

# **CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA**

*Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin*

*July 11, 2023 - 8:00 a.m.*

**2022-2024 Board Members:** Chair Dave Ladick - Portage County, Vice Chair Chris Dickinson - Marathon County, Julie Morrow - Portage County, Becky Buch - Marathon County, Tom Seubert - Marathon County, Lon Krogwold - Portage County, Kurt Kluck - Marathon County.

**Mission Statement:** *Provide premier access to the world through aviation and be a catalyst for economic growth in our communities.* **Vision Statement:** *To be the airport of choice for central and northern Wisconsin.*

**The monthly meeting of the Central Wisconsin Joint Airport Board will have the option for members and the public to call-in via telephone conference. Airport Board members and the public may join the meeting by calling 1-469-480-4192 and enter Conference ID 586 086 871#. The conference line will be open to calls five (5) minutes prior to the meeting start time listed above.**

- 1) Call to Order by Chair Ladick at 8:00 a.m.
  - a) Pledge of Allegiance
- 2) Approval of Minutes of the May 9, 2023 Board Meeting (June Meeting Canceled)
- 3) Public Comment Period: 15-minute time limit
- 4) CWA Marketing Update – Advance Aviation
- 5) Mead & Hunt Presentation on Terminal Area Master Plan
- 6) Staff Reports
  - a) Director Report
    - i) Air Service Update
    - ii) US Senior Open Update
    - iii) Statistical Report
    - iv) Flight Schedule
    - v) Legislative Update
  - b) Financial Reports
    - i) Revenues and Expenses
    - ii) Budget Comparison
  - c) Operations and Project Reports
    - i) Update on Tower Design Contract
    - ii) Update on Runway Shift Project
    - iii) Update on Airport Operations
  - d) General Aviation Updates – Central Wisconsin Aviation
- 7) Adjournment
- 8) Next Scheduled Meeting Date: August 8, 2023 at 8:00 a.m.

*Any person planning to attend this meeting who needs some type of special accommodation to participate should call the County Clerk's Office at 715-261-1500 or e-mail [infomarathon@co.marathon.wi.us](mailto:infomarathon@co.marathon.wi.us) one business day before the meeting.*

# CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING MINUTES

## CENTRAL WISCONSIN AIRPORT TERMINAL

Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin

May 9, 2023 - 8:00 a.m.

Airport Board:	Dave Ladick, Chair Lonnie Krogwold Becky Buch Thomas Seubert	Chris Dickinson, Vice Chair Kurt Kluck Julie Morrow
Staff:	Brian Grefe, Airport Director Julie Ulrick, Badging Coordinator	Mark Cihlar, Assistant Airport Director
Visitors:	Karl Kemper, Becher Hoppe Jim Vruwink, Central Wisconsin Aviation	Rick Miller, Central Wisconsin Aviation Randy Dorshorst, Central Wisconsin Aviation
Handouts:	Record of Selection – On-call ATCT Architectural and Engineering Consulting Services	

**Call to Order:** Meeting called to order by Chair Ladick at 8:00 a.m.

**Approval of Minutes:** *Motion by Morrow, second by Kluck to approve the minutes of the March 14, 2023 board meeting. Motion carried unanimously.*

**Public Comment Period:** None.

### **Review and Possible Action on Air Service Incentive Program Resolution:**

The proposed Air Service Incentive Program is a replacement and renewal of CWA's existing Air Service Incentive Program, which was last renewed on February 18, 2022. The proposed program has extended the incentive period from 12 months to 24 months as allowable by federal code. This change makes the airport more attractive for new airlines and new routes on existing airlines by offering potential fee waivers and marketing contributions. ***Motion by Krogwold, second by Dickinson to approve Resolution R-01-23, the Central Wisconsin Airport Air Service Incentive Program, as presented. Motion carried unanimously.***

### **Review and Possible Action on Air Service Agreement and Minimum Revenue Guarantee (MRG):**

The air service agreement and minimum revenue guarantee up for approval was drafted based on conversations held with low cost carriers. The agreement aligns with the Small Community Air Service Development Grant used to recruit, initiate and support new, low-fare air service to Orlando (MCO/SFB) Phoenix (PHX/AZA) or a Southwest Florida hub airport. MRG guarantees a minimum revenue for new service or new routes. ***Motion by Morrow, second by Buch to approve the Air Service Agreement and Minimum Revenue Guarantee as presented. Motion carried unanimously.***

### **Review and Possible Action on Air Traffic Control Tower Architectural and Engineering Consulting Services Selection and Design Contract:**

Funding of up to \$608,000 for control tower improvements was secured through the Bipartisan Infrastructure Law FAA Contract Tower Competitive Grant Program. One of the requirements for the funding is to be ready to receive a grant with bids in by July of 2023. A consultant selection process began in April for ATCT architectural and engineering consulting services through a request for qualifications. Only one response was received, Woolpert, Inc. who is well qualified with teams of experts. The consulting contract would be for a five-year on-call no cost contract for future work. This grant covers 100% of project costs and the typical owner share is not required. \$50,000 for tower improvements was budgeted for in 2023 and may be used for improvements not eligible for funding. CWA

staff will have a short timeline to finalize a design contract in order to have bids ready by July. CWA staff will work with the selected firm to finalize the scope of the design contract, conduct an independent fee estimate for the final scope of services, and negotiate a final cost.

***Motion by Buch, second by Kluck to approve Woolpert, Inc. for providing on-call control tower architectural and engineering consulting services as presented. Motion carried unanimously.***

***Motion by Krogwold, second by Morrow to authorize the Airport Director to approve both the on-call contract and the design contract, which is to be negotiated by the Assistant Airport Director, with Woolpert, Inc. as presented. Motion carried unanimously.***

**Review and Possible Action on Permanent Utility Easement with Wisconsin Public Service:**

The runway decoupling project includes work to relocate three existing electric services providing power to FAA owned navigational aids. Although WPS has several utility easements on airport property, these existing electrical services are located outside of existing easement boundaries. The proposed utility easement would cover these existing utility locations and include the new locations for the changes needed by the project. Additionally, WPS has proposed extending one line to create a loop which will provide redundancy in the system. CWA staff worked with WPS and Becher Hoppe engineers to locate the proposed extension to minimize the impact to possible future development in the area. The new easement limits run generally parallel to Runway 8/26 on the south side. The easement is a no cost obligation for the airport and, if approved, the easement will be recorded with the deed of the property. ***Motion by Seubert, second by Kluck to approve the permanent utility easement with WPS as presented. Motion carried unanimously.***

**Staff Reports:**

**Director Report – Brian Grefe:**

Air Service Update – Delta will be adding one flight the Monday before and after the US Senior Open event. American will be adding a third daily flight starting June 27<sup>th</sup> and will be upgauging some flights to CRJ-700s to accommodate traffic for the US Senior Open. Rental cars and other ancillary revenues are expected to be positively impacted from the event.

Statistics – The March statistical report shows ATC operations down 29.2% on the month, with enplanements down 9.7% on the month. Load factors ranged from 86.5% to 72.5%.

Flight Schedule – The flight schedule remains at four daily flights. American has announced they will be adding a third daily flight beginning July 5<sup>th</sup>.

Legislative Update – Senators Baldwin and Sullivan published information on the Flight Education Access Act that would help with barriers to becoming a commercial pilot. The Act expands access to scholarships and loans to offset the high cost of pilot training.

NFHF Update – The first Never Forgotten Honor Flight was held on Monday, April 17<sup>th</sup> and the second flight will be heading out on Monday, May 15<sup>th</sup>.

**Financial Reports – Brian Grefe:**

Revenues and Expenses – The financial reports were prepared from the new Workday financial system, but the accounting categories are not all configured correctly. Some revenues and expenses may not be reflected in the report due to the configuration issues.

Budget Comparison – Revenues through April are up 16.28% over 2022 and expenses are up 1.73% year-to-date.

**Operations & Project Reports – Mark Cihlar:**

Update on Runway Shift Project – The runway shift project schedule is on track despite a few weather and material delays. The contractor is working to get ahead on some of the other phases to meet a successful completion date.

Update on Terminal Area Master Plan – There should be a June update of progress being made on the Terminal Area Master Plan.

Update on Airport Operations – Maintenance staff are working on landscaping and making simple changes along CWA Drive to improve its appearance before the US Senior Open. On May 24<sup>th</sup>, the airport will be conducting a full scale triennial emergency exercise to evaluate emergency response efforts, which will include mutual aid partners. The triennial exercise is an FAA requirement that is held every three years. Live burn training is scheduled the end of May and will utilize an aircraft simulator to provide an enhanced training experience.

**General Aviation Reports – Central Wisconsin Aviation:**

The FBO is anticipating an increase in GA traffic for the US Senior Open and they are ramping up fuel supplies and equipment. An efficient aircraft parking plan is being developed and they are considering the use of a shuttle to accommodate vehicle parking. The Stevens Point airport will fill up fast and upwards of 40,000 people are expected for the event. Flight school enrollment has picked up with the onset of spring and they are still working to find an A&P mechanic.

**Adjournment: 9:00 a.m. Motion by Buch, second by Kluck to adjourn. Motion carried unanimously.**

**Next Scheduled Meeting Date: June 13, 2023 at 8:00 a.m.**

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Julie Ulrick, Recording Secretary

**CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT  
SUMMARY - JUNE 2022 - 2023**

06-Jul-23

	2022 MONTH	2023 MONTH	% CHGE. 22-23	2022 Y-T-D	2023 Y-T-D	% CHGE. 22-23
<b>ACTUAL LANDINGS</b>						
AMERICAN	56	62	10.7%	350	350	0.0%
UNITED	0	0	0.0%	3	0	-100.0%
DELTA	90	62	-31.1%	562	359	-36.1%
CHARTERS	2	0	-100.0%	7	8	14.3%
<b>TOTAL OPERATIONS</b>	296	248	-16.2%	1,844	1,434	-22.2%
<b>ATCT OPERATIONS</b>	1,072	1,135	5.9%	5,975	5,470	-8.5%
<b>AIRLINE CANCELLATIONS</b>						
AMERICAN	0	0	0.0%	5	8	60.0%
UNITED	0	0	0.0%	0	0	0.0%
DELTA	0	0	0.0%	0	7	100.0%
<b>TOTAL CANCELLATIONS</b>	0	0	0.0%	5	15	200.0%
<b>ENPLANED PASSENGERS</b>						
AMERICAN	2,531	2,701	6.7%	15,521	15,256	-1.7%
UNITED	0	0	0.0%	133	0	-100.0%
DELTA	3,767	3,739	-0.7%	22,343	19,882	-11.0%
CHARTERS	256	0	-100.0%	857	1,018	18.8%
<b>TOTAL ENPLANED PASSENGERS</b>	6,554	6,440	-1.7%	38,854	36,156	-6.9%
<b>DEPLANED PASSENGERS</b>						
AMERICAN	2,487	2,815	13.2%	14,944	14,548	-2.6%
UNITED	0	0	0.0%	74	0	-100.0%
DELTA	3,827	4,001	4.5%	22,058	20,315	-7.9%
CHARTERS	256	0	-100.0%	857	1,018	18.8%
<b>TOTAL DEPLANED PASSENGERS</b>	6,570	6,816	3.7%	37,933	35,881	-5.4%
<b>AIR FREIGHT - AMERICAN</b>	202	0	-100.0%	853	612	-28.3%
<b>AIR FREIGHT - UNITED</b>	0	0	0.0%	0	0	0.0%
<b>AIR FREIGHT - DELTA</b>	0	0	0.0%	0	0	0.0%
<b>TOTAL AIRFREIGHT - AIRLINES</b>	202	0	-100.0%	853	612	-28.3%
<b>TOTAL AIRFREIGHT - GENERAL AVIATION</b>	161,276	151,943	-5.8%	873,843	812,742	-7.0%
<b>AIRLINES &amp; GEN AVIATION - AIRFREIGHT</b>	161,478	151,943	-5.9%	874,696	813,354	-7.0%

