

**CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING**  
**Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin**  
**November 20, 2020, 8:00 a.m.**

**2020-2022 Board Members:** Sara Guild, Chair- Marathon County, Dave Ladick, Vice-Chair - Portage County, Brent Jacobson - Marathon County, Ray Reser - Portage County, Chris Dickinson - Marathon County, Lon Krogwold - Portage County, Kurt Kluck - Marathon County.

**Mission Statement:** *The mission of the Central Wisconsin Airport is to be the airport of choice by providing a safe, efficient, and competitive operating environment.*

**Due to the COVID-19 pandemic, 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 715-693-2147 and dialing extension 3000 when the voice menu system begins. The conference line will be open to calls five (5) minutes prior to the meeting start time listed above. If board members or members of the public attend the meeting in person, appropriate safety measures, including adequate social distancing, must be utilized by all in-person attendees.**

- 1) Call to Order by Chair Guild at 8:00 a.m.
  - a) Pledge of Allegiance
- 2) Approval of Minutes of the October 16, 2020 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Recognition of Airport Director Brian Grefe in Achieving the Designation of Accredited Airport Executive (A.A.E)
- 5) Review and Possible Action on Construction Engineering Services Contract for Runway 17/35 Reconstruction
- 6) Review and Possible Action on Revised Exhibit A Property Map
- 7) Review and Possible Action on SWPPP and SPCC Plan Update
- 8) Review and Possible Action on Assignment and Assumption of Land Lease and Use Agreement Ascension St. Michael's Hospital, Inc. d/b/a Ascension Wi Spirt Medical Transport
- 9) Staff Reports
  - a) Director Report
    - i) Marketing Selection
    - ii) Legislative Update
    - iii) Statistics – October 2020
    - iv) Flight Schedule
  - b) Financial Reports
    - i) Revenues and Expenses – October 2020
  - c) Operations and Project Reports
    - i) Aircraft Excursion
    - ii) FAA Part 139 Inspection
    - iii) Winter Operations Update
    - iv) FBO Roof Update

10) Adjournment

11) Next Meeting Date: December 18, 2020 at 8:00 a.m.

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

# CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING MINUTES

## CENTRAL WISCONSIN AIRPORT TERMINAL

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

October 16, 2020 - 8:00 a.m.

Airport Board:	Sara Guild, Chair Lonnie Krogwold – Excused Brent Jacobson Chris Dickinson	Dave Ladick, Vice Chair Kurt Kluck - via phone Ray Reser – via phone
Staff:	Brian Grefe, Airport Director Dave Drozd, Finance	Mark Cihlar, Assistant Airport Director Julie Ulrick, Badging Coordinator
Visitors:	Karl Kemper, Becher Hoppe	Randy Van Natta, Becher Hoppe

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

**Approval of Minutes:** *Motion by Ladick, second by Dickinson to approve the minutes of the August 21, 2020 and September 21, 2020 board meetings. Motion carried unanimously.*

**Public Comment Period:** None

### **Review and Possible Action on Custodial Services Contract:**

With the recent resignation of a landside maintenance technician there came an opportunity to explore the option of contracting custodial cleaning services for the terminal area. Contracting could provide for more consistency throughout the entire week, while staying within budget. An RFP was posted and came back within budgetary limits with coverage six days per week for cleaning services only. Of the proposals received, K-Tech Building Maintenance out of Wausau was the highest ranked with the lowest proposed cost. The K-Tech proposal came in with an annual cost of \$73,760 versus hiring for the position at a \$60,000-\$70,000 range. The vacant position will not be eliminated and may be filled when revenues increase. The term of the contract is for five years, with the ability to cancel at any time. *Motion by Ladick, second by Jacobson to approve the K-Tech Building Maintenance custodial services contract as presented. Motion carried unanimously.*

### **Staff Reports:**

#### **Director Report – Brian Grefe:**

An RFP for marketing services is ready to be published to resume airport marketing efforts with an updated message. The goal of the campaign would be to capture a larger percentage of the catchment area while airline ticket prices are nearly identical at competitor airports. An updated marketing message could highlight the benefits of flying CWA and point out the low risk of viral exposure aboard an aircraft. The RFP process would include forming a selection committee that would review submitted proposals and make a recommendation to the Airport Board at the November meeting.

Legislative Update – The House continues to work out another stimulus package, but it is unknown if airports would be included and progress has been slow.

Statistics – September 2020 statistics show ATC operations down 4.2% on the month, but GA has been doing well. Last weekend a Cherokee owners' group visited CWA for consideration in holding their national meetings. The dozen members were very impressed and indicated they would like to base their operations out of CWA. Enplanements are down 66.8% on the month and staff is looking to address that with a renewed marketing campaign. Air freight saw a 10.4% increase on the month due to the pandemic. Load factors remained low at 38.2-56.9%. American is reducing

their schedule to one daily flight through November. Grefe will be attending an air service development conference later this month to discuss schedules.

Flight Schedule – Two charters are scheduled to depart this week, which will help with parking revenue and passenger counts. The daily flight schedule remains at seven.

**Financial Reports – Dave Drozd:**

Revenues and Expenses – Revenues end September at 54.5% of budget. One September deposit will be reflected in October numbers. Revenues do not include CARES Act funds, which will be applied as reimbursements later in the year. CARES Act reimbursements to date total \$900,000 and the expenses are still reflected in the September report. Car rentals have been seeing some increases and end the month at 45.4%.

Disbursements – Disbursements end the month at 58.5% of budget with winter supplies stocked. Capital outlay will see some reimbursements from the CARES Act and the BOA as those projects get closed out.

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

Winter Operations Update – Maintenance staff and equipment are ready for the upcoming winter, including on-call snow removal operators. Closing the west parking lot will aid in managing parking lot conditions and a plan is being developed for snow removal at the Ascension Spirit hangar. On-call procedures for winter operations have been revised and the new process is being well received.

Access Control Update – The RFP process to update the airport access control system is complete and proposals received were within budget. New equipment is expected to be installed and fully functional by year end. The current system is at end of life and is no longer supported.

FBO Roof Update – One CARES Act project scheduled is repairing the roof on the Central Wisconsin Aviation building. Completion of the project is anticipated by Thanksgiving.

The next regular session of the board is scheduled for November 20, 2020 at 8:00 a.m.

***8:47 a.m. Motion by Dickinson, second by Jacobson to adjourn. Motion carried unanimously.***

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Julie Ulrick, Recording Secretary



## Agenda Item Summary

**Airport Board Meeting Date:** November 20, 2020

**Agenda Item Title:** #5) Review and Possible Action on Construction Engineering Services Contract for Runway 17/35 Reconstruction.

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

**Background:** In May of 2020, the Central Wisconsin Joint Airport Board approved by resolution the project to reconstruct Runway 17/35, contingent on Federal, State, and Local funding (Ref. R-07-20). On September 11, 2020, the FAA issued CWA AIP Grant No. 3-55-0052-054-2020 (AIP-54), providing CWA 100% federal funding for the project. The construction contract for the reconstruction of Runway 17/35 was awarded by the Wisconsin DOT Bureau of Aeronautics (BOA) on October 27, 2020, and work is scheduled to begin in March of 2021.

In accordance with FAA Advisory Circular 150/5100-14E, Becher Hoppe was selected by CWA through a competitive solicitation to provide Construction Engineering Services for this project. CWA staff has negotiated in good faith the proposed Construction Engineering Services Contract with Becher Hoppe for the project.

Services in this contract will provide the necessary management engineering, resident engineering, testing, and inspection services required for the execution of the project's construction in accordance with FAA regulations and grant assurances.

**Timeline:** The BOA will award this Construction Engineering Services Contract after it is approved by the Joint Airport Board. Coordination with the construction company will begin immediately.

**Financial Impact:** This contract with Becher Hoppe for an amount of \$1,899,833.51 is funded 100% with FAA Airport Improvement Program Funds under the AIP-54 grant. The BOA conducted an Independent Fee Estimate in accordance with FAA Advisory Circular 150/5100-14E, and the BOA agrees the contract amount is fair and reasonable.

**Contributions to Airport Goals:** This project is in alignment with the 2020 Goal to Improve Aviation Services at CWA.

**Recommended Action:** Airport staff recommends approval of the Construction Engineering Services Contract with Becher Hoppe.

# CONTRACT FOR CONSTRUCTION CONSULTANT SERVICES

**AIRPORT NAME Central Wisconsin Airport**

**BOA PROJECT NUMBER CWA1011**

**AIP/STATE AID NUMBER AIP-54**

Between the

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

and

**CONSULTANT:** Becher Hoppe Associates, Inc.  
330 N. 4<sup>th</sup> Street  
Wausau, WI 54403-5417

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

The owner proposes to: Contract Consultant for construction engineering services related to Runway 17/35 and Associated Taxiway Improvements project.

## ALL SERVICES

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

It is expressly understood and agreed that the lump sum amount totals \$157,438.56, the actual costs shall not exceed \$1,742,444.95 and in no event will the total compensation and reimbursement paid hereunder exceed the maximum combined sum of \$1,899,883.51 for all of the services required under this contract except by amendment to this contract.

The consultant representative is Karl Kemper, PE whose telephone number is 715-551-5507.

The owner representative is Lucas Ward, PE whose telephone number is 608-266-2729.

The Disadvantaged Business Enterprise goal on this contract is 5.56%.

Attached and made part of this construction contract are the "General Provisions: and "Special Provisions." This contract incorporates and the parties agree to all of the **CONSULTANT SERVICES GENERAL PROVISIONS DATED** July 10, 2014. The consultant acknowledges receipt of a copy of these "General Provisions."

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

AS AGENT FOR OWNER

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

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

CONSULTANT

By:   
Randal Van Natta

Title: President

SS#/FEIN: 39-0875123

Date: August 14, 2020

Airport: Central Wisconsin Airport

CENTRAL WISCONSIN JOINT AIRPORT BOARD

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

CONSULTANT BILLING ADDRESS:

Becher-Hoppe Associates, Inc.  
330 N. Fourth Street  
Wausau, WI 54403

# **SPECIAL PROVISIONS FOR CONSTRUCTION CONTRACT**

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

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

- Section B.      **Scope of Services**
1. General
  2. Pre Construction
  3. Construction Inspection Management and Reporting Program
  4. Airport Layout Plan

## **Part II.        Other Provisions**

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- Section A.      **Management Engineering Services**  
Section B.      **Resident Engineer Services**

## **Part III. Special Attachments (As Required)**

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- Attachment A – Scope of Work
- Attachment B – Fee Estimates
- Attachment C – Barr Engineering Electrical Engineering Proposal
- Attachment D – Quest Civil Engineers Testing Proposal
- Attachment E – American Engineering Testing Proposal



# Part I. Payment/Scope of Services

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

Airport Name: Central Wisconsin Airport  
 BOA Project Number: CWA1011  
 AIP/STATE AID Project Number: AIP-54

## Section A. Payments

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

Item No.	Description	Fee
1.	Pre Construction	\$75,204.33 Lump Sum
2.	Construction Inspection Management and Reporting Program <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$24,951.16 Lump Sum
3.	Airport Layout Plan Package <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$11,163.98 Lump Sum
4.	Initial Construction Layout	\$29,482.74 Lump Sum
5.	Provide project Record Drawings (As-Builts)	\$16,636.35 Lump Sum
<b>TOTAL LUMP SUM AMOUNT</b>		<b>\$157,438.56</b>

## 2. Actual Costs

The consultant agrees to provide necessary management engineering, resident engineering, testing, and inspection services including staking as required for the execution of the project construction as defined in the contractor’s construction contract and as set forth in this consultant’s contract provisions.

The owner agrees to pay the consultant for full compensation on services rendered under this section an actual cost to the consultant up to \$1,612,589.18 plus a fixed fee of \$129,855.77 except by an amendment to this contract.

*The overhead rate to be applied to this contract is \_\_\_\_\_.* (Optional)

**Total Actual Cost Amount - \$1,742,444.95**

**Maximum Combined Amount (Lump Sum and Actual Costs) - \$1,899,883.51**

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

**1. General**

- a. The Wisconsin Department of Transportation - Bureau of Aeronautics **Standard Specification for Airport Construction**, 1998 edition plus all supplemental specifications pertaining to Part I - general requirements and covenants which relate to consultant's responsibilities is part of this contract.
- b. Reimbursement for actual costs will be limited to those which are allowable under 48 C.F.R. §31.103 (2007). Payment is intended as full compensation for work performed or services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the work.
- c. The reimbursement of expenses in the actual costs section of this contract will be in accordance with the consultant's written policy. The owner reserves the right to deny payment of expenses on reasonableness. Any expenses that the consultants have in the determination of their overhead rate are not eligible for reimbursement. The owner has the right to request receipts. In the absence of the consultant's written policy, the State of Wisconsin written policy on reimbursement of expenses for consultant employees will be used as guidelines.
- d. The consultant agrees that management engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of resident engineering services that may be required under this contract. The consultant further agrees to furnish record drawings in the format specified by the bureau upon completion of the project. Nothing herein shall be construed as imposing upon the consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors. The services involved with management engineering are described in Part II, Section A.
- e. The consultant agrees that resident engineering services furnished under this contract shall be to the extent necessary to inspect the work and to determine compliance with the plans and specifications, including representing the owner in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the owner on and around areas of construction. Documentation of construction progress and delays, quantities and percentages of work, tests performed, inspections made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work, will be maintained on the project site. Nothing herein shall be construed as imposing upon the consultant's responsibility for the construction means, methods, techniques, sequences, safety programs and procedures used by contractors. The services involved with resident engineering services are described in Part II, Section B.
- f. The resident engineer shall maintain a daily diary to record the construction history of the project. The diary will be made available to the FAA or owner for review upon request during inspections or visits. The project diary should include, but not be limited to the following information; weather conditions, job site conditions, work in progress and general location, equipment in use, contractors work force and hours worked, material delivered, tests performed, tests failing and action taken, instructions to the contractors, record of officials visiting project and verbal or written instructions given, telephone conversations and verbal instructions

received, or authorization granted, engineering field force activity and hours worked, delays to construction and reason. The diary should be in a bound book of good quality, easily handled and carried.

- g. Any orders issued by the owner/owner representative will be transmitted through the consultant representative to the construction contractor.
- h. In the event of a controversy, the **consultant** Representative shall first confer with the **owner** Representative and then transmit the agreed course of action to the contractor. In the event the **consultant** Representatives and **owner** Representatives cannot agree, the **owner** Representative will promptly contact the Airport Engineering Section Chief or their delegate who will determine the necessary course of action. The determination will then be transmitted to the contractor through the **consultant** Representative.
- i. Perform consultant field operations in accordance with OSHA regulations and accepted safety practices.
- j. Provide both the owner and the bureau a hard copy of the project record drawings. In addition, an electronic copy of the record drawings shall be sent to the bureau in accordance with the latest bureau "as-built guidelines" which can be found on the bureau website.
- k. The owner will notify the consultant by certified mail that final billing for all services on this contract must be submitted within 14 days, after which no further payment will be made.

## **2. Pre-Construction Work**

The consultant services in this item include:

- a. Prepare, coordinate and schedule the pre-construction conference, after the construction contracts are awarded.
- b. Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the pre-construction conference. The owner should be provided copies of all construction schedules.
- c. Prior to pre-construction conference, furnish the names of the project management person, resident engineer (and inspectors upon request) with qualifications for approval by the owner.
- d. Preside at the pre-construction conference, prepare a detailed record of the conference, submit to the owner for review and comment, and distribute the final record.

## **3. Construction Inspection Management and Report Program**

- a. This provision applies only to federally funded projects for pavement costs over \$250,000.
- b. A construction inspection management program detailing the measures and procedures to be used to comply with the quality control provisions of the construction contract including, but not limited to, all quality control provisions and tests required by the federal specifications, federal approved state specifications or federal approved deviations from these specifications.

Pavement refers to the total pavement structure including sub-grade, base and sub-base courses, and surface course.

c. The consultant shall provide the following information before the start of construction:

- (1) The name of the person representing the sponsor who has overall responsibility for contract construction inspection administration for the project and the authority to take necessary actions to comply with the contract.
- (2) Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided.
- (3) Procedures for assuring that testing laboratories meet the requirements of the American Society of Testing and Material's Standards on laboratory evaluation referenced in the contract specifications. (The testing contract shall state that the laboratory complies with ASTM D3666 -11 and C1077-13).
- (4) Qualifications of engineering supervision and construction inspection personnel.
- (5) A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test.
- (6) Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, that the proper corrective actions, where necessary, are undertaken, and that the quality of materials used is adequate.

d. The consultant shall provide the following information upon completion of the project:

- (1) An interim test and quality control report shall be submitted, if requested by the owner.
- (2) A final test and quality control report documenting the results of all tests performed, highlighting those tests that failed or did not meet the applicable test standard. The report shall include the pay reductions applied and reasons for accepting any out-of-tolerance material.

#### 4. Airport Layout Plan Package

- a. The ALP package will be prepared in accordance with the current AC 150/5300-13 ~~and BOA ALP Development Guide/checklist.~~
- b. List of ALP sheets as checked will be included in this contract.

Title sheet	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Airport layout sheet	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Terminal area sheets (number __)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Approach sheets (RWY 8, 26, 17, 35)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<del>Airport property map (Land inventory map)</del> Exhibit A (2017)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Land use plan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Land acquisition plan	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Airport airspace drawing	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

- |                                |                                         |                                        |
|--------------------------------|-----------------------------------------|----------------------------------------|
| ALP to be prepared using CADDs | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| c. ALP Narrative Report        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| d. Transmittal Letter to FAA   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

## PART II. OTHER PROVISIONS

### Section A. Management Engineering Services

The consultant agrees to provide management engineering services required for the execution of the work. These services shall include, but are not limited to the following:

1. Check construction activities to obtain compliance with plans and specifications.
2. Provide interpretation of plans and specifications.
3. Supervise and coordinate sub-consultant contracts for field inspection and testing.
4. Review shop drawings and certificates submitted by contractors for compliance with design concepts.
5. Review all final pay estimates and explanation of variation between contract and final quantities prepared by resident engineer.
6. Review weekly progress reports as prepared by resident engineer.
7. Review “Contractor’s Request for Extension of Contract Time” analysis made by the resident engineer and make recommendation to the owner.
8. Prepare and recommend approval of change orders.
9. Meet with the owner for consultation and advice during construction.
10. Schedule final inspection of all contracts and send notifications. Attend final inspection of construction. Make recommendations for acceptance of work.
11. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the resident engineer.
12. Certify that all project work completed under inspection of the resident engineer is in substantial compliance with the plans, specifications and contract documents including any modifications by change order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
13. Maintain record drawings from redline or working drawings prepared by resident engineer as accumulated during the course of construction to show “as-built” conditions.

## **Section B. Resident Engineer Services**

The consultant agrees to provide resident engineering, testing, and inspection services including construction staking required by the owner in the execution of the project work.

The consultant is authorized to employ the resident engineer on other work during periods of temporary job shutdown if such services are not required by the project. Normally, the resident engineer will give continuous service on the project when construction is in progress to include temporary interruptions due to weather or mechanical failure; however, on some projects, these services may be intermittent in accordance with project requirements.

