

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA

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

November 12, 2024 - 8:00 a.m.

2024-2026 Board Members: Chair Chris Dickinson - Marathon County, Vice Chair Julie Morrow - Portage County, Brent Jacobson - Marathon County, Dave Ladick - Portage County, Tom Seubert - Marathon County, Kurt Kluck - Marathon County, Rick Rettler - Portage County

Mission Statement: *Provide premier access to the world through aviation and be a catalyst for economic growth in our communities.* **Vision Statement:** *To be the airport of choice for central and northern Wisconsin.*

The monthly meeting of the Central Wisconsin Joint Airport Board will have the option for members and the public to call-in via telephone conference. Airport Board members and the public may join the meeting by calling 1-469-480-4192 and enter Conference ID 586 086 871#. The conference line will be open to calls five (5) minutes prior to the meeting start time listed above.

- 1) Call to Order by Chair Dickinson at 8:00 a.m.
 - a) Pledge of Allegiance
- 2) Approval of Minutes of the September 10, 2024 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Veteran Support at CWA Presentation – Aaron Galindo, MC Assistant Veterans Service Officer
- 5) Tailwinds Presentation - Jerry Brienza VP of Business Development and Relationship Management
- 6) Review and Possible Action on 2025 Annual Planning Session
- 7) Review and Possible Action on Financial Services Consultant Selection
- 8) Review and Possible Action on General Aviation Passenger Terminal Building Design Concept Selection
- 9) Staff Reports
 - a) Director Report
 - i) Air Service Update
 - ii) Statistical Report
 - iii) Flight Schedule
 - iv) Legislative Update
 - b) Financial Reports
 - i) Revenues and Expenses
 - ii) Budget Comparison
 - iii) PFC Update
 - c) Operations and Project Reports
 - i) Update on Airport Operations
 - ii) Update on Airport Projects
- 10) Ovation
 - a) Fixed Base Operator Report
- 11) Adjournment

12) Next Scheduled Meeting Date: December 10, 2024 at 8:00 a.m.

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

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING MINUTES

CENTRAL WISCONSIN AIRPORT TERMINAL

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

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

Airport Board:	Chris Dickinson, Chair Dave Ladick Brent Jacobson Rick Rettler	Julie Morrow, Vice Chair Kurt Kluck Thomas Seubert – Excused
Staff:	Brian Grefe, Airport Director Julie Ulrick, Badging Coordinator	Mark Cihlar, Assistant Airport Director Dave Drozd, Finance Director
Visitors:	Karl Kemper, Becher Hoppe Jason Brickl, Ovation CWA	Josh Harris, Ovation CWA Marco Espinoza, GFO Aviation

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

Approval of Minutes: *Motion by Morrow, second by Ladick to approve the minutes of the July 30, 2024 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Oakwells Commuter Rail Presentation – Mike Reilly:

Item postponed to a later date.

Review and Possible Action on the 2025 CWA Annual Budget:

The 2025 budget summary shows an overall budget decrease of 11.12%. This is attributed to less funds allocated for capital outlay and local project expenses. There will be a deliberate effort to optimize airport finances throughout the year. Air service overall is expected to see a moderate increase in 2025 with possible aircraft upgauges on American and a third daily flight with Delta late in the year. Parking revenue, concession revenue and passenger facility charges (PFCs) would be impacted positively. Personnel expenses are up approximately 3% with the maintenance department fully staffed and the two intern positions ending for 2025. Expenses follow a similar trend as in the past few years as the costs of goods and services have gone up significantly, with sizable increase in areas such as utilities, operating supplies, contracted services, and health insurance. As planned in prior years, the fund balance will be used to cover debt service and part of the capital and operating budget in 2025. The total fund balance budgeted for 2025 is \$740,861, of which \$452,221 is for debt service and \$288,640 for capital and operating expenses. Final numbers for payroll and insurance have not been allocated to date, so the budget will be subject to minor changes in those categories.

Local capital expense for 2025 includes the replacement of two pickup trucks (\$110,000), network equipment upgrades (\$30,000), replacement of an airfield tractor with mower (\$60,000), and 2.5% local share for general aviation ramp rehabilitation (\$50,000). Local capital expenses for the year total \$250,000. Federal capital projects in 2025 include the following, which are part of the recently completed Terminal Area Master Plan: Construction of a new CWA owned general aviation transient aircraft hangar (\$400,000 local share budgeted for in 2024); construction of a new CWA owned general aviation passenger terminal building (approximately \$250,000 local share, of which \$180,000 was budgeted for in 2024); and rehabilitation of the general aviation apron and ramp (\$50,000 local share budgeted for 2025).

CWA's audited unrestricted fund balance as of 12/31/23 ended at \$4,393,286, with the audited restricted fund balance (PFCs) as of 12/31/23 at \$967,655. The current PFC balance as of 8/31/2024 is \$1,211,127. The airport's total net position increased \$13 million from 2022 to 2023, ending 2023 with a net position of \$88,631,004.

Debt service payments total \$524,262.50 for 2025. Of this amount, \$72,041.92 will be paid from PFCs and the remaining \$452,220.58 will be paid from CWA's fund balance. No county issued debt is requested for 2025 and none is anticipated in 2026. Both GO Bonds are held by Marathon County and no debt for CWA is held by Portage County. No tax levy is being requested in 2025. The budget was reviewed in advance of this meeting with the Finance Directors from both Marathon & Portage Counties and was approved by the Joint Airport Board on September 10, 2024.

Other items of interest in 2024 include Avelo's announcement they would cease service from CWA to Orlando; the FBO was purchased by Ovation and a lot of positive changes have already taken place; another corporate hangar is being constructed by GFO Aviation and construction should be completed next summer; the airport fire fighting vehicles have been changed over to utilize fluorine-free foam; in a partnership with Leigh Yawkey Woodson Art Museum, a community project was held at the airport and a new art display was installed in the concourse called Birds of a Feather; a rehab of the air traffic control tower is going on and the tower will be closed for two weeks; the Trump campaign recently held a rally at the airport, with the airport providing support for setup and landside necessities; vice presidential candidate Walz passed through CWA on the way to a rally at Whitewater Hall.

