

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

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

**September 10, 2024 - 8:00 a.m.**

**2024-2026 Board Members:** Chair Chris Dickinson - Marathon County, Vice Chair Julie Morrow - Portage County, Brent Jacobson - Marathon County, Dave Ladick - Portage County, Tom Seubert - Marathon County, Kurt Kluck - Marathon County, Rick Rettler - Portage 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 Dickinson at 8:00 a.m.
  - a) Pledge of Allegiance
- 2) Approval of Minutes of the July 30, 2024 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Oakwells Commuter Rail Presentation – Mike Reilly
- 5) Review and Possible Action on the 2025 CWA Annual Budget
- 6) Review and Possible Action on General Aviation Passenger Terminal Building Design Contract
- 7) Review and Possible Action on CWA Title VI Plan
- 8) Staff Reports
  - a) Director Report
    - i) Campaign Report
    - ii) Air Service Update
    - iii) Statistical Report
    - iv) Flight Schedule
  - b) Financial Reports
    - i) Revenues and Expenses
    - ii) Budget Comparison
  - c) Operations and Project Reports
    - i) Update on Airport Operations
    - ii) Update on Airport Projects
- 9) Ovation
  - a) Fixed Base Operator Report
- 10) Adjournment
- 11) Next Scheduled Meeting Date: October 8, 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](mailto: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

July 30, 2024 - 8:00 a.m.

Airport Board:	Chris Dickinson, Chair Dave Ladick Brent Jacobson Rick Rettler	Julie Morrow, Vice Chair – Excused Kurt Kluck Thomas Seubert
Staff:	Brian Grefe, Airport Director Julie Ulrick, Badging Coordinator	Mark Cihlar, Assistant Airport Director Dave Drozd, Finance Director
Visitors:	Karl Kemper, Becher Hoppe Jason Brickl, Ovation CWA Austin Levin, Bureau of Aeronautics Joel Wiechmann, Woolpert-via video conference	Josh Harris, Ovation CWA Marco Espinoza, GFO Aviation Jim Fredericksen, CWA Ops Supervisor

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

**Introduction of New Airport Board Member:** – Rick Rettler is the new citizen member for Portage County. Rettler has been involved in facilities, planning and design for many years and is a general aviation pilot. Rettler was welcomed to the Airport Board.

**Approval of Minutes:** *Motion by Kluck, second by Ladick to approve the minutes of the June 11, 2024 board meeting. Motion carried unanimously.*

**Public Comment Period:** None.

### **Presentation on General Aviation Development Concepts:**

The preferred floor plan concept for a new GA Passenger Terminal was reviewed. The main public area would have a north entrance vestibule and reception desk with lobby entry area. The public area would walk straight through to the ramp on the south side of the building. A pilot lounge area and a flight instruction and training room are included in the layout. The west portion of the building would contain offices, storage, break room and a line service ready-room with a clear view of incoming aircraft. The design has been a group effort of airport staff, FBO staff and the Woolpert design team. The project focus was to create a great experience for anyone coming through the facility. The FBO is pleased that the design is what they were looking for to provide the customer experience they desire.

Woolpert reviewed GA Passenger Terminal eligibility of the different areas of the new facility. Revenue generating and non-public areas are not eligible for funding, such as office areas. Public use areas will be eligible for funding and some areas may be prorated areas that are partial public use. Two exterior building renderings were shared, both with plenty of natural light incorporated to the design and both would blend nicely with existing north facing facilities.

Preliminary cost estimates for the 6,000 sq. ft. floor plan are just under \$6 million total. Staff have two funding plans that will be reviewed with the FAA, one plan is preferred and an alternate plan would rely on competitive funding.

Next month the design will be near completion, with a full design scope ready for the September board meeting. Bids would go out in January of 2025 with a spring start date for the 10-month construction period. The transient hangar design is at 60% completion and drawings will be reviewed next week. Bid opening should be around mid-October and site work is expected to begin spring of 2025. Hangar design renderings were reviewed and height restrictions were taken into consideration for tower line-of-site requirements.

## **Staff Reports:**

### **Director Report – Brian Grefe**

Air Service Update – Earlier this month, Avelo announced they will discontinue service to CWA the end of August. Avelo discontinued service to the entire Midwest, including Wisconsin, Michigan, Iowa and Texas. They are mainly going to focus on east and west coast destinations. There is strong data to support that a similar route would be successful. An air service conference is coming up in October and staff will be meeting with legacy carriers. The Delta meeting will focus on the addition of a third Minneapolis flight and American's meeting will be to discuss a Dallas/Fort Worth addition. A meeting with United has also been scheduled to inquire about a possible return. The strong Avelo data will be helpful in a meeting scheduled with low-cost carrier Breeze Airways.

Statistical Report – June 2024 statistics show total operations up 26.5% on the year, with ATCT operations up 22.4% on the year. Enplanements are up 28.6% for the month, up 31.0% for the year. Load factors ranged from 59.7% to 80.4%.

Flight Schedule – No real changes should be seen through the fall schedule. One upcoming charter is scheduled to Omaha.

Legislative Update – The House Appropriations Committee advanced the fiscal year 2025 FAA spending bill with a nearly \$51 million increase for contract towers, however, the bill did not get passed by the House prior to their August recess.

### **Financial Reports – Dave Drozd:**

Revenues and Expenses – June revenues ended at 31.14% of budget with disbursements at 31.68%. Preliminary audit numbers have been coming in and the 2025 budget process is beginning. Capital items budgeted for 2024 include \$400,000 for the Transient Hangar project and \$180,000 for the GA Passenger Terminal design.

Budget Comparison – Year-to-date revenues are up 9.02% from prior year, with disbursements up 5.09%. One June deposit was not included in the report.

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

Update on Airport Operations – The annual FAA Part 139 inspection is complete. The inspector was pleased with the facility and staff are waiting on the final out-brief. A few minor records discrepancies were known in advance and shared with the inspector.

Update on Airport Projects – Grants for the ARFF vehicle bid and remaining federal share for the air traffic control tower project have not yet been awarded. Typically the FAA is further along in issuing grants, with the vast majority of grants not yet announced. The tower project will begin after Labor Day, where it is scheduled to close for two weeks. GFO Aviation hangar construction should be starting soon and a construction timeline then will be provided.

### **Ovation – Fixed Base Operator Report:**

Ovation is hoping to fill their open concierge position soon and they are actively recruiting for an A&P mechanic position. A new fueling truck is being looked at, as well as other equipment needing upgrades. The Cherokees to Oshkosh group returned last week with 38 aircraft they tended to. Next week they have a flying hamburger social scheduled, which is expected to be well attended.

**Adjournment: 9:49 a.m. Motion by Kluck, second by Jacobson to adjourn. Motion carried unanimously.**

**Next Scheduled Meeting Date: September 10, 2024 at 8:00 a.m.**



CENTRAL WISCONSIN AIRPORT

## Agenda Item Summary

**Airport Board Meeting Date:** September 10, 2024

**Joint Finance Meeting Date:** September 16, 2024

**Agenda Item Title:** #4) Review and Possible Action on the 2025 Central Wisconsin Airport (CWA) Annual Budget

**Staff Responsible:** David Drozd, Assistant Airport Director-Finance

### Background:

- The Joint Airport Board is required to prepare an annual budget and submit it to both Finance Committees for approval. This is included in Resolution No. 300 which was approved in 1977.

### 2025 Budget Notables:

- No county tax levy is requested for 2025.
- Debt service payments total \$524,262.50 for 2025. Of this amount, \$72,041.92 will be paid from Passenger Facility Charge (PFC) fees, and the remaining \$452,220.58 will be paid from the CWA's fund balance.
- Federal Capital Projects in 2025 include the following which are part of our recently completed Terminal Area Master Plan (TAMP):
  - Construction of a new CWA owned General Aviation (GA) Transient Aircraft Hangar.
    - \$4.4 million estimated project cost.
    - Local funding: \$400,000
    - Local funding budgeted in 2024.
    - Project completion in 2025.
  - Construction of a new CWA owned GA Passenger Terminal Building.
    - \$6 million estimated project cost.
    - Local funding: \$250,000 or less.
    - Local funding budgeted in 2024.
    - Project completion in 2025
  - Rehabilitation of the GA apron and ramp.
    - \$2 million estimated project cost.
    - Local Funding: \$50,000 budgeted for 2025.
    - Completion dependent on federal funding-planned for 2025.
- Local Capital Expenses for 2025 include the replacement of two pickup trucks (\$55,000/each), a replacement tractor and mower for the airfield (\$60,000), and routine IT network equipment upgrades (\$30,000).
- We are currently fully staffed. No new positions have been requested or budgeted for in 2025. We have budgeted for one potential retirement in 2025. We do not plan to fill our apprenticeship positions in 2025 as we have had in previous years.
- American and Delta will see modest growth in 2025. The pilot shortage has disproportionately affected regional airlines and non-hub airports. Both airlines have been unable to provide CWA with the service needed to meet current demands. There is a possibility of aircraft up gauges on American and a third flight with Delta late in 2025.

- Increases in revenue will be offset by the rising cost of doing business. Throughout 2025 there will be a deliberate effort to optimize airport finances.
- Expenses for 2025 follow a similar trend as in the past few years as costs of goods and services have gone up significantly, with sizable increase in areas such as utilities, operating supplies, contracted services, and health insurance as examples.
- As planned in prior years, we will be using our Fund Balance to cover debt service and part of our O&M budget in 2025. Total Fund Balance budgeted for 2025 is \$740,861, of which \$452,221 is for debt service and \$288,640 for capital and operating expenses.

**Debt Service Update:**

- No county issued debt is requested for 2025 and none is anticipated for 2026.
- Both GO Bonds are held by Marathon County. No debt for CWA is held by Portage County.
- Balances for 2026 and beyond (after 2025 payments):
  - 2012 GO Bond – 2026-2028 balance \$ 529,375 (of which \$109,263 is PFC eligible)
  - 2015 GO Bond – 2026-2030 balance \$ 1,499,750 (of which \$130,028 is PFC eligible)

**CWA Fund Balance Update:**

- Unrestricted Fund Balance as of 12/31/2023 (audited): \$ 4,393,286 Decrease of \$146,028 over 2022
- Restricted Fund Balance (PFC) as of 12/31/2023 (audited): \$ 967,655 Increase of \$310,654 over 2022
- Current PFC Fund Balance as of 8/31/2024: \$ 1,211,127
- Current net position as of 12/31/2023 is \$88,631,004.
- Total net position increased over \$13 million from 2022 to 2023.

**CWA Airport Improvement Program (AIP) Project History:**

- 2017 - Fuel Farm Rehab/GA Apron/Taxiway C repairs/SRE Loader Mount Blower: \$ 1,316,847
- 2018 - Commercial Apron Repairs/Boarding Bridge Replacement/SRE Snowblower: \$ 5,279,021
- 2019 – Concourse Rehab/Plow, Broom, and Loader purchase/Land Acquisition: \$ 5,966,987
- 2020 – Runway 17/35 Reconstruction/Taxiway B Rehab: \$24,166,869
- 2021 – Taxilane E and Flightline Drive/Runway 17/35 Nav aids: \$ 3,158,883
- 2022 – Runway Shift and Lighting Project : \$18,857,352
- 2023 – Terminal Area Master Plan (TAMP) \$ 802,562
- 2024 – Air Traffic Control Tower Rehabilitation \$ 1,392,868
- Total Project Costs: \$ 60,941,389

**2024 Items of Interest:**

- Avelo Airlines – They flew their last flight into CWA on August 31<sup>st</sup> of this year. Service to Orlando, Florida started on October 5, 2023.
- Ovation CWA, LLC purchased our Fixed Base Operator (FBO) from Central Wisconsin Aviation this spring.
- CWA and the FBO hosted the Cherokees to Oshkosh group here during EAA AirVenture.
- GFO Aviation started construction on a new private hangar.
- We converted both of our Aircraft Rescue and Fire Fighting vehicles to F3 fluorine-free foam per Federal Aviation Administration guidelines.
- Birds of a Feather art exhibit was completed in conjunction with the Leigh Yawkey Woodson Art Museum this past April in the concourse.
- The air traffic control rehabilitation project starts on September 7<sup>th</sup> and will take approximately two weeks to complete.

- The Trump campaign will be making a stop at CWA on Saturday, September 7<sup>th</sup>.

**Timeline:**

The 2025 CWA Annual Budget will be presented to the Airport Board on Tuesday, September 10, 2024, and the Joint Finance Committee on Monday, September 16, 2024. Upon approval by both entities at these meetings, each owner county will be presented the CWA Annual Budget for approval as part of their comprehensive annual county budget which takes place in November.

**Financial Impact:**

No tax levy is being requested in 2025 from either Marathon or Portage Counties. This budget has been reviewed in advance of this meeting with both Marathon & Portage Counties.

**Contributions to Airport Goals:**

- 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.*

**Recommended Action:** Airport staff recommends approval of the 2025 CWA Annual Budget.

**Central Wisconsin Airport  
2025 Budget Summary**

<b>Revenue</b>	<b>2025</b>	<b>2025</b>	2024 Adopted	2024 Adopted	% CHANGE 24-25
Operating Revenue	\$3,744,000		\$3,476,000		7.71%
Fund Balance - Capital & Operations	\$288,640		\$1,111,011		-74.02%
Fund Balance - Debt Service - Non PFC	\$452,221		\$0		100.00%
ARPA Act - Debt Service - Non PFC	\$0		\$459,128		-100.00%
<b>Total Revenues</b>		\$4,484,861		\$5,046,139	-11.12%
<b>Less:</b>					
<b>Expenses</b>					
Personnel Expenses	\$2,115,040		\$2,038,410		3.76%
Contractual Services	\$936,000		\$975,000		-4.00%
Supplies and Expense	\$533,600		\$535,600		-0.37%
Building Materials	\$73,000		\$53,000		37.74%
Fixed Charges-Insurance	\$125,000		\$119,000		5.04%
Capital Outlay	\$250,000		\$866,000		-71.13%
Debt Service - Non PFC	\$452,221		\$459,129		-1.50%
<b>Total Expenses</b>		\$4,484,861		\$5,046,139	-11.12%
<b>Balance</b>		<b>\$0</b>		<b>\$0</b>	

**CENTRAL WISCONSIN AIRPORT  
2025 DEBT SERVICE**

**Total by Fund**

\$	45,846.60	PFC-2012
\$	26,195.32	PFC-2015
\$	176,278.40	605-GENERAL 2012
\$	275,942.18	605-GENERAL 2015
<hr/>		
<b>\$</b>	<b>524,262.50</b>	
<hr/>		

**Total by Principal/Interest**

2012 PRINCIPAL	\$	200,000.00
2012 INTEREST	\$	22,125.00
2015 PRINCIPAL	\$	250,000.00
2015 INTEREST	\$	52,137.50
TOTAL PRINCIPAL	\$	450,000.00
TOTAL INTEREST	\$	74,262.50
<b>TOTAL</b>	<b>\$</b>	<b>524,262.50</b>

\$	452,220.58	CWA Fund Balance - 605
\$	72,041.92	Passenger Facility Charge (PFC)
\$	524,262.50	



## CENTRAL WISCONSIN AIRPORT

### 2025 Capital Expense Breakdown

*CWA Capital Improvement / Non-AIP / Funded by CWA*

<b>Motor Vehicle Replacement - Rolling Stock</b>	<b>58191</b>		
<i>Pickup Truck - 1/2 Ton</i>		\$ 55,000.00	
<i>Pickup Truck - 3/4 Ton</i>		<u>\$ 55,000.00</u>	
			\$ 110,000.00
<b>IT Equipment and Hardware</b>	<b>58132</b>		
<i>Network Equipment Upgrades</i>		<u>\$ 30,000.00</u>	
			30,000.00
<b>Other Capital Equipment</b>	<b>58190</b>		
<i>Airfield Tractor with Mower - Replacement</i>		<u>\$ 60,000.00</u>	
			\$ 60,000.00
<b>Airport Facilities</b>	<b>58277</b>		
<i>GA Apron Rehabilitation - Local Share (2.5%)</i>		<u>\$ 50,000.00</u>	
			\$ 50,000.00
		<u>\$ 250,000.00</u>	<u>\$ 250,000.00</u>

**Marathon County Budget Report  
Central Wisconsin Airport**

Org. Level: CWA Operations Cost Center  
Fund: 605 Central Wisconsin Airport Fund  
Grant: None / Uncategorized  
Program, Project, Debt Issuance: All

<b>2025 Requested Budget Tax Levy</b>
0

Revenues	2024 Modified Budget	2025 Requested Budget	Variance
46340 - 46340 Airport Fuel Flow	70,000	70,000	-
46340 - 46341 Airport Fuel Sales	34,000	35,000	1,000
46340 - 46342 Lease of Airport Land	100,000	100,000	-
46340 - 46343 Airport Parking lots, Ramps and Meters	1,200,000	1,250,000	50,000
46340 - 46344 Airport Landing Fees	260,000	260,000	-
46340 - 46345 Airport Public Charges	1,400,000	1,450,000	50,000
46340 - 46346 Rent of Hangars	220,000	265,000	45,000
46700 - 46724 Advertising Income	32,000	55,000	23,000
48900 - 48900 Other Miscellaneous Revenues	111,000	20,000	(91,000)
48900 - 48902 Other Reimbursements	-	150,000	150,000
48110 - 48110 Interest Income	24,000	24,000	-
49200 - 49260 Transfer for Enterprise Fund	1,570,139	740,860	(829,279)
49400 - 49400 Sale of General Fixed Assets	25,000	65,000	40,000
<b>Total</b>	<b>5,046,139</b>	<b>4,484,860</b>	<b>(561,279)</b>

**Notes**

PFC Reimbursement

CWA Fund Balance

Operating Expenses	2024 Modified Budget	2025 Requested Budget	Variance
50210 - 52130 Accounting and Audit Services	9,000	9,000	-
50210 - 52131 Financial, Banking and Investment Services	40,000	40,000	-
50210 - 52132 Fringe Benefit Admin Overhead	6,000	6,000	-
50210 - 52150 Architectural, Engineering and Planning Services	70,000	70,000	-
50210 - 52192 Other Professional Services	180,000	140,000	(40,000)
50210 - 52198 Marketing and Promotional Services	90,000	60,000	(30,000)
50220 - 52210 Water	24,000	24,000	-
50220 - 52220 Electric	225,000	225,000	-
50220 - 52240 Natural / Propane Gas	50,000	50,000	-
50220 - 52250 Telephone, Internet and Cable	24,000	24,000	-
50240 - 52310 Road Maintenance Services	-	-	-
50240 - 52409 Motor Vehicles Repairs Services	5,000	5,000	-
50240 - 52420 Machinery/Equipment Maintenance Services	60,000	60,000	-
50240 - 52443 Elevator Maintenance Contractual Services	10,000	10,000	-
50240 - 52460 Building Repair & Maintenance Services	10,000	10,000	-
50240 - 52470 Building Equipment Maintenance Services	30,000	30,000	-