<b>LOAD FACTOR-CURRENT MONTH</b>	<b>SEATS</b>	<b>PAX</b>	<b>FACTOR</b>
AMERICAN	3,155	2,701	85.6%
DELTA	4,712	3,739	79.4%

# Central Wisconsin Airport – Flight Schedule

## July 11, 2023



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
5181	15:34	from MSP	CRJ	5192	07:02	to MSP	CRJ
5166	20:47	from MSP	CRJ	5181	16:19	to MSP	CRJ



<u>Arrivals – American Eagle</u>				<u>Departures – American Eagle</u>			
6193	11:03	from ORD	ERJ	6207	06:05	to ORD	ERJ
6194	14:20	from ORD	ERJ	6193	11:28	to ORD	ERJ
6187	19:46	from ORD	ERJ	6194	16:03	to ORD	ERJ

### Upcoming Charter Schedule

July 2 – Sun Country to Laughlin  
 Aug 3 – Sun Country to Omaha  
 Aug 31 – Sun Country to Laughlin

MSP = Minneapolis  
 ORD = Chicago O’Hare

Total CWA Flights Daily = 5

## CWA Legislative Update – July 2023

### House Appropriations Committee Clears FY 2024 DHS/TSA/CBP Report Funding Bill

(Source: Airport Alert, AAAE)

June 21, 2023

After a lengthy debate, the full House Appropriations Committee approved on a party-line vote of 33-25 the fiscal year (FY) 2024 funding bill for the Department of Homeland Security (DHS) and its component agencies, including the Transportation Security Administration (TSA) and U.S. Customs and Border Protection (CBP). The bill provides \$62.8 billion in discretionary funding for DHS, \$2.1 billion above the FY23 enacted level.

As discussed in detail yesterday, the bill supports a number of critical airport priorities including:

- rejecting the administration's proposals to eliminate reimbursements for law enforcement officer grants and state and local-led canine teams,
- continuing to fund TSA to staff exit lanes instead of shifting those costs to airports,
- funding 2,039 additional Transportation Security Officers and 150 additional CBP officers to address growing travel volumes,
- restoring resources for computed tomography instead of delaying the procurement and installation of technology able to detect the latest threats, and
- completing the process of reimbursing airports for the cost of inline baggage screening systems installed prior to December 31, 2007.

In addition, the House report includes language on aviation worker screening that urges TSA to "rescind the current ASP amendment and solicit a formal round of notice and comment to understand the full financial and operational impacts of this proposal on airports and the expected benefits to aviation security." Although this direction from the committee does not have the force of law, it is an important signal that the concerns AAAE and airports have raised regarding TSA's approach are resonating on Capitol Hill.

#### *TSA Workforce Pay Amendment:*

The FY23 omnibus appropriations bill provided funding for the TSA workforce to be compensated at pay rates comparable to their peers in the Federal workforce. On July 2, 2023, TSA employees will begin receiving this pay increase. TSA Administrator David Pekoske has repeatedly testified how vital pay equity is to recruit and retain TSA's workforce. The administration's FY24 budget request fully funded pay equity, however, the bill considered in Committee today does not. Instead, the bill only funds pay parity for Transportation Security Officers, but not for other TSA personnel like Federal Air Marshals, explosive specialists, canine handlers, or intelligence analysts.

Rep. David Trone (D-MD) offered an amendment to restore equitable funding for salaries across all of TSA's workforce. While many Democratic members spoke in favor of this amendment, it failed (25-33).

#### *What's Next in the House?*

House Appropriations Committee Chair Kay Granger (R-TX) indicated earlier this month that she intends to act quickly to get all FY24 appropriations bills signed into law; however, there is no announced

timeline yet for the full House of Representatives to begin considering these bills this summer. Over the last few years, consideration of the DHS funding bill stopped after the bill was favorably voted out of Committee due to its controversial border and immigration provisions. That could happen again this year, with final recommendations being wrapped into a larger omnibus spending bill much later in the year.

#### *Senate Appropriations Updates:*

On Thursday, June 22, 2023, the Senate Appropriations Committee will begin marking up their FY24 funding recommendations. However, it is unclear when the Senate Appropriations Committee will consider FY24 funding recommendations for DHS.

#### **House Committee Unanimously Approves Bipartisan FAA Bill (Source: Airport Alert, AAAE)**

June 14, 2023

After considering another round of amendments, the House Transportation and Infrastructure Committee unanimously approved a five-year bipartisan FAA reauthorization bill that calls for increasing AIP funds to \$4 billion. Before final passage, the committee narrowly approved an amendment to raise the mandatory retirement age for commercial airline pilots from 65 to 67 and an amendment to prohibit the FAA from issuing vaccine or mask mandates. During the two-day debate, the committee considered over 100 amendments.

Lawmakers considered two other airport-related amendments of note today. Rep. Thomas Massie (R-KY) offered an amendment to eliminate the federal cap on local Passenger Facility Charges. Massie argued that the free market and airports should be permitted to decide the appropriate PFC level at airports.

Ranking Member Rick Larsen (D-WA) voiced his support for adjusting the PFC cap but said he couldn't support the amendment because of the bipartisan agreement among the four committee leaders to oppose any amendment that didn't have their unanimous support. Chair Sam Graves (R-MO) made clear that he did not support the Massie amendment. After a spirited defense of local user fees, Massie withdrew his amendment.

Rep. Jesus "Chuy" Garcia (D-IL) offered and withdrew his amendment to add a modified version of the Good Jobs for Good Airports Act to the bill. His amendment would have required airlines and other concessionaires at large, medium, and small hub airports to pay their service workers at least \$15 per hour and provide certain benefits.

The Senate Commerce Committee is scheduled to mark up its version of the FAA reauthorization bill on June 15th, where we expect another long list of amendments. As we reported yesterday, Senator Ted Budd (R-NC) has filed a troubling amendment that would require and regulate transient general aviation parking at all airports.

On a positive note, Senator Cynthia Lummis (R-WY) has filed amendments, which we support, to eliminate onerous grant assurances and civil penalties in the Senate bill. Senators Deb Fischer (R-NE) and Gary Peters (D-MI) have also filed an amendment addressing the proposed grant assurances. More information and talking points may be viewed [here](#).



## *Amendments*

*Massie/Passenger Facility Charges:* Rep. Massie offered and withdrew an amendment to eliminate the PFC cap.

*Garcia/Good Jobs for Good Airports:* Rep. Garcia offered and withdrew his amendment to add the Good Jobs for Good Airports Act to the FAA bill.

*Mast/Ground Transportation:* Rep. Brian Mast (R-FL) offered two amendments related to ground transportation services at airports. The first would have required airports to submit reports to the FAA if they are unable to accommodate a request by a ground transportation company to provide services or expand services at their airport. The amendment was defeated by voice vote.

His second amendment would have required airports to ensure that all ground transportation rates, fees, and rentals are uniformly applied. Ranking Member Larsen voiced his opposition to the amendment, in part, because he said it was too prescriptive and would undermine the ability of airports to make their own decisions. Mast withdrew the second amendment.

*Nehls/Pilot Age:* The committee narrowly approved an amendment offered by Rep. Troy Nehls (R-TX) that would raise the mandatory retirement age for commercial airline pilots from 65 to 67. The vote was 32 to 31.

## *Manager's Amendment*

*Auchincloss/Curbside:* The manager's amendment includes a proposal from Rep. Jake Auchincloss (D-MA) that confirms nothing in the underlying bill shall be construed as preventing airports from: 1) engaging in curb designations or regulations; or 2) using sensors, cameras, or license plate readers to enforce curb zones.

*Edwards/State Block Grant Program:* The package includes an amendment from Rep. Chuck Edwards (R-NC) that would require GAO to issue a report on the responsibilities of states participating in the state block grant program. It would also require GAO to review the impact of the bipartisan infrastructure law (BIL) "and other federal administrative funding sources on the block grant states' ability to disburse and administer AIP funds."

*Ezell/Secondary Runways:* It also includes a proposal from Rep. Mike Ezell (R-MS) that would require the FAA to consider allowing small and nonhub airports to use BIL funds for secondary runways notwithstanding the level of operational activity at the airport.

*Johnson/Essential Air Service:* The underlying bill would require EAS communities to pay a 5 percent local match. The manager's package includes a proposal from Rep. Dusty Johnson (R-SD) that would exclude those EAS airports that are more than 175 miles from a medium or large hub airport.

*Molinaro/AAM and AIP:* The manager's amendment includes a proposal from Rep. Marc Molinaro (R-NY) that would allow DOT to establish a pilot program at up to ten airports that would allow those airports to use AIP funds for equipment to "support the operations of electric aircraft including interoperable electric vehicle charging equipment...."The pilot program would sunset in five years.

Molinaro/Unclassified Airports: The manager's amendment includes another proposal from Rep. Molinaro that would allow unclassified privately-owned reliever airports to submit a request to DOT to be reclassified based on criteria used to classify publicly owned airports.

Stauber/Essential Air Service: The package included a proposal from Rep. Pete Stauber (R-MN) that would limit the proposed local match for EAS communities to five percent.

### **Senate Committee Delays Consideration of FAA Bill**

**(Source: Airport Alert, AAAE)**

June 15, 2023

Before lawmakers had a chance to give opening remarks for a planned markup of the FAA reauthorization bill today, Senate Commerce Committee Chair Maria Cantwell (D-WA) pulled the plug over a dispute regarding pilot training requirements.

