MARATHON & PORTAGE COUNTY JOINT FINANCE COMMITTEE AGENDA

Conference Room B – Upper Level Central Wisconsin Airport Terminal, 100 CWA Drive, Mosinee, Wisconsin 54455

Monday, September 16, 2024 at 5:00 p.m.

Joint Finance Committee Members:

Marathon County

John Robinson, Chair Gayle Marshall, Vice Chair Kurt Gibbs Kody Hart Ann Lemmer Scott Poole Jordan Reynolds

Portage County

Larry Raikowski, Chair Dave Ladick, Vice Chair Julie Morrow Andrew Rockman Vinnie Miresse

The annual meeting of the Marathon and Portage County Joint Finance Committee will have the option for members and the public to call-in via telephone conference. Committee members and the public may join the meeting by calling 1-469-480-4192 and enter Conference ID 919 766 424#. The conference line will be open to calls five (5) minutes prior to the meeting start time listed above.

AGENDA

- 1. Call Meeting to Order by Portage County Finance Committee Chair Larry Raikowski
 - a. Pledge of Allegiance
- 2. Approval of Minutes of September 25, 2023
- 3. Public Comment Period: 15-minute time limit
- 4. Review and Possible Action on 2025 Central Wisconsin Airport (CWA) Annual Budget
- 5. Adjournment

CENTRAL WISCONSIN AIRPORT JOINT FINANCE COMMITTEE MEETING MINUTES

CENTRAL WISCONSIN AIRPORT TERMINAL

Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin September 25, 2023 - 5:00 p.m.

Joint Finance

Committee: Marathon County Portage County

John Robinson, Chair Larry Raikowski, Chair - Excused

Alyson Leahy, Vice Chair - via Teams Mtg.

Kurt Gibbs - via Teams Mtg.

Yee Leng Xiong - via Teams Mtg.

Gayle Marshall - Excused

Dave Ladick, Vice Chair

Jeanne Dodge - via Teams Mtg.

Julie Morrow - via Teams Mtg.

Scott Soik - via Teams Mtg.

Ann Lemmer Kody Hart

Staff: Brian Grefe, Airport Director David Drozd, Asst. Airport Director-Finance

Julie Ulrick, Badging Coordinator

Visitors: Kristi Palmer, Marathon Co. Finance Director

Jennifer Jossie, Portage Co. Finance Director - via Teams Mtg.

John Pavelski, Portage Co. Executive

<u>Call to Order:</u> The Central Wisconsin Joint Finance Committee and Marathon County Finance Committee meetings were called to order at 5:00 p.m. by Chair Robinson. Portage County Finance Vice Chair Ladick called the Portage County Finance Committee and Joint Finance Committee meeting to order at 5:02 p.m.

<u>Approval of Minutes:</u> Motion by Ladick, second by Hart to approve the minutes of the September 14, 2022 Joint Finance Committee meeting. Motion carried unanimously.

Public Comment Period: None.

Review and Possible Action on the 2024 CWA Annual Budget:

The 2024 budget summary shows a budget decrease of 13.57% in operational revenues and expenses that is a direct result of the current pilot shortage and reduction in available aircraft. Air service overall is expected to see an increase in 2024 with the addition of Avelo Airlines beginning direct service to Orlando on October 5, 2023. Avelo Airlines has additional aircraft on order and can grow in their strong communities. Parking revenue, concession revenue and passenger facility charges (PFCs) will be impacted positively. Personnel expenses are up 8.39% with the addition of two new intern positions and an updated pay for performance program that was recently implemented. Contractual services increase is mainly from an accounting change that now includes marketing expenses in that category. Fixed charges for insurance will likely see a 5% increase and capital outlay is down 55.82% due to fund balance borrowing in 2023 that was not needed. The 2024 fund balance transfer of \$839,491 will offset capital expenses for 2024.

Local capital expenses for 2024 includes the replacement of a pickup truck (\$50,000), new parking lot revenue control equipment for the east parking Lot (\$60,000), IT network equipment upgrades (\$40,000), and the addition of a compact zero turn mower, fuel farm backup generator, 20 ft. loader snowplow, new paint machine and replacement of a zero-turn mower totaling (\$136,000). Airport facilities includes construction of a large box hangar with a local share of \$400,000 and design of a new general aviation arrivals and departures facility with a local share of \$180,000. Capital expenses for the year total \$866,000. Other federal capital projects in 2024 include the following with estimated costs: Ordering a new Airport Rescue and Firefighting (ARFF) truck (\$1 million), an air traffic control tower equipment modernization project (\$1.1 million), the design of a replacement general aviation arrivals and departures building (\$600,000), and the construction of a box hangar for large transient aircraft (\$4-\$5 million).

Debt service payments total \$532,128.43 for 2024. Of this amount, \$73,484.07 will be paid from PFCs and the remaining \$459,128.43 will be paid from the American Rescue Plan Act (ARPA) funding as approved by the Federal Aviation Administration (FAA). No county issued debt is requested for 2024 and none is anticipated in 2025. Both GO Bonds are held by Marathon County and no debt for CWA is held by Portage County.

