

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA

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

December 12, 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 November 14, 2023 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Terminal Area Master Plan Presentation by Mead & Hunt – Draft Airport Sustainability Plan
- 5) Staff Reports
 - a) Director Report
 - i) Air Service Update
 - ii) Statistical Report
 - iii) Flight Schedule
 - iv) Legislative Update
 - b) Financial Reports
 - i) Revenues and Expenses
 - ii) Budget Comparison
 - c) Operations and Project Reports
 - i) Update on Runway Shift Project
 - ii) Update on ATC Tower Project
 - iii) Update on Airport Operations
 - d) General Aviation Updates – Central Wisconsin Aviation
- 6) ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to Wis. Stat. 19.85(1)(c) For the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: To wit contract and annual performance appraisal of Airport Director Brian Grefe
- 7) MOTION TO RETURN TO OPEN SESSION (No Roll Call vote needed)
- 8) Adjournment
- 9) Next Scheduled Meeting Date: January 9, 2024 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 countyclerk@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

November 14, 2023 - 8:00 a.m.

Airport Board:	Dave Ladick, Chair Lonnie Krogwold Becky Buch Thomas Seubert - Absent	Chris Dickinson, Vice Chair - via phone Kurt Kluck Julie Morrow
Staff:	Brian Grefe, Airport Director Julie Ulrick, Badging Coordinator	Mark Cihlar, Assistant Airport Director Dave Drozd, Finance Director
Visitors:	Karl Kemper, Becher Hoppe	Rick Miller, Central Wisconsin Aviation
Handouts:	2024 Annual Goal Action Steps	

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

Approval of Minutes: *Motion by Krogwold, second by Morrow to approve the minutes of the September 12, 2023 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Review and Possible Action on Concessionaire Lease Amendment:

The concessionaire lease agreement expired in June of this year and has been in an agreed upon holdover status while Oakwells worked to increase staffing levels to open the second floor restaurant. A key condition of the agreement was for the terminal side restaurant and bar to be open 40 hours per week, including Fridays. The restaurant was last open during lent of 2023 and had not been seeing strong support. Further hindering the operation has been continued staffing shortages. Discussions between staff and Oakwells management looked at options to the agreement without the landside restaurant stipulation. Oakwells agreed to adjust the airside percentage of all food and non-alcoholic beverages from 8% to 10%, with the condition of removing the 40 hour landside requirement. The amendment would bring an increase in revenues from airside concessions of approximately \$500-\$600 per month. The amendment does not prohibit opening of the landside restaurant and Oakwells is planning to lease the space out for events. ***Motion by Buch, second by Morrow to approve Amendment #2 – Food, Beverage and Retail Concession and Lease Agreement as presented. Motion carried unanimously.***

Review and Possible Action on On-Call Airport Architectural Consultant Selection:

CWA has been planning for numerous architectural projects through the Terminal Area Master Plan (TAMP). With the TAMP close to completion, several of those projects are ready to move from the planning stage into design. CWA's last On-Call Architectural Consulting Contract was selected through a competitive selection in 2017, but the contract expired on January 19, 2023. Additionally, most of the projects now being considered were not included in the 2017 selection. For these reasons, it is necessary for CWA to conduct a new competitive selection for architectural services. CWA staff have completed the consultant selection process for On-Call Airport Architectural Consultant Services through a request for qualifications in accordance with FAA guidance. If the Selection Committee's recommendation for selection is approved by the Board, this selection will lead to contract negotiations for a 5-year, on-call no-cost contract between the selected firm and the airport. The 5-year on-call contract will provide a mechanism for the firm to provide both design and construction administration services for capital improvement projects at CWA. There is no immediate financial impact, rather specific design costs will be considered on a project-by-project basis. ***Motion by Kluck, second by Buch to approve the Selection Committee's recommendation of the Woolpert team for on-call airport architectural consulting services and contract negotiations for upcoming projects at the Central Wisconsin Airport. Motion carried unanimously.***

Review and Possible Action on Annual Planning Session:

On November 1, 2023, the annual planning session was held at the Central Wisconsin Airport. It was facilitated by Steve Smith, retired Campus Dean of Mid-State Technical College. The objective of the planning session was to identify and recommend to the Airport Board a reasonable number of goals that have the biggest impact on the airport that work toward the Mission/Vision statements. In addition to setting strategic and technical goals for the organization, these annual goals are used extensively throughout the year and are integrated into nearly everything we do. These goals will be incorporated into annual goals for every staff position, where applicable. Also, every time an action is requested from the Joint Airport Board, the Agenda Item Summary explains if and how the action ties into the annual goals. The 2024 annual goals include: Develop employees, promote airport, maintain premier airport facilities and grow aviation. ***Motion by Krogwold, second by Kluck to approve the CWA annual goals for 2024 as presented. Motion carried unanimously.***

Review and Possible Action on Parking Rate Structure:

The current parking lot fee structure is \$9/day with a maximum \$45/week charge, providing guests free parking on the 6th and 7th day. CWA staff conducted a parking rate survey of other airports in our region as a comparative for review. The cost of maintaining parking lots has increased each year with regards to sealcoating and painting. The 2024 budgeted parking expenses include the following upgrades: SPARK Software Upgrade/Cloud Based System \$18,000, Annual Cloud Licensing \$6,500/year ongoing and East Parking Lot Revenue Control Equipment Addition \$54,000. To offset the increased costs of operating and maintaining the parking lots, the following rate structure is being proposed: \$10/day with a maximum \$50/week rate, with no charge for the first three hours. If approved, the new rate structure would be implemented on February 1, 2024. ***Motion by Morrow, second by Kluck to approve Resolution No. R-02-23 for the parking lot rate structure adjustment. Motion carried unanimously.***

Review and Possible Action on a One-Year Extension of the Airport Financial Consulting Services Master Agreement:

The current Airport Financial Consulting Services Agreement with Leibowitz & Horton Airport Management Consultants Inc. is a 5-year master agreement that expired on October 19, 2023. Leibowitz & Horton was instrumental in the closure of our original Passenger Facility Charge (PFC) applications, as well as the issuance of the current applications with the FAA. CWA is requesting the extension of the master agreement for one year, with the task of developing a new PFC Application #6, along with amendment services for PFC Applications #4 and #5. Application #6 will include the local share of the runway shift project that will be completed by the end of 2023. PFC consulting fees are estimated to be \$80,592, which are reimbursable from PFC revenues as an allowable project cost. ***Motion by Kluck, second by Morrow to approve a one-year extension of the Leibowitz & Horton Airport Financial Consulting Services Master Agreement and authorize the airport director to sign task orders for these services. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Grefe:

Air Service Update – Avelo Airlines has been doing very well since starting service on October 5, 2023. Avelo staff is pleased with the service and an additional Tuesday flight will be added for four weeks throughout the holiday season.

Statistical Report – The September statistical report shows enplanements up 21.6% on the month and up 13.0% on the year. September statistics do not include Avelo service. Load factors ranged from 78.6% to 85.4%.

Flight Schedule – Staff have been working to get more frequency and Detroit service back with Delta. A Business Advisory Committee meeting was recently held where all participants were very interested in getting Detroit service back. Delta is currently at two daily flights to Minneapolis/St. Paul and it appears it will remain there for the near future. American is at three daily flights, but will be down to two daily flights for a short time.

Legislative Update – The Senate approved a DOT funding bill that includes \$3.35 billion in AIP funding, \$200 million for airport earmarks, and \$300 million in supplemental AIP grants. The bill includes \$194 million for the FAA contract tower program, which is \$6.2 million more than the current level. The Senate report directs the FAA to “develop a transition plan for part 139 airports to use the new military specification for firefighting foam, including for any

supplemental equipment needed to utilize these products.” It also directs the agency to “use AIP funds to help airports transition to PFAS-free authorized firefighting agents.” And it calls on the FAA to “work with the EPA, DOD, industry, and academic institutions to find innovative solutions to safely contain or destroy existing PFAS chemicals at airports, such as through plasma gasification.”