Motion by Kluck, second by Ladick to approve the CWA 2025 annual budget as presented, subject to minor changes in insurance and payroll. Motion carried unanimously.

Review and Possible Action on General Aviation Passenger Terminal Building Design Contract:

The GA passenger terminal design project is ready to move into full design and go out for bid. CWA staff worked with Aviation to develop a detailed scope of work for this design effort, which included the preparation of construction plans, contract documents, technical specifications, a design report, and supporting the Wisconsin DOT Bureau of Aeronautics on bidding the project and preparing a grant application. The project may go out for bid as early as January of 2025, with construction beginning in the 2025 construction season. The final contract amount is \$456,403.22 and was negotiated in good faith. ***Motion by Morrow, second by Rettler to approve the General Aviation Passenger Terminal Design Contract in the amount of \$456,403.22 as presented. Motion carried unanimously.***

Review and Possible Action on CWA Title VI Plan:

The FAA notified airports that recipients of Federal financial assistance must comply with an all new Title VI requirement. Airport staff worked with the FAA's Office of Civil Rights to develop the plan, which they later approved in draft form. The plan was developed using an FAA template and will be included in tenant, contractor and subcontractor contract language. ***Motion by Morrow, second by Kluck to approve the Title VI plan as presented. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Grefe

Campaign Report – Former President Trump visited this past Saturday, with notice given the Thursday prior. The FBO had to put the event together very quickly. 7,400 visitors attended the event and overall it went very well. Many additional resources were brought in for public transportation, safety, parking and sanitation. County employees from the Parks and Highway Departments helped with the event, as well as volunteers. Law enforcement and secret service involvement was excellent. The airport was reimbursed for all expenses incurred.

Air Service Update – Avelo stopped service to Orlando the end of August, but they are open to resuming seasonal service in the future. Data from their route is positive to show support for a new similar route, which will be shared with other low cost carriers. Take Off Air Service Development Conference will be held in October and staff have secured meetings with legacy and low cost carriers.

Statistical Report – The July statistical report shows total landing activity up 22.7% on the year. Total ATCT operations are up similarly at 20.5% on the year, with enplanements up 26.3% on the year. Load factors ranged from 64% to 83.9%.

Flight Schedule – There are no changes to the daily flight schedule and two additional Honor Flights are scheduled for this year.

Financial Reports – Dave Drozd:

Revenues and Expenses – August financials show revenues at 44.12% of budget and expenses at 42.15% of budget. Sale of the top soil contributed to the revenue increases.

Budget Comparison – The budget comparison report for August shows year-to-date revenues over expenses by \$99,196.

Operations & Project Reports – Mark Cihlar:

Update on Airport Operations – With the tower closure for the next two weeks, maintenance staff will be busy focusing on aircraft operations and readiness. An employee retirement notice was recently received and staff began the hiring process, with a conditional offer given to one of the candidates.

Update on Airport Projects – The control tower rehab project is underway. The GA transient hangar project is close to being bid out, possibly in October.

Ovation – Fixed Base Operator Report:

Ovation thanked the board for continued support of GA and the new terminal project. They are seeing significant improvement in charter activity and fuel sales have been increasing every month in both Jet A and Avgas. Staff are excited to continue those increases with the new GA terminal facility. There has been an increase in inquiries from mid to large aircraft owners regarding housing. An Ovation employee was promoted from line service tech to line service manager. The Concierge position is still being hired for. The line supervisor passed his A&Ps last week, which is a big step in growing on airside.

Adjournment: 9:31 a.m. Motion by Ladick, second by Kluck to adjourn. Motion carried unanimously.

Next Scheduled Meeting Date: October 8, 2024 at 8:00 a.m.

Julie Ulrick, Recording Secretary



Agenda Item Summary

Airport Board Meeting Date: November 12, 2024

Agenda Item Title: #6) Review and Possible Action on Annual Planning Session

Staff Responsible: Brian Grefe, Airport Director

Background: The Central Wisconsin Joint Airport Board has been setting annual goals for the airport since 2017. In addition to setting strategic and technical goals for the organization, these annual goals are used extensively throughout the year. These integrate in nearly everything we do. These goals will be incorporated into annual goals for every staff position, where applicable. Also, every time an action is requested from the Joint Airport Board, the Agenda Item Summary explains if and how the action ties into the annual goals.

On October 30, 2024, the annual planning session was held at the Central Wisconsin Airport. It was facilitated by Steve Smith, retired Campus Dean of Mid-State Technical College. The objective of the planning session was to identify and recommend, to the airport board, a reasonable number of goals that have the biggest impact on the airport that work toward the Mission/Vision statements. The goals presented today are attached.

Timeline: The CWA Annual Goals for 2025 will begin immediately.

Financial Impact: Any expenses that arise out of the annual goals will be worked into the existing budget. Some of these goals will help meet the revenues budgeted for 2025.

Contributions to Airport Goals: This is establishing the 2025 Annual Airport Goals.

Recommended Action: Airport Staff recommend approving the CWA Annual Goals for 2025 as presented.

