

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA

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

January 13, 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 December 9, 2025 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Review and Possible Action on On-Call Airport Engineering Services Consultant Selection
- 5) 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
- 6) Ovation
 - a) Fixed Base Operator Report
- 7) Next Scheduled Meeting Date: February 10, 2026 at 8:00 a.m.
- 8) 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

December 9, 2025 - 8:00 a.m.

Airport Board:	Chris Dickinson, Chair Dave Ladick Rick Rettler Nicholas Endres	Julie Morrow, Vice Chair Kurt Kluck - via Teams 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	Josh Harris, Ovation

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

Approval of Minutes: *Motion by Ladick, second by Rettler to approve the minutes of the November 11, 2025 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Review and Possible Action on Annual Airport Goals:

On December 12th, the airport's annual planning session was held and facilitated by Steve Smith, retired Campus Dean of Mid-State Technical College. The objective of the planning session was to identify and recommend to the airport board a reasonable number of goals that have the biggest impact on the airport that work toward the Mission/Vision statements. Airport staff and a number of board members and tenants participated in the exercise. The goals developed for 2026 were: Expand Air Service, Exceed Customer Expectations, Attract and Retain Effective Employees, Develop Plan for Future Growth and Explore Business Opportunities. ***Motion by Seubert, second by Morrow to approve the 2026 annual airport goals as presented. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Grefe

Air Service Update – No real changes are anticipated through December. Promotional marketing for United has begun for their return on May 21, 2026.

Statistical Report – The October statistical report shows total operations up 9.9% on the month, down 6.0% on the year. Enplanements rose 12.1% for October, down 7.7% for the year. Load factors ended with American at 72.3% and Delta at 79.4%.

Flight Schedule – The flight schedule remains at five daily flights. Several casino charters to Laughlin, NV have been scheduled.

Financial Reports – Dave Drozd:

Revenues and Expenses – November revenues end at 74.84% of budget, with expenses ending at 77.64%. Year end entries and close out procedures will begin in December and run through January.

Budget Comparison – The budget comparison report shows a \$125,674 deficit to date. Debt service and insurance have not been charged back as of the November report.

PFC Update – No updates.

Operations & Project Reports – Mark Cihlar:

Update on Airport Operations – The snowy start to winter has operationally been going very well. A new type of bristles were installed on the brooms, which are a steel wire and poly mix rather than poly only. They have been doing a great job. Maintenance crews have not had to use chemicals on the runway yet and equipment has been running well. Both OMT-I positions have been filled and the new employees are fully trained. There were a couple of diversions that landed over the holiday weekend, which benefits both Ovation and the airport.

Update on Airport Projects – Construction on the transient hangar project was paused last week with crews unable to get footings into ground prior to winter weather. Construction will resume in spring starting with the footings and headers. Facility opening will be pushed back to late August or early September. The hangar will be available for next winter season. GA term building contracts have been awarded and the contractor and Woolpert are already working though submittals and ordering materials. A pre-construction meeting will be held soon and site prep should start in March, with construction continuing throughout 2026. An FAA meeting is scheduled for tomorrow to begin discussing construction of the new ARFF/SRE facility in 2028.

Ovation – Fixed Base Operator Report:

Early winter weather has brought an uptick in traffic. One winter event, they remained staffed overnight to hangar and deice aircraft, providing services through the winter event. They've received several more A&P mechanic applications they will be reviewing.

ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to Wis. Stat. 19.85(1)(c) For the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: To wit contract and annual performance appraisal of Airport Director Brian Grefe: 8:41 a.m. *Motion by Ladick, second by Morrow to move into closed session. Roll call vote: Dickinson, Ladick, Morrow, Rettler, Endres, Seubert. All ayes.*

MOTION TO RETURN TO OPEN SESSION (No Roll Call vote needed):

9:49 a.m. *Motion by Ladick, second by Morrow to return to open session. Motion carried unanimously.* No announcements were made.

Next Scheduled Meeting Date: January 13, 2026 at 8:00 a.m.

