

**City of Stevens Point
Airport Commission**

September 14, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 7158592
Meeting ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Approval of August 10, 2020 minutes.
2. Approval of Department Claims
3. Presentation of the 2019 Audit by Baker Tilly.
4. A resolution and public hearing related to petitioning the state for airport funds.-
Jason Draheim/Joel Lemke
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment

***The next Airport Commission meeting will be Monday, October 12, 2020
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**

August 10, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 715-8592 - Meeting
ID: 820 2688 5705**

MINUTES

Discussion and Possible Action on:

1. Approval of July 13, 2020 minutes

Motion made by Anna Haines, seconded by Ray Schmidt to approve the minutes of July 13, 2020 meeting.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the department claims for the month of July as audited and read.

Ayes all. Nays none. Motion carried.

3. Written Report - Jason Draheim

No discussion.

4. Verbal Report - Jason Draheim

Jason stated we had our PCI (Pavement Condition Inspection) last month. Even though our pavements are due for replacement because of their age, due to our proactive control of weeds and snow removal our pavements are in great condition.

5. Adjournment

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:38PM

REPORT TO THE SEPTEMBER, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of August 1, 2020

\$	297,278.18
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Bank deposits recorded in August 2020

\$	17,003.20
\$	314,281.38

CHECKS ISSUED IN AUGUST 2020:

2262	AT&T	Local phone charges	2.90	
2263	Baker Tilly Virchow Krause LLP	Audit Financial Statement Review	40.05	
2264	M-B Companies, Inc.	MB5 Parts	1,362.39	
2265	Storm Water Dept	Snow plowing charges from Feb 2020	621.86	
2266	Titan Aviation Fuels	Aero Class Program, Fuel Purchase	23,747.72	
2267	Verizon Wireless	IPad & cell phone charges	10.32	
2268	WI Public Service	Monthly Utility Charges	1,322.53	
2269	Donna's Cleaning Service	Weekly Cleaning Service	175.00	
2270	City of Stevens Point	Monthly Workers Comp Premium	267.56	
2271	Schierl Tire & Service	All wheel alignment -AC repair	230.15	
2272	Springbrook Holding Company LLC	Annual Software Maintenance Charges	6,067.40	
2273	Transportation Dept	Mowing operations	824.40	
2274	Mastercard	Cable, rug service & counter supplies	910.00	
EFT	Payroll	8/6/2020	3,508.56	
EFT	Payroll	8/20/2020	3,500.03	
	WI Dept of Revenue	Fuel Tax	213.84	
	IRS	Payroll Taxes	2,302.82	
	WI Dept of Revenue	Payroll Taxes	496.20	
	TOTAL EXPENSES LISTED		<u>\$ 45,603.73</u>	<u>\$ 45,603.73</u>
	BALANCE ON HAND AUGUST 31 , 2020			<u>\$ 268,677.65</u>

Balance on Hand	\$ 268,677.65		
Plus checks written after end of month			
Plus uncleared checks			
Less checks previously written clearing this month			
Ending Cash Balance matching Bank Statements	<table border="1"><tr><td style="text-align: right;">\$</td><td style="text-align: right;">268,677.65</td></tr></table>	\$	268,677.65
\$	268,677.65		

CITY OF STEVENS POINT

Stevens Point, Wisconsin

REPORT ON SUPPLEMENTAL INFORMATION OF THE CITY OF STEVENS POINT AIRPORT DEPARTMENT

As of and for the Years Ended December 31, 2019 and 2018

CITY OF STEVENS POINT, WISCONSIN

TABLE OF CONTENTS **As of and for the Years Ended December 31, 2019 and 2018**

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INDEPENDENT AUDITORS' REPORT

To the Airport Commission
City of Stevens Point
Stevens Point, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information for the City of Stevens Point, Wisconsin as of and for the year ended December 31, 2019, and have issued our report thereon dated July 16, 2020, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying detailed schedules of the Airport Department are presented for the purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

The accompanying schedules include prior year comparative information. We previously audited the financial statements of the City of Stevens Point, Wisconsin as of and for the year ended December 31, 2018 and our report dated on July 29, 2019, expressed an unmodified opinion on those financial statements. In our opinion, the prior year comparative information presented herein as of and for the year ended December 31, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The schedules in this report present only the Airport Department and are not intended to present fairly the financial position or changes in financial position of the City of Stevens Point in conformity with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Airport Commission, the City Council and management and is not intended to and should not be used by anyone other than these specified parties.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
July 16, 2020

