

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA

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

March 11, 2025 - 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 January 14, 2025 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Welcome New Airport Board Member Nicholas Endres
- 5) Review and Possible Action on Central Wisconsin Airport Marketing for 2025
- 6) Review and Possible Action on GA Terminal Building Material Selections
- 7) Review and Possible Action on Sponsor Only Funding for the General Aviation Terminal Building
- 8) Review and Possible Action on Permanent Utility Easement with Wisconsin Public Service
- 9) Staff Reports
 - a) Director Report
 - i) Air Service Update
 - ii) Statistical Report
 - iii) Flight Schedule
 - iv) Art 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 Transient Hangar Project
- 10) Ovation
 - a) Fixed Base Operator Report
- 11) Next Scheduled Meeting Date: April 8, 2025 at 8:00 a.m.

12) Adjournment

- 13) Following adjournment, there will be a tour given to Airport Board members of the completed air traffic control tower project. No official airport business will be discussed during the tour.

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

January 14, 2025 - 8:00 a.m.

Airport Board: Chris Dickinson, Chair Julie Morrow, Vice Chair
Dave Ladick – via teleconference Kurt Kluck
Rick Rettler Thomas Seubert – Absent

Staff: Brian Grefe, Airport Director Mark Cihlar, Assistant Airport Director
Julie Ulrick, Badging Coordinator Dave Drozd, Finance Director

Visitors: Karl Kemper, Becher Hoppe Josh Harris, Ovation CWA
Marco Espinoza, GFO Aviation Trisha Sirny, Wausau West HS
Sadie Peissig, Wausau West HS
Monica Weddle, Leibowitz & Horton – via teleconference

Handouts: December preliminary financials, December statistical report

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

Approval of Minutes: *Motion by Morrow, second by Kluck to approve the minutes of the December 10, 2024 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Review and Possible Action on Wausau FCCLA Art Selection:

At the December meeting, the board authorized moving forward with an agreement with Wausau West High School's FCCLA to display select student art at the airport. The art would be displayed for the period of one year and each year the board would select new art for the installation. The board reviewed and scored each of the finalist pieces. Score cards were tallied and the highest scores for Wausau East were: Shelter in Place, Window to the Soul, Glory of a Sandhill and Rustic Sunset. The highest scores for Wausau West were: Radiator Springs, Pirates of the Caribbean, A Pop of Color and Blissful Bathtime. The art will be displayed on the art page of the CWA website and a media event will be scheduled to promote the installation. The board and staff enjoyed all of the pieces of art and appreciated the talent of the students. ***Motion by Kluck, second by Morrow to approve display of the eight highest ranked art selections for the period of one year. Motion carried unanimously.***

Review and Possible Action on Rental Car Concession Agreements:

The current car rental concession agreements with Avis, Budget, Enterprise and National will expire the end of February. Leibowitz & Horton began working on the Request for Proposals process, with a preproposal conference scheduled on December 3, 2024. Proposals were opened on January 10, 2025 and would be in effect from March 1, 2025 to February 28, 2028. Proposals received with the highest Minimum Annual Guarantee (MAG) have first right to space selection. Slight modifications to the contract include a parking rate increase from \$50 per stall per month to \$75 for the first year, \$80 for the second year and \$90 for the third year. Improved call-in procedures were also included. The leased space square footage rates and CFC fees remain unchanged. ***Motion by Morrow, second by Rettler to approve all concession agreements for non-exclusive rental car concessions as presented. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Grefe

Air Service Update – American announced last week it would terminating their agreement with Air Wisconsin, who is currently flying 50-seat CRJs. American has been looking at upgauging to 70-seat E170s. In March of this year, they

are expected to begin with one E170 and by June they may be up to three daily flights with the E170s, a 30% increase in seats. When the schedule is finalized a press release will go out to promote the additional seats.

Statistical Report – Total operations for December were down 11.5% on the month, up 8.6% on the year. Enplanements were down 22.2% on the month, up 7.2% on the year. Load factors for were up from November, ranging from 74.8% to 78.7%.

Flight Schedule – American’s afternoon flight time was moved up to 3:09 p.m. and there are five upcoming charters through March.

Legislative Update – The House approved a continuing resolution that extends federal funding through March 14, 2025. The measure is expected to clear the Senate to avert a government shutdown.

Financial Reports – Dave Drozd:

Revenues and Expenses – Preliminary December financials show revenues at 82.53% of budget with disbursements at 69.54%. The numbers are preliminary only with many year end transactions left to enter and updates will be provided. The final ARPA grant is being closed out for 2024.

Budget Comparison – The preliminary December budget summary shows revenues over expenses by \$655,144, with revenues showing at 32.2% increase over 2023.

PFC Update – The PFC applications that were submitted have not yet been approved.

Operations & Project Reports – Mark Cihlar:

Update on Airport Operations – The recent ice event allowed for the testing of some new products, a prewetting agent used with sand. The mix has saved on the more costly deicing chemical. There were a couple mechanical breakdowns, but overall winter operations are going very well. There were two recent retirements, Dave Adamski and Andrew Chuzles. Interviews will be held this week to fill the vacancies. Staff have been doing a great job covering for the absences.

Update on Transient Hangar and GA Terminal Projects – The transient hangar project is out for bid, with bid opening scheduled for next week. Once finalized, the grant application will be prepared with mid to late February submittal. A modification to the current FBO lease agreement will be made for their management and storage of aircraft in the new hangar.

The GA terminal project is moving along nicely and updated renderings were provided for review. Final material selections will be brought to board in March for flooring, wall colors, etc. Following the selection process a design review meeting will be held with the FAA prior to submission. The project will then go out for bid. Combined AIP, entitlement and BIL funding will be used for the project. Staff expect to break ground by October of 2025.

Ovation – Fixed Base Operator Report:

The flight school plane will be operational soon and a second aircraft is still being looked for. They continue to actively recruit for the open A&P mechanic position. Ovation thanked staff and appreciate the feedback they’ve allowed Ovation to share in the GA terminal project meetings.

Next Scheduled Meeting Date: March 11, 2025 at 8:00 a.m., February meeting has been canceled.

Adjournment: *9:03 a.m. Motion by Kluck, second by Rettler to adjourn. Motion carried unanimously.*



Agenda Item Summary

Airport Board Meeting Date: March 11, 2025

Agenda Item Title: #5) Review and Possible Action on Central Wisconsin Airport Marketing for 2025

Staff Responsible: Brian Grefe, Airport Director

Background: As part of the annual budget process, the Joint Airport Board allocated \$50,000 for airport marketing in 2025. Implementation of this plan began on January 1.

In January, we learned that American Airlines would be upgrading its regional jets to dual-class, 65-seat Embraer 170 aircraft. The first E-170 arrived last week, and by June 5, 2025, American Airlines will have increased seat capacity by 30% compared to last summer. This upgrade not only adds more seats but also enhances the passenger experience with a more premium product.

To ensure continued growth and investment from both American and Delta Airlines, it is critical that any additional capacity at CWA performs well. One of the most effective ways to support this success is through strategic marketing efforts that raise awareness of the improved service.

American Airlines reinforced the importance of marketing during a recent meeting with airport staff. In response, Advance Aviation was tasked with developing an enhanced 2025 CWA marketing plan to address known shortcomings in the current strategy. Advance Aviation, CWA's marketing firm, will present a proposed plan virtually to discuss shortcomings and opportunities.

Timeline: If approved by the Joint Airport Board this would be implemented immediately.

Financial Impact: The planned 2025 budget for marketing is \$50,000. This revised marketing plan would increase that amount by \$35,800 to a total budget of \$85,800. By way of comparison, the 2024 budget was \$80,000.

Contributions to Airport Goals: "Promote CWA" is the 2025 Annual Goal #4. This marketing effort also directly supports Goal #1 – "Expand Air Service".

Recommended Action: Airport staff recommend approval of the enhanced 2025 CWA Marketing Plan and authorize the additional \$35,800 to fully fund the plan.

