

**CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING**  
**Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin**  
**January 18, 2019, 8:00 a.m.**

- 1) Call to Order by Chairman Jim Zdroik at 8:00 a.m.
  - a) Pledge of Allegiance
- 2) Approval of Minutes of the December 7, 2018 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Update and Possible Action on Employee Pay for Performance Funding Progress
  - a) Brad Karger, Marathon County Administrator
- 5) Presentation and Possible Action on Master Plan Preferred Alternatives
- 6) Review and Possible Action on Preliminary Runway Design Contract
- 7) Review and Possible Action on Land Acquisition Consulting Services Contract
- 8) Staff Reports
  - a) Director Report
    - i) Statistics – December 2018
    - ii) Flight Schedule
    - iii) Government Shutdown Impacts
    - iv) Aviation Conferences Overview
    - v) Other Items of Interest
  - b) Operations and Maintenance Report
    - i) Winter Operations
    - ii) Personnel Update
    - iii) Other Items of Interest
  - c) Financial Reports
    - i) Revenues and Expenses – Preliminary December 2018
    - ii) Other Items of Interest
  - d) Project Reports
    - i) Boarding Bridge Replacement Update
    - ii) Concourse Design Update
    - iii) Other Items of Interest
- 9) Adjournment

*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**  
**CENTRAL WISCONSIN AIRPORT TERMINAL**  
**Conference Room B – East Terminal Upper Level, Mosinee, Wisconsin**  
**December 7, 2018 - 8:00 a.m.**

Airport Board:	Jim Zdroik, Chairman John Durham Jeff Zriny Dave Ladick	Sara Guild, Vice Chairman - Excused Leonard Bayer Lonnie Krogwold
Staff:	Brian Greffe, Airport Director Dave Drozd, Finance Director Jim Olson, Director of Ops & Mnt	Mark Cihlar, Dir. of Planning & Dev. Julie Ulrick, Badging Coordinator Jim Wood, Maintenance Supervisor
Visitors:	Randy Van Natta, Becher Hoppe Andy Remstad, Jviation Victor Montemayor, Jviation Stephanie Bresnahan, Amperage	Karl Kemper, Becher Hoppe Joel Wiechmann, Jviation Jim Warsaw, MCDEVCO Terri Parsons, Amperage

Meeting called to order by Chair Zdroik at 8:00 a.m.

***Motion by Krogwold, second by Ladick to approve the minutes of the October 19, 2018 board meeting. Motion carried unanimously.***

**Public Comment:** None.

**Jviation Presentation on Concourse Remodel Project:**

Jviation shared a presentation on the passenger boarding bridge and concourse remodel projects. They are working with J.H. Findorff & Son, Inc. on the boarding bridge project and anticipate electrical work to begin this winter and construction to begin the summer of 2019.

The main focus for the concourse renovation is to give it a similar look and feel as the terminal. Jviation and staff are analyzing the best areas for hard surfaces versus carpeted surfaces, optimal seating arrangements, and improved high-traffic concession area layout. Preliminary concepts show the current layout of the Blind Rooster with added high seating areas to the south with the possibility of additional grab and go areas. Gift racks would be moved to the eastern wall to keep walkways clear and a floating wood ceiling would be installed over the concession area. A wall buildout would be added for kitchen space and seating at the gates would be reupholstered or replaced. Energy saving updates include new lighting and roof membrane. Jviation will return to present finishes for a final board decision. The project will be put out for bid in May or June of 2019.

**Review and Possible Action on 2019 CWA Marketing Plan:**

Amperage presented an overview of the 2019 marketing plan. The objective is to build brand awareness, increase enplanements and focus more on personal travel versus business travel this year. They are expanding their library of ads to include leisure travel. The key message is the same: Close to home and work, fast check-in, reasonable parking fees and service from three the major airlines. The current TV, digital, print and radio ads were reviewed as well as preliminary ad placement schedules that may be adjusted throughout the year as needed. The marketing budget for 2019 is \$53,000.

**Review and Possible Action on Oakwells Contract Amendment #1:**

Oakwells contract Amendment #1 is a modification of the current contract to add lease space outside of the gates to include the welcome area and restrooms. The amendment only changes maintenance responsibilities of the areas and does not change the leased square footage. The amendment also allows for a one year warranty on existing airport owned equipment. ***Motion by Durham, second by Ladick to approve the Food, Beverage and Retail Concession Lease Agreement Amendment #1. Motion carried unanimously.***

**Review and Possible Action on Passenger Facility Charge Amendment and Application Contract:**

Revisions to current PFC Application #4 and the addition of PFC Application #5 are needed to address changes in funding sources resulting from the award of supplemental funding. New PFC Application #5 will be for future equipment and projects, including new snow removal equipment and reconstruction on runway 17/35. This will allow the use of PFC funds for the local share of those projects. PFC Application #4 will be amended to remove the boarding bridge project from the application to avoid over-collecting. AIP funds will in turn be used for the boarding bridge and concourse remodel projects. ***Motion by Ladick, second by Zriny to approve the proposal from Leibowitz and Horton for Passenger Facility Charge Consulting Services and authorize airport staff to execute the agreement. Motion carried unanimously.***

**Staff Reports:**

**Director Report – Brian Grefe:**

Statistics – October/November 2018 – October enplanements were up 8.7% on the month and November enplanements were up 14% on the month, ending with a 6.6% increase for the year. Load factors for both months range between 64% - 80%. Landings are up 6.1% on the year and cancellations saw an increase due to weather conditions.

Flight Schedule – A reduced flight schedule will occur going into the holiday season, including a reduction of one MSP flight with Delta through the first of March. A call has been made to Delta in an effort to get the third flight back prior to March. United will drop to two daily flights for the holiday season with one flight being a remain-overnight flight. American will continue service with three daily flights.

Legislative Update – Lawmakers are expected to pass a two-week continuing resolution to extend government funding through December 21<sup>st</sup>. AAAE has been urging the House and Senate Transportation Appropriations Subcommittee to support the Senate-backed increase in AIP funding of \$750 million. There will likely be compromises made, but it appears the House and Senate see the issue in the length of time without an increase.

Blind Rooster Update – The Blind Rooster hosted three ribbon cuttings with local chamber offices. Secretary of Transportation Dave Ross was invited to speak at the event. Their opening night of Friday fish fry was busy and they are looking for ways to increase lunch service.

Employee Compensation – Grefe met with Marathon County Administration and Employee Resources recently and they would like to come to the next board meeting and give update on their progress since last year's discussion. The board requested wage information from other comparably sized airports and would prefer autonomy on wages for high performing employees to retain those employees and confirm wages match other airports. The board also requested more information on airport commissions to review at the next meeting.

Other Items of Interest – The PreCheck enrollment event held the first week of November ended with 209 enrollments. Depending on demand, only one event per year may suffice.

The quarterly performance monitor was included in the packet for review.

**Operations and Maintenance Report – Jim Olson:**

Presidential Visit – The October presidential visit went extremely well with no glitches on the airport's end. The event was a valuable learning opportunity. CWA's entire staff including volunteers aided with the event. The public enjoyed the event and an estimated 6,000 attendees were inside the rally with between 6,000-8,000 attendees waiting outside. There were no interruptions to scheduled service and the economic impact for the area was substantial.

Winter Operations – There has not been much snow early in the season and no significant storms are in the forecast. Equipment and personnel are prepared and ready to go.

Personnel Update – Efforts are continuing in hiring part time employees and there is now one full time opening for an OMT II. The applicant pools have been low for each posting and personnel is difficult to find.

Other Items of Interest – The third annual Warbird Rendezvous is being planned and the event may be moved to a weekend day for better attendance. Wood has many contacts with the Warbird community and he has been working steadily on organizing the event.

