

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA

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

March 10, 2026 - 8:00 a.m.

2024-2026 Board Members: Chair Chris Dickinson - Marathon County, Vice Chair Julie Morrow - Portage County, Dave Ladick - Portage County, Tom Seubert - Marathon County, Kurt Kluck - Marathon County, Rick Rettler - Portage County, Nicholas Endres - 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 Dickinson at 8:00 a.m.
 - a) Pledge of Allegiance
- 2) Approval of Minutes of the February 10, 2026 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Review and Possible Action on Wausau School District 2026/2027 Art Selection
- 5) Review and Possible Action on ARFF/SRE Facility Preliminary Design Contract
- 6) 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
- 7) Ovation
 - a) Fixed Base Operator Report
- 8) Next Scheduled Meeting Date: April 14, 2026 at 8:00 a.m.
- 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 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

February 10, 2026 - 8:00 a.m.

Airport Board:	Chris Dickinson, Chair - Excused Dave Ladick Rick Rettler Nicholas Endres - Absent	Julie Morrow, Vice Chair Kurt Kluck Thomas Seubert
Staff:	Brian Grefe, Airport Director Dave Drozd, Finance Director	Mark Cihlar, Assistant Airport Director Julie Ulrick, Badging Coordinator
Visitors:	Karl Kemper, Becher Hoppe Adam Fitzpatrick, Ovation John Pavelski, Portage Co. Executive Christina Cole, Advance Media - via Teams Lance Leonhard, Marathon Co. Administrator - via Teams	Josh Harris, Ovation Collin Eiden, Ovation Brian Desmond, Marathon Co. Corp. Counsel Kayleigh Talbert, Advance Media - via Teams

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

Approval of Minutes: *Motion by Kluck, second by Rettler to approve the minutes of the January 13, 2026 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Informational Presentation Regarding Multi-District PFAS Litigation – Marathon County:

Marathon County Corporation Counsel presented information shared by the Wisconsin Counties Association on federal Multi-District Litigation (MDL) that is underway aimed at consolidating PFAS/AFFF cases from across the country. Hundreds of public entities are participating to seek recovery of past and future remediation costs from the manufacturers of these products.

2026 Marketing Plan Presentation – Advance Aviation:

Marketing efforts are ongoing and promote the benefits of flying local using a digital centric approach. A United campaign was implemented when they announced their return to CWA, promoting awareness of the new service. United's marketing team was involved in all aspects of the campaign and they are seeing good bookings to date for May and June. The United campaign will run through the end of April.

CWA was the official airport of the Iola Car Show for the first time, which may help secure additional flights during the event. About 25% of attendees fly-in, which is a considerable number of travelers. CWA has also partnered with Kayak, which will allow people to book a flight directly from CWA's website. Kayak will show options and pricing for all three airlines, as well as allowing travelers to book rental cars and hotels. The airport will earn revenues from each booking.

Review and Possible Action on Legislative Priorities for 2026:

2025 legislative priorities were initially identified as multi-year efforts and they remain active and relevant priorities for 2026. Notable progress has been made on advancing alternative project delivery methods, including Construction Manager at Risk (CMAR), with continued coordination occurring at the state level. Progress on the remaining initiatives, particularly those related to statewide air service development and destination marketing, has been incremental but meaningful. Given the complexity of legislative action and the need for sustained coordination among airports, state agencies, and elected officials, it is anticipated that these efforts will continue over several legislative cycles. Airport staff recommend maintaining these priorities through 2026, recognizing that progress will

depend on staff capacity as well as legislative support. ***Motion by Ladick, second by Kluck to approve the 2026 legislative priorities as presented. Motion carried unanimously.***

Review and Possible Action on Flightline Drive Design Contract:

Flightline Drive is the access road that serves the fuel farm, the GFO hangar facility, and remaining GA development sites along Taxilane E. The existing access road is 30 years old and has degraded severely over the years. It is also located in a position that limits development opportunities west of the fuel farm. This was studied during the 2023 Terminal Area Master Plan and a project was identified to relocate this road to the north in order to maximize the development opportunity for this site. In a planning meeting with the Bureau of Aeronautics in October 2025, they indicated that 80/20 State Aid funds were available for this project based on a budgetary project cost estimate of \$550,000, and recommended CWA proceed with designing and bidding out the project in the spring of 2026. The total local match of the project is anticipated to be under \$110,000. The recommended design contract with Becher-Hoppe Associates has a total cost of \$65,783.43 and has been negotiated in good faith. ***Motion by Rettler, second by Kluck to approve the design contract with Becher-Hoppe Associates in the amount of \$65,783.43. Motion carried unanimously.***

Review and Possible Action on ARFF/SRE Project Resolution:

Resolution R-01-26 is brought to the board to approve in concept a new ARFF/SRE facility prior to the process officially starting. Due to the complexity and size of the project, staff are looking to get an earlier start. This project would replace the current ARFF/SRE facility in the existing location and expand its footprint to the east. The existing ARFF/SRE facility does not meet the airport's current needs for equipment storage or for maintenance activities. The new facility would increase the equipment storage area and allow the airport to eliminate several remote cold-storage facilities east of the fuel farm. It would also expand on-site maintenance capabilities with the addition of an overhead crane in the maintenance bay.

The FAA would be asked for a single year discretionary grant in addition to AIP entitlement funding rather than separating the project into multi-year phases. If approved by the board, the ARFF/SRE Facility project could begin project formulation through a preliminary design contract in 2026 with construction commencing in 2028. ***Motion by Kluck, second by Ladick to approve 2028 AIP Project Resolution R-01-26 as presented. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Grefe:

Air Service Update – American's schedule will increase to three daily flights with excellent flight times starting February 12th. Staff and Mead & Hunt have been working with Delta on getting the DTW flight back and the addition of a third MSP flight.

Statistical Report – Not available.

Flight Schedule – The flight schedule remains at four daily flights until next week, which will reflect the addition of the third American flight. Charter activity has been consistent throughout winter.

Legislative Update – The House passed a fiscal year 2026 funding bill for the FAA, DOT and Department of Defense, but DHS funding was only approved through February 13th.

Financial Reports – Dave Drozd:

Revenues and Expenses – January revenues end at 5.34% of budget with expenses ending at 5.66% of budget. 2025 financials are being wrapped up and auditors will be onsite the second week of April.

Budget Comparison – The budget comparison for January shows a revenue deficit of \$14,472.

Operations & Project Reports – Mark Cihlar:

Update on Airport Operations – United representatives will be arriving today for a site walkthrough of office spaces

and baggage areas to prepare for their return in May. Maintenance staff have been enjoying the break in winter weather events.

Update on Airport Projects – A pre-construction meeting was held for the GA terminal project. Groundbreaking is anticipated in late March or early April. The new ARFF vehicle in Minnesota was inspected by staff and delivery is expected in a week or two. The manufacturer will be sending a trainer to CWA to train maintenance staff.

Ovation – Fixed Base Operator Report:

January had another substantial uptick in business, with fuel sales up 12%. Staff met with the A&P mechanic applicant and it went well. The candidate appears to be a good fit and they are hopeful to bring the individual on board.

Next Scheduled Meeting Date: March 10, 2026 at 8:00 a.m.

Adjournment: *9:35 a.m. Meeting called adjourned by Vice Chair Morrow.*

Julie Ulrick, Recording Secretary



Agenda Item Summary

Airport Board Meeting Date: December 10, 2024

Agenda Item Title: #4) Review and Possible Action on Wausau School District 2026/2027 Art Selection

Staff Responsible: Brian Grefe, Airport Director

Background: Last year, the Central Wisconsin Joint Airport Board approved a four-year agreement with the Wausau School District to display a student art installation titled “Art in Flight” at the Central Wisconsin Airport. The installation began at the end of the 2025–2026 school year. This program features a competitive art selection chosen at the sole discretion of the Airport Board. The current installation and last year’s runner-up selections can be viewed at: <https://www.fly-cwa.org/artwork>.

The 2026–2027 selection process will follow the same format. Alison Iaffaldano, a sophomore at Wausau West High School, along with her advisor Trisha Sirny, will present several pieces of student artwork for the Board’s consideration. From these submissions, the Board will select eight pieces for display in the airport terminal — four from Wausau West and four from Wausau East.

Following the Board’s selection, the artwork will be professionally framed and prepared for installation in the terminal. In the spring, the Wausau School District and Central Wisconsin Airport will host a public unveiling event, inviting students, families, school staff, and community members to celebrate the selected artwork.

Timeline: The public unveiling will be scheduled later in the spring to accommodate the students and schools participating in the program. Once installed, the artwork will remain on display throughout the summer and the entire 2026–2027 school year. Three years remain on the current master agreement between the airport and the Wausau School District.

Financial Impact: There is no financial impact to the airport associated with this program.

Contributions to Airport Goals: Goal #2: Exceed Customer Expectations

Central Wisconsin Airport strives to create a travel experience that is welcoming, memorable, and reflective of the community we serve. One initiative supporting this goal is the “Art in Flight” student art installation, which showcases artwork from local students throughout the terminal. This program enhances the passenger environment by creating a more vibrant and engaging space while giving travelers a sense of place when arriving in or departing from Central Wisconsin.

In addition to improving the overall atmosphere of the terminal, Art in Flight strengthens the airport’s connection to the community by highlighting the creativity of local students and schools. By incorporating local culture and community pride into the passenger experience, the program helps make CWA more than just a transportation facility—it becomes a welcoming gateway to the region.

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Recommended Action: Airport staff recommend that the Board select eight student art pieces, as presented by Ms. Iaffaldano and Ms. Sirny, for display as part of the Art in Flight installation.

Attachment(s) none



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Airport Board Meeting Date: March 10, 2026

Agenda Item Title: #5) Review and Possible Action on ARFF/SRE Facility Preliminary Design Contract

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: Airport staff continue to execute projects identified in the 2023 Terminal Area Master Plan (TAMP), and are now ready to begin work on the ARFF/SRE Facility project. On the February 10, 2026 meeting of the Central Wisconsin Joint Airport Board, the board approved a project resolution to move forward with the ARFF/SRE Facility.