Adjournment: 9:59 a.m. *Motion by Seubert, second by Ladick to adjourn. Motion carried unanimously.*

Julie Ulrick, Recording Secretary

Agenda Item Summary

Airport Board Meeting Date: January 13, 2026

Agenda Item Title: #4) Review and Possible Action on On-Call Airport Engineering Services Consultant Selection

Board Member: Dave Ladick

Staff Responsible: Mark Cihlar, Assistant Airport Director

Background: CWA has planned for numerous airport engineering projects through the Terminal Area Master Plan (TAMP), and several of those projects are ready to move from the planning stage into design. CWA's last On-Call Airport Engineering Consulting Contract (civil engineering) was selected through a competitive selection in 2020, and the contract expired on August 31, 2025. Additionally, some of the projects now being considered were not included in the 2020 selection. For these reasons, it is necessary for CWA to conduct a new competitive selection for airport engineering services.

The FAA has clear guidance on the process for competitive selection of consultant services, specifically through *FAA Advisory Circular 150/5100-14E – Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. The FAA requires that consultants be selected based on qualifications to ensure the best qualified consultant is selected. Price cannot be considered when selecting the most qualified firm. After the most qualified firm is selected, a detailed design contract scope of work is finalized and a fee for the work is negotiated. If the airport and consultant cannot agree on an acceptable scope/fee, the airport then has the option to suspend negotiations and begin negotiations with the next most qualified firm.

CWA staff have completed the consultant selection process for On-Call Airport Architectural Consultant Services through a request for qualifications in accordance with FAA Advisory Circular 150/5100-14E. See attached Record of Selection for details regarding this procurement action, which was determined by a selection committee including two CWA staff, one Joint Airport Board member, and one BOA representative.

If the committee's recommendation for selection is approved by the Board, this selection will lead to contract negotiations for a 5-year, on-call no-cost contract between the selected firm and the airport. The 5-year, on-call contract will provide a mechanism for the firm to provide both design and construction administration services for Capital Improvement Projects at CWA.

Timeline: After selection by the board, CWA staff will work with the selected firm to finalize the no-cost on-call contract. CWA staff will also work with the selected firm to develop a detailed scope of work for the design of the General Aviation Access Road as planned in the Terminal Area Master Plan. Additional design contracts will be considered when appropriate to meet the objectives of the Airport Board.



Agenda Item Summary

CENTRAL WISCONSIN AIRPORT

Financial Impact: The current selection will have no immediate financial cost but will position the airport to initiate future projects. Specific design costs will be considered on a project-by-project basis and will be presented to the board for approval at a later date.

Contributions to Airport Goals: This selection supports the implementation of the 2023 Terminal Area Master Plan and contributes to the 2026 Goal to Develop Plan for Future Growth.

Recommended Action: The selection committee recommends approval of the shortlisted respondents in the Record of Selection and selection of the Becher Hoppe team for On-Call Airport Engineering Services and contract negotiations for upcoming projects at the Central Wisconsin Airport.