Financial Reports – Dave Drozd:

Budget Update – A summary report of 2024 budget amendments includes an adjustment on the sale of top soil, \$22,000 in adjustments for a retirement, and a charge-back allocation for the new county financial system.

Revenues and Expenses – October revenues end the month at 38.54% of budget, with expenses ending at 45.09%. PFC and parking revenues are seeing a nice increase with the addition of Avelo. Supplies are well stocked for winter snow and ice control.

Budget Comparison – The budget comparison report shows a revenue over expense deficit of \$380,495, but the report does not include CARES Act funding.

Operations & Project Reports – Mark Cihlar:

Update on Runway Shift Project – Last night, both runways were opened at full length in ultimate configuration and flight check is scheduled to clear the new FAA nav aids equipment on Runway 8/26. Minor restoration still needs to be completed. Staff anticipates everything to be certified after today, however, nav aids may take a few extra days. The approach lights on 8/26 lit up for the first time in 10 years. Crews are wrapping up punch list items to get to the substantial completion point.

Update on ATC Tower Project – The grant was received for the tower upgrade project and equipment for the project will be ordered. Staff are working out the remaining funding sources. Construction is anticipated to begin late April or May timeframe. The tower will be shut down for a two week period, which would have minimal impact on flights.

Update on Terminal Area Master Plan – Staff met with the FAA in Chicago two weeks ago to review preferred alternatives and the meeting was very productive. Some draft chapters were received for sustainability and electric vehicle charging planning needs for upcoming years.

Update on Airport Operations – The first snowfall came the end of October with no impact to flights. There were a number of flights canceled or diverted during one recent week with low visibility. Staff and equipment are prepared for winter operations.

Julie Morrow left meeting at 9:24 a.m.

General Aviation Reports – Central Wisconsin Aviation:

Central Wisconsin Aviation reported that everything has been running smoothly and they have no real changes to report.

Adjournment: 9:25 a.m. Motion by Krogwold, second by Kluck to adjourn. Motion carried unanimously.

Next Scheduled Meeting Date: December 12, 2023 at 8:00 a.m.

Julie Ulrick, Recording Secretary

Central Wisconsin Airport – Flight Schedule December 12, 2023



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
5032	15:35	from MSP	CRJ	5036	06:56	to MSP	CRJ
4934	21:13	from MSP	CRJ	5032	16:20	to MSP	CRJ



<u>Arrivals – American</u>				<u>Departures – American</u>			
5988	14:58	from ORD	ERJ	6159	07:25	to ORD	ERJ
6173	21:43	from ORD	ERJ	5988	15:27	to ORD	ERJ



<u>Arrivals – Avelo</u>				<u>Departures – Avelo</u>			
758	09:15	from MCO	737-800	759	09:55	to MCO	737-800

Upcoming Charter Schedule

Jan. 14 – Sun Country to Laughlin
 Jan. 26 – Sun Country to Laughlin
 Feb. 26 – Sun Country to Reno

MSP = Minneapolis
 ORD = Chicago O’Hare
 MCO = Orlando

Total CWA Flights Daily = 5

CWA Legislative Update – December 2023

FAA Releases FY24 Allocations for Airport Infrastructure Grant Program

(Source: Regulatory Alert, AAAE)

November 16, 2023

The Federal Aviation Administration (FAA) released \$2.89 billion in fiscal year 2024 (FY24) allocations for the Airport Infrastructure Grant (AIG) Program, which provides \$15 billion for airport infrastructure upgrades over five years and was created by Congress through the Infrastructure Investment and Jobs Act (IIJA), known as the Bipartisan Infrastructure Law (BIL). The FY24 allocations represent the amount that each airport is entitled to use for any project that is eligible under the Airport Improvement Program (AIP) or Passenger Facility Charge (PFC) Program. Airports may also combine their FY22, FY23, and FY24 allocations to fund a single project.

Airports are encouraged to work with their local FAA offices to identify eligible projects and apply to use their allocated AIG funds. We understand that airports can begin applying to use their FY24 allocations as of today.