Senators John Thune (R-SD) and Kyrsten Sinema (D-AZ) had previously filed an amendment that calls for the FAA to establish requirements for an "Enhanced Qualification Program." Under their bipartisan plan, prospective pilots would be allowed to obtain 250 hours of credit for completing enhanced training provided by qualified participating carriers.

Proponents argue the plan would improve pilot training and enhance aviation safety. However, opponents including the Air Line Pilots Association and the Colgan Air family members have resisted any changes, and they have some heavy hitters in their corner including Senate Majority Leader Chuck Schumer (D-NY) and Senate Aviation Subcommittee Chair Tammy Duckworth (D-IL).

It's unclear how committee leaders will resolve the dispute or when the Commerce Committee will reschedule the markup. While next week is a possibility, it looks more likely that consideration will occur after the upcoming July 4 recess. By contrast it was smooth sailing on the House side yesterday when the Transportation and Infrastructure Committee approved its version of the FAA bill by a vote of 63-0.

### **Senate Commerce Committee Leaders Unveil Bipartisan FAA Bill**

**(Source: Airport Alert, AAAE)**

June 11, 2023

Senate Commerce Committee leaders have unveiled an updated bipartisan five-year FAA reauthorization bill that proposes to increase Airport Improvement Program funding to \$4 billion annually but would impose new federal grant assurances on airports. The proposed funding increase in the 461-page bill comes at a time when the recent debt ceiling puts downward pressure on non-defense spending.

There are several key differences between the House and Senate proposals. Unlike the House version of the bill, the Senate plan is light on proposed AIP formula changes. The Senate bill would retain the 75 percent turnback for large and medium hub airports that impose PFCs above \$3. It also excludes proposals to shift more funding to general aviation airports. But the Senate bill proposes to increase funding for commercial service airports with between 4,000 and 8,000 enplanements.

Like the House bill, the Senate plan avoids key controversial items like the perimeter rule and slots at Ronald Reagan Washington National Airport. It also excludes a proposal to raise the mandatory retirement age for commercial airline pilots from 65 to 67. But lawmakers are expected to offer amendments on both topics as the reauthorization process unfolds.

The Commerce Committee is planning to markup the FAA bill on Thursday before some lawmakers leave for the Paris Air Show. Meanwhile, the House Transportation and Infrastructure Committee is scheduled to begin considering its version of the bill on Tuesday morning. Committee leaders in both chambers are moving quickly to send a bill to the president's desk before the September 30 deadline.

### *Airport Infrastructure Funding*

**AIP Funding:** Like the House proposal, the Senate bill would increase annual AIP funding from \$3.35 billion to \$4 billion – a top airport priority. Over the five-year period, the bill would authorize an additional \$3.25 billion for AIP. This funding would augment the \$20 billion that Congress already approved for airport capital projects as part of the Bipartisan Infrastructure Law.

**Supplemental AIP Funding:** The Senate bill would not authorize any funding for supplemental discretionary grants for airports. The House version of the bill includes \$100 million annually for that purpose, and the previous version of the FAA reauthorization bill authorized approximately \$1 billion annually.

### *New Airport Improvement Program Grant Assurances*

**Chain FBO Fees:** The Senate bill proposes three new grant assurances that threaten to hold up funds for critical safety, security, and capacity projects. The first would condition AIP funds on airports ensuring that chain FBOs “publicly disclose on a continuous basis all its prices and fees for the use of its services, products, and facilities at the airport....”

AAAE is urging Congress to reject this AOPA-backed proposal. We're making that point that it is unrealistic to expect airports to police and enforce what FBOs charge for their services in real-time. Furthermore, airports do not have insight into complex FBO pricing methodologies, making it impossible for airports to know whether FBOs are disclosing “all retail, discounted, or other such prices and fees charged” as the bill requires.

Finally, we're making the case that it is unreasonable and unfair to penalize airports should a third party FBO fail to make pricing and fee information available to their customers. Airports have made similar arguments against labor proposals that would unfairly penalize airports and force them to police airlines and other vendors to ensure they pay their service workers certain wages and benefits.

**Transient Parking:** The second new grant assurance, which we oppose, would prohibit airports from imposing “unreasonable fees for transient aircraft parking that exceed the airport's cost to operate and maintain the area where transient aircraft may park.” Proponents of this language are seeking to allow airports to recoup only direct costs associated with the piece of pavement in question while ignoring the significant indirect costs that airports incur to ensure they are providing a safe operating environment for users, including the itinerant users taking advantage of that parking ramp.

Avgas: The third new grant assurance in the Senate bill would require airports to continue to make available to general aviation aircraft all types of fuel, including leaded fuel, that were available at the airport at any time during calendar year 2022 until December 31, 2030 or when 100 octane Low Lead avgas is “widely available.” To make matters worse, the bill calls for a \$5,000 a day civil penalty for airports that don’t comply with this proposed grant assurance. We’re urging the Senate to strike this proposal that would impose draconian civil penalties on airports.

#### *Other Airport Improvement Program Modifications*

Turnback Reduction: Unlike the House bill, the Senate bill does not include turnback reduction for large and medium hubs. Under current law, large and medium hubs that impose a PFC above \$3 are required to “turnback” 75 percent of their AIP entitlements. The House bill would reduce that turnback to 60 percent to help larger airports pay for their infrastructure projects. AAAE and ACI-NA are urging Congress to reduce the turnback to 50 percent without impacting the amount of funds available for the Small Airport Fund.

Transition from Small to Medium Hub: The financial penalty created by the PFC turnback is particularly hard on those airports that straddle the line between small and medium hub status. Like the House bill, the Senate plan includes a provision that would ease the transition for airports that move from small to medium hub status by allowing them to avoid any financial penalty for three consecutive years.

AIP Entitlements: The FY21 omnibus spending bill allowed AIP apportionments in FY22 and FY23 to be based on higher passenger numbers in CY18 or CY19 – whichever is higher – rather than lower numbers in CY20 or CY21. The House bill would extend that option through FY25 and ensure that airports are not unfairly penalized due to reduced passenger levels caused by the pandemic, the pilot shortage, and service reductions. The Senate bill does not include a similar extension.

Minimum Entitlement: Under the current AIP formula, the minimum entitlement for commercial service airports with more than 10,000 enplanements is \$1 million when Congress appropriates at least \$3.2 billion for AIP. The House bill would increase that amount to \$1.3 million. The Senate bill would retain the minimum \$1 million primary entitlement.

AIP Formula Changes: The Senate bill would increase the minimum entitlement for commercial service airports with between 4,000 and 8,000 enplanements by upping the amount from \$150,000 to \$400,000. (Commercial service airports with between 8,000 and 10,000 enplanements receive \$600,000.)

By contrast, the House bill would create a “sliding scale” of entitlements for commercial service airports to avoid the big discrepancies among the various categories. According to a committee summary, “commercial service airports will receive funding on a sliding scale that ramps up from the \$150,000 non-primary entitlement to the \$1.3 million minimum primary apportionment, depending on the number of enplaned passengers.”

Nonprimary Entitlement: The AIP entitlement for general aviation and non-primary commercial service airports is currently \$150,000 annually. AAAE and ACI-NA are proposing a tiered approach that calls for providing up to \$1,000,000 for the busiest national airports. The Senate and House bill would keep the \$150,000 cap in place.

Terminal Projects at Small Airports: The Senate bill would increase the cap on the cumulative amount of discretionary funds that non-hub and certain small hub airports can use for terminal projects from \$20 million to \$30 million under certain circumstances. AAAE and ACI-NA have been urging Congress to eliminate the cap.

Local Match: The Senate bill would reduce the local match for nonhub and nonprimary airports from 10 percent to 5 percent through FY26.

Runway Lights: The bill would expand AIP eligibility to include “a medium intensity approach lighting system with runway alignment indicator lights.”

Unleaded Fuel Storage: The bill would also allow airports to use AIP funds for infrastructure and equipment necessary “for the on-airport distribution of storage or unleaded aviation gas for use by piston-driven aircraft, including on-airport construction or expansion of pipelines, storage tanks, low-emission fuel system, and airport-owned and operated fuel trucks providing exclusively unleaded aviation fuels...” The House bill would make “the installation of unleaded aviation gasoline fueling systems and fueling systems for type certificated hydrogen aircraft AIP eligible.”

Terminal Development: The Senate bill would not expand AIP eligibility as AAAE and ACI-NA recommended. The House bill would expand AIP eligibility to cover more terminal development projects by removing the condition that eligible terminal projects be in non-revenue producing areas of a commercial service airport.

Alternative Project Delivery: The Senate bill would require the FAA to create a pilot program at not less than five airports “to award a design-build contract that project that uses alternative-delivery and advanced-construction methods, for purposes of evaluating the extent to which such methods expedite project delivery and reduce construction costs.”

Integrated Project Delivery: The Senate bill would also require DOT to establish a pilot program that would allow the FAA to “award grants for integrated project delivery contracts to carry out up to five building construction projects airports....”

Airport Accessibility Pilot Program: The bill would require DOT to establish “a pilot program to award grants to sponsors to carry out capital projects to upgrade the accessibility of commercial service airports for individuals with disabilities....” The measure would authorize \$20 million annually for the pilot program with funds coming from the AIP discretionary account.

General Aviation Public-Private Partnership Program: The measure would designate \$5 million in AIP discretionary funding annually for a new program that would allow GA airports and privately owned/public use airports to leverage private investment to improve airport facilities and construct hangars. Under the Senate plan, DOT would provide up to \$500,000 for each participating airport. No more than four airports per state could receive funding, and the federal share would be no more than 50 percent.

AIP Handbook: The Senate bill includes a narrow provision that would require the FAA to update the AIP handbook and include “reasonable exceptions” that would help airports in Alaska. By contrast, the House bill would require the FAA to update the AIP handbook within four years after the date of

enactment. It would also require the agency to “consult with airport stakeholders in developing the handbook and to release a draft handbook for public comment.”

### *Passenger Facility Charges*

PFC Cap: AAAE and ACI-NA have been urging Congress to eliminate the cap on Passenger Facility Charges to allow airports to use more local funds to construct airport infrastructure projects. The Senate and House bills would retain the current \$4.50 cap.

Noise Barriers: The Senate bill would allow small hub airports where the day-night sound level is expected to exceed 55 decibels or greater to use PFCs for noise barriers.

Broader PFC Eligibility: However, the Senate bill would not expand PFC eligibility to any lawful capital project as AAAE and ACI-NA recommended. The House bill would expand eligibility by removing the limitation that requires airports to use PFCs for projects that: preserve or enhance capacity, safety, or security; reduce noise; and enhance competition.