**Financial Reports – Dave Drozd:**

Revenues and Expenses – October/November 2018 – November revenues are preliminary, but doing very well for the year at 93% of budget. November disbursements are actual at 74.1%. December will see expenses for winter supplies and equipment, as well as expenses for the Blind Rooster buildout and fuel farm project.

Other Items of Interest – The 2018 financial audit has begun and shirts for board members are on order.

**Project Reports – Mark Cihlar:**

Master Plan Update – Conversations with the FAA on runway configuration, length justification and decoupling alternatives are moving in a positive direction. Mead & Hunt will present runway alternatives at the next meeting with a public open house scheduled for January 17<sup>th</sup>. The next steps will be to update the Airport Layout Plan and continue working through the master plan.

Other Items of Interest – None.

**ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to Wis. Stat. 19.85(1)(c) For the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:**

9:42 a.m. Motion by Krogwold, second by Bayer to move into closed session. Roll call vote: Durham, Ladick, Bayer, Krogwold, Zriny, Zdroik – All ayes.

**MOTION TO RETURN TO OPEN SESSION (No Roll Call vote needed). Discussion, Possible Action and/or Announcements from Closed Session Item:**

10:03 a.m. Motion by Bayer, second by Ladick to return to open session. Motion carried unanimously.

***10:03 a.m. Motion by Bayer, second by Ladick to adjourn. Motion carried unanimously.***

The next regular session of the board will be held on January 18, 2019 at 8:00 a.m.

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Julie Ulrick, Recording Secretary

# ATTACHMENT A

## SCOPE OF WORK

### Preliminary Design Services for Central Wisconsin Airport (CWA) Mosinee, Wisconsin

#### Runway 17/35 and Associated Taxiway Improvements

CWA1011 (SOP-71)

December 12, 2018

#### Project Description

The Central Wisconsin Joint Airport Board (Sponsor) and the Wisconsin Department of Transportation, Bureau of Aeronautics (BOA) propose to conduct preliminary design for improvements to Runway 17/35 and its associated taxiways at Central Wisconsin Airport (CWA).

Runway 17/35 is the secondary runway at Central Wisconsin Airport and is 6,500 feet long and 150 feet wide. The concrete runway was originally constructed in 1974 as 5,700' long. This portion of the runway has presented challenges throughout its life, with repair/rehabilitation projects occurring in 1978, 1979, 1988, 1993, and 2006; as well as many other repairs performed by the Airport. The challenges are attributed to no subbase beneath the pavement. It is evident that a major reconstruction is needed in this area.

The portion of Taxiway B from Taxiway R to Runway 8/26 was constructed in 1977. This area of pavement also does not have a subbase, but it does have a stabilized/bituminous base course. The pavement condition is declining, but one more rehabilitation cycle is warranted before reconstruction. Rehabilitation work consisting of joint seal replacement and partial depth repairs is anticipated in this area.

The parallel portion of Taxiway B was constructed in 1986, and 800' runway and taxiway extensions on the south end of Runway 17/35 were constructed in 1998. These pavements include a free draining, non-frost susceptible subbase constructed of crushed rock. No repair/rehabilitation projects have been needed on these pavements since they were built, and they are in exemplary condition. Rehabilitation work consisting of joint seal replacement and minor partial depth repairs is anticipated in this area.

**Attachment C** shows the project limits and proposed improvements.

Tasks included in the scope of the preliminary design are:

- Design surveys
- Geotechnical investigation
- Meeting and scoping
- Coordination with utilities
- Preliminary opinion of probable cost

- Preliminary engineer’s report
- Pavement design
- Environmental document (CATEX)
- Development of temporary flight procedures
- Interconnected project evaluation
- Project phasing evaluation
- Modifications of standards request
- Additional meetings
- FAA coordination

Becher Hoppe Associates, Inc. (Consultant) proposes to provide the services required to meet the project expectations. A description of the tasks included in this scope of work are as follows:

**PART I. PAYMENT/SCOPE OF SERVICES (Consistent with the CONTRACT FOR CONSULTANT SERVICES)**

**1. Phase I - Preliminary Design**

**Item a - Design Surveys**

The Consultant will conduct topographic surveys within the Runway 17/35 object free area, which will be used for preliminary design and design tasks. Surveys will collect topographic data including; elevations, pavement edges, utilities, and miscellaneous objects that will be used for design and need to be accounted for during construction. The Consultant will have private and public utilities located before the design surveys. The Consultant will conduct design surveys within the runway safety area(s) during soil boring work while Runway 17/35 is closed. If additional survey data is needed for final design, that work will be conducted under the design contract.

**Item b - Geotechnical Layout, Investigation and Report**

Per FAA AC 150/5320-6F, soil borings for runways should be taken at 200’ intervals. For this project, 30 borings are proposed. American Engineering Testing, Inc. (AET) will be utilized as a subconsultant and will complete the geotechnical investigation and report as described in **Attachment D**.

The location and elevation of all geotechnical bore holes will be staked out by the Consultant before the borings are taken. CWA will provide traffic control during the soil boring work.

**Item c - Obstruction Surveys**

NOT INCLUDED IN SCOPE. An airport layout plan update is included under another scope.

**Item d – Meeting & Scoping**

The consultant formulated a scope for this contract and an associated fee proposal. The Consultant will make modifications to the scope and fee as necessary for these contract documents to be acceptable to all stakeholders.

The Consultant will conduct a preliminary design scoping meeting at the Airport before the scope is finalized to discuss the scope development and preliminary design investigation areas. The Consultant will provide written minutes of the meeting and develop a scoping exhibit.

**Item e – Coordination with Utilities**

The Consultant will coordinate with utility companies with facilities within the proposed construction area and invite them to participate in the review of the project concept. Input will be gathered from the utility companies regarding possible relocation and/or improvement of their infrastructure during the project.

**Item f – Preliminary Opinion of Probable Construction Cost (OPC)**

The Consultant will provide a budgetary OPC for the improvements noted under the project description.

The Consultant will refine the budgetary OPC for the project based on factors identified during the preliminary design and divide per separate construction contracts, if necessary, as determined in Item 1.1.

**Item g – Preliminary Engineer’s Report**

The Consultant will prepare and submit the preliminary engineer's report to the Sponsor and BOA at the completion of the preliminary design. The preliminary engineer’s report will be prepared in accordance with the FAA’s recommended outline for engineer’s design report (**Attachment E**).

**Item h – Exhibit “A” Map**

NOT INCLUDED IN SCOPE

**Item i – Pavement Design and FAA Forms/Output**

The Consultant will determine standard pavement design in accordance with AC 150/5320-6F based on the fleet mix data provided in the pending Master Plan. The pavement design will include basis for recommended pavement type, and a cost effectiveness analysis for the recommended pavement type vs. its counterpart (i.e., flexible vs. rigid pavement). The cost effectiveness analysis will include a life-cycle cost analysis for the two alternatives.

**Item j – Prepare CATEX Request**

The Consultant will complete Documented CATEX form contained in ARP SOP No. 5.1, Appendix A in accordance with Order 1050.1F.

Recent wetland delineations have been completed at CWA in 2010 and 2015. The findings from these delineations are anticipated to be acceptable for use during this preliminary design and CATEX request. If additional wetland delineation work is needed, it will be included with the forthcoming design contract.

Section 106 historical and archaeological investigations from previous projects included the area of interest for this project. Therefore, it is anticipated that a memo from a cultural resource professional to confirm that nothing of historical/archaeological significance exists will be sufficient for Section 106 documentation. Subconsultant Cynthia M. Stiles, RPA will complete the memo as described in **Attachment F**. If additional Section 106 investigation/survey is required, it will be included with the forthcoming design contract.