In November 2023, the Joint Airport Board approved the selection of Jviation, a Woolpert Company, for architectural services, in accordance with *FAA Advisory Circular 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. The design of an ARFF/SRE Facility was specifically included in the scope of that selection.

CWA staff had started working with Woolpert in December to develop a detailed scope of work for this preliminary design effort. The FAA and DOT Bureau of Aeronautics (BOA) had previously agreed that a preliminary (~30%) design effort would be necessary to answer many of the outstanding questions needed to develop accurate cost estimates, evaluate federal and state funding eligibility, and submit necessary environmental review documentation to the FAA before the airport moved into the full design effort.

CWA has completed contract negotiations with Woolpert in accordance with *FAA Advisory Circular 150/5100-14E*. The full detailed record of negotiations and scope of work are included in the packet with this Agenda Item Summary. The proposed contract will be directly between CWA and Woolpert under the current *CWA On-Call Airport Architectural Consulting Master Agreement 2023* between CWA and Woolpert.

This project has broad awareness at all levels of FAA and the US Department of Transportation.

Timeline: With approval from the Joint Airport Board, CWA staff will begin working with Woolpert immediately to execute the contract and begin the preliminary design effort. A detailed schedule is included in the scope of work. The final preliminary design report is expected to be completed by August, and FAA Environmental approval is anticipated by September. Once the contract is approved, CWA and the design team will schedule meetings with the FAA throughout the summer to ensure funding eligibility analysis and environmental documentation are completed in a timely manner. This will position CWA well for a 2027 AIP Entitlement Grant.

Financial Impact: The cost of this preliminary design contract is \$239,162.55. This amount will be paid out of the CWA's 2026 operating budget for professional services. This amount will be eligible for reimbursement with federal funds at a prorated amount, which will be determined through this preliminary design effort. Reimbursement won't happen until Summer of 2027 at the earliest as a part of a future full-design effort and design-only grant application. Completing this



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

preliminary design effort in 2026 is necessary to position the airport for a competitive \$20M AIP Discretionary grant in 2028.

Contributions to Airport Goals: This project will continue the execution of the 2023 Terminal Area Master Plan, support the 2026 Annual Goal to Develop Plan for Future Growth, and will better the position of the airport to maintain a high level of safety and operational readiness in our 24/7 operation for Airport Rescue Fire Fighting and Snow Removal operations.

Recommended Action: Airport Staff recommend approval of Task Order No. 2 under the CWA On-Call Airport Architectural Consulting Master Agreement 2023 between CWA and Woolpert for the Preliminary Design of the ARFF/SRE Facility.

Attachments: Record of Negotiations, Task Order No. 2, Preliminary Design Scope of Work and Fee Proposal, ARFF/SRE Facility Infographic



CENTRAL WISCONSIN AIRPORT

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Visit us at www.fly-cwa.org

**Record of Negotiations:
Central Wisconsin Airport
Architectural Design Services**

Date: March 4, 2026

Contract Title: Architectural Design Services – CWA ARFF/SRE Facility - Preliminary Design

Location: Central Wisconsin Airport

Anticipated AIP Grant: TBD

1. In 2023, the Central Wisconsin Airport (CWA) conducted a competitive solicitation for Airport Architectural Services through a Request for Qualifications (RFQ) in accordance with FAA Advisory Circular 150/5100-14E. This solicitation resulted in a five-year on-call engineering agreement with Woolpert, Inc. for projects beginning prior to November 14, 2028.
2. On December 10, 2025, CWA, Woolpert, the Wisconsin DOT Bureau of Aeronautics (BOA), and the FAA Chicago Airports District Office (ADO) held a meeting to discuss CWA's ARFF/SRE Facility project as it was planned in the 2023 Terminal Area Master Plan (TAMP). This group agreed that a preliminary design effort would be necessary to complete the project formulation steps needed to move the 2023 TAMP project concept forward. After this, CWA requested a detailed scope of work from Woolpert for the preliminary design of the project.
3. On January 18, 2026, Woolpert provided CWA with a preliminary scope of work for the preliminary design effort. After several rounds of revisions, and a review by the BOA, a final scope of work was agreed to on February 13, 2026. This work was included in the solicitation scope of the original RFQ.
4. On February 10, 2026, the Central Wisconsin Joint Airport Board approved by resolution the ARFF/SRE Facility project, contingent on project funding.
5. On February 13, 2026, CWA provided the scope of work to an independent consultant and requested an Independent Fee Estimate for the effort.
6. On February 27, 2026, CWA received an Independent Fee Estimate (IFE) from the independent consultant based on the draft scope of work, which estimated the total effort of the preliminary design effort to cost \$230,664.16. After reviewing the IFE, CWA believed the IFE to be reasonable. Based on this IFE and FAA guidance, the final contract would be expected to be within 10% of this amount, or between \$207,597.74 and \$253,730.58.
7. On February 27, 2026, CWA requested a fee proposal from Woolpert for the scope of work. Woolpert provided their proposal to CWA the same day.
8. On March 2, 2026 CWA reviewed the fee proposal received from Woolpert for the Preliminary Design Effort. The total cost of the proposal was \$252,642.55. This amount was 9% more than the IFE.
9. On March 2, 2026, CWA and Woolpert discussed the fee proposal. Although the proposal was within 10% of the IFE, CWA asked Woolpert if there was any opportunity to reduce the cost. After discussing different assumptions and effort included, Woolpert agreed to reduce some of the effort they included for Code reviews, and provided

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a revised proposal of \$239,162.55, including actual cost items and sub-consultant costs. CWA informed Woolpert that the fee proposal was acceptable, and that no further negotiations would be required.

10. On March 10, 2026, CWA will recommend approval of the contract, negotiated in good faith, to the Central Wisconsin Joint Airport Board.

A handwritten signature in blue ink, appearing to read "Mark Cihlar".

Mark Cihlar, A.A.E.
Assistant Airport Director

TASK ORDER NO. 2

In accordance with this Task Order No. 2, Made and entered into this 10th Day of March, 2026, Consultant agrees to perform and complete the following services for CWA, in accordance with the terms and conditions of the **Master Architectural Services Agreement between the Central Wisconsin Joint Airport Board (CWA) and Woolpert, Inc. (Consultant) dated November 14, 2023.**

1.0 Project Description

1.1 ARFF/SRE Facility - Preliminary Design

2.0 Scope of Services

2.1 See attached detailed scope of work for services provided under this task order.

3.0 Project Schedule

3.1 See attached detailed scope of work for project schedule.

4.0 Compensation Terms

- 4.1 FEE AND EXPENSES – The fee for this Task Order No. 1, negotiated in good faith in accordance with FAA AC 150/5100-14E, shall be for an amount up to and not to exceed \$239,162.55 as detailed in the attached detailed scope of work.
- 4.2 OTHER EXPENSES AND SUBCONTRACTORS - No other expenses or subcontractor expenses are authorized under this Task Order No. 1 unless specifically approved by CWA in writing. Other expenses or subcontractor expenses should be specifically defined in a separate task order(s).
- 4.3 INVOICING - Payments will be based on work performed by the Consultant and detailed in a report submitted to the airport with the request for payment. Consultant will invoice CWA monthly for all services rendered and reimbursable expenses incurred pursuant to this Agreement, and each invoice shall be due and payable upon receipt by CWA. CWA shall notify Consultant in writing of any disputed amount contained on an invoice within fifteen (15) calendar days from the date of invoice; otherwise, all charges shall be deemed acceptable and correct. Invoices can be emailed (preferred) or mailed to CWA at the address listed in section 19 of the Master Agreement. Compensation due Consultant under this Agreement is due and payable to its corporate offices, whose address is in section 19 of the master agreement.

5.0 Other Provisions

5.1 N/A

Consultant:	Central Wisconsin Joint Airport Board
By: _____	By: _____
Date	Date
Typed Name: _____	Typed Name: _____
Title: _____	Title: _____



EXHIBIT NO. 2

DESIGN SERVICES

Project Manager is to prepare and deliver a full set of preliminary design documents (30% drawings) for construction companies to obtain CMAR contracts and provide estimating services. Coordination of the design team efforts shall be managed by the Project Manager, ensuring the team remains focused and on schedule for design deliverables. Internal quality control reviews shall be done with team members throughout the duration of the project design.

Project Manager will provide the following design services for each related discipline based on each of the defined phases. Civil drawings will be prepared by Subconsultant in AutoCAD 3D software. Other Design drawings will be prepared in Autodesk Revit and hosted in a BIM360 session to allow for real-time collaboration. Deliverables will be PDF electronic files.

The design fees for this project will be as listed below:

Part A-Basic Design Services includes;

- 1) Preliminary Design Phase (30% completion).

Additional design services that will be completed by subconsultants to Project Manager, including the proposed Civil Engineering, Structural Engineering, MEP Engineering, Geotechnical investigation, Asbestos Survey, Environmental Services; will be included under Part A -Subconsultants Section. Part A and the one phase are described in more detail below.

PART A - BASIC DESIGN SERVICES – The Part A Basic Design Services will include the following. These are further defined throughout this document.

Part A Services include but are not limited to the following:

- | | |
|-------------------------------|------------------------------|
| Project Management | Civil Design (Subconsultant) |
| FAA/DOT Coordination | Surveying (Subconsultant) |
| Environmental (Subconsultant) | Detailed Project Narrative |

Architecture	Mechanical/HVAC Design (Subconsultant)
Electrical Design (Subconsultant)	Communications Technology Design (Subconsultant)
Plumbing Design (Subconsultant)	Fire Protection Design (Subconsultant)
Structural Design (Subconsultant)	Value Engineering
Geotechnical (Subconsultant)	Building Code Review
Interior Design	Quality Control Reviews
Electrical Generator Analysis	Site Electrical Design
FAA Eligibility Analysis	Preliminary Cost Estimate

PART A - BASIC DESIGN SERVICES – SUBCONSULTANT SERVICES

Civil Engineering	Structural Engineering
MEP and FP Engineering	Geotechnical Engineering
Environmental Study	Surveying
Asbestos Survey	ALP Pen and Ink Modification

SPONSOR MEETINGS

A variety of virtual meetings with the Sponsor will be scheduled to determine the following during the design cycle.

