

Our intention is to have in-person meetings going forward. Meetings will be held 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 technology for the hybrid style meeting may not be reliable.

**City of Stevens Point  
Airport Commission  
July 14, 2025 - 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. 2024 Audit Presentation by Baker Tilly
5. Sponsor-only memo for master plan effort-*Joel Leme, Jason Draheim*
6. Written/Verbal Report - *Jason Draheim*
7. Adjournment.

***The next Airport Commission meeting will be Monday, August 11, 2025 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 Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point  
Airport Commission  
May 12, 2025 - 12:14 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**

### **Discussion and Possible Action on:**

#### **1. Roll Call.**

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

**ALSO PRESENT:** Joel Lemke, Jennifer Schmeiser, Chris Lefebvre, Eric Southworth and Shane Kohnen

**EXCUSED ABSENCE:** Mae Nachman

#### **2. Approval of Minutes**

**Motion** made by Anna Haines, seconded by Carl Rasmussen to approve the April 14, 2025 meeting minutes of the Airport Commission.

***Ayes all. Nays none. Motion carried.***

#### **3. Approval of Department Claims**

**Motion** made by Ray Schmidt, seconded by Anna Haines to approve the department claims for the month of April as audited and read.

***Ayes all. Nays none. Motion carried.***

#### **4. 2025 Capital Operations and Maintenance update/amendment - Joel Lemke**

Joel explained since the Airport Capital Operations and Maintenance Plan was approved, they have had several conversations with the Bureau of Aeronautics and the 2025 priorities have changed. Since the last approval, we have prioritized the Master Plan Project. This project requires approximately \$11,800 in local shares which we will request from the City instead of the \$21,250. This will be taken to the Finance Committee tonight.

The staff are requesting that the Capital Operations and Maintenance Plan be modified

to remove the previously approved design efforts and add the Master Plan.

**Motion** made by Carl Rasmussen, seconded by Ray Schmidt to approve amending the 2025 Capital Operation and Maintenance Plan.

***Ayes all. Nays none. Motion carried.***

**5. Written/Verbal Report - Jason Draheim**

Nothing was discussed; the reports were reviewed by the Commission.

**6. Adjournment.**

**Motion** made by Carl Rasmussen to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:23 P.M.**

**REPORT TO THE JUNE 9, 2025**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of May 1, 2025	\$ 200,489.93
Bank deposits recorded in May 2025	\$ 25,915.42
	\$ 226,405.35

**CHECKS ISSUED IN MAY 2025**

3010	City of Stevens Point	Workers Comp Premiums	353.46	
3011	Metal Crafters Inc.	Parts for snow machine	600.14	
3012	Titan Aviation Fuels	Fuel purchase	21,336.73	
3013	Employee Resource Center	Monthly EAP Fees	5.98	
3014	Abel Ruga	April Cleaning Service	175.00	
3015	Baker Tilly Virchow Krause LLP	2024 Audit	1,958.59	
3016	City of Stevens Point	Retirement, Insurance, FMLA & Fuel	7,491.26	
3017	Securian Financial	MN Life Insurance Policy #002832L	10.14	
3018	Stevens Point Public Utilities	Pump fuel tanks	202.07	
3019	Titan Aviation Fuels	Ground reel/freight	458.66	
3020	Heartland Business Systems, LLC	Monthly Billing-April	152.09	
3021	Mastercard	Rugs, internet & supplies	1,000.57	
EFT	Payroll	May 2024	8,864.84	
	Bank Fee	Fees	56.23	
	Delta Dental	Premium Charges	71.38	
	Wisconsin Public Service	Utility Charges	3,164.33	
	IRS & WI Dept of Revenue	Payroll Taxes	3,754.25	
	Gen Aviation	Gen Aviation	154.14	
	<b>TOTAL EXPENSES LISTED</b>		\$ 49,809.86	\$ 49,809.86
	<b>BALANCE ON HAND MAY 31, 2025</b>			\$ 176,595.49
		Balance on Hand		\$ 176,595.49
		Plus checks written after end of month		\$ -
		Plus uncleared checks		\$ 1,000.57
		Less checks previously written clearing this month		\$ (884.33)
	<b>Ending Cash Balance matching Bank Statements</b>			\$ 176,711.73

**REPORT TO THE JULY 14, 2025**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of June 1, 2025	\$ 176,711.73
Bank deposits recorded in June 2025	\$ 55,240.15
	\$ 231,951.88