CITY OF STEVENS POINT

DETAILED SCHEDULE OF AIRPORT DEPARTMENT – STATEMENTS OF NET POSITION As of December 31, 2019 and 2018

ASSETS		
	2019	2018
CURRENT ASSETS		
Cash and investments	\$ 385,452	\$ 290,728
Due from other governmental units	1,037	4
Inventory	29,618	54,349
Total Current Assets	<u>416,107</u>	<u>345,081</u>
NONCURRENT ASSETS		
Restricted Assets		
Net pension asset	-	20,439
Capital Assets		
Plant in service	10,059,788	10,027,710
Accumulated depreciation	<u>(8,101,506)</u>	<u>(7,641,668)</u>
Total Noncurrent Assets	<u>1,958,282</u>	<u>2,406,481</u>
Total Assets	<u>2,374,389</u>	<u>2,751,562</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to pensions	73,160	38,444
Deferred outflows related to OPEB	<u>1,517</u>	<u>786</u>
Total Deferred Outflow of Resources	<u>74,677</u>	<u>39,230</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	4,105	22,933
Accrued payroll	3,087	2,494
Due to municipality	10,716	6,118
Due to stormwater utility	<u>764</u>	<u>-</u>
Total Liabilities	<u>18,672</u>	<u>31,545</u>
NONCURRENT LIABILITIES		
Advance from municipality	16,000	16,000
Net pension liability	24,997	-
Compensated absences	13,170	9,668
Other postemployment benefits liability	<u>14,277</u>	<u>19,566</u>
Total Noncurrent Liabilities	<u>68,444</u>	<u>45,234</u>
Total Liabilities	<u>87,116</u>	<u>76,779</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to pensions	36,958	38,237
Deferred inflows related to OPEB	<u>1,917</u>	<u>258</u>
Total Deferred Inflows of Resources	<u>38,875</u>	<u>38,495</u>
NET POSITION		
Net invested in capital assets	1,958,282	2,386,042
Restricted for net pension asset	-	20,439
Unrestricted	<u>364,793</u>	<u>269,037</u>
TOTAL NET POSITION	<u>\$ 2,323,075</u>	<u>\$ 2,675,518</u>

See Independent Auditors' Report.

CITY OF STEVENS POINT

DETAILED SCHEDULE OF AIRPORT DEPARTMENT - STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION For the Years Ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
OPERATING REVENUES	<u>\$ 478,559</u>	<u>\$ 521,152</u>
OPERATING EXPENSES		
Operation and maintenance	550,939	605,577
Depreciation	<u>459,838</u>	<u>455,383</u>
Total Operating Expenses	<u>1,010,777</u>	<u>1,060,960</u>
Operating Loss	(532,218)	(539,808)
NONOPERATING REVENUE (EXPENSES)		
Investment income	830	-
Other items	<u>212</u>	<u>10,386</u>
Total Nonoperating Revenue (Expenses)	<u>1,042</u>	<u>10,386</u>
Loss Before Contributions and Transfers	(531,176)	(529,422)
TRANSFERS IN	155,420	152,000
CONTRIBUTIONS-MUNICIPALITY	<u>23,313</u>	<u>4,517</u>
CHANGE IN NET POSITION	(352,443)	(372,905)
NET POSITION - Beginning of Year	<u>2,675,518</u>	<u>3,048,423</u>
NET POSITION - END OF YEAR	<u>\$ 2,323,075</u>	<u>\$ 2,675,518</u>

See Independent Auditors' Report.

Statements of Cash Flows Follow

CITY OF STEVENS POINT

DETAILED SCHEDULE OF AIRPORT DEPARTMENT - STATEMENTS OF CASH FLOWS For the Years Ended December 31, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Received from customers	\$ 479,655	\$ 531,534
Paid to suppliers for goods and services	(414,957)	(513,382)
Paid to employees for services	(116,470)	(113,846)
Cash Flows from Operating Activities	<u>(51,772)</u>	<u>(95,694)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
General property taxes	<u>155,420</u>	<u>152,000</u>
Cash Flows from Noncapital Financing Activities	<u>155,420</u>	<u>152,000</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income	<u>830</u>	<u>-</u>
Cash Flows from Investing Activities	<u>830</u>	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital contribution from the municipality	23,313	4,517
Acquisition and construction of capital assets	<u>(33,067)</u>	<u>(528)</u>
Contributed capital		
Cash Flows from Capital and Related Financing Activities	<u>(9,754)</u>	<u>3,989</u>
Net Change in Cash and Cash Equivalents	94,724	60,295
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>290,728</u>	<u>230,433</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 385,452</u></u>	<u><u>\$ 290,728</u></u>