Attachment(s) CWA_2025_Bolstered_Budget_AdvanceAviation

Timeline: March-December 2025

- Better impact bookings / loads for AA's upgraded schedule and larger dual class aircraft
- Impact bookings / loads for DL-MSP
- Our marketing efforts use the latest/best digital targeting techniques to reach persons who live or work inside the core, prime, secondary, and extended catchment areas whose online and offline behaviors have given off 'signals' of interest or intent to travel.
- Messaging positions CWA as the better way to travel for Central and Northern Wisconsin vs. a drive to MSP, MKE, ORD, MSN, and ATW.

BUDGET & STRATEGY TACTICS

Bolstered digital tactics that cover awareness, engagement, and conversions:

- **AWARENESS:** Location Based Targeting (Lat/Long) for impacting leakage and OTT
- **ENGAGEMENT:** Paid Social (FB/IG), and Social Display
- **CONVERSIONS:** Search Engine Marketing (SEM – Google Ad Words)
- This funnel approach and bolstered marketing budget allows you to better reach potential travelers from the moment they begin to consider planning a trip, ("dreaming phase") to the time they spend researching a destination, to ultimately making their decision and booking their flight.

Location-targeted (Lat/Long targeting) ads



We capture the mobile device IDs for mobile phones that pass-through CWA's largest competing / leakage airports (MSP, MKE, ORD, MSN, and ATW) and start delivering CWA's messaging when those mobile phones appear inside CWA's catchment area. These phones belong to people who live or work near CWA and is an opportunity to get these travelers to reprogram their travel habits and consider flying CWA.

(Currently not booked June, July, August and November and December. Recommend \$2,000 a month X 5 months = \$10,000)

Social (Behaviorally targeted Paid Social video ads)



Video ads promoting CWA are served on Facebook and Instagram to a target audience of travel intenders within CWA's core catchment. This audience is built by Meta using the target behaviors on those platforms which indicate they're in the planning/consideration phase of travel planning. These video ads are served to a Meta-built travel audience and appear in their social feeds, not on CWA's FB/IG Pages. Our 'Advance Aviation Social Team' will manage and monitor this campaign, optimizing:

- first for traffic to reach as many 'travel intenders' as possible.
- then for conversions to reach as many 'travel buyers' as possible.

(Recommend adding \$500 a month X 10 months = \$5,000)



Social Display Advertising:

We take an organic post from CWA's FB Page and create a display ad with the post. The ad is then served while people are consuming content and articles from news, travel, and information websites. When someone clicks on a social display ad on the:

- Name of the airport, the FB icon, the actual ad itself, or our CTA (Book Now), they will be brought directly to CWA's summer travel focused landing page.
- Any of the (3) icons on bottom of post, brings them to the actual FB post on CWA's FB Page where people can further like, comment, share, and engage.

(Currently not booked June through December. Recommend \$400 a month X 7 months = \$2,800)



SEM: Search Engine Marketing

• Ads are served on Google and Bing 'search engine results' pages to people: within the CWA catchment area promoting flights to top destinations beyond ORD and MSP using keywords and phrases specific to top attractions in those areas.

(Currently at a low 16% impressions share – recommend adding \$500 a month X 10 months = \$5,000)

Connected TV (OTT/CTV)

Unlike broadcast and cable, Connected TV allows us to specifically target travel intenders just as we do with other digital tactics. Our 30-second video is delivered to travel intenders in CWA's catchment while they're viewing streaming app content in their homes over the top or through their set-top box (OTT) on their Connected TV (CTV). Think HGTV, DIY, Travel channel, etc.

Success metrics hierarchy:

- Lift to organic and direct traffic to our campaign landing page
- 100% completed views
- QR code scans

(Currently not booked July through December. Recommend \$1,500 a month X 6 months = \$9,000)

Northwoods Updated Creative Campaign:

\$4K - all new creative for display and paid social and a custom campaign landing page

- New image of a canoe on the lake with sunny skies
- Text update to remove "Better way to travel" from ad set header and update to reflect more flights and dual class options on AA and DL

Bolstered 2025 Marketing Campaign Budget Strategy: \$35,800

Reporting and Optimization

- Advance Aviation will provide regular updates where we can readily review, discuss, and decide to make changes if/when necessary, in response to market or industry conditions.

Data is KING. With digital marketing you maximize your ad dollars to be targeted to only the very best group of travelers in our target geos. Based on individuals' actions and behaviors online and offline, we build local audience profiles and then serve our campaign to those specific groups. Below is a sample of custom travel audiences we use often.



Custom Travel Audiences

 Airline travel interest (7 or 14-day recency) 				
 Airlines	 Cruises	 Car Rental	 Beach Enthusiasts	 Travel: Hotels and Resorts
Millennials, Boomers or Seniors interested in travel		Domestic or International Travel (Vacation)		Business Travel Intenders
Travel interest/intent AND other specific interests		Recent travel or interest (7 or 14-day recency)		Travel occurs 2 or 3 times and in the last 7 or 30 days

We target a custom travel audience that consists of business travel, domestic travel, international travel, vacation travel, hotel bookings, travel enthusiasts, travel insurance, travel accessories, travel content, and interest in airline travel within the target geo. Contextually target users while they're on travel sites. And on the sites that offer mobile apps as well, like Travel & Leisure, Kayak, Trip Advisor, Hotels.com, etc. There are a lot of news sites included in the overall "travel" category like the NY Times, Reuters, NBC, ABC, FOX, CBS. These are included because of they feature travel sections.



Display &
Video 360



Custom Reach on Travel-Centric Sites



Below are some of the rich third-party data partners Advance Aviation works with to build out our marketing campaigns, in addition to our first-party data.

Some of our data partners





Airport Board Meeting Date: March 11,2025

Agenda Item Title: #6) Review and Possible Action on General Aviation Terminal Building Material Selections.

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: The design work for the GA Terminal is nearly complete and the project will be going out to bid on March 13, 2025. CWA and Ovation staff have been having weekly design review meetings with Woolpert to complete the design of the building. As mentioned at the January 14th board meeting, the design team has prepared final material selections for the exterior and interior of the building.

The following is a summary of material types selected for the different areas: The exterior will consist of a low maintenance architectural panel system that will provide long term durability. The interior floor in the main public area will be poured terrazzo that will extend into the public restrooms, with carpet tiles in the corner waiting areas. The public restrooms will have tile walls similar to what is in the commercial terminal restrooms. The public training room, flight planning, and pilot’s lounge/rest areas will also have carpet flooring painted drywall on the walls. The non-public areas will have polished concrete flooring with painted drywall wall coverings.

Physical samples of the main materials for flooring, wall covering, and siding will be available to view at the board meeting. Below are final renderings of the exterior of the building and the final floor plan, and attached to this AIS is an interior design document showing concepts conveying the interior feel of the different rooms.