Resident services shall include, but are not limited to the following:

1. Construction staking shall be in accordance with “General Requirements and Covenants for Airport Construction,” Section 50-06.
2. Check construction activities to monitor compliance with the plans and specifications.
3. Check contractor’s equipment and review proposed methods of construction. Notify contractor of equipment and methods which do not comply with the contract requirements. The resident engineer shall notify the owner in the event that the contractor elects to continue the use of questioned equipment and methods.
4. The resident engineer shall monitor the contractor’s compliance with the approved DBE plan (i.e., determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.). Deviations should be reported to the owner.
5. Make necessary tests in accordance with the cited standard methods of ASTM; record all test results on the appropriate “Field Inspection of Material” forms; prepare a summary and disposition of all testing and materials inspection on the “Test Report Record” form; and record all deviating tests on a “Materials Specification Deviation Report” form.
6. The resident engineer shall notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans or specifications. The resident engineer may reject non-conforming materials and notify the contractor to suspend any work in question until such issues can be referred to the owner for a final decision.
7. Maintain daily records of the contractor’s progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather, equipment use, labor requirements, safety problems, and changes required.
8. Prepare and submit weekly progress report, working day weekly statement, contract time status, and other reports as required by this contract. A concise report of the daily services performed by the resident staff shall be incorporated in progress reports. Working day weekly statement and weekly progress reports shall be submitted to the owner within three calendar days of the end of the contractor’s work week. All failed tests and re-tests must

be reported with the weekly progress reports. A summary of out-of-tolerance material, any corrective action, and material subject to pay reduction is also required.

- ~~9. Determine that each contractor or subcontractor on the project is submitting the required payroll reports. Review payroll reports for completeness and compare with published state and/or federal wage rates for compliance. Where payroll reports are found to be incomplete or inaccurate, make the initial contact with the contractor and refer to the bureau for further action if necessary. Submit the first payroll report of each contractor and subcontractor to the owner (except on state aid contracts). Retain all payroll reports on the project for review for a period of not less than five (5) years.~~

Affirm that the prime contractor has posted the prevailing wage rates at the job shack (or other conspicuous location approved by the engineer).

Assist the bureau in the conduct of random wage compliance interviews with workman on the project as requested.

10. Perform other services as reasonably required by the owner and as outlined in the Standard Specifications for Airport Construction, 1998 edition.
11. Review and evaluate "Contractor's Request for Extension of Contract Time," submit recommendation to the consultant's project management person.
12. Measure and compute quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
13. Prepare "Periodic Cost Estimates" and submit to the owner.
14. Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. Notify the contractor that no work on change orders can start until approval is obtained from the owner.
15. Prior to the final inspection, prepare and distribute to the contractor and owner a semi-final inspection report including a list of uncompleted items.
16. When work included in a construction contract is complete, notify consultant project management person to coordinate and schedule a final inspection.



330 N. 4th Street, Wausau, WI 54403-5417  
715-845-8000 | becherhoppe.com

## ATTACHMENT A

### Scope of Services

Central Wisconsin Airport  
Mosinee, WI

Runway 17/35 and Associated Taxiway Improvements

CWA1011 (AIP-54)

Construction Engineering Services

June 23, 2020

### PROJECT DESCRIPTION

This project includes improvements to the Central Wisconsin Airport in Mosinee, Wisconsin. The project consists of the following:

- Base Bid – Runway 17/35 and Taxiway B1 Reconstruction; Taxiways B2 and B3 Pavement Rehabilitation
- Alternate Bid #1 – Runway 17/35 and Taxiway B1, B2, B3 Lighting Replacement
- Alternate Bid #2 – Taxiway B Lighting Replacement
- Alternate Bid #3 – Taxiway B Pavement Rehabilitation

This scope is for engineering services associated with the construction phase of the project. The anticipated schedule for construction and construction engineering tasks is as follows:

- Grant award: August 2020
- Construction contracts executed: September 2020
- Pre-construction coordination: September 2020
- Early construction tasks: September 2020 to December 2020
  - Taxiway B work in Runway 8/26 RSA
  - Prepare haul roads
  - Batch plant setup
  - Partial temporary fence construction
  - Other misc. tasks



Two on-site representatives each on-site for 12-hours/day are anticipated for this work.

- Submittals and quality control plans: September 2020 to March 2021
- Major construction: March 2021 to November 2021  
Two on-site representatives each on-site for 12-hours/day are anticipated for this work. Additional representatives are anticipated to provide intermittent support during certain periods of the project (i.e., when multiple installations are occurring that require constant inspection, during large paving efforts, etc.)
- Post-construction administration: November 2021 to May 2022
  - Final quantity calculations
  - Material pay adjustments
  - Finalize test reports
  - Record drawings
- Punchlist and pavement marking re-application: May 2022 to June 2022  
One on-site representative on-site for 12-hours/day is anticipated for this work.
- Final Inspection and closeout: July 2022

The following scope of services has been developed to accomplish the goals for this project:

## **SCOPE OF SERVICES**

### **I. LUMP SUM ITEMS**

#### **1. Pre-Construction Tasks**

- a. Scoping/Preliminary Coordination:** Consultant will coordinate with the BOA, contractor, sub-consultants, and internally to estimate scoping items such as timeline, required tasks, and appropriate staffing for the project.
- b. Erosion Control Implementation Plan (ECIP) Coordination:** Consultant will review the ECIP and coordinate with the contractor to develop the ECIP to the point where it's ready for DNR and BOA review and comment. Consultant will follow up with contractor to ensure that DNR and BOA comments are addressed..
- c. Obtain/Review Construction Schedule:** Consultant will review the contractor's initial schedule for compliance with project specifications and airport operations. Consultant will coordinate with contractor and airport manager to modify schedule as required to meet project specifications and accommodate airport operations.
- d. Coordinate, Prepare, Conduct, Document Pre-Construction Meeting:** Consultant will coordinate, prepare for, conduct, and document two pre-construction meetings at the airport. The first pre-construction meeting will be before early construction tasks start in fall 2020. The second pre-

construction meeting will be before major construction work starts in spring 2021.

- e. **Safety Plan Compliance Document (SPCD) Coordination:** Consultant will review the contractor's SPCD and coordinate with the contractor to develop the SPCD to the point where it's ready for BOA review and approval/comment. Consultant will follow up with contractor and BOA to ensure that the SPCD approval is formalized.
  - f. **Prepare Digital Terrain Models (DTM):** Consultant will prepare and provide DTMs to the contractor to be used for GPS machine grading.
2. **Construction Management Program (CMP):** Consultant will prepare a CMP in accordance with FAA AC 150/5370-12B, Appendix A.
  3. **Airport Layout Plan Package:** The ALP sheets will be updated to reflect as-built conditions from the project. The scope does not include ALP changes not associated with as-built conditions related to this project.
  4. **Initial Construction Layout and Control:** Consultant will provide slope staking and control prior to start of construction items of work. Setting control involves setting irons around the perimeter of the project at ~400' intervals with horizontal coordinate information, then running a level loop through all of the control points. Slope staking involves providing stakes near the slope intercept at each station, and providing cut/fill information to station features as requested by the contractor.
  5. **Record Drawings:** Consultant will prepare record drawings in Adobe (.pdf) format to represent as-built conditions of the project.

## II. COST PLUS FIXED FEE ITEMS

### 1. Management Engineering:

- a. **Project Preparation:** Consultant will prepare templates for the documents and tools utilized during construction, including:
  - Pay estimates
  - Daily progress reports
  - Weekly progress reports
  - Submittal log
  - Material submittal checklist
  - Weekly meeting agendas
  - Item record account worksheets
  - Erosion control inspection worksheets
  - Construction GPS setup
- b. **Project Coordination:** Consultant will provide professional engineering services as required to monitor project progress and resolve issues.

- c. **Interpret Plans and Specifications:** Consultant will assist contractor with interpreting plans and specifications. Internally, the project manager will introduce resident project engineers/representatives to the project.
- d. **Supervise Sub-Consultants:** Consultant will supervise and coordinate with sub-consultants to fulfill testing requirements.
- e. **Review Shop Drawings, Submittals, and Quality Control Plans:** Consultant will review the Contractor's submittals and quality control plans for all materials incorporated into the project to ensure they meet project specifications.
- f. **Pay Estimates/Variation in Quantities:** Consultant will tabulate quantities during construction and review with the Contractor weekly. Consultant will prepare periodic pay estimates during construction, provide to the contractor for approval, present to Sponsor for approval, and submit to BOA for payment. Consultant will also submit any requested variation in quantities information after the project is completed.
- g. **Weekly Progress Reports:** Consultant will complete weekly progress reports to include:
  - Weekly dollar amount of work completed
  - Progress of major items
  - Engineering daily labor amounts
  - Daily summary of work, personnel, and equipment.
- h. **Weekly Meeting Agendas & Minutes:** Consultant will prepare and transmit the previous week's meeting minutes and the following week's meeting agenda each week.
- i. **Prepare Change Orders:** Consultant will prepare change orders as necessary.
- j. **Consultation with Owner:** Consultant will keep the Airport informed throughout the project and answer questions from the Airport as requested.
- k. **Final Inspection/Acceptance:** Consultant will organize and provide record of a final project inspection, and coordinate acceptance. After the inspection, Consultant will transmit minutes of the final inspection meeting and verify completion of any remaining punchlist items.
- l. **Monitor/Review Testing Work:** Consultant will review Contractor QC testing and Engineering QV testing work performed, and verify that test results meet project specifications.

**m. Project Acceptance and Closeout:** Consultant will work with the Airport, BOA, and contractor to resolve outstanding issues and close out the project.

## **2. Construction Engineering**

**a. Construction Staking:** Consultant will perform all layout and staking per project specifications. Anticipated staking tasks include:

- i. Removals/sawcuts
- ii. Erosion control
- iii. Subgrade
- iv. Culverts
- v. Underdrains
- vi. Subbase 12" minus
- vii. Subbase 3" minus
- viii. Cement treated permeable base
- ix. Concrete pavement
- x. Lights
- xi. Ducts
- xii. Signs
- xiii. Pavement markings
- xiv. Partial depth repairs

### **b. Construction Oversight**

**i. On-Site Representatives:** Consultant will provide full-time construction observation as described above in the Project Description. The main tasks performed by the representatives will include:

- Observe and photograph construction operations
- Verify compliance with project specifications
- Coordinate miscellaneous field adjustments
- Measure quantities
- Conduct traffic control inspections
- Conduct erosion control inspections
- Coordinate testing
- Prepare daily progress reports
- Prepare weekly progress reports
- Prepare pay estimates
- Stakeholder coordination

**ii. Project Manager Site Visits/Meetings:** The project manager will typically visit the site at least weekly to observe construction progress and conduct weekly progress meetings. Additional site visits during critical construction phases including subgrade preparation, cement treated base placement, concrete paving, and phasing transitions are anticipated.

- iii. **Electrical Engineering Subconsultant:** Barr Engineering Co. will provide electrical engineering services as described in **Attachment C**.

**c. Testing:**

- i. **Subgrade Proctor and Density Testing:** DBE Subconsultant (Quest Civil Engineers, LLC) will provide material testing services as described in **Attachment D**.
- ii. **Subbase, CTPB, and Concrete Testing:** Subconsultant (American Engineering Testing, Inc.) will provide material testing services as described in **Attachment E**.

**Project Manager:** Karl Kemper, PE will be the project manager. Randy Van Natta, PE, will provide support to Karl as needed.

**Resident Project Engineer(s)/Representative(s):** Kevin Bella and Kevin Hahn, EIT are anticipated to be the full-time on-site representatives. Other qualified staff will provide support as needed during large construction operations.

**DBE Goal:** The DBE goal is 5.56% for this project. A DBE firm, Quest Civil Engineers, LLC, will be utilized for material testing services.

**Wage Rates:** We have used our 2020 wage rates and 2020 IRS mileage and per diem rates to prepare the fee proposal.

**Overhead & Profit:** We have used our audited 2018 overhead rate of 170.52% and an 11% profit factor to prepare this proposal.

If additional effort is required for construction services, any amendment for additional services will include additional fixed fee.

P:\2018\2018.039 - BOA – CWA RWY 17-35 Reconst\Admin\Contracts - Working\Construction\CWA RWY 17-35 Construction Services\_Attachment A\_Scope.docx











# ATTACHMENT C

resourceful. naturally.  
engineering and environmental consultants



June 16, 2020

Mr. Karl Kemper  
**Becher Hoppe Associates, Inc.**  
330 Fourth Street, P.O. Box 8000  
Wausau, Wisconsin 54402

**Re: Central Wisconsin Airport - RUNWAY 17-35 AND ASSOCIATED TAXIWAY PROJECT  
Proposal for Construction Phase Electrical Engineering Services**

Dear Karl:

Thank you for contacting us regarding construction phase services for construction phase for the Central Wisconsin Airport (CWA) Runway 17-35 project.. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for the construction phase of the project.

**PROJECT DESCRIPTION**

Our understanding is this project is the continuation of the recently designed CWA Runway 17-35 reconstruction project, for the construction phase services of this project. We understand the electrical work will be bid as two alternates. Below we outline the proposed scope of services, and associated fees on a "per-alternate" basis.

**SCOPE OF SERVICES**

In support of your efforts, and in accord with your email request of July 22, 2018, Barr proposes to provide the following subconsultant services to Becher Hoppe:

Alternate Bid 1 - Runway 17-35 Lighting Replacement – and including airfield lighting control system replacement:

1. Shop drawing review.
2. Up to two (2) interim site visits to observe construction progress.

3. Respond to questions and RFI's from the contractor as they arise.
4. Final site visit with memo/punchlist of findings.

Alternate Bid 2 - Parallel Taxiway B Lighting Installation:

1. Shop drawing review.
2. Up to two (2) interim site visits to observe construction progress (trip combined with Alternate Bid 1 visits).
3. Respond to questions and RFI's from the contractor as they arise.
4. Final site visit with memo/punchlist of findings (trip combined with Alternate Bid 1 visit).

**PROPOSED FEES**

Barr Engineering proposes to provide the outlined scope of services to Becher Hoppe on an hourly basis to the following budget amounts for the indicated scope.

Alternate Bid 1:	\$12,500
<u>Alternate Bid 2:</u>	<u>\$ 3,000</u>
Total:	\$15,500

Reimbursable amounts such as automobile mileage are included, and services are billed monthly according to the work completed.

We appreciate this opportunity to continue working with you on this project. Please call with any questions or comments.

Sincerely,

**BARR ENGINEERING CO.**



Mark E. Ziemer, P.E.  
Senior Electrical Engineer

**To:** Karl Kemper, P.E.  
Becher Hoppe  
330 4th Street  
Wausau, WI 54403-5417

**Date:** June 22, 2020

**Project:** Central Wisconsin Airport Runway 17/35 and Associated Taxiway Improvement Project

**Description of Work:** Quality Verification Testing associated with subgrade construction

Description	QTY	Rate/Unit	Total
<b>Base Bid: Runway 17/35, Taxiways B1, B2, B3</b>			
Modified Proctors	20 tests	\$175.00/test	\$3,500.00
Nuclear Density Testing (140 days @ 10hrs/day)	1400 hours	\$96.50/hr	\$135,100.00
Travel Time (160 trips)	160 hours	\$96.50/hr	\$15,440.00
Mileage (160 trips)	11,200 mi	\$0.55/mi	\$6,160.00
		<b>Base Total</b>	<b>\$160,200.00</b>
<b>Alternate Bid #2: Taxiway B Lighting Replacement</b>			
Modified Proctors	2 tests	\$175.00/test	\$350.00
Nuclear Density Testing (10 days @ 10hrs/day)	100 hours	\$96.50/hr	\$9,650.00
Travel Time (12 trips)	12 hours	\$96.50/hr	\$1,158.00
Mileage (12 trips)	840 miles	\$0.55/mi	\$462.00
		<b>Alt #2 Total</b>	<b>\$11,620.00</b>
		<b>Grand Total</b>	<b>\$171,820.00</b>

\*\*\*This cost proposal assumes that the subgrade materials will be in place and ready for testing. Rate per hour for any additional testing or inspection services is \$96.50. All equipment costs are covered in the rate per hour.

Thank you for this opportunity.

Sincerely,

*Kimberly Kronstedt*

Kimberly Kronstedt, P.E.  
Owner / CEO



# ATTACHMENT E

CONSULTANTS  
· ENVIRONMENTAL  
· GEOTECHNICAL  
· MATERIALS  
· FORENSICS

June 18, 2020

Becher Hoppe Associates Inc.  
Attn: Mr. Karl Kemper  
330 N. 4<sup>th</sup> Street  
P.O. Box 8000  
Wausau, Wisconsin 54402-8000  
[kkemper@becherhoppe.com](mailto:kkemper@becherhoppe.com)

**SUBJECT:** Materials Testing Proposal  
Central Wisconsin Airport  
Runway 17/35 and Associated Taxiway Improvements  
Mosinee, Wisconsin  
AET Proposal No. 12-21203

Dear Mr. Kemper:

As per your June 12, 2020 request for proposal for crushed aggregate subbase course, cement treated permeable base and Portland cement concrete pavement services, we have prepared a proposal for the above referenced project.

## PROJECT INFORMATION

- We understand work will consist of improvements to Runway 17/35 and Associated Taxiway's at the Central Wisconsin Airport in Mosinee, Wisconsin. The project will be constructed in 2021.
- Our laboratory meets the requirements of AASHTO R18, ASTM:C1077 (Aggregate and Concrete), ASTM:D3666 (Aggregate and Asphalt Mixture), ASTM:D3740 (Soil), ASTM:E329 (Aggregate and Asphalt Mixture, Concrete and Soil) for the services requested.
- The work will be performed under X-154 specifications for crushed aggregate base, P-307 specifications cement treated base course and P-501 specifications for cement concrete pavement.

## SCOPE OF SERVICES

- Crushed Aggregate Subbase
  - Provide a technician to obtain one production sample and five placement samples of three inch base aggregate. Perform gradation analysis on each sample and report the test results.
- Cement Treated Permeable Base
  - Provide a technician to obtain one production sample and five mixture change samples. Perform gradation analysis on each sample and report the test results.
  - Cast and test 198 cement treated base cylinders for compression strength
  - Perform 100 field permeability tests on the cement treated permeable base.

4203 Schofield Avenue, Suite #1 | Schofield, WI 54476  
Phone (715) 359-3534 | Fax (651) 659-1379 | [www.amengtest.com](http://www.amengtest.com) | AE/EEO



- Portland Cement Concrete Pavement
  - Provide a technician to obtain 20 concrete aggregate samples. Perform gradation analysis and on each sample and report the test results.
  - Provide a technician for 45 days at 10 hours per day to perform slump, temperature, unit weight, and air content.
  - Cast and test 270 beams for flexural testing.

Alternate Bid #2 – Taxiway B Lighting Replacement

- Portland Cement Concrete Pavement
  - Provide a technician for 2 days at 10 hours per day to perform slump, temperature, unit weight, and air content.
  - Cast and test 6 beams for flexural testing.

**TERMS AND CONDITIONS**

All AET Services are provided subject to the Terms and Conditions in accordance with the Amendment to Becher Hoppe Master Services Agreement between AET and Becher Hoppe dated January 19, 2015.

If you have any questions or need additional information, please contact me at (715) 359-3534.