- Critical project dates and establish the proposed schedule
- Determine the feasibility of the proposed project and expectations/Kickoff meeting
- Design review sessions

PRELIMINARY DESIGN SCHEDULE

A proposed design schedule will be developed when the contract is awarded. This schedule is subject to review and discussion but must be agreed to (in the present or modified form) before a formal Notice to Proceed (NTP) is issued. The schedule will be based on a 4-month design schedule to provide documents ready for preliminary cost estimating. Future Final Plans and Specifications for Construction are subject to approval by local reviewing agencies.

Deviations from the schedule outside of the control of Project Manager (Sponsor Design changes, scope alterations, etc.) could impact the final deliverable date.

PHASE	ALLOCATED TIME
Due Diligence/Concept Verification	8 Weeks
30% Design Phase	8 Weeks
FAA Eligibility and Justification Review	8 weeks
TOTAL	24 Weeks

PART A – PRELIMINARY DESIGN SERVICES

PHASE 1– PRELIMINARY DESIGN

The Design Phase for the 30% Deliverable of the Construction Documents will identify key project elements and resolve the critical path work items to begin full design of the project. This includes evaluating and specifying the structural building and its interior and exterior features and site layout.

1.01 Coordinate and Attend Meetings with the Sponsor and FAA. Four meetings with the Sponsor and the FAA will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), determine the feasibility of the proposed

project and to establish the need for topographical surveying, pavement investigation and/or geotechnical testing. Various meetings during the design phase will also be conducted to review the progress of the design, discuss construction details and proposed time frame of construction and identify any special requirements for the project. It is anticipated that there will be up to four meetings with the Sponsor and/or the FAA throughout the course of the design. It is anticipated that two meetings will take place in-person with the Sponsor and FAA. The Project Manager along with the Woolpert Program Director will attend the two meetings in person and will be traveling from Denver, CO to the in-person meetings.

1.02 Prepare Project Scope of Work and Contract. This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the Sponsor and may be subject to an independent fee estimate conducted by a third party hired by the Sponsor. This task also includes drafting the contract for the work to be completed by the Project Manager for the Sponsor once negotiations are complete.

1.03 Coordinate Civil Engineering This task includes preparing the requirements for the Civil Engineering scope of the project. Negotiating with the Civil engineering subconsultant firm for a cost to perform the work and executing the subcontract is also included in this task.

1.04 Coordinate Structural Engineering This task includes preparing the requirements for the structural design elements of the project, including structural design requirements of the building and coordination with the Sponsor. Negotiating with the structural Project Managing firm for a cost to perform the work is also included in this task.

1.05 Coordinate MEP Engineering This task includes preparing the requirements for the MEP scope of the project. Negotiating with the mechanical, electrical, and plumbing engineering subconsultant firm for a cost to perform the work and executing the subcontract is also included in this task.

1.06 Provide Project Coordination. The Project Manager shall provide project management and coordination services to ensure the completion of the design. These duties include:

- Time the Project Manager spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- The Project Manager will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedules within budget.
- Maintaining project files as necessary and other items necessary in day-to-day project coordination.
- Validating project criteria requirements
- Site investigation.
- Project coordination.
- Design analysis.
- Coordinate Construction Drawing setup, organization and progress.
- Conduct coordination with Civil, Architecture, Interior Design, MEP, Fire Protection and Structural design to confirm location and space requirements for chases, columns, equipment sizes, equipment clearances, etc. and all other design elements for the project.
- Coordination with Fire Protection Engineer on special requirements for specialized fire suppression systems and design requirements for specialized systems.
- Schedule analysis.
- Providing instruction to design team to meet project objectives as defined in the approved scope of work.
- Analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design

schedule.

- Miscellaneous correspondence to third parties (FAA; DOT; Building Departments; Airport Authority; etc.)
- Maintain project files to ensure proper project closeout.
- Manage Sponsor's design expectations throughout the project.
- The Project Manager will prepare and submit monthly invoicing.
- The Project Manager and design team shall thoroughly review requirements of governmental Authorities Having Jurisdiction (AHJ) over the Project and Sponsor requirements for incorporation into the construction documents.

The Project Manager will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Project Manager's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a design schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.
- Develop and maintain a question/answer log for design staff and client input.
- Obtain specific design requirements of the Sponsor, the Airport Board, and any local design requirements.

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1.07 Review Existing Documents. The Project Manager and Civil Engineer will gather and review existing available documentation that may be relevant to the project, including, but not limited to, record drawings (as-builts), design reports, final reports, utility reports/maps and previous surveys. The Project Manager may use relevant information from this review to coordinate the design and topographical survey for the project

1.08 Coordinate Topographical Survey (By Subconsultant). This task includes preparing the requirements, establishing the limits of the survey area, and scheduling a time for the survey to be completed. Negotiating with the survey firm for a cost to perform the work and providing an on-site representative of the Project Manager during the survey is also included in this task. During design, the need may arise to verify other existing survey information or to extend the limits of the survey.

1.09 Coordinate Geotechnical Investigation (By Subconsultant). This task includes preparing the requirements for soils testing, establishing the limits of work, and scheduling a time for testing to be completed. The requirements of the geotechnical investigation shall be established in accordance with FAA AC 150/5320-6 (current edition), *Airport Pavement Design and Evaluation*. Negotiating with the geotechnical Engineering firm for a cost to perform the work and providing an on-site representative of the Project Manager during the geotechnical investigation is also included in this task.

1.10 Prepare Environmental Documentation (By Subconsultant). The FAA has determined that a Categorical Exclusion (CATEX) applies to the project according to FAA orders 1050.1F and 5050.4B, and the project can be environmentally approved through the FAA's internal memorandum. The Project Manager shall provide the FAA with adequate documentation needed for the internal memo process. An overall environmental exhibit, if applicable, will be created as part of this scope of work, approved by the FAA, and referenced throughout the project.

1.11 Prepare FAA Eligibility Analysis. This task includes gathering detailed information from the published FAA Advisory Circulars on both ARFF and SRE buildings. All documentation shall be gathered and reviewed for compliance. The Project Manager shall create a matrix to determine which elements of the ARFF and SRE facility are deemed to be eligible and which elements are not eligible. Following the information gathering analysis, the Project Manager will create a floor plan exhibit detailing which areas of the facility will be eligible and which areas of the facility will not be eligible.

1.12 Analyze Topographic Survey Data (By Subconsultant). This task includes analyzing the topographical survey data and preparing the data for use with computer modeling. This will include the following tasks:

- Input raw survey data into Autodesk Civil 3D to sort data into the Engineer's standard layers for efficient analysis.
- Verify surveyor horizontal and vertical control.
- Verify survey data from as-built conditions.
- Sort all data points by layers and descriptions for computer modeling.
- Prepare triangulated irregular network (TIN surface model) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences, and other miscellaneous entities.
- Generate three-dimensional contour model from TIN surface model.
- Prepare and process data for spot elevations, grading and/or paving cross sections.

1.13 Analyze Geotechnical Investigation Data. This task includes analyzing geotechnical investigation. This will include the following tasks:

- Review Geotechnical Engineer recommendations.
- Determine on-site sources and quantities of suitable material for embankment.
- Determine appropriate data for benching design.
- Determine appropriate structural foundation design.
- Determine appropriate data for the pavement design form(s).
- Input data for computer modeling with topographical survey data.
- Prepare soil information for incorporation on the construction plans.
- Coordinate with Structural Engineer on geotechnical findings.

1.14 Develop Preliminary On-Site Grading Plans (By Subconsultant). This task includes developing potential on-site grading plans to place excavated material and/or to re-contour borrow sites. It is anticipated two to three different on-site grading options will be developed during this task. Aerial photography will be used to develop the grading plans and associated quantities for all potential embankment and excavation area(s).

1.15 Prepare Existing Utility Inventory. This task includes reviewing record drawings and consulting with the Sponsor and local utility companies to identify all utilities within the project site. The Construction Plans will include, to the maximum extent possible, the surveyed locations of observable utility features and the locations identified by utility locates.

1.16 30% Overall Design

- Participate in coordination meetings per *Meetings/Site Visit Schedule*.
- Provide internal project management, QAQC, and cross-discipline coordination.