BIL Background. As airports are aware, the BIL provides an historic investment of \$20 billion in new federal spending for airport infrastructure over a five-year period. FAA has developed three different programs to administer the funds:

- **Airport Infrastructure Grant (AIG) Program:** Under the AIG Program, FAA is making \$15 billion in formula grants (\$3 billion per year) available for airports to fund any eligible project under the AIP or PFC Program. Thus far, FAA has announced about \$2.05 billion in grant awards under the program based on the approximately \$5.8 billion in FY22 and FY23 allocations that were made available to airports over the past two years.
- **Airport Terminal Program (ATP):** Under the ATP, FAA is making \$5 billion available in competitive grants (\$1 billion per year) to fund projects for terminal development, on-airport rail access, or relocating, repairing, or improving an airport-owned air traffic control (ATC) facility. The deadline for FY24 ATP grant applications passed last month. Airports reportedly submitted 634 requests for over \$7.7 billion in funding.
- **FAA Contract Tower (FCT) Competitive Grant Program:** Under the FCT Competitive Grant Program, FAA will be issuing \$100 million in discretionary grants (\$20 million per year) to fund projects that repair, improve, or replace an airport-owned FCT ATC tower. Last month, FAA released a notice of funding opportunity (NOFO) that allows eligible airports to submit applications for a share of FY24 funding. The deadline to apply is Friday, December 1, at 5 p.m. ET.

Key Reminders for AIG Program Funds. The following are several key reminders and details about how AIG program funds may be used:

- **Eligible Airports and Projects:** Any airport sponsor identified in FAA's National Plan of Integrated Airport Systems (NPIAS) is eligible to receive an allocated amount under the AIG Program. Eligible airports can use these funds for any AIP or PFC eligible project.

- **Deadline for Use of Funds:** Each airport entitled to AIG funds has up to four years to obligate them or execute a grant with FAA. For example, an airport must use its FY24 allocated amounts on or before September 30, 2027. It is also important to note that airports are permitted to combine FY22, FY23, and FY24 allocations to fund a single project.
- **Application Process:** Airports are encouraged to work with their Airports District Offices (ADOs) and/or Regional Offices (ROs) to identify projects for this funding and apply. The application process will be the same as what has been used for FY22 and FY23 AIG funds. The AIG application process follows the same process that airports use to apply for AIP entitlement grants.
- **FAA Frequently Asked Questions (FAQ) Document:** In March, FAA released an updated FAQ guidance document that provides a wide range of details on how the agency is administering the AIG Program. Airports are encouraged to review the guidance as they evaluate how to spend their allocated amounts.

**Senate OKs Measure Extending Federal Funding into Early 2024, Averting Possible Shutdown
(Source: Regulatory Alert, AAAE)**

November 15, 2023

The United States Senate approved a continuing resolution (87-11) that extends federal funding into early 2024, averting a possible government shutdown, for now. As we reported, the House of Representatives approved the measure yesterday on a strong bipartisan vote of 336 to 95 over the objections of House conservatives who were seeking funding reductions or other concessions.

As we noted, the CR has a two-tier structure that funds some federal departments and agencies through January 19, 2024, while others are funded through February 2, 2024. The Department of Transportation and Federal Aviation Administration are funded through the January date while the Department of Homeland Security, Transportation Security Administration, and Customs and Border Protection will see their funding extended into February. The CR continues funding at current levels and does not contain controversial riders or any of the emergency spending requested for Israel, Ukraine, border security, disaster relief, firefighting, or childcare.

Notably, the bill does not extend FAA programs and excise taxes into the new year beyond their current December 31 expiration, meaning that Congress will either have to approve a long-term FAA reauthorization bill in the weeks ahead (unlikely) or pass another extension prior to the end of the year.