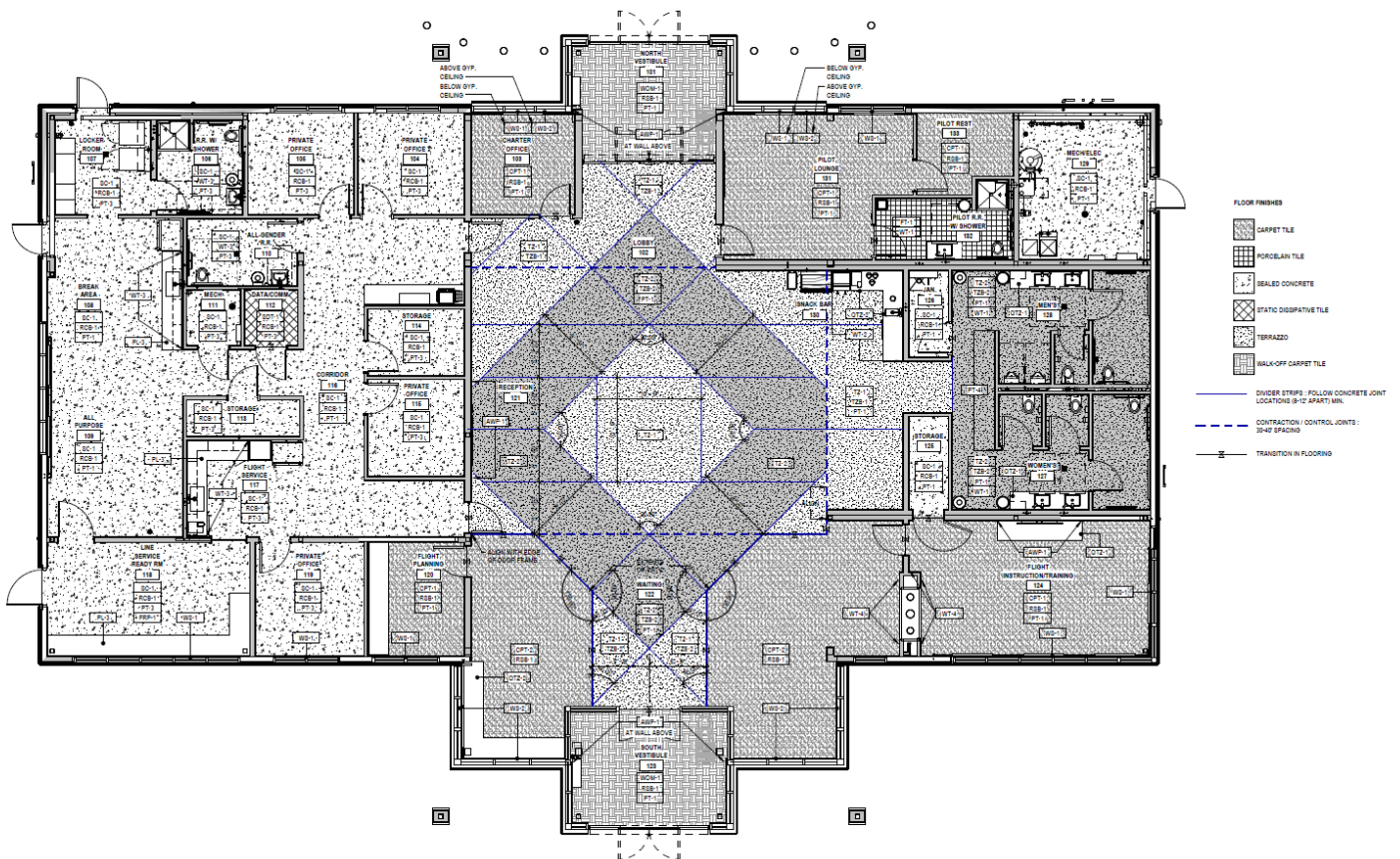


Airside View of GA Terminal

CENTRAL WISCONSIN AIRPORT



Landside View of GA Terminal



Floorplan of GA Terminal with Flooring Finishes

Serving Wausau, Stevens Point and the Central Wisconsin Region



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Timeline: If approved by the board, the recommended material selections will be finalized in the plans for bidding on March 13, 2024. Any changes requested by the board will either be incorporated in the plans before bidding, or through an addendum to the bid documents. Bid opening is scheduled for April 10, 2025.

Financial Impact: This material selection does not have a significant financial impact on the overall project. All material options are low to mid-range cost options (with 1 exception described below) that balance cost, quality, and long term durability. Total project cost considerations are described in the next agenda item.

The only feature that is a higher cost option is the poured terrazzo flooring in the main public areas. The design team could have considered a lower cost hard surface flooring option, such as ceramic tile, in this area; however, all members of the design team agree that goals of the project are best satisfied with the poured terrazzo option.

Further consideration and support for this selection is related to the Transient Hangar Project. We now know the total project cost of the Transient Hangar (\$3.65M), which is less than the initial estimate and project budget of \$4M. Since both projects are dependent on available IIJA (BIL) funding, had the hangar project costs come in significantly higher, the design team may have recommended additional value engineering where appropriate.

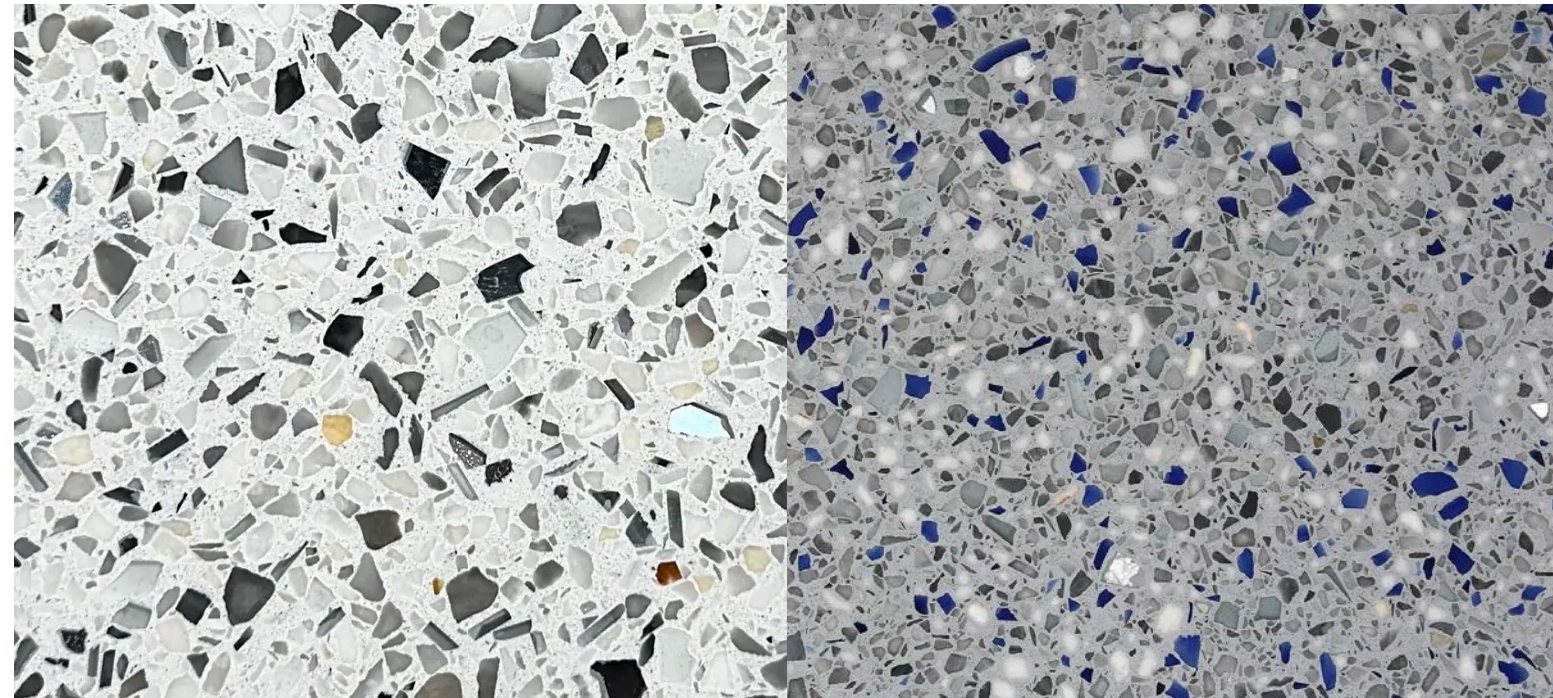
Contributions to Airport Goals: This material selection and the overall project directly support the 2025 Annual Airport Goal to Enhance General Aviation.

Recommended Action: Approval of the recommended material selections as presented for the General Aviation Terminal Building.

