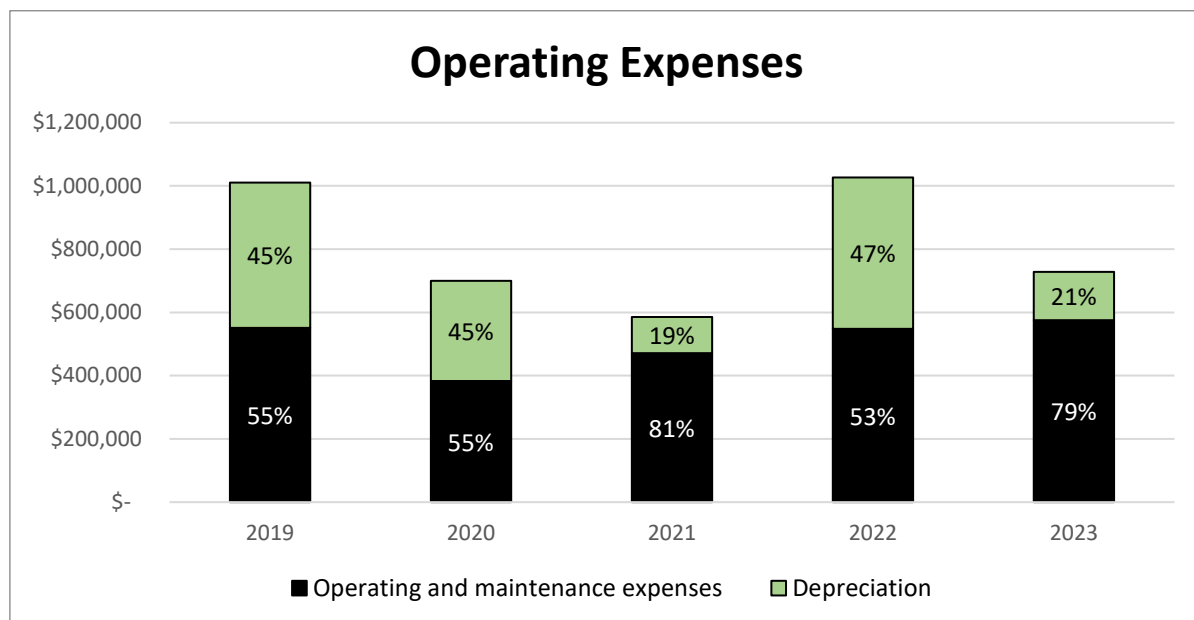
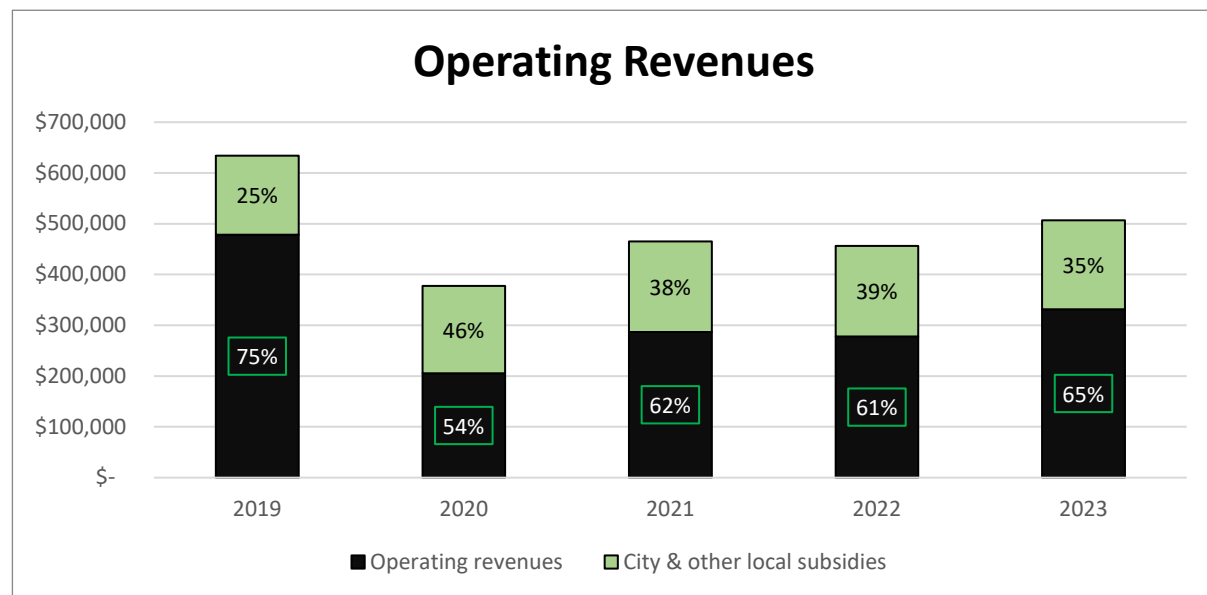
	2019	2020	2021	2022	2023
Actual	2.11	4.97	2.24	1.12	1.51
Required	1.10	1.10	1.10	1.10	1.10