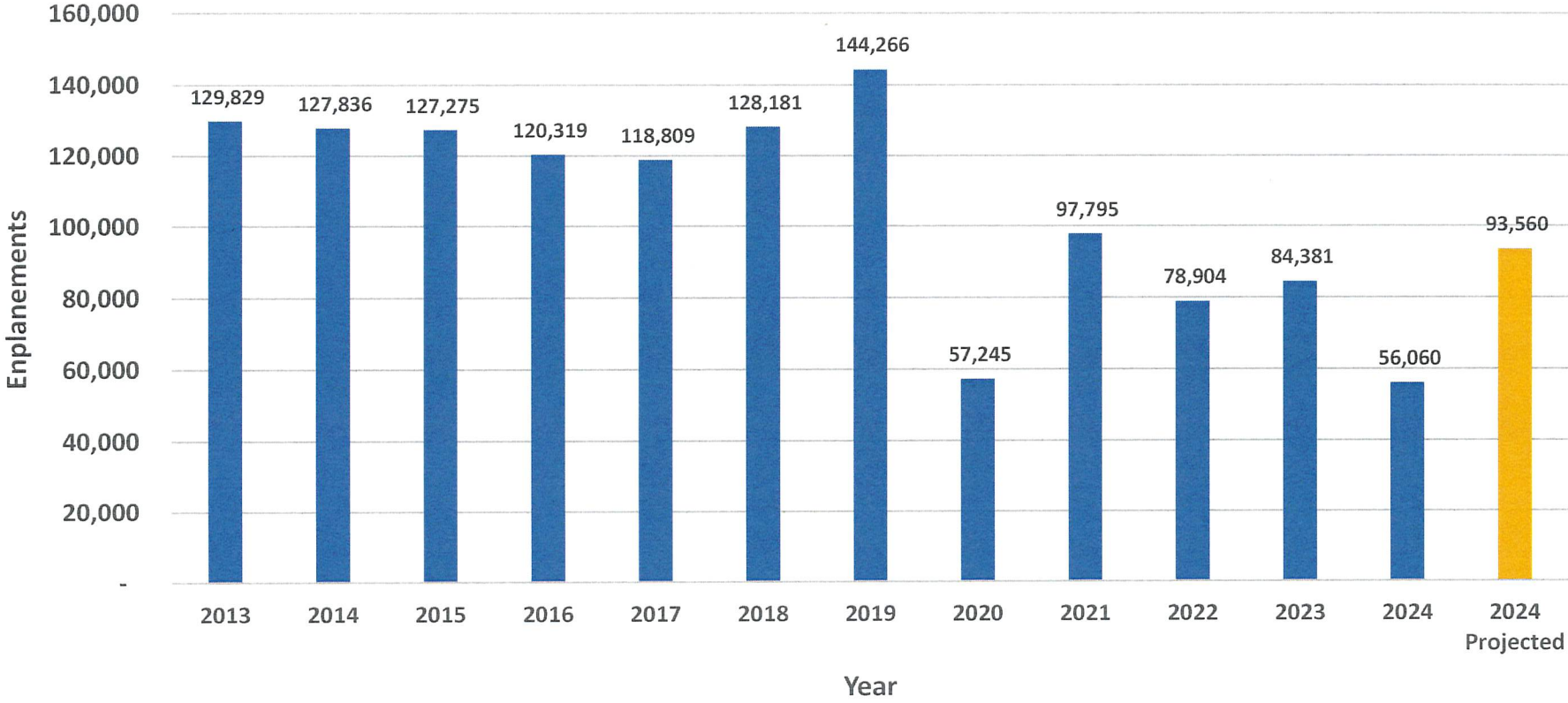
50250 - 52133 Indirect Cost Expense - Workday/Teller/Etc.	32,000	32,000	-	
50250 - 52140 Technology Services	90,000	90,000	-	
50250 - 52164 Contractual Services	10,000	40,000	30,000	
50290 - 52932 Copier Charges	2,000	2,000	-	
50290 - 52970 Refuse Collection	8,000	9,000	1,000	
50290 - 52990 Sundry Contractual Services	-	-	-	975,000
50310 - 53110 Postage and Courier	500	500	-	936,000
50310 - 53130 Printing and Forms	1,000	1,000	-	
50310 - 53141 Small Office Equipment	1,500	1,500	-	
50310 - 53190 Office Supplies	2,000	2,000	-	
50320 - 53210 Publication Of Legal Notices	500	500	-	
50320 - 53220 Subscriptions	100	100	-	
50320 - 53240 Membership Dues	9,000	9,000	-	
50320 - 53250 Registration Fees/tuition	21,000	21,000	-	
50320 - 53260 Advertising	15,000	10,000	(5,000)	
50330 - 53321 Personal Auto Mileage	500	500	-	
50330 - 53340 Commercial Travel	9,000	9,000	-	
50330 - 53350 Meals	1,000	1,000	-	
50330 - 53360 Lodging	8,000	8,000	-	
50340 - 53410 Meeting Expenses	2,500	2,500	-	
50340 - 53440 Household and Janitorial Supplies	25,000	25,000	-	
50340 - 53441 HVAC supplies	5,000	5,000	-	
50340 - 53460 Clothing and Uniforms	3,000	3,000	-	
50350 - 53510 Gasoline and Diesel Fuel	110,000	110,000	-	
50350 - 53512 Motor Vehicle Fluids - Oil, Grase, Antifreeze	-	3,000	3,000	
50350 - 53520 Motor Vehicle Parts & Supplies	35,000	35,000	-	
50360 - 53620 Consumable Tools/Supplies	6,000	6,000	-	
50360 - 53623 Shop Equipment-Tools-Supplies	15,000	15,000	-	
50360 - 53630 Machinery and Equipment Parts	30,000	30,000	-	
50360 - 53631 Radio Parts & Supplies	-	-	-	
50360 - 53650 Plumbing and Electrical Supplies	15,000	15,000	-	
50390 - 53936 Other Supplies	220,000	220,000	-	535,600
50420 - 54250 Small Hardware/Wire/Nails	1,000	1,000	-	
50420 - 54290 Other Metal Products	1,500	1,500	-	
50430 - 54390 Other Building Materials	500	500	-	
50450 - 54590 Other Raw Materials	20,000	20,000	-	
50460 - 54610 Electrical Fixtures	-	-	-	
50480 - 54810 Asphalt and Asphalt Filler	30,000	50,000	20,000	53,000
50510 - 55120 Insurance Equipment Premium	12,000	13,000	1,000	
50510 - 55122 Insurance Auto Liability Premium	5,000	5,000	-	
50510 - 55142 Insurance General Liability	62,000	65,000	3,000	
50510 - 55150 Insurance Boiler Premium	2,000	2,000	-	

50510 - 55151 Insurance Building & Contents	14,000	15,000	1,000		
50510 - 55190 Insurance Other Premiums	24,000	25,000	1,000	119,000	125,000
50610 - 56110 Bond Principal	382,479	387,045	4,567		
50620 - 56210 Bond Interest	76,650	65,176	(11,474)	459,128	452,221
60000 - 58132 IT Equipment and Hardware - Capital	40,000	30,000	(10,000)		
60000 - 58190 Other Capital Equipment	136,000	60,000	(76,000)		
60000 - 58191 Other Capital Equipment-Rolling Stock	50,000	110,000	60,000		
60000 - 58220 General Municipal Buildings	-	-	-		
60000 - 58227 Airport Facilities	580,000	50,000	(530,000)		
60000 - 58244 Parking Lot Improvements	60,000	-	(60,000)		
60000 - 58291 Other Capital Improvements	-	-	-	866,000	250,000
<b>Total</b>	<b>3,007,728</b>	<b>2,369,821</b>	<b>(637,908)</b>		

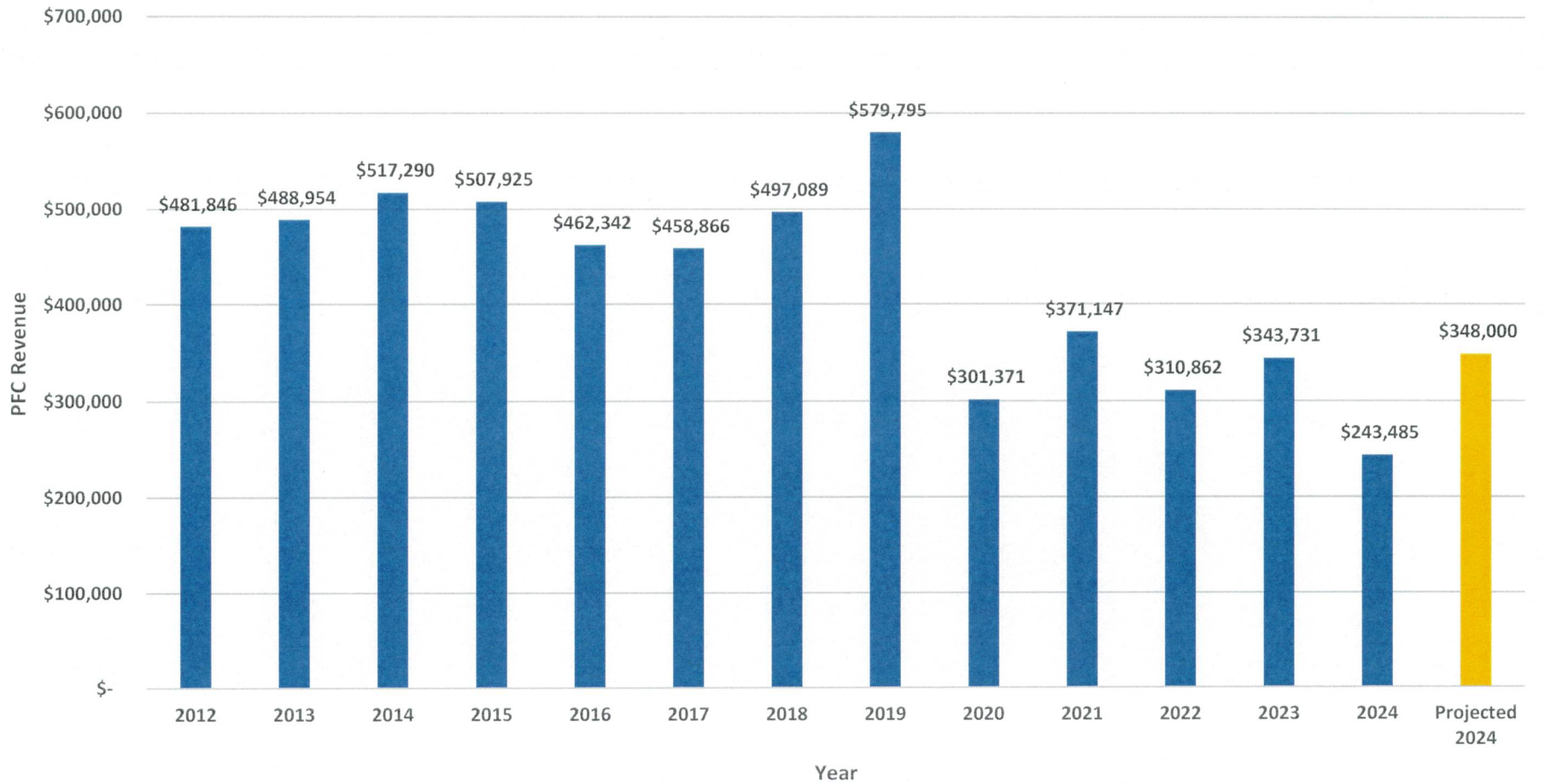
Personnel Expenses	2024 Modified Budget	2025 Requested Budget	Variance		
50110 - 51111 Salaries and Wages	1,407,016	1,449,226	42,210		
50110 - 51120 Overtime	59,297	61,076	1,779		
50110 - 51140 Shift Differential	3,744	3,856	112		
50110 - 51312 On Call Pay	11,900	12,257	357		
60110 - 51361 Sick Leave Payout	16,970	16,970	-		
50130 - 51370 Uniform Allowance	4,450	4,450	-		
50130 - 51390 Other Special Pay	1,600	1,648	48		
50150 - 51510 Social Security	113,708	110,992	(2,716)		
50150 - 51520 Retirement Employers Share	96,801	100,836	4,035		
50150 - 51541 Dental Insurance	8,553	18,158	9,605		
50150 - 51550 Life Insurance	5,113	5,113	-		
50150 - 51560 Workers Compensation	32,049	32,049	-		
50150 - 51580 Unemployment Compensation	1,488	1,503	15		
50150 - 51590 Other Employer Contributions	10,917	10,917	-		
50150 - 51593 Health Insurance	264,804	285,988	21,184		
<b>Total</b>	<b>2,038,410</b>	<b>2,115,040</b>	<b>76,630</b>	<b>2,038,410</b>	<b>2,115,040</b>

### CWA Enplaned Passenger History

\*Thru 7-31-2024



### Passenger Facility Charge (PFC) Revenue \*Thru 8-31-2024





## Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

**Airport Board Meeting Date:** September 10, 2024

**Agenda Item Title:** #6) Review and Possible Action on General Aviation Passenger Terminal Building Design Contract

**Staff Responsible:** Mark Cihlar, Assistant Airport Director

**Background:** The 2023 Terminal Area Master Plan (TAMP) has identified several architectural projects needed at CWA, including improvements for General Aviation facilities through a new General Aviation (GA) Terminal Building. On the April 9, 2024 meeting of the Central Wisconsin Joint Airport Board, the board approved a project resolution to move forward with designing the GA Terminal Building, and on May 14<sup>th</sup>, the Board approved a Preliminary Design Contract with Jviation, a Woolpert Company, to answer many of the outstanding questions needed to develop accurate cost estimates, evaluate federal and state funding eligibility, and submit necessary environmental review documentation to the FAA before the airport moved into the full design effort. The preliminary design effort is complete and the results were presented to the Joint Airport Board on July 30<sup>th</sup>. The project is now ready to move into the full design phase.

CWA staff worked with Jviation through the month of August to develop a detailed scope of work for this design effort. The design effort includes the preparation of Construction Plans, Contract Documents, Technical Specifications, a Design Report, and supporting the Wisconsin DOT Bureau of Aeronautics (BOA) on bidding the project and preparing a grant application. The full design scope of work is included as an attachment to this AIS.

This final design contract will be between Jviation and CWA. The ultimate construction contracts will be held between the lowest responsible bidder and the BOA, acting as agent to the sponsor (CWA).

The Joint Airport Board approved the selection of Jviation, a Woolpert Company, for architectural services, in accordance with *FAA Advisory Circular 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* in November of 2023. The design of a General Aviation Terminal Building was specifically included in the scope of that selection.

**Timeline:** Airport staff are still working through final negotiations of the Fee for this contract, in accordance with FAA Advisory Circular 150/5100-14E, and will present the negotiated fee at the September 10<sup>th</sup> Joint Airport Board meeting.

Airport staff are working to complete the design of the project so it can be out for bids as early as January 2025 and construction starting during the 2025 construction season. Having the project ready to bid in January is an important consideration for competitive federal funding through the Bipartisan Infrastructure Law (BIL).

CWA is planning to submit grant applications for the project as soon as the project is bid out.

**Financial Impact:** The final negotiated cost of this contract will be presented at the September 10<sup>th</sup> Joint Airport Board meeting. As the airport has successfully done on past projects, airport staff are recommending the airport fund this

*Serving Wausau, Stevens Point and the Central Wisconsin Region*



## Agenda Item Summary

*CENTRAL WISCONSIN AIRPORT*

design in full as a “sponsor only” contract. This amount will count towards CWA’s local match to the full project grant. The total design cost, including this contract and the preliminary design already paid for by CWA, is expected to be over the 2.5%-5% local match of the total project cost (see next paragraph), and the amount in excess of the local match will be reimbursed to CWA by the grant.

Total project cost for the GA Passenger Terminal Building, including design and construction costs, is estimated to be \$6,000,000. As presented to the board at the August 30<sup>th</sup> board meeting, 90%-95% of the total project cost will be eligible for BIL-ATC, BIL-AIG, and traditional AIP funding. The remaining 5%-10% of the project cost will be split 50/50 between CWA and the BOA as a local match to the project. CWA’s local share for the entire project is estimated to be \$250,000 or less.

The 2024 CWA Annual Operating Budget includes \$180,000 for this project, of which \$118,000 was committed by the board in May for the Preliminary Design Contract. The full design contract will exceed the 2024 budgeted amount for the project, so the difference will be paid out of our fund balance.

**Contributions to Airport Goals:** This project supports the 2024 Annual Goal to Grow and Expand General Aviation at CWA and Maintain Premier Airport Facilities.

**Recommended Action:** Airport Staff recommend approval of the full Design Contract with Aviation, as presented at the September 10<sup>th</sup> board meeting.

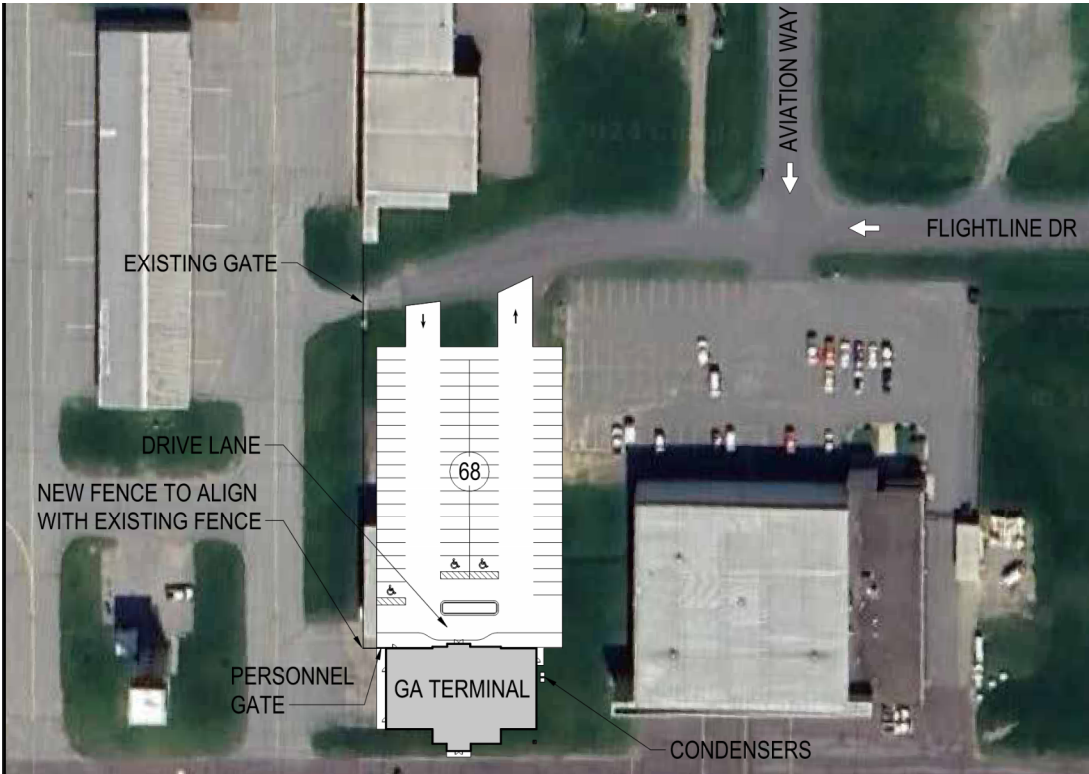


**SCOPE OF WORK  
FOR  
CENTRAL WISCONSIN AIRPORT  
Mosinee, Wisconsin  
AIP Project No. 10019480  
GA TERMINAL Design and Bidding**

This is an Appendix attached to, made a part of and incorporated by reference with the Professional Services Agreement dated November 27, 2023, between Central Wisconsin Airport and Woolpert, Inc., for providing professional services. For the remainder of this scope the Central Wisconsin Airport is indicated as “Sponsor” and Woolpert, Inc., is indicated as “Project Manager.” The construction budget for this project is approximately \$5,500,000. This construction budget does not include administrative, legal, or professional fees.