**CHECKS ISSUED IN JUNE 2025**

3022	City of Stevens Point	Workers Comp Premiums	355.23	
3023	eGauge Systems LLC	Energy Meter	1,447.40	
3024	Employee Resource Center	Monthly EAP Fees	5.98	
3025	LiveWire Systems LLC	Axis server replacement	625.05	
3026	Abel Ruga	May Cleaning Services	175.00	
3027	Baker Tilly Virchow Krause LLP	2024 Audit	480.00	
3028	City of Stevens Point	Retirement, insurance & phone, IT Invoices	6,947.09	
3029	Stevens Point Public Utilities	Verizon Ipad	10.13	
3031	Securian Financial	MN Life Insurance Policy #002832L	16.00	
3032	BlueGlobes LLC	Airfield Lighting Supplies	511.68	
3033	Century Fence Company	Auto Lift Access Gate Repair	1,225.00	
3034	Heartland Business Systems, LLC	Monthly Billing for June	76.62	
3035	Point Heating & Cooling	Annual HVAC Service	825.00	
3036	Reinders Inc	Mower blades	123.97	
3037	Schierl Tire & Service	Tractor Maintenance	1,099.90	
3038	Security Fence & Supply Co., Inc.	Perimeter Fence Repair	789.00	
3039	Stevens Point Public Utilities	Mowing for Airport	533.76	
3040	Mastercard	Internet, supplies & rugs	1,628.87	
3041	ULINE	Office supplies	272.44	
EFT	Payroll	June 2024	8,791.23	
	Delta Dental	Premium Charges	71.38	
	Wisconsin Public Service	Utility Charges	2,019.84	
	IRS & WI Dept of Revenue	Payroll Taxes	3,721.86	
	Gen Aviation	Gen Aviation	334.56	
	<b>TOTAL EXPENSES LISTED</b>		\$ 32,086.99	\$ 32,086.99
	<b>BALANCE ON HAND JUNE 30, 2025</b>			\$ 199,864.89
		Balance on Hand		\$ 199,864.89
		Plus checks written after end of month		\$ -
		Plus uncleared checks		\$ 3,589.51
		Less checks previously written clearing this month		\$ (1,000.57)
	<b>Ending Cash Balance matching Bank Statements</b>			\$ 202,453.83



# Stevens Point Utilities

## Audit Results - December 31, 2024

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### 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

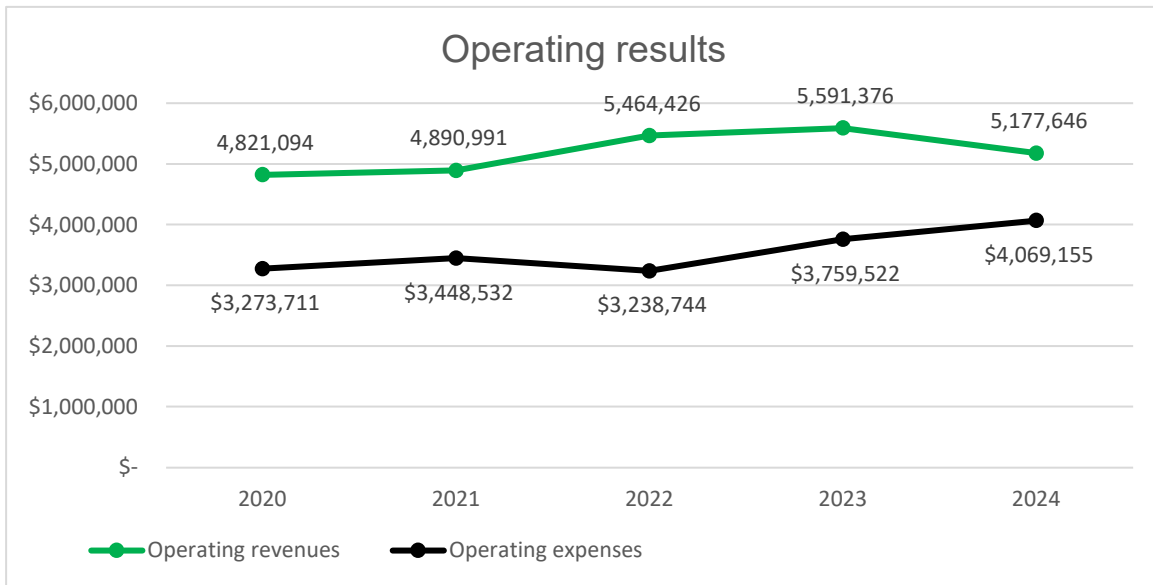
- > Accounting policies - no concerns
- > Accounting estimates - no concerns
- > No difficulties, audit findings or issues
- > No disagreements, unusual transactions or consultations
- > We did identify adjustments during the audit; included in the Reporting & Insights
- > No non-compliance, fraud or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



# Stevens Point Utilities - Water

## Audit Results - December 31, 2024

	Current Year	Prior Year
Actual Rate of Return	1.71%	4.46%
Authorized Rate of Return	4.90%	4.90%