Investment in Capital



City of Stevens Point - Airport

Audit Results - December 31, 2023



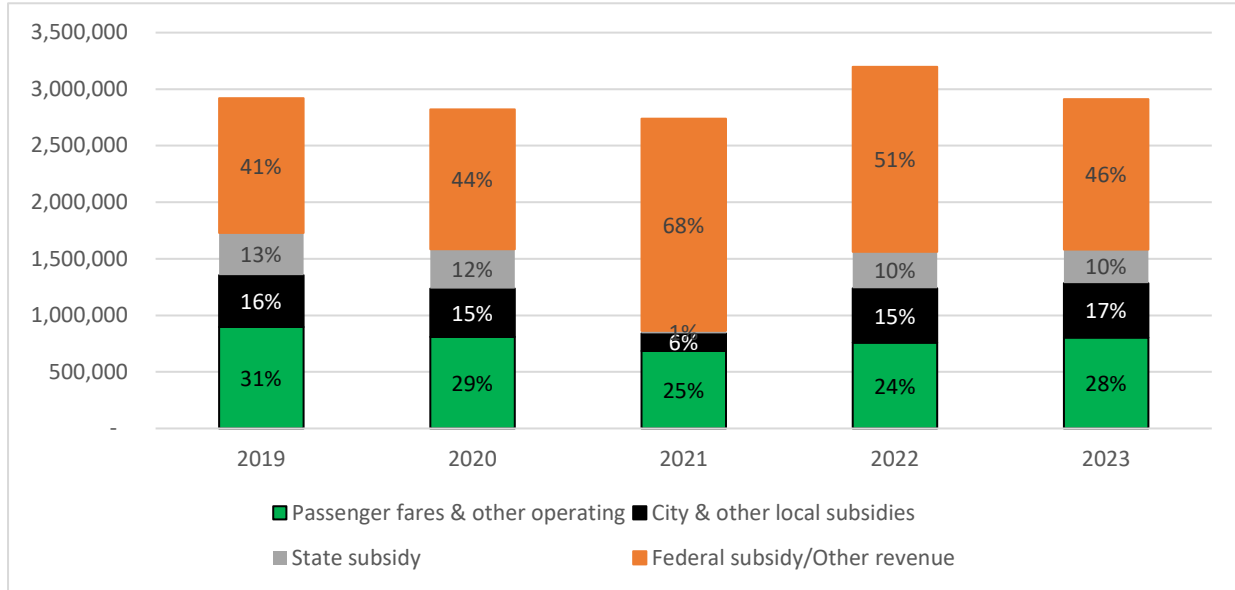
Unrestricted Reserves

		2019	2020	2021	2022	2023
Year end balance	\$	385,452	\$ 371,382	\$ 364,093	\$ 269,575	\$ 177,413
Months on hand		8.40	11.62	9.26	5.90	3.70