- ARFF and SRE Design will be in accordance with all applicable Building Codes, NFPA, and local codes.
- Develop Architectural BIM360 model for all of the design team to work from a background.
- Architectural Floor Plans, Elevations, and Building Sections
- Conduct initial coordination with MEP and Structural design to confirm location and space requirements for chases, columns, equipment sizes, equipment clearances, etc.
- Provide recommendations related to site and building/floor plan layout.
- Provide preliminary design of structural framing for roof, columns, and walls for Building Code prescribed loading.
- Provide recommended foundation system based on Geotechnical report provided by Others.
- Provide design recommendations to move the existing Generator from current location at the Terminal.
- Provide preliminary narrative of Electrical phasing of the existing Generator relocation.
- Provide preliminary design narrative of new Emergency (Life-Safety) Generator at the Terminal. Emergency Generator to replace current Generator.
- Determine limits of Demolition of the existing Generator and existing Electrical Room.
- Provide preliminary design narrative of stand-alone Electrical Room to replace existing.
- Provide preliminary design narrative of sanitary sewer, vent systems, and natural gas distribution system.
- Prepare preliminary plumbing narrative of water distribution, sanitary and vent plans, natural gas distribution.
- Provide preliminary design narrative of heating systems and HVAC systems.
- Perform preliminary HVAC load and ventilation calculations.
- Provide preliminary design requirements for the relocation of Utilities for the East Hangar that remain in place. The existing FBO has utilities needing to be designed and routed to the Existing East Hangar.
- Provide preliminary design narrative for electrical distribution system based on equipment layouts. The narrative will indicate an estimated number of circuits.
- Provide preliminary light fixture selections and other lighting controls.
- Provide preliminary design narrative for site lighting and electrical site plan.
- Prepare preliminary electrical narrative of power plans, lighting plans, and schedules.
- Provide preliminary performance-based design narrative for the following communications and security systems: horizontal cabling distribution, Voice Over Internet Protocol (VOIP), access control, security cameras and communications room layout. Design for additional communications or security systems can be provided as an Additional Service.
- Communications narrative will show design criteria, identify major equipment, and general notes for project specific requirements. This will be delegated design to the Contractor who will perform final detailed design and submit shop drawings.
- Provide preliminary code summary and life safety narrative. Review of any code implications that arise from relocating existing Generator in Terminal.
- Provide preliminary code analysis of Terminal Fire Alarm being relocated in existing ARFF Facility.
- Provide preliminary performance-based design narrative of fire alarm, fire suppression, and fire pump systems. This will be delegated design to the Contractor who will perform final detailed design, hydraulic calculations, and submit shop drawings.
- Provide detailed project narrative description. Narrative will be used to update the ALP as necessary. The ALP update and approval will be coordinated with Environmental Documentation performed in Task 1.10. Narrative will also be used to secure a potential Construction Manager at Risk (CMAR). The CMAR will use the project narrative to provide a Guaranteed Maximum Price for the cost of the project to the Sponsor.

- Deliverables will be provided in the following formats:
 - Drawings – Prepared in Autodesk Civil 3D and Autodesk Revit and provided in electronic PDF format.
 - Responses to Client Comments & Recommendations – Electronic email or PDF format.

1.17 Prepare Preliminary Estimate of Probable Construction Cost. Using the final quantities calculated following the completion of the 30% design plans, the Project Manager will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other available databases.

1.18 Provide In-House Quality Control. The Project Manager has an established quality control program that will provide both experienced and thorough reviews of all project submittals and will also provide engineering guidance to the design team throughout design development from an experienced, senior-level Professional Engineer.

Prior to each review set of 30% Plans and Engineer’s Design Report being submitted to the Sponsor and FAA, a thorough, in-house quality control review of the documents will be conducted. This process will include an independent review of the 30% Plans and Engineer’s Design Report being submitted by a licensed Professional Engineer other than the Project Manager who performed the design of the project. Comments will be offered by the Project Manager that performed the review, and revisions to the 30% Plans Engineer’s Design Report will be made accordingly.

In addition to the 30% reviews, the Project Manager’s in-house quality control program also provides engineering guidance to the design team throughout the project design to steer the project in a manner that provides the best engineering judgment.

At the future full design contract, the 90% design will include an independent review to re-evaluate the CATEx boundary.

1.19 Prepare and Submit Construction Plans and Engineer’s Narrative Design Report. A final set of Schematic Design Plans (11” x 17”), and the Engineer’s Narrative Design Report will be prepared and submitted to the Sponsor, BOA, and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Paper and electronic copies will be provided.

1.20 Preliminary Design – 30% Deliverables

This proposal is based on providing the following items during or at the completion of the 30% design phase.

The following table provides a check list of project deliverable items to be provided under the Phase 1 – 30% Preliminary Design:

PHASE 1 – PRELIMINARY DESIGN – 30% DELIVERABLE	TO FAA (and BOA)	TO SPONSOR
1.01 Meeting Agendas and Meeting Minutes From Pre-Design Meeting	✓	✓
1.02 Scope Of Work And Draft Contract For The Sponsor	✓	✓
1.06 Design Schedule, Monthly Invoicing, And Other PM Design Coordination Elements	✓	✓
1.10 Environmental Documentation	✓	✓
1.11 FAA Eligibility Analysis	✓	✓
1.16 30% Design Documents	✓	✓

1.17 Preliminary Cost Estimate	✓	✓
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1.21 MEETING AND SITE VISIT SCHEDULE

This proposal is based on the following Meetings/Site Visit Schedule and estimated durations indicated for this phase. Project delays and changes during the design may affect these estimated durations and will be addressed as Additional Services if required.

Four design team and Sponsor meetings are anticipated for this phase of work. The PM has defined the specifics of the meeting; who will attend; location; and anticipated travel requirements for each meeting.

MEETING 1: The PM and design team lead personnel shall meet with the Sponsor to have an initial project review meeting to be sure the PM fully comprehends the Sponsor’s vision and requirements for the project.

MEETING 2: The PM and design team lead personnel shall meet with the Sponsor and FAA in-person to have an initial project review meeting to be sure the FAA fully comprehends the Sponsor’s vision and requirements for the project. The Project Manager along with the Woolpert Program Director will attend the two meetings in person and will be traveling from Denver, CO to the in-person meetings.

MEETING 3: A review of the 30% review set via teleconference. Acceptance sign-off with approved notations, on the design documents at this phase (plans, elevations, etc.) of the 30% is required by the Sponsor within 5 working days of the review meeting for the team to move forward as per the attached schedule developing the more detailed construction documents.

MEETING 4: A review of the 30% review set with the Sponsor and the FAA. The Program Director and Architect shall meet with the Sponsor and FAA in-person to have a 30% design review meeting to be sure the FAA fully comprehends the requirements for the project. The Project Manager along with the Woolpert Program Director will attend the two meetings in person and will be traveling from Denver, CO to the in-person meetings.

The PM anticipates a number of update calls with the Sponsor as well to verify design data as may be needed.

Meeting/Site Visit	Program Director	Civil Engineer	Architect	Structural Engineer	Electrical Engineer
MEETING 1: Sponsor Initial Project Review Meeting					
LOCATION: Teams	✓	✓	✓	✓	✓
MEETING LENGTH:	2 hours	2 hours	2 hours	2 hours	2 hours
MEETING 2: Sponsor Initial Project Review Meeting with FAA					
LOCATION: Chicago, IL	✓	✓	✓	-	-
MEETING LENGTH:	2 hours	2 hours	2 hours	-	-
HOTEL	✓	-	✓	-	-
FLIGHT	✓	-	✓	-	-
PER DIEM	✓	-	✓	-	-
MEETING 3: Sponsor 30% Review Meeting					
LOCATION: Teams	✓	✓	✓	✓	✓
MEETING LENGTH:	2 hours	2 hours	2 hours	2 hours	2 hours

Meeting/Site Visit	Program Director	Civil Engineer	Architect	Structural Engineer	Electrical Engineer
MEETING 4: Sponsor 30% Review Meeting with FAA					
LOCATION: Chicago, IL	✓	✓	✓	-	-
MEETING LENGTH	2	2	2	-	-
HOTEL	✓	-	✓	-	-
FLIGHT	✓	-	✓	-	-
PER DIEM	✓	-	✓	-	-

Special Considerations

The following special considerations are required for this project but will be completed by subconsultants to the Project Manager. The cost for this work will be included in the engineering contract agreement with the Sponsor and the costs are in addition to the engineering fees outlined above.

Topographical Survey. Survey will be required to complete the design of the project. Survey will include the following:

- Verification of the existing pavement elevations and infrastructure located within the project area.
- Verification of the existing terrain to create an accurate topographical drawing.
- During design, there may be the need to verify other existing survey information or extend the limits of the existing survey.

Geotechnical Investigation. Soil samples for analysis must be taken for both the project site and all potential on-site borrow sources. The geotechnical investigation performed will include the following:

- Perform a geologic reconnaissance of the project site.
- Soil boring and laboratory testing at approximately 4 project locations.
- Installation of temporary piezometers at select boring locations.
- Visual inspection and documentation of each soil boring.
- Soil Classification/Atterberg Limits, Liquid Limit (LL), Plastic Limit (PL), Plasticity Index (PI).
- Hydrometer and Water-Soluble Sulfates/Corrosivity.
- Moisture/Density Relations.
- Swell/Consolidation Potential.
- California Bearing Ratio.
- Moisture content, density of undisturbed fine-grained samples.

Environmental Survey and Reports. Biological, cultural, wetlands and paleontological surveys and analysis will be completed to identify existing resources and satisfy City, State and Federal regulations. Field visits will be performed under the direct supervision of the Project Manager. Final reports will be completed for each resource (biological, cultural, wetlands and paleontological) to be assessed in the Supplement to the Catex.

Asbestos Survey and Reporting. Asbestos Survey and Reporting will be required to complete the due diligence of the project. Asbestos Survey will include the following:

- Site Assessment of the existing building's age and high-risk areas.
- On-Site visual and physical inspection
- Controlled Sampling
- Lab Analysis
- Final Reporting
- Demolition of existing ARFF and SRE buildings, partial demolition of Electrical Vault, and demolition of FBO Facility

Civil Engineering. Civil Engineering will be required to complete the design of the project. Civil Engineering will include the following:

- Preliminary Parking Lot Design
- Preliminary Civil Systems Narrative
- Preliminary design of Fencing and Vehicle Gates
- Refer to Attachment A

Structural Engineering. This will include utilizing a licensed structural engineer to design the required structural elements of the project area. This includes the following:

- Existing Condition Verification
- Preliminary Foundation Design Narrative
- Preliminary Framing Design Narrative
- Structural Systems Narrative to precede schematic Drawings and Details

Mechanical, Electrical, Plumbing, and Fire Protection Engineering. This includes utilizing a licensed MEP engineer to design the required mechanical, HVAC, storm sewer, Lighting, Power, IT, and Plumbing elements inside of the project area. This includes the following:

- Preliminary Storm Sewer and Roof Drain design
- Preliminary Heating, Ventilating, Air Conditioning (HVAC) design
- Preliminary Lighting design
- Preliminary Electrical Power design
- Preliminary Fire Protection design
- Preliminary Engineering Calculations
- Preliminary design of Runway Liquid De-icing Storage
- MEP System Narrative to precede schematic Drawings and Details

Assumptions

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the Project Manager and Sponsor.