PFC Streamlining: During consideration of the last FAA bill, Congress expanded PFC streamlining to include small, medium, and large hubs. However, the FAA decided to apply the expedited procedures to only a narrow range of projects. The Senate bill would require DOT to prescribe regulations to streamline the PFC application process. And it would prohibit the agency from objecting to PFC projects that airports had already received federal funds for the same project.

However, it appears that the Senate bill would leave in place the costly and time-consuming process for many PFC applications. After the last FAA reauthorization bill, the FAA established a list of criteria that made certain projects ineligible for the streamlined application process. Unfortunately, the Senate bill would codify those same exemptions. If enacted into law, the Senate proposal will allow the agency to continue to prevent airports from using the streamlined application process for certain projects.

### *Regulatory Streamlining*

Section 163: The last FAA reauthorization bill included a provision designed to give airports more control over nonaeronautical land that they purchased without federal funds. Airports argue that the FAA has mishandled the implementation of that provision and created more unnecessary red tape. The Senate bill seeks to address those concerns by limiting the agency’s involvement except to ensure the safe and efficient operation of aircraft and safety of people as AAAE and ACI-NA recommended. The House bill also seeks to fix the current 163 problems but takes a slightly different approach.

### *PFAS Replacement Program and Transition Planning*

PFAS Replacement Program for Airports: The bill calls for DOT to establish a PFAS replacement program for airports not later than 90 days after the Department of Defense “approves a fluorine-free firefighting agent to the Qualified Products’ List for products meeting Military Specification....”

The bill also requires DOT to reimburse eligible airports for the “reasonable and appropriate costs” associated with the one-time initial acquisition of fluorine-free fighting foam for:

1. The capacity of all required ARFF equipment “listed in the most recent FAA-approved Airport Certification Manual;”

2. “The disposal of per-and polyfluoroalkyl products, including fluorinated aqueous film-forming agents;
3. “Cleaning or disposal of existing equipment or components thereof, to the extent such cleaning or disposal is necessary to facilitate the transition to a fluorine-free agent;”
4. “Any equipment or components thereof necessary to facilitate the transition to a fluorine-free agent;” and
5. Replacement of ARFF equipment "as determined by the Secretary as necessary to be replaced."

Authorization Levels: The Senate bill authorizes not more than \$350 million to carry out the PFAS replacement program.

Grants to Replace ARFF Vehicles: The bill requires DOT to reserve up to \$30 million of that amount to make grants available “to each eligible airport that is designated under part 139 as an Index A airport and does not have existing capabilities to produce fluorine-free foam,” to replace ARFF vehicles. The bill specifies that no grant is to exceed \$2 million.

Remaining Funds/Firefighting Foam Concentrate: The bill requires DOT to determine the amount of firefighting foam concentrate necessary for federally required ARFF vehicles “that meet index requirements under part 139 of each eligible airport in gallons.” The agency is required to distribute grants to each eligible airport based on the remaining funds available and a ratio of firefighting foam concentrate required for all ARFF vehicles to the total amount of nationwide foam concentrate.

#### *Contract Tower Program*

Controller Training: Airports have been urging Congress to take steps to address the shortage of air traffic controllers, in part, by allowing contractors to train controllers themselves. The Senate bill would require DOT within 180 days of enactment to coordinate with contractors to create air traffic controller training programs that would allow contractors to train controllers who: 1) do not have a Control Tower Operator certificate; 2) do not have an FAA tower credential; and 3) have completed an approved Air Traffic Collegiate Training Initiative program from an accredited school.

The House bill includes softer language that would require the Department of Transportation Inspector General to initiate an audit of the workforce needs of the Contract Tower Program and “determine whether there is a need to establish a training program to allow contractors to train controllers.”

Radar Displays: We have been urging Congress to allow contract tower controllers to use technology to improve situational awareness and provide dedicated funding for radar displays, ADS-B, and other equipment upgrades at contract towers. The Senate bill would allow controllers at contract tower airports to use a Standard Terminal Automation Replacement System (STARS), ADS-B, and other equipment to increase situational awareness for controllers. It would also require the FAA to partner with contractors on the appropriate initial training.

STARS: The Senate bill would require the FAA to “certify a commercial radar display capable of displaying primary and secondary radar targets for use by controllers in FAA Contract Tower program towers.” It also requires the FAA to move expeditiously to certify such systems for Federal contract tower and identify such systems by issues an advisory circular regarding the certification of such systems.”

The bill requires the FAA by December 31, 2025 to allow airports to purchase a STARS system “or any other equivalent system” through the FAA or directly from an original equipment manufacturer. It also states that the FAA “may” add STARS to the minimum equipment list.

**Application Process:** The FAA’s AIP funding process, backlogs in siting studies, and other factors have created a much longer development timeline for some airports. We have been urging Congress to require the FAA to extend the 5-year period between the b/c candidacy notification and ATCT acceptance. The Senate and House bills would extend the timeline to seven years as we recommended.

**Liability Insurance:** Liability insurance for the FCT program is currently capped at \$20 million. The Senate and House bills would require DOT to work with industry experts, including FCT contractors and aviation insurance professionals, to assess existing liability limits and to “determine if such limits should be updated.”

**Remote Towers:** The Senate bill would require the FAA within 180 days of enactment to “create a structured program and establish milestones to achieve system design approval for a remote tower system.” The House bill calls for a “qualified organization to conduct a study examining the viability and feasibility of remote tower technology....” It would also require the agency to issue a process for certification and approval. And it would give priority consideration for those airports that: 1) do not have an air traffic control tower; 2) provide small and rural community air service; and 3) participate in the Contract Tower Program.

#### *Small Community Air Service/Workforce*

**Essential Air Service Funding:** The Senate bill would increase funding for the Essential Air Service Program from \$335 million in FY24 to \$350 million in FY28. By contrast, the House bill would reduce EAS funding from \$332 million in FY24 to \$252 million in FY28. The administration's FY24 budget request includes \$348.6 million in appropriated funds for the program.

**Essential Air Service Reforms:** Current law prohibits DOT from subsidizing EAS to communities in the 48 contiguous states with passenger subsidy amounts exceeding \$200 unless those communities are located more than 210 miles from the nearest large or medium hub or unless DOT issues a waiver.

The Senate bill would change the definition of eligible EAS communities by requiring communities in the 48 contiguous states to be located at least 75 miles from the nearest large or medium hub airport. And it would prevent DOT from issuing a waiver for that requirement.

The measure would retain another requirement that eligible communities average 10 or more enplanements per day. It would also impose new restrictions by requiring a per passenger subsidy rate of less than \$500 for communities that are less than 175 miles from nearest large or medium hub and a per passenger subsidy rate of less than \$1,000 for all other communities.

The bill would allow DOT to grant waivers for communities for the 10 enplanement and \$500 per passenger subsidy rate requirements mentioned above if the location can demonstrate that it experienced a “temporary decline in demand.” However, the bill would prevent DOT from issuing more than two consecutive waivers.



Small Community Air Service Development Program: The Senate bill would increase funding from the Small Community Air Service Development program from \$10 million to \$20 million– the same amount that AAEE and ACI-NA recommended and \$10 million more than the House version of the bill.

Aviation Workforce Development Programs: The last FAA reauthorization bill required DOT to establish two programs to support the education of future aircraft pilots and aviation maintenance technical workers. The Senate bill would continue both programs and increase funding from \$5 million to \$10 million for each program through FY28. The bill would provide the same amount for an “aviation manufacturing workforce development program” through FY28. The House bill proposed to raise the funding level to \$15 million annually for all three programs through FY26.

### *Labor Initiatives*

Good Jobs for Good Airports Act: Neither the House nor the Senate bill include a labor-backed bill that would require airlines and concessionaires to pay their service workers at least \$15 per hour and provide those same workers with certain benefits. An initial version of the bill called for conditioning AIP, PFC, and BIL funding on the ability of an airport to ensure that airlines and concessionaires provide service workers with certain, prescribed wage rates and benefits.

After strong objections from AAEE and ACI-NA, SEIU and their allies on the Hill agreed to eliminate proposals that threaten airport funding and will instead focus directly on airlines, concessionaires, and those who employ airport service workers. Despite the positive changes, airports continue to have concerns about the modified proposal and its impact on airport partners and their operating costs, which could impact airport services and air service.

### *What’s Next?*

As mentioned above, the Senate markup is scheduled for Thursday. We expect a number of amendments, including the possibility of those that could impact airport operations or impose additional burdens on airports. Stay tuned for potential calls to action. We will also send you a section-by-section when it is released.

Meanwhile, the House is scheduled to begin considering its version of the bill tomorrow. Again, we expect a number of amendments to be offered. Stay tuned for calls to action on that side of the Capitol as well.

## FIN - Budget vs Actual for Organization

**Company** County of Marathon  
**Organization** Cost Center: CWA Operations  
**Period** FY2023 - June

Ledger Account	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
<b>Revenues</b>		0	0		
Transfer from Other Funds	1,600,000	0	0	(1,600,000)	0.00%
Intergovernmental Charges for Services	3,058,000	0	0	(3,058,000)	0.00%
Intergovernmental Revenue	1,139,683	0	0	(1,139,683)	0.00%
Public Charges for Services	0	397,705	1,394,343	1,394,343	0.00%
Miscellaneous Revenue	15,000	0	46,990	31,990	313.27%
<b>Total Revenues</b>	<b>5,812,683</b>	<b>397,705</b>	<b>1,441,333</b>	<b>(4,371,350)</b>	<b>24.80%</b>
<b>Expenditures</b>					
<b>Personnel</b>	<b>1,859,787</b>	<b>145,097</b>	<b>912,451</b>	<b>947,336</b>	<b>49.06%</b>
Salaries and Wages	1,331,838	107,155	660,008	671,830	49.56%
Employee Benefits	17,989	714	10,080	7,909	56.04%
Employer Contributions	509,960	37,227	242,363	267,597	47.53%
<b>Contractual Services</b>	<b>798,000</b>	<b>52,088</b>	<b>387,623</b>	<b>410,377</b>	<b>48.57%</b>
Professional Services	215,000	10,073	80,173	134,827	37.29%
Utility Services	263,000	36,227	154,294	108,706	58.67%
Repair and Maintenance Services	115,000	0	0	115,000	0.00%
Repair and Maintenance Services - Other	5,000	4,373	105,421	(100,421)	2,108.42%
Special Services - IT	0	850	36,256	(36,256)	0.00%
Other Contractual Services	200,000	565	11,479	188,521	5.74%
<b>Discretionary Operating</b>	<b>568,700</b>	<b>2,261</b>	<b>156,485</b>	<b>412,215</b>	<b>27.52%</b>
Office Supplies	8,500	33	10,033	(1,533)	118.03%
Publications, Subscriptions and Dues	140,600	0	14,859	125,742	10.57%
Travel	20,600	0	4,243	16,357	20.60%
Operating Supplies	221,000	420	11,150	209,850	5.05%
Repair and Maintenance Supplies	172,000	0	31,670	140,330	18.41%
Other Repairs and Maintenance Supplies	6,000	1,642	28,245	(22,245)	470.75%
Other Supplies and Expense	0	166	56,285	(56,285)	0.00%
<b>Building Materials</b>	<b>53,000</b>	<b>0</b>	<b>555</b>	<b>52,445</b>	<b>1.05%</b>
Metal Products	2,500	0	555	1,945	22.21%
Wood Products	500	0	0	500	0.00%
Raw Materials	20,000	0	0	20,000	0.00%