**PROJECT DESCRIPTION**

This project shall consist of preparing Construction Plans, Contract Documents, Technical Specifications, FAA/BOA grant support and Design Report, along with Bidding for the project. This scope of work is for the consulting services provided by the PM/Project Manager to the Sponsor. See Exhibit No. 1 and Exhibit No. 2 below for the project location and schematic rendering.



**EXHIBIT NO. 1**



**EXHIBIT NO. 2**

The General Aviation Passenger Terminal will be designed to house the General Aviation tenant and serve the Central Wisconsin community. This project aims to enhance the facilities for General Aviation (GA) traffic, ensuring the airport can meet current and future demands effectively.

The existing FBO facility was built in 1971 and its size and amenities are inadequate for current General Aviation users. This 53-year-old building is an inefficient design with structural issues and has reached end of useful life. CWA's 2023 Terminal Area Master Plan looked at all options to improve existing GA facilities, and concluded that a new, standalone facility was the best option to meet current and forecasted needs of the community.

#### **Key Objectives of GA Passenger Terminal Design:**

- **Increase Capacity and Passenger Access**
  - Increase capacity to serve passengers and crews from 2-3 single engine aircraft at a time to current peak activity of 2-3 corporate jets.
  - Add capacity for a new Part 135 charter operation.
  - Provide adequate space for increased flight training.
- **Modern Facility Development:**
  - Construct a modern, energy efficient, General Aviation Passenger Terminal Building.
  - Include the construction of walkways and access roads to improve connectivity and accessibility.
- **ADA Compliance:**
  - Design facility from the ground up with accessibility in mind.
  - Provide ADA-compliant facilities for passengers and flight crews, ensuring accessibility for all users.
  - Provide ADA-compliant Restrooms and Reception Desk.

- Provide hands free accommodations at all possible areas.
- **Energy Efficiency:**
  - Improve the airport’s overall energy efficiency by adhering to LEED design principles.
  - Utilize energy-efficient heating and cooling systems which include heat pumps.
  - Split the building into three separate zones to provide improved occupant comfort, with each zone serviced by economical air handling units.
  - Include accommodations for future solar power in building design.
- **Airfield Safety Enhancement:**
  - Relocate the General Aviation Passenger Terminal to a safer location on the ramp.
  - Move the terminal farther away from commercial aircraft taxiing and deicing areas to enhance safety.

**DESIGN SERVICES**

Woolpert is to prepare and deliver a full set of design documents (drawings and specifications) for construction companies to obtain permits, construct the project and provide estimating services. Coordination of the design team efforts shall be managed by the Project Manager ensuring the team remains focused and on schedule for design deliverables. Internal quality control reviews shall be done with team members throughout the duration of the project design.

Woolpert will provide the following design services and construction drawings/specifications for each related discipline based on each of the defined phases. Civil drawings will be prepared by Subconsultant in AutoCAD 3D software. Other Design drawings will be prepared in Autodesk Revit and hosted in a BIM360 session to allow for real-time collaboration. Deliverables will be PDF electronic files.

The design fees for this project will be broken into two parts as listed below. The 1) Preliminary Design Phase has been previously completed by Project Manager.

**Basic Design Services** includes;

- 2) Design Phases (60% - 100% completion).
- 3) Bidding Phase.

Additional design services that will be completed by subconsultants to Woolpert, including the Civil Engineering, Structural Engineering, and MEP Engineering; will be included under Part A -Subconsultants Section. Parts A and B and the two phases are described in more detail below.

**BASIC DESIGN SERVICES** – The Part A Basic Design Services will include the following. These are further defined throughout this document.

Part A Services include but are not limited to the following:

Project Management	Civil Design (Subconsultant)
Aviation Airspace Assessment	FAA/BOA Coordination
Architecture	Mechanical Design (Subconsultant)
Electrical Design (Subconsultant)	Communications Technology Design (Subconsultant)
Plumbing Design (Subconsultant)	Fire Protection (Subconsultant)
Structural Design (Subconsultant)	Interior Design
Surveying (Subconsultant)	Quality Control Reviews

Front-end Specifications w/ (Subconsultant)	Technical Specifications
Building Permit Submission w/ (Subconsultant)	Grant Administration
Bid Review, Check References, and Recommendation Letter w/ (Subconsultant)	Cost Estimates (Subconsultant)

**PART A - BASIC DESIGN SERVICES – SUBCONSULTANT SERVICES**

Civil Engineering                      Structural Engineering                      Cost Estimating  
 MEP Engineering                      Survey

**SPONSOR MEETINGS**

A variety of meetings, both in person and virtual, with the Sponsor will be scheduled to determine the following during the design cycle.

- Critical project dates and establish the proposed schedule
- Kickoff meeting
- Design review sessions

**DELIVERABLES** - Based on the project Schedule for deliverables, Woolpert will submit Construction Documents (CD) to The Sponsor for review at the 60%, and 90%. Each submittal package will be submitted a minimum of (4) business days prior to the scheduled team meeting to review documents. Specific other deliverables are listed below under each design phase. Deliverables are defined further below.

**DESIGN SCHEDULE**

A proposed design schedule will be developed when the contract is awarded. This schedule is subject to review and discussion but must be agreed to (in the present or modified form) before a formal notice to proceed is issued. The schedule will be based on a 4-month design schedule to provide documents ready for permitting and bidding. Final Plans and Specifications for Construction are subject to approval by local reviewing agencies.

Deviations from the schedule outside of the control of Woolpert (Sponsor Design changes, scope alterations, etc.) could impact the final deliverable date.

PHASE	ALLOCATED TIME
Concept Verification and Cost Estimates	4 Weeks
60% Design Phase	6 weeks
90% Design Phase	4 weeks
100% Design Phase	4 weeks
<b>ESTIMATED TOTAL</b>	<b>20 Weeks</b>

**PART A – BASIC SERVICES**

**PHASE 2 – DESIGN PHASE – 60% TO 100% DELIVERABLE**

The drawings and specifications shall progress to a higher, more refined level of detail identifying and resolving any conflicts among the building systems. Higher level of system design and load calculations will progress during this phase of work. Draft specification document requirements shall also be reviewed

during the 60% review by the Sponsor. The PM and key design team personnel [architectural lead, civil lead, and MEP engineer lead] shall meet with the Sponsor to review the 60% review set [in-person or via teleconference]. Acceptance sign off with approved notations on the design documents at this 60% phase (including further developed plans, elevations, reflected ceiling plans, building and wall sections, etc.) is required for the team to move forward developing the more detailed construction documents within 5 working days of the team face-to-face meeting. Owner requested design changes following the 60% review and signoff shall require discussion on fee modification and impact to schedule.

Additionally, the PM and key design team personnel (architectural lead and civil lead) shall meet with The Sponsor in person to review the 90% review set.

The Client comments shall be provided in a meeting report within two days of the meeting. The 100% design drawings and specifications will then be provided within 10 business days of the meeting to the client. Any client requested significant design changes or value engineering at the 100% phase shall result in a fee modification and may have an impact to the schedule. Any final review comments from the client will be incorporated into the plans prior to the final plan submission for construction and permitting.

A complete set of construction documents will be delivered to the client for bidding the project at the completion of this phase of work.

## **2.0 DESIGN PHASE**

**2.01 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 Project Manager for the Sponsor once negotiations are complete.

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

- Time the Project Manager 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 Project Manager 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.
- Validating project criteria requirements
- Site investigation
- Project coordination
- Bi-Weekly Coordination Meetings with Stakeholders
- Design analysis
- Coordinate Construction Drawing setup, organization and progress
- Conduct coordination with Civil, Architecture, Interior Design, MEP, Fire Protection and Structural design to confirm location and space requirements for chases, columns, equipment sizes, equipment clearances, etc. and all other design elements for the project.
- Schedule analysis

- Miscellaneous correspondence to third parties (FAA; BOA; Building Departments; Airport Authority; etc.)
- Manage Sponsor’s design expectations throughout the project.
- The Project Manager will prepare and submit monthly invoicing.
- The Project Manager and design team shall thoroughly review requirements of governmental Authorities Having Jurisdiction (AHJ) over the Project and Sponsor requirements for incorporation into the construction documents.

The Project Manager will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Project Manager’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.
- Develop and maintain a question/answer log for design staff and client input.
- Obtain specific design requirements of the Sponsor, the Airport Board, and any local design requirements.

**2.03 Review Existing Documents** The Project Manager and Civil Engineer Subconsultant 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 Project Manager may use relevant information from this review to coordinate the design and topographical survey for the project.

**2.04 Coordinate Civil Engineering** This task includes preparing the requirements for the Civil Engineering scope of the project. Negotiating with the Civil engineering subconsultant firm for a cost to perform the work and executing the subcontract is also included in this task.

**2.05 Coordinate Structural Engineering** This task includes preparing the requirements for the structural design elements of the project, including structural design requirements of the building and coordination with the Sponsor. Negotiating with the structural Project Managing firm for a cost to perform the work is also included in this task.

**2.06 Coordinate MEP Engineering** This task includes preparing the requirements for the MEP scope of the project. Negotiating with the mechanical, electrical, and plumbing engineering subconsultant firm for a cost to perform the work and executing the subcontract is also included in this task.

**2.07 Prepare Schematic Design Concept Verification and Cost Estimates** This task includes preparing three schematic designs to verify the schematic design concept that will be used going forward to Design Development. The Project Manager will prepare two renderings of three different schematic designs. The Sponsor will select two of those three options for further concept development. The Project Manager and Cost Estimator Subconsultant will prepare a cost estimate analysis of the two selected options to present to Sponsor. The two Cost Estimates and Schematic Design renderings will be presented at Sponsor Board Meeting.

- Negotiate with Cost Estimating firm to perform the work and executing the subcontract.
- Attend Sponsor Board Meeting virtually to present documents is also included in this task.

**2.08 Coordinate Utility Service Installation with Local Utility Companies** This task includes coordinating with a utility locating company to locate utilities that might impact this project. Negotiating with the utility locating firm for a cost to perform the work and providing an on-site representative of the Project Manager during the locates is also included in this task.

**2.09 Analyze Geotechnical Investigation Data.** This task includes analyzing the geotechnical investigation. This will include the following tasks:

- Review Geotechnical Engineer recommendations.
- Determine on-site sources and quantities of suitable material for embankment.
- Determine appropriate data for the pavement design form(s).
- Input data for computer modeling with topographical survey data.
- Prepare soil information for incorporation on the construction plans.
- Coordinate with Structural Engineer on geotechnical findings.

**2.10 Prepare Pavement Design (Provided by Subconsultant).** See Attachment A. for reference. After receiving the geotechnical investigation data, the Engineer will analyze the data and prepare a proposed pavement section relative to the project requirements in conjunction that was provided in the Preliminary Design deliverable. No FAA airside pavement is expected for this project. The following tasks will be completed:

- Determine appropriate data for pavement parking lot and site paving design.
- Input data for computer modeling with topographical survey data.
- Prepare an exhibit showing the existing pavement and base course thickness.
- Determine areas of existing pavement to be removed and replaced.
- Prepare pavement and soils information for incorporation on the construction drawings.
- Verify elevation of water table.
- Select preferred pavement section.
- Verify frost design method.
- Verify over excavation requirements (if needed).
- Verify optimum moisture content for subgrade preparation.
- Prepare Parking lot design and Geometry Plan as it relates to project

**2.11 Develop On-Site Grading Plans (Provided by Subconsultant).** This task includes developing potential on-site borrow area grading plans to remove material from potential area(s) for use as embankment on the project site. It is anticipated that two to three different grading options will be developed during this task. Aerial photography will be used to develop the grading plans and associated quantities for all potential borrow sources

This task includes developing potential on-site grading plans to place excavated material and/or to re-contour borrow sites. It is anticipated two to three different on-site grading options will be developed during this task. Aerial photography will be used to develop the grading plans and associated quantities for all potential embankment and excavation area(s).

This task includes reviewing existing CWA Hangar footings and flatwork that will be removed. Building above flatwork will be removed by Sponsor prior to construction.

**2.12 Prepare Existing Utility Inventory (Provided with Subconsultant).** This task includes reviewing record drawings and consulting with the Sponsor and local utility companies to identify all utilities within the project site. The Construction Plans will include, to the maximum extent possible, the surveyed locations of observable utility features and the locations identified by utility locates.

**2.13 Prepare Federal Grant Application (Provided with Subconsultant).** This task consists of preparing the federal grant application with coordination with BOA. All items of the Federal Grant Application will be prepared in conjunction with BOA. The BOA will be formally submitting the Federal Grant Application to the FAA. Preparation of the application includes the following:

- Prepare Federal 424 form.
- Prepare Federal Form 5100 – II thru IV.
- Prepare project funding summary.
- Prepare program narrative, discussing the purpose and need of the work and the method of accomplishment.
- Project sketch (8.5" x 11").
- Include preliminary cost estimate.
- Include the existing Exhibit "A" Property Map.
- Include the Sponsor's certifications.
- Attach the current grant assurances.
- Include DOT Title VI assurances.
- Include certification for contract, grants and cooperative agreements.
- Include Title VI pre-award checklist.
- Include current FAA advisory circulars required for use in AIP funded projects.

**2.14 Prepare Preliminary Contract Documents (Provided with Subconsultant).** This task includes preparing the Preliminary Contract Documents, including Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, Disadvantaged Business Utilization Commitment, DBE Participation Form, 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.

**2.15 Prepare Construction Safety and Phasing Plan (CSPP) (Provided by Subconsultant).** See Attachment A. for reference. 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 90% complete for ADO review. Upon preliminary approval from the ADO, the CSPP will be submitted to BOA for OE/AAA coordination.

**2.16 Prepare Preliminary Technical Specifications (Provided with Subconsultant).** 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, but are not limited to are provided in **APPENDIX A**.

**2.17 Prepare Preliminary Special Provisions (Provided with Subconsultant).** 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, Contractor's Quality Control Program, 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, Liquidated Damages, Acceptance Testing, Grade Control and Surface Tolerance, Construction Management Plan, and Instruction Manuals.

**2.18 Compile/Submit Permits.** This task includes identifying potential federal, state and local permits needed for the project. Permits are anticipated to be required for, but are not limited to, demolition activities, air quality, grading, Right-of-Way (ROW) access, hauling, batch plants, wetland disturbance, open burning, fencing, various building systems, construction dewatering, permanent dewatering, fueling systems and stormwater management construction plans and associated permits (SWMP). When applicable, the Engineer will assist the Sponsor to compile information and submit permits that are required to be obtained by the Sponsor.

**2.19 Compile/Submit FAA Form 7460 and ALP Pen and Ink. (Provided by Subconsultant).** This task includes preparing and submitting the required FAA Form 7460-1, "Notice of Proposed Construction or Alteration," via the FAA's online Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system on the Sponsor's behalf. The Engineer will coordinate with the FAA Project Manager and/or Airspace Specialist to determine the locations of required airspace case studies to be submitted. Generally, such cases are required for any restrictive/critical points where construction operations or proposed alterations may affect navigable airspace. Typically, these locations include (but are not limited to): limits of construction, construction phasing limits, haul routes for construction traffic, asphalt and/or concrete batch plants, and key points of any permanent, above-ground alterations. The Engineer will prepare an exhibit depicting the locations and other information pertinent to the cases' impact on the airspace to include with the submission. The Engineer will submit FAA Form 7460-1 and the associated documentation to the FAA via the OE/AAA system for approval a minimum of 45 days prior to the start of construction. The task also includes preparing and submitting an ALP Pen and Ink documentation for the FAA.

**2.20 Prepare Estimate of Probable Construction Cost.** Using the final quantities calculated following the completion of the construction plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other available databases.

**2.21 Prepare Engineer's Design Report and Modification of Standards (Provided with Subconsultant).** This task includes preparation of the Engineer's Design Report in accordance with current FAA 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, estimate of project costs, and a schedule for the completion of the design, bidding, and construction. Modifications of the FAA standards, as necessary, for the project will be prepared for preliminary review. The approved Modifications of Standards (MOS) will be included in the Engineer's Design Report and submitted on the MOS website to the FAA and Sponsor. The Engineer's Design Report will also contain any alternative design concepts that were investigated and evaluated. No MOS to the project are expected for this project.

**2.22 Review Plans at 60%, and 90% Complete.** During various stages of completion of the design, the Engineer will submit a set of Construction Plans, Specifications, and Contract Documents to the Sponsor for their review. Meetings will be scheduled for periodic reviews, including a 90% plans-in-hand review. The project will be reviewed with the FAA to obtain their concurrence with the design.

**2.23 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 60%, and 90% reviews, 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.

At the 90% design review, the independent review will re-evaluate the CATEX boundary.

**2.24 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer's Design Report (Provided with Subconsultant).** 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, BOA, and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Paper and electronic copies will be provided.