### Unrestricted Reserves

	2020	2021	2022	2023	2024
Year end balance	\$ 2,933,457	\$ 1,996,077	\$ 2,779,975	\$ 4,705,266	\$ 3,854,092
Months on hand	7.30	4.90	6.10	10.10	8.93

### Debt Coverage

	2020	2021	2022	2023	2024
Actual	4.02	3.96	3.54	3.26	2.56
Required	1.10	1.10	1.10	1.10	1.10

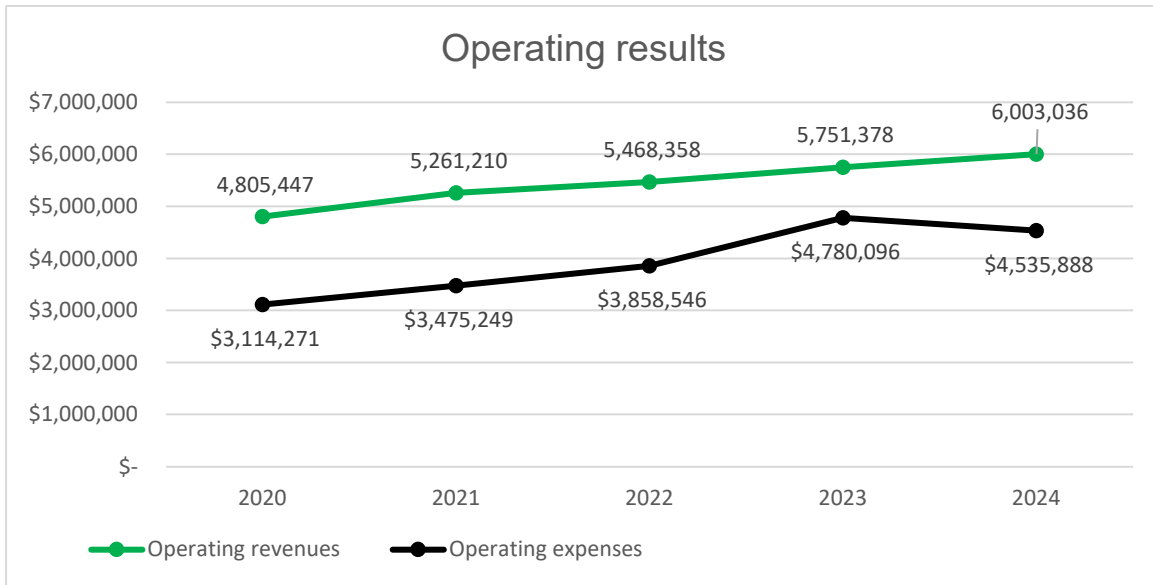
### Investment in Capital





# Stevens Point Utilities - Sewer

## Audit Results - December 31, 2024



### Unrestricted Reserves

	2020	2021	2022	2023	2024
Year end balance	\$ 828,357	\$ 1,935,376	\$ 1,061,647	\$ 1,461,290	\$ 3,826,231
Months on hand	<b>2.07</b>	<b>4.41</b>	<b>2.33</b>	<b>3.05</b>	<b>7.65</b>

### Debt Coverage

	2020	2021	2022	2023	2024
Actual	<b>1.64</b>	<b>1.79</b>	<b>1.70</b>	<b>1.43</b>	<b>1.70</b>
Required	1.25	1.25	1.25	1.25	1.25