Lobby/Waiting/Reception

Materials

Terrazzo



Terrazzo & Marble Supply
MB24-029

Terrazzo & Marble Supply
MB20-007

Interior Carpet



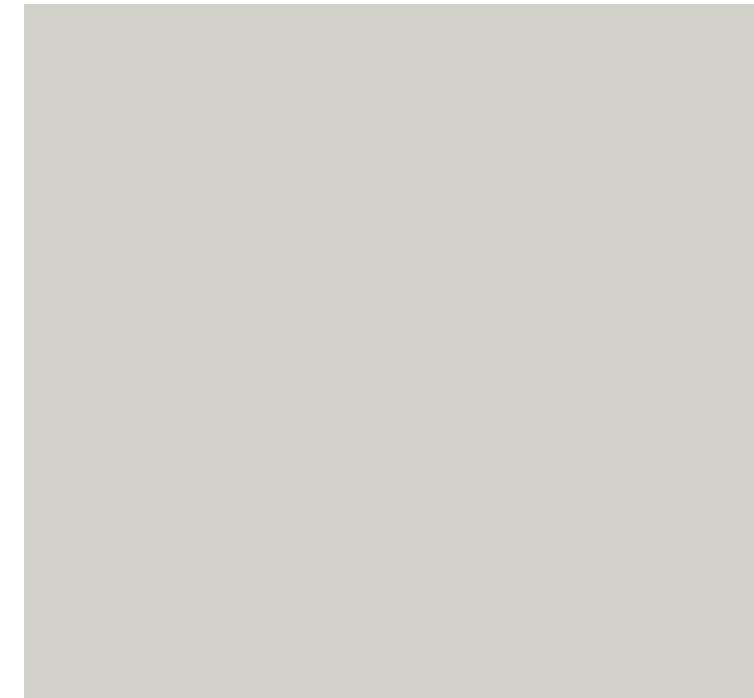
Milliken
Type: Clean Break Style: Head Start
Color: Observant
Note: Heavy-use rating

Entrance Walk-off Carpet



Milliken
OBEX™ Tile CutX Contour
Color: CNX123 119 Dark Grey with Navy

Wall Paint



Sherwin Williams
Guild Grey (Expert Pick)

Wall Covering



Slatpanel
Acoustic Colored Wood Panels
Midnight Blue

Fireplace Tile



Country Floors
Style/Color: Iris Black Honed Thin Fluted Marble
Accent Tiles
Size: 18" x 36"

Reception



Wilsonart, Plastic Laminate Ice Mist (Left)
Black Hills Oak (Right)