**2.25 CIVIL (Provided by Subconsultant)**  
**Refer to Attachment A.**

## 2.26 ARCHITECTURAL

### Prepare Architectural Design based on:

- Design Interior/Exterior elements
  - Exterior and Interior Wall Assemblies
  - Code and Life Safety review
  - Plans, Sections, and Elevations
  - Reflected Ceiling Plan, with details as needed
  - Miscellaneous details as needed
  - Window Elevations
  - Room, Floor, Wall, Base, Door, Ceiling, Window Finish Schedules, as required
  - Floor design in regards to slope and floor finish specification
- Prepare Construction Contract Technical Specifications
  - To be provided as a separate booklet. Technical Specifications – Architectural Divisions 2 thru 14 (60% Review as Draft and 90% Review as Final)
- Prepare Landscape Design Plan
  - To be provided with Sponsor’s specifications and coordinated with local AHJ and Civil Engineer.
- Coordination with Other Design Disciplines
  - Conduct Supplemental coordination with MEP and Structural design to confirm location and space requirements for chases, columns, equipment sizes, equipment clearances, etc. Coordination with Fire Protection Engineer on Terminal’s allowable design not requiring the use a foam suppression system
- Coordinate with the building department; Authority Having Jurisdiction (AHJ); and Zoning Department on specific items pertaining to the project.
- Prepare the building permit application for submission. Provide a maximum of two building departments questions and provide written responses and resubmissions of application.
- Coordinate building department questions with the design team as required.

ARCHITECTURE - Plan Name/Description	Number of Sheets
Title Sheet	1
Index Of Drawings and General Notes	1
Partition Type Details	1
Code Summary	1
Life Safety Plans	1
Abbreviations and Reference Plan	1
Overall Floor Plans (With Enlarged Plans as Needed, E.G., Equipment	Up to 4
Reflected Ceiling Plan	1
Roof Plan, With Details as Needed, Including Roof Drainage And Roof Access	1
Landscape Plan and Schedules	1
Exterior Elevations, With Details as Needed	Up to 5
Building and Wall Sections, With Details as Needed	Up to 5
Casework Detail Plans	Up to 2
Interior Elevations, With Details as Needed	Up to 4
<b>ARCHITECTURAL - Estimated Total Sheet Count</b>	<b>24-28</b>

## 2.27 INTERIOR DESIGN/FFE DESIGN

### General

- Provide design and submittals as applicable to this project’s scope of work.
- Participate in coordination meetings per schedule.
- Provide internal project management, QAQC, and cross-discipline coordination.
- Deliverables will be provided in the following formats:
- Drawings – Prepared in Autodesk Revit and provided in electronic PDF format.
- Specifications – Prepared using templates and provided in electronic PDF format.
- Responses to Client Comments – Electronic email or PDF format.

### Concept Verification

- Provide services listed under the *General* heading for this phase.
- Participate in internal kickoff meeting.
- Provide conceptual interior design support to include interior finishes, millwork + casework, light fixture selection collaboration, and interior signage.
- Provide high level guidance for the design team.

### 60% Design Phase

- Provide services listed under the *General* heading for this phase.
- Provide design development of interior design to include interior finishes, millwork + casework, light fixture selection collaboration, and interior signage.
- Participate at QA / QC milestones.
- Research and select preliminary interior finishes.
- Prepare and produce Client presentation for interior finishes.
- Prepare outline specifications for all interior finishes in a format coordinated with the Architect.

### 90% Design Phase

- Provide services listed under the *General* heading for this phase.
- Produce design drawings to include casework and interior elevations, finish schedule, legend and details + coordinated effort with Architecture on floor plans, enlarged plans, and reflected ceiling plans, interior signage schedule, legend and details.
- Participate at QA / QC milestones.
- Receive final approval of all interior finishes, if not yet received.
- Prepare fully edited specifications for all interior finishes in a format coordinated with the Architect.

### 100% Design Phase (Permitting + Issued for Construction (IFC) Phase)

- Provide services listed under the *General* heading for this phase.
  - Provide response for permit review comments. It is anticipated that up to two (2) rounds of permit review comments will be required. Additional rounds of comments and responses required due to address reviewer preferences will be conducted as Additional Services.
- Revise drawings and specifications based on permit review comments (as applicable).
- Provide internal project management, QAQC, and cross-discipline coordination.
- Meetings with the Authority Having Jurisdiction (AHJ) or other permit review meetings are not included in this proposal and can be conducted as Additional Services if required.

- Prepare final drawings for Issued for Construction (IFC) Submittal.

<b>INTERIOR DESIGN/FFE - Plan Name/Description</b>	<b>Number of Sheets</b>
Title Sheet	1
Index Of Drawings and General Notes	1
Partition Type Details	1
Interior Elevations, With Details as Needed	Up to 2
<b>INTERIOR DESIGN/FFE – Estimated Total Sheet Count</b>	<b>3-5</b>

**2.28 STRUCTURAL (Provided by Subconsultant)**

**Structural Design services will include:**

60% and 90% Design Phases

- Design structural framing for roof, columns, and walls for Building Code prescribed loading.
- Design ground floor slab and foundations to support the building.
- Prepare structural drawings to include general notes, special inspection requirements, foundation plans, roof framing plans, structural schedules, sections, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Provide written response to Client review comments (if required).
- Participate in virtual internal design team meetings, QC, and discipline coordination as required.

100% Design Phase (Stamped/Signed)

- Finalize design of structural framing for roof, columns, and walls for Building Code prescribed loading.
- Finalize design of ground floor slab and foundations.
- Prepare final structural drawings to include general notes, special inspection requirements, foundation plans, roof framing plans, structural schedules, sections, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Incorporate changes (if required) based on permit review comments in the Permit Response drawings. Changes will be indicated with clouds. Up to two rounds of permit review comments are included in the base services.

<b>STRUCTURAL - Plan Name/Description</b>	<b>Number of Sheets</b>
Structural General Notes	1
Special Inspections	1
Foundation Plans	1
Roof Framing Plan (Conceptual)	1
Foundation Details	2
<b>STRUCTURAL TOTAL (Estimated)</b>	<b>6</b>

**2.29 PLUMBING (Provided by Subconsultant)**

**Plumbing Design services will include:**

60% and 90% Design Phases

- Design interior plumbing systems, sanitary sewer, vent systems, floor drains, oil/water separator, and natural gas distribution system.

- Select restroom and breakroom fixtures in coordination with the Architect and provide fixture schedule.
- Prepare plumbing drawings to include general notes, water distribution, sanity and vent plans, natural gas distribution plans, schedules, isometric risers, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Provide written response to Client review comments (if required).
- Participate in virtual internal design team meetings, QC, and discipline coordination as required.

100% Design Phase (Stamped/Signed)

- Finalize design of plumbing systems, sanitary sewer, vent systems, floor drains, oil/water separator, and natural gas distribution system.
- Prepare final plumbing drawings to include general notes, water distribution, sanity and vent plans, natural gas distribution plans, schedules, isometric risers, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Incorporate changes (if required) based on permit review comments in the Permit Response drawings. Changes will be indicated with clouds. Up to two rounds of permit review comments are included in the base services.

<b>PLUMBING - Plan Name/Description</b>	<b>Number of Sheets</b>
Plumbing Notes and Legends	1
First Floor Sanitary, Waste and Vent Plan	1
Domestic Water and Gas Plan	2
Plumbing Details	2
Plumbing Schedules	1
Waste And Vent Riser Diagrams	1
Domestic Water and Gas Riser Diagrams	2
<b>PLUMBING TOTAL (Estimated)</b>	<b>10</b>

**2.30 MECHANICAL (Provided by Subconsultant)**

**Mechanical Design assumptions:**

60% and 90% Design Phases

- Design heating systems and HVAC systems. Coordinate air distribution systems with design team for ceiling and lighting layouts.
- Perform HVAC load and ventilation calculations.
- Prepare mechanical drawings to include general notes, heating plans, HVAC plans, schedules, and details.
- Prepare basic Sequence of Operation for HVAC equipment. Detailed control diagrams are not included.
- Provide mechanical and electrical COMCheck to demonstrate compliance with energy code.
- Specifications will be provided in manual format and coordinated with Architecture.
- Provide written response to Client review comments (if required).
- Participate in virtual internal design team meetings, QC, and discipline coordination as required.

100% Design Phase (Stamped/Signed)

- Finalize design of heating systems and HVAC systems.

- Update HVAC load and ventilation calculations (if required).
- Finalize basic Sequence of Operation for HVAC equipment. Detailed control diagrams are not included.
- Update mechanical and electrical COMCheck (if required).
- Provide final mechanical drawings to include general notes, heating plans, HVAC plans, schedules, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Incorporate changes (if required) based on permit review comments in the Permit Response drawings. Changes will be indicated with clouds. Up to two rounds of permit review comments are included in the base services.

<b>MECHANICAL - Plan Name/Description</b>	<b>Number of Sheets</b>
Mechanical Notes and Legends	1
Mechanical HVAC plans	2
Mechanical Piping Plans	2
Mechanical Details	2
Mechanical Schedules	1
<b>MECHANICAL - Estimated Total Sheet Count</b>	<b>8</b>

**2.31 ELECTRICAL AND COMMUNICATIONS (Provided by Subconsultant)**

**Electrical and Communications Design services will include:**

100% Design Phase (Stamped/Signed)

- Load Calculations for full Solar Design performance specification.
- Produce Solar Panel design as a bid alternative in bidding documents.
- Provide final electrical drawings to include general notes, power plans, lighting plans, one-line diagram, schedules, and details.
- Finalize performance-based based for communications and security systems.
- Provide final communications drawings showing design criteria, locations of major equipment, and general notes for project specific requirements. This will be delegated design to the Contractor who will perform final detailed design and submit shop drawings
- Specifications will be provided in manual format and coordinated with Architecture.
- Incorporate changes (if required) based on permit review comments in the Permit Response drawings. Changes will be indicated with clouds. Up to two rounds of permit review comments are included in the base services.

<b>ELECTRICAL and COMMUNICATIONS TECHNOLOGY - Plan Name/Description</b>	<b>Number of Sheets</b>
Electrical Notes and Legends	1
Lighting Plan	1
Power Plan	1
Electrical Details	2
Electrical One-Line Diagram and Details	1
Electrical Schedules	2

Electrical Site Lighting Plan	1
Electrical Site Power Plan	1
Electrical Site Details	1
Communications Plan	1
Security System Plan	1
Communications/Security Details	1
<b>ELECTRICAL and COMMUNICATIONS TECHNOLOGY - Estimated Total Sheet Count</b>	<b>14</b>

**2.32 FIRE PROTECTION and LIFE SAFETY. (Provided by Subconsultant)**

**Fire Protection and Life Safety Design services will include:**

100% Design Phase (Stamped/Signed)

- Provide final code summary and life safety plans.
- Update fire suppression system calculations (if required).
- Provide final fire protection performance-based drawings to include general notes, fire alarm plans, fire suppression plans, riser diagrams, operational matrix, schedules, and details.
- Specifications will be provided in manual format and coordinated with Architecture.
- Incorporate changes (if required) based on permit review comments in the Permit Response drawings. Changes will be indicated with clouds. Up to two rounds of permit review comments are included in the base services.

<b>FIRE SUPPRESSION</b>	<b>Number of Sheets</b>
Fire Alarm Notes and Legend	1
Fire Alarm Plan	1
Fire alarm Riser Diagram, Operational Matrix, and Details	1
Fire Suppression Notes and Legend	1
Fire Suppression Plan	1
Fire Suppression and Fire Pump Details	1
<b>FIRE SUPPRESSION- Estimated Total Sheet Count</b>	<b>6</b>
<b>TOTAL DRAWINGS FOR PROJECT (ESTIMATE)</b>	<b>73</b>

**DELIVERABLES:** The following table provides a check list of project deliverable items to be provided under the Phase 2 – 60% - 100% Design:

**\*Add Task about Concept Verification.\*\***

<b>TASK 2 DELIVERABLES</b>	<b>TO FAA/BOA</b>	<b>TO SPONSOR</b>
2.07 Concept Verification and Cost Estimates		✓
2.10 Proposed Pavement Design	✓	✓
2.14 Preliminary Contract Documents for Sponsor’s Review	✓	✓
2.15 CSPP at 90% Complete	✓	✓
2.19 FAA Form 7460	✓	✓
2.21 60%, and 90% Construction Plans, Specifications, Contract Documents, and Engineer’s Design Report	✓	✓
2.24 Final Construction Plans, Specifications and Contract Documents, and Engineer’s Design Report	✓	✓



**MEETINGS.** Three meetings are anticipated for this phase of work. The PM has defined the specifics of the meeting; who will attend; location; and anticipated travel requirements for each meeting.

**MEETING 1:** The two schematic design concepts along with cost estimates will be presented at Sponsor Board Meeting.

**MEETING 2:** A review the 60% review set via teleconference. Acceptance signs off with approved notations, on the design documents at this phase (plans, elevations, etc.) of the 60% is required by the Sponsor within 5 working days of the review meeting for the team to move forward as per the attached schedule developing the more detailed construction documents.

**MEETING 3:** A review the 90% review via teleconference. Acceptance signs off with approved notations, on the design documents at this phase (plans, elevations, etc.) of the 90% is required by the Sponsor within 5 working days of the review meeting for the team to move forward as per the attached schedule developing the more detailed construction documents.

INDIVIDUAL FOR MEETINGS	Project Manager	Architect	MEP/FP
<b>Meeting 1: Sponsor Concept Verification Meeting</b>			
<b>LOCATION: (teleconference)</b>	✓	✓	✓
<b>MEETING LENGTH</b>	2	2	2
<b>HOTEL</b>			
<b>AIRFARE</b>			
<b>RENTAL/MILEAGE</b>			
<b>Meeting 2: Sponsor Project 60% Review Meeting</b>			
<b>LOCATION (teleconference)</b>	✓	✓	✓
<b>MEETING LENGTH</b>	2	2	2
<b>Meeting 3: Sponsor Project 90% Review Meeting</b>			
<b>LOCATION: (teleconference)</b>	✓	✓	✓
<b>MEETING LENGTH</b>	2	2	2

**PART A – BASIC SERVICES/PHASE 3 – BIDDING**

**3.01 Provide Bid Assistance.** The PM will assist the Sponsor, as needed, with the preparation of any required bidding documents. Included as part of this task, the PM will prepare a legal advertisement for publication in multiple websites/newspapers, (or other form of regularly published media) as a solicitation for bids. Additionally, the PM will work with in coordination with the BOA and their bidding website to directly notify potential contractors and plan rooms in order to maximize project exposure and generate interest in the project.

**3.02 Prepare/Conduct Pre-Bid Meeting.** The PM will conduct the pre-bid meeting and pre-bid site visit in sequence with the Sponsor and contract document requirements. As a part of this meeting, the PM will also provide an overview of the project. The PM will prepare an agenda for the meeting and secure sign-in sheets of all attendants. The PM will scribe meeting minutes and distribute to the Sponsor with the sign-in sheets.

**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 prior to being issued. The addenda will meet all design and construction standards, as required.

**3.04 Address RFI’s from Prospective Bidders.** During the bidding process, the PM and the design team shall be available to clarify bidding issues as submitted in writing from contractors and/or suppliers and for consultation with the sponsor building departments associated with the project.

**3.05 Attend Bid Opening.** The PM shall attend the bid opening for the project, which will be conducted by the Sponsor if the Sponsor requests. If Sponsor secures bids electronically, a public bid opening will not be attended.

**3.06 Review Bid Proposals.** Upon the opening of submitted bid proposals by the Sponsor, the PM shall review all the bid proposals submitted. A cost analysis of the bid prices will be completed and tabulated for civil quantities; the contractor's qualifications to perform the work will be evaluated; review of suspension and debarment rules on the www.Sam.gov website; verification of proposed DBE subcontractors; Buy American compliance analysis/review, and project funding review. Inclusion of bid guarantee, acknowledgment of addenda, and in-state licensure verification shall be completed. References, document compliance, and DBE license status will be checked with the state.

\*Buy American waiver approvals will be coordinated with bidding contractors.

**3.07 Prepare Recommendation of Award.** The PM shall prepare a Recommendation of Award for the Sponsor to accept or reject the bids received with a summary of the items listed above. If rejection is recommended, the PM will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project.

**3.08 Provide Bids to FAA/BOA.** The project Bid tab and letter of recommendation must be provided to the FAA and BOA for review and acceptance prior to the award of the contract.

**DELIVERABLES: The following table provides a check list of project deliverable items to be provided under the Phase 3 – Bidding:**

<b>PHASE 3 – BIDDING PHASE DOCUMENTS</b>	<b>TO FAA/BOA</b>	<b>TO SPONSOR</b>
3.01 Required Bidding Documents	✓	✓
3.02 Pre-Bid Meeting Agenda and Pre-Bid Meeting Minutes	✓	✓
3.03 Addenda and address RFI’s	✓	✓
3.06 Bid Tabulations	✓	✓
3.07 Recommendation of Award	✓	✓
3.08 Provide Bid summarization to the FAA	✓	✓

**MEETINGS. Three meetings are anticipated for this phase of work. The PM has defined the specifics of the meeting; who will attend; location; and anticipated travel requirements for each meeting.**

**MEETING 1:** The PM and design team lead personnel shall attend the pre-bid meeting. Questions will be addressed by the prospective bidders and a site visit will be conducted if warranted.

**MEETING 2:** Attend the Bid opening virtually held by BOA.

**MEETING 3:** The PM will meet with the Sponsor to review the bid results and the letter of recommendation. This meeting may also review any potential discrepancies with the bids and the need to disqualify any of the bidders.

INDIVIDUAL FOR MEETINGS	Project Manager	Architect	MEP/FP
<b>Meeting 1: Pre-Bid Meeting</b>			
LOCATION (teleconference and in person)	✓	✓	✓
MEETING LENGTH (hours)	2	2	2
HOTEL	✓		
AIRFARE	✓		
RENTAL/ MILEAGE	✓		
<b>Meeting 2: Bid Opening Meeting</b>			
LOCATION: (teleconference)	✓	✓	✓
MEETING LENGTH (hours)	1	1	1
<b>Meeting 3: Bid Review Meeting</b>			
LOCATION: (teleconference)	✓	✓	✓
MEETING LENGTH (hours)	1	1	1

**Special Considerations**

The following special considerations are required for this project but will be completed by subconsultants to the Engineer. 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.

**Cost Estimating.** Cost Estimates will be required in order to complete the design of the project. Cost Estimates will include the following:

- Rough Order of Magnitude (ROM) Cost Estimates of each Schematic Design concept
- Detailed Cost Estimate at conclusion of design

**Civil Engineering.** Civil Engineering will be required in order to complete the design of the project. Civil Engineering will include the following:

- Pavement Design.
- Grading Design
- Assist with Engineers Report
- CSPP
- Parking Lot Design
- Refer to Attachment A

**Structural Engineering.** This will include utilizing a licensed structural engineer to design the required structural elements of the project area. This includes the following:

- Existing Condition Verification
- Demolition / Temporary Support Design
- Foundation Design

- Framing Design (columns, beams, walls, roof)
- Structural Calculations
- Structural Drawings, Details
- Structural Technical Specifications

**Mechanical, Electrical and Plumbing Engineering.** This include utilizing a licensed MEP engineer to design the required mechanical, HVAC, storm sewer, Lighting, Power, IT, and Plumbing elements inside of the project area. This includes the following:

- Domestic Water design
- Sanitary Sewer design
- Storm Sewer and Roof Drain design
- Heating, Ventilating, Air Conditioning (HVAC) design
- Lighting design
- Electrical Power design
- Engineering Calculations
- Drawings and Details
- Technical Specifications
- Bid Evaluation Assistance

### **Assumptions**

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the PM and Sponsor.