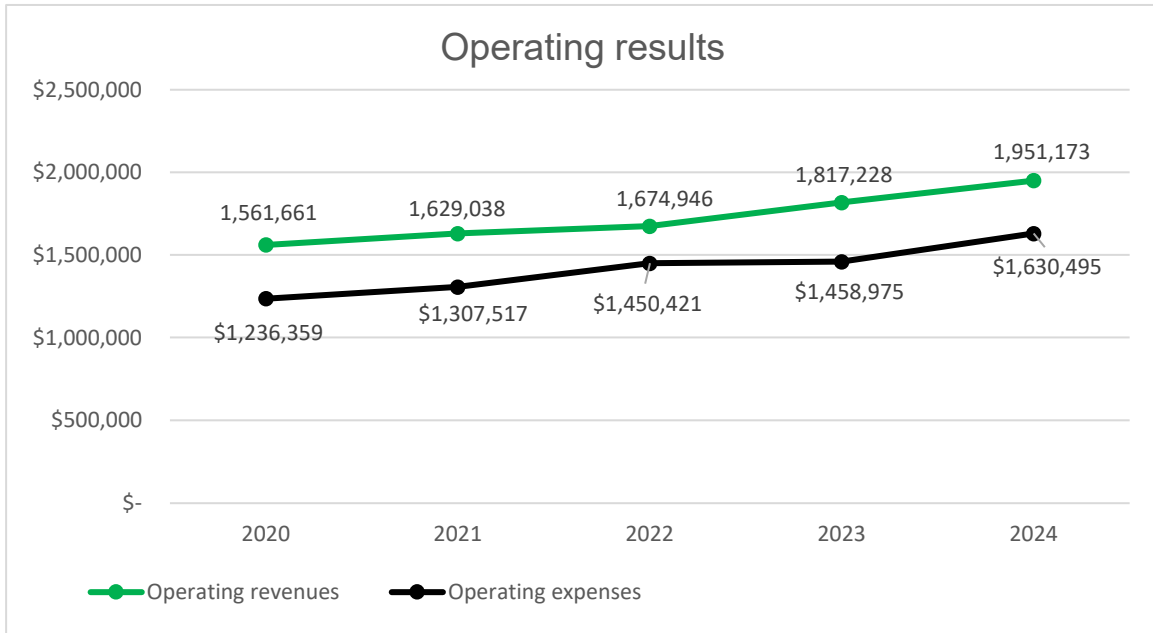
### Investment in Capital





# Stevens Point Utilities - Stormwater

## Audit Results - December 31, 2024



### Unrestricted Reserves

	2020	2021	2022	2023	2024
Year end balance	\$ 435,329	\$ 704,747	\$ 1,350,321	\$ 1,793,598	\$ 594,677
Months on hand	<b>3.35</b>	<b>5.19</b>	<b>9.67</b>	<b>11.84</b>	<b>3.66</b>

### Debt Coverage

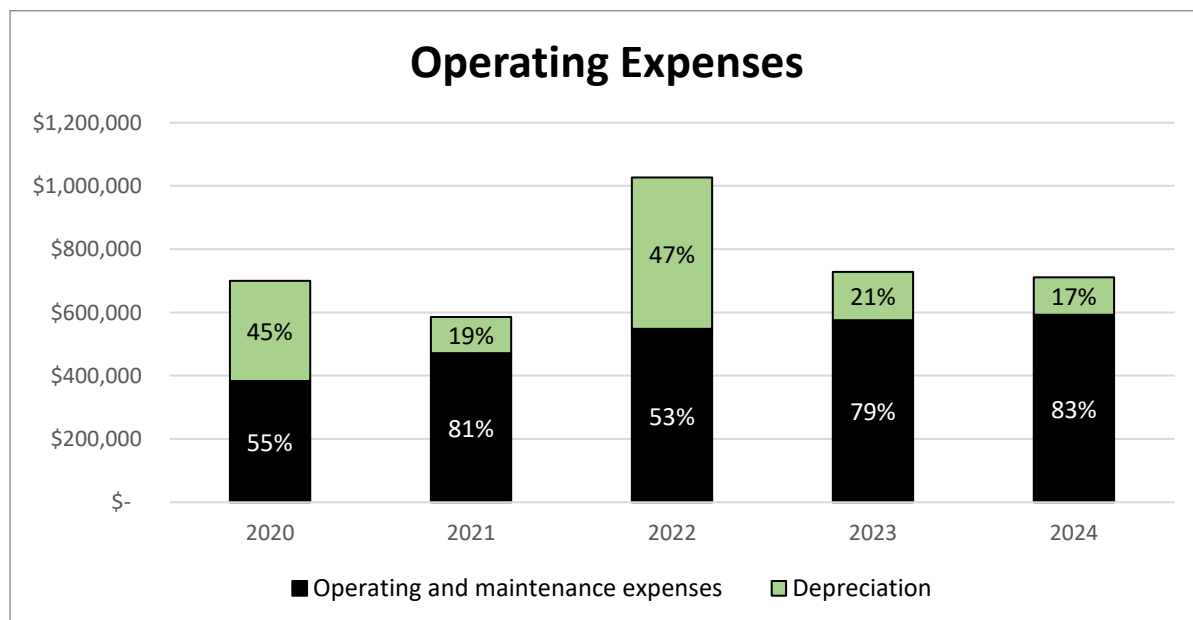
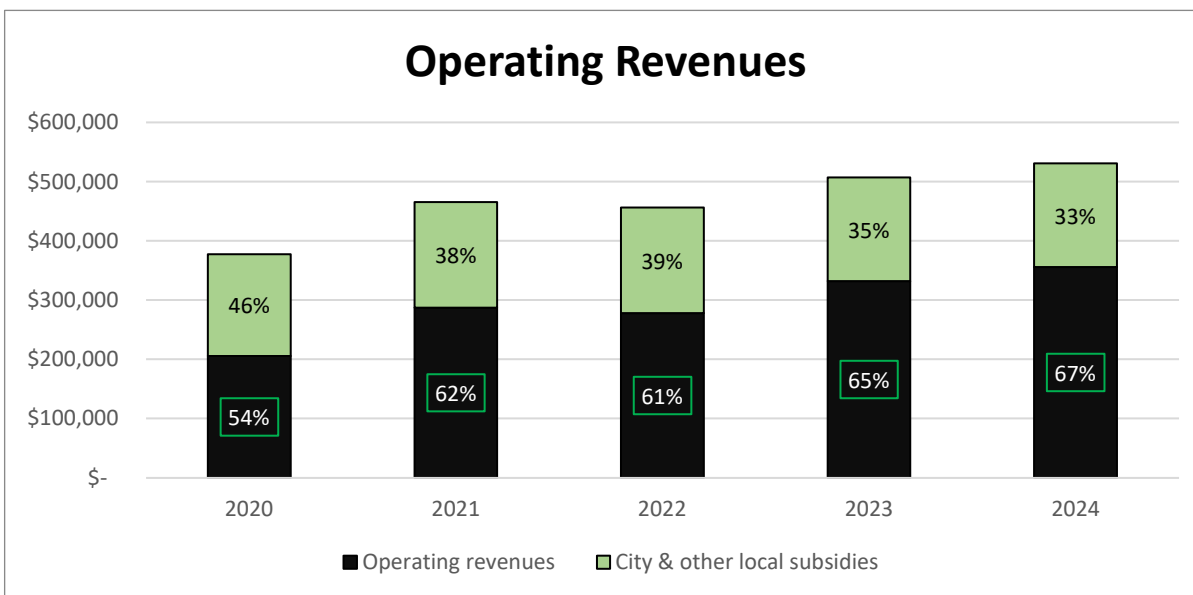
	2020	2021	2022	2023	2024
Actual	<b>4.97</b>	<b>2.24</b>	<b>1.12</b>	<b>1.51</b>	<b>1.43</b>
Required	1.10	1.10	1.10	1.10	1.10