Casework Counter top

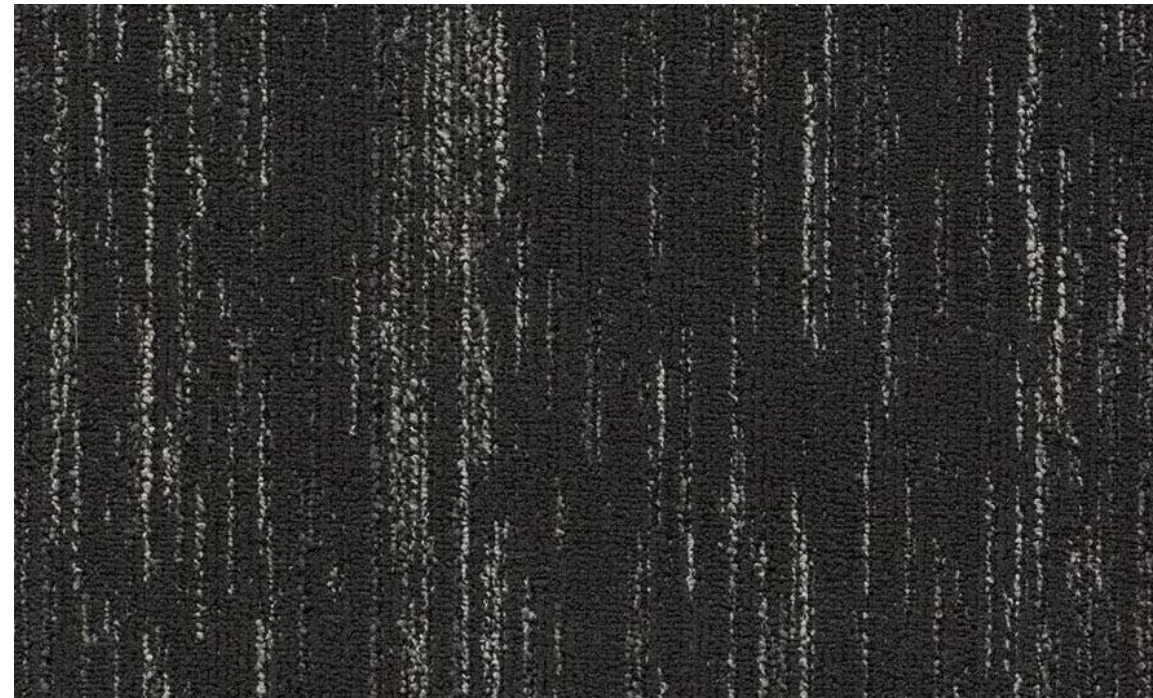


Wilsonart
Product: Quartz
Color: Nova Serrana

Flight Instruction/Training

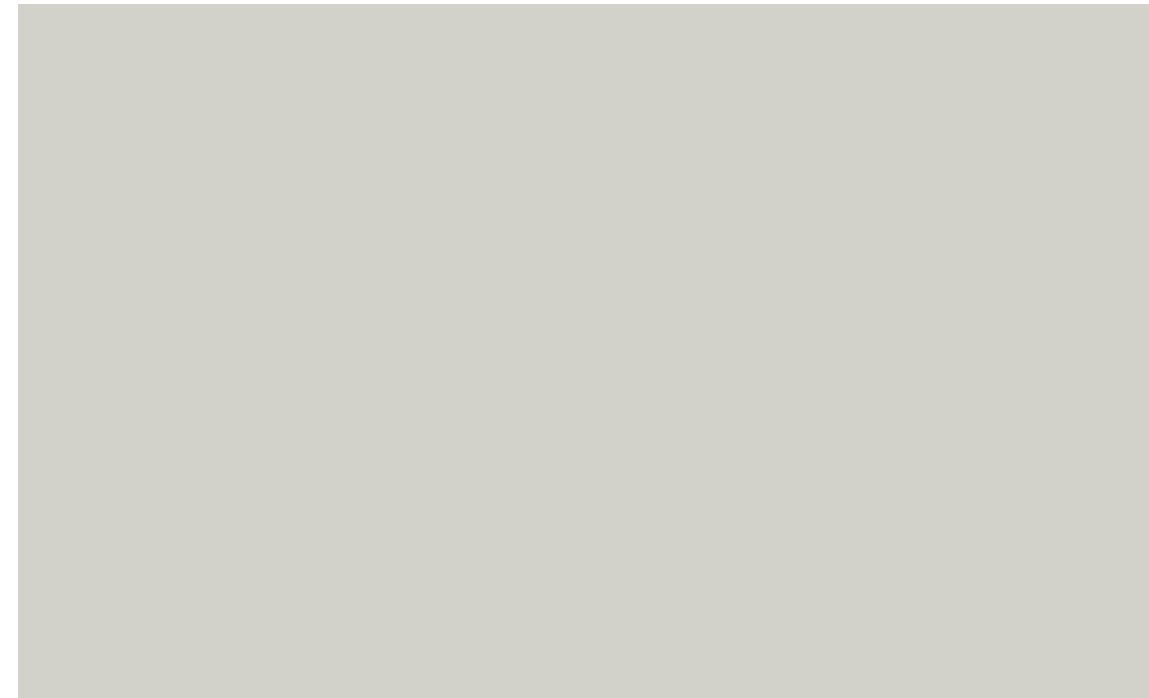
Materials

Carpet



Milliken
Type: Major Frequency Style: Counter Balance
Color: Compression

Wall Paint



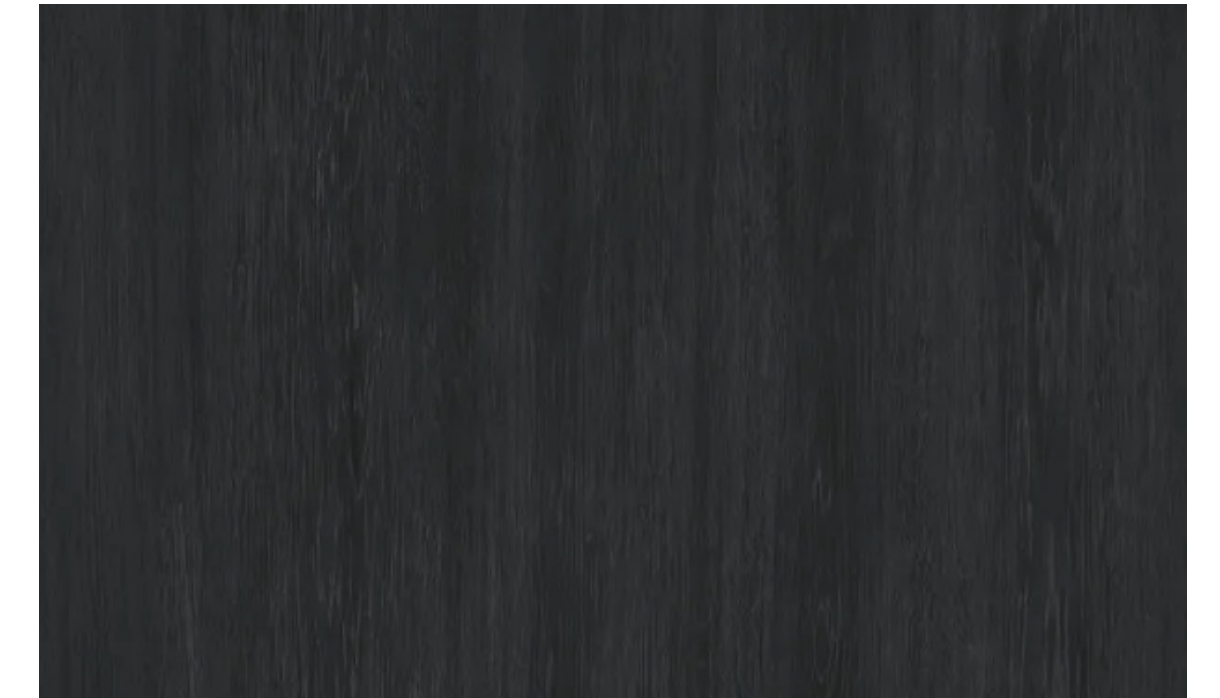
Sherwin Williams
Guild Grey (Expert Pick)

Wall Covering



Slatpanel
Acoustic Colored Wood Panels
Midnight Blue

Casework Laminate



Wilsonart Plastic Laminate
Black Hills Oak

Fireplace Tile



Country Floors
Style/Color: Iris Black Honed Thin Fluted Marble
Accent Tiles
Size: 18" x 36"

Decorative Lighting



Artimede
Mouette

Casework Countertop



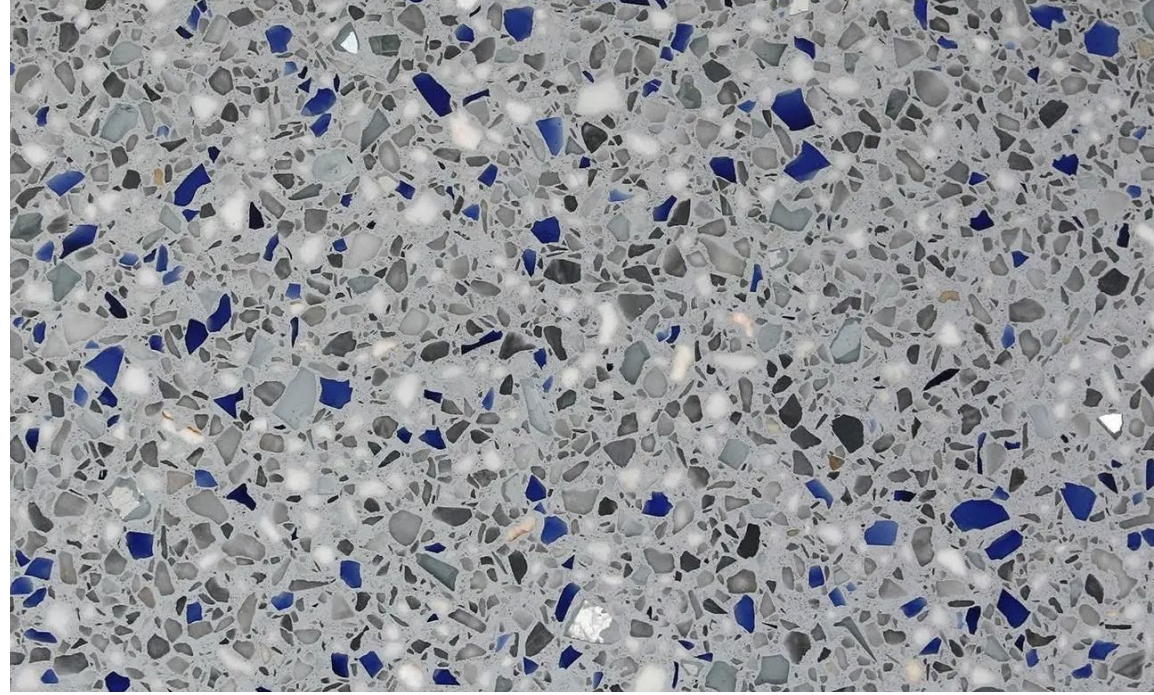
Wilsonart
Quartz
Calacatta Serchio

Restrooms

Materials

Mens, Womens, and Pilot Restrooms

Terrazzo



Terrazzo & Marble Supply
MB20-007

Wall Tile



Daltile
Collection: Dalittle Portfolio White
Size: 12"x24"

Wall Covering



Sherwin Williams
Color Match RGB 40,87,128 / Pantone 2161C

Casework Laminate



Wilsonart Plastic Laminate
Black Hills Oak

Doors



Louvered stall doors

Casework Countertop



Wilsonart
Quartz
Calacatta Serchio

Back of the House

Materials

Floors



Sealed concrete

Wall Tile



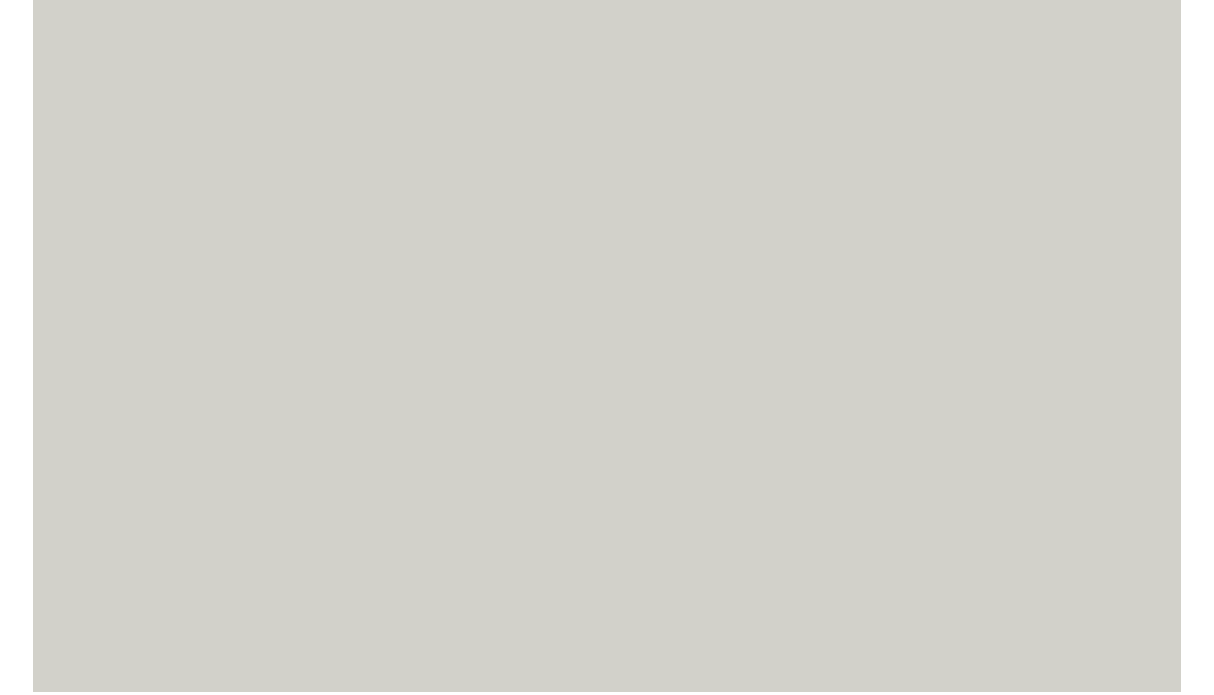
Daltile
Collection: Color Wheel Classic
Color: Arctic White
Size: Varies
Locations: Restrooms, Backsplashes