Sincerely,  
**AMERICAN ENGINEERING TESTING, INC.**

*Paul Michlig*

Paul Michlig  
Construction Services Manager

PAMprz N:\CM\PROPOSALS\2020\Becher Hoppe 20\12-21203 CWA Runway 17-35, Taxiway Imprvmts Mosinee 6.17.20.doc

Attachment: Fee Schedule and Estimated Fees

<b>ACCEPTANCE:</b>	
<b>Client:</b>	_____
<b>Authorized Signature:</b>	_____
<b>Typed Name:</b>	_____
<b>Date:</b>	_____

## Fee Schedule & Estimated Fees AET Proposal No. 12-21203 June 18, 2020

### Central Wisconsin Airport Runway 17/35 and Associated Taxiway Improvements Mosinee, Wisconsin

#### PREPOUR MEETING

Project manager – Prepave Meeting	3 hour @ \$120.00/hour	\$360.00
Field Technician – Prepave Meeting	3 hour @ \$79.00/hour	\$237.00
Vehicle	3 trip @ \$40.00/trip	\$120.00
Badging	2 each @ \$250.00/each	\$500.00

**Subtotal Prepave Meeting and Badging, if requested: \$1,217.00**

#### **Crushed Aggregate Subbase –**

Technician to sample and test 3-inch base aggregate for gradation  
(Assumes 6 trips and 6 samples)

18 hours @ \$79.00/hour	\$1,422.00
6 trips @ \$40.00/trip	\$240.00
6 gradations @ \$245.00/each	\$1,470.00
Report 1 @ \$120.00/hour	\$120.00

**Crushed Aggregate Subbase Subtotal \$3,252.00**

#### **Cement Treated Permeable Base –**

Technician to sample and test permeable base aggregate (Assumes 6 trips)

18 hours @ \$79.00/hour	\$1,422.00
6 trips @ \$40.00/trip	\$240.00
6 gradations @ \$100.00/each	\$600.00
Report 1 @ \$120.00/hour	\$120.00

**Cement Treated Permeable Base Subtotal \$2,382.00**

Technician to sample cement treated permeable base, cast 198 test cylinders, and test for compressive strength. Perform 100 field permeability tests of the cement treated base.  
(Assumes 20 days at 10 hours per day)

200 hours @ \$79.00/hour	\$15,800.00
20 trips @ \$40.00/trip	\$800.00
198 cylinders @ \$23.00/cylinder	\$4,554.00
100 permeable base tests(materials) @ \$5.00/each	\$500.00
Report 10 @ \$120.00/hour	\$1,200.00
Clerical 10 @ \$62.00/hour	\$620.00

**Cement Treated Permeable Base Subtotal \$23,474.00**

**Portland Cement Concrete Pavement –**

Technician to obtain 20 concrete aggregate samples and perform gradation analysis.  
(Assumes 10 trips)

30 hours @ \$79.00/hour	\$2,370.00
10 trips @ \$40.00/trip	\$400.00
20 gradations @ \$100.00/each	\$2,000.00
Report 3 @ \$120.00/hour	\$360.00
<b>Portland Cement Concrete Pavement Subtotal</b>	<b>\$5,130.00</b>

Technician to sample concrete and test slump, temperature, air content, unit weight, and cast and test 270 beams for flexural strength (Assumes 45 days at 10 hours each plus travel)

368 hours @ \$79.00/hour	\$29,072.00
127 hours @ \$98.75/hour	\$12,541.25
45 trips @ \$40.00/trip	\$1,800.00
270 beams @ \$62.00/beam	\$16,740.00
Report 10 @ \$120.00/hour	\$1,200.00
Clerical 10 @ \$62.00/hour	\$620.00
<b>Portland Cement Concrete Pavement Subtotal</b>	<b>\$61,973.25</b>

**PORTLAND CEMENT TOTAL \$67,133.25**

**BASE BID TOTAL \$97,428.25**

**Portland Cement Concrete Pavement – Alternate #2 –**

Technician to sample concrete and test slump, temperature, air content, unit weight, and cast and test 6 beams for flexural strength (Assumes 2 days at 10 hours each plus travel)

16 hours @ \$79.00/hour	\$1,264.00
6 hours @ \$98.75/hour	\$592.50
2 trips @ \$40.00/trip	\$80.00
6 beams @ \$62.00/beam	\$372.00
Report 1 @ \$120.00/hour	\$120.00
<b>Portland Cement Alternate #2 Subtotal</b>	<b>\$2,428.50</b>

**PORTLAND CEMENT ALTERNATE #2 TOTAL \$2,428.50**





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

## **Record of Negotiations: Central Wisconsin Airport Construction Engineering Services**

**Date:** June 29, 2020

**Contract Title:** Construction Engineering Services – Runway 17/35 Reconstruction

**Location:** Central Wisconsin Airport

**Anticipated AIP Grant:** AIP-54

1. In 2015, the Central Wisconsin Airport (CWA) conducted a competitive solicitation for Airport Engineering Services through a Request for Qualifications (RFQ) in accordance with FAA Advisory Circular 150/5100-14E. This solicitation resulted in a five-year on-call engineering agreement with Becher Hoppe Associates, inc., for projects beginning prior to June 30, 2020.
2. On June 5, 2020, CWA requested Becher Hoppe to develop a scope of work for construction engineering services for the runway 17/35 reconstruction project. This work was included in the solicitation scope of the original RFQ.
3. On June 12, 2020, Becher Hoppe provided CWA the detailed scope of work required for the project.
4. On June 16, 2020, CWA and the Wisconsin BOA requested clarification in the scoping document on the amount of oversight that would be included in the project. Becher Hoppe provide clarification on why two Resident Project Representatives where included, as well as assuming 12 hour working days instead of 10 hour working days. This amount of oversight was agreed on by CWA and Becher Hoppe, and the scope was agreed to be reasonable.
5. On June 22, 2020, CWA received an independent fee estimate (IFE) for the scope of work from the Wisconsin BOA. After reviewing the IFE, CWA discussed the IFE with the BOA, because the IFE estimated total engineering costs to be only 7% of the total project cost, CWA wasn't confident the IFE was accounting for all of the necessary work. After discussing this concern with the BOA, the BOA agreed to revise the IFE and estimated the total cost for the proposed work would be \$1,507,359.82 based on estimated hours for the scope of work.
6. On June 22, 2020, CWA requested a fee proposal from Becher Hoppe for the scope of work.
7. On June 22, 2020 CWA received Becher Hoppe's fee proposal for the work. The total cost of the proposal was \$2,041,134.71. This amount was 35% more than the IFE.
8. On June 22, 2020 CWA and Becher Hoppe discussed the fee proposal. In comparing the proposal to the IFE, there was a clear misunderstanding of expectations between the two regarding pre-construction tasks under the lump-sum work, as well as the management engineering actual cost items. CWA recognized that the IFE did not account for sufficient effort

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

for the two planned pre-construction meetings, as well as scoping and coordination for contracts with sub-contractors under this contract. Becher Hoppe also provided additional detail on the survey/staking work that is necessary for the project, and it was clear the IFE did not provide adequate effort for the sheer number of stakes/points required for the project. Becher Hoppe did recognize that some of the actual cost items in their proposal were estimates, accounting for the possibility of problems during the project that could cause it to run long. CWA agreed to review the additional information with the BOA to get a revised IFE, and Becher Hoppe agreed to refine the proposal to reduce the amount effort intended to cover the risk of problems during the project.

9. On June 22, 2020, the CWA discussed the scoping areas where the IFE was missing significant effort for the scope with the additional information provided by Becher Hoppe. The BOA recognized this underestimate, and provided an updated IFE estimating the total cost to be \$1,840,423.24.
10. On June 25, 2020, Becher Hoppe sent the revised fee proposal to CWA, with a reduced cost of \$1,899,883.51. This revised fee was 3.2% higher than the IFE. Both CWA and Becher Hoppe agreed the Fee was reasonable.
11. On June 25, 2020, CWA recommended approval of the contract, negotiated in good faith, to the Wisconsin BOA for inclusion in the AIP-54 grant application.



---

Brian Grefe  
Airport Director



## Agenda Item Summary

**Airport Board Meeting Date:** November 20, 2020

**Agenda Item Title:** #6) Review and Possible Action on Revised Exhibit A Property Map

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

**Background:** When the FAA offers an airport a grant through the Airport Improvement Program (AIP), the FAA requires airports to agree to 39 grant assurances. One grant assurance requires airports to hold good title of all property owned by the airport. Another grant assurance requires airports to preserve rights and powers to direct and control airport development on airport property. Compliance with these two grant assurances is demonstrated through an airport property map called the Exhibit A in the Airport Layout Plan (ALP).

A complete survey of the airport boundary and review of all title work was completed in 2017, and the Exhibit A Property Map was updated to current FAA standards and approved by the Central Wisconsin Joint Airport Board in September 2017.

In 2019, CWA acquired a new piece of property through a State Aid project administered by the Wisconsin DOT Bureau of Aeronautics (BOA). This land acquisition project was approved by the Airport Board in January of 2019, and the final property acquisition took place in December of 2019. In addition to this property acquisition, the Airport Board approved two permanent utility easements on airport property in 2019. These changes need to be added to CWA's Exhibit A property map to remain compliant with FAA grant assurances.

The first Exhibit A map included in the board packet shows the property acquired in 2019. The BOA requires a signed copy of this version of the Exhibit A map for inclusion in the land acquisition project file.

The second Exhibit A map shows the current airport property limits, and also includes the new utility easements. The next page is a land inventory showing all parcels and easements on airport property and their histories. These two pages will replace the old Exhibit A in the ALP.

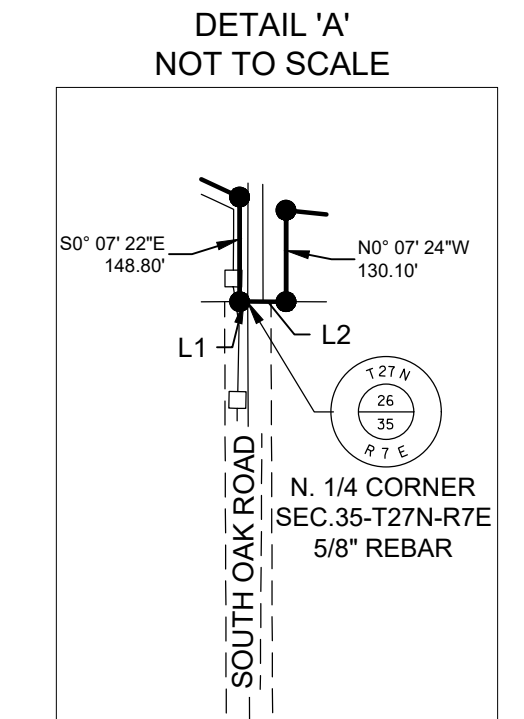
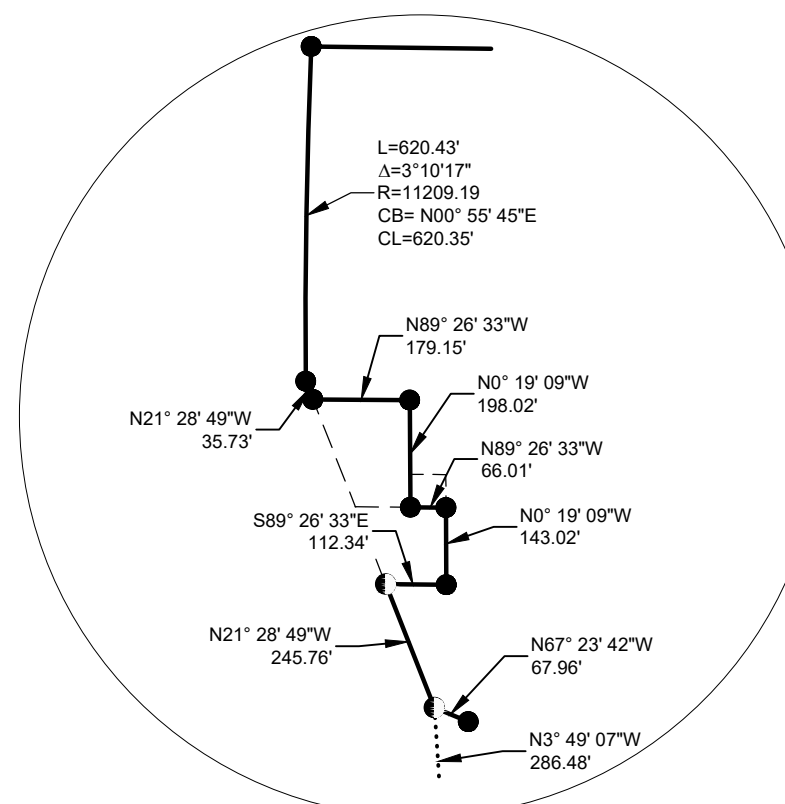
**Timeline:** With Board approval, these Exhibit A maps will be sent to the BOA for the project file and to the FAA for inclusion in the ALP.

**Financial Impact:** The Exhibit A has no financial impact on CWA's operating budget. A current Exhibit A is one requirement to be eligible for FAA grants.

**Contributions to Airport Goals:** This is in alignment with CWA's Capital Improvement Plan.

**Recommended Action:** Airport staff recommends approval of the updated Exhibit A property maps.

LAYOUT: PG 1  
 PLOT TIME: 9/30/2020 10:45 AM  
 FILE NAME: P:\2018\2018.046 - BOA - CWA Property Acquisition\CAD\Exhibits\18046\_Exhibit\_A.dwg



Line Table		
Line #	Length	Direction
L1	11.24'	N89° 51' 12"E
L2	54.76'	S89° 48' 34"E

Curve Table					
Curve #	Length	Radius	Delta	Chord Bearing	Chord Distance
C1	1581.84'	6805.50'	13° 19' 03"	N84° 25' 55"E	1578.29'
C2	1243.82'	6805.50'	10° 28' 18"	S83° 40' 24"E	1242.09'
C3	2825.67'	6805.50'	23° 47' 22"	N89° 40' 05"E	2805.41'

- LEGEND**
- ▲ - MAG NAIL
  - - 3/4" IRON ROD
  - - 1" O.D. IRON PIPE
  - - 1-1/4" O.D. IRON PIPE
  - - 1-1/2" O.D. IRON PIPE
  - - 2-1/2" O.D. IRON PIPE

- PARCEL ACQUIRED THIS PROJECT
- CLEAR ZONE EASEMENT
- AIRPORT PROPERTY LINE
- AIRFIELD PAVEMENT
- ROADS
- BUILDINGS
- RUNWAY PROTECTION ZONE
- RUNWAY SAFETY AREA (500'X1000')
- RUNWAY OBJECT FREE AREA (800'X1000')
- BUILDING RESTRICTION LINE
- PARCEL BOUNDARY
- PLSS 1/4 SECTION LINES
- AIRPORT FENCE

PROPERTY SCHEDULE				
SYMBOL	PARCEL NO.	OWNER	PROPERTY INTEREST	ACREAGE
		MARATHON & PORTAGE COUNTY	FEE SIMPLE	1,740.29'
		MARATHON COUNTY	CLEAR ZONE EASEMENT	12.05
	43	WILLIAM URBAN	FEE SIMPLE	29.62
		TOTALS	FEE SIMPLE	1,769.91'
			CLEAR ZONE EASEMENT	12.05

\*ACREAGE BASED ON 2017 AIRPORT BOUNDARY SURVEY

NOTICE: THE SALE OR LONG TERM LEASE (≥5 YEARS) OF ANY AIRPORT PROPERTY FOR NON-AERONAUTICAL PURPOSES IS PROHIBITED WITHOUT PRIOR WRITTEN FAA AND BOA APPROVAL.

APPROVAL BY AIRPORT SPONSORS

CENTRAL WISCONSIN JOINT AIRPORT BOARD

DATE: \_\_\_\_\_

SARA GUILD, CHAIR

AIRPORT SPONSOR ACKNOWLEDGES ITS OBLIGATION TO PRESERVE AIRPORT PROPERTY IN ACCORDANCE WITH TRANS 55, WI ADMIN CODE, CONDITIONS OF STATE AID FOR AIRPORT IMPROVEMENTS & FEDERAL AVIATION ADMINISTRATION GRANT ASSURANCES.

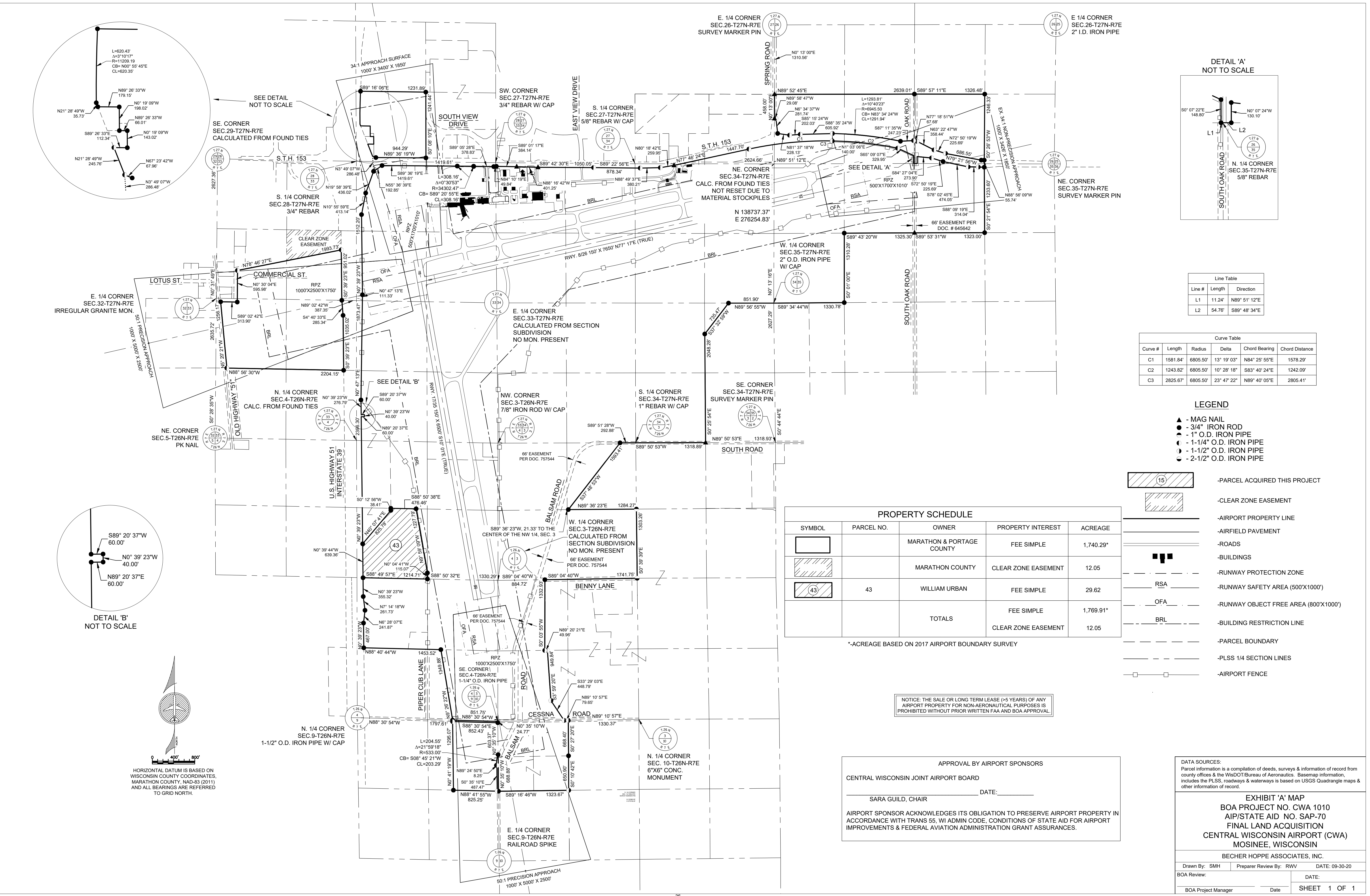
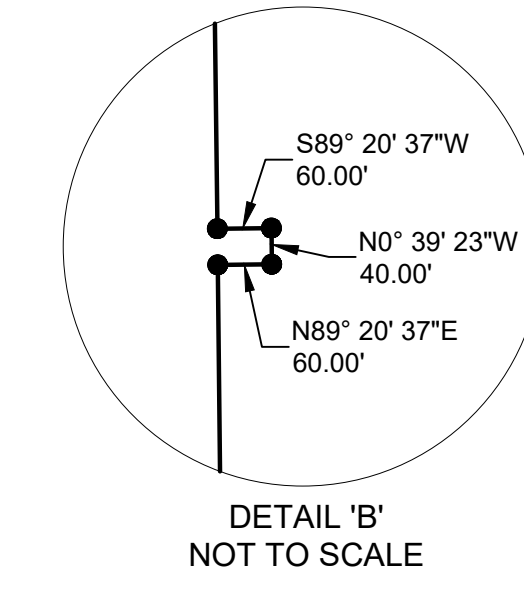
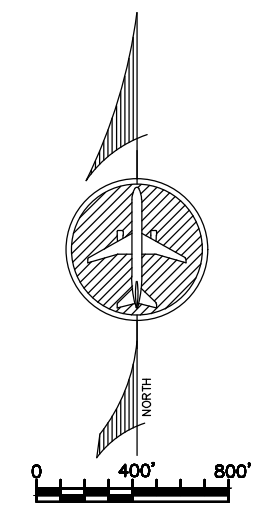
DATA SOURCES:  
 Parcel information is a compilation of deeds, surveys & information of record from county offices & the WisDOT/Bureau of Aeronautics. Basemap information, includes the PLSS, roadways & waterways is based on USGS Quadrangle maps & other information of record.