**Item k – Temporary Flight Procedures**

The threshold for Runway 8 will need to be displaced during Runway 17/35 reconstruction, which will require temporary approach procedures for Runway 8 and may require temporary departure procedures for Runway 26. The Consultant will complete the following tasks for the temporary flight procedures:

- Establish the location of the temporary Runway 8 threshold and departure end based on evaluation of existing and proposed obstacles.
- Compute the revised straight-in minima visibility.
- Compute the revised threshold crossing height.
- Evaluate whether the ILS glide slope can remain usable.
- Evaluate whether visual glide slope indicators can remain usable.
- Compute the revised height above threshold and height above airport for visibility impact.
- Evaluate departure procedures and recommend temporary departure procedures as necessary.

Coordination with the FAA will be necessary for this work, which is included under Item 2.c.

#### **Item l – Interconnected Project Evaluation**

The Consultant will evaluate other improvements that would be prudent to complete during reconstruction of Runway 17/35. The Consultant will identify the improvements on project exhibits and discuss the viability of completing them with stakeholders.

Coordination with the FAA will be necessary for this work, which is included under Item 2.c.

#### **Item m – Project Phasing Evaluation**

The Consultant will evaluate options for phasing the project, possibly over separate construction contracts, based on airport operations, estimated costs, and anticipated available funding. The Consultant will prepare a preliminary schedule for design and construction of the project. The Consultant will collaborate with stakeholders during the phasing evaluation.

Coordination with the FAA will be necessary for this work, which is included under Item 2.c.

#### **Item n – Subbase Modification of Standards Request**

Based on the previous successful pavement sections used at CWA, it is anticipated that a modification of standards (MOS) will be necessary for the new pavements. The Consultant will provide information to CWA necessary for a MOS request for the use of crushed rock subbase material. The Consultant will prepare a presentation featuring information regarding development of the pavement section historically used at CWA, projects which utilized the section, and performance history of the section. Information from Item 1.i will be included in the MOS deliverables. A trip to FAA headquarters is included in this. If other MOS requests are needed, they will be included under the design scope.

Coordination with the FAA will be necessary for this work, which is included under Item 2.c.

## **2. Actual Cost Items**

#### **Item a – Additional Meetings**

This Item will be for additional meetings as approved by the Bureau or the Sponsor. The Consultant will provide written minutes of each meeting and distribute to all attendees within five working days of the meeting. The Airport's authorized representative(s) will provide any additional written comments to the Consultant within two weeks of the meeting.

#### **Item b - Supplemental Bidding Documents as Requested by Owner**

NOT INCLUDED IN SCOPE.



**Item c – Coordination with FAA**

This Item will be for coordination with the FAA and post-submittal revisions requested by them throughout the preliminary design. This effort is anticipated to be needed for temporary flight procedure development, pavement design, interconnected project evaluation, project phasing evaluation, and the MOS request. A trip to FAA HQ to discuss the MOS is anticipated.

The DBE goal for this project is not applicable.

Design and construction services will be provided under a separate scope.

**END OF PROJECT SCOPE**

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WisBOA/FAA Funded Projects

2019 Wage Rates

2017 DOT O/H Rates

AIRPORT : Central Wisconsin Airport

PROJECT NUMBER : CWA1011 (SOP-71)

PROJECT DESCRIPTION: Runway 17/35 and Associated Taxiway Improvements - Preliminary Design

DATE: 12/4/2018

PREPARED BY: KRK

CHECKED BY: BLS

APPROVED BY: RWV

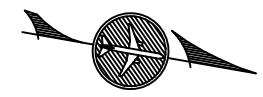
No.	STAFF CLASSIFICATION & WAGE RATES =====>	ESTIMATED HOURS								LABOR, OVERHEAD & MATERIALS			TRAVEL, EQUIPMENT AND PER DIEM						PROFIT	SUM OF ALL COST ITEMS 1-6			
		Project Engr. III (Randy)	Project Engr. II (Karl)	Project Engr. I (Dan)	Staff Engr. (Jed)	CAD Tech (Matt)	Survey Chief (Larry)	Survey Tech (Luke)	Tech Assist (Laura)	TOTAL HOURS	Direct Labor Costs	Direct + G&A Overhead 155.70%	Mat'l's & Supplies	Truck (mi)	Robot (hr)	GPS (hr)	Lodging	Meals	Total Travel & Per Diem		CONSULTANT COSTS	ON ITEMS 1 & 2 11.00%	
	WORK ELEMENT									1	2	3	4b	4c	4d	4e	4f	4	5	6			
1.	<b>LUMP SUM ITEMS</b>																						
1.a.	<b>DESIGN SURVEYS</b>																						
	Field survey work & data process	2	6				100	100	208 hr.	\$ 6,213.60	\$ 9,674.58		500	70	10		\$ 140.00	\$ 3,612.50	\$ 3,510.00	\$ 1,747.70	\$ 24,758.38		
	Overall Project Setup, CADD Base Maps	1	4		16	4			25 hr.	\$ 877.52	\$ 1,366.30							\$ -		\$ 246.82	\$ 2,490.64		
	Topographic Survey Base Maps	1	4		16	4	16		41 hr.	\$ 1,373.84	\$ 2,139.07							\$ -		\$ 386.42	\$ 3,899.33		
	<b>Design Surveys Subtotal</b>	4.0	14.0	-	32.0	8.0	116.0	100.0	274 hr.	\$ 8,464.96	\$ 13,179.95	\$ -	500 mi.	70 hr.	10 hr.	\$ -	\$ 140.00	\$ 3,612.50	\$ 3,510.00	\$ 2,380.94	\$ 31,148.35		
1.b.	<b>GEOTECH INVEST. &amp; REPORT</b>		24				12		38 hr.	\$ 1,574.54	\$ 2,451.56		100				\$ 14.00	\$ 68.50	\$ 26,410.00	\$ 442.87	\$ 30,947.47		
	<b>Geotech Subtotal</b>	-	24.0	-	-	-	12.0	-	38 hr.	\$ 1,574.54	\$ 2,451.56	\$ -	100 mi.	0 hr.	0 hr.	\$ -	\$ 14.00	\$ 68.50	\$ 26,410.00	\$ 442.87	\$ 30,947.47		
1.c.	<b>OBSTRUCTION SURVEYS</b>																						
	<b>Obstruction Surveys Subtotal</b>	-	-	-	-	-	-	-	0 hr.	\$ -	\$ -	\$ -	0 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
1.d.	<b>MEETINGS &amp; SCOPING</b>	24	80	1		1	2		112 hr.	\$ 5,388.17	\$ 8,389.38		40				\$ 14.00	\$ 35.80		\$ 1,515.53	\$ 15,328.88		
1.e.	<b>COORDINATION WITH UTILITIES</b>	4	16						20 hr.	\$ 981.60	\$ 1,528.35							\$ -		\$ 276.09	\$ 2,786.04		
1.f.	<b>PRELIMINARY OPC</b>	4	40		40				84 hr.	\$ 3,305.60	\$ 5,146.82							\$ -		\$ 929.77	\$ 9,382.19		
1.g.	<b>PRELIMINARY ENGINEER'S REPORT</b>	8	80	4	16				108 hr.	\$ 4,874.48	\$ 7,589.57							\$ -		\$ 1,371.05	\$ 13,835.10		
1.h.	<b>EXHIBIT "A" MAP</b>								0 hr.	\$ -	\$ -							\$ -		\$ -	\$ -		
1.i.	<b>PAVEMENT DESIGN &amp; FAA FORMS</b>	8	60	60	8				136 hr.	\$ 5,839.92	\$ 9,092.76							\$ -		\$ 1,642.59	\$ 16,575.27		
1.j.	<b>CATEX AND SECTION 106</b>	1	6	40	4				51 hr.	\$ 1,997.16	\$ 3,109.58							\$ -	\$ 500.00	\$ 561.74	\$ 6,168.48		
1.k.	<b>TEMPORARY FLIGHT PROCEDURES</b>	8	80		20				108 hr.	\$ 4,838.80	\$ 7,534.01							\$ -		\$ 1,361.01	\$ 13,733.82		
1.l.	<b>INTERCONNECTED PROJECT EVALUATION</b>	4	16		8				28 hr.	\$ 1,217.92	\$ 1,896.30							\$ -		\$ 342.56	\$ 3,456.78		
1.m.	<b>PROJECT PHASING EVALUATION</b>	4	40		20				64 hr.	\$ 2,714.80	\$ 4,226.94							\$ -		\$ 763.59	\$ 7,705.33		
1.n.	<b>SUBBASE MOS</b>	8	40	40					88 hr.	\$ 3,882.40	\$ 6,044.90							\$ -		\$ 1,092.00	\$ 11,019.30		
	<b>Lump Sum Total</b>	77.0	496.0	145.0	148.0	9.0	130.0	100.0	6.0	1111 hr.	\$ 45,080.35	\$ 70,190.12	\$ -	640 mi.	70 hr.	10 hr.	\$ -	\$ 168.00	\$ 3,716.80	\$ 30,420.00	\$ 12,679.75	\$ 162,087.01	Phase I
	<b>TOTAL LUMP SUM AMOUNT</b>	77.0 hr.	496 hr.	145 hr.	148 hr.	9 hr.	130 hr.	100 hr.	6 hr.	1111 hr.	\$ 45,080.35	\$ 70,190.12	\$ -	640 mi.	70 hr.	10 hr.	\$ -	\$ 168.00	\$ 3,716.80	\$ 30,420.00	\$ 12,679.75	\$ 162,087.01	
	<b>% OF TOTAL HOURS</b>	6.9%	44.6%	13.1%	13.3%	0.8%	11.7%	9.0%	0.5%	100.0%												\$ 162,087.01	
2.	<b>ACTUAL COST ITEMS</b>																						
2.a.	<b>ADDITIONAL MEETINGS</b>	20	80							100 hr.	\$ 4,908.00	\$ 7,641.76		1000					\$ 545.00		\$ 1,380.47	\$ 14,475.23	
2.b.	<b>SUPPLEMENTAL BIDDING DOCS (10 SETS)</b>									0 hr.	\$ -	\$ -							\$ -		\$ -	\$ -	
2.c.	<b>COORDINATION WITH FAA</b>	40	120		20					180 hr.	\$ 8,502.80	\$ 13,238.86		2000			\$ 400.00	\$ 250.00	\$ 1,740.00		\$ 2,391.58	\$ 25,873.24	
	<b>ACTUAL COST TOTAL</b>	60.0	200.0	-	20.0	-	-	-	-	280 hr.	\$ 13,410.80	\$ 20,880.62	\$ -	3000 mi.	0 hr.	0 hr.	\$ 400.00	\$ 250.00	\$ 2,285.00	\$ -	\$ 3,772.06	\$ 40,348.47	A/Cs