Attachment(s): CWA Annual Goals 2025



CWA Annual Goals 2025

GOAL #1: Expand Air Service

SUB-GOAL: Expand Commercial Air Service

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Work with airlines to attempt to secure Las Vegas, Detroit, Dallas/Ft. Worth, Phoenix and/or Florida routes	Additional destinations and available seats should increase airport passengers driving an increase in aeronautical revenues, passenger facility charges, customer facility charges, and parking numbers.	Resources needed to see a potential increase in commercial seats are: frequent and productive meetings with various airlines, a robust airline incentive program, maintaining low fees, and updated per-turn pricing.	Challenges to this sub-goal are airline fleet sizes, fuel prices, individual airline business models, CWA's proximity to existing hubs, the pilot shortage, and available airline staffing.
Work with airlines to Increase frequency			
Work with airlines to achieve optimal flight times and improve reliability			

GOAL #2: Improve Car Rental Services

SUB-GOAL: Update and expand Car Rental Agreements

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Revise hours of operation to include being staffed prior to 8:00am until at least one hour after the last daily flight	Updating car rental agreements will provide a higher level of service to passengers and tenants, increase customer facility charges, and allow airport tenants to provide their customers the level of service they expect.	The biggest resource would be staff time to revise the agreements.	The rental car businesses will be resistant to any changes that will drive up their cost of operating and will need to agree to any changes made.
Develop call-in or on-call procedures for airport tenants in need of service			
Reach out to potential new car rental companies when Request for Proposals is posted			

GOAL #3: Develop Employees

SUB-GOAL: Implement a CWA Specific Training Program

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Identify training focus areas	Better educated staff will create improved efficiencies, enhance the quality of the passenger experience, and create a more coordinated airport overall.	This process will be created by CWA. This will require significant time from all team members.	Available staff time could limit the success.
Identify Effective Training resources			
Create and implement a training tracking system and schedule			

SUB-GOAL: Develop Better Communication Protocols for Shift Changes

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Identify current shift change challenges	Will allow for better planning and prioritizing and ensure completion of tasks and projects on a timely basis.	This process will be created by CWA. This will require minimal time from all team members once implemented.	Available staff time could limit the success.
Research and develop shift change communication protocols			
Better utilization of the Aerosimple			

GOAL #4: Promote CWA

SUB-GOAL: Identify New and Creative Marketing Opportunities

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Closely Monitor capacity and load factor trends to effectively market the airport with the funds available	Expanding awareness of airport services would increase our customer base and ultimately generate more revenue.	Options and suggestions should be evaluated by staff and marketing consultants to best utilize the resources we have. Marketing in destination cities would require support from Chambers, CVBs and Local Attractions.	Budget and staff availability may limit success.
Find opportunities to connect with local businesses on promoting CWA to central/north central Wisconsin			

SUB-GOAL: Participate in Local Events

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Keep up-to-date on local events to participate in such as parades, festivals, job fairs, chamber events, etc.	Build community good will and expand marketing reach.	Nothing additional is needed.	Budget and staff availability may limit success.

GOAL #5: Enhance GA

SUB-GOAL: GA Capital Investments

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Obtain funding to build a GA transient hangar	An increase in general aviation will increase tower counts and build better awareness in the GA community. GA development at the airport would potentially increase GA activity overall.	Staff time and local airport funds will be required.	Development of a GA transient hangar and design of GA terminal facilities would depend on Federal and State grant funds.
Finish design and obtain funding for GA passenger terminal			

SUB-GOAL: Support Additional General Aviation Options

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Meet FBO Minimum Standards	Expanded services to GA users will drive additional activity to Ovation and CWA.	This is a joint effort between Ovation and CWA. Continued teamwork will be critical to success.	Available staff and FBO time and resources could limit success on these efforts. There also needs to be general aviation interest and buy-in.
Support a new Part 135 charter operation			
Host GA fly-Ins, fundraisers and safety seminars			

GOAL #6: Improve and Maintain Facilities

SUB-GOAL: Evaluate and Adjust Cleaning Procedures

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Create routine inspection and cleaning duties	Will ensure a positive first impression for guests arriving airside and landside, the community and airport neighbors. A well kept and clean facility will encourage repeat visits.	Allocate staff time.	Multiple responsibilities on limited staff could, at times, limit success, i.e. snow removal.

SUB-GOAL: Perform More Preventative Maintenance

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Identify current deficiencies in preventative facility maintenance	An effective PM program will minimize service interruptions that affect our customers.	Staff time will be the biggest necessary resource, but certain PM projects may require contractual services.	Staff technical training will limit what PM items can be performed in-house.
Determine what levels of PMs can be completed by staff, and what would need to be contracted out			



Agenda Item Summary

Airport Board Meeting Date: November 12, 2024

Agenda Item Title: 7) Review and Possible Action on Financial Services Consultant Selection

Staff Responsible: Brian Grefe, Airport Director

Background: The Central Wisconsin Airport contracts specialized airport financial service such as development and implementation of Passenger Facility Charge (PFC) strategies; review, drafting, and negotiation of airline agreements, including incentive programs; conducting rate and charge studies, including annual airline rate calculations; performing Benefit-Cost Analyses (BCA); drafting and negotiating Requests for Proposals (RFPs) and leases for both aeronautical and non-aeronautical tenants; preparation, development, and negotiation of concession RFPs and agreements; and Fixed Base Operator (FBO) contract negotiations and related advisory services.

The existing five-year contract and one-year extension with Leibowitz & Horton AMC, Inc. (L&H) is expiring. Airport staff conducted a public selection process to ensure fair and open competition. A committee comprised of David Drozd, Assistant Airport Director – Finance, Mark Cihlar, Assistant Airport Director, and Brian Grefe, Airport Director, conducted the selection in accordance with FAA Advisory Circular 150/5100-14E. Out of two Statements of Qualifications received, the selection committee ranked L&H the highest with a total score of 100 out of 100 available points. The record of Selection is attached, and SOQ's are available upon request.

The master contract is in development but needs to be reviewed by Marathon County Corporation Counsel before it is ready for signature. It will be substantially the same as the 2018 master contract.

In addition to the master contract, airport staff have requested L&H to prepare the first task order to rebid airport rental car agreements. The existing rental car agreements expire on February 28, 2025.