### Investment in Capital



# City of Stevens Point - Airport

## Audit Results - December 31, 2024



### Unrestricted Reserves

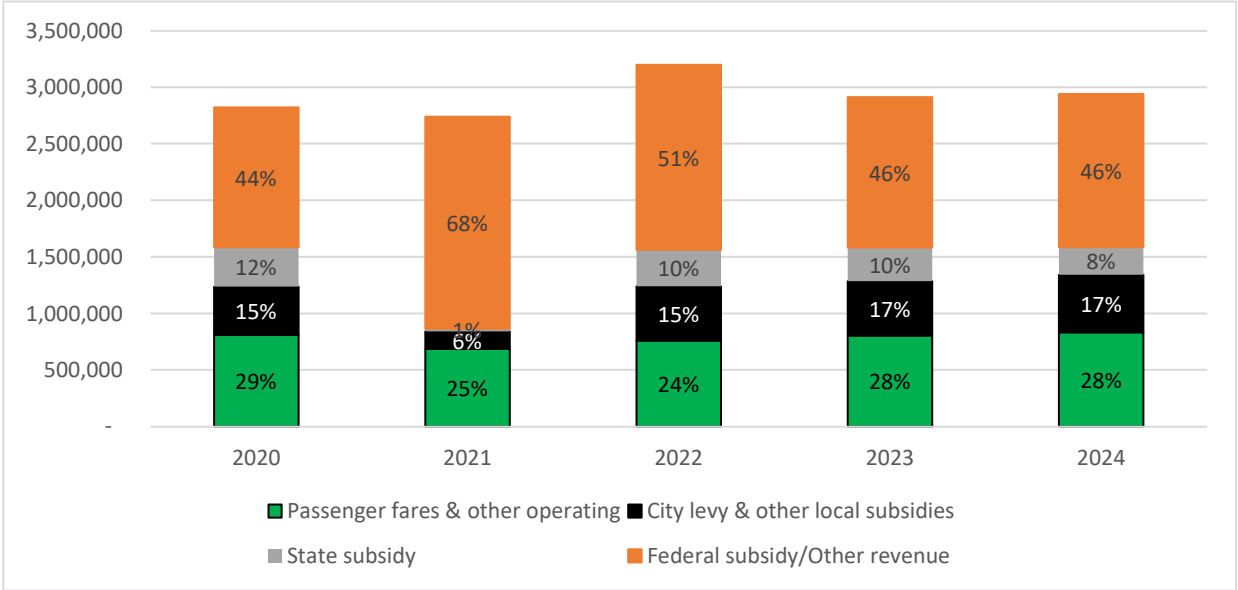
	2020	2021	2022	2023	2024
Year end balance	\$ 371,382	\$ 364,093	\$ 269,575	\$ 177,413	\$ 132,723
Months on hand	11.62	9.26	5.90	3.70	2.69



