

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING

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

August 8, 2023 - 8:00 a.m.

2022-2024 Board Members: Chair Dave Ladick - Portage County, Vice Chair Chris Dickinson - Marathon County, Julie Morrow - Portage County, Becky Buch - Marathon County, Tom Seubert - Marathon County, Lon Krogwold - Portage County, Kurt Kluck - Marathon 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 Ladick at 8:00 a.m.
 - a) Pledge of Allegiance
- 2) Approval of Minutes of the July 11, 2023 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Review and Possible Action on Fixed Base Operator Agreement Amendment with Central Wisconsin Aviation
- 5) Review and Possible Action on Terminal Area Master Plan
- 6) Staff Reports
 - a) Director Report
 - i) Air Service Update
 - ii) Statistical Report
 - iii) Flight Schedule
 - iv) Travel Survey
 - b) Financial Reports
 - i) Revenues and Expenses
 - ii) Budget Comparison
 - c) Operations and Project Reports
 - i) Update on ATC Tower Project
 - ii) Update on Runway Shift Project
 - iii) Update on Airport Operations
 - d) General Aviation Updates – Central Wisconsin Aviation
- 7) Adjournment
- 8) ***At the conclusion of the meeting, board members will take part in a tour of the airfield and corporate hangars. No formal board discussion or business will be had and no formal action will be taken.***
- 9) Next Scheduled Meeting Date: September 12, 2023 at 8:00 a.m.

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

July 11, 2023 - 8:00 a.m.

Airport Board:	Dave Ladick, Chair Lonnie Krogwold Becky Buch Thomas Seubert	Chris Dickinson, Vice Chair – via phone Kurt Kluck Julie Morrow
Staff:	Brian Grefe, Airport Director Julie Ulrick, Badging Coordinator Jim Fredericksen, Maintenance Supervisor	Mark Cihlar, Assistant Airport Director Dave Drozd, Finance Director
Visitors:	Karl Kemper, Becher Hoppe Rick Miller, Central Wisconsin Aviation Randy Dorshorst, Central Wisconsin Aviation Evan Barrett, Mead & Hunt – via phone Christina Cole, Advance Aviation	Randy Van Natta, Becher Hoppe Jim Vruwink, Central Wisconsin Aviation Stephanie Nikho, Mead & Hunt Patrick Casey, Mead & Hunt Kayleigh Talbert, Advance Aviation
Handouts:	None	

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 May 9, 2023 board meeting. Motion carried unanimously.*

Public Comment Period: None.

CWA Marketing Update – Advance Aviation:

Advance Aviation reviewed goals, target audiences and past and current airport advertising campaigns. Trends in travel to major cities and international travel have increased recently, as well as destinations seen on television or imagery online. Target marketing strategies are used to connect with potential travelers. Ad click-through rates for airport campaigns have been high and ads are being received by relevant audiences. Next year's marketing budget will see an increase and additional marketing funds have been set aside to support a new low-cost carrier route.

8:45a.m. Lonnie Krogwold left the meeting.

Mead & Hunt Presentation on Terminal Area Master Plan:

Terminal Area Master Plan (TAMP) Technical Advisory Committee meetings have been held, as well as discussions with the public, tenants and stakeholders on what needs they have that should be considered in the TAMP planning phase. Mead & Hunt has worked closely with the FAA throughout this process. Four initial concepts have been developed that would meet identified goals, each with specific benefits for general aviation (GA), the airport and commercial flight operations. The concepts were evaluated based on their potential and individual advantages and disadvantages and two concepts rose to the top. Concepts 2 and 3. At next month's meeting a recommended concept will be brought to the board for acceptance.

Staff Reports:

Director Report – Brian Grefe:

Air Service Update – Conversations with a low cost carrier have been going well. Delta and American have started to add more flights into the system. Detroit service loss has affected many business and community members. A

business survey has been sent out to gather information to use as support for reinstating the DTW route. DTW service was restored at an Indiana airport recently, which is encouraging.