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the PM, the cost of mileage is calculated in accordance with the current IRS rate and per diem and lodging are calculated in accordance with applicable, current GSA rates. The actual amounts to be invoiced for mileage and per diem will be in accordance with the applicable, published IRS and GSA rates at the time of service and may vary from the rates used in the fee estimate. Lodging will be invoiced as an actual expense incurred.

2. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
3. The Sponsor will furnish escorts as needed for the PM to conduct field work.
4. The Sponsor will coordinate with tenants as required to facilitate field evaluations and construction.
5. While the project may have both eligible and ineligible work, this scope and fee assumes that the project will be designed as one bid package with separate federal and non-federal bid schedules. Splitting the project into two bid packages will result in additional costs.
6. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Great Lakes Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.
7. The PM will utilize the following plan standards for the project:
 - Plans will be prepared using the PM's standards, unless the Sponsor provides its own standards upon Notice to Proceed.
 - Plan elevations will be vertical datum NAVD 88 derived from the existing control network.
 - Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
 - All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.
 - Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the PM.
 - The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated and will supplement the PM's standards.
8. The PM will utilize the following assumptions when preparing the project manual for bidding and construction of the project:
 - The project manual Contract Documents will be developed jointly by the Sponsor and the PM.
 - The PM is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the Sponsor.
 - FAA and BOA General Provisions and required contract language will be used.
9. Because the PM has no control over the cost of construction-related labor, materials, or equipment, the PM 's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The PM does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from PM's estimates of construction cost.
10. An AC 150/5300-18B (or Current Edition) compliant survey is not required as a part of this project. No data will be submitted to Airports GIS (AGIS) through the Airport Data and Information Portal (ADIP).
11. Approvals from the Client, Utility providers, Authorities having jurisdiction (AHJ), Wisconsin BOA and the FAA could impact the project schedule and final design. Woolpert is not liable for any decisions made by these organizations that could impact the project design or scheduling but will work with each agency to minimize impacts.
12. The Sponsor will provide timely feedback on operational plans and requirements. Woolpert is not responsible for delays by the Sponsor or other Agencies or changes that result after the 30% design phase is completed.

13. All parties must agree in writing with the final plan scope, limits and schedule. Should they be different than agreed to by Woolpert at the time of our fee proposal, the Sponsor will be notified in writing at the earliest possible date of conflicts and remediation options.
14. Redesign as a result of incomplete information or due to changed conditions after previous; alternate direction; or revising previously approved studies, plans, reports, design documents, or drawings; shall be considered additional services. Any major changes after the 60% design documents are completed may require additional fee and would be made by an amendment on an Hourly Not to Exceed basis using the hourly rates of this agreement.
15. Additional design alterations required to the construction documents beyond the 30% review level or additional drawings required for cost estimating by the Sponsor Contractor may require additional fee to cover additional design costs and additional design time extension.
16. Submittals or deliverables in addition to those listed herein.
17. Land acquisition or easement acquisition services are not provided herein.
18. Legal, Surety, or Insurance support, coordination, and representation are not provided herein.
19. Building Permit Submittals as required by City, County, and State will be submitted by Woolpert in expectation the Contractor shall complete the permit as required prior to its issuance. All fees or costs associated with all required permits shall be the responsibility of the Sponsor or the Contractor.
20. Woolpert shall coordinate with utility provider for new service to the new facility. The Sponsor or contractor shall be responsible for any utility upgrades as required to get new power for the site. Woolpert design does not include service upgrade design required exterior to the Sponsor lease footprint. (This may include items such as directional boring under roadways, setting of new power poles beyond the Sponsor lease line, etc.).
21. Woolpert is not accountable for unknown underground utilities not identified during the site survey or not identified by existing condition drawings from the Airport and discovered during construction. Any costs associated with the discovery and design work required to address the unknown utilities may result in added fee.
22. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. Each trip is included at the end of each phase above.
23. The Sponsor will provide existing mapping data including as-builts available for the project areas and other available information in the possession of the Sponsor.
24. Updating the ALP will not be required at the completion of this project. At the completion of the Construction project, an updated ALP will be provided by Subconsultant.
25. Because the PM has no control over the cost of construction-related labor, materials, or equipment, the PM's opinions of probable construction costs will be made based on experience and qualifications as a practitioner of his/her profession. The PM does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from PM's estimates of construction cost.
26. Woolpert will maintain records of design analyses and calculations consistent with typical industry standards, for a period of three years after the project is closed.

Additional Services

Extra Work will be directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the PM. The following items are not included under this agreement, and are considered as extra work:

- Redesign for the Sponsor's convenience or due to changed conditions after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the PM is prepared to assist the Sponsor in gathering and preparing the required materials for the audit.

- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Additional or extended services during construction made necessary by extension of contract time, non-concurrent work, or changes in the work.
- Legal, surety, or insurance support, coordination, and representation.
- Furniture Fixtures and Equipment (FFE) Procurement.
- LEED certification services.
- Value Engineering studies to reduce project cost.
- Legal Lease Description of the Property.
- Construction Administration Services (contract negotiation with contractors; submittal review; construction site visits; and as-built documents). A fee proposal for Construction Administration services shall be submitted to the Sponsor for review prior to awarding.
- Construction Inspection and Testing.
- Commissioning Services.
- Air compression distribution.
- Battery storage area; general maintenance storage; oxygen storage.
- Heated pavement, interior or exterior to the pavement.
- Jib crane or bridge crane.
- Foam fire suppression system.

Compensation shall be Lump Sum. Additional services approved by the Sponsor beyond the original scope of work, shall be awarded as negotiated.

LUMP SUM FEE:	COST
LUMP SUM DESIGN FEE	\$233,098.55
ESTIMATED REIMBURSABLES	\$6,064.00

Reimbursable expenses are direct expenses, billed separately from the above fees, and include but are limited to the following:

- Travel (mileage) to client meetings
- Hotel for required overnight travel
- Car Rental
- Shipping/overnight delivery
- Presentation boards
- Surveyor expenses
- Prints (by Reproduction Company)
- Permits and fees
- Additional services as approved by the Sponsor

Scope of Services

The term “civil engineering/work/services/design” is used throughout the scope. For the purposes of this scope, this pertains to design of pavement, grading, drainage, erosion control, fencing, and construction safety and phasing plan; all for exterior areas. The term “structural engineering/work/services/design” is also used, and pertains to structural design of foundations, primary and secondary framing members and connections, anchorage, and mezzanines.

1. Phase I – Preliminary Design

a. Design Surveys

Subconsultant will conduct topographic surveys in the proposed project area, which will be used for preliminary and final design tasks. Surveys will collect topographic data including; elevations, pavement edges, utility layout, fencing, and miscellaneous objects that need to be accounted for during design and construction. Potholing for underground utilities to estimate utility depth is not included in this scope.

b. Geotechnical Layout, Investigation and Report

American Engineering Testing (AET) will be a subconsultant to BHA and will perform geotechnical engineering work as described in **Attachment C**.

c. Obstruction Surveys

NOT INCLUDED IN SCOPE.

d. Meetings, Scoping, and Contracting

Subconsultant will coordinate with the Consultant and Sponsor to formulate an initial scope and associated fee proposal for the project. Subconsultant will make modifications to the scope and fee as necessary for these proposal documents to be acceptable to all stakeholders. Subconsultant will perform the tasks necessary to enter into a contract with Consultant, and administration tasks associated with the that contract during the project.

Subconsultant will attend the following meetings:

- FAA project introduction meeting at Chicago ADO
- Project kickoff meeting (virtual)
- Up to four virtual project coordination meetings during preliminary design development
- Preliminary design review meeting at Chicago ADO

e. Coordination with Utilities

There are many public and private utilities that need to be accounted for and evaluated for this project. Subconsultant will conduct a preliminary analysis of existing utility infrastructure (based on legacy utility maps), conflicts, and anticipated utility needs.

f. Preliminary Opinion of Probable Construction Cost (OPC)

Subconsultant will prepare a preliminary OPC for the civil construction work. The OPC may not be broken down by bid item, and will generally be an order of magnitude estimate.

g. Preliminary Engineer’s Report

Subconsultant will prepare a brief narrative summarizing preliminary design findings relevant to civil and structural engineering design. This includes evaluation of the west wall of the existing east FBO hangar to remain in place to determine whether any structural modifications will need to be made to the wall.

h. Exhibit “A” Map

NOT INCLUDED IN SCOPE.

i. Pavement Design and FAA Forms/Output

NOT INCLUDED IN SCOPE

j. Prepare CATEX Request and Section 163 Recommendation

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

Subconsultant will complete the BOA Shell 400 form.

The BOA will complete DNR concurrence requests, streamlined Section 106 submittals, and tribal notifications.

Wetland delineation/determination services are not included in this scope because there are not any mapped wetlands or wetland indicators in the project vicinity on DNR’s surface water data viewer system.

Section 106 investigations are not included in this scope because the project area was previously disturbed.

Stormwater treatment design for total suspended solids & post construction flow discharge control, DNR notice of intent (NOI), and associated stormwater permitting are not included in this scope, and are instead anticipated to be included in the final design contract.

k. Preliminary Site Layout Design

Subconsultant will complete preliminary layout design for the proposed site. This includes preliminary layout of building on the site, auto parking, sidewalks, fencing, and driveways.

l. ACBM and Lead Paint Survey

REI Engineering, Inc. (REI) will be a subconsultant to BHA and will perform asbestos containing building material (ACBM) and lead paint survey as described in **Attachment D**.

m. ALP Pen & Ink Update

Subconsultant will prepare a pen & ink update to CWA’s airport layout plan (ALP) to show the updated layout of the proposed project features. The ALP sheets to be updated are Sheets 5 and 12.