Timeline: This selection will result in a five-year on-call contract. Projects listed in the scope may be awarded as Task Orders anytime within five years.

Financial Impact: Task Orders under the master contract will be negotiated on a task-by-task basis. All task orders will fall within the airport's approved budget or brought before the Airport Board for consideration.

Contributions to Airport Goals: Airport financial consultant services are in line with the 2023 goal of "Engage in Business Planning". Good contracts, financial planning, and a strong PFC program are critical to the airport's success.

Recommended Action: Airport staff recommend selection of Leibowitz & Horton Airport Management Consultants Incorporated for a five-year on-call airport financial consulting service contract and negotiated task orders contingent upon Marathon County Corporation Counsel review and airport annual budget availability.

Attachment(s) Record of Selection

Serving Wausau, Stevens Point and the Central Wisconsin Region



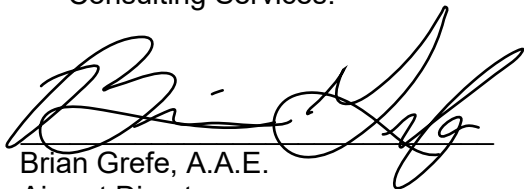
**Record of Selection:
Central Wisconsin Airport
On-Call Airport Financial Consulting Services**

Date: November 12, 2024

Contract Title: Airport Financial Consulting Services - 2024

Location: Central Wisconsin Airport

1. Central Wisconsin Airport (CWA) issued a Request for Qualifications (RFQ) for Airport Financial Consulting Services on October 3, 2024. This RFQ was conducted in accordance with FAA Advisory Circular 150/5100-14E.
2. The RFQ was publicized on the Marathon County Website in accordance with procurement procedures and reviewed by Marathon County Deputy Corporation Counsel Dejan Adzic
3. On or before October 25, 2024, the deadline for submitting Statements of Qualifications (SOQ) for the RFQ, CWA received two SOQs, from Leibowitz & Horton Airport Management Consultants Inc. (L&H), and Alvarez & Marsal Public Sector Services, LLS (A&M). L&H is our current airport financial consultant.
4. On October 28, 2024, a 3-member selection committee convened to review both Statements of Qualifications. Respondents were evaluated based on their experience with similar sized airports, along with their expertise and experience in:
 - a. Development and implementation of Passenger Facility Charge (PFC) strategies.
 - b. Review, drafting, and negotiation of airline agreements, including incentive programs.
 - c. Conducting rate and charge studies, including annual airline rate calculations.
 - d. Performing Benefit-Cost Analyses (BCA).
 - e. Drafting and negotiating Requests for Proposals (RFPs) and leases for both aeronautical and non-aeronautical tenants.
 - f. Preparation, development, and negotiation of concession RFPs and agreements.
 - g. Fixed Base Operator (FBO) contract negotiations and related advisory services.
5. The selection committee used weighted criteria to evaluate the submitted SOQs. Out of a total of 100 possible points, L&H scored 100 points. A&M scored 60 points. The selection committee recommends selection of Leibowitz & Horton Airport Management Consultants Incorporated for Airport Financial Consulting Services.



Brian Grefe, A.A.E.
Airport Director



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Airport Board Meeting Date: November 12, 2024

Agenda Item Title: #8) Review and Possible Action on General Aviation Passenger Terminal Building Design Concept Selection

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: The 2023 Terminal Area Master Plan (TAMP) identified several architectural projects needed at CWA, including improvements for General Aviation facilities through a new General Aviation (GA) Terminal Building. On the April 9, 2024 meeting of the Central Wisconsin Joint Airport Board, the board approved a project resolution to move forward with designing the GA Terminal Building. On May 14th, the Board approved a Preliminary Design Contract for the project, and on September 10, 2024, the Board approved the Full Design Contract with Jviation, a Woolpert Company, to finish the design of the facility based on the preliminary design information. Over the past two months, CWA staff have been working closely with the project team, including both Woolpert and Ovation, to further develop and finalize the layout and overall exterior design of the facility.

During the July 30, 2024 Airport Board Meeting, a preliminary floorplan and two design concepts were presented to the board by Woolpert. Those concepts have been through numerous variations, being considered from every angle, and the design team is ready to recommend a final concept to the board for the final design. The final recommended floorplan and a rendering of the facility are included in this board packet. During this board meeting, staff will be presenting information on all of the concepts that were considered and the collaborative effort that went into getting to this recommendation.

Financial Impact: Bidding over the past several years has been extremely volatile, making cost estimating for this project very difficult. The total project cost will be highly dependent on both the bidding climate at the time of bidding and design decisions that will be made over the next few months. As a part of this concept development, Woolpert hired a cost estimator to help develop cost estimates with two goals in mind: 1) help evaluate the cost difference between the preferred alternatives, and 2) better understand total project cost going into design so that design decisions can be made to keep the project within budget.

The cost estimator evaluated three different concepts, and estimated the difference from the least expensive option to the most expensive option to be around \$150,000, which the project team does not consider significant enough to drive the decision for the final concept. The estimator did, however, estimate the total construction cost for all of the concepts, not including design and construction administration, would exceed \$6,000,000, which is higher than initially planned for. With this information, the design team will be making very cost-conscious decisions on material specification and value engineering in the design to help keep the project within budget.

There has been one other development with funding for this project since the last update to the board. In October, the FAA announced projects selected for the BIL Airport's Terminal Program (ATP) in FY 2025, and CWA's GA Terminal Project

Serving Wausau, Stevens Point and the Central Wisconsin Region



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

was not selected for funding through this program. Although disappointing, this outcome should not impact the airport's ability to move forward with the project, even with the higher cost estimate; nor should it cause a significant delay to this project. It will, however, impact other projects that could have happened in 2025 and 2026. The GA Terminal is still the next highest priority project after the GA Transient Hangar, and CWA Staff recommend using all remaining BIL-Airport Infrastructure Grant (AIG) money allocated to CWA along with CWA's 2025 AIP Entitlement Funds to fund this project.