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the PM, 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 furnish escorts as needed for the PM to conduct field work.
4. The Sponsor will coordinate with tenants as required to facilitate field evaluations and construction.
5. While the project may have both eligible and ineligible work, this scope and fee assumes that the project will be designed as one bid package with separate federal and non-federal bid schedules. Splitting the project into two bid packages will result in additional costs.
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 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 PM will utilize the following plan standards for the project:
  - Plans will be prepared using the PM’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 PM.
  - 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 PM’s standards.
8. The PM 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 PM.
  - The PM is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the Sponsor.
  - FAA and BOA General Provisions and required contract language will be used.
9. Because the PM has no control over the cost of construction-related labor, materials, or equipment, the PM 's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The PM does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from PM's estimates of construction cost.
10. An AC 150/5300-18B (or Current Edition) compliant survey is not required as a part of this project. No data will be submitted to Airports GIS (AGIS) through the Airport Data and Information Portal (ADIP).
11. Approvals from the Client, Utility providers, Authorities having jurisdiction (AHJ), Wisconsin BOA and the FAA could impact the project schedule and final design. Woolpert is not liable for any decisions made by these organizations that could impact the project design or scheduling but will work with each agency to minimize impacts.
12. The Sponsor will provide timely feedback on operational plans and requirements. Woolpert is not responsible for delays by the Sponsor or other Agencies or changes that result after the 35% design phase is completed.
13. All parties must agree in writing with the final plan scope, limits and schedule. Should they be different than agreed to by Woolpert at the time of our fee proposal, the Sponsor will be notified in writing at the earliest possible date of conflicts and remediation options.
14. Redesign as a result of incomplete information or due to changed conditions after previous; alternate direction; or revising previously approved studies, plans, reports, design documents, or drawings; shall be considered additional services. Any major changes after the 60% design documents are completed may require additional fee and would be made by an amendment on an Hourly Not to Exceed basis using the hourly rates of this agreement.
15. Additional design alterations required to the construction documents beyond the 35% review level or additional drawings required for cost estimating by the Sponsor Contractor may require additional fee to cover additional design costs and additional design time extension.
16. Submittals or deliverables in addition to those listed herein.
17. Land acquisition or easement acquisition services are not provided herein.
18. Legal, Surety, or Insurance support, coordination, and representation are not provided herein.

19. Building Permit Submittals as required by City, County, and State will be submitted by Woolpert in expectation the Contractor shall complete the permit as required prior to its issuance. All fees or costs associated with all required permits shall be the responsibility of the Sponsor or the Contractor.
20. Woolpert shall coordinate with utility provider for new service to the new facility. The Sponsor or contractor shall be responsible for any utility upgrades as required to get new power for the site. Woolpert design does not include service upgrade design required exterior to the Sponsor lease footprint. (This may include items such as directional boring under roadways, setting of new power poles beyond the Sponsor lease line, etc.).
21. Woolpert is not accountable for unknown underground utilities not identified during the site survey or not identified by existing condition drawings from the Airport and discovered during construction. Any costs associated with the discovery and design work required to address the unknown utilities may result in added fee.
22. 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. Each trip is included at the end of each phase above.
23. The Sponsor will provide existing mapping data including as-builts available for the project areas and other available information in the possession of the Sponsor.
24. Updating the ALP will not be required at the completion of this project. At the completion of the Construction project, an updated ALP will be provided by Subconsultant.
25. Because the PM has no control over the cost of construction-related labor, materials, or equipment, the PM's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The PM does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from PM's estimates of construction cost.
26. Woolpert will maintain records of design analyses and calculations consistent with typical industry standards, for a period of three years after the project is closed.

#### **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 PM 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 PM.

#### **Design Services and Features NOT included**

Extra Work will be as directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the PM. The following items are not included under this agreement and would 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 PM 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.
- Furniture Fixtures and Equipment (FFE) Procurement.
- Energy Modeling or Daylighting calculations.
- LEED certification services.
- Value Engineering studies to reduce project cost.
- Legal Lease Description of the Property.
- Construction Administration Services (contract negotiation with contractors; submittal review; construction site visits; and as-built documents). A fee proposal for Construction Administration services shall be submitted to the Sponsor for review prior to awarding.
- Construction Inspection and Testing.
- Commissioning Services.
- Air compression distribution.
- Battery storage area; general maintenance storage; oxygen storage.
- Hand wash stations.
- Heated pavement, interior or exterior to the pavement.
- Jib crane or bridge crane.
- Foam fire suppression system.

## **APPENDIX A – PROJECT MANUAL**

The following list are the anticipated Frontend Documents for bidding and contractual requirements and the technical specification sections to be included in the Project Manual.

### **SPECIFICATION DIVISIONS**

#### **FRONTEND DOCUMENTS**

##### **PART 1: GENERAL**

Project Manager’s Certifications  
Notice to Bidders  
Instruction to Bidders

##### **PART 2: BIDDING DOCUMENTS**

Bid Proposal Form  
Bid Bond/Security  
Contractor Information  
Qualifications/Prequalification Statement  
List of Subcontractors

Disadvantaged Business Utilization Commitment  
DBE Participation Form  
Equal Employment Opportunity Report Statement  
BUILD AMERICA, Buy America (BABA) Act  
Certification Of Compliance With Faa Buy American Preference – Construction Projects  
Certification Of Compliance With Faa Buy American Preference – Equipment/Building Projects  
Buy American Waiver Request Forms  
Buy America Conformance Listing  
Certification Regarding Domestic Preferences For Procurements  
Certification Of Offeror/Bidder Regarding Debarment  
Certification Of Lower Tier Contractors Regarding Debarment  
Certification Regarding Lobbying  
Certification Of Offeror/Bidder Regarding Tax Delinquency And Felony Convictions  
Trade Restriction Certification  
Certification Statement Regarding Illegal Aliens  
Non-Collusion Affidavit  
Bid Proposal Summary

**PART 3: CONTRACT DOCUMENTS**

Construction Agreement  
Performance and Payment Bonds  
Performance Bond Form  
Payment Bond Form

**PART 4: FAA AC 150/5370-10H: GENERAL PROVISIONS**

Section 10 – Definition of Terms  
Section 20 – Proposal Requirements and Conditions  
Section 30 – Award and Execution of Contract  
Section 40 – Scope of Work  
Section 50 – Control of Work  
Section 60 – Control of Materials  
Section 70 – Legal Regulations and Responsibility to Public  
Section 80 – Execution and Progress  
Section 90 – Measurement and Payment

**PART 5: SPECIAL PROVISIONS**

Federal Provisions  
Access to Records and Reports  
Breach of Contract Terms  
General Civil Rights Provisions  
Clean Air and Water Pollution Control  
Contract Workhours and Safety Standards Act Requirements  
Copeland “Anti-Kickback” Act  
Davis-Bacon Requirements  
Disadvantaged Business Enterprises  
Texting When Driving  
PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR  
EQUIPMENT  
Energy Conservation Requirements  
Equal Opportunity Clause  
Prohibition of Segregated Facilities



Occupational Safety and Health Act of 1970  
Procurement of Recovered Materials  
Rights to Inventions  
Seismic Safety  
Termination for Convenience  
Termination for Default  
Termination For CAUSE  
Veteran’s Preference  
Federal Equal Employment Opportunity  
Construction Contract Specification  
EEO Specification  
State Provisions  
Sales and Use Taxes  
Local Provisions  
Contractor Payments Process and Timeline  
Insurance  
Indemnification  
Permits and Compliance with Laws  
Liquidated Damages  
Airport Improvement Program  
DBE Administration  
DBE Award Documentation and Procedure  
Qualification of Disadvantaged Business Enterprises  
FAA Inspection  
FAA Facilities  
Accident Prevention  
Construction Management Plan

**PART 6: WAGE RATES**

Davis Bacon Wage Rates (or State)

**PART 7: SAFETY DOCUMENTS**

Construction Safety and Phasing Plan (CSPP)

Construction Safety and Phasing Compliance Document (CSPCD)

**TECHNICAL SPECIFICATION DIVISIONS**

DIVISION 01 - GENERAL REQUIREMENTS  
DIVISION 02 - EXISTING CONDITIONS  
DIVISION 03 - CONCRETE  
DIVISION 04 - MASONRY  
DIVISION 05 - METALS  
DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES  
DIVISION 07 - THERMAL AND MOISTURE PROTECTION  
DIVISION 08 - OPENINGS  
DIVISION 09 - FINISHES  
DIVISION 10 – SPECIALTIES  
DIVISION 11 – EQUIPMENT  
DIVISION 12 - FURNISHINGS

DIVISION 13 - SPECIAL CONSTRUCTION  
DIVISION 14-CONVEYING EQUIPMENT  
DIVISION 21 - FIRE SUPPRESSION  
DIVISION 22 - PLUMBING  
DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)  
DIVISION 26 - ELECTRICAL  
DIVISION 27 - COMMUNICATIONS  
DIVISION 28 - ELECTRONIC SAFETY AND SECURITY

**FAA TECHNICAL SPECIFICATIONS (CIVIL/SITE EARTHWORK AND EXTERIOR IMPROVEMENTS)**

ITEM C-100 – CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)  
ITEM C-102 – TEMPORARY AIR AND WATER POLLUTIONS, SOIL EROSION, AND SILTATION CONTROL  
ITEM C-105 – MOBILIZATION  
ITEM C-110 – PERCENTAGE OF MATERIAL WITHIN SPECIFICATION LIMIT (PWL)  
ITEM P-101 SURFACE PREPARATION  
ITEM P-151 CLEARING AND GRUBBING  
ITEM P-152 EXCAVATION, SUBGRADE, AND EMBANKMENT  
ITEM P-153 CONTROLLED LOW-STRENGTH MATERIAL (CLSM)  
ITEM P-154 SUBBASE COURSE  
ITEM P-155 LIME-TREATED SUBGRADE  
ITEM P-156 TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AND SILTATION CONTROL  
ITEM P-157 CEMENT KILN DUST (CKD) TREATED SUBGRADE  
ITEM P-158 FLY ASH TREATED SUBGRADE  
ITEM P-208 AGGREGATE BASE COURSE  
ITEM P-209 CRUSHED AGGREGATE BASE COURSE  
ITEM P-210 CALICHE BASE COURSE  
ITEM P-211 LIME ROCK BASE COURSE  
ITEM P-212 SHELL BASE COURSE  
ITEM P-213 SAND-CLAY BASE COURSE  
ITEM P-217 AGGREGATE-TURF PAVEMENT  
ITEM P-219 RECYCLED CONCRETE AGGREGATE BASE COURSE  
ITEM P-301 SOIL-CEMENT BASE COURSE  
ITEM P-304 CEMENT-TREATED BASE COURSE  
ITEM P-306 LEAN CONCRETE BASE COURSE  
ITEM P-401 HOT MIX ASPHALT (HMA) PAVEMENTS  
ITEM P-403 HOT MIX ASPHALT (HMA) PAVEMENTS (Base, Leveling or Surface Course)  
ITEM P-501 PORTLAND CEMENT CONCRETE (PCC) PAVEMENT  
ITEM P-601 FUEL-RESISTANT HOT MIX ASPHALT (HMA) PAVEMENT  
ITEM P-602 BITUMINOUS PRIME COAT  
ITEM P-603 BITUMINOUS TACK COAT  
ITEM P-604 COMPRESSION JOINT SEALS FOR CONCRETE PAVEMENTS  
ITEM P-605 JOINT SEALANTS FOR CONCRETE PAVEMENTS  
ITEM P-606 ADHESIVE COMPOUNDS, TWO-COMPONENT FOR SEALING WIRE AND LIGHTS IN PAVEMENT  
ITEM P-608 EMULSIFIED ASPHALT SEAL COAT  
ITEM P-609 BITUMINOUS SURFACE TREATMENTS  
ITEM P-610 STRUCTURAL PORTLAND CEMENT CONCRETE

ITEM P-620 RUNWAY AND TAXIWAY PAINTING  
ITEM P-621 SAW-CUT GROOVES  
ITEM P-626 EMULSIFIED ASPHALT SLURRY SEAL SURFACE TREATMENT  
ITEM P-629 THERMOPLASTIC COAL TAR EMULSION SURFACE TREATMENTS  
ITEM P-630 REFINED COAL TAR EMULSION WITHOUT ADDITIVES, SLURRY SEAL SURFACE  
TREATMENT  
ITEM P-631 REFINED COAL TAR EMULSION WITH ADDITIVES, SLURRY SEAL SURFACE TREATMENT  
ITEM P-632 BITUMINOUS PAVEMENT REJUVENATION  
ITEM F-160 WIRE FENCE WITH WOOD POSTS (Class A and B Fences)  
ITEM F-161 WIRE FENCE WITH STEEL POSTS (Class C and D Fences)  
ITEM F-162 CHAIN-LINK FENCE  
ITEM F-163 WILDLIFE DETERRENT FENCE SKIRT  
ITEM F-164 WILDLIFE EXCLUSION FENCE  
ITEM D-701 PIPE FOR STORM DRAINS AND CULVERTS  
ITEM D-702 SLOTTED DRAINS  
ITEM D-705 PIPE UNDERDRAINS FOR AIRPORTS  
ITEM D-751 MANHOLES, CATCH BASINS, INLETS AND INSPECTION HOLES  
ITEM D-752 CONCRETE CULVERTS, HEADWALLS, AND MISCELLANEOUS DRAINAGE STRUCTURES  
ITEM D-754 CONCRETE GUTTERS, DITCHES, AND FLUMES  
ITEM T-901 SEEDING  
ITEM T-903 SPRIGGING  
ITEM T-904 SODDINGITEM T-905 TOPSOILING  
ITEM T-908 MULCHING  
ITEM L-101 AIRPORT ROTATING BEACONS  
ITEM L-103 AIRPORT BEACON TOWERS  
ITEM L-107 AIRPORT WIND CONES  
ITEM L-108 UNDERGROUND POWER CABLE FOR AIRPORTS  
ITEM L-109 AIRPORT TRANSFORMER VAULT AND VAULT EQUIPMENT  
ITEM L-110 AIRPORT UNDERGROUND ELECTRICAL DUCT BANKS AND CONDUITS  
ITEM L-115 ELECTRICAL MANHOLES AND JUNCTION STRUCTURES  
ITEM L-119 AIRPORT OBSTRUCTION LIGHTS

**PART 9: SUPPLEMENTAL TECHNICAL SPECIFICATIONS**

ITEM P-140 PAVEMENT REMOVAL  
ITEM P-159 WATERING  
ITEM P-222 SOIL STERILIZATION  
ITEM P-310 GEOSYNTHETIC FABRICS  
ITEM P-311 PAVING FABRIC  
ITEM P-312 NON-WOVEN GEOTEXTILE FABRICS  
ITEM P-313 STRUCTURAL GEOGRIDS  
ITEM P-314 BOND BREAKER FABRIC  
ITEM P-315 ASPHALT REINFORCEMENT GRID TACK FILM MESH  
ITEM P-502 CONCRETE PAVEMENT REPAIR  
ITEM P-601 CRACK REPAIR WITH MAJOR CRACK REPAIR  
ITEM P-619 RUBBER REMOVAL  
ITEM P-640 AIRCRAFT TIEDOWN ANCHORS  
ITEM P-700 BICYCLE RACKS  
ITEM D-710 ROCK RIPRAP  
ITEM D-750 TRENCH DRAINS (CAST IN PLACE)

ITEM D-750 TRENCH DRAINS (MODULAR)  
ITEM L-125 AIRPORT LIGHTING SYSTEMS  
ITEM L-126 RETROREFLECTIVE MARKERS  
ITEM L-139 TEMP CONST MARKING LIGHTING  
ITEM L-140 INSTALLATION OF PAPI SYSTEM  
ITEM V-100 FAA CARRIER VEHICLE BASE SPEC  
ITEM C-90 CONSTRUCTION STAKING  
ITEM D-753 RIP RAP (NON-FAA)  
ITEM D-703 CURED-IN-PLACE PIPE (CIPP)  
ITEM L-135 ESTABLISHING PAPI FACILITIES  
ITEM M-102 MAINTENANCE OF TRAFFIC  
ITEM P-100 BITUMINOUS MILLING AGGREGATE  
ITEM U-100 SUBSURFACE UTILITY PROJECT MANAGERING AND LOCATION  
ITEM S-100 SUSTAINABILITY  
ITEM E-100 INSULATION RESISTANCE TESTING

## **ATTACHMENT A**

### **SCOPE OF WORK**

**Civil Design  
Services  
For  
Central Wisconsin Airport  
(CWA) Mosinee, Wisconsin**

**GA Passenger Terminal**

# ATTACHMENT A

## SCOPE OF WORK

### Final Civil Design Services For Central Wisconsin Airport (CWA) Mosinee, Wisconsin

### General Aviation Terminal Building

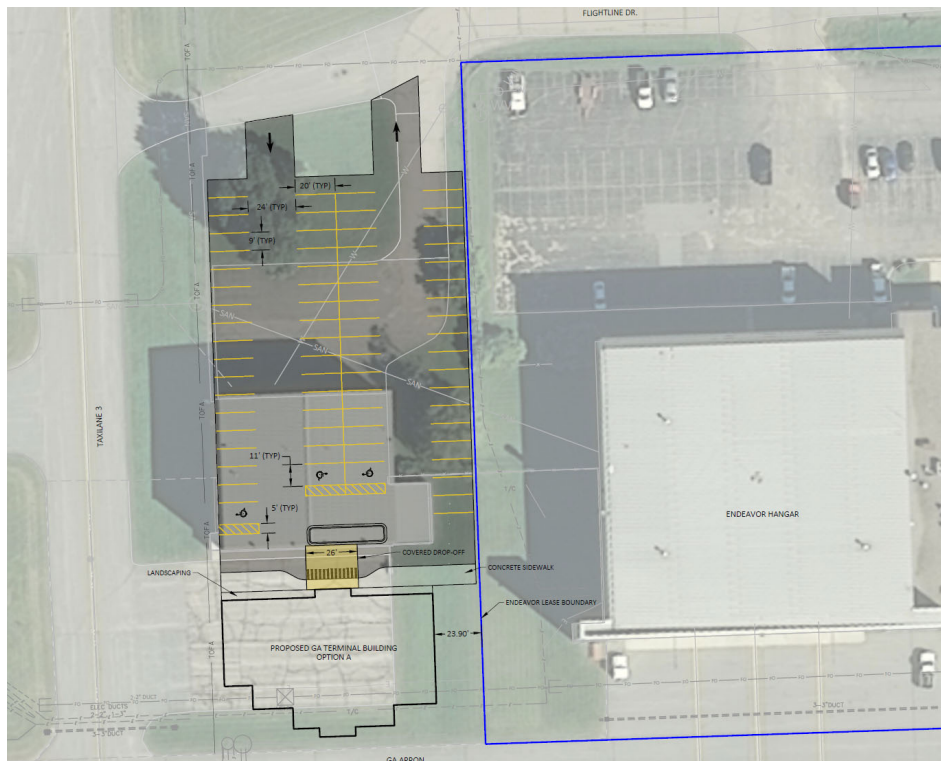
August 13, 2024

#### Project Understanding

The Central Wisconsin Joint Airport Board (Sponsor/Owner), Mosinee, Wisconsin proposes to conduct final design for construction of a new general aviation (GA) terminal facility at CWA.