2. Phase II – Final Design

a. Final Engineer’s Report

NOT INCLUDED IN SCOPE.

b. Technical Design and Development of Construction Plans

NOT INCLUDED IN SCOPE.

c. Bid Proposal Documents and Technical Specifications

NOT INCLUDED IN SCOPE.

d. Pre-Bid Meeting

NOT INCLUDED IN SCOPE.

e. Opinions of Probable Construction Cost

NOT INCLUDED IN SCOPE.

f. Construction Safety and Phasing Plan

NOT INCLUDED IN SCOPE.

g. Furnishing of Plans and Specifications

NOT INCLUDED IN SCOPE.

h. Assistance in Securing Bids

NOT INCLUDED IN SCOPE.

A fee for these providing this scope of services is included as **Attachment B**.

Additional Services: Examples of work items that are not included in this scope, but that can be added upon request, are as follows:

- Final design services
- Bidding assistance
- Construction engineering services
- Construction staking
- Architectural design
- Mechanical design
- Electrical design
- Lighting design
- Public utility design
- Private water and sewer utility design
- Motorized gate and associated features design
- Boundary surveys
- Easement preparation
- Retaining wall design
- Landscaping design
- Irrigation design
- Security equipment design
- Commercial drone photography in accordance with FAA Part 107 regulations
- Additional meetings

END OF PROJECT SCOPE

P:\2026\2026.005 - Woolpert - CWA ARFF-SRE Building\Admin\Contracts - Working\Preliminary Design\CWA ARFF-SRE_Attachment A_Scope.docx

WisBOA/FAA Funded Projects

AIRPORT : Central Wisconsin Airport

PREPARED BY: KRK

2026 Wage Rates

PROJECT NUMBER : CWA100# (AIP-##)

CHECKED BY:

2024 DOT O/H Rates

PROJECT DESCRIPTION: General Aviation Terminal - Preliminary Civil & Structural Engineering

APPROVED BY:

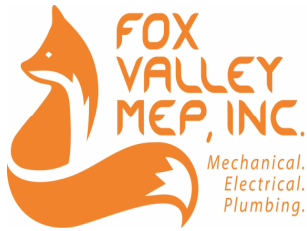
DATE: 2/25/2026

No.	STAFF CLASSIFICATION & WAGE RATES =====>	ESTIMATED HOURS							LABOR, OVERHEAD & MATERIALS			TRAVEL, EQUIPMENT AND PER DIEM						PROFIT ON ITEMS 1 & 2 11.00%	SUM OF ALL COST ITEMS 1-6	
		Project Engr. III (Karl)	Project Engr. I (Kevin H)	Structural Engr. (Marc)	Resource Manager (Matt)	Survey Supv. (Jed)	Survey Tech (Tyler)	Tech Assist (Jodi)	TOTAL HOURS	Direct Labor Costs	Direct + G&A Overhead 179.14%	Mat'ls & Supplies	Truck (mi)	Robot (hr)	GPS (hr)	Lodging	Meals			Total Travel & Per Diem
	WORK ELEMENT								1	2	3	4b	4c	4d	4e	4f	4	5	6	
1.	PHASE I - PRELIMINARY DESIGN																			
1.	PHASE I																			
1.a.	DESIGN SURVEYS & RECORDS REVIEW																			
	Field survey work & data process	1	2		1	40	40	84 hr.	\$ 3,628.58	\$ 6,500.24		160	30	8		\$ 152.00	\$ 1,788.00		\$ 1,114.17	\$ 13,030.99
	Overall Project Setup, CADD Base Maps		6					6 hr.	\$ 293.58	\$ 525.92							\$ -		\$ 90.15	\$ 909.65
	Topographic Survey Base Maps		1				10	11 hr.	\$ 394.93	\$ 707.48							\$ -		\$ 121.27	\$ 1,223.68
	Design Surveys Subtotal	1.0	9.0	-	1.0	40.0	50.0	101 hr.	\$ 4,317.09	\$ 7,733.64	\$ -	160 mi.	30 hr.	8 hr.	\$ -	\$ 152.00	\$ 1,788.00	\$ -	\$ 1,325.58	\$ 15,164.32
1.b.	GEOTECH INVEST. & REPORT	2	12	4		4		24 hr.	\$ 1,213.72	\$ 2,174.26		80		2		\$ 38.00	\$ 176.00	\$ 11,250.00	\$ 372.68	\$ 15,186.66
	Geotech Subtotal	2.0	12.0	4.0	-	4.0	-	24 hr.	\$ 1,213.72	\$ 2,174.26	\$ -	80 mi.	0 hr.	2 hr.	\$ -	\$ 38.00	\$ 176.00	\$ 11,250.00	\$ 372.68	\$ 15,186.66
1.c.	OBSTRUCTION SURVEYS							0 hr.	\$ -	\$ -							\$ -		\$ -	\$ -
	Obstruction Surveys Subtotal	-	-	-	-	-	-	0 hr.	\$ -	\$ -	\$ -	0 mi.	0 hr.	0 hr.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.d.	MEETINGS, SCOPING, CONTRACTING	64	15	15		1		101 hr.	\$ 6,124.28	\$ 10,971.04		80				\$ 120.00	\$ 178.00		\$ 1,880.49	\$ 19,153.81
1.e.	COORDINATION WITH UTILITIES	4	40					44 hr.	\$ 2,226.72	\$ 3,988.95							\$ -		\$ 683.72	\$ 6,899.39
1.f.	PRELIMINARY OPC	4	24					28 hr.	\$ 1,443.84	\$ 2,586.49							\$ -		\$ 443.34	\$ 4,473.67
1.g.	PRELIMINARY ENGINEER'S REPORT	1	16	20				37 hr.	\$ 1,916.06	\$ 3,432.43							\$ -		\$ 588.33	\$ 5,936.82
1.h.	EXHIBIT "A" MAP							0 hr.	\$ -	\$ -							\$ -		\$ -	\$ -
1.i.	PAVEMENT DESIGN							0 hr.	\$ -	\$ -							\$ -		\$ -	\$ -
1.j.	CATEX	4	44					48 hr.	\$ 2,422.44	\$ 4,339.56							\$ -		\$ 743.82	\$ 7,505.82
1.k.	PRELIMINARY SITE LAYOUT DESIGN	4	40					44 hr.	\$ 2,226.72	\$ 3,988.95							\$ -		\$ 683.72	\$ 6,899.39
1.l.	ACBM AND LEAD PAINT SURVEY	4	12					18 hr.	\$ 932.68	\$ 1,670.80		40				\$ 19.00	\$ 48.00	\$ 6,000.00	\$ 286.38	\$ 8,937.86
1.m.	ALP PEN & INK UPDATE	4	16					20 hr.	\$ 1,052.40	\$ 1,885.27							\$ -		\$ 323.14	\$ 3,260.81
	PHASE I TOTAL	92.0	228.0	39.0	1.0	45.0	50.0	465 hr.	\$ 23,875.95	\$ 42,771.39	\$ -	360 mi.	30 hr.	10 hr.	\$ -	\$ 329.00	\$ 2,190.00	\$ 17,250.00	\$ 7,331.21	\$ 93,418.55 Phase I
	% OF TOTAL HOURS	19.8%	49.0%	8.4%	0.2%	9.7%	10.8%	2.2%	100.0%											\$ 93,418.55

FOR INFORMATION PURPOSES ONLY

Actual Cost Multiplier 3.0985

LUMP SUM AMOUNT = \$ 93,418.55



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AGREEMENT FOR PROFESSIONAL SERVICES

Woolpert
Attn: Adam Acree: Architectural Team Leader
720 South Colorado Blvd., Suite 1200-S
Glendale, CO 80246

Subject: CWA ARFF SRE Building 30% Design – Design Narrative

Mr. Acree,

Fox Valley MEP, Inc. (FVMEP) is pleased to submit to Woolpert (hereafter referred to as “Client” this proposal for design and engineering services for a Schematic Design (SD) Narrative for a proposed ARFF/SRE building at CWA Airport in Mosinee, WI.

PROJECT UNDERSTANDING:

We understand the scope to consist of providing a SD narrative for an approximately 40,000 square foot ARFF/SRE building for the CWA Airport in Mosinee, WI, based on the conceptual design Mead & Hunt drew and was sent to FVMEP on 02/02/2026. The conceptual design is a combination of aircraft rescue and fire fighters’ occupancy, storage areas (including oil), office areas, maintenance, and vehicle parking garage.

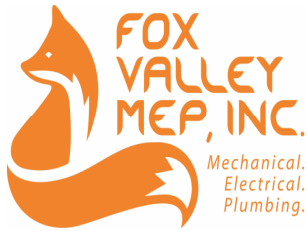
SCOPE OF WORK:

FVMEP shall provide Mechanical, Electrical, and Plumbing Schematic Design Narratives as required by the scope of the project described above. It is the intention to provide a workable basis of design that the owner can utilize for budget estimating. The final design and details will not be provided as part of this scope of work.

FVMEP will make itself available for up to one (1) virtual meeting during schematic design to answer any owner questions or to facilitate scope coordination. A Project Schedule shall be provided by the Client, for review by FVMEP.

COST ESTIMATING

The client may choose to obtain cost estimates at the completion of any other phases outlined above from outside sources. FVMEP shall be responsible for providing feedback on cost estimates or other pricing documents, assisting in cost control exercises, and/or making design changes as necessary to reconcile the project budget. Owner directed changes to the scope or other changes that result in redesign work to meet the project budget are not included in base fee. Significant engineering redesign work that is necessary to meet the project budget as a result of gross errors or lack of diligence on the part of the cost estimator or Owner will incur additional fee.