**Record of Selection:
Central Wisconsin Airport
On-Call Airport Architectural Consultant Services**

Date: January 8, 2026

Contract Title: On-Call Airport Engineering Services - 2026

Location: Central Wisconsin Airport

Anticipated A.I.P. Grant: TBD

1. Central Wisconsin Airport (CWA) issued a Request for Qualifications (RFQ) for Airport Architectural Consultant Services on December 3, 2026. This RFQ was conducted in accordance with FAA Advisory Circular 150/5100-14E.
2. The RFQ was publicized in the Mosinee Times as well as the Marathon County RFPs/Bids website.
3. On January 6, 2026, the deadline for submitting Statements of Qualifications (SOQ) for the RFQ, CWA received two SOQs from the following firms: TKDA and Becher Hoppe Associates.
4. On January 6, 2026, a 4-member selection committee, including two CWA Staff, one CWA Board member, and one BOA representative, convened to review the two SOQs. The two SOQs were ranked according to the criteria identified in the RFQ. Both were competent and competitive proposals that met the minimum requirements of the RFQ and were qualified to be shortlisted for ranking. After reviewing both proposals and completing the initial ranking, the evaluation committee determined that additional presentations from each firm would not change the final scoring, and agreed that selection could be made based on written proposals alone. The selection committee did consider the option of separate rankings for specific projects, but ultimately recommended one ranking for all projects. The following information briefly summarizes the evaluations of the two firms and the final shortlist ranking:
 - a. TKDA's proposal demonstrated strong experience in both large-hub commercial airport projects and in small General Aviation airport projects. The project team was also very strong, with a unique perspective offered through their Project Manager who's past experience includes working for the BOA as a PM for CWA, and managing the airport maintenance department at MKE. The TKDA proposal effectively promoted TKDA as a whole, while clearly having been prepared and tailored specifically to CWA's RFQ. This was evident in their thorough review of the 2023 Terminal Area Master Plan and by addressing specific needs and opportunities for CWA's upcoming projects. TKDA also demonstrated a clear understanding and ability to manage all phases of a project. The only two areas that some, but not all, evaluation committee members had concerns



CENTRAL WISCONSIN AIRPORT

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included 1) the physical proximity of the TKDA offices and their ability to provide the level of on-site support CWA has come to rely on for project, and 2) concerns with the potential for CWA to be given a lower priority than TKDA's larger clients, specifically MKE and MAC. Despite these concerns, all of the committee members agreed that TKDA could be successful if selected for any of the projects.

- b. The Becher Hoppe Associates proposal demonstrated strong experience in comparable types of projects and delivery methods to those planned at CWA, including well executed projects in the past at CWA. The Becher Hoppe project team is also very strong, including extensive relevant experience at CWA on multiple levels of the organization. Becher Hoppe also demonstrates a level of understanding and familiarity with CWA's unique local issues that is difficult to exceed, with Becher Hoppe staff understanding many issues better than airport staff. Becher Hoppe demonstrated a clear understanding of the work CWA is looking to accomplish. Finally, Becher Hoppe has effectively managed and supported projects at CWA in the past, including exceptional collaboration with staff and the Central Wisconsin Joint Airport Board.
 - c. The final scoring out of a maximum of 100 points, in accordance with the evaluation criteria in the RFP, of the two shortlisted respondents was:
 - TKDA – 85.125
 - Becher Hoppe Associates – 100
 - d. After ranking by the selection committee, CWA staff contacted references for both firms. Reference comments were strong for both, but did not provide any additional information that would necessitate adjustments to the scoring or final ranking.
 - e. Final Ranking / Shortlist:
 - Highest Ranked Firm: Becher Hoppe Associates
 - 2nd Highest Ranked Firm: TKDA
5. On January 13, the selection committee will recommend to the Central Wisconsin Joint Airport Board to approve the shortlist and selection of Becher Hoppe Associates for On-Call Airport Engineering services and contract negotiations for upcoming projects at the Central Wisconsin Airport.
- a. In the event contract negotiations with Becher Hoppe are unsuccessful, the 2nd highest ranked firm, TKDA, would be eligible for consideration in accordance with FAA Advisory Circular 150/5100-14E.