FOR INFORMATION PURPOSES ONLY

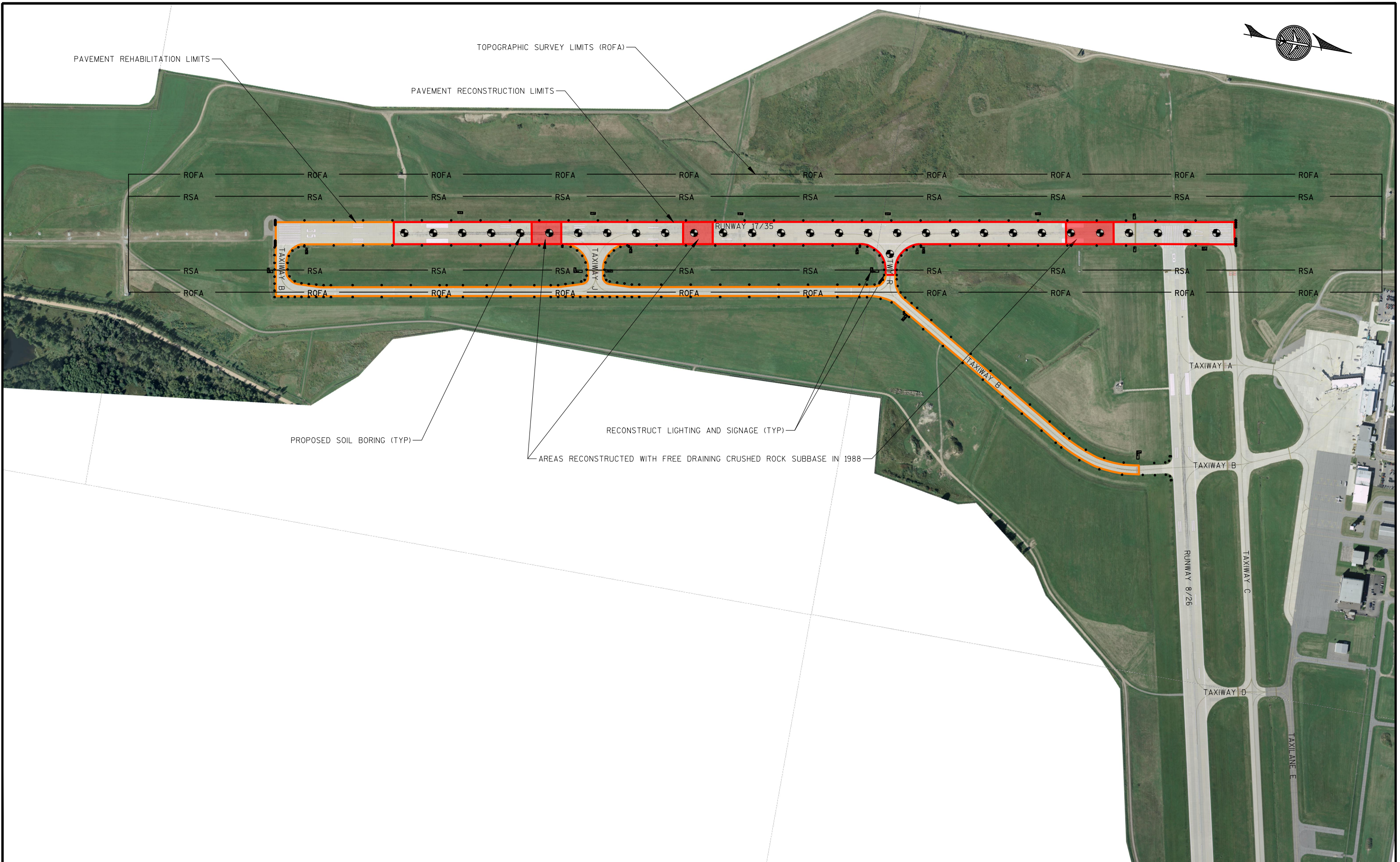
Actual Cost Multiplier 2.8383

LUMP SUM AMOUNT = \$ 162,087.01  
 ACTUAL COST AMOUNT = \$ 36,576.41  
 FIXED FEE AMOUNT = \$ 3,772.06  
 MAXIMUM COMBINED SUM = \$ 202,435.48



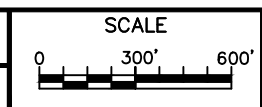


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**BECHER HOPPE**  
330 N. 4th Street  
Wausau, WI 54403 • 715.845.8000  
becherhoppe.com

DRAWN BY: KRK CHECKED BY: RWV	PROJECT NO: 2018.039
DATE: 12/4/18	REV. DATES:



CENTRAL WISCONSIN AIRPORT  
RWY 17/35 AND ASSOCIATED TAXIWAY IMPROVEMENTS  
CWA 1009 (AIP-52)

PRELIMINARY DESIGN  
ATTACHMENT C - SCOPING EXHIBIT

SHEET  
C





AMERICAN  
ENGINEERING  
TESTING, INC.