US Senior Open Update – The US Senior Open went very well and most GA activity was in and out flights bringing additional revenues to the FBO. An agreement was worked out with Lexus to be the preferred airport for the US Open by allowing them to park their participant vehicles in the closed west parking lot.

Statistics – The June statistical report shows operations down 22.2% on the year mainly due to the Delta frequency loss, but the change brought an increase in available seats. Enplanements are down 1.7% on the month and down 6.9% on the year. Load factors ranged from 79.4% to 85.6%.

Flight Schedule – The flight schedule is expected to remain at five daily flights for foreseeable future. American has increased their seat capacity by 50% and are at three daily flights. Several late summer charters are coming up through August.

Legislative Update – The House Appropriations Committee cleared a 2024 funding bill with positive airport provisions, including an increase in TSA screening officers and TSA workforce pay equity adjustments. The House unanimously approved a bipartisan five-year FAA reauthorization bill that will increase AIP to \$4 billion. Before the Senate could consider the FAA reauthorization bill, it was pulled over a dispute regarding pilot training requirements. More to come on its progress as it unfolds.

Financial Reports – Dave Drozd:

Revenues and Expenses – Staff is still working on cost center modifications for reporting. June revenues end the month at 24.8% of budget, with expenses ending the month at 26.17% of budget. Revenues are up 11.24% year-to-date and expenses are up 4.1% year-to-date.

Operations & Project Reports – Mark Cihlar:

Update on Tower Design Contract – The tower design contract is complete and a copy was included as discussed at the May meeting. The contract amount totaled \$103,453.63 and was negotiated in good faith. The project will be fully funded by an FAA grant and bids are due next week.

RW Shift – The runway shift project is moving along. Crews will begin paving the runway extension this week and the taxiway extension next week. The decoupling will begin in September or early October. Installation of utilities and nav aids is ongoing. The project is anticipated to be complete on time.

Operations Update – Maintenance staff was busy preparing for the US Senior Open and getting painting done on the ramp.

General Aviation Reports – Central Wisconsin Aviation:

Central Wisconsin Aviation has been preparing for the arrival of the Cherokees to Oshkosh group who will again be using CWA as their homebase before heading to the EAA event in Oshkosh. They've indicated about 50 aircraft are expected to be here most of the week and they are planning to conduct many flight formation and training exercises.

Adjournment: 10:15 a.m. Motion by Buch, second by Seubert to adjourn. Motion carried unanimously.

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

Julie Ulrick, Recording Secretary



Agenda Item Summary

Airport Board Meeting Date: August 8, 2023

Agenda Item Title: #4 Review and Possible Action on Fixed Base Operator Agreement Amendment with Central Wisconsin Aviation

Staff Responsible: Brian Grefe, Airport Director

Background: In September 2022, the Central Wisconsin Joint Airport Board and Central Wisconsin Aviation, the Fixed Base Operator (FBO) on the field, extended the old contract to the end of the year 2022. They also entered into a new agreement beginning January 1, 2023. A new provision in the 2023 contract was to add a fuel facility recovery fee to offset the airport's cost of maintaining the fuel farm. The airport owns the fuel farm that is used by the FBO. In order to keep the FBO and ultimately the airport financially competitive, airport staff and FBO management agreed to meet to discuss lowering the FBOs operating expenses. These discussions developed into a plan that would benefit the FBO, American, Avelo, Delta, Productivity Advantage, and anyone who purchases fuel at CWA. The amendment proposed today eliminated the fuel facility recovery fee, reduces the fuel flowage fee to \$0.05 per gallon, and caps the total fuel flowage fee amount to \$35.00 for commercial service aircraft.

Timeline: The effective date, if approved, will be October 1, 2023. This will give the FBO time to adjust their fee structure. Our contract has provisions to negotiate fees if and when the new general aviation terminal is built.