Wall Paint



Sherwin Williams Krypton(Expert Pick)
Location: Rooms

Wall Paint



Sherwin Williams
Guild Grey (Expert Pick)
Locations: Corridor

Casework Laminate



Wilsonart Plastic Laminate
Black Hills Oak

Casework Countertop



Wilsonart
Plastic Laminate Terrena Soapstone



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Airport Board Meeting Date: March 11, 2025

Agenda Item Title: #7) Review and Possible Action on Sponsor Only Funding for the General Aviation Terminal Building

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: The General Aviation (GA) Terminal Building is planned to be funded with a combination of AIP Entitlement funding and all remaining Infrastructure Investment and Jobs Act (IIJA – formerly referred to as BIL) funding after the Transient Hangar is fully funded. There is one more year of IIJA funding (FY26) that is not yet available, but will be in November of 2025. CWA staff are recommending the airport commit airport funds in FY25 to fully fund the project with the intention to apply for FY26 IIJA funding for reimbursement. The following is a summary of funding that is currently available and an explanation why this recommendation is being given to the board.

For FY25, CWA has \$6,127,804 in available IIJA funding. \$3,471,300 of this IIJA funding is being committed to the Transient Hangar project, which leaves a total of \$2,656,504 in IIJA funding for the GA Terminal. CWA also has an estimated \$1.75M in available AIP funding in FY25. When combining both funding sources, there is a total of \$4.4M in federal funding available now. In addition to what is available now, CWA is expected to be allocated an additional \$1.3M in IIJA funding in FY26. This funding can be used to reimburse eligible project costs that have been incurred after IIJA was signed into law in 2021.

When combining funding that is currently available with the estimated FY26 IIJA funding, there is a total of \$5,707,602 of federal funding available for the GA Terminal Building Project. With current cost estimates for the GA terminal around \$6.25M (including all design costs), it is expected that all FY26 IIJA funding will be used for this project.

It is important to point out that all the federal funding sources have a 5% sponsor match requirement, which is traditionally split between the airport and the state. Additionally, there will be a small portion of the total project cost that will not be eligible for either AIP or IIJA funding and will have to be funded with airport funds. This ineligible portion should be less than 5% of the total project cost.

Instead of committing airport funds to be reimbursed with FY26 IIJA funding, the project could be delayed 9 months and bid out after FY26 IIJA funding becomes available. Staff are recommending not to do this for the following reasons:

Based on the bids received in January for the Transient Hangar Project, the current bidding environment appears to be the most favorable we have seen on architectural projects in many years. Delaying the project would pose a real risk of less a less favorable bidding environment. Additionally, with current rates of inflation, a 9-month delay is almost certain to result in higher total project costs due to material prices alone. Either way, delaying the project will drive up project costs, and there is little to no benefit gained from the delay.



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Timeline: The recommended sponsor only funding commitment will be sent to the Wisconsin DOT Bureau of Aeronautics (BOA) after total project costs are known in April. This will allow the full construction contract to be awarded after the grant is received later in the year (August-September). The FY26 IIJA grant application will be submitted as soon as funding is available (anticipated November of 2025).

Financial Impact: The commitment of sponsor only funding should have no additional financial impact on the airport. Even after the commitment is made, costs will not be realized until construction begins, and then only as work is completed and payments are made to the contractor. It is likely that the FY26 IIJA grant will be awarded before the BOA has to draw from the sponsor only commitment.

CWA has already invested \$575,104 in the design of the facility. A majority of this cost will be eligible to be reimbursed through grants or count towards the local match to the grants. Based on the current cost estimate, all federal funding combined with state/local matches (95/5/5) are anticipated to fall short of fully funding the project, and around \$250,000 of additional airport investment is expected for the project. This number will be higher or lower depending on bid prices.

In total, it is expected that CWA will have to invest around \$500,000 total into the project. This amount is dependent on bid prices.

Contributions to Airport Goals: This action will directly support the 2025 Annual Airport Goal to Enhance General Aviation.

Recommended Action: Staff recommend approval for the Airport Director to commit sponsor only funding to the BOA in FY25 to fully fund the GA Terminal Project after total project costs are known.



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Airport Board Meeting Date: March 11, 2025

Agenda Item Title: #8) Review and Possible Action on Permanent Utility Easement with Wisconsin Public Service

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: WPS has several utility easements on airport property. WPS recently requested another permanent utility easement to provide utilities to the GFO hangar which is currently under construction. The new permanent utility easement will run parallel to an existing easement for utilities serving the Productivity Advantage Hangar.

The proposed utility easement is presented with a temporary exhibit identifying the approximate location of the easement corridor. A final exhibit will be prepared after installation and registered on the property deed.

If approved by the Central Wisconsin Joint Airport Board, the easement will have to be signed by the Marathon County Administrator and the Portage County Executive and returned to WPS who will record it with the deed of the property.

Timeline: WPS will be able to schedule installation of utilities to the hangar as soon as they receive the signed utility easement.

Financial Impact: This easement has no financial impact to the airport.

Contributions to Airport Goals: This utility easement supports the 2025 Airport Goals to Enhance General Aviation and Improve and Maintain Facilities.

Recommended Action: Airport staff recommends approval of Resolution R-01-25 for the Permanent Utility Easement with WPS.

Attachment: Permanent Utility Easement

R-01-25
RESOLUTION
Central Wisconsin Airport Permanent Utility Easement

WHEREAS, Marathon County and Portage County, Wisconsin hereinafter referred to as the Joint Airport Board, each being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11 (1973), to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the Joint Airport Board desires to develop or improve the Central Wisconsin Airport (CWA), Marathon County, Wisconsin, and

WHEREAS, Wisconsin Public Service (WPS) provides electrical utility service to facilities located at CWA, and

WHEREAS, WPS is adding new utility services to general aviation development on CWA property, and

WHEREAS, the new utility locations are compatible with the intended use of CWA property as identified in the airport master plan, and

NOW, THEREFORE, BE IT RESOLVED that the Central Wisconsin Joint Airport Board resolves and ordains as follows:

Electric Underground Easement by and between the Joint Airport Board and Wisconsin Public Service affecting Parcel Identification Number (PIN) 251-2707-342-9999 is hereby approved.

Dated this 11th day of March, 2025.

Central Wisconsin Joint Airport Board Chair

3328339

Easement

S INDENTURE is made this _____ day of _____, by and between **Marathon County, Wisconsin and Portage County, Wisconsin, municipal corporations, as joint tenants** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of the parcel described in Marathon County Register of Deeds Volume 34 on page 126, recorded as Document Number 589118; being part of The Northeast Quarter of the Northwest Quarter (NE 1/4 – NW 1/4); all in Section 34, Township 27N, Range 7E in the **City of Mosinee, County of Marathon, State of Wisconsin, as shown on the attached Exhibit "A"**.