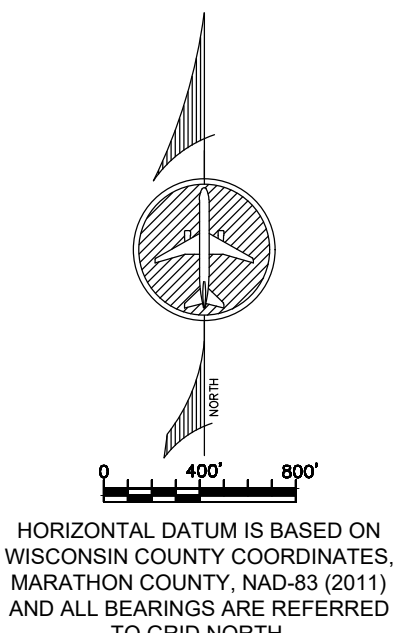
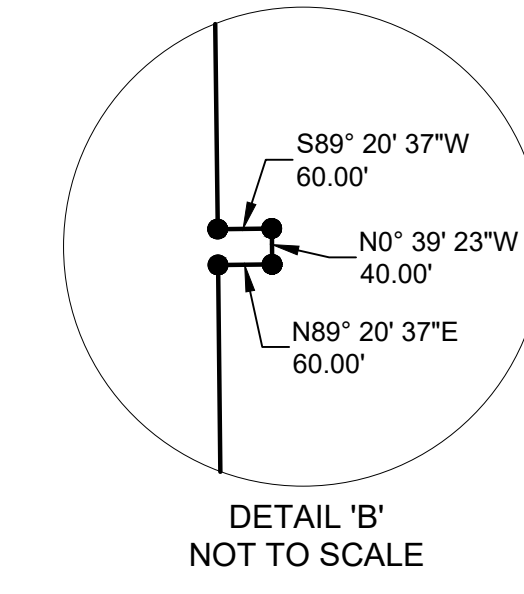
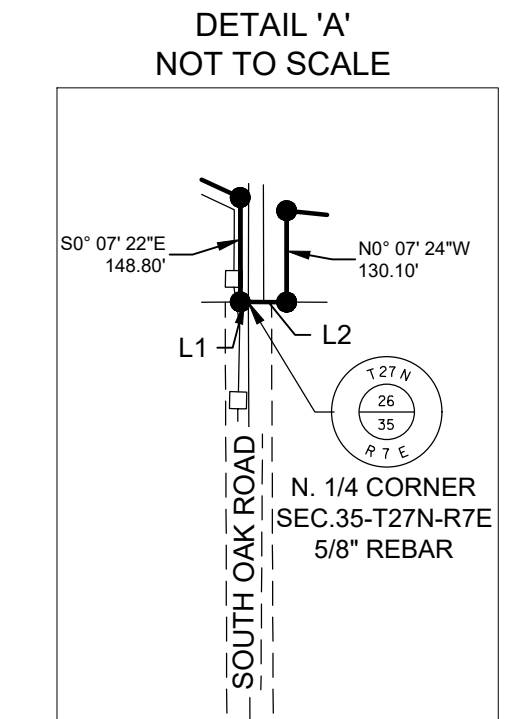
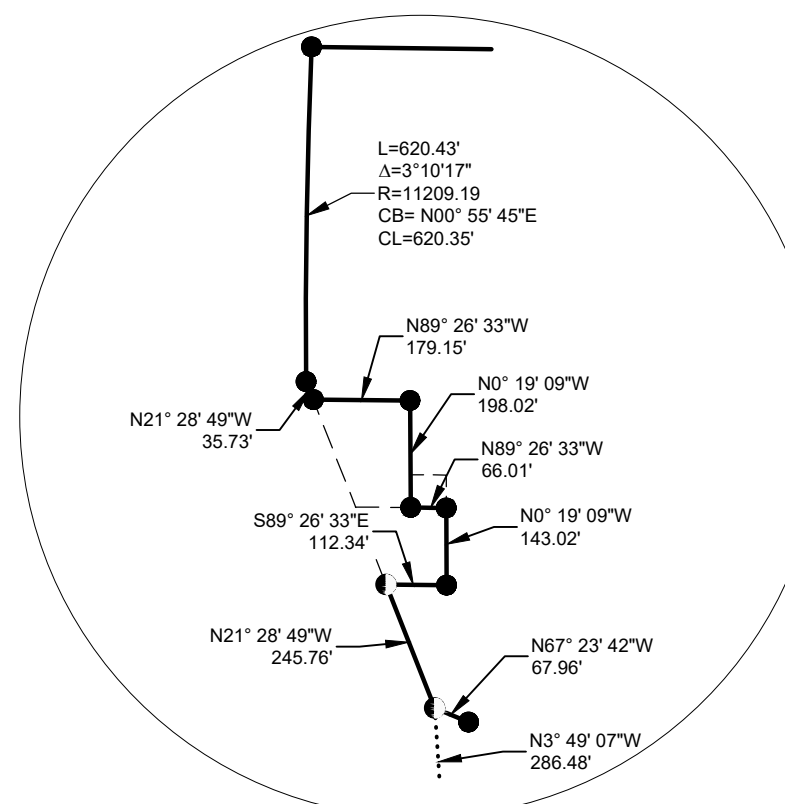
EXHIBIT 'A' MAP  
 BOA PROJECT NO. CWA 1010  
 AIP/STATE AID NO. SAP-70  
 FINAL LAND ACQUISITION  
 CENTRAL WISCONSIN AIRPORT (CWA)  
 MOSINEE, WISCONSIN

BECHER HOPPE ASSOCIATES, INC.

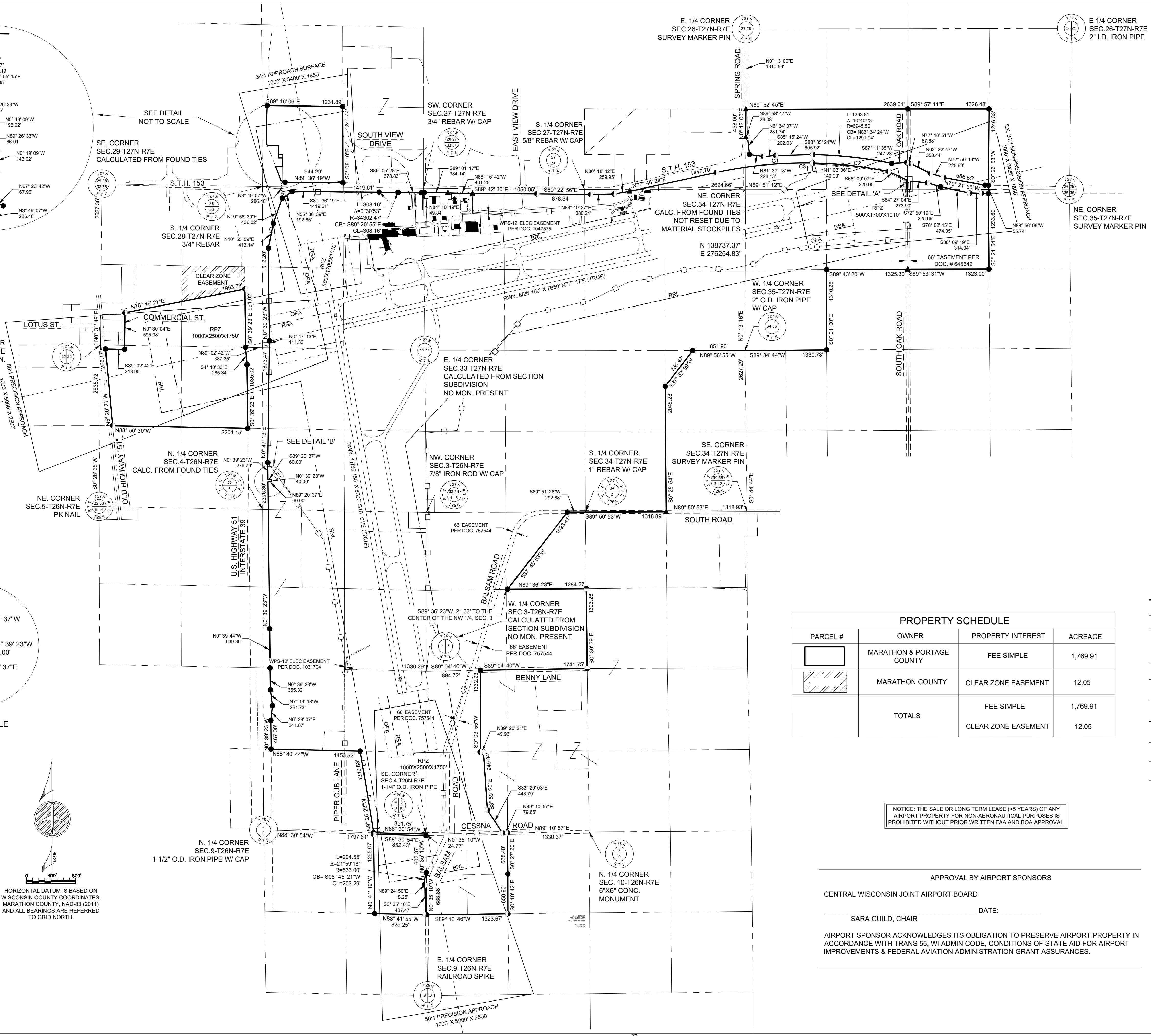
Drawn By: SMH      Preparer Review By: RWW      DATE: 09-30-20  
 BOA Review: \_\_\_\_\_      DATE: \_\_\_\_\_  
 BOA Project Manager      Date      SHEET 1 OF 1

HORIZONTAL DATUM IS BASED ON WISCONSIN COUNTY COORDINATES, MARATHON COUNTY, NAD-83 (2011) AND ALL BEARINGS ARE REFERRED TO GRID NORTH.





HORIZONTAL DATUM IS BASED ON WISCONSIN COUNTY COORDINATES, MARATHON COUNTY, NAD-83 (2011) AND ALL BEARINGS ARE REFERRED TO GRID NORTH.



Line Table

Line #	Length	Direction
L1	11.24'	N89° 51' 12"E
L2	54.76'	S89° 48' 34"E

Curve Table

Curve #	Length	Radius	Delta	Chord Bearing	Chord Distance
C1	1581.84'	6805.50'	13° 19' 03"	N84° 25' 55"E	1578.29'
C2	1243.82'	6805.50'	10° 28' 18"	S83° 40' 24"E	1242.09'
C3	2825.67'	6805.50'	23° 47' 22"	N89° 40' 05"E	2805.41'

- LEGEND**
- ▲ - MAG NAIL
  - - 3/4" IRON ROD
  - - 1" O.D. IRON PIPE
  - - 1-1/4" O.D. IRON PIPE
  - - 1-1/2" O.D. IRON PIPE
  - - 2-1/2" O.D. IRON PIPE

- CLEAR ZONE EASEMENT
- AIRPORT PROPERTY LINE
- AIRFIELD PAVEMENT
- ROADS
- BUILDINGS
- RUNWAY PROTECTION ZONE
- RUNWAY SAFETY AREA (500'X1000')
- RUNWAY OBJECT FREE AREA (800'X1000')
- BUILDING RESTRICTION LINE
- PARCEL BOUNDARY
- PLS 1/4 SECTION LINES
- AIRPORT FENCE

**PROPERTY SCHEDULE**

PARCEL #	OWNER	PROPERTY INTEREST	ACREAGE
	MARATHON & PORTAGE COUNTY	FEE SIMPLE	1,769.91
	MARATHON COUNTY	CLEAR ZONE EASEMENT	12.05
	TOTALS	FEE SIMPLE	1,769.91
		CLEAR ZONE EASEMENT	12.05

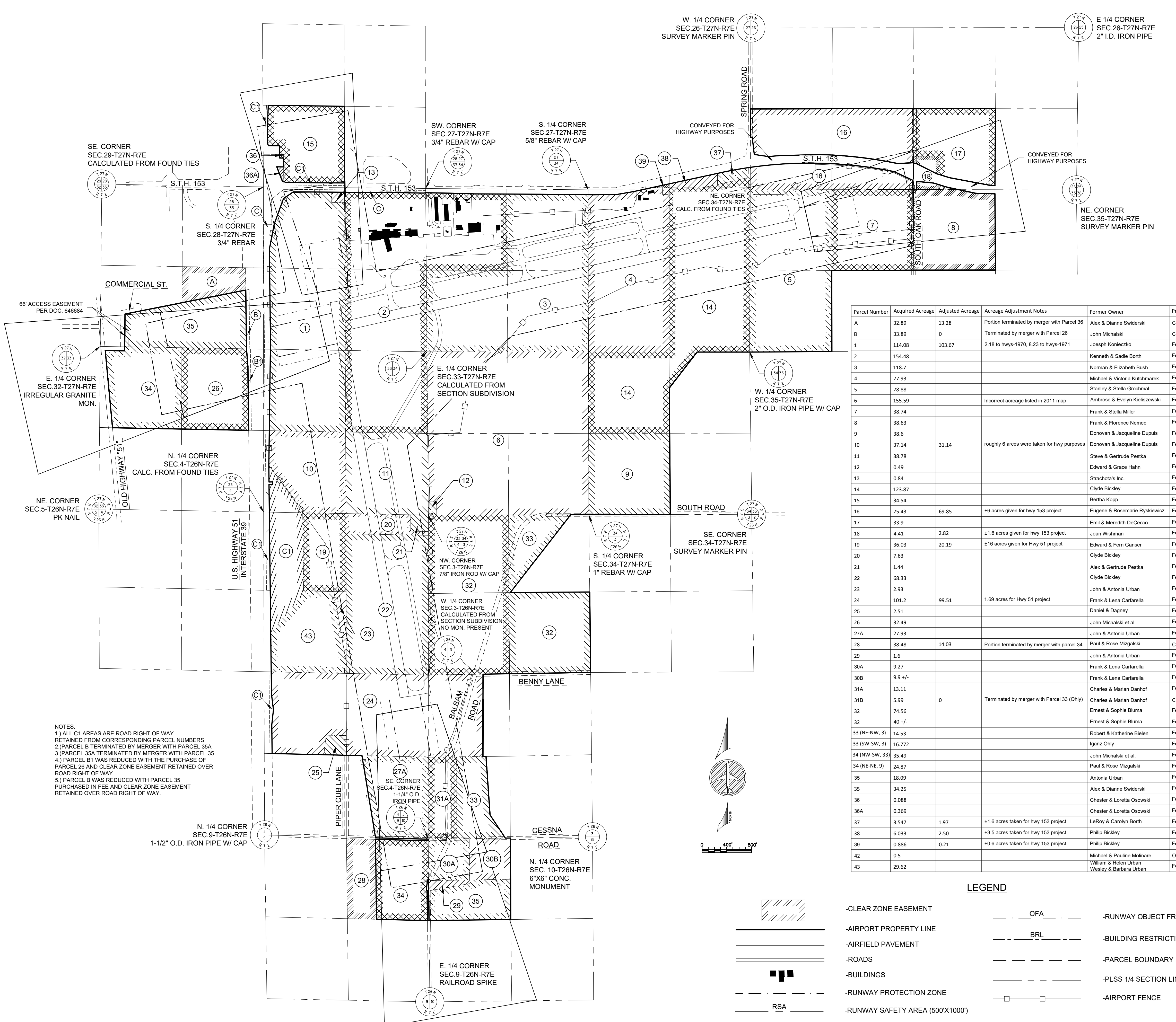
NOTICE: THE SALE OR LONG TERM LEASE (≥5 YEARS) OF ANY AIRPORT PROPERTY FOR NON-AERONAUTICAL PURPOSES IS PROHIBITED WITHOUT PRIOR WRITTEN FAA AND BOA APPROVAL.

APPROVAL BY AIRPORT SPONSORS  
 CENTRAL WISCONSIN JOINT AIRPORT BOARD  
 DATE: \_\_\_\_\_  
 SARA GUILD, CHAIR  
 AIRPORT SPONSOR ACKNOWLEDGES ITS OBLIGATION TO PRESERVE AIRPORT PROPERTY IN ACCORDANCE WITH TRANS 55, WI ADMIN CODE. CONDITIONS OF STATE AID FOR AIRPORT IMPROVEMENTS & FEDERAL AVIATION ADMINISTRATION GRANT ASSURANCES.

DATA SOURCES:  
 Parcel information is a compilation of deeds, surveys & information of record from county offices & the WisDOT/Bureau of Aeronautics. Basemap information, includes the PLS, roadways & waterways is based on USGS Quadrangle maps & other information of record.