Jviation, Inc., a Woolpert Company (Consultant) is the prime consultant providing project management and architectural design services for the project. Becher-Hoppe Associates, Inc. (Subconsultant/BHA) has provided airport engineering services at CWA for over 55 years, has valuable legacy knowledge of the Airport, and is familiar with requirements for bidding airport projects in Wisconsin. Subconsultant proposes to provide civil engineering and other support services as described in the scope of services to Jviation.

An excerpt from the preliminary design showing the preliminary site layout for the proposed GA terminal is below:



Final design tasks are anticipated to be completed in 2024.

The tasks included in this scope of services are as follows:

## Scope of Services

The term “civil engineering/work/services/design” is used throughout the scope. For the purposes of this scope, this pertains to design of pavement, grading, drainage, erosion control, fencing, and construction safety and phasing plan; all for exterior areas.

### 1. Phase I – Preliminary Design

#### a. Design Surveys

Subconsultant will conduct topographic surveys for the additional proposed project area that was not accounted for in the preliminary design scope. Surveys will collect topographic data including; elevations, pavement edges, utility layout, fencing, and miscellaneous objects that need to be accounted for during design and construction. Potholing for underground utilities to estimate utility depth is not included in this scope.

#### b. Geotechnical Layout, Investigation and Report

NOT INCLUDED IN SCOPE. This task was included in the preliminary design scope.

#### c. Obstruction Surveys

NOT INCLUDED IN SCOPE.

#### d. Meetings, Scoping, and Contracting

Subconsultant will coordinate with the Consultant and Sponsor to formulate an initial scope and associated fee proposal for the project. Subconsultant will make modifications to the scope and fee as necessary for these proposal documents to be acceptable to all stakeholders. Subconsultant will perform the tasks necessary to enter into a contract with Consultant, and administration tasks associated with the that contract during the project.

Subconsultant will attend 60% and 90% design review meetings at CWA. Consultant will also attend up to 9 project biweekly virtual design team collaboration meetings.

#### e. Coordination with Utilities

NOT INCLUDED IN SCOPE. This task was included in the preliminary design scope.

#### f. Preliminary Opinion of Probable Construction Cost (OPC)

NOT INCLUDED IN SCOPE. This task was included in the preliminary design scope.

#### g. Preliminary Engineer’s Report

NOT INCLUDED IN SCOPE. This task was included in the preliminary design scope.

#### h. Exhibit “A” Map

NOT INCLUDED IN SCOPE.

#### i. Pavement Design and FAA Forms/Output

NOT INCLUDED IN SCOPE. This task was included in the preliminary design scope.

#### j. Prepare CATEX Request

NOT INCLUDED IN SCOPE. This task was included in the preliminary design scope.

**k. Post Construction Stormwater Treatment Design**

The preliminary design scope did not include stormwater treatment design, because during contracting for that effort, it was anticipated that the area of ground disturbance with this project would be less than 1 acre. Ground disturbance with the project is now anticipated to be greater than 1 acre, which requires that DNR postconstruction stormwater treatment design standards be complied with. Consultant will provide stormwater design per NR 151 requirements for a redevelopment project with ground disturbance of greater than 1 acre. Post construction stormwater treatment standards included in this scope are total suspended solids removal and pre/post flow discharge. Attachments for DNR Notice of Intent (NOI) will be provided to BOA. BOA will submit the NOI and obtain project stormwater permit.

**2. Phase II – Final Design**

**a. Final Engineer’s Report**

Subconsultant will submit information relevant to civil engineering design to the Consultant for use in the final engineer's report.

**b. Technical Design and Development of Construction Plans**

Subconsultant will complete technical civil design for the proposed improvements. The Subconsultant will submit 60%, 90%, and draft final plan sets for review and comment by the Consultant, Sponsor, and BOA.

Subconsultant will prepare final civil plans for BOA approval to bid. Plan sheets that will be prepared by Subconsultant are shown on Attachment B, section 2.b. Plan sheets will be B or D size sheets.

**After 30% design review comments regarding site layout design have been addressed by Subconsultant, and approved by Sponsor/Consultant, grading design will begin. Any layout or grading design revisions that are necessary after this point due to revisions to building size, building layout, building location, building door locations, building door sizes, site layout, etc. are not accounted for in this proposal, and therefore, an amendment to account for that additional effort would be required.**

Subconsultant will prepare the initial airspacing submittal for entry into FAA Obstruction Evaluation/Airport Airspace Analysis system.

**c. Bid Proposal Documents and Technical Specifications**

Subconsultant will prepare the bid proposal packet in accordance with BOA standards.

The following information will be included in the bid proposal packet:

- Segment I
  - Proposal for airport work
  - Advertisement for bids
  - Advisory notice to bidders
  - Bidder request to bid/current workload form
  - Erosion control implementation plan worksheets
  - Safety plan compliance document worksheets
  - Bid sticker
  - Table of contents
  - Proposal requirements and conditions
  - Bid bond forms



- Certificate of annual bond form
- List of subcontractors form
- Federal tax delinquency certification form.
- Buy American certification of compliance
- Federal requirements
- FAA general contract provisions, as provided by BOA with supplementary information, with notes to specifier/designer choices addressed
- Segment II
  - Project special provisions (supplemented with information provided by Consultant)
  - Civil specifications, unless otherwise described in plans
  - Building specifications (provided by Consultant)
- Segment III
  - Supplemental Specifications – N/A
- Segment IV:
  - Wage rate determination
- Segment V:
  - Schedule of prices

Subconsultant will provide addendum information related to civil work to Consultant.

**d. Pre-Bid Meeting**

Subconsultant will attend a pre-bid meeting at the Airport and explain Wisconsin/BOA specific project requirements to prospective contractors. Subconsultant will present information and answer questions pertaining to civil work. The meeting will include a tour of the site.

**e. Opinions of Probable Construction Cost**

Subconsultant will develop and transmit opinions of probable construction cost (OPC) for civil work. The OPCs will be detailed as per the bid items chosen and the associated quantities of work to be accomplished for the project. OPCs will be submitted with 90% and final bid document submittals.

**f. Construction Safety and Phasing Plan**

Subconsultant will prepare the required Construction Safety and Phasing Plan (CSPP) and CSPP checklist in accordance with FAA ARP SOP 1.00 for review by the Consultant, BOA, and Sponsor. Subconsultant will address comments from these entities, then submit the CSPP to the FAA for airspacing and review. Subconsultant will coordinate with the FAA and address any CSPP review comments by the FAA as necessary.

**g. Furnishing of Plans and Specifications**

NOT INCLUDED IN SCOPE.

**h. Assistance in Securing Bids**

Subconsultant will assist in securing responsive bids for the project. This includes responding to bidder questions, notification of the project to prospective bidders, and communication with the bidders prior to the bidding date.

The BOA will utilize their online bidding system to administer bidding of this project. Subconsultant will organize bid documents in the BOA's preferred folder structure for BOA to upload to the bidding website.

A fee for these providing this scope of services is included as **Attachment B**.

**Additional Services:** Examples of work items that are not included in this scope, but that can be added upon request, are as follows:

- Construction engineering services
- Construction staking
- Architectural design
- Mechanical design
- Electrical design
- Lighting design
- Communications design
- Public utility design: The following are assumptions regarding public utilities:
  - Water and sewer main work will not be needed on this project.
  - Public electric and gas design will be performed by the public utility provider
  - Public communications design will be performed by communications provider
- Boundary surveys
- Easement preparation
- Retaining wall design
- Landscaping design
- Irrigation design
- Security equipment design
- Commercial drone photography in accordance with FAA Part 107 regulations
- Additional meetings

#### **END OF PROJECT SCOPE**

P:\2024\2024.010 - Jviation - CWA GA Terminal\Admin\Contracts - Working\Design\Final Design\CWA GA Terminal\_Final Design\_Attachment A\_Scope.docx



## Agenda Item Summary

**Airport Board Meeting Date:** September 10, 2024

**Agenda Item Title:** #7) Review and Possible Action on CWA Title VI Plan

**Staff Responsible:** Brian Grefe, Airport Director

**Background:** On August 12, 2022, the FAA communicated to Airports that DOT has been directed to ensure that recipients of Federal financial assistance comply with an all new Title VI requirement. Airports were highly encouraged to use the templates and resources created by the FAA and submit a plan by the following deadlines:

Airport Type	Schedule
Large and Medium hub airports	FY 2023
Small and Non-hub airports	FY 2024
Block Grant States and smaller commercial service/reliever airports	FY 2024
General Aviation	FY 2025

Airport staff worked with the FAA’s Office of Civil Rights to develop the attached plan. This has been approved by the FAA in draft form. This is an FAA Grant Assurance and noncompliance with these obligations may result in a delay or denial of FAA grants.

**Timeline:** This plan will be effective immediately upon Joint Airport Board approval. The plan will be updated no less than once every three years.

**Financial Impact:** The financial impact is negligible. The administration of this program, however, will require staff time for implementation, annual audits, and annual reporting.

**Contributions to Airport Goals:** N/A – This is a federal mandate.

**Recommended Action:** Airport staff recommend approval of the plan as presented.

**Attachment(s):** Draft Central Wisconsin Airport Title VI Plan, FAA letter dated August 12, 2022

## Central Wisconsin Airport Title VI Plan

### 1. Title VI Policy Statement<sup>1</sup>

**Central Wisconsin Airport** assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

**Central Wisconsin Airport** further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **Central Wisconsin Airport** will take action to involve them and the general public in the decision making process.

**Central Wisconsin Airport** requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **Central Wisconsin Airport** and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

**Brian Grefe, A.A.E., Airport Director** available at **715-693-2147** and **bgrefe@fly-cwa.org** is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

\_\_\_\_\_  
*Signature*  
**Brian Grefe, A.A.E.**  
**Airport Director**

\_\_\_\_\_  
April 10, 2024  
**Effective Date**

\_\_\_\_\_  
April 30, 2027  
**3-Year Expiration Date**

<sup>1</sup> This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

## 2. Administration

**Central Wisconsin Joint Airport Board** has reviewed and adopted this Title VI Plan for **Central Wisconsin Airport**. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the *Airport Director's* or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the **Central Wisconsin Joint Airport Board** and resubmittal to FAA.

In addition to the Coordinator and airport sponsor's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	Airport Sponsor Program / Office
<i>Julie Ulrick</i>	<i>Badging Coordinator</i>
<i>Michael Puerner</i>	<i>Marathon County Corporation Counsel</i>
<i>Sarah Severson</i>	<i>Marathon County Public Information</i>

As of the date of this plan, **Central Wisconsin Airport** has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
<i>FAA AIP Entitlement</i>	<i>CWA-GLG-3-55-0052-066-2024</i>	<i>\$706,022</i>
<i>FAA AIP Entitlement</i>	<i>CWA-GLG-3-55-0052-067-2024</i>	<i>\$862,209</i>
[...]		

In addition, **Central Wisconsin Airport** sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT):

Federal Source	Grant Number	Amount
<i>N/A</i>		

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
<i>DHS</i>	<i><a href="https://www.dhs.gov/dhs-grants">https://www.dhs.gov/dhs-grants</a></i>
<i>FAA BIL</i>	<i><a href="https://www.faa.gov/bil/airport-infrastructure">https://www.faa.gov/bil/airport-infrastructure</a></i>
<i>FAA AIP</i>	<i><a href="https://www.faa.gov/airports/aip/">https://www.faa.gov/airports/aip/</a></i>

### **3. Grant and Procurement Assurances**

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

**Central Wisconsin Airport** will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/grant\\_assurances/#current-assurances](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

#### Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. **Central Wisconsin Airport** requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

The Central Wisconsin Airport Utilizes standardized forms for other types of agreements to help ensure that they include the required provisions. Obligatory provisions and references are inserted into templates for contracts, leases, and other agreements; these include:

- Provisions of nondiscrimination contract clauses requiring compliance with the acts and regulations relative to nondiscrimination in Federally assisted programs of the DOT and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the nondiscrimination in Federally assisted programs of the DOT acts and regulations.
- Such provisions are applied to lessee/tenants, contractors, subcontractors, consultants, and other parties.

#### **Description of Oversight Methods for Subcontracts**

*Obligatory provisions and references are inserted into base templates and the templates are reviewed periodically by the Airport staff to ensure accordance and consistency with Sponsor Assurances. Periodic performance audits are conducted to ensure compliance. Annually, 10 percent of all Airport contracts will be randomly sampled, and associated subcontracts will be reviewed to determine if they include required civil rights clauses.*

### **4. Title VI Coordinator Responsibilities**

The Coordinator is responsible for ensuring that they and other staff supporting Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data

- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to **Central Wisconsin Airport** leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, or bids/proposals for airport contracts, and/or other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator **has** requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

## **5. Notice**

49 CFR Part 21 Appendix C(b)(2)(ii)

**Central Wisconsin Airport** will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at [https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 15 Appendix.

**Central Wisconsin Airport** has posted the above Title VI policy statement at its staff offices.

**Central Wisconsin Airport will** distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by **September 30, 2024**, by email and at the airport managers’ meeting. The plan is posted to the Central Wisconsin Airport Website

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

<b>Terminal/FBO/Concessions/ Other Locations</b>	<b>Quantity in Pre-Security Area</b>	<b>Quantity in Post-Security Area</b>	<b>Additional Quantities</b>
<i>Terminal</i>	<i>2</i>	<i>1</i>	
<i>Rent-a-Car</i>			<i>1</i>
<i>Fixed Base Operator (FBO) Building</i>			<i>1</i>
[...]			

Outreach to Affected Communities

**Airport Administration** ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, or the airport’s website. Central Wisconsin Airport contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities<sup>3</sup> and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

To ensure that the community is effectively informed of and able to participate in public

<sup>2</sup> For more information about website accessibility, please visit ADA.gov.

<sup>3</sup> We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.



hearings, **Central Wisconsin Airport** includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

## 6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the **Central Wisconsin Airport** will be able to identify, understand, and engage with communities. In doing so, the **Central Wisconsin Airport** needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by **Central Wisconsin’s** airport program.

Affected Communities <sup>4</sup>	Population
<i>Mosinee, Kronenwetter (ZCTA5 54455)</i>	18,073

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

### Low Income Communities<sup>5</sup>

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **Central Wisconsin Airport** is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report, S1701: Poverty Status in the Past 12 Months*, the overall poverty level for the zip code 54455 is approximately **5.1 %**. The poverty rate remains low compared with the rest of Wisconsin. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
<i>Mosinee, Kronenwetter (ZCTA5 54455)</i>	5.1%

### Racial and Ethnic Communities.

<sup>4</sup> “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

<sup>5</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows<sup>6</sup>:

**Affected Community: Mosinee, Kronenwetter (ZCTA5 54455)**  
**Total Affected Community Population: 19,175**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
<i>White</i>	<i>16,901</i>	<i>93.5%</i>
<i>Black or African American</i>	<i>79</i>	<i>0.4%</i>
<i>American Indian or Alaska Native</i>	<i>9</i>	<i>0.1%</i>
<i>Asian</i>	<i>387</i>	<i>2.1%</i>
<i>Native Hawaiian or Other Pacific Islander</i>	<i>35</i>	<i>0.2%</i>
<i>Hispanic or Latino</i>	<i>283</i>	<i>1.6%</i>

**Limited English Proficiency (LEP).**

The goal of all language access planning and implementation is to ensure that **Central Wisconsin Airport** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>7</sup> that are spoken in LEP households in the Affected Communities. The data source is American Community Survey.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>8</sup> The safe harbor for our community is 958. Please refer to the end of this document to find data for all languages in our community.

<b>Languages Spoken by LEP Population that Meet the Safe Harbor Threshold</b>	<b>Number</b>	<b>Margin of Error</b>
<i>N/A</i>		

<sup>6</sup> Recommend using demographic groups from the U.S. Census.

<sup>7</sup> Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>8</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

<b>Languages Spoken by LEP Persons</b>	<b>A few times a year (12 or less days a year)</b>	<b>Several times a month (13 to 51 days a year)</b>	<b>At least once a week (52 to 364 days a year)</b>	<b>Every day (365 days a year)</b>
<i>Spanish</i>	X			
<i>Chinese (incl. Mandarin, Cantonese)</i>	X			
<i>Hmong</i>	X			
<i>Dari</i>	X			
<i>Ukrainian</i>	X			

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: **None**

This information is updated annually<sup>9</sup> through checking the following resources:

<b>Data Sources for Languages Spoken in Affected Community</b>	<b>Website link to Data Source</b>
<i>U.S. Census Bureau</i>	<a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a>
<i>Wausau Metropolitan Planning Organization</i>	<a href="https://wausaumpo.org/wp-content/uploads/2023/02/Wausau_MPO_2023_TitleVI_Plan_Final.pdf">https://wausaumpo.org/wp-content/uploads/2023/02/Wausau_MPO_2023_TitleVI_Plan_Final.pdf</a>
<i>Wausau Transit Commission</i>	<a href="https://www.wausauwi.gov/home/showpublisheddocument/2005/638144169129430000">https://www.wausauwi.gov/home/showpublisheddocument/2005/638144169129430000</a>
<i>State of Wisconsin Department of Transportation</i>	<a href="https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx">https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx</a>
<i>North Central Wisconsin Regional Planning Commission (NCWRPC)</i>	<a href="https://www.ncwrpc.org/wp-content/uploads/2023-NCWRPC-Title-VI-and-LEP-Plan-Final-Version.pdf">https://www.ncwrpc.org/wp-content/uploads/2023-NCWRPC-Title-VI-and-LEP-Plan-Final-Version.pdf</a>
<i>Hmong American Center</i>	<a href="https://www.hmongamericancenter.org/">https://www.hmongamericancenter.org/</a>

**Beneficiary Diversity.**

Demographic information is not currently collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

<sup>9</sup> Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.

