

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING MINUTES

CENTRAL WISCONSIN AIRPORT TERMINAL

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

May 9, 2023 - 8:00 a.m.

Airport Board:	Dave Ladick, Chair Lonnie Krogwold Becky Buch Thomas Seubert	Chris Dickinson, Vice Chair Kurt Kluck Julie Morrow
Staff:	Brian Greffe, Airport Director Julie Ulrick, Badging Coordinator	Mark Cihlar, Assistant Airport Director
Visitors:	Karl Kemper, Becher Hoppe Jim Vruwink, Central Wisconsin Aviation	Rick Miller, Central Wisconsin Aviation Randy Dorshorst, Central Wisconsin Aviation
Handouts:	Record of Selection – On-call ATCT Architectural and Engineering Consulting Services	

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

Approval of Minutes: *Motion by Morrow, second by Kluck to approve the minutes of the March 14, 2023 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Review and Possible Action on Air Service Incentive Program Resolution:

The proposed Air Service Incentive Program is a replacement and renewal of CWA's existing Air Service Incentive Program, which was last renewed on February 18, 2022. The proposed program has extended the incentive period from 12 months to 24 months as allowable by federal code. This change makes the airport more attractive for new airlines and new routes on existing airlines by offering potential fee waivers and marketing contributions. ***Motion by Krogwold, second by Dickinson to approve Resolution R-01-23, the Central Wisconsin Airport Air Service Incentive Program, as presented. Motion carried unanimously.***

Review and Possible Action on Air Service Agreement and Minimum Revenue Guarantee (MRG):

The air service agreement and minimum revenue guarantee up for approval was drafted based on conversations held with low cost carriers. The agreement aligns with the Small Community Air Service Development Grant used to recruit, initiate and support new, low-fare air service to Orlando (MCO/SFB) Phoenix (PHX/AZA) or a Southwest Florida hub airport. MRG guarantees a minimum revenue for new service or new routes. ***Motion by Morrow, second by Buch to approve the Air Service Agreement and Minimum Revenue Guarantee as presented. Motion carried unanimously.***

Review and Possible Action on Air Traffic Control Tower Architectural and Engineering Consulting Services Selection and Design Contract:

Funding of up to \$608,000 for control tower improvements was secured through the Bipartisan Infrastructure Law FAA Contract Tower Competitive Grant Program. One of the requirements for the funding is to be ready to receive a grant with bids in by July of 2023. A consultant selection process began in April for ATCT architectural and engineering consulting services through a request for qualifications. Only one response was received, Woolpert, Inc. who is well qualified with teams of experts. The consulting contract would be for a five-year on-call no cost contract for future work. This grant covers 100% of project costs and the typical owner share is not required. \$50,000 for tower improvements was budgeted for in 2023 and may be used for improvements not eligible for funding. CWA

staff will have a short timeline to finalize a design contract in order to have bids ready by July. CWA staff will work with the selected firm to finalize the scope of the design contract, conduct an independent fee estimate for the final scope of services, and negotiate a final cost.

Motion by Buch, second by Kluck to approve Woolpert, Inc. for providing on-call control tower architectural and engineering consulting services as presented. Motion carried unanimously.

Motion by Krogwold, second by Morrow to authorize the Airport Director to approve both the on-call contract and the design contract, which is to be negotiated by the Assistant Airport Director, with Woolpert, Inc. as presented. Motion carried unanimously.

Review and Possible Action on Permanent Utility Easement with Wisconsin Public Service:

The runway decoupling project includes work to relocate three existing electric services providing power to FAA owned navigational aids. Although WPS has several utility easements on airport property, these existing electrical services are located outside of existing easement boundaries. The proposed utility easement would cover these existing utility locations and include the new locations for the changes needed by the project. Additionally, WPS has proposed extending one line to create a loop which will provide redundancy in the system. CWA staff worked with WPS and Becher Hoppe engineers to locate the proposed extension to minimize the impact to possible future development in the area. The new easement limits run generally parallel to Runway 8/26 on the south side. The easement is a no cost obligation for the airport and, if approved, the easement will be recorded with the deed of the property. ***Motion by Seubert, second by Kluck to approve the permanent utility easement with WPS as presented. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Greffe:

Air Service Update – Delta will be adding one flight the Monday before and after the US Senior Open event. American will be adding a third daily flight starting June 27th and will be upgauging some flights to CRJ-700s to accommodate traffic for the US Senior Open. Rental cars and other ancillary revenues are expected to be positively impacted from the event.

Statistics – The March statistical report shows ATC operations down 29.2% on the month, with enplanements down 9.7% on the month. Load factors ranged from 86.5% to 72.5%.

Flight Schedule – The flight schedule remains at four daily flights. American has announced they will be adding a third daily flight beginning July 5th.

Legislative Update – Senators Baldwin and Sullivan published information on the Flight Education Access Act that would help with barriers to becoming a commercial pilot. The Act expands access to scholarships and loans to offset the high cost of pilot training.

NFHF Update – The first Never Forgotten Honor Flight was held on Monday, April 17th and the second flight will be heading out on Monday, May 15th.

Financial Reports – Brian Greffe:

Revenues and Expenses – The financial reports were prepared from the new Workday financial system, but the accounting categories are not all configured correctly. Some revenues and expenses may not be reflected in the report due to the configuration issues.

Budget Comparison – Revenues through April are up 16.28% over 2022 and expenses are up 1.73% year-to-date.

Operations & Project Reports – Mark Cihlar:

Update on Runway Shift Project – The runway shift project schedule is on track despite a few weather and material delays. The contractor is working to get ahead on some of the other phases to meet a successful completion date.

Update on Terminal Area Master Plan – There should be a June update of progress being made on the Terminal Area Master Plan.

Update on Airport Operations – Maintenance staff are working on landscaping and making simple changes along CWA Drive to improve its appearance before the US Senior Open. On May 24th, the airport will be conducting a full scale triennial emergency exercise to evaluate emergency response efforts, which will include mutual aid partners. The triennial exercise is an FAA requirement that is held every three years. Live burn training is scheduled the end of May and will utilize an aircraft simulator to provide an enhanced training experience.

General Aviation Reports – Central Wisconsin Aviation:

The FBO is anticipating an increase in GA traffic for the US Senior Open and they are ramping up fuel supplies and equipment. An efficient aircraft parking plan is being developed and they are considering the use of a shuttle to accommodate vehicle parking. The Stevens Point airport will fill up fast and upwards of 40,000 people are expected for the event. Flight school enrollment has picked up with the onset of spring and they are still working to find an A&P mechanic.

Adjournment: 9:00 a.m. Motion by Buch, second by Kluck to adjourn. Motion carried unanimously.

Next Scheduled Meeting Date: June 13, 2023 at 8:00 a.m.

Julie Ulrick, Recording Secretary