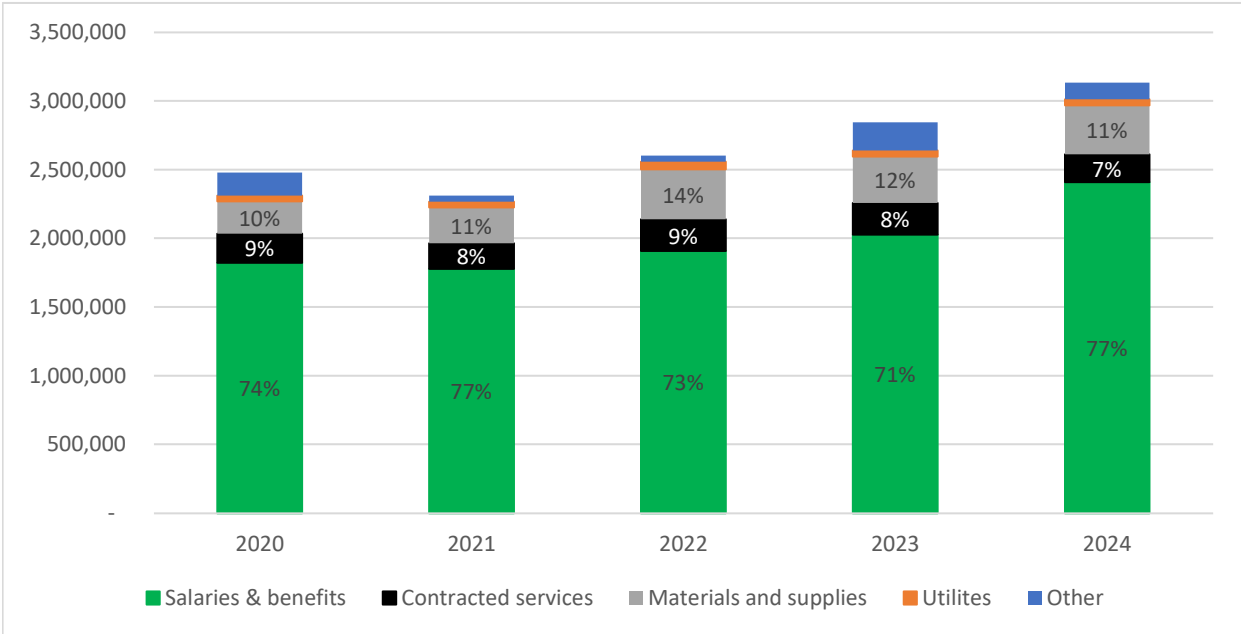
# City of Stevens Point - Transit

## Audit Results - December 31, 2024

### Operating Revenues



### Operating Expenses

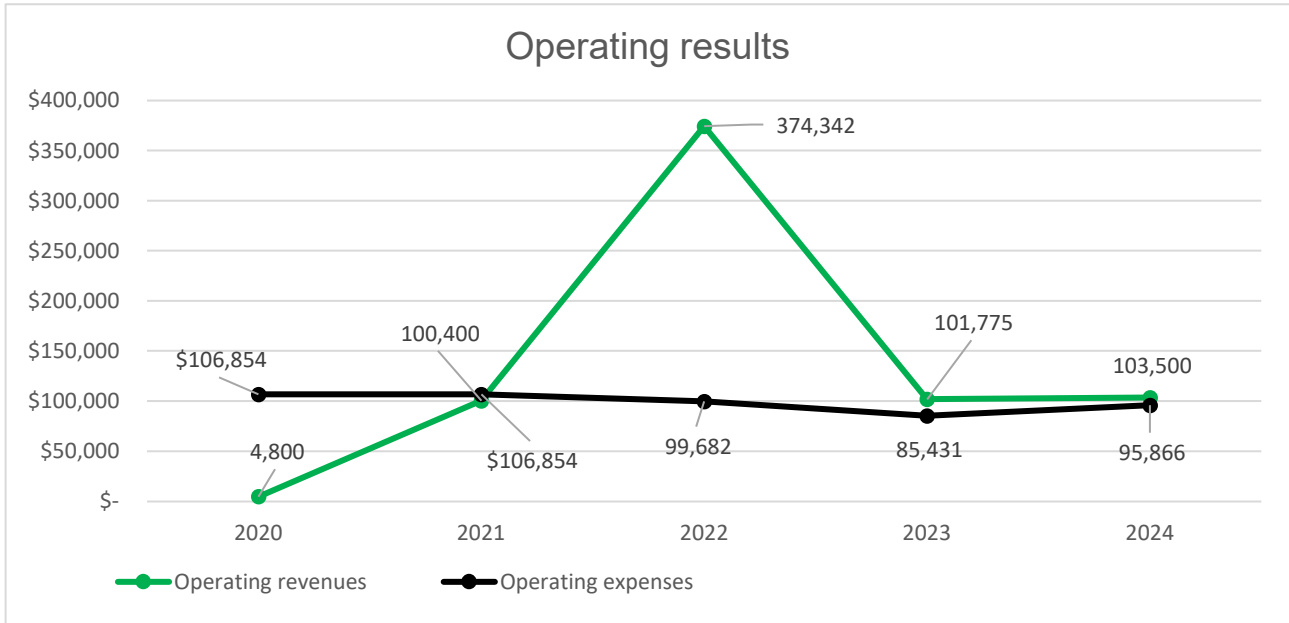


	Revenues	Expenses	Excess/ (Deficiency)
Current Year	\$ 2,939,512	\$ 3,132,143	\$ (192,631)
Prior Year	\$ 2,912,174	\$ 2,842,603	\$ 69,571



# Stevens Point Utilities - Fiber

## Audit Results - December 31, 2024



### Unrestricted Reserves

	2020	2021	2022	2023	2024
Year end balance	\$ 70,230	\$ 269,008	\$ 381,519	\$ 444,242	\$ 511,378
Months on hand	<b>175.58</b>	<b>32.15</b>	<b>12.23</b>	<b>52.38</b>	<b>59.29</b>

### Investment in Capital

Equity, 100%

City of Stevens Point  
Department of  
Public Utilities &  
Transportation



Joel C Lemke  
Director  
Phone: 715-345-5266  
jlemke@stevenspoint.com

July 10, 2025

TO: Airport Commission

RE: Sponsor-only project

Commissioners,

In order to maintain a desired timeline on the Airport's current Master Plan project, we are requesting the ability to enter in to a "sponsor-only" agreement with the Wisconsin Bureau of Aeronautics for the project.

A sponsor-only agreement serves to recognize that not all of the money needed for the state's share of the project is authorized, which would require that no work takes place. The funds are expected to be authorized, and there are other sources of funding available if they should fail to be authorized, but the way we continue is by indicating that we will fund the project in lieu of the timely authorization by the FAA and BOA. We've done the before for a \$5M runway project without issue.

Our current Master Plan project is expected to have a total cost of around \$477,000 with the local share expected to be \$22,750. The City agreeing to the sponsor-only agreement technically means we agree to foot the entire bill, but as previously stated, there are other funds available that would come into play if needed – it would just bump the rest of our projects into future years.

Staff is requesting permission to enter into a sponsor-only agreement until such a time when funds are fully allocated to this project and the sponsor-only agreement becomes void.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke  