The lack of ATP funding does increase the chance of needing to invest additional local airport funds into the project, but the airport is financially prepared to make such an investment. Further, additional investment by the airport should not have a negative effect on the airport's financial position because any investment by CWA will have a direct impact on the lease rates paid by Ovation after the facility is operational. For this reason, Ovation will continue to be a key partner in the design process, especially on decisions that could drive up the cost.

Timeline: With the Board's support of the final design concept, the project team is prepared to continue with detailed design of the facility to be ready for bidding by Spring of 2025.

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

Recommended Action: Airport Staff and Ovation enthusiastically recommend selection of the attached concept as the preferred design concept for the GA Terminal Building.

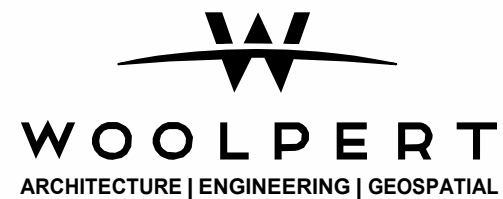


SOUTHEAST PERSPECTIVE

PRELIMINARY NOT FOR CONSTRUCTION

OPTION 1 RENDERINGS

CWA GA PASSENGER TERMINAL
300 AVIATION WAY,¹⁴ MOSINEE, WI 54455





NORTHEAST PERSPECTIVE



NORTHWEST PERSPECTIVE

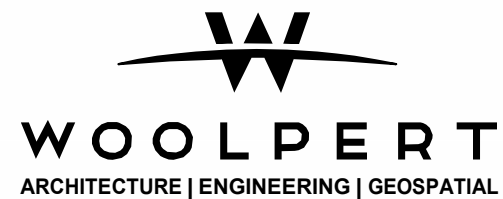


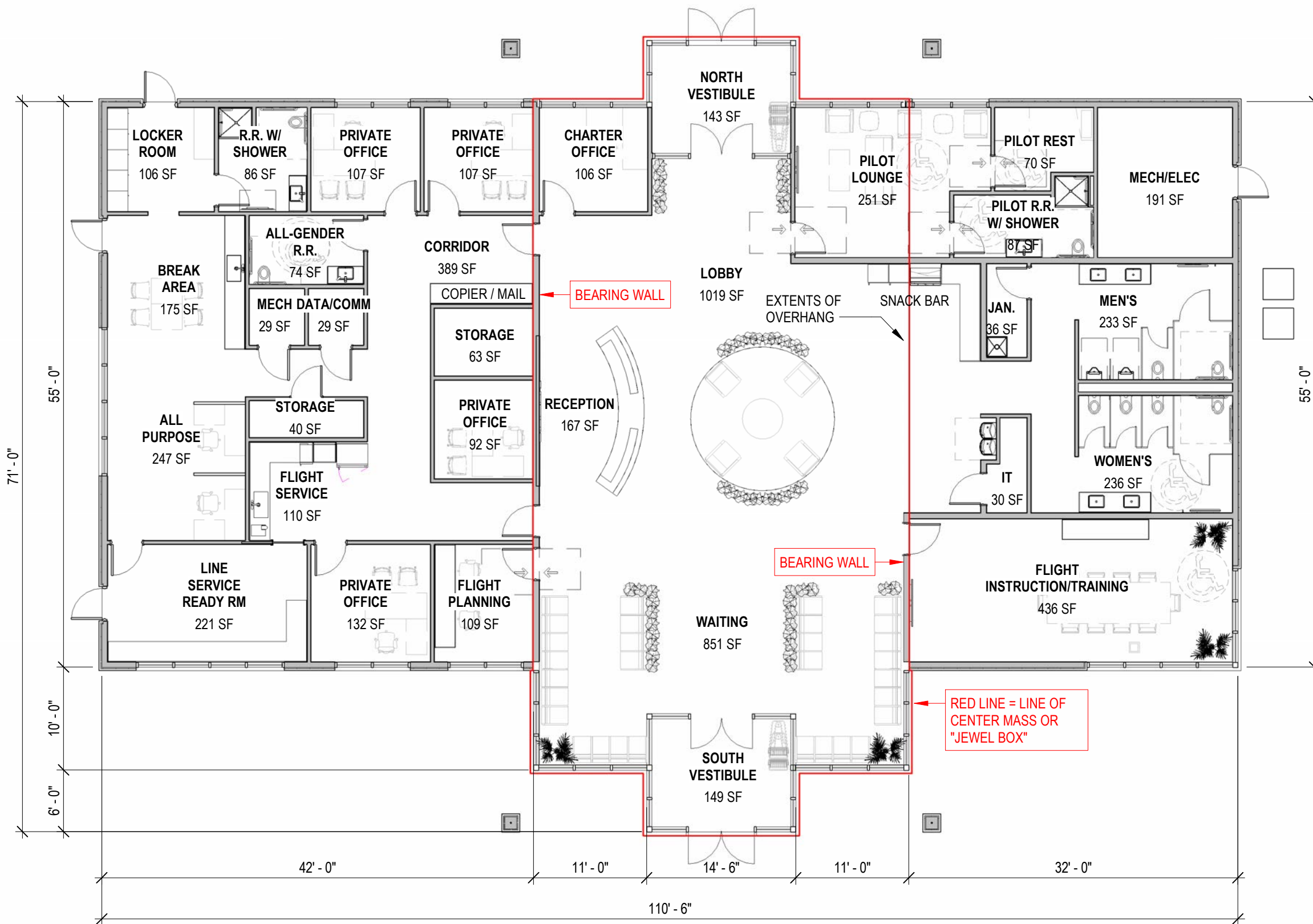
SOUTHWEST PERSPECTIVE

PRELIMINARY NOT FOR CONSTRUCTION

OPTION 1 RENDERINGS

CWA GA PASSENGER TERMINAL
 300 AVIATION WAY, MOSINEE, WI 54455

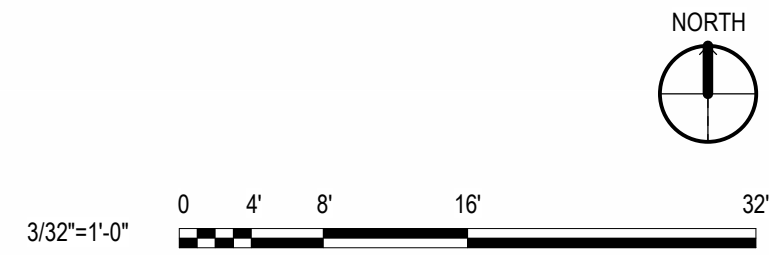




AREA: 6,617 SF

NOTES:

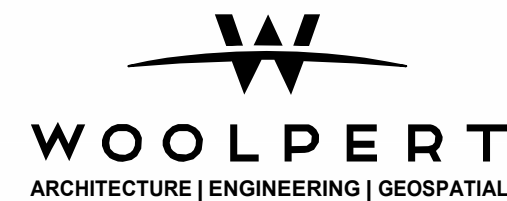
- CENTER MASS OR "JEWEL BOX" CENTRALLY LOCATED (REMOVES NEED FOR EMPTY SHELF OVER OFFICES/STORAGE JETTING INTO RECEPTION/LOBBY), WHICH ALLOWS FOR MAXIMUM CURTAINWALLS