The airport was awarded an ARPA Grant in the amount of \$2,209,388 on August 10, 2021. Approved uses for ARPA Grant funds include payroll, utilities, debt service, and service contracts. ARPA funding in the amount of \$1,621,815.57 will be submitted in 2023 for reimbursement. ARPA funding in the amount of \$459,128.43 will be used in 2024 for debt service obligation. This final payment will allow the grant to be closed. An ARPA Grant in the amount of \$120,900 was awarded to CWA on August 10, 2021 for concessionaire relief. Those funds will be allocated to qualifying tenants in 2023 or 2024. Current grant balances as of 8/31/2023 are as follows: ARPA Grant \$2,080,940 and ARPA Grant-Concessions \$120,900.

The addition of Avelo Airlines will be the biggest change at CWA in 2024. This affordable airline will make the airport more accessible for our current guests and will bring in new guests that have not used the airport before. Early bookings are strong and data supports additional growth if the Orlando route is supported by our communities. American and Delta service will likely be mostly flat in 2024. Despite strong performance on both, the airlines have been unable to meet the demand. Despite this, the airport board is aggressively pursuing additional destinations on both American and Delta, including applying for another Small Community Air Service Development Program Grant (SCASDP) or other ways to fund a revenue guarantee to support growth on our legacy carriers.

Increases in revenue will largely be offset by the rising cost of doing business. Throughout 2024 there will be a deliberate effort to optimize airport finances including adjusting parking rates to stay competitive. Expenses for 2024 follow a similar trend as in the past few years with the cost of goods and services up significantly. Sizable increases have been seen in areas such as utilities, fuel, contracted services, and health insurance. An additional \$30,000 has been budgeted for a marketing campaign as part of our approved Small Community Air Service Development Program (SCASDP) with Avelo Airlines.

Allison Leahy joined the meeting via Teams meeting at 5:26p. Julie Morrow joined the meeting via Teams meeting at 5:28p.

No tax levy is being requested in 2024 from either Marathon or Portage Counties. The budget was reviewed in advance of this meeting with the Finance Directors from both Marathon & Portage Counties.

Motion by Ladick, second by Lemmer to approve the CWA 2024 annual budget with one adjustment to line item #48900 Misc Income for top soil, decreasing the income amount from \$360,000 to \$111,000 with the offset going into fund balance. Motion carried unanimously for both counties.

Adjournment:	5:33 p.m.	Motion by Hart, see	cond by Gibbs to adjour	. Motion carried unanimously.
 Julie Ulrick, Red	cording Sec	retary	_	



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):
 - o 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.
 - o 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
 - o 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

\$ 1,211,127

Current PFC Fund Balance as of 8/31/2024: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 Navaids:	\$ 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 31st 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 7th and will take approximately two weeks to complete.

The Trump campaign will be making a stop at CWA on Saturday, September 7th.

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

Revenue	<u>2025</u>	<u>2025</u>		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%
Total Revenues		\$4,484,861			\$5,046,139	-11.12%
Less:						
Expenses						
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%
Total Expenses		\$4,484,861			\$5,046,139	-11.12%
Balance		\$0			\$0	

CENTRAL WISCONSIN AIRPORT 2025 DEBT SERVICE

<u>Total</u>	by Fund		Total by Principal/Int	<u>erest</u>	
\$	45,846.60	PFC-2012	2012 PRINCIPAL	\$	200,000.00
\$	26,195.32	PFC-2015	2012 INTEREST	\$	22,125.00
\$	176,278.40	605-GENERAL 2012	2015 PRINCIPAL	\$	250,000.00
\$	275,942.18	605-GENERAL 2015	2015 INTEREST	\$	52,137.50
			TOTAL PRINCIPAL	\$	450,000.00
			TOTAL INTEREST	\$	74,262.50
\$	524,262.50		TOTAL	\$	524,262.50
	_				
\$	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

Motor Vehicle Replacement - Rolling Stock	58191				
Pickup Truck - 1/2 Ton		\$	55,000.00		
Pickup Truck - 3/4 Ton		\$	55,000.00		
				\$	110,000.00
IT Equipment and Hardware	58132				
Network Equipment Upgrades		\$	30,000.00		
					30,000.00
Other Capital Equipment	58190				
Airfield Tractor with Mower - Replacement		\$	60,000.00	i	
				\$	60,000.00
Airport Facilities	58277				
GA Apron Rehabiliation - Local Share (2.5%)	30211	\$	50,000.00		
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		\$	250,000.00	\$	250,000.00

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

2025 Requested Budge	t Tax
Levy	
	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
Total	5,046,139	4,484,860	(561,279)

<u>Notes</u>

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	-	-	-
50310 - 53110 Postage and Courier	500	500	-
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	25,525		-
50360 - 53650 Plumbing and Electrical Supplies	15,000	15,000	-
50390 - 53936 Other Supplies	220,000	220,000	-
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
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	5,000
30310 33130 Histratice Bollet Frentium	2,000	2,000	

975,000	936,000
535,600	533,600
53,000	73,000

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

119,000	125,000
459,128	452,221
866,000	250,000

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
Total	2,038,410	2,115,040	76,630

2,038,410 2,115,040