Fabricated Materials	25,000	0	0	25,000	0.00%
<b>Fixed Charges</b>	<b>112,000</b>	<b>0</b>	<b>25,284</b>	<b>86,716</b>	<b>22.58%</b>
Insurance	112,000	0	21,890	90,110	19.54%
Taxes and Payments in Lieu of Taxes	0	0	3,394	(3,394)	0.00%
<b>Capital Outlay</b>	<b>1,960,000</b>	<b>0</b>	<b>38,922</b>	<b>1,921,078</b>	<b>1.99%</b>
Capital Outlay	1,960,000	0	38,922	1,921,078	1.99%
<b>Debt Service - Non-Passenger Facility</b>	<b>461,196</b>	<b>0</b>	<b>0</b>	<b>461,196</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>5,812,683</b>	<b>199,445</b>	<b>1,521,320</b>	<b>4,291,363</b>	<b>26.17%</b>

**2022-2023 CWA Budget Summary YTD - June**

	<u>June YTD - 2023</u>	<u>June YTD - 2022</u>	<u>% CHANGE</u>
Airfield	\$0	\$170,954	
Control Tower	\$0	\$0	
Hangar	\$0	\$44,405	
Maintenance Shop	\$0	\$1,866	
Net Lease	\$0	\$163,341	
Parking	\$425,179	\$433,329	
Terminal Area	\$0	\$461,026	
Miscellaneous Revenue	\$46,990	\$20,822	
Public Charges for Services	\$969,164	\$0	
<b>Total Revenues</b>	<b>\$1,441,333</b>	<b>\$1,295,743</b>	<b>11.24%</b>
Personal Services	\$912,451	\$743,509	
Contractual Services	\$387,623	\$354,483	
Supplies and Expense	\$156,485	\$148,562	
Building Materials	\$555	\$10,086	
Fixed Charges-Insurance	\$25,284	\$22,877	
Capital Outlay	\$38,922	\$181,850	
<b>Total Expenses</b>	<b>\$1,521,320</b>	<b>\$1,461,367</b>	<b>4.10%</b>
<b>Revenue over Expense</b>	<b>-\$79,987</b>	<b>-\$165,624</b>	

# CONTRACT FOR ARCHITECTURAL CONSULTANT SERVICES

**AIRPORT NAME Central Wisconsin Airport**

**BOA PROJECT NUMBER CWA1017**

**AIP/STATE AID NUMBER SOP -77**

Between the

**OWNER:** Central Wisconsin Joint Airport Board, Mosinee, Wisconsin  
Represented by: SECRETARY OF TRANSPORTATION, agent for the owner

and

**CONSULTANT:** Woolpert, Inc.  
720 S. Colorado Blvd, Ste. 1200-S  
Glendale, CO 80246

This contract made and entered into by and between the Central Wisconsin Joint Airport Board, Mosinee, Wisconsin represented by its duly authorized agent, WISCONSIN DEPARTMENT OF TRANSPORTATION SECRETARY, Bureau of Aeronautics (BOA), in accordance with Wis. Stat. §114.32(1) (1993), hereinafter called the owner and Woolpert, Inc., hereinafter referred to as the consultant.

The owner proposes to: Upgrade CWA ATCT

## ALL SERVICES

The consultant represents it is in compliance with the laws and regulations relating to the profession of engineering and is willing and able to do the consultant services required in the proposed work in accordance with this contract.

It is expressly understood and agreed that the lump sum amount totals \$92,868.50, the actual costs shall not exceed \$10,585.13 and in no event will the total compensation and reimbursement paid hereunder exceed the maximum combined sum of \$103,453.63 for all of the services required under this contract except by amendment to this contract.

The consultant representative is Tracey Salazar whose telephone is 832-797-3206.

The owner representative is Mark Cihlar whose telephone number is 715-693-2147 Ext. 7212.

The Disadvantaged Business Enterprise goal on this contract is 0.00%.

Attached and made part of this architectural contract are the "General Provisions" and "Special Provisions." This contract incorporates and the parties agree to all of the **CONSULTANT SERVICES GENERAL PROVISIONS DATED** July 10, 2014.

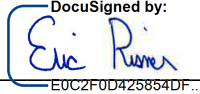
This contract has been agreed to and signed on the dates shown. Effective date of the contract is the latter of the two dates.

AS AGENT FOR OWNER

By: \_\_\_\_\_  
David M. Greene, Director  
Bureau of Aeronautics

Date: \_\_\_\_\_


CONSULTANT

By:  \_\_\_\_\_  
Eric Risner

Title: Vice President  
SS#/FEIN: 26-1584377

Date: 6/20/2023

CENTRAL WISCONSIN AIRPORT BOARD

By:  \_\_\_\_\_  
9B015AE7048D44C...

Title: Airport Director

Date: 6/20/2023

CONSULTANT BILLING ADDRESS:

Woolpert, Inc.

720 S. Colorado Blvd, Ste. 1200-S

Glendale, CO 80246

## **SPECIAL PROVISIONS FOR ARCHITECTURAL CONTRACT**

### **Part I. Payment/Scope of Services**

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- Section A.      **Payment**
1. Lump Sum
  2. Actual Costs

- Section B.      **Scope of Services**
1. Preliminary Work
  2. Design Work
  3. Construction/Testing/Closeout

### **Part II.        Other Provisions (As Required)**

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Examples  
Scope of Work

## Part I. Payment/Scope of Services

Attached to and made a part of the Consultant Architectural Services Contract:

Airport Name: Central Wisconsin Airport  
 BOA Project Number: CWA1017  
 AIP/STATE AID Project Number: SOP-77

### Section A. Payments

1. **Lump Sum** - The owner agrees to pay the consultant as compensation for professional services furnished under Section B and in accordance with the "General Provisions," a lump sum for each unit of work performed as follows:

Unit of Work	Time (Calendar Days)	Fee (Lump Sum)
a. Preliminary Work	8 days	\$25,580
b. Design Work	35 days	\$56,250
c. Bidding Work	30 days	\$11,038.50
<b>TOTAL (LUMP SUM)</b>		<b>\$92,868.50</b>

### 2. Actual Costs

The owner agrees to pay the consultant as compensation for actual costs the following:

Unit of Work	Fee (Actual Cost)
a. Sub-Consultant Becher Hoppe – Project Coordination and Bid Services	\$10,585.13
<b>Total (Actual Cost)</b>	<b>\$10,585.13</b>

**Total Contract Amount (Lump Sum and Actual Costs) - \$103,453.63**

**Section B. Scope of Services.** The consultant agrees to perform the following services:

### 1. Preliminary Work

- a. The consultant agrees to make all necessary preliminary surveys, soil investigations, studies, designs, reports, other investigations, and sketches requested by the owner in connection with the described work in the manner and to the extent directed by the owner, and complete work within the number of days stated in this contract from the date of the "Notice to Proceed."



- b. The owner agrees to pay the consultant as compensation for services furnished upon completion and acceptance of the preliminary work a lump sum as stated in Section A 1(a).

## 2. Design Work

- a. The consultant agrees to make and supply all necessary drawings, construction plans, designs, estimates, detailed drawings, specifications and contract documents, and obtain all necessary approvals by agencies other than BOA and the Federal Aviation Administration (FAA) required for the execution of the described improvements or any part or parts thereof as directed by the owner, and will complete the work within the number of days stated in this contract from the date of the original "Notice to Proceed."
- b. The owner agrees to pay the consultant as compensation for services furnished a lump sum as stated in Section A 1(b).
- c. The owner agrees to pay the consultant under Section A 2(a) (Actual Cost) on any other agency review fees paid by the consultant, a reimbursement to the consultant upon receipt of proof of payment.

## 3. Construction/Testing/Closeout

- a. The consultant agrees to provide all necessary project supervision, shop drawing reviews, inspections, tests or material certifications and change orders required for the execution of the work, for which the consultant has prepared construction plans and specifications, and provide "as-built" drawings of the completed work.
- b. The owner agrees to pay the consultant as compensation for construction supervision, shop drawing reviews, and "as-built" drawings a lump sum as shown in Section A1(c) of this contract.
- c. The owner agrees to pay the consultant as compensation for construction inspection trips to the project site starting at the pre-construction conference and ending with the final inspection. The total payment not to exceed is shown in Section A 2(b) of this contract.
- d. Test of materials which may be required will be a reimbursement at actual cost upon presentation of proof of payment with the invoice. The total payment not to exceed is shown in Section A 2(c) of this contract.

**SCOPE OF WORK  
FOR  
CENTRAL WISCONSIN AIRPORT  
Mosinee, Wisconsin  
AIP Project No. XXX-XXX-2023  
BOA CWA1017/SOP-77  
Air Traffic Control Tower Improvements**

This is Attachment A to the Architectural Consulting Services Contract dated May 30, 2023 between Wisconsin Bureau of Aeronautics (BOA) and Jviation, a Woolpert Company for providing professional services. For the remainder of this scope the Wisconsin Bureau of Aeronautics (BOA) is indicated as “Sponsor” and Jviation, a Woolpert Company is indicated as “Engineer.” The project budget for this project is approximately \$600,000. This budget includes all aspects of the project including administrative, legal, or professional fees.

This project shall consist of preparing Construction Plans, Contract Documents, Technical Specifications, Engineer’s Design Report and Bidding for the Air Traffic Control Tower (ATCT) Improvements Project. This scope of work is for the consulting services provided by the Engineer for the Sponsor. See Exhibit No. 1 below for the project location.



**EXHIBIT NO. 1**

## DESCRIPTION

The CWA ATCT, seen here in Exhibit No. 2, is 32 years old and in need of numerous improvements to ensure longevity of critical aviation services to the Mosinee, WI community. This project shall consist of completing the following improvements:

- Upgrade Air Traffic Control (ATC) Equipment
- Replace ATCT Cab consoles, shades, lighting, ceiling fan and carpet
- Install GPS Vehicle Tracking System

The voice switch, ATIS, voice recorder, light guns and radios are obsolete with a history of failures. The cab equipment consoles, carpet, lighting, ceiling fan and shades are at the end of their lifecycle and inefficient. These issues have caused operational impacts over many years so this project will replace these items, provide a GPS vehicle tracking system to improve airport safety, and install a new ceiling fan and vent to improve cooling and protect critical cab equipment.