**Description of Potential Future Beneficiary Demographic Information Collection Methods**

- *Airport Administration Office conducts biannual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

**Description of Employee and Advisory Board Demographic Information Collection Methods**

- *Employees are asked to submit voluntary confidential demographic information at time of hiring through WorkDay ERP Software.*
- *Marathon and Portage County makes available to appointed County Supervisors on the Central Wisconsin Joint Airport Board the ability to voluntarily and anonymously enter demographic information through WorkDay ERP Software.*

**7. Potential or Known Community Impacts**

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no **Central Wisconsin Airport** activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.<sup>10</sup>

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

<b>Existing Airport Facilities</b>	<b>Affected Community Impacted by Operation of the Facility</b>
<i>Runway 8/26</i>	<i>None</i>
<i>Runway 17/35</i>	<i>None</i>

<sup>10</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

<i>Terminal Building</i>	<i>None</i>
<i>Rent-a-car Building</i>	<i>None</i>
<i>Snow Removal Equipment Building</i>	<i>None</i>
<i>Air Traffic Control Tower</i>	<i>None</i>
<i>T-Hangars</i>	<i>None</i>
<i>Fixed Base Operator (FBO)</i>	<i>None</i>
<i>General Aviation Hangars</i>	<i>None</i>
<i>Fuel Farm</i>	<i>None</i>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
<i>Transient Hangar</i>	<i>None</i>
<i>General Aviation Terminal Building</i>	<i>None</i>
<i>Hangar Rehabilitation</i>	<i>None</i>
<i>ARFF/ SRE Building</i>	<i>None</i>
<i>Terminal Baggage Handling Expansion</i>	<i>None</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts: None

### **8. Limited English Proficiency (LEP)**

Executive Order 13166

In creating a Language Assistance Plan, the Central Wisconsin Airport will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities:

<b>Language</b>
<i>Spanish</i>
<i>Chinese (incl. Mandarin, Cantonese)</i>
<i>Hmong</i>
<i>Dari</i>
<i>Ukrainian</i>

**Central Wisconsin Airport** collects data for languages spoken by airport guests.<sup>11</sup> Data sources include:

<b>Data Sources for Languages Spoken by Airport Guests</b>	<b>Website link to Data Source</b>
<i>TSA Provided data</i>	<i>N/A</i>
<i>Airline-provided data</i>	<i>N/A</i>
<i>Concessionaire provided data</i>	<i>N/A</i>

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests: **None**

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the Central Wisconsin Airport of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

**Translation Services:**

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

<b>Translation Vendors</b>	<b>Languages</b>
Southern Wisconsin Interpreting and Translation Services, Inc. <sup>12</sup>	All above languages

- Information regarding translation services can be obtained at: <https://swits.us/>, 1-866-737-9487, and Airport Administration office

<b>Location for Translation Assistance</b>	<b>Languages</b>
<i>Airport Administration Office</i>	<i>All above languages</i>
<i>Airport website translate view</i>	<i>Spanish</i>
<i>Multi-lingual staff pool</i>	<i>Spanish, Hmong</i>
[...]	

**Interpretation Services:**

<sup>11</sup> We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

<sup>12</sup> Central Wisconsin Airport’s county partners are currently identifying additional translation assistance services available for utilization. Those services will be made available to Central Wisconsin Airport.

- The following vendors have been identified for interpretation services:

<b>Interpretation Vendors</b>	<b>Languages</b>
<i>Southern Wisconsin Interpreting and Translation Services, Inc.</i>	<i>All above languages</i>
[...]	

- Information regarding interpretation services can be obtained at: <https://swits.us/>

<b>Location for Interpretation Assistance</b>	<b>Languages</b>
<i>Airport Administration Office</i>	<i>All above languages</i>
[...]	

### **Description of Interpretation Assistance Processes**

- *Marathon County contracts with the Southern Wisconsin Interpreting and Translation Services, Inc. to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Staff contacts Southern Wisconsin Interpreting and Translation Services, Inc. and requests translation services in the appropriate language. Southern Wisconsin Interpreting and Translation Services, Inc. operators will coordinate connect the requesting party to an interpreter for the duration of the call.*

## **9. Transportation**

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations: Mosinee, Kronenwetter (all of zip code 54455). Ground transportation to the airport is available by taxi, limo, transportation network carriers (e.g. Uber), private shuttle services, and private vehicles. No bus public transit service is available or planned currently.

## **10. Minority Businesses**

49 CFR 21 Appendix C (a)(1)(x)

The Central Wisconsin Joint Airport Board owner of Central Wisconsin Airport has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 23. The Central Wisconsin Airport is a primary airport and has received federal funds authorized for airport development after January 1988 (authorized under Title 49 of the United States Code). The Central Wisconsin Airport has signed airport grant assurances that it will comply with 49 CFR Part 23.

It is the policy of the Central Wisconsin Airport to ensure that ACDBEs as defined in Part 23, have an equal opportunity to receive and participate in concession opportunities. It is also our policy:

1. To ensure nondiscrimination in the award and administration of opportunities for concessions by airports receiving DOT financial assistance;
2. To create a level playing field on which ACDBEs can compete fairly for opportunities for concessions;
3. To ensure that our ACDBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as ACDBEs at our airport(s);
5. To help remove barriers to the participation of ACDBEs in opportunities for concessions at our airport(s); and
6. To provide appropriate flexibility to our airports in establishing and providing opportunities for ACDBEs.

In addition, selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with Marathon County Corporation Counsel.

## **11. Training**

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.



## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

**FAA Notification.** The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements<sup>13</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>14</sup>

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, Central Wisconsin Airport must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

### **13. Title VI Complaints**

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

**Scope.** These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters<sup>15</sup>
3. Allege misconduct by the Central Wisconsin Airport, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the Central Wisconsin Airport, including airport employees, contractors, concessionaires, lessees, or tenants.

---

<sup>13</sup> Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

<sup>14</sup> Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

<sup>15</sup> Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the Central Wisconsin Airport.<sup>16</sup> Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to the Airport Administration Office.

Complaints must be filed within **180** days of the discriminatory event, must be in writing, and must be delivered to:

**Brian Grefe, Airport Director**  
**100 CWA Dr. Ste 227**  
**Mosinee, WI 54455**  
**bgrefe@fly-cwa.org**

If a complaint is initially made by phone, it must be supplemented with a written complaint before **180** days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

### **Discrimination Complaint Referral Procedure**

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within **5 business days**.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will be uploaded to the FAA Civil Rights Connect System, which issues automated notifications to FAA staff. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

---

<sup>16</sup>

## **Investigation Procedure**

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against Central Wisconsin Airport the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through alternate dispute resolution, negotiation, and/or mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state Central Wisconsin Airport's conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to Marathon County Administrator.
- The written appeal must be received **within 30 days** after receipt of the written decision.

- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- Marathon County Administrator will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the Central Wisconsin Airport will identify and may implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. Central Wisconsin Airport employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact Title VI Coordinator.

This complaint procedure is shared with the public through the following methods:

**Website, In-person, and Other Distribution Methods**

**1** *Airport website, Title VI page at <https://www.fly-cwa.org/civil-rights>*

# 14. Population / Language Data

Table: ACSST5Y2020.S1701

POVERTY STATUS IN THE PAST 12 MONTHS		United States <sup>®</sup> Census Bureau
<b>Note:</b> The table shown may have been modified by user selections. Some information may be missing.		
<b>DATA NOTES</b>		
TABID:	S1701	
SURVEY/PROGRAM:	American Community Survey	
VINTAGE:	2020	
DATASET:	ACSST5Y2020	
PRODUCT:	ACS 5-Year Estimates Subject Tables	
UNIVERSE:	None	
MLA:	U.S. Census Bureau. "POVERTY STATUS IN THE PAST 12 MONTHS." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1701, 2020, <a href="https://data.census.gov/table/ACSST5Y2020.S1701?q=S1701&amp;g=860XX00U554455">https://data.census.gov/table/ACSST5Y2020.S1701?q=S1701&amp;g=860XX00U554455</a> .	
FTP URL:	None	
API URL:	<a href="https://api.census.gov/data/2020/acs/acs5/subject">https://api.census.gov/data/2020/acs/acs5/subject</a>	
<b>USER SELECTIONS</b>		
TABID:	S1701	
GEOS:	7CTA5 54455	
<b>EXCLUDED COLUMNS</b>		
	None	
<b>APPLIED FILTERS</b>		
	None	
<b>APPLIED SORTS</b>		
	None	
<b>PIVOT &amp; GROUPING</b>		
PIVOT COLUMNS:	None	
PIVOT MODE:	Off	
ROW GROUPS:	None	
VALUE COLUMNS:	None	
WEB ADDRESS:	<a href="https://data.census.gov/table/ACSST5Y2020.S1701?q=S1701&amp;g=860XX00U554455">https://data.census.gov/table/ACSST5Y2020.S1701?q=S1701&amp;g=860XX00U554455</a>	
<b>TABLE NOTES</b>		
	Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2020, the 2020 Census provides the official counts of the population and housing units for the nation, states, counties, cities, and towns. For 2016 to 2019, the Population Estimates Program provides estimates of the population for the nation, states, counties, cities, and towns and intercensal housing unit estimates for the nation, states, and counties.	
	Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.	
	Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.	
	Source: U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates	
	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a	
	Dollar amounts are adjusted to respective calendar years. For more information, see: Change to Income Deficit.	
	The 2016-2020 American Community Survey (ACS) data generally reflect the September 2018 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineation lists due to differences in the	
	Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of	
	Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution.N The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available..median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.***** A margin	
<b>COLUMN NOTES</b>		
	None	

Table: ACSST5Y2020.S1701

	ZCTAS 54455		
	Total		Below poverty level
Label	Estimate	Margin of Error	Estimate
Population for whom poverty status is determined	18,073	±414	915
AGE			
Under 18 years	4,030	±363	193
Under 5 years	1,152	±201	100
5 to 17 years	2,878	±367	93
Related children of householder under 18 years	3,993	±364	156
18 to 64 years	11,203	±423	493
18 to 34 years	3,339	±350	293
35 to 64 years	7,864	±392	200
60 years and over	4,064	±333	266
65 years and over	2,840	±265	229
SEX			
Male	8,949	±415	388
Female	9,124	±415	527
RACE AND HISPANIC OR LATINO ORIGIN			
White alone	16,901	±540	893
Black or African American alone	79	±72	0
American Indian and Alaska Native alone	9	±9	5
Asian alone	387	±268	0
Native Hawaiian and Other Pacific Islander alone	35	±55	0
Some other race alone	22	±22	8
Two or more races	640	±274	9
Hispanic or Latino origin (of any race)	283	±210	74
White alone, not Hispanic or Latino	16,746	±558	827
EDUCATIONAL ATTAINMENT			
Population 25 years and over	12,667	±469	521
Less than high school graduate	616	±160	100
High school graduate (includes equivalency)	4,277	±438	192
Some college, associate's degree	4,257	±496	132

Table: ACSST5Y2020.S1701

	Percent below poverty level		
Label	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	±254	5.1%	±1.4
AGE			
Under 18 years	±120	4.8%	±3.0
Under 5 years	±83	8.7%	±6.9
5 to 17 years	±55	3.2%	±2.0
Related children of householder under 18 years	±120	3.9%	±3.0
18 to 64 years	±177	4.4%	±1.6
18 to 34 years	±153	8.8%	±4.3
35 to 64 years	±85	2.5%	±1.1
60 years and over	±115	6.5%	±2.7
65 years and over	±110	8.1%	±3.7
SEX			
Male	±158	4.3%	±1.7
Female	±216	5.8%	±2.4
RACE AND HISPANIC OR LATINO ORIGIN			
White alone	±253	5.3%	±1.5
Black or African American alone	±15	0.0%	±22.1
American Indian and Alaska Native alone	±7	55.6%	±48.7
Asian alone	±15	0.0%	±5.0
Native Hawaiian and Other Pacific Islander alone	±15	0.0%	±39.3
Some other race alone	±13	36.4%	±47.9
Two or more races	±15	1.4%	±2.3
Hispanic or Latino origin (of any race)	±82	26.1%	±29.2
White alone, not Hispanic or Latino	±219	4.9%	±1.3
EDUCATIONAL ATTAINMENT			
Population 25 years and over	±149	4.1%	±1.2
Less than high school graduate	±81	16.2%	±12.2
High school graduate (includes equivalency)	±90	4.5%	±2.1
Some college, associate's degree	±76	3.1%	±1.8

Table: ACSST5Y2020.S1701

	ZCTA5 54455		
	Total		Below poverty level
Label	Estimate	Margin of Error	Estimate
Bachelor's degree or higher	3,517	±386	97
<b>EMPLOYMENT STATUS</b>			
Civilian labor force 16 years and over	10,384	±426	400
Employed	10,114	±413	336
Male	5,431	±290	227
Female	4,683	±256	109
Unemployed	270	±114	64
Male	128	±70	4
Female	142	±79	60
<b>WORK EXPERIENCE</b>			
Population 16 years and over	14,393	±499	740
Worked full-time, year-round in the past 12 months	7,727	±409	129
Worked part-time or part-year in the past 12 months	3,180	±355	312
Did not work	3,486	±327	299
<b>ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS</b>			
50 percent of poverty level	376	±188	(X)
125 percent of poverty level	1,136	±272	(X)
150 percent of poverty level	1,700	±387	(X)
185 percent of poverty level	2,258	±476	(X)
200 percent of poverty level	2,902	±600	(X)
300 percent of poverty level	6,128	±836	(X)
400 percent of poverty level	8,712	±850	(X)
500 percent of poverty level	12,431	±805	(X)
<b>UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED</b>			
Male	2,471	±379	498
Female	1,282	±283	269
15 years	1,189	±180	229
16 to 17 years	19	±30	19
18 to 24 years	18	±27	18
25 to 34 years	377	±240	134
35 to 44 years	350	±138	46
45 to 54 years	241	±118	8
55 to 64 years	439	±155	16
65 to 74 years	356	±107	79



Table: ACSST5Y2020.S1701

	Percent below poverty level		
Label	Margin of Error	Estimate	Margin of Error
Bachelor's degree or higher	±48	2.8%	±1.3
<b>EMPLOYMENT STATUS</b>			
Civilian labor force 16 years and over	±162	3.9%	±1.6
Employed	±157	3.3%	±1.5
Male	±143	4.2%	±2.6
Female	±65	2.3%	±1.4
Unemployed	±58	23.7%	±19.0
Male	±9	3.1%	±7.7
Female	±58	42.3%	±30.1
<b>WORK EXPERIENCE</b>			
Population 16 years and over	±202	5.1%	±1.4
Worked full-time, year-round in the past 12 months	±93	1.7%	±1.2
Worked part-time or part-year in the past 12 months	±157	9.8%	±4.7
Did not work	±116	8.6%	±3.2
<b>ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS</b>			
50 percent of poverty level	(X)	(X)	(X)
125 percent of poverty level	(X)	(X)	(X)
150 percent of poverty level	(X)	(X)	(X)
185 percent of poverty level	(X)	(X)	(X)
200 percent of poverty level	(X)	(X)	(X)
300 percent of poverty level	(X)	(X)	(X)
400 percent of poverty level	(X)	(X)	(X)
500 percent of poverty level	(X)	(X)	(X)
<b>UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED</b>			
Male	±186	20.2%	±6.7
Female	±153	21.0%	±9.8
15 years	±107	19.3%	±8.7
16 to 17 years	±30	100.0%	±53.4
18 to 24 years	±27	100.0%	±54.8
25 to 34 years	±130	35.5%	±22.5
35 to 44 years	±38	13.1%	±10.8
45 to 54 years	±7	3.3%	±2.9
55 to 64 years	±19	3.6%	±4.6
55 to 64 years	±48	22.2%	±11.9

Table: ACSST5Y2020.S1701

	ZCTA5 54455		
	Total		Below poverty level
Label	Estimate	Margin of Error	Estimate
65 to 74 years	265	±119	96
75 years and over	406	±118	82
Mean income deficit for unrelated individuals (dollars)	5,378	±1,209	(X)
Worked full-time, year-round in the past 12 months	1,355	±348	101
Worked less than full-time, year-round in the past 12 months	371	±130	144
Did not work	745	±144	253

Table: ACSST5Y2020.S1701

Label	Margin of Error	Percent below poverty level	
		Estimate	Margin of Error
65 to 74 years	±89	36.2%	±24.7
75 years and over	±42	20.2%	±10.7
Mean income deficit for unrelated individuals (dollars)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	±90	7.5%	±6.0
Worked less than full-time, year-round in the past 12 months	±117	38.8%	±23.3
Did not work	±107	34.0%	±12.4

Table: ACSDT5Y2015.B16001

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER		United States <sup>®</sup> <b>Census</b> Bureau
<b>Note:</b> The table shown may have been modified by user selections. Some information may be missing.		
<b>DATA NOTES</b>		
TABLE ID:	B16001	
SURVEY/PROGRAM:	American Community Survey	
VINTAGE:	2015	
DATASET:	ACSDT5Y2015	
PRODUCT:	ACS 5-Year Estimates Detailed Tables	
UNIVERSE:	Population 5 years and over	
MLA:	U.S. Census Bureau. "LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015, <a href="https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001:LANGUAGE%20SPOKEN%20AT%20HOME%20BY%20ABILITY%20TO%20SPEAK%20ENGLISH%20FOR%20THE%20POPULATION%205%20YEARS%20AND%20OVER&amp;g=860XX00U554455">https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001:LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK</a>	
FTP URL:	<a href="https://www2.census.gov/programs-surveys/acs/summary_file/2015/data/">https://www2.census.gov/programs-surveys/acs/summary_file/2015/data/</a>	
API URL:	<a href="https://api.census.gov/data/2015/acs/">https://api.census.gov/data/2015/acs/</a>	
<b>USER SELECTIONS</b>		
TABLES:	B16001	
GEO:	ZCTA5 54455	
<b>EXCLUDED COLUMNS</b>		
None		
<b>APPLIED FILTERS</b>		
None		
<b>APPLIED SORTS</b>		
None		
<b>PIVOT &amp; GROUPING</b>		
PIVOT COLUMNS:	None	
PIVOT MODE:	Off	
ROW GROUPS:	None	
VALUE COLUMNS:	None	
<b>WEB ADDRESS</b>		
<a href="https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001:%20LANGUAGE%20SPOKEN%20AT%20HOME%20BY%20ABILITY%20TO%20SPEAK%20ENGLISH%20FOR%20THE%20POPULATION%205%20YEARS%20AND%20OVER&amp;g=860XX00U554455">https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001:%20LANGUAGE%20SPOKEN%20AT%20HOME%20BY%20ABILITY%20TO%20SPEAK%20ENGLISH%20FOR%20THE%20POPULATION%205%20YEARS%20AND%20OVER&amp;g=860XX00U554455</a>		
<b>TABLE NOTES</b>		
Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.		
Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.		
Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.		
Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.		
Explanation of Symbols: * An "****" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.		
* An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.		
* An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.		
* An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.		
* An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.		
* An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.		
* An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be		