# ATTACHMENT D

CONSULTANTS  
· ENVIRONMENTAL  
· GEOTECHNICAL  
· MATERIALS  
· FORENSICS

December 4, 2018

Mr. Karl Kemper, PE  
Becher-Hoppe Associates, Inc.  
330 N. 4<sup>th</sup> Street  
Wausau, Wisconsin 54403

RE: Proposal for Geotechnical Services  
Runway 17/35 Reconstruction  
Central Wisconsin Airport  
Mosinee, Wisconsin  
AET Proposal No. 12-20304.r1

Dear Mr. Kemper:

On behalf of American Engineering Testing, Inc., we are pleased to submit this proposal for your project. In this proposal, we present a description of our understanding of the project, an outline of our scope of service, and our estimated fee.

## Project Description

Becher-Hoppe Associates, Inc. is providing planning and design services for the reconstruction of Runway 17/35 at Central Wisconsin Airport. The original, northernmost 5,700 feet of runway is included in the project; the southernmost 800 feet, added in 1998, will not be reconstructed.

The majority of the project area, built in 1977, was designed to have a cross-section of 12 inches of Portland cement concrete (PCC) pavement overlying 9 inches of crushed aggregate base course, overlying a compacted subgrade. A few portions of the original construction were reconstructed in 1988 using a cross-section consisting of 13 inches of PCC pavement overlying 6 inches of 1-inch-minus crushed aggregate subbase, 6 inches of 3-inch-minus crushed aggregate subbase, 36 inches of 12-inch-minus crushed aggregate subbase, and a Class 2 separation fabric, overlying a compacted subgrade, along with 6-inch-diameter PVC underdrains along each edge of the runway, just below the bottom layer of subbase.

We understand the proposed new reconstruction will probably use the same cross-section from the 1988 project. We further understand that the use of crushed aggregate subbase is non-standard to the FAA, and that you will apply for a modification of standards to be allowed to use a crushed aggregate subbase, rather than the standard sand subbase.

## Scope of Service

### ***Field Exploration***

We will coordinate our schedule with you and the airport. At least one of our on-site employees will undergo a background check, training, and badging by CWA prior to beginning our on-site work. Our vehicles will be equipped with flashing amber beacons while on the airfield. We

understand that two of the boring locations have limited work hours due to being at the intersection of the two runways; we understand the patches for those locations must be able to support air traffic at the end of each allowable timeframe.

We will contact Diggers Hotline to mark underground public utilities near each boring location. Becher-Hoppe will arrange and pay for a private utility locate.

You requested we drill thirty borings to depths of 10 feet, each through the PCC pavement. We will begin each boring by using a coring machine to core through the existing pavement; we will collect the cores for thickness measurements.

After pavement coring, we will drill the borings using hollow-stem or solid-stem augers; we will sample by the split-barrel method (ASTM D1586). If we encounter auger refusal prior to reaching the planned depth, we will terminate the boring at that depth. At the four boring locations through the 1988 pavement (with 12-inch-minus crushed aggregate subbase), it is likely we will refuse prior to reaching the subgrade. We will backfill the boreholes in accordance with Wisconsin Administrative Code NR 141, and place Delpatch as the upper approximately 12 inches of material in each boring. We will sweep up any loose soil/debris from around each boring.

Our drill crew will keep field logs noting the methods of drilling along with the Standard Penetration values (N-values), preliminary soil classifications, and observed groundwater levels. Representative portions of the recovered soil samples will be sealed in jars to reduce moisture loss and submitted to our laboratory for examination, testing, and final classification.

### ***Laboratory Testing***

The laboratory testing will be initiated by a geotechnical engineer examining each of the recovered soil samples to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams found in the samples. We will visually/manually classify each sample on the basis of texture and plasticity in accordance with the Unified Soil Classification System (USCS).

For the purpose of this proposal, we have assumed three Proctor tests and three CBR tests will be required. Additionally, we anticipate performing approximately ten sieve analysis tests, and moisture content and unconfined compressive strength ( $q_p$ ) tests on most cohesive samples recovered.

### ***Geotechnical Report***

In our report, we will describe the soil and groundwater conditions we encounter, a boring locations diagram, the boring logs, and the laboratory test results. We will present the results of our laboratory testing and provide recommended design parameters (CBR,  $k$ , Frost Index, unit weight) that you can use for designing the new pavements. Our report will also include discussion on using the anticipated non-standard subbase materials.

Schedule

The fieldwork will take approximately four days to complete. We will submit the geotechnical report within about three weeks of completing the fieldwork.

Fee

For the above scope of service, we will charge an estimated fee of **\$26,410** as shown in the attached fee table.

Environmental Concerns

This proposal is presented for engineering services to determine the structural properties of the soil at the specified site. This proposal does not cover an environmental assessment of the site, environmental testing of the soil or groundwater, or consultation on lead, asbestos, or radon.

Closing

We assume you will send us a task order for signatures if we will be authorized to proceed. Please contact us if you have questions or need additional information.

Sincerely,  
**American Engineering Testing, Inc.**



Benjamin B. Mattson, P.E.  
 Senior Geotechnical Engineer

Fee Schedule (this project only)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT RATE (\$)	COST (\$)
1.	Project management and preparation of geotechnical report	1	LS	2300	2300
2.	Geotechnical drilling and sampling 10-foot borehole (two-person crew; includes prep, mobilization, and abandonment)	30	EA	260	7800
3.	Pavement coring and patching (two-person crew; includes prep and mobilization)	30	EA	425	12750
4.	Sieve analysis	10	EA	95	950
5.	Proctor test (standard or modified)	3	EA	170	510
6.	CBR test	3	EA	700	2100
<b>Estimated Total</b>					<b>\$26,410</b>

## ATTACHMENT E

### ENGINEER'S REPORT OUTLINE

General – An engineer's report setting forth the general analysis and explanation of reasons for design choices by the consultant must be submitted with the Plans and Specifications.

Purpose –The plans, specifications and Engineer's Report is a part of the permanent files which are subject to display on request, and must be submitted with the Plans and Specifications.

- I. General
  - A. Explain unusual factors in overall planning
  - B. Scope of probable ultimate development
  - C. Reasons for omissions of desirable work
  - D. Other topics of a general nature which require additional explanation.
  - E. Supporting computations and references should be included for all design features.
- II. Project Background Summary
- III. Project Requirements
  - A. Discuss design concerns regarding geometric requirements for the proposed work.
  - B. Standard design values (as listed in AC 150/5300-13 Current Edition as of date of contract) based on the design aircraft shall be identified in this report. Examples of these standards include runway/taxiway dimensions, taxiways fillets, separation requirements, surface gradients, etc.
- IV. Operational Safety and Security
  - A. Address issues related to the impact that the proposed project will have on normal airport operations.
  - B. Concerns regarding phasing and sequencing of work shall be addressed.
  - C. Possible runway shutdowns and threshold displacement should be identified.

- D. Address security fencing.
- V. Site Preparation
  - A. Discuss factors affecting drainage, such as:
    - i. site conditions
    - ii. runoff considerations
    - iii. drainage patterns and formulas (detailed calculations need not be included unless specifically requested)
    - iv. wetlands impact
    - v. storm water conveyance
    - vi. storm water detention and treatment
  - B. Discuss grading factors peculiar to the site, such as:
    - i. soil data
    - ii. climatic conditions
    - iii. compaction requirements
    - iv. variations from usual transverse or longitudinal slopes
    - v. selective grading, etc.
  - C. Erosion Control
- VI. Geotechnical Investigation
- VII. Paving
  - A. Include a copy of FAA Form 5100-1, "Airport Pavement Design"
  - B. Discussion of:
    - i. soil characteristics
    - ii. design loadings
    - iii. paving materials
    - iv. paving thickness
    - v. choice of alternate designs allowed by Federal and State standard specifications, reasons for variance from design criteria
  - C. The Paving Design (FAA Form 5100-1) shall conform to Advisory Circular (AC) 150-5320-6, Airport Pavement Design and Evaluation.
  - D. Owner approval of the pavement design shall be obtained prior to preparation of plans and specifications.