Financial Impact: Eliminating the fuel facility recovery fee will result in a reduction in income of \$2,000 to \$2,500 per month. Reducing the fuel flowage fee will have a modest reduction in income of about \$400 per month. These reductions in income should, at least, be offset by the addition of a third air carrier, Avelo Air, and the ancillary revenues that go along with a substantial increase in passengers.

Contributions to Airport Goals: This amendment directly addresses Goal #1, "Engage with Airlines to Increase Total Available Seats", and Goal #3, "Increase GA Activity and Awareness".

Recommended Action: Airport staff recommend approval of the lease amendment to the 2023 FBO agreement.

Attachment(s) Amendment to Lease Document

AMENDMENT TO LEASE DOCUMENT

FIXED BASE OPERATIONS – CENTRAL WISCONSIN AVIATION, INC.

AND

CENTRAL WISCONSIN JOINT AIRPORT BOARD

This Amendment to the Fixed Base Operation Lease Agreement, originally dated the 1st day of January, 2023, between Central Wisconsin Aviation, Inc., and the Central Wisconsin Joint Airport Board, Mosinee, Wisconsin, shall be effective the **1st day of October, 2023**.

WITNESSETH:

WHEREAS, Article V, Section 3 of the existing Fixed Base Operation Lease Agreement currently reads as follows:

Fuel Flowage Fee. A fuel flowage fee shall be paid to the Airport for all fuel delivered to or for Lessee no later than the fifteenth (15th) day of the month following the month in which the fuel was delivered. The fuel flowage fee shall be \$0.055 per gallon. Thereafter, the Airport reserves the right, at its own discretion, to increase or decrease the amount of the fuel flowage fee, provided such change in the flowage rate shall be consistent with the flowage rates charged other lessees of the Airport. The fuel flowage fee shall never increase more than ten percent (10%) per year and shall never exceed ten percent (10%) of Lessee's cost of the fuel delivered. The cost of fuel shall be the actual cost of such fuel to the Lessee and shall not include other charges such as the cost of transportation, taxes and assessments, inspection fees, or environmental charges; and

WHEREAS, Article V, Section 4 of the existing Fixed Base Operation Lease Agreement currently reads as follows:

Fuel Facility Recovery Fee. A fuel facility recovery fee shall be paid to the Airport for all fuel delivered to or for Lessee no later than the fifteenth (15th) day of the month following the month in which the fuel was delivered. The fuel facility recovery fee shall be \$0.03 per gallon; and

WHEREAS, the Parties to this Agreement, Central Wisconsin Aviation, Inc., and the Central Wisconsin Joint Airport Board, have agreed to a modification of the language of these sections to reduce fuel flowage fees and remove fuel facility recovery fees.

NOW, THEREFORE, the Parties agree to the following amendments to the Fixed Based Operation Agreement as follows:

Article V, Section 3:

Fuel Flowage Fee. A fuel flowage fee shall be paid to the Airport for all fuel delivered to or for Lessee no later than the fifteenth (15th) day of the month following the month in which the fuel was delivered. For commercial service aircraft, the fuel flowage fee shall be \$0.05 per gallon, with a cap at \$35 per aircraft

fueling. For general aviation aircraft, the fuel flowage fee shall be \$0.05 per gallon. Thereafter, the Airport reserves the right, at its own discretion, to increase or decrease the amount of the fuel flowage fee, provided such change in the flowage rate shall be consistent with the flowage rates charged other similarly situated lessees of the Airport. The fuel flowage fee shall never increase more than ten percent (10%) per year and shall never exceed ten percent (10%) of Lessee's cost of the fuel delivered. The cost of fuel shall be the actual cost of such fuel to the Lessee and shall not include other charges such as the cost of transportation, taxes and assessments, inspection fees, or environmental charges.

Article V, Section 4:

Fuel Facility Recovery Fee. A fuel facility recovery fee shall be paid to the Airport for all fuel delivered to or for Lessee no later than the fifteenth (15th) day of the month following the month in which the fuel was delivered. The fuel facility recovery fee shall be \$0.00 per gallon.