**EXHIBIT 'A' MAP  
 AIRPORT PROPERTY  
 CENTRAL WISCONSIN AIRPORT (CWA)  
 MOSINEE, WISCONSIN**

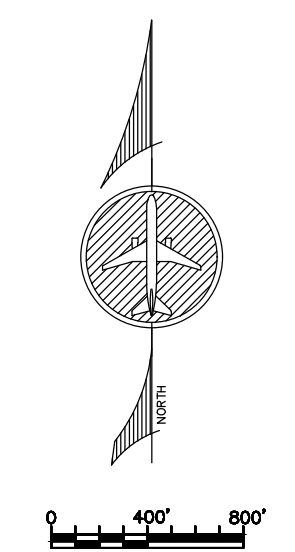
BECHER HOPPE ASSOCIATES, INC.  
 Drawn By: SMH    Preparer Review By: RWW    DATE: 09-30-20  
 BOA Review: \_\_\_\_\_    DATE: \_\_\_\_\_  
 BOA Land Program Manager    Date    SHEET 1 OF 2



PROPERTY INTERESTS GRANTED TO OTHERS		
GRANTEE	PROPERTY INTEREST	CONVEYANCE DOC. #
ALEX & DIANNE SWIDERSKI (RESERVATION/GRANTED)	ACCESS EASEMENT	646684
MOSINEE TELEPHONE COMPANY	PUBLIC UTILITY SUBORDINATION	666918
MOSINEE TELEPHONE COMPANY	BURIED CABLE EASEMENT	918064
WISCONSIN FUEL AND LIGHT COMPANY	PIPELINE EASEMENT	628103
WISCONSIN FUEL AND LIGHT COMPANY (RATIFICATION)	PIPELINE EASEMENT	690459
WPS CORPORATION	ELECTRIC DISTRIBUTION SYSTEM EASEMENT	1037927
WPS CORPORATION	MAINTENANCE EASEMENT	598338
WPS CORPORATION	UNDERGROUND DISTRIBUTION LINE EASEMENT	658113
TOWN OF KNOWLTON	ROAD EASEMENT	757544
MICHIGAN WISCONSIN PIPE LINE COMPANY	PIPELINE EASEMENT	519341, 519342, 519343, 519344
WISCONSIN FUEL AND LIGHT COMPANY	PIPELINE EASEMENT	1032301
WISCONSIN FUEL AND LIGHT COMPANY	PIPELINE EASEMENT	631086
MOSINEE TELEPHONE COMPANY	TELEPHONE LINE EASEMENT	577062 & 912572
WISCONSIN TELEPHONE COMPANY	UNDERGROUND CABLE EASEMENT	756996
WPS CORPORATION	ELECTRIC UNDERGROUND EASEMENT	1031704
WPS CORPORATION	ELECTRIC UNDERGROUND EASEMENT	1047575

Parcel Number	Acquired Acreage	Adjusted Acreage	Acreage Adjustment Notes	Former Owner	Property Interest	Acquisition Funding ID	Acquisition Date	Recording Information	Disposition	Comments
A	32.89	13.28	Portion terminated by merger with Parcel 36	Alex & Dianne Swiderski	Clear Zone Easement	ADAP 8-55-0052-01	7/30/1969	V71 P60	Acquired	see V83 P135 QCD in satisfaction of related litigation
B	33.89	0	Terminated by merger with Parcel 26	John Michalski	Clear Zone Easement	ADAP 8-55-0052-01	9/10/1969	V73 P640	Terminated	
1	114.08	103.67	2.18 to hwy-1970, 8.23 to hwy-1971	Joseph Konieczko	Fee Simple	ADAP 8-55-0052-01	3/20/1970	V85 P140	Acquired	
2	154.48			Kenneth & Sadie Borth	Fee Simple	ADAP 8-55-0052-01	12/6/1967	V29 P389	Acquired	
3	118.7			Norman & Elizabeth Bush	Fee Simple	ADAP 8-55-0052-01	3/6/1968	V34 P126	Acquired	
4	77.93			Michael & Victoria Kutchmarek	Fee Simple	ADAP 8-55-0052-01	12/13/1967	V29 P638	Acquired	
5	78.88			Stanley & Stella Grochmal	Fee Simple	ADAP 8-55-0052-01	11/11/1967	V27 P367	Acquired	
6	155.59		Incorrect acreage listed in 2011 map	Ambrose & Evelyn Kialiszewski	Fee Simple	ADAP 8-55-0052-01	9/27/1968	V49 P441	Acquired	
7	38.74			Frank & Stella Miller	Fee Simple	ADAP 8-55-0052-01	4/18/1968	V37 P75	Acquired	
8	38.63			Frank & Florence Nemeck	Fee Simple	ADAP 8-55-0052-01	11/2/1967	V27 P478	Acquired	
9	38.6			Donovan & Jacqueline Dupuis	Fee Simple	ADAP 8-55-0052-01	11/6/1969	V78 P234	Acquired	
10	37.14	31.14	roughly 6 acres were taken for hwy purposes	Donovan & Jacqueline Dupuis	Fee Simple	ADAP 8-55-0052-01	11/6/1969	V78 P234	Acquired	
11	38.78			Steve & Gertrude Pestka	Fee Simple	ADAP 8-55-0052-01	7/30/1969	V71 P59	Acquired	
12	0.49			Edward & Grace Hahn	Fee Simple	ADAP 8-55-0052-01	11/11/1967	V27 P366	Acquired	
13	0.84			Strachota's Inc.	Fee Simple	ADAP 8-55-0052-01	7/19/1968	V44 P156	Acquired	
14	123.87			Clyde Bickley	Fee Simple	ADAP 8-55-0052-01	1/9/1968	V31 P222	Acquired	
15	34.54			Bertha Kopp	Fee Simple	ADAP 8-55-0052-01	8/19/1968	V46 P356	Acquired	
16	75.43	69.85	#6 acres given for hwy 153 project	Eugene & Rosemarie Ryskiewicz	Fee Simple	ADAP 8-55-0052-01	12/8/1967	V29 P469	Acquired	
17	33.9			Emil & Meredith DeCecco	Fee Simple	ADAP 8-55-0052-01	8/16/1968	V46 P363	Acquired	
18	4.41	2.82	#1.6 acres given for hwy 153 project	Jean Wiseman	Fee Simple	ADAP 8-55-0052-01	3/20/1970	V85 P142	Acquired	
19	36.03	20.19	#16 acres given for Hwy 51 project	Edward & Fern Ganser	Fee Simple	ADAP 8-55-0052-01	11/6/1969	V78 P233	Acquired	
20	7.63			Clyde Bickley	Fee Simple	ADAP 8-55-0052-01	4/18/1968	V37 P73	Acquired	
21	1.44			Alex & Gertrude Pestka	Fee Simple	ADAP 8-55-0052-01	4/25/1969	V63 P389	Acquired	
22	68.33			Clyde Bickley	Fee Simple	ADAP 8-55-0052-01	4/18/1968	V37 P73	Acquired	
23	2.93			John & Antonia Urban	Fee Simple	ADAP 8-55-0052-01	8/14/1970	V95 P446	Acquired	
24	101.2	99.51	1.69 acres for Hwy 51 project	Frank & Lena Carfarella	Fee Simple	ADAP 8-55-0052-01	4/30/1969	V63 P51	Acquired	
25	2.51			Daniel & Dagney	Fee Simple	ADAP 8-55-0052-01	12/16/1969	V80 P302	Acquired	
26	32.49			John Michalski et al.	Fee Simple	ADAP 8-55-0052-01	6/30/1972	V144 P525	Acquired	
27A	27.93			John & Antonia Urban	Fee Simple	ADAP 8-55-0052-01	8/14/1970	V95 P449	Acquired	
28	38.48	14.03	Portion terminated by merger with parcel 34	Paul & Rose Mizgalski	Clear Zone Easement	ADAP 8-55-0052-01	4/10/1970	V86 P240	Acquired	
29	1.6			John & Antonia Urban	Fee Simple	ADAP 8-55-0052-01	8/14/1970	V95 P449	Acquired	
30A	9.27			Frank & Lena Carfarella	Fee Simple	ADAP 8-55-0052-01	4/30/1969	V63 P51	Acquired	
30B	9.9 +/-			Frank & Lena Carfarella	Fee Simple	ADAP 8-55-0052-01			Acquired	
31A	13.11			Charles & Marian Danhof	Fee Simple	ADAP 8-55-0052-01	7/19/1971	V118 P372	Acquired	
31B	5.99	0	Terminated by merger with Parcel 33 (Only)	Charles & Marian Danhof	Clear Zone Easement	ADAP 8-55-0052-01	7/19/1971	V118 P372	Terminated	
32	74.56			Ernest & Sophie Bluma	Fee Simple	ADAP 8-55-0052-01	4/30/1969	V63 P53	Acquired	
32	40 +/-			Ernest & Sophie Bluma	Fee Simple	ADAP 8-55-0052-01	4/7/1970	V86 P108	Acquired	additional land for Parcel 32
33 (NE-NW, 3)	14.53			Robert & Katherine Bieten	Fee Simple	ADAP 8-55-0052-01	12/16/1969	V80 P303	Acquired	
33 (SW-SW, 3)	16.772			Iganz Ohly	Fee Simple	ADAP 8-55-0052-01	6/13/1988	V481 P395	Acquired	
34 (NW-SW, 33)	35.49			John Michalski et al.	Fee Simple	ADAP 8-55-0052-01	6/30/1972	V144 P525	Acquired	
34 (NE-NE, 9)	24.87			Paul & Rose Mizgalski	Fee Simple	ADAP 8-55-0052-01	6/13/1988	V481 P398	Acquired	
35	18.09			Antonia Urban	Fee Simple	ADAP 8-55-0052-01	8/28/1987	V463 P238	Acquired	
35	34.25			Alex & Dianne Swiderski	Fee Simple	ADAP 8-55-0052-01	1972	V157 P9	Acquired	conveyed as one parcel, aka Parcels 35 & 36
36	0.088			Chester & Loretta Osowski	Fee Simple	AIP 3-55-0052-09	5/9/1991	V553 P7	Acquired	
36A	0.369			Chester & Loretta Osowski	Fee Simple	AIP 3-55-0052-09	5/9/1991	V553 P7	Acquired	
37	3.547	1.97	#1.6 acres taken for hwy 153 project	LeRoy & Carolyn Borth	Fee Simple	AIP 3-55-0052-09	1/9/1992	V575 P488	Acquired	
38	6.033	2.50	#3.5 acres taken for hwy 153 project	Philip Bickley	Fee Simple	AIP 3-55-0052-09	1/9/1992	V575 P488	Acquired	
39	0.886	0.21	#0.6 acres taken for hwy 153 project	Philip Bickley	Fee Simple	AIP 3-55-0052-09	1/9/1992	V575 P488	Acquired	
42	0.5			Michael & Pauline Molinare	Obstruction Removal	ADAP 8-55-0052-07	6/19/1980	V317 P750	Acquired	East line of the SW1/4-SE1/4, Sec 28
43	29.62			William & Helen Urban	Fee Simple	CWA1010, SAP-70	12/10/2019	1794156	Acquired	Acquired for airspace protection

NOTES:  
 1. ALL C1 AREAS ARE ROAD RIGHT OF WAY RETAINED FROM CORRESPONDING PARCEL NUMBERS  
 2. PARCEL B TERMINATED BY MERGER WITH PARCEL 36A  
 3. PARCEL 35A TERMINATED BY MERGER WITH PARCEL 35  
 4. PARCEL B1 WAS REDUCED WITH THE PURCHASE OF PARCEL 26 AND CLEAR ZONE EASEMENT RETAINED OVER ROAD RIGHT OF WAY.  
 5. PARCEL B WAS REDUCED WITH PARCEL 35 PURCHASED IN FEE AND CLEAR ZONE EASEMENT RETAINED OVER ROAD RIGHT OF WAY.



- LEGEND**
- CLEAR ZONE EASEMENT
  - AIRPORT PROPERTY LINE
  - AIRFIELD PAVEMENT
  - ROADS
  - BUILDINGS
  - RUNWAY PROTECTION ZONE
  - RUNWAY SAFETY AREA (500'X1000')
  - OFA
  - BRL
  - RUNWAY OBJECT FREE AREA (800'X1000')
  - BUILDING RESTRICTION LINE
  - PARCEL BOUNDARY
  - PLSS 1/4 SECTION LINES
  - AIRPORT FENCE

DATA SOURCES:  
 Parcel information is a compilation of deeds, surveys & information of record from county offices & the WisDOT/Bureau of Aeronautics. Basemap information, includes the PLSS, roadways & waterways is based on USGS Quadrangle maps & other information of record.

**EXHIBIT 'A' MAP  
 HISTORIC AIRPORT PROPERTY INVENTORY  
 CENTRAL WISCONSIN AIRPORT (CWA)  
 MOSINEE, WISCONSIN**

BECHER HOPPE ASSOCIATES, INC.

Drawn By: SMH    Preparer Review By: RWW    DATE: 09-30-20  
 BOA Review: \_\_\_\_\_    DATE: \_\_\_\_\_  
 BOA Land Program Manager    Date    SHEET 2 OF 2



## Agenda Item Summary

**Airport Board Meeting Date:** November 20, 2020

**Agenda Item Title:** # 7) Review and Possible Action on SWPPP and SPCC Plan Update

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

**Background:** The Clean Water Act of 1972 (33 U.S.C § 1251 et seq.) established the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. In 1990, the Oil Pollution Act amended the Clean Water Act (33 U.S.C. §2701 et seq.) to require some oil storage facilities to prepare Facility Response Plans. In compliance with these Acts, the Central Wisconsin Airport is required to maintain a current Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention Control and Countermeasures (SPCC) Plan.

Stormwater pollution occurs when debris, chemicals, sediment or other pollutants are washed into storm drains and flows into water bodies. The Clean Water Act, and its implementing regulations, requires that certain industrial facilities (Airports) obtain coverage for their stormwater discharges under an NPDES permit, develop a SWPPP and put measures in place to prevent discharges of pollutants in stormwater runoff. (Source: EPA)

The Clean Water Act/Oil Pollution Act prohibits the discharge of oil or hazardous substances to waters of the U.S. or their adjoining shorelines in quantities that may be harmful to the public health or welfare or the environment. Due to the danger oil spills cause to public health and the environment, every effort must be made to prevent oil spills and to clean them up promptly once they occur. The purpose of the Spill Prevention, Control, and Countermeasure (SPCC) rule is to help facilities prevent a discharge of oil into navigable waters or adjoining shorelines. The SPCC rule requires facilities to develop, maintain, and implement an SPCC Plan. These Plans help facilities prevent oil spill, as well as control a spill should one occur. A professional engineer is needed to certify the SPCC plan. (Source: EPA)

Both plans, as currently regulated, require periodic inspections, annual reporting, compliance with established best management practices.

The Central Wisconsin Airport developed its SWPPP in 1999 and last updated the SWPPP and SPCC Plan in 2004 with Wisconsin DNR. Update of both these plans are overdue.

**Timeline:** This work can be completed in as little as 90 days. Winter weather may slow some of the testing requirements to establish baseline standards as required by the regulations.

**Financial Impact:** The fee to update both of these plans is \$14,924.76. Half will be paid for with Wisconsin DNR Bureau of Aeronautics funds through a grant (SAP-72) the other half will be reimbursed with CARES Act Funding. These projects were included in the Airport's CARES Act Investment Plan.

**Contributions to Airport Goals:** This is regulatory in nature. There are no direct ties to annual airport goals.

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

**Recommended Action:** Airport staff recommends approval of the Contract for Planning Consultant Services with Becher-Hoppe Associates, Inc. to prepare updates to the Storm Water Pollution Prevention Plan (SWPPP) and the Spill Prevention Containment and Counter Measures (SPCC) Plan.

**Attachment(s)** Contract for Planning Consultant Services, and Record of Negotiations – Central Wisconsin Airport Engineering Services.



# CONTRACT FOR PLANNING CONSULTANT SERVICES

**AIRPORT NAME Central Wisconsin Airport**

**BOA PROJECT NUMBER CWA1012**

**AIP/STATE AID NUMBER SAP-72**

Between the

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

and

**CONSULTANT:** Becher Hoppe Associates, Inc.  
330 N. 4<sup>th</sup> Street  
Wausau, Wisconsin, 54403

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

The owner proposes to: Prepare updates to the Storm Water Pollution Protection Plan (SWPPP) and the Spill Prevention Containment and Countermeasures Plan (SPCC).

## ALL SERVICES

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

It is expressly understood and agreed that the lump sum amount totals \$14,436.63, the actual costs shall not exceed \$488.13, and in no event will the total compensation and reimbursement paid hereunder exceed the maximum combined sum of \$14,924.76 for all of the services required under this contract except by amendment to this contract.

The consultant representative is Randy Van Natta, P.E. whose telephone is (715) 845-0403.

The owner representative is Lucas Ward\_ whose telephone number is (608) 266-2729.

The Disadvantaged Business Enterprise goal on this contract is 0%.

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

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

AS AGENT FOR OWNER

CONSULTANT

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

By: \_\_\_\_\_  
Randal Van Natta, P.E.

Title: President

SS#/FEIN:39-0875123

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

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

CENTRAL WISCONSIN JOINT AIRPORT BOARD

By: \_\_\_\_\_

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

# SPECIAL PROVISIONS FOR PLANNING CONTRACT

## Part I. Payment/Scope of Services

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

- Section B. Scope of Services
- ~~1. Airport Layout Plan Package~~
  - ~~2. Environmental Assessment Report~~
  - ~~3. Hazardous Materials Site Assessment~~
  - ~~4. Topographic Survey~~
  - ~~5. Wetland Mitigation Plan~~
  6. Other Update SWPPP and SPCC see Attachment A

## Part II. Other Provisions

---

- Section A. Computer Aided Design and Drafting
- Section B. Environmental Assessment Report
- Section C. Hazardous Materials Site Assessment

## Part III. Special Attachments (As Required)

---

- Attachment A – Scope of Work
- Attachment B – Estimated Effort Worksheet

## Part I. Payment/Scope of Services

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

Airport Name: Central Wisconsin Airport  
 BOA Project Number: CWA1012  
 AIP/STATE AID Project Number: SAP-72

### Section A. Payments

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

Unit	Completion Time <sup>(1)</sup>		Fee
	Preliminary	Final	
Airport Layout Plan Package			
Environmental Assessment Report			\$
Topographic Surveys			\$
Wetland Mitigation Plan			\$
SWPPP and SPCC Updates	60 days	90 days	\$14,436.63
			\$
			\$
<b>TOTAL LUMP SUM AMOUNT</b>			<b>\$14,436.63</b>

<sup>1</sup> Completion time is in calendar days or the date for completion is specified. Completion time is weather dependent for site survey before winter weather conditions.

2. **Actual Costs**

The owner agrees to pay the consultant for the following services a reimbursement rate based on actual costs, including overhead and profit. For services of the consultant’s staff engaged directly on the following portion of the project, the compensation will be an amount equal to the consultant’s direct labor cost times a factor of 2.9859\*, plus reimbursable expenses not included in the consultant’s overhead rate.

\* factor = (1 + overhead rate) x profit

- a. **Meetings**

Meeting costs will be paid for only on an occurrence basis if ordered by the owner and if the meetings are actually held. If the consultant requires more than one (1) person at a meeting, approval prior to the meeting for more than one (1), must be obtained from the BOA project manager, or charges for more than one (1) may be disallowed.