- E. Computerized analysis and reports may be submitted as supporting documentation for completion of FAA Form 5100-1.

VIII. Electrical design and Lighting

- A. Discuss lighting design criteria and reasons for choice of particular type of equipment within approved standards of the specific lighting equipment.
- B. Unique spacing considerations should be addressed.

IX. Pavement Marking

- A. Discuss marking requirements as outlined in AC 150/5340-1 and the current Signs and Marking Supplement (SAM).
- B. The category of runway approach should be identified which in turn establishes the minimum marking elements.

X. Buildings

- ~~A. Discuss general architectural features, design factors on heating, air-conditioning, lighting, ventilation, loading, structural design, utilities, sanitation, and materials.~~
- ~~B. If required letters of approval of plans by health authorities are not submitted with the plans, the report should explain the reasons.~~

XI. Miscellaneous Work

- A. Discuss miscellaneous factors affecting minor work in the project, such as choice of a specific grass and fertilizer after consultation with county farm agent or other authority.
- B. Include discussion of:
  - i. obstructions
  - ii. fencing
  - iii. utilities
  - iv. access roads
  - v. staging areas
  - vi. etc.
- C. An evaluation of the proposed project activities affecting FAA facilities will be included in the Engineer's Report.

XII. Non-AIP Work

A. Discuss work to be done without Federal aid.

XIII. Cost Estimate

A. Include a detailed estimate of costs for the proposed work and a summary of the project costs.

B. Items in the detailed cost estimate should coincide with the proposal form in the bid specifications.

C. The "Preliminary" Engineering Report shall include an estimate of costs for each item of work.

XIV. Modification to Standards

A. Any work items which are proposed to be done contrary to FAA standards shall require FAA approval.

B. A consultant's request for modification to standards may be made within the Engineer's Report or under separate cover, but should not be incorporated with the plans and specifications. As a minimum, the request shall contain the following:

- i. A list of standards requiring modification.
- ii. Description of the proposed modification.
- iii. Reason current standards cannot be met.
- iv. Discussion of viable alternatives for accommodating the unique conditions.
- v. Assurance the modification will provide a product that meets FAA standards for acceptance and that the finished product will perform for its design life, based on historical data.
- vi. Assurance the modification will provide an acceptable level of safety.

XV. Meeting Minutes

A. Include minutes from prior pre-design conferences if such a meeting was held.

- i. Discussion items and conclusions should be included in the completed report.

**ATTACHMENT F**

**Scope of Professional Services  
Review of Archaeological Survey  
Central Wisconsin Airport, Mosinee Wisconsin**

Submitted by: Cynthia M. Stiles, RPA  
[cydstil@newnorth.net](mailto:cydstil@newnorth.net)  
715-499-0481

The project consists of communications with Becher-Hoppe, reviewing the previous archaeological survey report and drafting a letter with the results of the review. Becher-Hoppe Associates propose to conduct improvements within the original survey area.

**Consultant Fee** **\$500.00**



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

## Attachment A

### Scope of Services for Real Estate Acquisition

Central Wisconsin Airport  
Mosinee, Marathon County, Wisconsin

SAP YY

BOA Project Number CWA 100Y

January 18, 2019

#### Project Description

Central Wisconsin Airport (Sponsor) intends to purchase fee simple ownership of one parcel abutting the airport boundary for airspace protection. The parcel is located on the west side of the airport and is landlocked between the airport and Interstate Highway I-39. The parcel is 29.617 acres and is described by Marathon County CSM No. 11549 as recorded in Volume 49, Page 31 at the Register of Deeds Office.

This project will be funded by WisDOT-Bureau of Aeronautics (WisBOA) and the Sponsor. WisBOA will act as the Sponsor's agent and contract with Becher Hoppe to provide the project management, surveying and mapping, title work, environmental due diligence and review, appraisals, appraisal reviews, negotiations and closing services as required. The acquisitions will comply with State and Federal requirements.

#### Scope of Work

This scope was developed based on; telephone conversations with Mark Cihlar CWA, a preliminary scoping meeting at with CWA and WisBOA on December 18, 2019, and review of Marathon County, CWA, and WisBOA land records.

The scope includes the following survey and real estate services:

#### Lump Sum items

##### Land Project Planning

###### a. Pre-Acquisition Services

Pre-Acquisition meeting with CWA and WisBOA to discuss project details, scope, parcel disposition, timeline and potential sub-contractors. Additional tasks include; preparing scope of services, review of ALP, airport land records, and county parcel mapping, procure title / mapping information for parcels. Prepare exhibit map for sub-consultants.

###### b. Project Management

Project management time will be specified in each item individually in the lump sum and actual cost portions. Project management includes coordination of staff resources, managing schedule, budget and scope.



**c. Title Services**

Becher Hoppe will procure a 60-year title search and preliminary title report for the parcel from Runkel Title Company Inc., Wausau. The title company will provide an updated title report after the offer to purchase is accepted and will provide title insurance. The title insurance and closing services will be included in the actual costs for the parcel closing.

**d. Exhibit “A” Project Map – Proposed Land Acquisition**

Develop Exhibit “A” Project Map showing proposed Parcel 43.

**e. Environmental Investigations**

Provide Hazardous Materials Phase I Site Assessment  
Archaeological / Historical Investigation – by subconsultant UW-CRM. This work will be done in spring 2019 as weather conditions allow (no snow/frost)  
Section 106 coordination and document preparation for WISBOA submittal  
Prepare Tribal Notice Letters for BOA signature and distribution  
Prepare a Documented Categorical Exclusion Checklist

**Land Project Development**

**a. Land Acquisition Meetings**

A teleconference meeting will be held when an offer price is established and prior to negotiations.

**b. Property Survey**

Marathon County CSM No. 11549 (copy attached) will be used for property description and conveyance documents. No field survey is included.

**c. Appraisal Services**

BH subconsultant, Streetland LLC, will provide appraisal services for the parcel. The appraisal will be completed in accordance with WISBOA guidelines and policies and will use the certification form provided by the Bureau of Aeronautics.

**d. Appraisal Review Services**

Independent subconsultant, Norby & Associates, will review the appraisal prepared by Streetland LLC. The independent appraiser will review the appraisal in accordance with industry standards: FAA Order 5100.37B, and WISBOA guidelines and policies and will use the appraisal review form provided by WISBOA. The independent appraiser will provide a copy of the appraisal review to the Becher-Hoppe Project Manager.

After the Appraisal Review process is completed the final appraisals will be submitted to the Sponsor and WisBOA for acceptance.

**e. Conveyance Documents Preparation and Recording**

Prepare the conveyance documents using WisBOA current templates. All conveyance documents will be reviewed by WISBOA and approved prior to recording.



**f. Exhibit “A” Project Map – Final Land Acquisition**

Revise Exhibit “A” Project Map for final parcel, and acreages and add sponsor approval blocks.

**g. Exhibit “A” Property Map – 2 page map**

Revise Exhibit “A” Property Map for current airport property and add new parcel(s) to historical inventory.

**Actual Cost Items**

**Land Project Planning**

**a. Meetings**

One meeting with the sponsor at the airport is included if needed.