- PILOT LOUNGE AND ADJACENT ROOMS AT THE NORTH WALL ALLOW FOR A USEFUL CURTAINWALL TO HELP IN THE EXTERIOR FACADE'S CENTRAL MASS OR "JEWEL BOX"
- VESTIBULES CENTRALLY LOCATED ON NORTH AND SOUTH WALLS



PRELIMINARY NOT FOR CONSTRUCTION

OPTION 1 - FLOOR PLAN

CWA GA PASSENGER TERMINAL
 300 AVIATION WAY, MOSINEE, WI 54455



CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - AUGUST 2023 - 2024

31-Oct-24

	2023 MONTH	2024 MONTH	% CHGE. 23-24	2023 Y-T-D	2024 Y-T-D	% CHGE. 23-24
ACTUAL OPERATIONS						
AMERICAN	93	90	-3.2%	532	672	26.3%
AVELO	0	9	100.0%	0	62	100.0%
DELTA	62	62	0.0%	485	487	0.4%
CHARTERS	2	1	-50.0%	11	10	-9.1%
TOTAL ACTIVITY	314	324	3.2%	2,056	2,462	19.7%
ATCT OPERATIONS	1,202	1,457	21.2%	8,119	9,793	20.6%
AIRLINE CANCELLATIONS						
AMERICAN	1	1	0.0%	11	11	0.0%
AVELO	0	0	0.0%	0	0	0.0%
DELTA	0	0	0.0%	7	4	-42.9%
TOTAL CANCELLATIONS	1	1	0.0%	18	15	-16.7%
ENPLANED PASSENGERS						
AMERICAN	4,285	3,678	-14.2%	23,488	26,173	11.4%
AVELO	0	1,059	100.0%	0	8,170	100.0%
DELTA	4,017	3,969	-1.2%	28,034	29,195	4.1%
CHARTERS	168	135	-19.6%	1,341	1,363	1.6%
TOTAL ENPLANED PASSENGERS	8,470	8,841	4.4%	52,863	64,901	22.8%
DEPLANED PASSENGERS						
AMERICAN	4,077	3,759	-7.8%	22,300	26,878	20.5%
AVELO	0	1,089	100.0%	0	8,126	100.0%
DELTA	3,808	3,829	0.6%	27,939	27,839	-0.4%
CHARTERS	168	135	-19.6%	1,341	1,363	1.6%
TOTAL DEPLANED PASSENGERS	8,053	8,812	9.4%	51,580	64,206	24.5%
AIR FREIGHT - AMERICAN	0	0	0.0%	1,262	553	-56.2%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	0	0.0%	1,262	553	-56.2%
TOTAL AIRFREIGHT - GENERAL AVIATION	188,177	161,822	-14.0%	1,133,598	1,087,497	-4.1%
AIRLINES & GEN AVIATION - AIR FREIGHT	188,177	161,822	-14.0%	1,134,860	1,088,050	-4.1%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	4,500	3,678	81.7%
AVELO	1,704	1,059	62.1%
DELTA	4,712	3,969	84.2%

CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - SEPTEMBER 2023 - 2024

31-Oct-24

	2023 MONTH	2024 MONTH	% CHGE. 23-24	2023 Y-T-D	2024 Y-T-D	% CHGE. 23-24
ACTUAL OPERATIONS						
AMERICAN	81	80	-1.2%	613	752	22.7%
AVELO	0	0	0.0%	0	62	0.0%
DELTA	63	60	-4.8%	548	547	-0.2%
CHARTERS	1	1	0.0%	12	11	-8.3%
TOTAL OPERATIONS	290	282	-2.8%	2,346	2,744	17.0%
ATCT OPERATIONS *	1,093	851	-22.1%	9,212	10,644	15.5%
AIRLINE CANCELLATIONS						
AMERICAN	1	0	-100.0%	12	11	-8.3%
AVELO	0	0	0.0%	0	0	0.0%
DELTA	0	0	0.0%	7	4	-42.9%
TOTAL CANCELLATIONS	1	0	-100.0%	19	15	-21.1%
ENPLANED PASSENGERS						
AMERICAN	3,414	3,534	3.5%	26,902	29,707	10.4%
AVELO	0	0	0.0%	0	8,170	0.0%
DELTA	3,703	3,524	-4.8%	31,737	32,719	3.1%
CHARTERS	186	185	-0.5%	1,527	1,548	1.4%
TOTAL ENPLANED PASSENGERS	7,303	7,243	-0.8%	60,166	72,144	19.9%
DEPLANED PASSENGERS						
AMERICAN	3,364	3,350	-0.4%	25,664	30,228	17.8%
AVELO	0	0	0.0%	0	8,126	0.0%
DELTA	3,455	3,217	-6.9%	31,394	31,056	-1.1%
CHARTERS	186	185	-0.5%	1,527	1,548	1.4%
TOTAL DEPLANED PASSENGERS	7,005	6,752	-3.6%	58,585	70,958	21.1%
AIR FREIGHT - AMERICAN	0	0	0.0%	1,262	553	-56.2%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	0	0.0%	1,262	553	-56.2%
TOTAL AIRFREIGHT - GENERAL AVIATION	144,449	146,912	1.7%	1,278,047	1,234,409	-3.4%
AIRLINES & GEN AVIATION AIR FREIGHT	144,449	146,912	1.7%	1,279,309	1,234,962	-3.5%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	3,950	3,534	89.5%
DELTA	4,560	3,524	77.3%

* Tower was closed for 11 days for renovation, no operations tracked for that period.

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

07-Nov-24

	2023 MONTH	2024 MONTH	% CHGE. 23-24	2023 Y-T-D	2024 Y-T-D	% CHGE. 23-24
ACTUAL LANDINGS						
AMERICAN	81	78	-3.7%	694	830	19.6%
AVELO	8	0	-100.0%	8	62	675.0%
DELTA	62	60	-3.2%	610	607	-0.5%
CHARTERS	3	4	33.3%	15	15	0.0%
TOTAL OPERATIONS	308	284	-7.8%	2,654	3,028	14.1%
ATCT OPERATIONS	1,042	1,233	18.3%	10,254	11,877	15.8%
AIRLINE CANCELLATIONS						
AMERICAN	0	0	0.0%	12	11	-8.3%
AVELO	0	0	0.0%	0	0	0.0%
DELTA	0	0	0.0%	7	4	-42.9%
TOTAL CANCELLATIONS	0	0	0.0%	19	15	-21.1%
ENPLANED PASSENGERS						
AMERICAN	3,520	3,331	-5.4%	30,422	33,038	8.6%
AVELO	1,060	0	-100.0%	1,060	8,170	670.8%
DELTA	3,793	3,507	-7.5%	35,530	36,226	2.0%
CHARTERS	407	545	33.9%	1,934	2,093	8.2%
TOTAL ENPLANED PASSENGERS	8,780	7,383	-15.9%	68,946	79,527	15.3%
DEPLANED PASSENGERS						
AMERICAN	3,521	3,317	-5.8%	29,185	33,545	14.9%
AVELO	895	0	-100.0%	895	8,126	807.9%
DELTA	3,599	3,347	-7.0%	34,993	34,403	-1.7%
CHARTERS	407	545	33.9%	1,934	2,093	8.2%
TOTAL DEPLANED PASSENGERS	8,422	7,209	-14.4%	67,007	78,167	16.7%
AIR FREIGHT - AMERICAN	0	50	100.0%	1,262	603	-52.2%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	50	100.0%	1,262	603	-52.2%
TOTAL AIRFREIGHT - GENERAL AVIATION	143,866	153,670	6.8%	1,421,913	1,388,079	-2.4%
AIRLINES & GEN AVIATION - AIR FREIGHT	143,866	153,720	6.8%	1,423,175	1,388,682	-2.4%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	3,850	3,331	86.5%
DELTA	4,560	3,507	76.9%

Central Wisconsin Airport – Flight Schedule

November 2024



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	14:08	from MSP	CRJ	5384	07:01	to MSP	CRJ
4934	20:59	from MSP	CRJ	4982	14:48	to MSP	CRJ



<u>Arrivals – American</u>				<u>Departures – American</u>			
6044	17:47	from ORD	CRJ	6159	05:51	to ORD	CRJ
6160	21:50	from ORD	CRJ	6117	18:12	to ORD	CRJ

October Charter Schedule
 Oct. 3 – Sun Country to Laughlin
 Oct. 10 – Sun Country to Omaha
 Oct. 18 – Sun Country to Reno

Upcoming Charter Schedule

MSP = Minneapolis
 ORD = Chicago O’Hare

Total CWA Flights Daily = 4

FIN - Budget vs Actual for Organization

Company County of Marathon
 Organization Cost Center: 53510 CWA Operations
 Period FY2024 - September

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Federal Grants	0	0	133,360		
State Grants - Other	0	(60,444)	241,775		
Parking Fees	1,200,000	60,489	789,427		
Airport Fees	2,084,000	91,244	1,453,231		
Other Public Charges for Services	32,000	0	43,248		
Other Local Governments	0	0	65,989		
Local Departments	0	0	4,647		
Interest on Investments	24,000	0	0		
Property Sales	0	0	60,757		
Other Miscellaneous Revenues	111,000	44,194	44,194		
Transfer In from Other Funds	1,570,139	0	0		
Gain/Loss Sales of Fixed Assets	25,000	0	0		
Total Revenues	5,046,139	135,482	2,836,628	2,209,511	56.21%
Expenditures					
Personnel	2,038,410	165,318	1,517,039	521,371	74.42%
Salaries and Wages		118,769	1,106,663		
Employee Benefits		693	12,243		
Employer Contributions		45,856	398,132		
Contractual Services	975,000	64,625	816,909	158,901	83.79%
Professional Services		27,303	215,549		
Utility Services		24,956	187,437		
Repair and Maintenance Services - Other		5,508	80,061		
Special Services		5,363	323,956		
Other Contractual Services		1,495	9,907		
Materials and Supplies	535,600	62,235	320,204	215,396	59.78%
Office Supplies		130	63,540		
Publications, Subscriptions and Dues		0	25,617		
Travel		0	2,145		
Operating Supplies		684	42,282		
Repair and Maintenance Supplies		19,656	52,257		
Other Repairs and Maintenance Supplies		2,512	40,751		
Other Supplies and Expense		39,254	93,612		
Building Materials	53,000	851	14,794	38,206	27.91%
Concrete and Clay Products		0	3,170		
Metal Products		742	1,182		
Wood Products		0	4,247		
Raw Materials		109	5,858		
Electrical Fixtures and Small Appliances		0	336		
Fabricated Materials		0	0		
Fixed Charges	119,000	0	3,011	115,989	2.53%
Insurance		0	0		
Rents and Leases		0	3,011		
Capital Outlay	866,000	(44,744)	179,694	686,306	20.75%
Debt Service	459,129	0	0	459,129	0.00%
Total Expenditures	5,046,139	248,286	2,851,651	2,194,488	56.51%
Net Change		(112,803)	(15,023)		