Table: ACSDT5Y2015.B16001

	displayed because the number of sample cases is too small.
	Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of
	While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective
	Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.
	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a
	Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates
<b>COLUMN NOTES</b>	None

Table: ACSDT5Y2015.B16001

	ZCTA5 54455	
Label	Estimate	Margin of Error
Total:	16,505	±342
Speak only English	15,929	±393
Spanish or Spanish Creole:	135	±69
Speak English "very well"	76	±53
Speak English less than "very well"	59	±44
French (incl. Patois, Cajun):	36	±38
Speak English "very well"	20	±32
Speak English less than "very well"	16	±20
French Creole:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Italian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Portuguese or Portuguese Creole:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
German:	83	±56
Speak English "very well"	79	±55
Speak English less than "very well"	4	±4
Yiddish:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other West Germanic languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Scandinavian languages:	6	±8
Speak English "very well"	6	±8
Speak English less than "very well"	0	±14
Greek:	0	±14
Speak English "very well"	0	±14

Table: ACSDT5Y2015.B16001

	ZCTA5 54455	
Label	Estimate	Margin of Error
Speak English less than "very well"	0	±14
Russian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Polish:	18	±11
Speak English "very well"	16	±10
Speak English less than "very well"	2	±3
Serbo-Croatian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Slavic languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Armenian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Persian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Gujarati:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hindi:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Urdu:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Indic languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14

Table: ACSDT5Y2015.B16001

	ZCTA5 54455	
Label	Estimate	Margin of Error
Other Indo-European languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Chinese:	21	±31
Speak English "very well"	14	±22
Speak English less than "very well"	7	±10
Japanese:	2	±3
Speak English "very well"	2	±3
Speak English less than "very well"	0	±14
Korean:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Mon-Khmer, Cambodian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hmong:	254	±156
Speak English "very well"	176	±122
Speak English less than "very well"	78	±64
Thai:	16	±25
Speak English "very well"	0	±14
Speak English less than "very well"	16	±25
Laotian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Vietnamese:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Asian languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Tagalog:	0	±14
Speak English "very well"	0	±14



Table: ACSDT5Y2015.B16001

	ZCTA5 54455	
Label	Estimate	Margin of Error
Speak English less than "very well"	0	±14
Other Pacific Island languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Navajo:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Native North American languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hungarian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Arabic:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hebrew:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
African languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other and unspecified languages:	5	±8
Speak English "very well"	5	±8
Speak English less than "very well"	0	±14

## 15. Completed Unlawful Discrimination Poster

---

### **Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

**Coordinator:** Brian Grefe  
**Phone:** 705-693-2147  
**Address:** 100 CWA Dr.  
Mosinee, WI 54455

---

### **Discriminacion Ilegal**

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

**Coordinador:** Brian Grefe  
**Teléfono:** 715-693-2147  
**Dirección:** 100 CWA Dr.  
Mosinee, WI 54455



U.S. Department of Transportation  
Federal Aviation Administration

HC-01008



Dear Airport Sponsors:

DOT Order 1000.12C, *The Department of Transportation Title VI Program* published on June 11, 2021, (<https://www.transportation.gov/mission/dot-orders>) and other related requirements direct DOT operating administrations to ensure that recipients of Federal financial assistance comply with their statutory obligations to ensure against discrimination on the basis of race, color, national origin, age, sex (including sexual orientation and gender identity), or creed. As recipients of FAA Airport Improvement Program (AIP) and/or Bipartisan Infrastructure Law (BIL) grants, you commit to ensuring against discrimination in your activities as a condition of receiving an AIP/BIL grant (Airport Sponsor Assurance 30) [https://www.faa.gov/airports/aip/grant\\_assurances/](https://www.faa.gov/airports/aip/grant_assurances/) and AIP Grant Assurances, 87 Fed. Reg. 25691 (May 2, 2022) (Assurance 30).

The nondiscrimination requirements applicable to airport sponsors include Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) (“Title VI”), Age Discrimination Act of 1975, P.L. 94-135, (42 U.S.C. § 6102), Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), and the U.S. Department of Transportation’s (DOT) implementing regulations for Title VI, at 49 CFR Part 21. These authorities are available through <https://www.govinfo.gov> links and collected on FAA’s Title VI webpage at [https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/airport-nondiscrimination-compliance-title-vi-lep-ej](https://www.faa.gov/about/office_org/headquarters_offices/acr/airport-nondiscrimination-compliance-title-vi-lep-ej).

DOT Order 1000.12C requires the FAA to confirm each airport sponsor’s probable compliance with nondiscrimination requirements **before** an award of an AIP grant. As a result, most sponsors will be required to have a Title VI Plan and a Community Participation Plan that are approved by the FAA. The FAA also developed a sponsor checklist (including training) and implementation plan that includes Small and Non-Hub Primary Airport to be launched in early FY 2024. The pre-award Title VI checklist will be included in all future grant application review processes that Small and Non-hub primary airport sponsors must complete prior to grant execution. More information concerning these requirements will be made available in the coming weeks.

The sponsor checklist is available at <https://www.faa.gov/forms/index.cfm/go/document.information/documentID/1041422> and through the FAA Title VI webpage.

Below is a tentative schedule for when the FAA will begin to implement the requirements based on airport type per sponsor. FAA will communicate with sponsors as indicated below but reserves the right to adjust the schedule if needed.

<b>Airport Type</b>	<b>Schedule</b>
<del>Large and Medium hub airports</del>	COMPLETE
Small and Non-hub primary airports	FY 2024
Block Grant States and smaller commercial service/reliever airports	FY 2025
General Aviation	FY 2025

Several resources are available to assist airport sponsors in complying with their nondiscrimination obligations, such as templates for required airport nondiscrimination public notices, an FAA Title VI Toolkit, and links to the U.S. Department of Justice. These resources are available on the FAA Title VI webpage. In addition, extensive technical assistance materials, including recorded webinars, self-evaluation tools, and past decision letters are available on the FAA Civil Rights Connect website (for access, please go to <https://faa.civilrightsconnect.com/FAA/login.asp>, and select “User Lookup, Password Reset, and Create Account”). Training resources are available through the System Training & User Guides link, without the need in for a username and password.

We highly encourage airport sponsors to use all available tools to ensure nondiscrimination in their airport programs and to be in full compliance with FAA grant obligations prior to applying for a grant. Noncompliance with the grant assurance obligations may result in a delay or denial of FAA grants.

Please feel free to contact the FAA Office of Civil Rights’ Title VI Team at [ACR-4-TitleVI@faa.gov](mailto:ACR-4-TitleVI@faa.gov), if you have any questions.

Sincerely,

Shannetta R. Griffin  
Associate Administrator  
FAA Office of Airports

John P. Benison  
Assistant Administrator  
FAA Office of Civil Rights

Attachment

**CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT**  
**SUMMARY - JULY 2023 -2024**

05-Sep-24

	2023 MONTH	2024 MONTH	% CHGE. 23-24	2023 Y-T-D	2024 Y-T-D	% CHGE. 23-24
<b>ACTUAL LANDINGS</b>						
AMERICAN	89	91	2.2%	439	582	32.6%
AVELO	0	9	100.0%	0	53	100.0%
DELTA	64	62	-3.1%	423	425	0.5%
CHARTERS	1	0	-100.0%	9	9	0.0%
<b>TOTAL LANDING ACTIVITY</b>	<b>308</b>	<b>324</b>	<b>5.2%</b>	<b>1,742</b>	<b>2,138</b>	<b>22.7%</b>
<b>ATCT OPERATIONS</b>	<b>1,447</b>	<b>1,640</b>	<b>13.3%</b>	<b>6,917</b>	<b>8,336</b>	<b>20.5%</b>
<b>AIRLINE CANCELLATIONS</b>						
AMERICAN	2	2	0.0%	10	10	0.0%
AVELO	0	0	0.0%	0	0	0.0%
DELTA	0	1	100.0%	7	4	-42.9%
<b>TOTAL CANCELLATIONS</b>	<b>2</b>	<b>3</b>	<b>50.0%</b>	<b>17</b>	<b>14</b>	<b>-17.6%</b>
<b>ENPLANED PASSENGERS</b>						
AMERICAN	3,947	3,777	-4.3%	19,203	22,495	17.1%
AVELO	0	1,088	100.0%	0	7,111	100.0%
DELTA	4,135	3,826	-7.5%	24,017	25,226	5.0%
CHARTERS	155	0	-100.0%	1,173	1,228	4.7%
<b>TOTAL ENPLANED PASSENGERS</b>	<b>8,237</b>	<b>8,691</b>	<b>5.5%</b>	<b>44,393</b>	<b>56,060</b>	<b>26.3%</b>
<b>DEPLANED PASSENGERS</b>						
AMERICAN	3,675	3,770	2.6%	18,223	23,119	26.9%
AVELO	0	960	100.0%	0	7,037	100.0%
DELTA	3,816	3,576	-6.3%	24,131	24,010	-0.5%
CHARTERS	155	0	-100.0%	1,173	1,228	4.7%
<b>TOTAL DEPLANED PASSENGERS</b>	<b>7,646</b>	<b>8,306</b>	<b>8.6%</b>	<b>43,527</b>	<b>55,394</b>	<b>27.3%</b>
AIR FREIGHT - AMERICAN	650	153	-76.5%	1,262	553	-56.2%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
<b>TOTAL AIRFREIGHT - AIRLINES</b>	<b>650</b>	<b>153</b>	<b>-76.5%</b>	<b>1,262</b>	<b>553</b>	<b>-56.2%</b>
<b>TOTAL AIRFREIGHT - GENERAL AVIATION</b>	<b>132,679</b>	<b>159,022</b>	<b>19.9%</b>	<b>945,421</b>	<b>925,675</b>	<b>-2.1%</b>
<b>AIRLINES &amp; GEN AVIATION - AIR FREIGHT</b>	<b>133,329</b>	<b>159,175</b>	<b>19.4%</b>	<b>946,683</b>	<b>926,228</b>	<b>-2.2%</b>

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	4,500	3,777	83.9%
AVELO	1,701	1,088	64.0%
DELTA	4,712	3,826	81.2%

# Central Wisconsin Airport – Flight Schedule

## September 2024



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	14:07	from MSP	CRJ	5384	07:01	to MSP	CRJ
4934	21:02	from MSP	CRJ	4982	14:47	to MSP	CRJ



<u>Arrivals – American</u>				<u>Departures – American</u>			
6030	12:21	from ORD	CRJ	6177	06:00	to ORD	CRJ
6125	15:58	from ORD	CRJ	6030	12:46	to ORD	CRJ
6160	22:13	from ORD	CRJ	6125	16:23	to ORD	CRJ

**Upcoming Charter Schedule**

MSP = Minneapolis  
 ORD = Chicago O’Hare

Total CWA Flights Daily = 5

FIN - Budget vs Actual for Organization

Company County of Marathon  
 Organization Cost Center: CWA Operations  
 Period FY2024 - July

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
<b>Revenues</b>					
Parking Fees	1,200,000	75,712	653,370		
Airport Fees	2,084,000	216,786	1,153,919		
Other Public Charges for Services	32,000	18,503	44,035		
Interest on Investments	24,000	0	0		
Property Sales	0	6,595	6,595		
Other Miscellaneous Revenues	111,000	0	0		
Transfer In from Other Funds	1,570,139	0	0		
Gain/Loss Sales of Fixed Assets	25,000	0	0		
<b>Total Revenues</b>	<b>5,046,139</b>	<b>317,597</b>	<b>1,857,920</b>	<b>3,188,219</b>	<b>36.82%</b>
<b>Expenditures</b>					
<b>Personnel</b>	<b>2,038,410</b>	<b>156,173</b>	<b>1,134,591</b>	<b>903,819</b>	<b>55.66%</b>
Salaries and Wages		113,230	822,530		
Employee Benefits		716	10,857		
Employer Contributions		42,226	301,204		
<b>Contractual Services</b>	<b>975,000</b>	<b>33,899</b>	<b>411,541</b>	<b>563,459</b>	<b>42.21%</b>
Professional Services		5,275	118,848		
Utility Services		16,063	145,322		
Repair and Maintenance Services		2,157	68,748		
Special Services - IT		8,796	71,216		
Other Contractual Services		1,608	7,407		
<b>Materials and Supplies</b>	<b>535,600</b>	<b>32,706</b>	<b>246,902</b>	<b>288,698</b>	<b>46.10%</b>
Office Supplies		12,058	63,410		
Publications, Subscriptions and Dues		5,965	24,646		
Travel		1,421	2,130		
Operating Supplies		324	39,851		
Repair and Maintenance Supplies		103	31,510		
Other Repairs and Maintenance Supplies		3,612	34,275		
Other Supplies and Expense		9,223	51,081		
<b>Building Materials</b>	<b>53,000</b>	<b>4,101</b>	<b>11,383</b>	<b>41,618</b>	<b>21.48%</b>
Concrete Products		389	1,365		
Metal Products		113	436		
Wood Products		0	4,247		
Raw Materials		3,599	4,999		
Electrical Fixtures		0	336		
Fabricated Materials		0	0		
<b>Fixed Charges - Insurance</b>	<b>119,000</b>	<b>714</b>	<b>714</b>	<b>118,286</b>	<b>0.60%</b>
<b>Capital Outlay</b>	<b>866,000</b>	<b>53,490</b>	<b>137,534</b>	<b>728,466</b>	<b>15.88%</b>
<b>Debt Service</b>	<b>459,129</b>	<b>0</b>	<b>0</b>	<b>459,129</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>5,046,139</b>	<b>281,082</b>	<b>1,942,664</b>	<b>3,103,475</b>	<b>38.50%</b>
<b>Net Change</b>		<b>36,515</b>	<b>(84,744)</b>		

FIN - Budget vs Actual for Organization

Company County of Marathon  
 Organization Cost Center: CWA Operations  
 Period FY2024 - August

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
<b>Revenues</b>					
Parking Fees	1,200,000	75,568	728,939		
Airport Fees	2,084,000	208,068	1,361,987		
Other Public Charges for Services	32,000	29,502	73,537		
Local Departments	0	1,166	1,166		
Interest on Investments	24,000	0	0		
Property Sales	0	54,162	60,757		
Other Miscellaneous Revenues	111,000	0	0		
Transfer In from Other Funds	1,570,139	0	0		
Gain/Loss Sales of Fixed Assets	25,000	0	0		
<b>Total Revenues</b>	<b>5,046,139</b>	<b>368,467</b>	<b>2,226,386</b>	<b>2,819,753</b>	<b>44.12%</b>
<b>Expenditures</b>					
<b>Personnel</b>	<b>2,038,410</b>	<b>153,573</b>	<b>1,288,163</b>	<b>750,247</b>	<b>63.19%</b>
Salaries and Wages		111,172	933,702		
Employee Benefits		347	11,203		
Employer Contributions		42,054	343,258		
<b>Contractual Services</b>	<b>975,000</b>	<b>19,512</b>	<b>431,053</b>	<b>543,947</b>	<b>44.21%</b>
Professional Services		5,941	124,789		
Utility Services		1,346	146,668		
Repair and Maintenance Services		1,962	70,709		
Special Services - IT		9,580	80,796		
Other Contractual Services		683	8,090		
<b>Materials and Supplies</b>	<b>535,600</b>	<b>7,015</b>	<b>253,917</b>	<b>281,683</b>	<b>47.41%</b>
Office Supplies		0	63,410		
Publications, Subscriptions and Dues		835	25,481		
Travel		15	2,145		
Operating Supplies		78	39,929		
Repair and Maintenance Supplies		1,064	32,574		
Other Repairs and Maintenance Supplies		3,289	37,564		
Other Supplies and Expense		1,734	52,814		
<b>Building Materials</b>	<b>53,000</b>	<b>1,210</b>	<b>12,592</b>	<b>40,408</b>	<b>23.76%</b>
Concrete Products		855	2,220		
Metal Products		5	441		
Wood Products		0	4,247		
Raw Materials		350	5,349		
Electrical Fixtures		0	336		
<b>Fixed Charges - Insurance</b>	<b>119,000</b>	<b>2,297</b>	<b>3,011</b>	<b>115,989</b>	<b>2.53%</b>
<b>Capital Outlay</b>	<b>866,000</b>	<b>920</b>	<b>138,454</b>	<b>727,546</b>	<b>15.99%</b>
<b>Debt Service</b>	<b>459,129</b>	<b>0</b>	<b>0</b>	<b>459,129</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>5,046,139</b>	<b>184,527</b>	<b>2,127,191</b>	<b>2,918,948</b>	<b>42.15%</b>
<b>Net Change</b>		<b>183,940</b>	<b>99,196</b>		



## 2023-2024 CWA Budget Summary YTD - July

	<u>July YTD - 2024</u>	<u>July YTD - 2023</u>	<u>% CHANGE</u>
Parking Fees	\$653,370	\$487,390	
Airport Fees	\$1,153,919	\$962,758	
Miscellaneous Airport Fees	\$6,595	\$46,990	
Other Charges for Services	\$44,035	\$0	
<b>Total Revenues</b>	<b>\$1,857,919</b>	<b>\$1,497,138</b>	<b>24.10%</b>
Personnel Services	\$1,134,591	\$1,058,263	
Contractual Services	\$411,541	\$481,284	
Supplies and Expense	\$246,902	\$230,851	
Building Materials	\$11,383	\$725	
Fixed Charges-Insurance	\$714	\$25,284	
Capital Outlay	\$137,534	\$38,922	
<b>Total Expenses</b>	<b>\$1,942,665</b>	<b>\$1,835,329</b>	<b>5.85%</b>
<b>Revenue over Expense</b>	<b>-\$84,746</b>	<b>-\$338,191</b>	

## 2023-2024 CWA Budget Summary YTD - August

	<u>August YTD - 2024</u>	<u>August YTD - 2023</u>	<u>% CHANGE</u>
Parking Fees	\$728,939	\$525,519	
Airport Fees	\$1,361,987	\$1,185,241	
Miscellaneous Airport Fees	\$60,757	\$73,373	
Local Departments	\$1,166		
Other Charges for Services	\$73,537	\$0	
<b>Total Revenues</b>	<b>\$2,226,386</b>	<b>\$1,784,133</b>	<b>24.79%</b>
Personnel Services	\$1,288,163	\$1,202,627	
Contractual Services	\$431,053	\$511,867	
Supplies and Expense	\$253,917	\$248,713	
Building Materials	\$12,592	\$852	
Fixed Charges-Insurance	\$3,011	\$25,906	
Capital Outlay	\$138,454	\$38,922	
<b>Total Expenses</b>	<b>\$2,127,190</b>	<b>\$2,028,887</b>	<b>4.85%</b>
<b>Revenue over Expense</b>	<b>\$99,196</b>	<b>-\$244,754</b>	