The Parties agree that the remaining portions of the Agreement shall remain unchanged. This amendment shall be incorporated into the original Agreement as if set forth there in full.

IN WITNESS WHEREOF, the parties have hereunto set their hands:

Date: _____

Date: _____

Central Wisconsin Joint Airport Board

Central Wisconsin Aviation, Inc.

By _____

By _____

Chair

President



Agenda Item Summary

Airport Board Meeting Date: August 8, 2023

Agenda Item Title: #5 Review and Possible Action on Terminal Area Master Plan

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: This Terminal Area Master Plan process was started about a year ago. The process includes an emphasis on stakeholder engagement to ensure that the needs of tenants and users of the airport, as well as the perspective of community members, are being heard and considered by the Central Wisconsin Joint Airport Board.

Focus areas of this TAMP include the aircraft ramp areas (commercial and general aviation), a general aviation terminal facility, an Airport Operations and Maintenance facility, and alternatives for future hangar development. Effort is also included to consider sustainability opportunities, including a preliminary look at solar and electric vehicle charging at CWA.

During the July Joint Airport Board meeting it was decided to narrow the focus of the considered capital improvement alternatives from four to two in order to provide a more in-depth analysis of each.

Today, the Joint Airport Board will be requested to select one preferred alternative to move forward in this planning process and ultimately on to the Airport Layout Plan. Selection of a preferred alternative does not commit the Joint Airport Board to funding or building anything shown today. Completion of a Master Planning process positions an airport well for future development, support and potential funding from the FAA and State, and protects the airport from incompatible land use.

Timeline: This will be discussed during the presentation.

Financial Impact: Funding for this Terminal Area Master Plan is in place and committed. Any contemplated capital improvement project that is considered as part of this planning process will be brought before the Joint Airport Board for approval, budgeting, and a refined scope before the project is designed or construction commences. The table shown below is a scale of what the financial impact of final development could be.

Enabling Projects			
Transient Hangar	2,660,000-4,320,000		
GA-Ops Facilities Concept 2		GA-Ops Facilities Concept 3	
FBO Hangar Demo	89,246	FBO Hangar Demo	89,246
Site Work GA and Ops	683,293	Site Work GA	243,432
		Hangar Demo	54,481
		Site Work Ops	969,451
GA Terminal	3,002,500	GA Terminal	3,155,500
Ops Facility	11,854,140	Ops Facility	12,630,120
ARFF Facility	4,741,800	ARFF Facility	4,358,400
SRE Facility	7,112,340	SRE Facility	8,271,720
GA-Ops Facilities	15,629,179	GA-Ops Facilities	17,142,230
Other Projects			
T- Hangar Rehab	1,500,000		
Air Carrier Apron Expansion	970,352		
De-Icing Pad and Circulation	4,093,878		

Contributions to Airport Goals: This is a continuation of our ongoing Terminal Area Master Plan. This process will help to guide new goals moving forward into 2024 and beyond.

Recommended Action: Airport Staff will be making a recommendation following a presentation by Mead and Hunt that will take into account all comments received from the Public Open House, the Technical Advisory Committee, and the Public Advisory Committee.

Attachment(s) None

Central Wisconsin Airport – Flight Schedule

August 8, 2023



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
5181	15:33	from MSP	CRJ	5192	07:02	to MSP	CRJ
5166	20:46	from MSP	CRJ	5181	16:19	to MSP	CRJ



<u>Arrivals – American Eagle</u>				<u>Departures – American Eagle</u>			
6193	10:57	from ORD	ERJ	6207	06:00	to ORD	ERJ
6194	14:28	from ORD	ERJ	6193	11:22	to ORD	ERJ
6187	20:02	from ORD	ERJ	6194	14:53	to ORD	ERJ

Upcoming Charter Schedule

Aug 3 – Sun Country to Omaha
 Aug 31 – Sun Country to Laughlin
 Sept 25 – Never Forgotten Honor Flight

MSP = Minneapolis
 ORD = Chicago O’Hare

Total CWA Flights Daily = 5