Director

**May 2025**

**Airport Activity**

- Airfield mowing in progress.
- Master plan project in progress.
- Rwy 12/30 rehab project eligibility application submitted to FAA.

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

<u>2024</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2025</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	245	245	January	201	201
February	318	563	February	152	353
March	300	863	March	201	554
April	308	1171	April	220	774
May	412	1583	May	388	1162
June	541	2124	June		
July	645	2769	July		
August	621	3390	August		
September	580	3970	September		
October	601	4571	October		
November	400	4971	November		
December	289	5260	December		
<b>Total</b>	<b>5260</b>		<b>Total</b>	<b>1162</b>	
<b>Average</b>	<b>438</b>		<b>Average</b>	<b>232</b>	
<b>High Mo.</b>	<b>645</b>		<b>High Mo.</b>	<b>388</b>	
<b>Low Mo.</b>	<b>245</b>		<b>Low Mo.</b>	<b>152</b>	

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

<u>2024</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2025</u>	<u>100LL</u>	<u>Jet-A</u>
January	388.79	1127.4	January	433.58	1679.8
February	1197.66	3966.6	February	318.1	817
March	1099.94	1910.9	March	561.4	1156.4
April	1023.06	2688.87	April	1222.73	1346.2
May	1500.43	904.7	May	2009.14	3566.4
June	1314.71	3003	June		
July	3255.38	3053.5	July		
August	1882.43	3949	August		
September	2330.78	2108.3	September		
October	1446.08	1543.2	October		
November	813.41	140.9	November		
December	345.74	907.7	December		
<b>Total</b>	<b>16598.4</b>	<b>25304.07</b>	<b>Total</b>	<b>4544.95</b>	<b>8565.8</b>
<b>Average</b>	<b>1383.2</b>	<b>2108.673</b>	<b>Average</b>	<b>908.99</b>	<b>1713.16</b>
<b>High Mo.</b>	<b>3255.38</b>	<b>3966.6</b>	<b>High Mo.</b>	<b>2009.14</b>	<b>3566.4</b>
<b>Low Mo.</b>	<b>345.74</b>	<b>140.9</b>	<b>Low Mo.</b>	<b>318.1</b>	<b>817</b>

**Hangar Rentals/Availability**

- *Airport Hangars are currently occupied at full capacity. There are currently 22 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..*

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](mailto:jdraheim@stevenspoint.com).