Each of these proposed upgrades are described in more detail below.



**Exhibit 2**

### Upgrade ATC Equipment

This project will replace the voice switch, voice recorder, ATIS, light guns, and radios that have become obsolete and have a history of failures, which causes impacts to ATCT operations. In addition, some of the manufacturers for the existing equipment have gone out of business which makes finding replacement parts and repairing this equipment very challenging. By replacing this equipment with more current

options, it will allow for a more sustainable approach to the maintenance and repair of this equipment moving forward.

#### Replace ATCT Cab Consoles, Shades, Lighting, Ceiling Fan and Flooring

The existing equipment consoles and carpet have sustained damage over the years and will be replaced with more ergonomically correct consoles and Electrostatic Discharge (ESD) flooring that will be designed to accommodate and protect the new equipment. To improve cooling and energy efficiency in the cab, new double shades, a high-volume ceiling fan, LED lighting, a mini split air conditioning unit and a roof vent will be installed.

#### Install GPS Vehicle Tracking System

With ground vehicle incursions into critical safety and movement areas on the rise, a new Airport Vehicle Tracking System will be installed to improve safety at CWA.

The engineering fees for this project are outlined under **Basic Services** and include 1) Preliminary Design Phase and 2) Detailed Design Phase, Construction Documents and 3) Bid Phase and Reimbursable Costs During Design and Bidding. The engineering fees for this scope do not include Construction Administration and Construction Management. These three phases are described in more detail below.

**BASIC SERVICES** consists of the Preliminary Design Phase, Detailed Design Phase, Construction Documents and Bid Phase, all invoiced on a lump sum basis. **SPECIAL SERVICES** consists of the direct subcontract costs, such as onsite project administration, Construction Safety and Phasing Plan and delivering onsite bidding support and documentation.

### 1.0 Preliminary Design Phase

**1.01 Coordinate and Attend Meetings with the Sponsor and FAA.** Meetings with the Sponsor and the FAA will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), determine the feasibility of the proposed project. Various meetings during the design phase will also be conducted to review the progress of the design, discuss construction details and proposed time frame of construction, and identify any special requirements for the project. It is anticipated that there will be up to five meetings with the Sponsor and/or the FAA throughout the course of Preliminary Design, Detailed Design and Bid phases.

**1.02 Prepare Project Scope of Work and Contract.** This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the Sponsor and may be subject to an independent fee estimate conducted by a third party hired by the Sponsor. This task also includes drafting the contract for the work to be completed by the Engineer for the Sponsor once negotiations are complete.

**1.03 Prepare Preliminary Cost Estimating.** This task includes creating a preliminary construction rough order of magnitude (ROM) cost estimate, a preliminary working days estimate, a preliminary overall project schedule, and a preliminary overall project budget. The preliminary construction ROM cost estimate will be based upon the most current information available at the time of preparation. Work to refine these estimates is included under Task 2.10.

**1.04 Provide Project Coordination.** The Engineer shall provide project management and coordination services to ensure the completion of the design. These duties include:

- Time the Engineer spends planning, organizing, securing, and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- The Engineer will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedules within budget.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.
- The Engineer will prepare and submit monthly invoicing.

The Engineer will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Engineer's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a design schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.

**1.05 Review Existing Documents.** The Engineer will gather and review existing available documentation that may be relevant to the project, including, but not limited to, record drawings (as-builts), design reports, final reports, utility reports/maps and previous surveys. The Engineer may use relevant information from this review to coordinate the design for the project.

TASK 1 DELIVERABLES	TO FAA	TO SPONSOR
1.01 Meeting Agendas, AIP Development Schedule, and Meeting Minutes from Pre-Design Meeting	✓	✓
1.02 Scope of Work and Draft Contract for the Sponsor	✓	✓
1.03 Preliminary Cost Estimate	✓	✓
1.04 Design Schedule, PSR, and Monthly Invoicing		✓

TASK 1 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
1.01 Pre-Design Timeline Meeting	<ul style="list-style-type: none"> <li>• Mosinee, WI – One (1) Project Manager  One (1) Senior Consultant II and One (1) Architect  Project Leader II; Assume One (1) hour via  teleconference (1 meeting)</li> </ul>
1.01 Pre-Design Scoping Meeting	Mosinee, WI -One (1) Project Manager IV; Assume One (1) hour via teleconference (1 meeting)

## **2.0 Design Phase**

**2.01 Weekly Meetings During Design.** The design team will conduct and attend internal weekly meetings during the course of design to ensure design elements are being completed on schedule, to address any questions or concerns related to the design, and to ensure adequate resources are assigned to complete the design on schedule.

**2.02 Develop ATCT Model in Revit.** A three-dimensional model of the existing ATCT will be created using the original architectural drawings as a reference. This model will assist in completing the designs for the various systems and components that will be upgraded within the ATCT.

**2.03 Prepare Preliminary Contract Documents.** This task includes preparing the Preliminary Contract Documents, including Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, Certification of Non-Segregated Facilities, Equal Employment Opportunity Report Statement, Buy America Certification, Buy America Waiver Request, Buy America Conformance Listing, Certification Statement Regarding Undocumented Individuals, Bid Proposal, Contract, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Notice of Contractor's Settlement, General Provisions, FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*, and Wage Rates. The wage rates will be updated at the time of advertisement to reflect the most current wage rates available. Preparation will include establishing the location for the bid opening, dates for advertisement and description of the work schedule. Also included in the Preliminary Contract Documents, and covered under separate tasks below, are the Construction Safety and Phasing Plan, Technical Specifications, and Special Provisions. Preliminary Contract Documents will be prepared as early as possible during the design phase and submitted to the Sponsor for review.

**2.04 Prepare Construction Safety and Phasing Plan (CSPP).** This task includes meeting with the Sponsor to discuss the current operations of the airport to assist in determining how the proposed construction phasing of the project will affect these operations. From these meetings, a complete Construction Safety and Phasing Plan (CSPP) will be developed to ensure safety compliance when coordinating construction activities and airport operations. The CSPP will be developed in accordance with the requirements of FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*. A construction phasing plan that meets the requirements of the AC and operational needs of the airport will be developed and included in the Contract Documents. This plan will also identify any nighttime work, continuous working times, or other unusual conditions that could affect the Contractor's normal progress on the project. The draft CSPP will be submitted at 30% complete and at 90% complete for ADO review. Upon preliminary approval from the ADO, the CSPP will be submitted to FAA for OE/AAA coordination.

**2.05 Prepare Preliminary Construction Plans.** This task includes preparing the following list of construction plans for the project. Additional plans may be added during the design phase as needed:

Plan Name/Description	Number of Sheets
Cover Sheet	1
Index of Drawings and Summary of Approximate Quantities	1
General Notes and Legend	1
Construction Layout Plan	1
Safety Plan	1
Construction Safety Drawing	2
ATCT Cab Console Demolition Plans	1
Equipment Replacement Plan	1
ATCT Cab Floor Plans	2
ATCT Cab Details	1
Equipment Room Details	2
Cab Ceiling Plan	1
Roof Plan	1
Airport Vehicle Tracking System Plan	1
<b>Total Sheet Count</b>	<b>17</b>

**2.06 Prepare Preliminary Technical Specifications.** This task includes assembling the technical specifications necessary for the project. Standard FAA specifications will be utilized where possible, with the guidance from FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*. Additional specifications will be prepared to address work items for materials that are not covered by the standard FAA specifications. The standard specifications to be utilized shall include, but are not limited to, the following:

- Item C-105 Mobilization

Additional Architectural Specifications will include, but are not limited to, the following items:

- 01140 Work Restrictions
- 01290 Payment Procedures
- 01 10 00 Summary
- 01 21 00 Allowances
- 01 25 00 Substitution Procedures
- 01 26 00 Contract Modification Procedures
- 01 29 00 Payment Procedures
- 01 31 00 Project Management and Coordination
- 01 32 00 Construction Progress Documentation
- 01 32 33 Photographic Documentation
- 01 33 00 Submittal Procedures
- 01 40 00 Quality Requirements
- 01 42 00 References
- 01 50 00 Temporary Facilities and Controls
- 01 60 00 Product Requirements
- 01 73 00 Execution
- 01 77 00 Closeout Procedures
- 01 78 23 Operation and Maintenance Data
- 01 78 39 Project Record Documents
- 01 79 00 Demonstration and Training
- 01 91 13 General Commissioning Requirements
- 02 10 00 Maintenance of Existing Conditions
- 02 41 19 Selective Demolition
- 12 32 13 Manufactured Wood-Veneer-Faced Casework
- 22 05 03 Through Penetration Firestopping
- 22 05 50 Seismic Requirements for Equipment and Supports
- 26 05 19 Low-Voltage Electrical Power Conductors and Cables
- 26 05 26 Grounding and Bonding for Electrical Systems
- 26 05 29 Hangers and Supports for Electrical Systems
- 26 05 34 Conduit
- 26 05 37 Boxes
- 26 05 53 Identification for Electrical Systems
- 26 22 00 Low-Voltage Transformers
- 26 24 16 Panelboards
- 26 27 16 Electrical Cabinets and Enclosures
- 26 27 17 Equipment Wiring
- 26 27 26 Wiring Devices
- 26 29 13 Enclosed Controllers

## → 27 10 00 Structured Cabling

**2.07 Prepare Preliminary Special Provisions.** This task includes preparing the preliminary Special Provisions to address, or expound on, site conditions that require additional clarification. These include, but are not limited to: Haul Roads, Airport Security, Radio Communications, Work Schedule, Sequencing of the Work, Closure of Air Operations Areas, Accident Prevention, Underground Cables/Utilities, Insurance, Indemnification, Sales, and Use Taxes, Permits and Compliance with Laws, Executed Contracts, Subletting or Assigning of Contracts, Qualification of Disadvantaged Business Enterprises, and Liquidated Damages, and Instruction Manuals.

**2.08 Compile/Submit Permits.** This task includes identifying potential federal, state, and local permits needed for the project. When applicable, the Engineer will assist the Sponsor to compile information and submit permits that are required to be obtained by the Sponsor.

**2.09 Calculate Estimated Quantities.** This task includes calculating all necessary quantities for the various work items. Quantities must be consistent with the specifications and acceptable quantity calculation practices.

**2.10 Prepare Estimate of Probable Construction Cost.** Using the final quantities calculated following the completion of the construction plans and specifications, the Engineer will coordinate with the cost estimating team to prepare the construction cost estimate. The Engineer will provide the team information from previous projects and other available databases to assist with the cost estimating.