FIN - Budget vs Actual for Organization

Company: County of Marathon
 Organization: CWA Operations
 Period: FY2023 - November

Ledger Account	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Transfer from Other Funds	1,600,000	0	0	(1,600,000)	0.00%
Intergovernmental Revenue	1,139,683	0	0	(1,139,683)	0.00%
Public Charges for Services	0	418,814	2,553,562	2,553,562	0.00%
Intergovernmental Charges for Services	3,058,000	0	0	(3,058,000)	0.00%
Miscellaneous Revenue	15,000	0	78,079	63,079	520.53%
Total Revenues	5,812,683	418,814	2,631,641	(3,181,042)	45.27%
Expenditures					
Personnel	1,859,787	82,928	1,638,921	220,866	88.12%
Salaries and Wages	1,331,838	52,310	1,193,309	138,529	89.60%
Employee Benefits	17,989	394	14,028	3,961	77.98%
Employer Contributions	509,960	30,224	431,584	78,376	84.63%
Contractual Services	798,000	14,975	718,655	79,345	90.06%
Professional Services	215,000	5,851	193,231	21,769	89.87%
Utility Services	263,000	3,809	242,807	20,193	92.32%
Repair and Maintenance Services	115,000	0	0	115,000	0.00%
Repair and Maintenance Services - Other	5,000	3,553	152,082	(147,082)	3,041.65%
Special Services - IT	0	1,000	(113,798)	(113,798)	0.00%
Other Contractual Services	200,000	762	16,737	183,263	8.37%
Materials and Supplies	568,700	8,575	315,983	252,717	55.56%
Office Supplies	8,500	5	51,062	(42,562)	600.73%
Publications, Subscriptions and Dues	140,600	0	31,371	109,229	22.31%
Travel	20,600	590	9,630	10,970	46.75%
Operating Supplies	221,000	131	22,333	198,667	10.11%
Repair and Maintenance Supplies	172,000	701	79,755	92,245	46.37%
Other Repairs and Maintenance Supplies	6,000	5,985	49,253	(43,253)	820.89%
Other Supplies and Expense	0	1,164	72,579	(72,579)	0.00%
Building Materials	53,000	847	4,179	48,821	7.88%
Metal Products	2,500	21	2,668	(168)	106.71%
Wood Products	500	0	206	294	41.27%
Raw Materials	20,000	754	1,168	18,832	5.84%
Electrical Fixtures and Small Appliances	5,000	0	0	5,000	0.00%
Fabricated Materials	25,000	72	137	24,863	0.55%
Fixed Charges	112,000	0	25,906	86,094	23.13%
Insurance	112,000	0	21,890	90,110	19.54%
Rents and Leases	0	0	622	(622)	0.00%
Taxes and Payments in Lieu of Taxes	0	0	3,394	(3,394)	0.00%
Capital Outlay	1,960,000	0	46,087	1,913,913	2.35%
Capital Outlay	1,960,000	0	46,087	1,913,913	2.35%
Debt Service - Non-Passenger Facility Charge	461,196	0	0	461,196	0.00%
Total Expenditures	5,812,683	107,325	2,749,731	3,062,952	47.31%

2022-2023 CWA Budget Summary YTD - November

	<u>November YTD - 2023</u>	<u>Novmeber YTD - 2022</u>	<u>% CHANGE</u>
Airfield	\$0	\$310,504	
Control Tower	\$0	\$0	
Hangar	\$0	\$76,836	
Maintenance Shop	\$0	\$3,208	
Net Lease	\$0	\$341,059	
Parking	\$810,149	\$767,432	
Terminal Area	\$0	\$976,337	
Miscellaneous Revenue	\$78,079	\$51,113	
Public Charges for Services	\$1,743,413	\$0	
Total Revenues	\$2,631,641	\$2,526,489	4.16%
Personal Services	\$1,638,921	\$1,448,757	
Contractual Services	\$718,655	\$632,985	
Supplies and Expense	\$315,983	\$298,973	
Building Materials	\$4,179	\$46,384	
Fixed Charges-Insurance	\$25,906	\$92,464	
Capital Outlay	\$46,087	\$1,044,462	
Total Expenses	\$2,749,731	\$3,564,026	-22.85%
Revenue over Expense	-\$118,090	-\$1,037,537	