# Stevens Point Municipal Airport

## Month-End Fuel Report

**To:** Airport Commission

**From:** Jason Draheim, Airport Manager

**Month:** May    **Year:** 2025

(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>
<b><u>Prev. Month Jet-A Truck Quantity</u></b>	N/A	1749	N/A	
<b><u>Prev. Month Qty</u></b> (veeder-root)	5377	9033	16159	
<b><u>Purchases</u></b> ( + )		0		
<b><u>Sold</u></b> ( - )	2009.14	3566.4	5575.54	
<b><u>Used</u></b> ( - )	5	5	10	
<b><u>Total Qty</u></b> ( = )	3362.86	7210.6	10573.46	
<b><u>Month End Jet-A Truck Quantity</u></b>	N/A	1127	N/A	
<b><u>Month End Qty</u></b> ( - ) (veeter-root)	3388	6097	10612	
<b><u>Difference</u></b> ( = )	-25.14	-13.4	-38.54	

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

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	43.93	69.8
This month end temp:	55.5	56.4
This month end meter:	3388	6097 (tanks only)
Prev month end inches:	62.64	99.75
Prev month end temp:	51.5	52.2
Prev month end meter:	5377	9033 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	3388	6097
Inventory Value:	<u>\$ 17,787.00</u>	<u>\$ 31,704.40</u>
Total Inventory Value:	<u>\$ 49,491.40</u>	

**June 2025**

**Airport Activity**

- Airfield mowing in progress.
- Master plan project in progress.

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

<u>2024</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2025</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
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October	601	4571	October		
November	400	4971	November		
December	289	5260	December		
<b>Total</b>	<b>5260</b>		<b>Total</b>	<b>1589</b>	
<b>Average</b>	<b>438</b>		<b>Average</b>	<b>265</b>	
<b>High Mo.</b>	<b>645</b>		<b>High Mo.</b>	<b>427</b>	
<b>Low Mo.</b>	<b>245</b>		<b>Low Mo.</b>	<b>152</b>	

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

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November	813.41	140.9	November		
December	345.74	907.7	December		
<b>Total</b>	<b>16598.4</b>	<b>25304.07</b>	<b>Total</b>	<b>6085.91</b>	<b>11038.2</b>
<b>Average</b>	<b>1383.2</b>	<b>2108.673</b>	<b>Average</b>	<b>1014.32</b>	<b>1839.7</b>
<b>High Mo.</b>	<b>3255.38</b>	<b>3966.6</b>	<b>High Mo.</b>	<b>2009.14</b>	<b>3566.4</b>
<b>Low Mo.</b>	<b>345.74</b>	<b>140.9</b>	<b>Low Mo.</b>	<b>318.1</b>	<b>817</b>

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**Aircraft Rentals/Instruction Given**

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**Airport Maintenance/Projects (Proposed/Completed)**

- *Fuel System filter changes and meter calibration current.*
- *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:** 2025

(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>
<b><u>Prev. Month Jet-A Truck Quantity</u></b>	N/A	1127	N/A	
<b><u>Prev. Month Qty</u></b> (veeder-root)	3388	6097	10612	
<b><u>Purchases</u></b> ( + )		0		
<b><u>Sold</u></b> ( - )	1540.96	2472.4	4013.36	
<b><u>Used</u></b> ( - )	5	5	10	
<b><u>Total Qty</u></b> ( = )	1842.04	4746.6	6588.64	
<b><u>Month End Jet-A Truck Quantity</u></b>	N/A	2158	N/A	
<b><u>Month End Qty</u></b> ( - ) (veeter-root)	1873	2642	6673	
<b><u>Difference</u></b> ( = )	-30.96	-53.4	-84.36	

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

### Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	28.58	36.59
This month end temp:	68.6	69.3
This month end meter:	1873	2642 (tanks only)
Prev month end inches:	43.93	69.8
Prev month end temp:	55.5	56.4
Prev month end meter:	3388	6097 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	1873	2642
Inventory Value:	<u>\$ 9,833.25</u>	<u>\$ 13,738.40</u>
Total Inventory Value:	<u><u>\$ 23,571.65</u></u>	