**Land Project Development**

**a. Negotiation / Acquisition Services**

Cheryl Schroeder, Becher-Hoppe Associates, Wisconsin will negotiate the purchase with the property owner of the parcel to be acquired. This scope includes project notification letter to property owners, initiating negotiations, preparing a Negotiators Diary, supplying the property owner with the two items for the property owner appraisal (Appraisal guidelines for property owners and Appraisal guidelines for property owners’ appraisers), coordinating conveyance documents, coordinating the closing on the property, and providing copies and files of project documentation. Negotiator will present initial offer of compensation in person (unless after repeated attempts to schedule meeting, property owner is unavailable and prefers to receive by mail). Negotiation services will include drafting a recommended purchase price, drafting any administration settlements and coordinating any revised offering prices with the WisBOA.

**b. Owner Appraisal Review.** The independent review appraiser will review any property owner appraisal that are submitted during the negotiation process. This is limited to 1 property owner appraisal per parcel. If reconciliation reports are required, an amendment will need to be completed.

**c. Property owner’s meetings**

Should more than one in-person property owner meeting be necessary, one additional property owner meeting in person is included.

**d. Project Management/Coordination.**

Property owner and sponsor coordination beyond 12 months.

Randy Van Natta will be the Project Manager and serve as the primary contact for the project. Cheryl Schroeder will be the secondary contact.

**End of Scope**

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**Project Schedule**

Item	Completion Date
Notice to proceed	
Property Survey – use CSM	N/A
Relocation Services (Acquisition Stage Relocation Plan)	N/A
Environmental Investigations (weather dependent – i.e. no snow or frost for archeological field work)	
Appraisal Services	
Appraisal Review Services	
Initial Offer	
Owners Appraisal	
Owner Appraisal Review Services	
Negotiation Services and Closing	

**CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT  
SUMMARY - DECEMBER 2017- 2018**

15-Jan-19

	2017 MONTH	2018 MONTH	% CHGE. 17-18	2017 Y-T-D	2018 Y-T-D	% CHGE. 17-18
<b>ACTUAL LANDINGS</b>						
AMERICAN	75	81	8.0%	870	936	7.6%
UNITED	44	72	63.6%	675	836	23.9%
DELTA	107	110	2.8%	1,591	1,581	-0.6%
CHARTERS	2	1	-50.0%	27	26	-3.7%
<b>TOTAL OPERATIONS</b>	456	528	15.8%	6,326	6,758	6.8%
<b>ATCT OPERATIONS</b>	945	922	-2.4%	12,530	12,622	0.7%
<b>AIRLINE CANCELLATIONS</b>						
AMERICAN	0	1	100.0%	25	44	76.0%
UNITED	0	1	100.0%	18	27	50.0%
DELTA	1	0	-100.0%	10	12	20.0%
<b>TOTAL CANCELLATIONS</b>	1	2	100.0%	53	83	56.6%
<b>ENPLANED PASSENGERS</b>						
AMERICAN	2,438	3,033	24.4%	30,012	32,627	8.7%
UNITED	1,056	2,635	149.5%	20,643	26,318	27.5%
DELTA	4,189	4,333	3.4%	61,830	62,704	1.4%
CHARTERS	268	150	-44.0%	3,222	3,405	5.7%
<b>TOTAL ENPLANED PASSENGERS</b>	7,951	10,151	27.7%	115,707	125,054	8.1%
<b>DEPLANED PASSENGERS</b>						
AMERICAN	2,677	2,925	9.3%	30,347	30,460	0.4%
UNITED	1,196	2,855	138.7%	19,684	26,728	35.8%
DELTA	4,208	4,547	8.1%	60,651	62,177	2.5%
CHARTERS	268	150	-44.0%	3,368	3,405	1.1%
<b>TOTAL DEPLANED PASSENGERS</b>	8,349	10,477	25.5%	114,050	122,770	7.6%
AIR FREIGHT - AMERICAN	10	0	-100.0%	7,921	103	-98.7%
AIR FREIGHT - UNITED	0	0	0.0%	1,421	0	-100.0%
AIR FREIGHT - DELTA	1,969	2,413	22.5%	26,798	29,341	9.5%
<b>TOTAL AIRFREIGHT - AIRLINES</b>	1,979	2,413	21.9%	36,140	29,444	-18.5%
<b>TOTAL AIRFREIGHT -G.AVIATION</b>	112,029	140,640	25.5%	2,125,425	1,885,433	-11.3%
<b>AIRLINES &amp; G.AVIATION-AIR FREIGHT</b>	114,008	143,053	25.5%	2,161,565	1,914,877	-11.4%

<b>LOAD FACTOR-CURRENT MONTH</b>	SEATS	PAX	FACTOR
AMERICAN	4,050	3,033	74.9%
UNITED	3,600	2,635	73.2%
DELTA	5,500	4,333	78.8%



# Central Wisconsin Airport – Flight Schedule January 18, 2019



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
5330	12:51	from DTW	CRJ	5353	06:40	to DTW	CRJ
5345	13:57	from MSP	CRJ	5322	07:07	to MSP	CRJ
5351	20:43	from MSP	CRJ	5330	13:16	to DTW	CRJ
5335	20:54	from DTW	CRJ	5326	15:37	to MSP	CRJ



<u>Arrivals – United Airlines</u>				<u>Departures – United Airlines</u>			
3939	14:11	from ORD	CRJ	4817	05:45	to ORD	CRJ
3936	20:40	from ORD	CRJ	3844	14:45	to ORD	CRJ



<u>Arrivals – American Eagle</u>				<u>Departures – American Eagle</u>			
3387	09:17	from ORD	ERJ	3788	06:03	to ORD	ERJ
3406	15:59	from ORD	ERJ	3387	09:49	to ORD	ERJ
3541	23:20	from ORD	ERJ	3406	16:24	to ORD	ERJ

### Upcoming Charter Schedule

Jan. 14 – Sun Country to Laughlin (WOJO)  
 Jan. 19 – Sun Country to Laughlin  
 Feb. 6 – Swift Air to Wendover

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

Total CWA Flights Daily = 9

**From:** [Brian Grefe](#)  
**To:** [Dave Ladick](#); ["Durham, John"](#); [James Zdroik](#); [Jeffrey Zriny](#); [John Durham \(john.durham@co.marathon.wi.us\)](#); [Leonard Bayer \(len@countryfreshmeats.com\)](#); [lkrogwold@wi-net.com](#); [Sara Guild](#)  
**Cc:** [Julie Ulrick](#); [David Drozd](#); [Brian Grefe](#)  
**Subject:** 2019 Board Member Travel and Conference Attendance  
**Date:** Wednesday, January 9, 2019 11:46:09 AM

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Good Morning,

For the January board meeting, I'd like to get a rough idea on who would like to attend the airport industry conferences offered in 2019. Listed below are a few recommendations that would be beneficial to any board member. Each has its own focus, but all of these conference provide a good state of the industry overview highlighting many of the current changes and challenges in airport management. The AAAE Great Lakes Chapter conference includes a regional focus as well, and the Wisconsin Aviation Conference has, of course, as strong Wisconsin focus. It is also worth mentioning that as the Wisconsin Airport Management Association's Vice President, I am charged with coordinating the Wisconsin Aviation Conference.

May 5-7	64 <sup>th</sup> Wisconsin Aviation Conference	Green Bay, WI
May 5-7	Airport Board and Commissioners Conference	San Francisco, CA
June 16-19	91 <sup>st</sup> Annual AAAE Conference and Exposition	Boston, MA
July 26-28	Great Lakes Chapter AAAE Annual Conference	Evansville, IN
October 6-8	National Airports Conference (NAC)	San Antonio, TX

Additional information on these conferences and more comprehensive list can be found at the following links. . .