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

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

Serving Wausau, Stevens Point and the Central Wisconsin Region

CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - NOVEMBER 2024 - 2025

30-Dec-25

	2024 MONTH	2025 MONTH	% CHGE. 24-25		2024 Y-T-D	2025 Y-T-D	% CHGE. 24-25
ACTUAL LANDINGS							
AMERICAN	52	83	59.6%		882	877	-0.6%
AVELO	0	0	0.0%		62	0	-100.0%
DELTA	59	59	0.0%		666	675	1.4%
CHARTERS	1	2	100.0%		16	16	0.0%
TOTAL OPERATIONS	224	288	28.6%		3,252	3,136	-3.6%
ATCT OPERATIONS	707	941	33.1%		12,584	10,880	-13.5%
AIRLINE CANCELLATIONS							
AMERICAN	0	6	100.0%		11	15	36.4%
AVELO	0	0	0.0%		0	0	0.0%
DELTA	0	0	0.0%		4	4	0.0%
TOTAL CANCELLATIONS	0	6	100.0%		15	19	26.7%
ENPLANED PASSENGERS							
AMERICAN	1,811	3,586	98.0%		34,849	39,326	12.8%
AVELO	0	0	0.0%		8,170	0	-100.0%
DELTA	3,315	3,145	-5.1%		39,541	39,211	-0.8%
CHARTERS	185	328	77.3%		2,278	2,260	-0.8%
TOTAL ENPLANED PASSENGERS	5,311	7,059	32.9%		84,838	80,797	-4.8%
DEPLANED PASSENGERS							
AMERICAN	2,119	3,538	67.0%		35,664	37,632	5.5%
AVELO	0	0	0.0%		8,126	0	-100.0%
DELTA	3,319	3,176	-4.3%		37,722	38,858	3.0%
CHARTERS	185	328	77.3%		2,278	2,260	-0.8%
TOTAL DEPLANED PASSENGERS	5,623	7,042	25.2%		83,790	78,750	-6.0%
AIR FREIGHT - AMERICAN	0	14	100.0%		603	170	-71.8%
AIR FREIGHT - DELTA	0	0	0.0%		0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	14	100.0%		603	170	-71.8%
TOTAL AIRFREIGHT - GENERAL AVIATION	130,290	94,266	-27.6%		1,518,369	1,374,643	-9.5%
AIRLINES & GEN AVIATION - AIR FREIGHT	130,290	94,280	-27.6%		1,518,972	1,374,813	-9.5%

LOAD FACTOR - CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	5,483	3,586	65.4%
DELTA	4,484	3,145	70.1%

CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - DECEMBER 2024 - 2025

08-Jan-26

	2024 MONTH	2025 MONTH	% CHGE. 24-25	2024 Y-T-D	2025 Y-T-D	% CHGE. 24-25
ACTUAL LANDINGS						
AMERICAN	55	82	49.1%	937	959	2.3%
AVELO	0	0	0.0%	62	0	-100.0%
DELTA	61	59	-3.3%	727	734	1.0%
CHARTERS	0	0	0.0%	16	16	0.0%
TOTAL OPERATIONS	232	282	21.6%	3,484	3,418	-1.9%
ATCT OPERATIONS	621	855	37.7%	13,205	11,735	-11.1%
AIRLINE CANCELLATIONS						
AMERICAN	4	7	75.0%	15	22	46.7%
AVELO	0	0	0.0%	0	0	0.0%
DELTA	1	3	200.0%	5	7	40.0%
TOTAL CANCELLATIONS	5	10	100.0%	20	29	45.0%
ENPLANED PASSENGERS						
AMERICAN	2,164	3,547	63.9%	37,013	42,873	15.8%
AVELO	0	0	0.0%	8,170	0	-100.0%
DELTA	3,466	3,485	0.5%	43,007	42,696	-0.7%
CHARTERS	0	0	0.0%	2,278	2,260	-0.8%
TOTAL ENPLANED PASSENGERS	5,630	7,032	24.9%	90,468	87,829	-2.9%
DEPLANED PASSENGERS						
AMERICAN	2,219	3,821	72.2%	37,883	41,453	9.4%
AVELO	0	0	0.0%	8,126	0	-100.0%
DELTA	3,440	3,332	-3.1%	41,162	42,190	2.5%
CHARTERS	0	0	0.0%	2,278	2,260	-0.8%
TOTAL DEPLANED PASSENGERS	5,659	7,153	26.4%	89,449	85,903	-4.0%
AIR FREIGHT - AMERICAN	0	0	0.0%	603	170	-71.8%
AIR FREIGHT - DELTA	0	0	0.0%	0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	0	0	0.0%	603	170	-71.8%
TOTAL AIRFREIGHT - GENERAL AVIATION	144,636	125,397	-13.3%	1,663,005	1,500,040	-9.8%
AIRLINES & GEN AVIATION - AIR FREIGHT	144,636	125,397	-13.3%	1,663,608	1,500,210	-9.8%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	5,375	3,547	66.0%
DELTA	4,478	3,485	77.8%