**2.11 Prepare Engineer's Design Report.** This task includes preparation of the Engineer's Design Report in accordance with current FAA Great Lakes Region Engineer's Design Report guidelines. The Engineer's Design Report will include a detailed summary of the project, photographs, and descriptions of existing site conditions, recycling, and material availability analysis, estimate of project costs, and a schedule for the completion of the design, bidding, and construction. The Engineer's Design Report will also contain any alternative design concepts that were investigated and evaluated.

**2.12 Review Plans at 90% Complete.** At 90% completion of the design, the Engineer will submit a set of Construction Plans, Specifications, and Contract Documents to the Sponsor and FAA for their review. Meetings will be scheduled for reviews and include a 90% plans-in-hand review with the FAA to obtain their concurrence with the design.

**2.13 Provide In-House Quality Control.** The Engineer has an established quality control program that will provide both experienced and thorough reviews of all project submittals and will also provide engineering guidance to the design team throughout design development from an experienced, senior-level Professional Engineer.

Prior to each review set of Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted to the Sponsor and FAA, a thorough, in-house quality control review of the documents will be conducted. This process will include an independent review of the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted by a licensed Professional Engineer other than the Engineer who performed the design of the project. Comments will be offered by the Engineer that performed the review, and revisions to the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report will be made accordingly.



In addition to the 90% review, the Engineer's in-house quality control program also provides engineering guidance to the design team throughout the project design in an attempt to steer the project in a manner that provides the best engineering judgment.

**2.14 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer's Design Report.** A final set of Construction Plans (11" x 17"), Specifications, Contract Documents, and the Engineer's Design Report will be prepared and submitted to the Sponsor and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Electronic copies will be provided.

TASK 2 DELIVERABLES	TO FAA	TO SPONSOR
2.03 Preliminary Contract Documents for Sponsor's Review		✓
2.04 CSPP at 90%	✓	✓
2.12 90% Construction Plans, Specifications, Contract Documents, and Engineer's Design Report	✓	✓
2.14 Final Construction Plans, Specifications and Contract Documents, and Engineer's Design Report	✓	✓

TASK 2 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
2.01 Weekly Meetings	<ul style="list-style-type: none"> <li>Mosinee, WI - One (1) Senior Consultant II, One (1) Project Manager IV and One (1) Architect Project Manager II; Assume One (1) hour via teleconference (5 meetings)</li> </ul>
2.12 Plan Review at 90% Complete.	<ul style="list-style-type: none"> <li>Mosinee, WI - One (1) Senior Consultant II, One (1) Project Manager IV and One (1) Architect Project Manager II; Assume Two (2) hours via teleconference (1 meeting)</li> </ul>

### **3.0 Bidding Phase**

**3.01 Provide Bid Assistance.** The Engineer will assist the Sponsor, as needed, with the preparation of any required bidding documents. Included as part of this task, the Engineer will prepare a legal advertisement and provide it to the Sponsor for submission into the newspapers. Additionally, the Engineer will provide bidding documents to the Bureau of Aeronautics (BOA) for electronic bidding, which is to be administered by BOA on [Bidexpress.com](http://Bidexpress.com), and directly notify potential contractors and plan rooms in order to maximize project exposure and generate interest in the project. The Engineer will coordinate payment for the project advertisement(s) and request reimbursement from the Sponsor as a pass-through cost during invoicing.

**3.02 Prepare/Conduct Pre-Bid Meeting.** The Engineer will conduct the pre-bid meeting and pre-bid site visit in sequence with the Sponsor and contract document requirements.

**3.03 Prepare Addenda.** Any necessary addenda will be issued to clarify and modify the project, as required, and based on questions or comments that may arise from potential contractors during the bidding process. Any necessary addenda will be reviewed with the Sponsor and FAA prior to being issued. The addenda will meet all design and construction standards, as required.

**3.04 Consult with Prospective Bidders.** During the bidding process, the Engineer shall be available to clarify bidding issues with contractors and suppliers and for consultation with the various entities associated with the project.

**3.05 Review Bid Proposals.** Upon the opening of submitted bid proposals by the Sponsor, the Engineer shall meet with the Sponsor and review all of the bid proposals submitted and provide recommendations.

TASK 3 DELIVERABLES	TO FAA	TO SPONSOR
3.01 Required Bidding Documents	✓	✓
3.02 Pre-Bid Meeting Agenda and Pre-Bid Meeting Minutes	✓	✓
3.03 Addenda	✓	✓

TASK 3 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
3.02 Prepare/Conduct Pre-Bid Meeting	<ul style="list-style-type: none"> <li>• Mosinee, WI - One (1) Architect Project Manager II; Assume Four (4) hours via teleconference (1 meeting); One (1) Senior Consultant II and travel to/from Denver, CO.</li> </ul>
3.05 Review Bid Proposals	<ul style="list-style-type: none"> <li>• Mosinee, WI - One (1) Senior Consultant II, One (1) Project Manager IV and One (1) Architect Project Manager II; Assume One (1) hour via teleconference (1 meeting)</li> </ul>

### **Special Considerations**

The following special considerations are required for this project but will be completed by a subconsultant to the Engineer/Architect. The cost for this work will be included in the engineering contract agreement with the Sponsor and the costs are in addition to the engineering fees outlined above.

**Project Administration and Bidding Documentation/Support.** Onsite support for project site survey, coordination, administration, and the bidding phase.

### **Assumptions**

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the Engineer and Sponsor. Add assumption regarding consultant not responsible for State Approved plans

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the Engineer, the cost of mileage is calculated in accordance with the current IRS rate and per diem and lodging are calculated in accordance with applicable, current GSA rates. The actual amounts to be invoiced for mileage and per diem will be in accordance with the applicable, published IRS and GSA rates at the time of service and may vary from the rates used in the fee estimate. Lodging will be invoiced as an actual expense incurred.

2. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
3. The Sponsor will provide relevant mapping data including as-builts available for the project areas and existing layouts in the project area and other available information in the possession of the Sponsor.
4. The Sponsor will furnish escorts as needed for the Engineer to conduct field work.
5. The Sponsor will coordinate with tenants as required to facilitate field evaluations and construction.
6. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Great Lakes Region's Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.
7. The Engineer will utilize the following plan standards for the project:
  - Plans will be prepared using the Engineer's standards, unless the Sponsor provides its own standards upon Notice to Proceed.
  - Plan elevations will be vertical datum NAVD 88 derived from the existing control network.
  - Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
  - All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.
  - Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the Engineer.
  - The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated and will supplement the Engineer's standards.
8. The Engineer will utilize the following assumptions when preparing the project manual for bidding and construction of the project:
  - The project manual Contract Documents will be developed jointly by the Sponsor and the Engineer.
  - The Engineer is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the BOA.

- FAA General Provisions and required contract language will be used.
9. The Engineer must maintain records of design analyses and calculations consistent with typical industry standards, as required by the FAA, for a period of three years after the project is closed by the FAA.
10. Because the Engineer has no control over the cost of construction-related labor, materials, or equipment, the Engineer's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The Engineer does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from Engineer's estimates of construction cost.
11. Consultant is not responsible for state-approved plans.

### **Additional Services**

The following items are not included under this agreement but will be considered as extra work:

- Redesign for the Sponsor's convenience or due to changed conditions after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Engineer is prepared to assist the Sponsor in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Additional or extended services during construction made necessary by extension of contract time, non-concurrent work, or changes in the work.
- Legal, surety, or insurance support, coordination, and representation.

Extra Work will be as directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the Engineer.

AIRPORT: Central Wisconsin Airport  
 AIP/PROJ. NO.: BOA CWA1017 and SOP 77  
 PROJECT NAME: CWA ATCT Improvements  
 DATE: June 14, 2023



Labor Category	Total Hours	Billing Rate	Total Cost
<b>1.0 Preliminary Design Phase (Lump Sum)</b>			
Practice Operations Leader	4 hrs. x	\$ 305.00 /hr =	\$ 1,220.00
Engineer Project Mgr III	52 hrs. x	\$ 255.00 /hr =	\$ 13,260.00
Arch Project Mgr III	4 hrs. x	\$ 230.00 /hr =	\$ 920.00
Arch Project Mgr II	8 hrs. x	\$ 210.00 /hr =	\$ 1,680.00
Architectural Designer I	4 hrs. x	\$ 140.00 /hr =	\$ 560.00
Consultant II	23 hrs. x	\$ 280.00 /hr =	\$ 6,440.00
Project Coordinator II	4 hrs. x	\$ 135.00 /hr =	\$ 540.00
Billing Analyst Team Lead II	2 hrs. x	\$ 155.00 /hr =	\$ 310.00
Project Coordinator I	2 hrs. x	\$ 115.00 /hr =	\$ 230.00
MEP Senior Engineer	2 hrs. x	\$ 210.00 /hr =	\$ 420.00
<b>SUBTOTAL</b>	<b>105 hrs.</b>	<b>SUBTOTAL \$</b>	<b>\$ 25,580.00</b>
<b>Reimbursables</b>			
Auto Rental	0 Day x	\$ 85.00 /Day=	
Mileage	0 Mi x	\$ 0.655 /Mi=	
Lodging + Tax & Fees	0 Day x	\$ 110.00 /Day=	
Per Diem	0 Day x	\$ 59.00 /Day=	
Travel & Airline Costs	0 Trip x	\$ 500.00 /Trip=	
		<b>SUBTOTAL \$</b>	<b>\$ -</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>\$ 25,580.00</b>

TASK	LABOR CATEGORY											Phase Item Costs
	Practice Operations Leader	Engineer Project Mgr III	Arch Project Mgr III	Arch Project Mgr II	Architectural Designer I	Consultant II	Project Coordinator II	Billing Analyst Team Lead II	Project Coordinator I	MEP Senior Engineer		
<b>1.0 Preliminary Design Phase (Lump Sum)</b>	Eric	Tracey	Adam	Tadd	Ryanne	Todd	Marisa	Nancy	Emily	Joel		
1.01 Coordinate and Attend Meetings with the Sponsor		2				2						\$ 1,070.00
1.02 Prepare Project Scope of Work and Contract	4	16	2			1	4	2				\$ 6,890.00
1.03 Prepare Preliminary Cost Estimating		2		4		8						\$ 3,590.00
1.04 Provide Project Coordination		30				8			2			\$ 10,120.00
1.05 Review Existing Documents		2	2	4	4	4				2		\$ 3,910.00
<b>TOTALS</b>	<b>4</b>	<b>52</b>	<b>4</b>	<b>8</b>	<b>4</b>	<b>23</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>\$ 25,580.00</b>