<https://wiama.org/events>

[https://www.aaae.org/AAAE/AAAEMemberResponsive/PD/Meetings/Upcoming\\_Meetings.aspx?WebsiteKey=1c1bcd3a-7de9-4437-ae0c-3377b2da2729](https://www.aaae.org/AAAE/AAAEMemberResponsive/PD/Meetings/Upcoming_Meetings.aspx?WebsiteKey=1c1bcd3a-7de9-4437-ae0c-3377b2da2729)

Of course, if there are any questions, do not hesitate to contact me.

Sincerely,

**Brian J. Grefe**

*Airport Director*

**Central Wisconsin Airport (CWA)**

CWA Main Line: 715-693-2147 Ext 7 | Cell: 715-204-2885

200 CWA Drive | Suite 201 | Mosinee, WI 54455

[www.fly-cwa.org](http://www.fly-cwa.org)

15-Jan-19

**CENTRAL WISCONSIN AIRPORT  
REVENUE 2018 - PRELIMINARY**

	BUDGET 2018	MONTH OF DECEMBER	YEAR TO DATE	% OF BUDGET
5409-53 FUEL SALES	40,000	4,984	40,844	102.1%
5410-53 FUEL FLOWAGE	55,000	4,994	58,245	105.9%
5411-53 LANDING FEES	350,000	30,809	360,074	102.9%
5418-53 RAMP CHARGES	60,000	4,944	60,152	100.3%
<b>AIRFIELD</b>	505,000	45,732	519,315	102.8%
5422-56 UTILITIES	450	113	451	100.2%
<b>CONTROL TOWER</b>	450	113	451	100.2%
5412-55 RENT	105,000	8,577	102,417	97.5%
5422-55 UTILITIES	10,000	0	3,812	38.1%
<b>HANGAR</b>	115,000	8,577	106,229	92.4%
5497-57 LABOR-CWA	1,000	0	0	0.0%
5498-57 MATERIALS-CWA	1,000	0	0	0.0%
5499-57 MISC-CWA	500	0	2,663	532.6%
<b>MAINTENANCE SHOP</b>	2,500	0	2,663	106.5%
5412-54 RENT	40,000	2,170	34,599	86.5%
5414-54 FARM LAND RENT	28,000	0	27,077	96.7%
5417-54 HWY BILLBOARDS	8,900	0	8,998	101.1%
5422-54 UTILITIES	6,000	0	5,063	84.4%
5432-54 CORPORATE HANGAR	76,000	9,648	69,336	91.2%
<b>NET LEASE</b>	158,900	11,818	145,073	91.3%
5440-51 <b>PARKING</b>	1,300,000	91,423	1,233,700	94.9%
5412-52 RENT	1,075,000	102,829	1,155,290	107.5%
5416-52 ADVERTISING	20,000	1,640	18,317	91.6%
5422-52 UTILITIES	41,550	3,610	40,257	96.9%
5431-52 SECURITY	4,700	0	3,511	74.7%
5499-52 MISCELLANEOUS	14,500	6,043	46,238	318.9%
<b>TERMINAL BUILDING</b>	1,155,750	114,122	1,263,613	109.3%
<b>TOTAL</b>	3,237,600	271,785	3,271,043	101.0%
1210 SALES TAX DISCOUNT	0	31	367	
8110 INTEREST ON INVEST	10,000	0	58,377	
8310 SALE FIXED ASSETS	18,000	925	54,859	
8350 INSURANCE RECOVERY	0	0	20,000	
8400 OTHER MISC REVENUE	0	1,092	26,155	
8413 WORKERS COMP REIMB	0	0	0	
<b>GRAND TOTAL</b>	3,265,600	273,833	3,430,801	105.1%

5419-53 PASSENGER FAC. CHGS.	450,000	46,554	497,089	110.5%
8110 PFC INTEREST	5,000	0	26,134	522.7%
<b>TOTAL PASSENGER FACILITY CHGS.</b>	455,000	46,554	523,223	115.0%
5420-52 CFC CAR RENTAL FEES	216,800	21,844	274,916	126.8%

**CENTRAL WISCONSIN AIRPORT**  
**Disbursements - December 2018**  
**Preliminary**

	2018 <u>BUDGET</u>	THIS <u>MONTH</u>	2018 <u>YTD</u>	YTD % of <u>BUDGET</u>
<b>PERSONAL SERVICES</b>				
SALARIES	\$370,332.00	\$48,211.20	\$379,424.40	102.5%
WAGES	\$775,358.00	\$50,426.45	\$638,949.05	82.4%
EMPLOYEE BENEFITS	\$13,450.00	\$2,178.51	\$11,179.90	83.1%
EMPLOYER CONTRIBUTIONS	\$497,519.00	\$45,929.87	\$445,524.23	89.5%
 SUB TOTAL	 \$1,656,659.00	 \$146,746.03	 \$1,475,077.58	 89.0%
<b>CONTRACTUAL SERVICES</b>				
PROFESSIONAL SERVICES	\$188,500.00	\$12,021.22	\$117,340.21	62.2%
UTILITY SERVICES	\$268,000.00	\$41,648.71	\$243,701.11	90.9%
REPAIR-MAINT/STREETS	\$8,000.00	\$1,052.75	\$22,894.49	286.2%
REPAIR-MAINT EQUIP/BUILDINGS	\$80,000.00	\$10,365.94	\$80,714.60	100.9%
CONTRACTUAL SERVICES	\$80,000.00	\$8,273.41	\$63,707.04	79.6%
 SUB TOTAL	 \$624,500.00	 \$73,362.03	 \$528,357.45	 84.6%
<b>SUPPLIES &amp; EXPENSES</b>				
OFFICE SUPPLIES	\$6,000.00	\$506.76	\$4,366.19	72.8%
ADVERTISING/MEMBERSHIP/DUES	\$79,700.00	\$7,627.02	\$82,640.89	103.7%
TRAVEL	\$23,700.00	\$1,185.28	\$18,518.11	78.1%
OPERATING SUPPLIES	\$167,000.00	\$60,659.55	\$192,284.52	115.1%
REPAIR/MAINT SUPPLIES/GASOLINE	\$165,500.00	\$47,536.35	\$177,482.50	107.2%
CONSUMABLE TOOLS/SUPPLIES	\$5,000.00	\$1,518.07	\$5,409.63	108.2%
 SUB TOTAL	 \$446,900.00	 \$119,033.03	 \$480,701.84	 107.6%
<b>BUILDING MATERIALS</b>				
METAL PRODUCTS	\$2,000.00	\$106.19	\$1,578.89	78.9%
WOOD PRODUCTS	\$500.00	\$0.00	\$233.05	46.6%
RAW MATERIALS/RWY PAINT	\$14,000.00	\$0.00	\$15,161.43	108.3%
ELECT FIXTURES/RWY SIGNS	\$5,000.00	\$0.00	\$1,767.84	35.4%
ASPHALT/ASPHALT FILLER	\$5,000.00	\$0.00	\$61.59	1.2%
 SUB TOTAL	 \$26,500.00	 \$106.19	 \$18,802.80	 71.0%
<b>FIXED CHARGES</b>				
INSURANCE/OTHER LOSSES	\$67,000.00	\$0.00	\$66,933.00	99.9%
<b>CAPITAL OUTLAY</b>				
CAPITAL EQUIPMENT	\$142,000.00	\$6,168.44	\$66,996.69	47.2%
CAPITAL IMPROVEMENTS	\$112,041.00	\$117,555.58	\$130,731.53	116.7%
 SUB TOTAL	 \$254,041.00	 \$123,724.02	 \$197,728.22	 77.8%
 <b>TOTALS</b>	 <b>\$3,075,600.00</b>	 <b>\$462,971.30</b>	 <b>\$2,767,600.89</b>	 <b>90.0%</b>