Central Wisconsin Airport – Flight Schedule

January 13, 2026



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	15:38	from MSP	CRJ-900	5384	07:00	to MSP	CRJ-900
4934	21:21	from MSP	CRJ-900	4982	16:18	to MSP	CRJ-900



<u>Arrivals – American</u>				<u>Departures – American</u>			
3381	16:40	from ORD	E170	3362	06:00	to ORD	E170
3484	22:09	from ORD	E170	3363	17:12	to ORD	E170



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

Upcoming Charter Schedule

Jan. 12th – Sun Country to Laughlin
 Jan. 25th – Sun Country to Laughlin
 Feb 27th – Sun Country to Laughlin

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 - December

Ledger Account	Original Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining	Budget Used (%)
Revenues					
Federal Grants	0	0	8,248		
State Grants - Other	0	0	0		
Parking Fees	1,200,000	90,314	1,008,276		
Airport Fees	2,230,000	342,655	2,641,707		
Advertising	55,000	0	0		
Other Public Charges for Services	0	8,100	67,583		
Other Local Governments	0	0	0		
Interest on Investments	24,000	0	0		
Property Sales	0	24,250	137,224		
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	465,319	3,863,039	621,821	86.14%
Expenditures					
Personnel	2,115,039	180,601	1,869,222	245,817	88.38%
Salaries and Wages		131,293	1,355,326		
Employee Benefits		933	11,660		
Employer Contributions		48,376	502,236		
Contractual Services	936,000	34,550	854,107	81,893	91.25%
Professional Services		9,079	286,080		
Utility Services		1,477	232,852		
Repair and Maintenance Services - Other		3,398	118,224		
Special Services - IT		19,835	202,646		
Other Contractual Services		762	14,305		
Materials and Supplies	533,600	4,411	388,348	145,252	72.78%
Office Supplies		25	26,888		
Publications, Subscriptions and Dues		930	42,956		
Travel		0	14,760		
Operating Supplies		1,194	36,840		
Repair and Maintenance Supplies		545	111,339		
Other Repairs and Maintenance Supplies		785	51,746		
Other Supplies and Expense		931	103,818		
Building Materials	73,000	1,040	49,954	23,046	68.43%
Concrete and Clay Products		0	25,464		
Metal Products		140	691		
Wood Products		0	0		
Raw Materials		900	6,079		
Electrical Fixtures and Small Appliances		0	710		
Fabricated Materials		0	17,011		
Fixed Charges	125,000	0	33,867	91,133	27.09%
Insurance		0	24,080		
Other Permits and Regulatory Fees		0	545		
Rents and Leases		0	9,242		
Capital Outlay	250,000	45,178	855,532	(605,532)	342.21%
Debt Service	452,221	0	0	452,221	0.00%
Total Expenditures	4,484,860	265,780	4,051,030	433,830	90.33%
Net Change		199,539	(187,991)		

2024-2025 CWA Budget Summary YTD - December

	<u>December YTD - 2025</u>	<u>December YTD - 2024</u>	<u>% CHANGE</u>
Federal Grants	\$8,248	\$985,567	
State Grants - Other	\$0	\$241,775	
Parking Fees	\$1,008,276	\$1,035,182	
Airport Fees	\$2,641,707	\$2,330,363	
Other Charges for Services	\$67,583	\$49,138	
Other Local Governments	\$0	\$101,561	
Property Sales	\$137,224	\$242,274	
Other Miscellaneous Revenues	\$0	\$44,651	
Total Revenues	\$3,863,038	\$5,030,511	-23.21%
Personnel Services	\$1,869,222	\$2,074,414	
Contractual Services	\$854,107	\$1,381,889	
Supplies and Expense	\$388,348	\$460,112	
Building Materials	\$49,954	\$16,775	
Fixed Charges-Insurance	\$33,867	\$99,943	
Depreciation	\$0	\$4,772,040	
Capital Outlay	\$855,532	-\$14,214	
Total Expenses	\$4,051,030	\$8,790,959	-53.92%
Revenue over Expense	-\$187,992	-\$3,760,448	