	2019	2018
RECONCILIATION OF OPERATING LOSS TO CASH FLOWS FROM OPERATING ACTIVITIES		
Operating loss	\$ (532,218)	\$ (539,808)
Miscellaneous nonoperating revenue	212	10,386
Noncash items included in income (loss)		
Depreciation	459,838	455,383
Unfunded postemployment benefits liability	(5,289)	8,012
Change in Assets and Liabilities		
Receivable from Muni	(1,033)	(4)
Accounts receivable	-	-
Inventory	24,731	(38,921)
Accounts payable	(18,828)	7,390
Accrued payroll	593	409
Payable to municipality	4,598	(1,936)
Payable to sewer utility	-	(1,110)
Payable to stormwater utility	764	(1,005)
Pension related deferrals and liabilities	11,358	2,484
Compensated absences	3,502	3,026
NET CASH FLOWS FROM OPERATING ACTIVITIES	\$ (51,772)	\$ (95,694)

August 2020

Airport Activity

- COVID-19 Operational adjustments in place.
- Maintenance of Operations Hangar building in progress (Est. completion Sept 15th)
- Hangar-area pavement project complete.
- Bureau of Aeronautics 5010 inspection 8/6/20.

Aircraft Movements

Activity logs are on file and available for viewing at the airport

- *351 Aircraft were logged during hours of operation for the month.*

Aircraft Type	#
Single Engine Private	303
Multi-Engine Private	4
Single Engine Business	0
Multi-Engine Business	0
Jet/Turbine	32
Helicopter	12

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

<u>2019</u>	<u>AC</u> <u>Movement</u>	<u>2020</u>	<u>AC</u> <u>Movement</u>
January	197	January	181
February	178	February	162
March	248	March	120
April	272	April	137
May	325	May	252
June	418	June	273
July	801	July	314
August	443	August	351
September	407	September	
October	389	October	
November	370	November	
December	392	December	
Total	4440	Total	1790
Average	370	Average	224
High Mo.	801	High Mo.	351
Low Mo.	178	Low Mo.	120

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

<u>100LL</u>	<u>Jet-A</u>	<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>
785	2082	January	880.67	1701
455.88	1848	February	1674.62	1118
2164.08	3475.3	March	1590.84	1373
2526.79	4255.8	April	2003.42	265
2389.94	5304.1	May	885.5	1374.7
3282.52	6983.7	June	1306.73	2510.5
5665.18	9066.6	July	1925.02	1638.6
3181.52	6448.6	August	1736.89	2491.9
2199.47	4908	September		
2519.22	6458.9	October		
1183.46	3075.2	November		
1452.05	2042.3	December		
27805.1	55948.5	Total	12003.7	12472.7
2317.09	4662.375	Average	1500.46	1559.09
5665.18	9066.6	High Mo.	2003.42	2510.5
455.88	1848	Low Mo.	880.67	265

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.*
- *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: August Year: 2020		(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		2984	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8978	2198	14160		
<u>Purchases</u> (+)	0	8000	8000		7962
<u>Sold</u> (-)	1736.89	2491.9	4228.79		
<u>Used</u> (-)	5	5	10		
<u>Total Qty</u> (=)	7236.11	10685.1	17921.21		
<u>Month End Jet-A Truck Quantity</u>	N/A	1813	N/A		
<u>Month End Qty</u> (-) (veeter-root)	7202	8822	17837		
<u>Difference</u> (=)	34.11	50.1	84.21		
<u>Tax exempt Gal.</u> (includes used gals)	<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u> 0	0		

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	80.04	97.21
This month end temp:	61.9	62.2
This month end meter:	7202	8822 (tanks only)
Prev month end inches:	99.07	32.04
Prev month end temp:	70	66.7
Prev month end meter:	8978	2198 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	7202	8822
Inventory Value:	<u>\$ 29,240.12</u>	<u>\$ 35,993.76</u>
Total Inventory Value:	<u>\$ 65,233.88</u>	