Return to:
 Wisconsin Public Service Corp.
 Real Estate Dept.
 P.O. Box 19001
 Green Bay, WI 54307-9001

Tax Parcel Identification Number
 (PIN)

25127073429999

1. **Purpose: ELECTRIC UNDERGROUND and GAS** - The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground, as well as pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of electric energy, signals, television and telecommunications services; natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.
9. **Limitations:** This easement is subject to the following limitations because the "easement area," described above, is located upon, within, beneath, over and across part of an actively operating regional airport established and managed jointly by political subdivisions of the State of Wisconsin, pursuant to authority granted by the state under Wis. Stats., Chap. 114, and subject to regulation by several other state and federal authorities:
 - a. **Compliance with Federal Aviation Regulations and Security Requirements.** Grantee's access is subject to Federal Aviation Regulations and Federal Airport Security Regulations, including but not limited to 49 CFR Parts 1540 and 1542, and 14 CFR Part 139., and the Grantor's policies as outlined in Grantor's Federal Aviation Administration (FAA) approved Airport Certification Manual and the Transportation Security Administration (TSA) approved Airport Security Plan. Grantee further agrees that any fines levied upon the Grantor or Grantee through enforcement of these regulations because of acts by Grantee's employees, agents, suppliers, guests, or patrons shall be borne by Grantee to the extent said acts contributed to said fines.
 - b. **Interference with Radio and Navigation Aids Prohibited.** Grantor operates a varied spectrum of licensed and unlicensed wireless radio, microwave and IP traffic to provide Navigation Aids and other critical safety services to aircraft and personnel as well as other land-based vehicles and equipment. The stable, reliable and economical delivery of these services has absolute priority over any other uses or operations of the Grantee. Therefore, any interference experienced by Grantor that coincides with Grantee's activities will be presumed to be caused by the Grantee. Grantor reserves the right to demand the Grantee turn off its equipment until all interference problems are resolved. Once a "shut-off" order is delivered to the Grantee, Grantee's equipment must be turned off as soon as possible. Grantee assumes the risk of any interference and any costs, damages or claims that are a result of interference caused by the Grantee will be the responsibility of the Grantee. Grantor also reserves the right to require the Grantee to take any action necessary, in the sole discretion of Grantor, to proactively shield or otherwise prevent Grantee's activities from causing interference.
 - c. **Rules and Regulations of Joint Airport Board.** Grantor shall have the right to adopt from time to time, and to enforce, rules and regulations which Grantee agrees to observe and obey with respect to the use of the airport premises and appurtenances, provided that such rules and regulations shall not be inconsistent with safety, current rules and regulations of the FAA and any future changes prescribed from time to time by the FAA.

- d. Protection of Aerial Approaches to Airport. Grantor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent Grantee from erecting, or permitting to be erected, any building, any other structure, or operating any vehicles or equipment on the easement area, which, in the opinion of the Grantor, would limit the usefulness of the airport or constitute a hazard to aircraft, now or in the future.
- e. Airport Development. Grantor reserves the right to increase the size or capacity of any public aircraft facilities, including but not limited to, runways, hangars, taxi-ways, terminals, navigational facilities or common use portions of the airport, or make alterations thereto or reconstruct or relocate them or modify the design and type of construction thereof or close them or any portions of them, either temporarily or permanently.
- f. Force Majeure. Grantor shall not be responsible to Grantee if the fulfillment of any of the terms of this Easement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, or by any other cause not within the control of the Grantor.

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WITNESS the hand and seal of the Grantor the day and year first above written

Marathon County, Wisconsin

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE)
OF _____)

)SS

COUNTY)
OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name

Print Name

Notary Public, State of

My Commission expires:

WITNESS the hand and seal of the Grantor the day and year first above written

Portage County, Wisconsin

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE)
OF)
)SS
COUNTY)
OF)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____ to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name

Print Name

Notary Public, State of

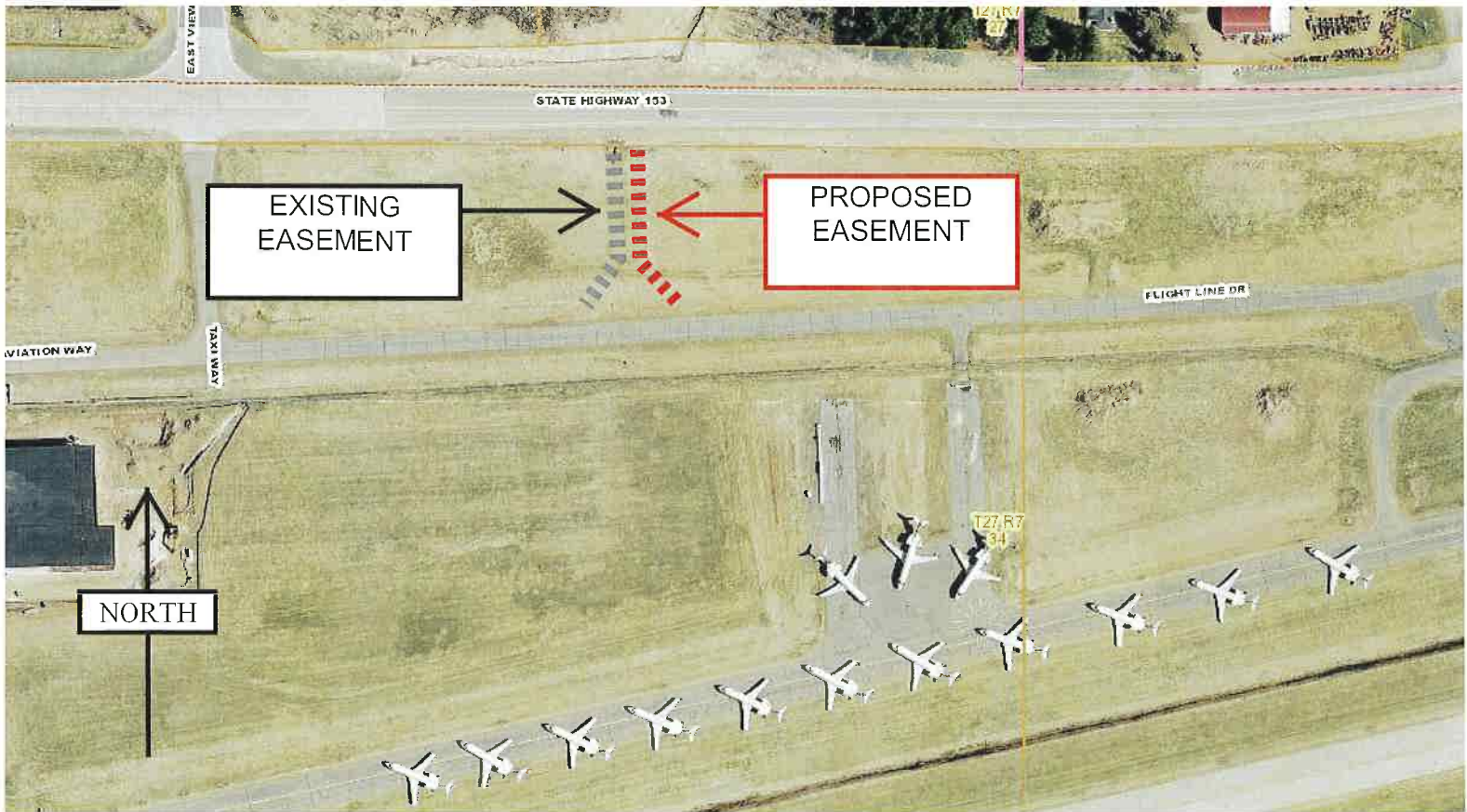
My Commission expires:

This instrument drafted by: Lydia Janssen
Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1482841	WMIS-3427259	3328339	INT11-482-841

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY



Temporary Exhibit
Final Exhibit will be sent for approval at a later date
** NOT FOR RECORDING**

CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - JANUARY 2024 - 2025

27-Feb-25

	2024 MONTH	2025 MONTH	% CHGE. 24-25	2024 Y-T-D	2025 Y-T-D	% CHGE. 24-25
ACTUAL LANDINGS						
AMERICAN	59	58	-1.7%	59	58	-1.7%
AVELO	10	0	-100.0%	10	0	-100.0%
DELTA	61	69	13.1%	61	69	13.1%
CHARTERS	2	1	-50.0%	2	1	-50.0%
TOTAL ACTIVITY	264	256	-3.0%	264	256	-3.0%
ATCT OPERATIONS	706	713	1.0%	706	713	1.0%
AIRLINE CANCELLATIONS						
AMERICAN	3	1	-66.7%	3	1	-66.7%
AVELO	0	0	0.0%	0	0	0.0%
DELTA	2	0	-100.0%	2	0	-100.0%
TOTAL CANCELLATIONS	5	1	-80.0%	5	1	-80.0%
ENPLANED PASSENGERS						
AMERICAN	2,363	2,264	-4.2%	2,363	2,264	-4.2%
AVELO	1,361	0	-100.0%	1,361	0	-100.0%
DELTA	3,494	3,439	-1.6%	3,494	3,439	-1.6%
CHARTERS	258	89	-65.5%	258	89	-65.5%
TOTAL ENPLANED PASSENGERS	7,476	5,792	-22.5%	7,476	5,792	-22.5%
DEPLANED PASSENGERS						
AMERICAN	2,218	1,998	-9.9%	2,218	1,998	-9.9%
AVELO	1,214	0	-100.0%	1,214	0	-100.0%
DELTA	2,812	2,868	2.0%	2,812	2,868	2.0%
CHARTERS	258	89	-65.5%	258	89	-65.5%
TOTAL DEPLANED PASSENGERS	6,502	4,955	-23.8%	6,502	4,955	-23.8%
AIR FREIGHT - AMERICAN	0	0	0.0%	0	0	0.0%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - GENERAL AVIATION	109,732	129,415	17.9%	109,732	129,415	17.9%
AIRLINES & GEN AVIATION - AIR FREIGHT	109,732	129,415	17.9%	109,732	129,415	17.9%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	2,850	2,264	79.4%
DELTA	4,712	3,439	73.0%

Central Wisconsin Airport – Flight Schedule

March 11, 2025



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	15:45	from MSP	CRJ	5384	07:00	to MSP	CRJ
4934	20:58	from MSP	CRJ	4982	16:25	to MSP	CRJ



<u>Arrivals – American</u>				<u>Departures – American</u>			
6030	14:30	from ORD	CRJ	4086	05:40	to ORD	E170
4096	22:03	from ORD	E170	6117	14:56	to ORD	CRJ

Upcoming Charter Schedule

Mar. 20th – Sun Country to Laughlin/Riverside
 Mar. 20th – Sun Country to Omaha/Ceasar’s

MSP = Minneapolis
 ORD = Chicago O’Hare

Total CWA Flights Daily = 4

FIN - Budget vs Actual for Organization

Company County of Marathon
Organization Cost Center: 53510 CWA Operations
Period FY2025 - January

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Parking Fees	1,200,000	60,218	60,218		
Airport Fees	2,230,000	76,375	76,375		
Advertising	55,000	0	0		
Other Public Charges for Services	0	12,052	12,052		
Local Departments	0	0	0		
Interest on Investments	24,000	0	0		
Other Miscellaneous Revenues	170,000	0	0		
Transfer In from Other Funds	740,860	0	0		
Gain/Loss Sales of Fixed Assets	65,000	0	0		
Total Revenues	4,484,860	148,645	148,645	4,336,215	3.31%
Expenditures					
Personnel	2,115,039	96,765	96,765	2,018,274	4.58%
Salaries and Wages		66,103	66,103		
Employee Benefits		1,635	1,635		
Employer Contributions		29,027	29,027		
Contractual Services	936,000	87,076	87,076	848,924	9.30%
Professional Services		38,253	38,253		
Utility Services		25,907	25,907		
Repair and Maintenance Services - Other		943	943		
Special Services - IT		20,428	20,428		
Other Contractual Services		1,545	1,545		
Materials and Supplies	533,600	57,290	57,290	476,310	10.74%
Office Supplies		177	177		
Publications, Subscriptions and Dues		3,195	3,195		
Travel		747	747		
Operating Supplies		6,876	6,876		
Repair and Maintenance Supplies		7,650	7,650		
Other Repairs and Maintenance Supplies		989	989		
Other Supplies and Expense		37,656	37,656		
Building Materials	73,000	137	137	72,863	0.19%
Metal Products		137	137		
Wood Products		0	0		
Raw Materials		0	0		
Fabricated Materials		0	0		
Fixed Charges	125,000	24,080	24,080	100,920	19.26%
Insurance		24,080	24,080		
Capital Outlay	250,000	0	0	250,000	0.00%
Debt Service	452,221	0	0	452,221	0.00%
Total Expenditures	4,484,860	265,348	265,348	4,219,512	5.92%
Net Change		(116,703)	(116,703)		

FIN - Budget vs Actual for Organization

Company County of Marathon
Organization Cost Center: 53510 CWA Operations
Period FY2025 - February

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Parking Fees	1,200,000	77,571	137,788		
Airport Fees	2,230,000	189,514	265,889		
Advertising	55,000	0	0		
Other Public Charges for Services	0	2,700	14,752		
Local Departments	0	27,865	27,865		
Interest on Investments	24,000	0	0		
Property Sales	0	18,872	18,872		
Other Miscellaneous Revenues	170,000	0	0		
Transfer In from Other Funds	740,860	0	0		
Gain/Loss Sales of Fixed Assets	65,000	0	0		
Total Revenues	4,484,860	316,522	465,167	4,019,693	10.37%
Expenditures					
Personnel	2,115,039	147,425	244,190	1,870,849	11.55%
Salaries and Wages		106,232	172,335		
Employee Benefits		776	2,411		
Employer Contributions		40,417	69,444		
Contractual Services	936,000	19,091	106,168	829,832	11.34%
Professional Services		5,275	43,528		
Utility Services		3,235	29,141		
Repair and Maintenance Services - Other		1,704	2,647		
Special Services - IT		8,678	29,106		
Other Contractual Services		200	1,745		
Materials and Supplies	533,600	29,882	87,172	446,428	16.34%
Office Supplies		0	177		
Publications, Subscriptions and Dues		4,400	7,595		
Travel		0	747		
Operating Supplies		1,241	8,116		
Repair and Maintenance Supplies		22,149	29,799		
Other Repairs and Maintenance Supplies		795	1,784		
Other Supplies and Expense		1,298	38,954		
Building Materials	73,000	67	204	72,796	0.28%
Metal Products		67	204		
Wood Products		0	0		
Raw Materials		0	0		
Fabricated Materials		0	0		
Fixed Charges	125,000	0	24,080	100,920	19.26%
Insurance		0	24,080		
Capital Outlay	250,000	0	0	250,000	0.00%
Debt Service	452,221	0	0	452,221	0.00%
Total Expenditures	4,484,860	196,466	461,814	4,023,046	10.30%
Net Change		120,056	3,353		

2024-2025 CWA Budget Summary YTD - January

	<u>January YTD - 2025</u>	<u>January YTD - 2024</u>	<u>% CHANGE</u>
Federal Grants	\$0	\$461,197	
State Grants - Other	\$0	\$0	
Parking Fees	\$60,218	\$80,794	
Airport Fees	\$76,375	\$85,700	
Other Charges for Services	\$12,052	\$1,500	
Other Local Governments	\$0	\$0	
Property Sales	\$0	\$0	
Other Miscellaneous Revenues	\$0	\$0	
Total Revenues	\$148,645	\$629,191	-76.38%
Personnel Services	\$96,765	\$131,215	
Contractual Services	\$87,076	\$54,200	
Supplies and Expense	\$57,290	\$60,084	
Building Materials	\$137	\$0	
Fixed Charges-Insurance	\$24,080	\$0	
Capital Outlay	\$0	\$0	
Total Expenses	\$265,348	\$245,499	8.09%
Revenue over Expense	-\$116,703	\$383,692	

2024-2025 CWA Budget Summary YTD - February

	February YTD - 2025	February YTD - 2024	% CHANGE
Federal Grants	\$0	\$461,197	
State Grants - Other	\$0	\$0	
Parking Fees	\$137,788	\$173,344	
Airport Fees	\$265,889	\$286,404	
Other Charges for Services	\$14,752	\$11,437	
Other Local Governments	\$27,865	\$0	
Property Sales	\$18,872	\$0	
Other Miscellaneous Revenues	\$0	\$0	
Total Revenues	\$465,166	\$932,382	-50.11%
Personnel Services	\$244,190	\$284,050	
Contractual Services	\$106,168	\$115,099	
Supplies and Expense	\$87,172	\$108,185	
Building Materials	\$204	\$0	
Fixed Charges-Insurance	\$24,080	\$0	
Capital Outlay	\$0	\$47,439	
Total Expenses	\$461,814	\$554,773	-16.76%
Revenue over Expense	\$3,352	\$377,609	