FIN - Budget vs Actual for Organization

Company County of Marathon
Organization Cost Center: 53510 CWA Operations
Period FY2024 - October

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Federal Grants	0	0	133,360		
State Grants - Other	0	0	241,775		
Parking Fees	1,200,000	104,096	893,523		
Airport Fees	2,084,000	319,912	1,773,143		
Other Public Charges for Services	32,000	3,190	46,438		
Other Local Governments	0	0	65,989		
Local Departments	0	0	4,647		
Interest on Investments	24,000	0	0		
Property Sales	0	0	60,757		
Other Miscellaneous Revenues	111,000	97	44,291		
Transfer In from Other Funds	1,570,139	0	0		
Gain/Loss Sales of Fixed Assets	25,000	0	0		
Total Revenues	5,046,139	427,295	3,263,923	1,782,216	64.68%
Expenditures					
Personnel					
Salaries and Wages	2,038,410	87,136	1,604,175	434,235	78.70%
Employee Benefits		54,268	1,160,932		
Employer Contributions		347	12,590		
		32,521	430,653		
Contractual Services					
Professional Services	975,000	44,413	861,322	113,678	88.34%
Utility Services		14,378	229,927		
Repair and Maintenance Services - Other		16,957	204,393		
Special Services		3,033	83,094		
Other Contractual Services		9,121	333,076		
		924	10,831		
Materials and Supplies					
Office Supplies	535,600	26,788	346,992	188,608	64.79%
Publications, Subscriptions and Dues		0	63,540		
Travel		170	25,787		
Operating Supplies		0	2,145		
Repair and Maintenance Supplies		8,056	50,338		
Other Repairs and Maintenance Supplies		1,810	54,068		
Other Supplies and Expense		3,472	44,223		
		13,280	106,892		
Building Materials					
Concrete and Clay Products	53,000	388	15,181	37,819	28.64%
Metal Products		0	3,170		
Wood Products		38	1,220		
Raw Materials		0	4,247		
Electrical Fixtures and Small Appliances		350	6,208		
Fabricated Materials		0	336		
		0	0		
Fixed Charges					
Insurance	119,000	972	3,983	115,017	3.35%
Rents and Leases		0	0		
		972	3,983		
Capital Outlay					
	866,000	0	179,694	686,306	20.75%
Debt Service					
	459,129	0	0	459,129	0.00%
Total Expenditures	5,046,139	159,696	3,011,347	2,034,792	59.68%
Net Change		22	267,599	252,576	0

2023-2024 CWA Budget Summary YTD - September

	<u>September YTD - 2024</u>	<u>September YTD - 2023</u>	<u>% CHANGE</u>
Federal Grants	\$133,360	\$0	
State Grants - Other	\$241,775	\$0	
Property Sales	\$60,757	\$0	
Parking Fees	\$789,427	\$624,003	
Airport Fees	\$1,453,231	\$1,264,980	
Miscellaneous Airport Fees	\$44,194	\$22,582	
Local Departments	\$4,647	\$0	
Other Local Governments	\$65,989	\$0	
Other Charges for Services	\$43,248	\$73,373	
Total Revenues	\$2,836,628	\$1,984,938	42.91%
Personnel Services	\$1,517,039	\$1,409,427	
Contractual Services	\$816,909	\$673,028	
Supplies and Expense	\$320,204	\$302,659	
Building Materials	\$14,794	\$4,523	
Fixed Charges-Insurance	\$3,011	\$25,906	
Capital Outlay	\$179,694	\$39,865	
Total Expenses	\$2,851,651	\$2,455,408	16.14%
Revenue over Expense	-\$15,023	-\$470,470	

2023-2024 CWA Budget Summary YTD - October

	<u>October YTD - 2024</u>	<u>October YTD - 2023</u>	<u>% CHANGE</u>
Federal Grants	\$133,360	\$0	
State Grants - Other	\$241,775	\$0	
Parking Fees	\$893,523	\$727,050	
Airport Fees	\$1,773,143	\$1,435,249	
Other Charges for Services	\$46,438	\$78,079	
Other Local Governments	\$65,989	\$0	
Local Departments	\$4,647	\$0	
Property Sales	\$60,757	\$0	
Other Miscellaneous Revenues	\$44,291	\$0	
Property Sales		\$0	
Total Revenues	\$3,263,923	\$2,240,378	45.69%
Personnel Services	\$1,604,175	\$1,555,993	
Contractual Services	\$861,322	\$693,175	
Supplies and Expense	\$346,992	\$297,290	
Building Materials	\$15,181	\$3,292	
Fixed Charges-Insurance	\$3,983	\$25,906	
Capital Outlay	\$179,694	\$45,217	
Total Expenses	\$3,011,347	\$2,620,873	14.90%
Revenue over Expense	\$252,576	-\$380,495	