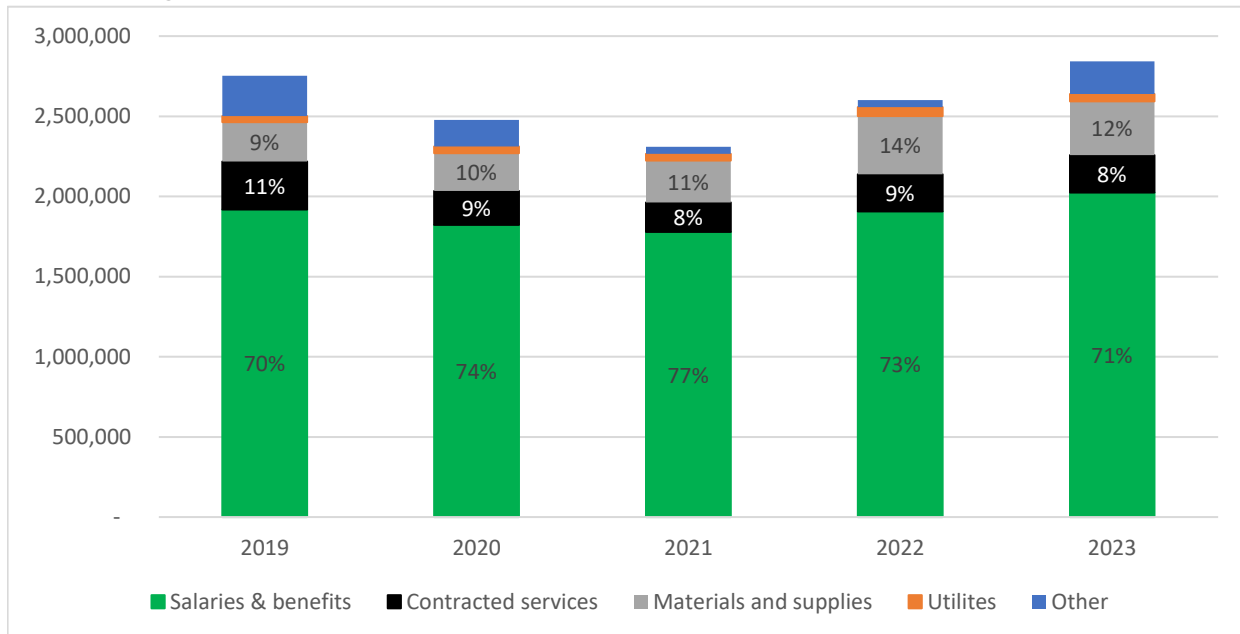
City of Stevens Point - Transit

Audit Results - December 31, 2023

Operating Revenues



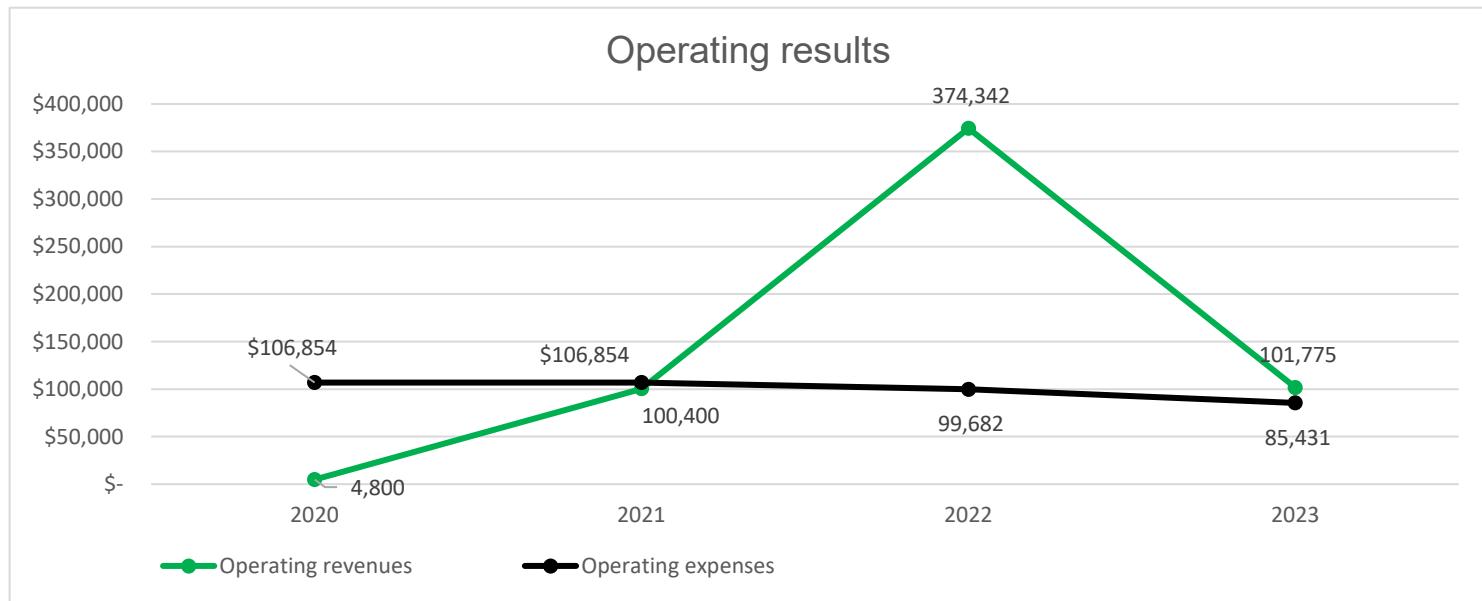
Operating Expenses



	Revenues	Expenses	Excess/ (Deficiency)
Current Year	\$ 2,912,174	\$ 2,842,603	\$ 69,571
Prior Year	\$ 3,198,327	\$ 2,600,605	\$ 597,722

Stevens Point Utilites - Fiber

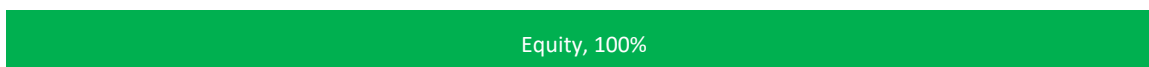
Audit Results - December 31, 2023



Unrestricted Reserves

	<u>2020</u>		<u>2021</u>		<u>2022</u>		<u>2023</u>	
Year end balance	\$	70,230	\$	269,008	\$	381,519	\$	444,242
Months on hand		175.58		32.15		12.23		52.38

Investment in Capital



July 2024

Airport Activity

- Airport "Pilot Controlled Lighting" repair complete.
- EAA Airventure (Oshkosh).

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

<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2024</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	224	224	January	245	245
February	272	496	February	318	563
March	255	751	March	300	863
April	271	1022	April	308	1171
May	370	1392	May	412	1583
June	494	1886	June	541	2124
July	598	2484	July	645	2769
August	614	3098	August		
September	499	3597	September		
October	512	4109	October		
November	478	4587	November		
December	385	4972	December		
Total	4972		Total	2769	
Average	414		Average	396	
High Mo.	614		High Mo.	645	
Low Mo.	224		Low Mo.	245	

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

<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2024</u>	<u>100LL</u>	<u>Jet-A</u>