Labor Category	Total Hours	Billing Rate	Total Cost
<b>2.0 Design Phase (Lump Sum)</b>			
Practice Operations Leader	1 hrs. x	\$ 305.00 /hr =	\$ 305.00
Engineer Project Mgr III	35 hrs. x	\$ 255.00 /hr =	\$ 8,925.00
Arch Project Mgr III	6 hrs. x	\$ 230.00 /hr =	\$ 1,380.00
Arch Project Mgr II	71 hrs. x	\$ 210.00 /hr =	\$ 14,910.00
Architectural Designer I	37 hrs. x	\$ 140.00 /hr =	\$ 5,180.00
Consultant II	67 hrs. x	\$ 280.00 /hr =	\$ 18,760.00
Project Coordinator I	0 hrs. x	\$ 115.00 /hr =	\$ -
Billing Analyst Team Lead II	2 hrs. x	\$ 155.00 /hr =	\$ 310.00
Arch Project Mgr IV	8 hrs. x	\$ 285.00 /hr =	\$ 2,280.00
MEP Senior Engineer	20 hrs. x	\$ 210.00 /hr =	\$ 4,200.00
<b>SUBTOTAL</b>	<b>247 hrs.</b>	<b>SUBTOTAL \$</b>	<b>\$ 56,250.00</b>
<b>Reimbursables</b>			
Auto Rental	0 Day x	\$ 85.00 /Day=	
Mileage	0 Mi x	\$ 0.655 /Mi=	
Lodging + Tax & Fees	0 Day x	\$ 110.00 /Day=	
Per Diem	0 Day x	\$ 59.00 /Day=	
Travel & Airline Costs	0 Trip x	\$ 500.00 /Trip=	
		<b>SUBTOTAL \$</b>	<b>\$ -</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>\$ 56,250.00</b>

TASK	LABOR CATEGORY											Phase Item Costs
	Practice Operations Leader	Engineer Project Mgr III	Arch Project Mgr III	Arch Project Mgr II	Architectural Designer I	Consultant II	Project Coordinator I	Billing Analyst Team Lead II	Arch Project Mgr IV	MEP Senior Engineer		
<b>2.0 Design Phase (Lump Sum)</b>	Eric	Tracey	Adam	Tadd	Ryanne	Todd	Emily	Nancy	Andy	Joel		
2.01 Weekly Meetings During Design		5		5	5	5						\$ 4,425.00
2.02 Develop ATCT Model in Revit		2	2	4	20	2						\$ 5,170.00
2.03 Prepare Preliminary Contract Documents		4		4								\$ 1,860.00
2.04 Prepare Construction Safety and Phasing Plan (CSPF)		2										\$ 510.00
2.05 Prepare Preliminary Construction Plans		8	2		12	24				10		\$ 13,000.00
Cover Sheet				2								\$ 420.00
Index of Drawings/Summary of Approximate Quantities				2								\$ 420.00
General Notes and Legend				1								\$ 210.00
Construction Layout Plan				2								\$ 420.00
Safety Plan				2								\$ 420.00
Construction Safety Drawing				1								\$ 210.00
ATCT Cab Console Demolition Plans				2								\$ 420.00
Equipment Replacement Plan				2								\$ 420.00
ATCT Cab Floor Plans				2								\$ 420.00
ATCT Cab Details				2								\$ 420.00
Equipment Room Details				2								\$ 420.00
Cab Ceiling and Roof Plan				2								\$ 420.00
Airport Vehicle Tracking System Plan				2		4						\$ 1,540.00
2.06 Prepare Preliminary Technical Specifications		2		8		16				2		\$ 7,090.00
2.07 Prepare Preliminary Special Provisions		2		2								\$ 930.00
2.08 Compile/Submit Permits				2								\$ 420.00
2.09 Calculate Estimated Quantities		2		4		4				2		\$ 2,890.00
2.10 Prepare Estimate of Probable Construction Cost				2		4				1		\$ 1,750.00
2.11 Prepare Engineer's Design Report		2		4		2				1		\$ 2,120.00
2.12 Review Plans at 90% Complete		2		2		2				2		\$ 1,910.00
2.13 Provide In-House Quality Control	1		2						8			\$ 3,045.00
2.14 Prepare and Submit Const. Plans, Specs., Cont. Docs., and Design Report		4		10		4		2		2		\$ 4,970.00
<b>TOTALS</b>	<b>1</b>	<b>35</b>	<b>6</b>	<b>71</b>	<b>37</b>	<b>67</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>20</b>		<b>\$ 56,250.00</b>

Labor Category	Total Hours	Billing Rate	Total Cost
<b>3.0 Bidding Phase (Lump Sum)</b>			
Engineer Project Mgr III	3 hrs. x	\$ 255.00 /hr =	\$ 765.00
Arch Project Mgr III	1 hrs. x	\$ 230.00 /hr =	\$ 230.00
Arch Project Mgr II	11 hrs. x	\$ 210.00 /hr =	\$ 2,310.00
Project Coordinator I	2 hrs. x	\$ 115.00 /hr =	\$ 230.00
Consultant II	19 hrs. x	\$ 280.00 /hr =	\$ 5,320.00
<b>SUBTOTAL</b>	<b>40 hrs.</b>	<b>SUBTOTAL \$</b>	<b>\$ 9,695.00</b>
<b>Reimbursables</b>			
Auto Rental	2 Day x	\$ 150.00 /Day=	\$ 300.00
Mileage	100 Mi x	\$ 0.655 /Mi=	\$ 65.50
Lodging + Tax & Fees	1 Day x	\$ 110.00 /Day=	\$ 110.00
Per Diem	2 Day x	\$ 59.00 /Day=	\$ 118.00
Travel & Airline Costs	1 Trip x	\$ 750.00 /Trip=	\$ 750.00
		<b>SUBTOTAL \$</b>	<b>\$ 1,343.50</b>
<b>PHASE SUBTOTAL</b>		<b>\$</b>	<b>\$ 11,038.50</b>

TASK	LABOR CATEGORY							Phase Item Costs
	Engineer Project Mgr III	Arch Project Mgr III	Arch Project Mgr II	Project Coordinator I	Consultant II	MEP Senior Engineer		
<b>3.0 Bidding Phase (Lump Sum)</b>	Tracey	Adam	Tadd	Emily	Todd	Joel		
3.01 Provide Bid Assistance		1	2	2			\$ 880.00	
3.02 Prepare/Conduct Pre-Bid Meeting (one traveler, airfare, one night hotel, 2 days rental car & 2 days per diem)			4		16	4	\$ 6,160.00	
3.03 Prepare Addenda	2						\$ 510.00	
3.04 Consult with Prospective Bidders			4		2		\$ 1,400.00	
3.05 Review Bid Proposals	1		1		1		\$ 745.00	
<b>TOTALS</b>	<b>3</b>	<b>1</b>	<b>11</b>	<b>2</b>	<b>19</b>	<b>4</b>	<b>\$ 9,695.00</b>	

	Contract Hours	Phase Fee	Reimbursable Costs	Total Cost
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
1.0 Preliminary Design Phase (Lump Sum)	105	\$	25,580.00	\$ 25,580.00
2.0 Design Phase (Lump Sum)	247	\$	56,250.00	\$ 56,250.00
3.0 Bidding Phase (Lump Sum)	40	\$	9,695.00	\$ 9,695.00
	<b>392</b>	<b>SUBTOTAL \$</b>	<b>\$ 91,525.00</b>	<b>\$ 91,525.00</b>
Becher and Hoppe				\$ 10,585.13
				<b>SUBTOTAL \$ 10,585.13</b>
<b>TOTAL</b>			<b>\$ 91,525.00</b>	<b>\$ 103,453.63</b>

\*For the purposes of estimating the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.



CENTRAL WISCONSIN AIRPORT

Mailing Address:  
100 CWA Drive, Suite 227  
Mosinee, WI 54455  
Phone: 715-693-2147  
Visit us at [www.fly-cwa.org](http://www.fly-cwa.org)

## **Record of Negotiations: Central Wisconsin Airport Upgrade CWA Air Traffic Control Tower**

**Date:** June 16, 2023

**Contract Title:** Upgrade CWA ATCT – SOP-77/BOA1017

**Location:** Central Wisconsin Airport

**Anticipated A.I.P. Grant:** TBD

1. Central Wisconsin Airport (CWA) issued a Request for Qualifications (RFQ) for Air Traffic Control Tower (ATCT) Architectural and Engineering (A&E) Consultant Services on April 20, 2023. This RFQ was conducted in accordance with FAA Advisory Circular 150/5100-14E and included the scope of services included in this design contract.
2. On May 9, 2023, the Central Wisconsin Joint Airport Board selected Woolpert, Inc. for on-call ATCT A&E services.
3. On May 9, 2023 a detailed scoping meeting was held virtually with CWA and Woolpert Staff.
4. On May 15, 2023, Woolpert provided CWA a draft detailed scope of work for this project. A second scoping meeting was held on May 16.
5. The detailed scope of work was reviewed by Wisconsin DOT Bureau of Aeronautics (BOA) staff on May 25<sup>th</sup>, 2023. The BOA also estimated at this time the cost of the design to be around \$70,000 based on comparable design efforts.
6. On May 26, 2023, Woolpert provided CWA a final scope of services, and CWA staff agreed the scope was acceptable and requested a fee proposal from Woolpert.
7. On June 6, 2023, Woolpert provided a fee proposal amount of \$99,893.63 for the scope of work.
8. On June 6, 2023, CWA and Woolpert began negotiations for the fee proposal.
  - a. Although the fee proposal was on the higher end of what the independent BOA estimate was, the amount of effort included, 378 contract hours, was less than what would have been expected. The 2017 Fuel Farm project at CWA had a design cost of \$59,759 with a total effort of 413 contract hours. The difference in cost between the two projects is caused by the hourly rates for this contract being significantly higher for two reasons: 1) recent increases in wages caused by inflation, and 2) the technical nature of this project results in a high percentage of the work being completed by higher cost employees.

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- b. Because the amount of effort was so low, there were very few task areas where the amount of effort was questionable. CWA did question the amount of effort needed to consult with prospective bidders, and Woolpert agreed to adjust a few hours to the Architect Project Manager from the higher cost Consultant II position. CWA also questioned the effort on a few of the plan sheets, to which Woolpert agreed to lower the effort amount. Combined, these changes resulted in a \$1k-\$2k reduction in cost.
  - c. During negotiations, it was realized that one of the task items should include some electrical design that wasn't accounted for in the initial fee proposal, which added a small amount electrical engineering effort to the proposal. This addition resulted in a slight increase in total cost.
9. On June 14, 2023, Woolpert provided a revised fee proposal for a total amount of \$103,453.63.
10. On June 14, 2023, CWA agreed the fee for this contract, negotiated in good faith, was acceptable.

A handwritten signature in black ink, appearing to read "Mark Cihlar", written over a horizontal line.

Mark Cihlar  
Assistant Airport Director