**Other**

<b>Hazardous Material Site Assessment and Testing</b>	
<u>Unit</u>	<u>Actual Cost (NTE)</u>
Initial site Reconnaissance	
Phase 1 (Reconnaissance and Record Search)	
Phase 2 (Environmental Sampling)	
Phase 3 (Remediation Planning)	
DNR Coordination and Online Submittal	
<b>Total Actual Cost Amount for this Unit:</b>	<b>\$488.13</b>

**Total Actual Costs (All Units) \$488.13**  
**Maximum Combined Amount (Lump Sum and Actual Costs) \$14,924.76**

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

<b>Units as Checked to be Included in this Contract</b>	<b>Number of Preliminary Copies</b>	<b>Number of Final Copies</b>
Airport Layout Plan (ALP) Package		
Environmental Assessment Report (EA)		
Topographic Surveys		
Wetland Mitigation Plan		
SWPPP and SPCC Updates	2	2
See Attachment A-Scope		

**1. ~~Airport Layout Plan Package~~**

- ~~a. The ALP package will be prepared in accordance with the current AC 150/5300-13A, FAA Standard Operating Procedure #2, and BOA ALP Development Guide.~~
- ~~b. List of ALP sheets as checked will be included in this contract.~~

Title/Cover sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Data sheet (if stand alone)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport Layout Plan drawing sheet(s) (number ___)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport Airspace Drawing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inner approach sheets (Rwy's __, __, __, __, __)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runway Departure Surface Drawing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Terminal Area Plan sheets (number ___)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport Land Use Drawing (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport Property Map	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utility Drawing (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (_____)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SOP Checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No

e. ~~ALP Narrative Report~~  Yes  No

**2. Environmental Assessment Report**

- a. ~~The EA will be completed in accordance with the current FAA Order 5050.4B and 1050.1E Chapter 4 (also see Part II, Section B of this document for Scope of Work).~~  Yes  No
- b. ~~The consultant will present the proposed project at a public informational meeting.~~  Yes  No
- e. ~~The consultant will present the EA at a public hearing.~~  Yes  No
- d. ~~The consultant will conduct a historical study.~~  Yes  No
- e. ~~The consultant will conduct an archaeological survey.~~  Yes  No
- f. ~~Agricultural Impact Notices.~~  Yes  No
- g. ~~Exhibits in the EA will include, but not be limited to the following:~~

~~Drawing will show each item in the proposed project.~~

~~Map will show existing airport boundary and proposed land acquisition, type of interest, including acreage to be acquired, and property owners affected.~~

~~Drawings will show project alternatives considered.~~

~~Drawings will show construction limits, borrow areas, tree clearing, grubbing and drainage (existing and proposed).~~

~~Drawings will show environmentally sensitive areas.~~

~~Drawing will show the ultimate development of the airport.~~

~~Drawings will show aircraft noise contours:~~

~~present, future with project, and future without project~~  Yes  No

~~time above analysis required~~  Yes  No

~~existing zoning and existing land uses~~  Yes  No

### 3. ~~Topographic Survey~~

#### a. ~~Objective~~

~~Topographic surveys will be required to identify any objects (man made or natural) that penetrate any existing or future FAR Part 77.25 imaginary surfaces (i.e.; primary, transition, or approach) or any objects five (5) feet below these surfaces. Information on the location and elevation of these objects will be obtained and shown.~~

~~The location of all natural or man-made objects such as buildings, poles, and structures (i.e.; rotating beacon, NDB, flood lights, hangars, etc.) on the airport shall be obtained and shown. The elevation of the rotating beacon, wind cone, NDB (and other antennas), and the highest closest structures to the runways shall be obtained and shown. Surveys must meet FAA Report No. 405, "Standards for Aeronautical Surveys and Related Products."~~

#### b. ~~General~~

~~Obtain information to the outer limit of the runway approach surfaces to a height of 100' and laterally from the runway centerline where the 7:1 transition surface clears the ground by 50' as a minimum. Depending on circumstances, it may be necessary to obtain additional information, since all objects penetrating the approach and transition surfaces must be identified and shown on the plans.~~

~~Roads, railroads, and waterways are considered obstructions. Obtain the runway centerline station at the intersection of the centerline of the road, railroad, or waterways. Obtain elevation of the road or railroad at its intersection with the runway centerline extended and at the point of intersection with the edges of the runway approach surface or primary surface. Roads are assumed to be objects 15' high, interstate highways 17' high, railroads 23' high, and as high as the highest craft utilizing a waterway. In addition, the elevations at any other point(s) along a road or railroad to accurately show the critical clearances must be shown.~~

~~The location and elevation of the "controlling object" in each approach must be obtained and shown.~~

#### e. ~~Ground Contours~~

<del>Contours required for terminal area</del>	<del><input type="checkbox"/> Yes <input type="checkbox"/> No</del>
<del>Contours required for airport layout</del>	<del><input type="checkbox"/> Yes <input type="checkbox"/> No</del>
<del>Contours required for approaches</del>	<del><input type="checkbox"/> Yes <input type="checkbox"/> No</del>
<del>Runway approach</del>	<del>___, ___, ___</del>
<del>Interval required for terminal area</del> —	<del>___1' ___2' ___5'</del>
<del>Interval required for airport layout</del> —	<del>___1' ___2' ___5'</del>
<del>Interval required for approaches</del>	<del>___1' ___2' ___5'</del>

### 6. ~~Wetland Mitigation Plan~~

~~— Prepare Conceptual Wetland Mitigation Plan adequate for FAA. —~~



## PART II. OTHER PROVISIONS

### Section A. Computer Aided Design & Drafting (CADD)

This procedure describes the requirements for preparation and recording of maps and plans utilizing Computer Aided Design and Drafting systems (CADD).

#### 1. General

All maps and plans shall be developed using BOA Airport Layout Plan Development Guide (ALPDG) as an appropriate guide. When CADD systems are utilized to develop maps and plans and the contract is completed or terminated, an electronic copy (~~compatible with the DOT MICROSTATION CADD System~~) of the maps, plans and files shall be delivered to and become the property of the Bureau of Aeronautics. ~~Final drawings for Airport Layout Plans will be 22" x 34" unless otherwise directed. Provide electronic drawing files for Airport Layout Plans and other projects when included in the Contract.~~

#### 2. Plan Development

Plan document requirements and standards are the same as for manually prepared documents. Except as follows:

- a. ~~Lines and Art Work~~ Line weights and symbols for CADD development will conform to the ALPDG.
- b. Lettering - Lettering size is based on the final product. Minimum size lettering desired on the final product is to be equal to a 100 Leroy on a 22" x 34" drawing, whenever possible, lettering shall be vertical gothic. ~~Font type shall be Type 1 (MICROSTATION).~~

#### 3. CADD Files

- a. File - All files must end with the suffix .DWG (example sheet 2, airport layout plan for Dane County is DANEALP.DWG).
- b. Reference Files - DO NOT DETACH any reference file(s) used in the creation of any design file, even if copied to the active design file.

~~NOTE: This does not apply to files that make up the stereo plotted area. When creating a stereo plotted file it may be necessary to use a number of reference files in its creation. These reference files should be merged, copied, or detached as appropriate from the active stereo plot design file. When all the files of the stereo plotted area have been completed, the bureau prefers to merge all these files into one large file and therefore only the final product is used as a reference file for the airport layout plans.~~

- c. ~~Design File Levels~~ Level assignment will conform to the ALPDG. Any levels that are not assigned in the active design file can be used for information not previously incorporated and should be brought to the attention of the bureau.

- d. ~~Design Files—Any personal computer based format such as CD-Rom and floppy diskette or Internet based such as e-mail or FTP can be used. Design file working units shall be 1:1000:1. Global origin (0,0) of design files shall be the lower left corner of the design plane.~~

#### 4. County Coordinate System

Property lines and centerlines shall be tied into the "County Coordinate System?"

Property lines and centerlines shall be tied to either the Wisconsin County Coordinate System (WCCS) or the Wisconsin Coordinate Reference Systems (WisCRS)

### **Section B. Environmental Assessment Report**

#### **1. General**

- a. ~~The Environmental Assessment will be completed in accordance with the current FAA Order 5050.4B and 1050.1E Chapter 4 and Wis. Admin. Code Trans §400 (1992), on federally funded contracts.~~
- b. ~~The Environmental Assessment will be completed in accordance with Wis. Admin. Code Trans §400 (1992), on non-federally funded contracts.~~
- c. ~~By the execution of this contract, the consultant does hereby specify in accordance with disclosure statement requirements of 40 C.F.R. §1506.5(e) (2010), and 28 C.F.R. §771.123(d) (2009), that the consultant has no financial or other interest in the outcome of this project.~~
- d. ~~If the review of the environmental document by the owner, WisDOT, and FAA indicates that changes to this document are necessary, all such changes shall be made by the consultant at no additional cost when subject matter to be changed is provided in the "Scope of Work."~~

### **Section C. Hazardous Material Site Assessment**

The scope of work associated with each phase is as follows:

#### **1. Phase I Work Scope Initial Site Reconnaissance & Record Search**

##### **a. Introduction**

~~The purpose of this phase is to identify those properties which may be contaminated and give a preliminary indication of the type of contamination which might be present.~~

~~The "Initial Site Reconnaissance Investigation and Record Search" is to narrow the field of potentially contaminated sites that may require the involvement of a specialty consultant and subsequent phases of investigation. The consultant will complete an initial site reconnaissance investigation in order to make more informed decisions on where additional investigation by specialty consultants is needed.~~

##### **b. Investigation**

The consultant shall conduct an “Initial Site Reconnaissance & Record Search” of each parcel which is expected to be acquired or where significant excavation is necessary. These investigations will be conducted on proposed alignments and may be conducted on alternative alignments.

In many cases, the “Initial Site Reconnaissance & Record Search” will be all that is necessary to determine whether further work is needed.

e. Activities

The consultant shall maintain records of the “Initial Site Reconnaissance & Record Search” by using the “Initial Site Reconnaissance” checklist (form attached in Phase III Special Attachments) for each parcel as required. The consultant will write a summary describing all parcels for which the reconnaissance checklists evidence clearly shows that contamination is not an issue. This summary should be placed in the projects files to document the completion of reconnaissance investigations.

The owner shall determine if the following activities are necessary for each site:

- (1) Records check of federal, state, and local health and regulatory agencies (e.g. old right of way plats or company records). The investigator would check registrations and locations of UST's (underground storage tanks) and reports of known contamination—spills, leaks, landfills, super fund sites, etc. Lists have been provided to each district for spills, landfills, and super fund sites. UST's may be located by county, municipality, and street address by using the MARK IV program in Panvalet Library on the Hill Farms Regional Center (HFRC) mainframe computer or at the Highway District Offices.
- (2) Examination of aerial photographs. The investigator would obtain aerial photos of the land being evaluated. The more series of photos for different years available, the greater are the chances of finding evidence of contamination. Stereoscopic evaluation of reasonable quality photos can identify sources of potential contamination, such as: landfills, lagoons, storage areas, drums, tanks, landscaping, ground staining from spills and distressed vegetation. The evaluation of aerial photos can identify potential problem areas that are difficult to see from ground level.
- (3) Interview of local residents/officials. Neighbors or long time local residents often have knowledge of present and past situations or problems that could indicate potential contamination. Offices which could be helpful are city/county engineer, water utility, electric utility, fire chief, telephone company, etc. Questions about the location of former gas stations, dry cleaners, foundries, land fills, dumps, etc. should be asked of appropriate persons.
- (4) Identification of other potential sources of site contamination. This could include asbestos in buildings, lead based paint on structures, chemicals used in industry, pesticides, fertilizers, and herbicides used in farm operations, etc. Asbestos inspections must be contracted to companies specializing in this work.

~~(5) Field review. During field visits to the project, each parcel to be affected by the project must be viewed to verify or refute the potential for contamination. These parcels should be photographed to help record the information for future use. There are many visible indicators of contamination such as apparent changes to the ground surface, distressed vegetation, ground staining, standing liquids, odors, sink holes, ventilation pipes, drums, or containers.~~

~~A search of land use records (from recorder of deeds offices, fire insurance maps in libraries, etc.) should be conducted to confirm or refute evidence which indicates that a parcel may have previously held a high risk business. Care should be exercised to determine whether this work might not be done more efficiently and comprehensively by a specialty consultant.~~

~~If no evidence of potential contamination is found in the “Initial Site Reconnaissance & Record Search,” the “Initial Site Reconnaissance” checklists shall be signed by the consultant, sent to the owner and filed in the project files along with any photographs of a parcel.~~

~~d. Further study needed~~

- ~~(1) If the “Initial Site Reconnaissance & Record Search” has found evidence of potential contamination, the project should be re-examined to determine if the property can be avoided. If the owner concurs that avoidance at this point is not feasible, then a specialty consultant can be hired to conduct a Phase 2 investigation.~~
- ~~(2) The following outline describes steps in the specialty consultant selection process and gives an estimate of the time required to complete the process.
  - ~~(i) The owner will review the consultant’s recommendation to hire a specialty consultant and request proposals from the specialty consultants.~~
  - ~~(ii) Specialty consultant reviews site characteristics and prepares a proposal with cost estimates.~~
  - ~~(iii) BOA reviews proposal, negotiates contract, approves and notifies consultant.~~
  - ~~(iv) Consultant completes field work and record search.~~
  - ~~(v) Consultant assesses data, prepares report, and delivers to the owner.~~
  - ~~(vi) The owner reviews report and distributes copies to sponsor and WI DNR. The total time necessary to complete the above process is estimated not to exceed four (4) months.~~
  - ~~(vii) If at any stage of the Phase 1 the consultant discovers evidence of contaminants, the consultant will notify the owner so that the project can be reevaluated. If the owner concurs that avoidance at this point is not feasible, then the consultant will be directed to either conclude the Phase 1 or go directly to a Phase 2 investigation.~~~~

## ~~2. Work Scope for Phase 2~~

### ~~a. Environmental Sampling~~

- ~~(1) The second phase of site investigation is termed Phase 2 “Environmental Sampling.” This phase is conducted by a specialty consultant to determine whether contamination is present and to provide a preliminary indication of the type of contamination present.~~
- ~~(2) With the owner’s approval, the consultant may conduct these investigations or subcontract for them for projects assigned to them. This will be negotiated as an amendment to the scope of work.~~
- ~~(3) The specialty consultant, after consulting with the owner, will be responsible for notifying each property owner of the proposed work to be done. Written notification shall include information about the nature and purpose of the Phase 2 investigation, the potential for the owner’s responsibility to clean up potential contamination, and notice that a specialty consultant will enter the property to conduct the Phase 2 investigation.~~
- ~~(4) The owner’s representative (consultant) can enter on private lands based on Wis. Stat. §84.01(10) (1977). The consultant should not ask for permission, but shall notify the landowner that entry will occur, when it will occur, and why it will occur. It is suggested that efforts should be made to accommodate the landowner if they wish to be present while the sampling is performed.~~

~~— Although the statutes allow the right of entry on private lands, the exercise of this right may require a “Special Inspection Warrant” when a landowner steadfastly refuses entry. If entry is denied, politely explain to the landowner the owner’s statutory authority to enter private lands by citing section Wis. Stat. §84.01(10) (1977). If the landowner still denies entry, withdraw from the scene and inform the owner.~~
- ~~(5) The consultant, if different from the specialty consultant, should visit the site of a Phase 2 investigation to provide information that will help the specialty consultant determine the placement of borings.~~
- ~~(6) The consultant will be responsible for providing a location for storage of drummed waste materials (soil boring tailings, etc.) from sampling.~~
- ~~(7) The consultant will assume ownership of drummed waste materials left over from sampling. The consultant will be responsible for proper disposal (including documentation such as hazardous waste manifesting).~~
- ~~(8) Special Consultant Activities~~
  - ~~(i) Phase 2 Field Work~~
    - ~~• The Phase 2 investigation will be conducted by a specialty consultant and will normally consist of the following activities:~~

- ◆ ~~Regulatory background review;~~
  - ◆ ~~Site representative (owner) interview;~~
  - ◆ ~~Site inspection;~~
  - ◆ ~~Surface soil samples; and~~
  - ◆ ~~Soil borings for the collection of subsurface soil samples and groundwater samples.~~
- ~~The analysis of soil or water samples will vary depending on site history. The following example is what would be analyzed for a service station site:~~
    - ◆ ~~Field screening of samples for volatile organic compounds with hot ionization meter;~~
    - ◆ ~~Chemical analysis of soil samples for gasoline (tph), diesel (tph), heating oil (tph), and waste oil (tph);~~
    - ◆ ~~Chemical analysis of groundwater samples for PVOG's;~~
    - ◆ ~~Analysis of soil and groundwater for other contaminants likely to be present due to prior use of the site (determined by specialty consultant).~~

~~(ii) Report Preparation~~

- ~~The specialty consultant shall prepare a report addressing the methods and results of Phase 2 investigations and their recommendations. This report should be prepared within 45 days of the close of the field work. The consultant shall review the specialty consultant's work and progress in the field as staff time permits. The specialty consultant will send a copy of the report to the owner, the consultant, the property owner, and the appropriate WI DNR office.~~
- ~~If contamination is present, the owner, with the consultant, shall determine whether to avoid the property or request a Phase 3 investigation. At this point, avoidance is still the desirable option unless the risk of involvement with the contaminated property can be justified from an engineering, social, economic, or environmental standpoint. Proceeding to Phase 3 is often very expensive due to the extensive sampling, analysis, and engineering required.~~
- ~~The owner will negotiate with a specialty consultant to conduct Phase 3 investigations after reviewing the specialty consultant's Phase 2 report.~~
- ~~The Wisconsin Department of Transportation Facilities Development Manual Procedure, 21-35-10 "Phase 2 Environmental Sampling" may be used as a guide for the scope of work.~~

**~~3. Phase 3 Work Scope~~**

**~~a. Remediation Planning~~**

~~—When the Phase 3 work is required, a special scope of work for each parcel of land will be in writing. The Wisconsin Department of Transportation Facilities Development Manual Procedure, 21-35-15 “Defining Full Extent of Contamination” and Procedure 21-35-12 Phase 2.5 “Remediation Planning Necessary for Construction of a Highway Project” should be used as a guide for the scope of work.~~

**~~4. Phase 4 Work Scope~~**

**~~a. Remediation~~**

~~—When this Phase 4 work is required, a special scope of work for each parcel of land will be in writing. The Wisconsin Department of Transportation Facilities Development Manual Procedure, 21-35-20 Phase 4 Remediation should be used as a guide for the scope of work.~~

# ATTACHMENT A

## SCOPE OF WORK

Central Wisconsin Airport  
Mosinee, WI

CWA1012 (SAP-72)

Update  
Storm Water Pollution Protection Plan (SWPPP) and  
Spill Prevention Control and Containment (SPCC) Plan

October 27, 2020

### **Project Description**

The Wisconsin Department of Natural Resources (WDNR) has requested that CWA prepare updates to the facility's Storm Water Pollution Prevention Plan (SWPPP) and Spill Prevention, Control, and Containment (SPCC) Plan, incorporating recent land use changes and additions at the airport. The SWPPP and SPCC Plan will cover the entirety of the airport's property.

Updating the SWPPP and SPCC Plan will require review of the existing plans, overall facility storm water management review, a site visit, and potential topographic survey for any missing areas of data. This storm water management review and additional topographic survey will be incorporated into an updated Facility Drainage Base Map and maintained with the SWPPP.

The complete SWPPP and SPCC Plan will be maintained on site at the airport, and a SWPPP Summary and NOI will be submitted to the WDNR. Coverage under the WPDES Permit No. WI-S067857-4 general permit will be applied for.

### **Scope of Services**

The scope of services includes the following:

1. Meetings and scope development
  - a. Meet with CWA onsite to observe existing conditions, discuss project goals and scope
  - b. Determine missing data and required field survey needed to update plans
2. Site Survey and Data Collection
  - a. Survey airport facility and collect data for use in the SWPPP and SPCC Plans.
    - i. Physical changes (i.e. hangars, access roads, and storm water controls).
    - ii. Petroleum product storage tank locations, sizes, and spill controls.



3. Storm Water Pollution Prevention Plan (SWPPP)
  - a. Review accuracy and completeness of existing SWPPP.
  - b. Prepare a SWPPP for the airport facility in accordance with WPDES Permit No. WI-S067857-4 section 3.3.2 and NR 216.27 Wis. Adm. Code.
    - i. Review facility for development and associated changes and prepare updates to the facility drainage base map per NR 216.27(3)(c) and include with SWPPP.
    - ii. Prepare updated recommendations, if required, for best management practices for storm water pollution prevention.
  