SERVICES BEYOND THE BASE SERVICES

Any services beyond the Base Services described herein shall be submitted in writing by FVMEP and reviewed/approved by the Client before commencing.

CLIENTS RESPONSIBILITIES

- Scope of Work.
- Project Schedule.
- Electronic Files to be converted to CAD or Revit format.
- Providing necessary design documents and product information from all project consultants that are required by the engineer/designer to complete their work.

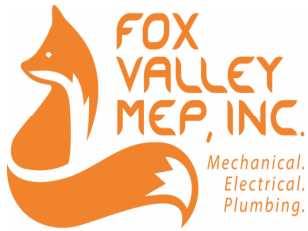
BASE SCOPE OF SERVICES PROVIDED BY FVMEP:

- Prepare a narrative for mechanical schematic design that includes preliminary equipment sizing and recommendations.
- Prepare schematic design narrative, including lighting, lighting controls, power, fire alarm (not fire fighters call system), and telecommunications designs.
- Prepare a narrative, and general plumbing layout if necessary, for plumbing schematic design documents.
- Provide one (1) electronic copy of the schematic design narrative.
- Respond to owner questions for clarity of scope.
- Be available for one (3 virtual meetings with owner or with team for scope clarity.

EXCLUSIONS AND/OR QUALIFICATIONS

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Base Scope of Services.

- Emergency power, selective coordination, and design of electrical rooms to accommodate transfer switches, etc. needed for emergency power and optional standby systems. FVMEP scope shall include distribution after the transfer switches have been located and provided by others.
- Construction Administration Services including shop drawing review, RFI responses, punch-lists, etc.
- As-built record drawings.
- Schematic Design fire protection designs and calculations.
- Plumbing and HVAC work on the exterior, more than 5' from the building.
- Storm water design.
- Selecting Division 27 systems. (Voice/data equipment will be selected by the Owner and specified on the narrative).
- Selecting Division 28 systems. (Security and door access equipment will be selected by the Owner and specified on the narrative).
- Selection of Fire alarm system for fire fighters call within building. System selected by Owner and specified on the narrative).
- Engineering services related to LEED submission or Commissioning.
- Value engineering beyond review of code compliance.
- Fire protection and fire alarm permit issuances.
- Changes or additions due to property insurance carrier's review.
- Performing storm water management plans or studies.
- Identification and mitigation of hazardous containing materials.
- Modifications to the contract drawings because of significant changes in scope including, but not limited to, changes in size, complexity, construction schedule, architectural bid set and site conditions that differ from those assumed for the development of the MEP plans.
- Providing cost estimates.
- Providing energy modeling.



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COMPENSATION

Fox Valley MEP, Inc. agrees to provide the Scope of Services described above for the following compensation:

Base Scope of Services Fees (%'s TO BE FINALIZED WITH CONSOLIDATED PROPOSAL):

- M:** Schematic Design Documents (30%): \$3,000
- E:** Schematic Design Documents (30%): \$3,000
- P:** Schematic Design Documents (30%): \$3,000

Total MEP Fee: \$9,000

Please reach out to us at your earliest convenience with any questions or concerns or if this proposal is not in line with your expectations. As always, we are grateful for the opportunity to work with you.

ACCEPTANCE: *The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.*

**Woolpert
Glendale, Colorado**

By:

(Authorized Signature)

Title:

Date:

**Fox Valley MEP, Inc
Oshkosh, Wisconsin**

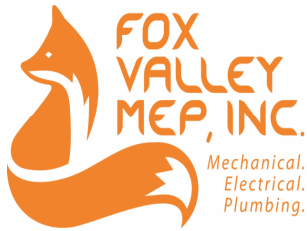
By:

Matt Wickstrom

Matt Wickstrom

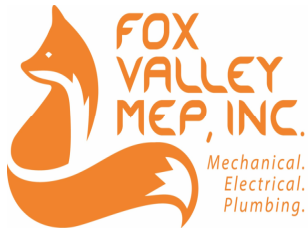
Title: President/Mechanical Design

Date: 02/17/2026



GENERAL TERMS AND CONDITIONS

- Fox Valley MEP, Inc.'s services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. Fox Valley MEP, Inc. makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.
- The stated fees and Scope of Services constitute Fox Valley MEP, Inc's estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Fox Valley MEP, Inc will promptly inform the Client in writing of such situations so that changes in this Agreement can be negotiated, as required.
- Fox Valley MEP, Inc. will bill the Client at the end of the phases/stages of design and construction administration with net payment due in 30 days. Past due balances shall be subject to a service charge at a rate of 5.0% per month.
- The Client agrees not to use Fox Valley MEP Inc's-generated documents for projects other than the project for which the documents were prepared by Fox Valley MEP, without Fox Valley MEP's express written permission. Any reuse by the Client without express written permission or project-specific adaptation by Fox Valley MEP, Inc. will be at the Client's sole risk and without liability to Fox Valley MEP, Inc. or its employees, subsidiaries, independent professional associates, sub-consultants, and subcontractors.
- Fox Valley MEP shall not supervise, direct, or have control over Contractor's Work. The Design Professional shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures or for safety precautions and programs in connection with the Work of the Contractor. The Design Professional does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.
- Fox Valley MEP, Inc. shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work.
- Fox Valley MEP, Inc. shall have no responsibility for job site safety and the Contractor and Subcontractors shall have full and sole authority for all safety programs and precautions in connection with the Work. Nothing herein shall be interpreted to confer upon the Profession Engineer any duty regarding safety or the prevention of accidents at the jobsite.
- Fox Valley MEP, Inc. will be entitled to rely on the adequacy and accuracy of information provided by Client or Client's consultants and representatives. Fox Valley MEP, Inc. shall not be responsible for the acts or omissions of the Client, Contractors, other consultants and their respective agents or employees, or any other persons or entities performing work on the Project who are not under the direct control or authority of Fox Valley MEP, Inc.
- Additional Services will be subject to review and preauthorization by both Parties.
- Fox Valley MEP, Inc's services shall be limited to those expressly set forth above, and Consultant shall have no other obligations or responsibilities for the Project or to the Client except as agreed to in writing or as provided in this Agreement.
- All of Consultant's services in any way related to the Project or Client shall be subject to the terms of this Agreement.
- Integration Clause: "This Agreement represents the entire and integrated agreement between the Client and Fox Valley MEP, Inc. and supersedes all prior negotiations, representations or agreements, either written or oral."



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Fox Valley MEP, Inc 2026 Hourly Billing Rates

Role	Rate
Engineer/Designer Services	\$160 / hr
CAD Technicians	\$100 / hr

Standard hourly ranges of retail billable rates.

Rates are subject to change every January.

Fox Valley MEP, Inc 2026 Expense Rates

Description	Rate
Additional Site Visits Per Discipline	\$1000 / day
M & P Permit Fee Reimbursements	T.B.D – Receipts to be Provided to Client



ARFF/SNOW REMOVAL EQUIPMENT FACILITY REPLACEMENT

Central Wisconsin Airport (CWA), Mosinee WI

Safety and Winter Operations Investment at Central Wisconsin Airport

The replacement facility will improve operational efficiency, enhance safety, and support future air cargo apron development, while CWA's commitment to locally fund full design ensures a construction-ready, low-risk project. A single-year funding award will minimize costs, avoid escalation and phasing inefficiencies, enable timely construction during optimal seasons, and reduce winter-related operational disruptions, making this project a high-confidence investment aligned with FAA safety, efficiency, and resiliency priorities.



FY2028

		FAA	BOA	CWA	Local	Total
AIP-Entitlement	ARFF/SRE Facility (Design Reimbursement)	1,350,000	75,000	75,000		1,500,000
AIP-Discretionary	ARFF/SRE Facility (Construct)	20,000,000	1,111,111	1,111,111	2,000,000	24,222,222
		21,350,000	1,186,111	1,186,111	2,000,000	25,722,222

Efficiency: Requesting the full \$20 million in discretionary funding in a single fiscal year avoids cost escalation and phasing inefficiencies, allows work to be scheduled efficiently within the short construction season, minimizes winter impacts, and shortens the overall project delivery timeline by at least one year.

Safety: Enhances operational safety by mitigating winter impacts and addressing an end-of-life ARFF/SRE facility with structural deficiencies, inadequate space for modern equipment, and decentralized operations that negatively affect safety critical operations.

Readiness:

- ✓ Identified in Terminal Area Master Plan
 - ✓ Included in the Airport Capital Improvement Program (ACIP)
 - ✓ FAA ALP Approval Authority Process Complete
 - ✓ Environmental Coordination Underway
 - ✓ **Ongoing coordination with FAA Chicago ADO**
- * This is an enabling project for a future air cargo apron development.



CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - JANUARY 2025 - 2026

10-Feb-26

	2025 MONTH	2026 MONTH	% CHGE. 25-26	2025 Y-T-D	2026 Y-T-D	% CHGE. 25-26
ACTUAL LANDINGS						
AMERICAN	58	66	13.8%	58	66	13.8%
DELTA	69	63	-8.7%	69	63	-8.7%
CHARTERS	1	2	100.0%	1	2	100.0%
TOTAL ACTIVITY	256	262	2.3%	256	262	2.3%
ATCT OPERATIONS	713	790	10.8%	713	790	10.8%
AIRLINE CANCELLATIONS						
AMERICAN	1	1	0.0%	1	1	0.0%
DELTA	0	0	0.0%	0	0	0.0%
TOTAL CANCELLATIONS	1	1	0.0%	1	1	0.0%
ENPLANED PASSENGERS						
AMERICAN	2,264	3,118	37.7%	2,264	3,118	37.7%
DELTA	3,439	3,838	11.6%	3,439	3,838	11.6%
CHARTERS	89	272	205.6%	89	272	205.6%
TOTAL ENPLANED PASSENGERS	5,792	7,228	24.8%	5,792	7,228	24.8%
DEPLANED PASSENGERS						
AMERICAN	1,998	2,770	38.6%	1,998	2,770	38.6%
DELTA	2,868	3,316	15.6%	2,868	3,316	15.6%
CHARTERS	89	272	205.6%	89	272	205.6%
TOTAL DEPLANED PASSENGERS	4,955	6,358	28.3%	4,955	6,358	28.3%
AIR FREIGHT - AMERICAN	0	30	100.0%	0	30	100.0%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	30	100.0%	0	30	100.0%
TOTAL AIRFREIGHT - GENERAL AVIATION	129,415	117,365	-9.3%	129,415	117,365	-9.3%
AIRLINES & GEN AVIATION - AIR FREIGHT	129,415	117,395	-9.3%	129,415	117,395	-9.3%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	4,302	3,118	72.5%
DELTA	4,694	3,838	81.8%

Central Wisconsin Airport – Flight Schedule

March 10, 2026



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	15:36	from MSP	CRJ-900	5384	07:00	to MSP	CRJ-900
4934	21:07	from MSP	CRJ-900	4982	16:19	to MSP	CRJ-900



<u>Arrivals – American</u>				<u>Departures – American</u>			
3557	11:01	from ORD	E170	4295	05:20	to ORD	E170
3381	23:35	from ORD	E170	3557	11:31	to ORD	E170



<u>Arrivals – United</u>	<u>Departures – United</u>
Coming May 21, 2026	Coming May 21, 2026

Upcoming Charter Schedule

Mar. 20th – Sun Country to Riverside/Laughlin
 Apr. 14th – Sun Country to Caesar’s/Omaha
 Apr. 20th – Sun Country to Riverside/Laughlin

MSP = Minneapolis
 ORD = Chicago O’Hare

Total CWA Flights Daily = 4

CWA Legislative Update – March 2026

ROTOR Act Fails in House; Committee Action on ALERT Act Could Come as Soon as Next Week

(Source: U.S. Contract Tower Association, AAAE)

February 24, 2026

The House of Representatives this afternoon failed to provide the two-thirds majority needed to approve the Senate-passed Rotorcraft Operations Transparency and Oversight Reform (ROTOR) Act. As we have previously reported, the ROTOR Act was crafted by leaders of the Senate Commerce Committee following last year's tragic accident at DCA and would establish new requirements for the utilization of ADS-B technology by virtually all aircraft and helicopters and increase oversight of commercial and helicopter traffic and flight routes near airports. While the measure received 264 votes in support with 133 members voting against it, the bill was brought up under an expedited procedure typically reserved for non-controversial measures that requires a two-thirds majority vote. The path forward for future consideration of the ROTOR Act is now uncertain.

As we have reported in previous Alerts, the move by House leaders to schedule a vote on the Senate ROTOR Act rankled members of the House Transportation and Infrastructure and Armed Services Committees, who have put together an alternative aviation safety proposal known as the Airspace Location and Enhanced Risk Transparency (ALERT) Act. Reservations from committee leaders along with last-minute concerns voiced by the Departments of Defense and Transportation clearly had an impact on the final vote.

What's Next?

In a press release issued shortly before today's vote, House Transportation Committee Chair Sam Graves (R-MO) said "If the ROTOR Act is not approved by the House today, I commit to the supporters of that legislation, to the accident victims' families, and to the aviation community, that the Transportation and Infrastructure Committee will mark up the ALERT Act as soon as next week and work with our colleagues in the Senate to get this right. Safety will always be my number one priority, which is why it is vital that we address the NTSB's recommendations in a timely manner."

As we noted in a previous Alert, neither the ROTOR Act nor the ALERT Act as introduced includes the AOPA-backed Pilot and Aircraft Privacy Act (PAPA) – H.R. 4146/S. 2175 – or similar provisions. We have been concerned that the recent endorsement of the PAPA bill by the NTSB Chair would drive efforts to add the PAPA legislation or something similar to the broader House safety measure. We have been in contact with House staff and coordinating with ACI-NA in recent days to re-emphasize our opposition to PAPA and the negative impact it would have on airport operators.

With House committee action on the ALERT Act imminent, we will need to remain vigilant for potential amendments to add PAPA to the underlying House bill. Notably, the lead House sponsor of PAPA – Rep. Bob Onder (R-MO) – is a member of the T&I Committee.

Chair Collins, Sen. Britt Release Fact Sheet on DHS Funding Lapse -Shutdown reaches third week amid conflict with Iran

(Source: United States Senate committee on Appropriations)

03.03.26

Washington, D.C. -- Amid conflict with Iran, [congress's] shutdown of the Department of Homeland Security has entered its third week and forced many front-line workers to report to work without any guarantee of when they will be paid. U.S. Senate Appropriations Chair Sen. Collins (R-Maine) and Sen. Katie Britt (R-Alabama), Chair of the Subcommittee on Homeland Security, detail a cross-section of implications for agencies affected by the funding lapse.

Transportation Security Administrations (TSA)

More than 50,000 agents and screeners, who have been forced to work during the shutdown, are set to miss their first full paycheck next week. Another lapse in funding for Transportation Security Officers (TSO) will have consequences for the workforce. During the 2025 shutdown, TSOs' unscheduled absences reached almost 10 percent. Many airports are tracking longer TSA wait times amid staffing shortages that have prevented the opening of additional screening lanes.

Federal Emergency Management Agency (FEMA)

In-person training at the National Fire Academy, the National Emergency Training Center, the Center for Domestic Preparedness, and the National Disaster and Emergency Management University has been cancelled. The FEMA Go system, which allows grantees to draw down funding, is offline because the personnel who would process requests are furloughed. This means that state and local governments and other awardees are unable to tap into essential grant programs intended to ensure safety and combat terrorism, including State Homeland Security Grants, Urban Area Security Initiative, Non-Profit Security Grants, Public Transportation Security, Port Security, and Emergency Management Grants. The funding lapse also means that there are no new appropriations into the Disaster Relief Fund, the primary account used by the federal government to coordinate and fund disaster response and recovery efforts. The balance of the fund has dropped to \$4 billion. FEMA traditionally keeps a reserve of \$3 billion to respond to future disasters, which means existing disaster response is relegated to just the remaining \$1 billion in the account until new appropriations are provided.

Coast Guard:

During a shutdown, Coast Guard military families start to face problems with housing and utilities, as vendors who don't receive payments for utilities, leases, and base contracts could reduce or stop their support altogether. Reduced support for operations causes gaps in the fleet, including lower asset availability and cancelled patrols and flights. During a shutdown, the Coast Guard cannot issue credentials and documentation for merchant mariners and commercial vessels or onboard new staff.

Cybersecurity and Infrastructure Security Agency (CISA)

Only 800 of CISA's more than 2,000 employees are currently working as most of the workforce has been furloughed. CISA has cancelled physical and cybersecurity assessments to detect vulnerabilities of critical infrastructure, such as energy infrastructure.

FIN - Budget vs Actual for Organization

Company County of Marathon
 Organization Cost Center: 53510 CWA Operations
 Period FY2026 - February

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Federal Grants	0	0	0		
Parking Fees	1,150,000	96,912	169,780		
Airport Fees	2,373,000	158,328	375,321		
Advertising	60,000	0	12,339		
Local Departments	0	0	0		
Interest on Investments	45,000	0	0		
Property Sales	0	0	0		
Other Miscellaneous Revenues	100,000	0	0		
Transfer In from Other Funds	398,205	0	0		
Gain/Loss Sales of Fixed Assets	490,000	0	0		
Total Revenues	4,616,205	255,240	557,440	4,058,765	12.08%
Expenditures					
Personnel	2,153,029	95,102	259,709	1,893,320	12.06%
Salaries and Wages		54,479	186,250		
Employee Benefits		481	2,597		
Employer Contributions		40,142	70,862		
Contractual Services	966,500	21,693	92,389	874,111	9.56%
Professional Services		2,867	33,920		
Utility Services		3,111	36,362		
Repair and Maintenance Services - Other		1,181	1,400		
Special Services IT		13,772	18,481		
Other Contractual Services		762	2,227		
Materials and Supplies	513,500	69,530	176,125	337,375	34.30%
Office Supplies		716	1,774		
Publications, Subscriptions and Dues		1,395	9,546		
Travel		234	1,410		
Operating Supplies		1,676	3,780		
Repair and Maintenance Supplies		1,190	26,866		
Other Repairs and Maintenance Supplies		16	8,765		
Other Supplies and Expense		64,302	123,983		
Building Materials	38,000	0	152	37,848	0.40%
Metal Products		0	152		
Wood Products		0	0		
Raw Materials		0	0		
Fabricated Materials		0	0		
Fixed Charges	120,000	0	26,919	93,081	22.43%
Capital Outlay	380,000	0	0	380,000	0.00%
Debt Service	445,176	0	0	445,176	0.00%
Total Expenditures	4,616,205	186,325	555,294	4,060,911	12.03%
Net Change		68,915	2,146		

2025-2026 CWA Budget Summary YTD - February

	<u>February YTD - 2026</u>	<u>February YTD - 2025</u>	<u>% CHANGE</u>
Federal Grants	\$0	\$8,248	
State Grants - Other	\$0	\$0	
Parking Fees	\$169,780	\$139,777	
Airport Fees	\$375,321	\$376,882	
Other Charges for Services	\$12,339	\$14,752	
Other Local Governments	\$0	\$0	
Property Sales	\$0	\$18,872	
Other Miscellaneous Revenues	\$0	\$0	
Total Revenues	\$557,440	\$558,531	-0.20%
Personnel Services	\$259,709	\$244,190	
Contractual Services	\$92,389	\$163,109	
Supplies and Expense	\$176,125	\$97,949	
Building Materials	\$152	\$204	
Fixed Charges-Insurance	\$26,919	\$24,080	
Capital Outlay	\$0	\$237,933	
Total Expenses	\$555,294	\$767,465	-27.65%
Revenue over Expense	\$2,146	-\$208,934	