January	464.59	614.5	January	388.79	1127.4
February	610.02	1549.7	February	1197.66	3966.6
March	1106.42	1378.7	March	1099.94	1910.9
April	1109.07	1175	April	1023.06	2688.87
May	1502.95	2270.1	May	1500.43	904.7
June	1982.39	5858.5	June	1314.71	3003
July	2866.78	5839.4	July	3255.38	3053.5
August	3625.1	5427.7	August		
September	2533.39	2965.2	September		
October	3239.17	2886.4	October		
November	1534.69	1391.7	November		
December	946.86	2753	December		
Total	21521.4	34109.9	Total	9779.97	16655
Average	1793.45	2842.492	Average	1397.14	2379.28
High Mo.	3625.1	5858.5	High Mo.	3255.38	3966.6
Low Mo.	464.59	614.5	Low Mo.	388.79	904.7

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

Month: July **Year:** 2024

(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	1529	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5263	6106	12898	
<u>Purchases</u> (+)	4444	0		
<u>Sold</u> (-)	3255.38	3053.5	6308.88	
<u>Used</u> (-)	15	15	30	
<u>Total Qty</u> (=)	6436.62	4566.5	6559.12	
<u>Month End Jet-A Truck Quantity</u>	N/A	1172	N/A	
<u>Month End Qty</u> (-) (veeder-root)	6519	3464	11155	
<u>Difference</u> (=)	-82.38	-69.5	-151.88	

	<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:	73.41	44.67
This month end temp:	76	75.4
This month end meter:	6519	3464 (tanks only)
Prev month end inches:	61.56	69.49
Prev month end temp:	62.8	63.3
Prev month end meter:	5263	6106 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	6519	3464
Inventory Value:	<u>\$ 34,224.75</u>	<u>\$ 18,012.80</u>
Total Inventory Value:	<u>\$ 52,237.55</u>	