4. Spill Prevention, Control, and Containment (SPCC) Plan
  - a. Review accuracy and completeness of existing SPCC Plan.
  - b. Prepare and/or update the SPCC Plan for the airport facility in accordance with 40 CFR 112.
    - i. Prepare updated recommendations, if required, for best management practices for spill prevention, control, and containment.
  
5. Prepare and Electronically Submit Wisconsin Department of Natural Resources (WDNR) Forms
  - a. As of October 1, 2020, DNR submittals are uploaded electronically.
  - b. . Notice of Intent (NOI) Industrial Storm Water Discharge General Permit (Form 3400-163).
  - c. Storm Water Pollution Prevention Plan electronically submitted to WDNR
  - d. Respond to questions via DNR online portal. Effort is included under actual cost portion of contract.

Schedule

<b><u>Task Item</u></b>	<b><u>Completion After Contract Approval</u></b>
Site Review and Topographic Survey	30 days pending weather
Submit 90% SWPPP to CWA	60 days
Submit 90% SPCC Plan to CWA	60 days
Final SWPPP and SPCC Plan	90 days
Submit WDNR Forms	90 days

WisBOA/FAA Funded Projects

2020 Wage Rates

2020 DOT O/H Rates

AIRPORT : Central Wisconsin Airport  
 PROJECT NUMBER : CWA1012 SAP-72  
 PROJECT DESCRIPTION: SWPPP & SPCC Plan Updates  
 DATE: 10/27/2020

PREPARED BY: DJG

CHECKED BY: BLS

APPROVED BY: RWV

No.	STAFF CLASSIFICATION & WAGE RATES =====>	ESTIMATED HOURS										LABOR, OVERHEAD & MATERIALS			TRAVEL, EQUIPMENT AND PER DIEM						PROFIT ON ITEMS 1 & 2	SUM OF ALL COST ITEMS 1-6	
		Project Engr. III (Randy)	Project Engr. III (Karl)	Project Engr. II (Dan)	Project Engr. I (Jed)	CAD Tech III (Matt)	CAD Tech II (Mark)	Survey Chief (Ken)	Survey Tech (Tyler)	Tech Assist (Stef)	TOTAL HOURS	Direct Labor Costs	Direct + G&A Overhead	Mat'l's & Supplies	Truck (mi)	Robot (hr)	GPS (hr)	Lodging	Meals	Total Travel & Per Diem	CONSULTANT COSTS	11.00%	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
1.	<b>PHASE I - SWPPP &amp; SPCC Plan Update</b>																						
1.	<b>PHASE I</b>																						
1.a.	<b>MEETINGS &amp; SITE VISIT</b>																						
	On-Site Meeting & Field Review			4						4 hr.	\$ 163.48	\$ 276.28		32					\$ 18.40		\$ 48.37		\$ 506.53
	Determine Required Plan Updates	1		2						3 hr.	\$ 139.43	\$ 235.64						\$ -		\$ 41.26		\$ 416.33	
	<b>Land Surveys Subtotal</b>	1.0	-	6.0	-	-	-	-	-	7 hr.	\$ 302.91	\$ 511.92	\$ -	32 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ 18.40	\$ -	\$ 89.63	\$ 922.86	
1.b.	<b>SURVEY</b>																						
	Field survey work & data process			4		2		8		14 hr.	\$ 461.06	\$ 779.19		32		8		\$ 28.00	\$ 366.40		\$ 136.43	\$ 1,743.08	
	<b>Survey Subtotal</b>	-	-	4.0	-	2.0	-	8.0	-	14 hr.	\$ 461.06	\$ 779.19	\$ -	32 mi.	0 hr.	8 hr.	\$ -	\$ 28.00	\$ 366.40	\$ -	\$ 136.43	\$ 1,743.08	
1.c.	<b>SWPPP UPDATE</b>																						
	Review accuracy of existing SWPPP			4						4 hr.	\$ 163.48	\$ 276.28							\$ -		\$ 48.37		\$ 488.13
	Prepare SWPPP Updates	2		32						34 hr.	\$ 1,423.22	\$ 2,405.24							\$ -		\$ 421.13		\$ 4,249.59
	Update facility drainage base map			12		24				36 hr.	\$ 1,136.52	\$ 1,920.72							\$ -		\$ 336.30		\$ 3,393.54
	<b>SWPPP Update Subtotal</b>	2.0	-	48.0	-	24.0	-	-	-	74 hr.	\$ 2,723.22	\$ 4,602.24	\$ -	0 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ -	\$ -	\$ 805.80	\$ 8,131.26	
1.d.	<b>SPCC PLAN UPDATE</b>																						
	Review accuracy of existing SPCC Plan			2						2 hr.	\$ 81.74	\$ 138.14							\$ -		\$ 24.19		\$ 244.07
	Prepare SPCC Plan Updates	2		20						22 hr.	\$ 932.78	\$ 1,576.40							\$ -		\$ 276.01		\$ 2,785.19
	<b>SPCC Plan Update Subtotal</b>	2.0	-	22.0	-	-	-	-	-	24 hr.	\$ 1,014.52	\$ 1,714.54	\$ -	0 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ -	\$ -	\$ 300.20	\$ 3,029.26	
1.e.	<b>WDNR PERMIT FORMS</b>																						
	Notice of Intent (Form 3400-163)			2						2 hr.	\$ 81.74	\$ 138.14							\$ -		\$ 24.19		\$ 244.07
	SWPPP Summary (Form 3400-167)			3						3 hr.	\$ 122.61	\$ 207.21							\$ -		\$ 36.28		\$ 366.10
	<b>WDNR Permit Forms Subtotal</b>	-	-	5.0	-	-	-	-	-	5 hr.	\$ 204.35	\$ 345.35	\$ -	0 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ -	\$ -	\$ 60.47	\$ 610.17	
	<b>Lump Sum Total</b>	5.0	-	85.0	-	2.0	24.0	8.0	-	124 hr.	\$ 4,706.06	\$ 7,953.24	\$ -	64 mi.	0 hr.	8 hr.	\$ -	\$ 28.00	\$ 384.80	\$ -	\$ 1,392.52	\$ 14,436.63	<b>Phase I</b>
	<b>TOTAL LUMP SUM AMOUNT</b>	5 hr.	0 hr.	85 hr.	0 hr.	2 hr.	24 hr.	8 hr.	0 hr.	0 hr.	124 hr.	\$ 4,706.06	\$ 7,953.24	\$ -	64 mi.	0 hr.	8 hr.	\$ -	\$ 28.00	\$ 384.80	\$ -	\$ 1,392.52	\$ 14,436.63
	<b>% OF TOTAL HOURS</b>	4.0%	0.0%	68.5%	0.0%	1.6%	19.4%	6.5%	0.0%	0.0%	100.0%											\$ 14,436.63	
2.	<b>ACTUAL COST ITEMS</b>																						
2.a.	<b>ADDITIONAL MEETINGS</b>			4						4 hr.	\$ 163.48	\$ 276.28							\$ -		\$ 48.37		\$ 488.13
	<b>ACTUAL COST TOTAL</b>	-	-	4.0	-	-	-	-	-	4 hr.	\$ 163.48	\$ 276.28	\$ -	0 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ -	\$ -	\$ 48.37	\$ 488.13	<b>A/Cs</b>

FOR INFORMATION PURPOSES ONLY

Actual Cost Multiplier 2.9859

**LUMP SUM AMOUNT = \$ 14,436.63**  
**ACTUAL COST AMOUNT = \$ 439.76**  
**FIXED FEE AMOUNT = \$ 48.37**  
**MAXIMUM COMBINED SUM = \$ 14,924.76**



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

## **Record of Negotiations: Central Wisconsin Airport Consulting Services**

**Date:** October 29, 2020

**Contract Title:** Engineering Services – Prepare updates to the Storm Water Pollution Protection Plan (SWPPP) and the Spill Prevention Containment and Countermeasures Plan (SPCC).

**Location:** Central Wisconsin Airport

**Anticipated State Aid Number:** SAP-72

1. The Central Wisconsin Airport last updated its SWPPP and SPCC plans in 2004. An internally conducted review has determined a need to update these plans to meet current State reporting requirements. Wisconsin DNR is expecting the airport to submit updated SWPPP and SPCC plans.
2. On April 3, 2020, CWA requested Becher Hoppe to develop a scope and fee of work to update these Plans.
3. On April, 21, 2020, Becher Hoppe provided CWA the detailed scope and fee for work required for the project.
4. On August 21, 2020, the Central Wisconsin Airport (CWA) completed a competitive solicitation for Airport Engineering and Consulting Services through a Request for Qualifications (RFQ) in accordance with FAA Advisory Circular 150/5100-14E. This solicitation resulted in a five-year on-call engineering and consulting agreement with Becher Hoppe Associates, Inc., for projects beginning prior to August 31, 2025. These services were included in the solicitation.
5. On October 16, 2020, CWA received an independent fee estimate (IFE) for the scope of work from the Wisconsin BOA. The BOA's cost/price analysis estimated the efforts to cost \$14,405.89, and acknowledged that a combined effort would range between \$10,000 and \$15,000 based on experience in the State. The fee proposal of \$14,924.76 was 3.6 % higher than the IFE. Both CWA and the BOA agreed the fee was reasonable.
6. On October 29, 2020, CWA recommended approval of the contract, negotiated in good faith, to the Wisconsin BOA for inclusion in SAP-72 project.

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Brian Grefe  
Airport Director

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



## Agenda Item Summary

**Airport Board Meeting Date:** November 20, 2020

**Agenda Item Title:** # 8) Review and Possible Action on Assignment and Assumption of Land Lease and Use Agreement Ascension St. Michael's Hospital, Inc. d/b/a Ascension WI Spirit Medical Transport.

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

**Background:** On November 1, 2019, the Central Wisconsin Joint Airport Board and Ascension St. Clare's Hospital, Inc, d/b/a Ascension WI Spirit Medical Transport entered into a Land Lease and Use Agreement and as amended in the First Amendment to Land Lease and Use Agreement to construct, operate, and maintain a medical services hangar. Ascension St. Clare's Hospital, Inc, d/b/a Ascension WI Spirit Medical Transport is current and in full compliance of all terms and conditions of the agreement.

On March 8, 2020 Ascension St. Clare's Hospital, Inc, d/b/a Ascension WI Spirit Medical Transport and Ascension St. Michael's Hospital, Inc, d/b/a Ascension WI Spirit Medical Transport agreed to transfer all rights, entitlements, and obligations under the agreement to Ascension St. Michael's Hospital, Inc, d/b/a Ascension WI Spirit Medical Transport. This agreement formally acknowledges the Joint Airport Board's acceptance of the transfer effective March 8, 2020.

All other terms and conditions remain unchanged.

**Timeline:** If approved this Agreement will be effective retroactively March 8, 2020. There are no impacts to operations.

**Financial Impact:** There is no financial impact. Ascension WI Spirit Medical Transport has prepaid through the end of the current contract year.

**Contributions to Airport Goals:** "Manage Business Opportunities" was a goal identified as a 2018-2019 annual goal.

**Recommended Action:** Airport staff recommends to the Central Wisconsin Joint Airport Board to approve the "Assignment and Assumption of Land Lease and Use Agreement" with Ascension St. Michael's Hospital, Inc, d/b/a Ascension WI Spirit Medical Transport.

**Attachments:** Notice and Request for Assignment of Land Lease and Use Agreement, Assignment and Assumption of Land Lease and Use Agreement, Land Lease and Use Agreement.



**Ascension**



**VIA EMAIL**

July 21, 2020

Central Wisconsin Airport  
Attn: Airport Director  
400 CWA Dr. Suite 227  
Mosinee, WI 54455

RE: Notice and request for Assignment of Land Lease and Use Agreement

Dear Airport Director:

As you know, Central Wisconsin Airport (“CWA”) and Ascension St. Clare’s Hospital, Inc. d/b/a Ascension WI Spirit Medical Transport (“Spirit”) entered into a Land Lease and Use Agreement and First Amendment dated November 1, 2019 (collectively referred to as “Lease”) for the construction of a new hangar facility at CWA. You may have heard about a transaction in which Ascension St. Clare’s Hospital (“St. Clare’s”) is being sold to another company. The Spirit program is not involved in that sale and will be retained by Ascension Healthcare. As such, the Spirit program is being transitioned to another Ascension Healthcare entity, Ascension St. Michael’s Hospital, Inc. (“St. Michael’s”). Spirit will operate as a department of that hospital with the new legal entity of Ascension St. Michael’s Hospital, Inc. d/b/a Ascension WI Spirit Medical Transport.

This letter is to request CWA’s permission to assign the Lease from the St. Clare’s entity to the St. Michael’s entity under the new d/b/a. We have drafted an Assignment and Assumption of the Land Lease and Use Agreement to that effect and request your review and approval.

I will continue to be your contact person with respect to the Lease and can be reached at (715) 393-3975 or ted.ryan@ascension.org. Please do not hesitate to contact me with any questions.

Warmest Regards,

Ted Ryan  
Statewide Director, Medical Transportation and Patient Access,  
Ascension Wisconsin Spirit Medical Transport

Attachment: Assignment and Assumption of Land Lease and Use Agreement

CC: Attorney Andrew J. Harlos, Ascension Health (via email)  
Jennifer Recker-Jones, Director, MedXcel (via email)

## ASSIGNMENT AND ASSUMPTION OF LAND LEASE AND USE AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION OF LAND LEASE AND USE AGREEMENT (“Agreement”) is made and entered into effective on the 8th day of March, 2020 (“Effective Date”), by and among Ascension St. Clare’s Hospital, Inc. d/b/a Ascension WI Spirit Medical Transport, a Wisconsin non-stock corporation (“Assignor”), Ascension St. Michael’s Hospital, Inc. d/b/a Ascension WI Spirit Medical Transport a Wisconsin non-stock corporation (“Assignee”), and the County of Marathon and the County of Portage, quasi-municipal corporations of the State of Wisconsin, by their Joint Airport Board (“Landlord”).

### WITNESSETH:

WHEREAS, Landlord and Assignor, as Tenant, entered into that certain LAND LEASE AND USE AGREEMENT dated on or about October 31, 2019 and as amended in the FIRST AMENDMENT TO LAND LEASE AND USE AGREEMENT dated on or about November 1, 2019 (collectively referred to herein as the “Lease”) for the lease of space at Central Wisconsin Airport;

WHEREAS, Assignor has agreed to assign to Assignee, and Assignee has agreed to assume, all of Assignor’s rights, entitlement, and obligations in, to and under the Lease, all as more particularly hereinafter set forth;

WHEREAS, Assignor and Assignee desire to enter into this Agreement for the purpose of evidencing (1) said assignment and assumption, and (2) certain agreements and understandings between them with respect thereto, all as more particularly hereinafter set forth; and

WHEREAS, Landlord is willing to consent to the assignment of the Lease to Assignee on the terms and conditions set forth herein, which shall be effective as of the Effective Date.

NOW, THEREFORE, in consideration of the Premises, the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby covenant and agree as follows:

1. **Assignment.** Assignor hereby conveys, transfers and assigns to Assignee all of its right, title and interest in, to and under the Lease. Assignor covenants and agrees to be responsible for and to perform all of its duties, obligations and liabilities under the Lease arising and accruing prior to the Effective Date.

2. **Assumption.** Assignee hereby accepts the foregoing assignment and hereby assumes, covenants and agrees to be responsible for and to perform, all the terms, covenants, liabilities, conditions and obligations to be performed on the part of Assignor under the Lease arising and accruing on and after the Effective Date.

3. **Assignor’s Representations and Warranties.** Assignor hereby warrants and covenants as follows:

(a) Assignor is in compliance in all material respects with the terms and conditions of the Lease.

(b) To the actual knowledge of Assignor, Landlord is in compliance in all material respects with the terms and conditions of the Lease.

(c) The Lease has not been amended or modified in any manner as of the date hereof except as described herein and a true and complete copy of the Lease is attached hereto on Exhibit A.

(d) The Lease is in full force and effect and Assignor has full right and power to assign the Lease to Assignee, subject to Landlord's consent.

(e) There is no assignment of Assignor's interest under the Lease and no further lease or sublease of the Premises is now in effect, and, subject to the terms of the Lease, Assignor is the sole and lawful tenant under the Lease and Assignor's leasehold interest in the Lease.

4. **Consent and Acknowledgment.** Landlord hereby consents to assignment of the Lease by Assignor to Assignee and agrees that Assignee shall continue to have all rights and obligations of tenant under the Lease, as modified by this Agreement. Landlord acknowledges and agrees that, from and after the Effective Date of this Agreement, (a) Assignee shall be the tenant under the Lease and Landlord shall establish direct privity of contract with Assignee; (b) all of Assignor's obligations under the Lease are satisfied and there is no default or breach of the Lease by Landlord or, to Landlord's knowledge, Assignor; and (c) Assignor is released and relieved from any and all liabilities and obligations accruing under the Lease on or after the Effective Date, including, but not limited to, the payment of Rent or other sums provided in the Lease or the performance of any other obligations under the Lease.

5. **Reaffirmation.** Notwithstanding anything set forth within the Lease or any prior assignment thereof to the contrary, upon execution of this Agreement, Landlord and Assignee each hereby reaffirm, ratify, and agree to be bound by all covenants, representations, promises and warranties set forth in the Lease and acknowledge that the Lease is in full force and effect as a lease between Landlord and Assignee.

6. **Miscellaneous.** Except as modified herein, the Lease and all of the terms and provisions thereof shall remain unmodified and in full force and effect as originally written. This Agreement may be executed in several counterparts, as long as each party to this Agreement executes at least one such counterpart. Each of such counterparts shall be an original but all of the counterparts, when taken together, shall constitute one and the same instrument and shall become effective when each party hereto has executed at least one such counterpart. The parties hereto agree that an electronic signature shall constitute an original signature hereunder. This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. This Agreement shall be governed by the laws of the State of Wisconsin.

*[Signatures on the Following Page]*

IN WITNESS WHEREOF, the parties hereto have caused this Assignment and Assumption of Lease to be executed effective as of the Effective Date first above written.

**ASSIGNOR:**

ASCENSION ST. CLARE'S HOSPITAL, INC. D/B/A  
ASCENSION WI SPIRIT MEDICAL TRANSPORT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ASSIGNEE:**

ASCENSION ST. MICHAEL'S HOSPITAL, INC.  
D/B/A ASCENSION WI SPIRIT  
MEDICAL TRANSPORT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**LANDLORD:**

County of Marathon and the County of Portage,  
quasi-municipal corporations of the State of  
Wisconsin, by their Joint Airport Board

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## CWA Legislative Update – November 2020

### **Senate Panel Advances Fiscal Year Spending Bills (Source: AAAE Aviation News Today)**

November 12, 2020

A day after the Senate reconvened for the lame duck session, the Senate Appropriations Committee on Tuesday released its slate of fiscal year 2021 spending bills. The measures include \$3.35 billion for AIP along with \$400 million for supplemental AIP grants, a \$2.8 million increase for FAA's Contract Tower Program, and funding to continue TSA's law enforcement officer reimbursement program and the agency's monitoring of exit lanes. Although the new fiscal year began more than a month ago on Oct. 1, Congress has yet to enact a single fiscal year 2021 appropriations measure. The federal government currently is operating under the terms of a continuing resolution that expires on Dec. 11. Earlier this year, the House passed 10 of 12 annual funding bills, but the Senate has yet to act on a single measure. With the release of the Nov. 10 package, work can continue to resolve differences between the Senate and House approaches with an eye on completing action on a final package fiscal year 2021 spending bills prior to Dec.11. If lawmakers are unable to complete work by that time, they will need to pass another continuing resolution.

### **Lawmakers to Try Again on Coronavirus Relief; Please Urge Your Delegation to Provide Funding for Airports and Our Industry Partners (Source: AAAE Action Alert)**

November 10, 2020

Senate Majority Leader Mitch McConnell (R-KY) intends to focus on coronavirus relief and the fiscal year 2021 appropriations bills during the lame duck session. With that in mind, we are urging airports to continue weighing in with their elected officials to ensure the next relief package includes much-needed funding for airports and airport partners.

House and Senate leaders are still far apart on the top line number for another coronavirus relief package. Before the elections, Leader McConnell tried to advance a "skinny" \$500 billion relief package that included no funding for airports. He is continuing his calls for a targeted relief bill and has suggested that recent good news on the economic front and with potential vaccines reinforces his position for a smaller relief package.

Meanwhile, House Democrats are continuing to stand firm on a much broader and more expensive coronavirus relief bill. The House cleared a \$2.4 trillion coronavirus relief package that includes \$13.5 billion for airports and concessionaires. But House Speaker Nancy Pelosi (D-CA) and Treasury Secretary Steven Mnuchin couldn't reach a deal over funding levels and priorities.

Lawmakers and White House officials will make another attempt to pass a coronavirus relief package before end of the year. But as negotiators try to coalesce around a bipartisan package, the overall funding level is likely to go down from the House-passed bill. In that scenario, there is a real danger that funding for airports could be reduced or excluded all together from the next coronavirus relief bill.

The airlines and their unions continue to push for an extension of the Payroll Support Program into next year to help carriers bring back furloughed staff and speed recovery efforts. We need to make sure that any future relief bill includes funding for the entire aviation system.

As coronavirus relief discussions heat up again in Washington, we need to do everything we can to make sure that any relief package that lawmakers consider before the end of year includes funding for airports and the entire ecosystem including concessionaires.

Please contact your Representative and Senators as soon as possible and ask them again to ensure that the next coronavirus relief package includes funding for airports and the entire aviation ecosystem.

**COVID-19 Impacts Are Severe for Airport Operators:** America's airports – like the rest of the nation's aviation system – have been hit hard by the significant decline in travel caused by COVID-19. Passenger levels were down as much as 95 percent system-wide for an extended time and are still at only 25 to 30 percent of previous levels. Billions in revenue that airports expected to be generated by travelers has evaporated. Billions more in anticipated passenger facility charge (PFC) collections has also disappeared, depriving airports of a key source of revenue to support bond payments. Airports hold nearly \$100 billion in collective debt, with some \$7 billion in airport bond principal and interest payments due in 2020.

**CARES Act Funding Provided a Critical Lifeline, But Additional Assistance is Required:** CARES Act funding has provided a critical lifeline to airports in the near-term that will protect jobs, enhance cleaning and sanitization efforts, ensure that debt payments can be made and help keep construction projects moving forward. Unfortunately, the relief provided by CARES Act funding is only temporary given the depths of the crisis. The costs of maintaining facilities and meeting debt obligations, which total \$500 million at one large hub airport alone in 2020, continue for airports even as airport revenue and PFC collections decrease significantly. Until passengers return, airports have few places to turn beyond the federal government.

**Future Relief and Recovery Recommendations:** Given the significant decline in aviation activity and revenue, and the precipitous drop in PFC collections that help support bond payments, airports will need additional federal assistance to meet existing requirements and to prepare for the return of passengers in a significantly different operating environment. Specifically, AAEA advocates for:

**Commercial Service Airports:** We concur with the ACI-NA assessment of \$13 billion in continued, future needs for airports across the country in the face of significantly reduced revenues due to COVID-19. Airports would use these resources to fund operations, payroll obligations, debt service requirements, existing construction projects, and recovery efforts. We recommend allocating these resources based on enplanements and landed cargo weight consistent with existing AIP formulas with adjustments to eliminate a maximum cap and PFC turnback requirements while maintaining the flexibility provided to airports in the CARES Act to use additional resources for "any purpose for which airport revenues may lawfully be used."

**General Aviation Airports:** General aviation airports, which are largely supported by aviation system activity such as fuel sales, have seen their revenues diminish significantly. While the CARES Act provided \$100 million to GA airports, those resources were relatively modest considering that there are nearly 3,000 eligible GA facilities. We estimate that GA airports need an additional \$1.5 billion to address current needs in the wake of the coronavirus crisis. These resources would help critical GA airports meet ongoing operational expenses, including payroll.

**Increased Federal Share for Airports for FY21 AIP Grants:** Consistent with provisions in the CARES Act as it relates to FY20 Airport Improvement Program (AIP) grants, AAEA proposes to increase AIP funding so

that the federal share for all AIP grants issued in FY21 is 100 percent. This would free scarce local resources for other necessary purposes, including operational expenses.

Assistance to Airport Concessionaires: As representatives of airports and a broad group of airport concessionaires; AAAE; ACI-NA; the Airport Restaurant and Retail Association (ARRA); the Airport Minority Advisory Council (AMAC); the American Car Rental Association (ACRA); the International Association of Airport Duty Free Shops (IAADFS); and the National Parking Association (NPA) fully support at a minimum the \$10 billion in proposed assistance for airports under active discussion as part of the ongoing negotiations on the next phase of coronavirus relief. Collectively, we also ask that Congress provide an additional \$3.5 billion in federal assistance to allow airports to provide “minimum annual guarantees” (MAGs) and rent relief for airport concessionaires. We are confident that this can be done in a way that ensures that airport concessionaires receive critical relief without unduly burdening airports.

**CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT  
SUMMARY - OCTOBER 2019 - 2020**

18-Nov-20

	2019 MONTH	2020 MONTH	% CHGE. 19-20	2019 Y-T-D	2020 Y-T-D	% CHGE. 19-20
<b>ACTUAL LANDINGS</b>						
AMERICAN	92	39	-57.6%	791	515	-34.9%
UNITED	90	62	-31.1%	785	492	-37.3%
DELTA	142	93	-34.5%	1,338	788	-41.1%
CHARTERS	4	2	-50.0%	22	7	-68.2%
<b>TOTAL OPERATIONS</b>	656	392	-40.2%	5,872	3,604	-38.6%
<b>ATCT OPERATIONS</b>	1,391	1,096	-21.2%	11,606	9,867	-15.0%
<b>AIRLINE CANCELLATIONS</b>						
AMERICAN	0	0	0.0%	48	32	-33.3%
UNITED	0	0	0.0%	26	2	-92.3%
DELTA	0	0	0.0%	15	35	133.3%
<b>TOTAL CANCELLATIONS</b>	0	0	0.0%	89	69	-22.5%
<b>ENPLANED PASSENGERS</b>						
AMERICAN	3,716	1,172	-68.5%	32,292	16,535	-48.8%
UNITED	3,505	1,461	-58.3%	29,449	12,877	-56.3%
DELTA	5,964	1,842	-69.1%	54,898	18,572	-66.2%
CHARTERS	498	160	-67.9%	3,071	791	-74.2%
<b>TOTAL ENPLANED PASSENGERS</b>	13,683	4,635	-66.1%	119,710	48,775	-59.3%
<b>DEPLANED PASSENGERS</b>						
AMERICAN	3,287	1,155	-64.9%	29,400	14,810	-49.6%
UNITED	3,433	1,430	-58.3%	28,921	12,821	-55.7%
DELTA	5,767	1,670	-71.0%	54,487	18,541	-66.0%
CHARTERS	498	160	-67.9%	3,071	791	-74.2%
<b>TOTAL DEPLANED PASSENGERS</b>	12,985	4,415	-66.0%	115,879	46,963	-59.5%
AIR FREIGHT - AMERICAN	100	0	-100.0%	2,817	368	-86.9%
AIR FREIGHT - UNITED	0	0	0.0%	0	0	0.0%
AIR FREIGHT - DELTA	4,959	2,895	-41.6%	27,755	19,764	-28.8%
<b>TOTAL AIRFREIGHT - AIRLINES</b>	5,059	2,895	-42.8%	30,572	20,132	-34.1%
<b>TOTAL AIRFREIGHT -GENERAL AVIATION</b>	158,600	148,868	-6.1%	1,418,505	1,377,646	-2.9%
<b>AIRLINES &amp; GEN.AVIA.-AIRFREIGHT</b>	163,659	151,763	-7.3%	1,449,077	1,397,778	-3.5%

<b>LOAD FACTOR-CURRENT MONTH</b>	SEATS	PAX	FACTOR
AMERICAN	1,900	1,172	61.7%
UNITED	3,100	1,461	47.1%
DELTA	4,650	1,842	39.6%

# Central Wisconsin Airport – Flight Schedule

## November 20, 2020



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
5167	14:20	from MSP	CRJ	4965	06:15	to MSP	CRJ
4953	19:08	from MSP	CRJ	5068	07:00	to DTW	CRJ
4828	19:43	from DTW	CRJ	5167	15:10	to MSP	CRJ



<u>Arrivals – United Airlines</u>				<u>Departures – United Airlines</u>			
3761	15:08	from ORD	CRJ	3775	11:45	to ORD	CRJ
3797	21:08	from ORD	CRJ	3739	15:45	to ORD	CRJ



<u>Arrivals – American Eagle</u>				<u>Departures – American Eagle</u>			
3548	19:54	from ORD	ERJ	3788	06:00	to ORD	ERJ

### Upcoming Charter Schedule

November 5 – Sun Country to Las Vegas (WOJO)  
 November 18 – Sun Country to Laughlin (WOJO)

MSP = Minneapolis  
 ORD = Chicago O’Hare  
 DTW = Detroit

Total CWA Flights Daily = 6

**CENTRAL WISCONSIN AIRPORT  
REVENUE 2020**

17-Nov-20

	<b>BUDGET 2020</b>	<b>MONTH OF OCTOBER</b>	<b>YEAR TO DATE</b>	<b>% OF BUDGET</b>
5409-53 FUEL SALES	\$42,000.00	\$5,359.23	\$27,620.87	65.8%
5410-53 FUEL FLOWAGE	\$60,000.00	\$2,656.97	\$29,597.28	49.3%
5411-53 LANDING FEES	\$385,000.00	\$25,426.69	\$231,436.55	60.1%
5418-53 RAMP CHARGES	\$62,000.00	\$5,092.80	\$118,832.00	191.7%
<b>AIRFIELD</b>	<b>\$549,000.00</b>	<b>\$38,535.69</b>	<b>\$407,486.70</b>	<b>74.2%</b>
5422-56 UTILITIES	\$450.00	\$0.00	\$0.00	0.0%
<b>CONTROL TOWER</b>	<b>\$450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
5412-55 RENT	\$105,000.00	\$15,554.00	\$84,657.00	80.6%
5422-55 UTILITIES	\$4,550.00	\$0.00	\$1,696.85	37.3%
<b>HANGAR</b>	<b>\$109,550.00</b>	<b>\$15,554.00</b>	<b>\$86,353.85</b>	<b>78.8%</b>
5497-57 LABOR-CWA	\$1,000.00	\$0.00	\$1,000.00	100.0%
5498-57 MATERIALS-CWA	\$1,000.00	\$0.00	\$0.00	0.0%
5499-57 MISC-CWA	\$5,000.00	\$0.00	\$1,928.44	38.6%
<b>MAINTENANCE SHOP</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$2,928.44</b>	<b>41.8%</b>
5412-54 RENT	\$50,000.00	\$2,655.33	\$37,163.00	74.3%
5414-54 FARM LAND RENT	\$84,000.00	\$4,000.00	\$65,880.82	78.4%
5417-54 HWY BILLBOARDS	\$6,500.00	\$0.00	\$9,545.45	146.9%
5422-54 UTILITIES	\$6,000.00	\$0.00	\$261.47	4.4%
5432-54 CORPORATE HANGAR	\$76,000.00	\$4,167.39	\$88,999.62	117.1%
<b>NET LEASE</b>	<b>\$222,500.00</b>	<b>\$10,822.72</b>	<b>\$201,850.36</b>	<b>90.7%</b>
5440-51 <b>PARKING</b>	<b>\$1,370,000.00</b>	<b>\$41,212.44</b>	<b>\$479,897.59</b>	<b>35.0%</b>
5412-52 RENT	\$1,240,000.00	\$76,059.25	\$784,471.00	63.3%
5416-52 ADVERTISING	\$25,000.00	\$700.00	\$18,016.67	72.1%
5422-52 UTILITIES	\$39,000.00	\$3,093.06	\$35,203.00	90.3%
5431-52 SECURITY	\$5,500.00	\$0.00	\$4,681.64	85.1%
5499-52 MISCELLANEOUS	\$15,000.00	\$10,192.61	\$26,464.61	176.4%
<b>TERMINAL BUILDING</b>	<b>\$1,324,500.00</b>	<b>\$90,044.92</b>	<b>\$868,836.92</b>	<b>65.6%</b>
<b>TOTAL</b>	<b>\$3,583,000.00</b>	<b>\$196,169.77</b>	<b>\$2,047,353.86</b>	<b>57.1%</b>
1210 SALES TAX DISCOUNT	\$0.00	\$11.92	\$178.49	
8110 INTEREST ON INVEST	\$15,000.00	\$0.00	\$56,682.24	
8310 SALE FIXED ASSETS	\$15,000.00	\$39,580.35	\$39,580.35	
8350 INS RECOV	\$0.00	\$0.00	\$0.00	
8400 OTHER MISC REV	\$0.00	\$4,925.57	\$66,773.67	
8413 WORKERS COMP REIMB	\$0.00	\$0.00	\$0.00	
<b>GRAND TOTAL</b>	<b>\$3,613,000.00</b>	<b>\$240,687.61</b>	<b>\$2,210,568.61</b>	<b>61.2%</b>
5419-53 PASSENGER FAC. CHGS.	\$550,000.00	\$14,954.18	\$264,640.05	48.1%
8110 PFC INTEREST	\$5,000.00	\$0.00	\$5,523.39	110.5%
<b>TOTAL PASSENGER FACILITY CHGS.</b>	<b>\$555,000.00</b>	<b>\$14,954.18</b>	<b>\$270,163.44</b>	<b>48.7%</b>
5420-52 CFC CAR RENTAL FEES	\$208,800.00	\$12,368.00	\$107,264.00	51.4%

**CENTRAL WISCONSIN AIRPORT**  
**Disbursements - October 2020**

	2020 BUDGET	THIS MONTH	2020 YTD	YTD % of BUDGET
<b>PERSONAL SERVICES</b>				
SALARIES	\$386,256.00	\$51,055.20	\$352,580.80	91.3%
WAGES	\$783,137.00	\$47,220.74	\$519,988.51	66.4%
EMPLOYEE BENEFITS	\$18,500.00	\$709.59	\$3,877.29	21.0%
EMPLOYER CONTRIBUTIONS	\$511,496.00	\$38,772.86	\$385,235.40	75.3%
<b>SUB TOTAL</b>	<b>\$1,699,389.00</b>	<b>\$137,758.39</b>	<b>\$1,261,682.00</b>	<b>74.2%</b>
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$206,000.00	\$4,658.75	\$148,097.80	71.9%
UTILITY SERVICES	\$276,000.00	\$4,382.47	\$160,122.89	58.0%
REPAIR-MAINT/STREETS	\$8,000.00	\$1,523.50	\$3,083.50	38.5%
REPAIR-MAINT EQUIP/BUILDINGS	\$85,000.00	\$3,845.98	\$61,759.18	72.7%
CONTRACTUAL SERVICES	\$110,000.00	\$3,746.00	\$56,321.71	51.2%
<b>SUB TOTAL</b>	<b>\$685,000.00</b>	<b>\$18,156.70</b>	<b>\$429,385.08</b>	<b>62.7%</b>
<b>SUPPLIES &amp; EXPENSES</b>				
OFFICE SUPPLIES	\$7,000.00	\$98.91	\$3,408.28	48.7%
ADVERTISING/MEMBERSHIP/DUES	\$85,700.00	\$0.00	\$52,829.42	61.6%
TRAVEL	\$21,800.00	\$2,213.14	\$12,871.87	59.0%
OPERATING SUPPLIES	\$181,500.00	\$5,581.06	\$111,847.59	61.6%
REPAIR/MAINT SUPPLIES/GASOLINE	\$170,000.00	\$5,092.61	\$160,217.77	94.2%
CONSUMABLE TOOLS/SUPPLIES	\$5,000.00	\$257.18	\$3,917.12	78.3%
<b>SUB TOTAL</b>	<b>\$471,000.00</b>	<b>\$13,242.90</b>	<b>\$345,092.05</b>	<b>73.3%</b>
<b>BUILDING MATERIALS</b>				
METAL PRODUCTS	\$3,000.00	\$0.00	\$512.42	17.1%
WOOD PRODUCTS	\$500.00	\$0.00	\$0.00	0.0%
RAW MATERIALS/RWY PAINT	\$30,000.00	\$0.00	\$4,353.25	14.5%
ELECT FIXTURES/RWY SIGNS	\$5,000.00	\$0.00	\$0.00	0.0%
ASPHALT/ASPHALT FILLER	\$45,000.00	\$0.00	\$58,142.50	129.2%
<b>SUB TOTAL</b>	<b>\$83,500.00</b>	<b>\$0.00</b>	<b>\$63,008.17</b>	<b>75.5%</b>
<b>FIXED CHARGES</b>				
INSURANCE/OTHER LOSSES	\$78,000.00	\$0.00	\$76,752.60	98.4%
<b>CAPITAL OUTLAY</b>				
CAPITAL EQUIPMENT	\$348,000.00	\$0.00	\$74,665.34	21.5%
CAPITAL IMPROVEMENTS	\$194,000.00	\$0.00	\$9.46	0.0%
<b>SUB TOTAL</b>	<b>\$542,000.00</b>	<b>\$0.00</b>	<b>\$74,674.80</b>	<b>13.8%</b>
<b>TOTALS</b>	<b>\$3,558,889.00</b>	<b>\$169,157.99</b>	<b>\$2,250,594.70</b>	<b>63.2%</b>

## 2019-2020 CWA Budget Summary YTD - October

	<u>October YTD - 2020</u>	<u>October YTD - 2019</u>	<u>% CHANGE</u>
Airfield	\$407,487	\$454,407	
Control Tower	\$0	\$0	
Hangar	\$86,354	\$85,340	
Maintenance Shop	\$2,928	\$5,954	
Net Lease	\$201,850	\$163,808	
Parking	\$479,898	\$1,137,911	
Terminal Area	\$868,837	\$1,052,300	
Misc.	\$163,214	\$91,426	
<b>Total Revenues</b>	<b>\$2,210,568</b>	<b>\$2,991,146</b>	<b>-26.10%</b>
Personal Services	\$1,261,682	\$1,289,111	
Contractual Services	\$429,385	\$492,994	
Supplies and Expense	\$345,092	\$426,606	
Building Materials	\$63,008	\$48,414	
Fixed Charges-Insurance	\$76,753	\$71,151	
Capital Outlay	\$74,675	\$136,144	
<b>Total Expenses</b>	<b>\$2,250,595</b>	<b>\$2,464,420</b>	<b>-8.68%</b>
<b>Revenue vs. Expense</b>	<b>-\$40,027</b>	<b>\$526,726</b>	