

CENTRAL WISCONSIN JOINT AIRPORT BOARD MEETING AGENDA

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

December 9, 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 November 11, 2025 Board Meeting
- 3) Public Comment Period: 15-minute time limit
- 4) Review and Possible Action on Annual Airport Goals
- 5) Staff Reports
 - a) Director Report
 - i) Air Service Update
 - ii) Statistical Report
 - iii) Flight Schedule
 - 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) 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) MOTION TO RETURN TO OPEN SESSION (No Roll Call vote needed)
- 9) Next Scheduled Meeting Date: January 13, 2026 at 8:00 a.m.
- 10) 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

November 11, 2025 - 8:00 a.m.

Airport Board:	Chris Dickinson, Chair Dave Ladick Rick Rettler Nicholas Endres	Julie Morrow, Vice Chair Kurt Kluck – Excused Thomas Seubert – Excused
Staff:	Brian Grefe, Airport Director Dave Drozd, Finance Director	Mark Cihlar, Assistant Airport Director Julie Ulrick, Badging Coordinator
Visitors:	Karl Kemper, Becher Hoppe Collin Eiden, Ovation	Josh Harris, Ovation Marco Espinoza, GFO Aviation

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 October 14, 2025 board meeting. Motion carried unanimously.*

Public Comment Period: None.

Air Service Update and Presentation by Brian Grefe:

United Airlines announced it will be returning to CWA May 21, 2026, with three daily flights and the last arrival will remain overnight. Skywest will be flying CRJ550s for the new service and initial flight times are excellent for CWA's market. CRJ550s have extra leg room in the entire aircraft and first class service will be offered. The new service is eligible for the CWA Air Carrier Incentive Program, which offers temporary reductions in specified fees and/or charges and marketing support, subject to the availability and limits of CWA's approved budget. The new Regional Air Service Development Fund will not be utilized.

The Take Off Air Service Development Conference was held last week and Director Grefe had meetings with Delta, American, Breeze and Sun Country. Everyone was aware of United returning to CWA's market. Delta still would like to see a third MSP flight prior to bringing Detroit back into the market. American's loads remain a little soft due to flight times and the American representatives at the meeting suggested reaching out to the Chicago scheduling office. Sun Country was interested in the MRG incentive information. Breeze said they are reducing their Orlando service due to capacity issues and are interested in growing the Tampa market.

Review and Possible Action on Additional Work for the Air Traffic Control Tower Rehabilitation Project:

The majority of construction on the tower rehabilitation project was completed last year. Grants for that project have approximately \$120,000 in funding remaining due to a change order reduction. A recent lightning strike near the tower caused a radio antenna malfunction in the tower. This incident brought concerns with the existing grounding and counterpoise for the building. Staff have started working with Woolpert to evaluate grounding setup on tower. This additional work will require an amendment to add the work into the grant project description, which would be subject to FAA approval. Staff will work with the FAA and Woolpert to utilize remaining funds by prioritizing additional tower needs. ***Motion by Morrow, second by Ladick to approve additional work on the tower rehabilitation project and authorize the airport director to sign off on the construction administration contract amendment with Woolpert. Motion carried unanimously.***

Staff Reports:

Director Report – Brian Grefe

T-Hangar Rate Increase – CWA has 28 T-hangars it leases, including small and large hangars. The current lease rates are \$100/month for a small hangar and \$120/month for a large hangar. Lease rates have not been raised in many years. Rates for 2026 will be increasing to \$125/month for a small hangar and \$150/month for a large hangar due to increased airport costs.

Statistical Report – Not available.

Flight Schedule – Daily flights remain at five. American changed the timing of their midday flight from a 9:30 a.m. departure to 11:30 a.m., which will be helpful with load factors. Staff will continue working to get their third flight moved to an earlier timeslot.

Legislative Update – US Secretary of Transportation Sean Duffy will be visiting CWA today to tour the air traffic control tower, then he will host a media event in the terminal ticketing area around 10:30 a.m. A US Senate panel approved legislation to require the use of advanced aircraft-tracking technology. The legislation would mandate that all civilian aircraft, as well as military helicopters near civilian planes, be equipped with ADS-B technology by the end of 2031. It would also boost the oversight of mixed jet and helicopter traffic and flight routes near commercial service airports.

Assistant Airport Director Mark Cihlar was able to testify in Madison at the Senate Committee on Transportation and Local Government hearing on a bill that is aimed at allowing the use of a Construction Manager At Risk to streamline Wisconsin airport construction projects. The committee will vote on the bill and then, if passed, the bill would move on to the State Senate floor for consideration. The accompanying State Assembly bill is being heard tomorrow by the Assembly Transportation Committee and Cihlar will be testifying at that hearing as well.

Annual Planning Session – The airport's annual planning session will be held tomorrow and board members are welcome to attend. Dickinson and Endres are interested in attending the session.

Financial Reports – Dave Drozd:

Revenues and Expenses – October revenues end at 69.4% of budget, with expenses ending at 71.48% of budget. For capital items, one tractor was purchased and an old tractor was sold, and one pickup truck is scheduled for delivery by end of year. The IT transition to Dirks Group has begun, which may require a few more capital item purchases. 2025 insurance premiums will be charged back in November or December. Supplies are well stocked going into December and parking has been doing well.

Budget Comparison – October ends with a revenue deficit of \$93,102. Debt service will be paid from the general fund as planned.

Operations & Project Reports – Mark Cihlar:

Update on Airport Operations – A phone update to Microsoft Teams phones is part of the IT transition and it will be a larger project. Staff are working with Dirks Group on the phone project, as well as the IT transition. The public address system that was initially installed by tying it into the fire alarm system is being replaced and the new system will run through newly installed speakers throughout the entire facility. The maintenance department is now fully staffed.

Update on Airport Projects – The transient hangar project is well underway. Utilities are all in and this week crews will be prepping for foundations. Warmer weather is forecast for later this week, which will allow for footings to go in and crews to erect the building over winter. The project is still on track for an early June opening. The GA terminal building project is still in the contract award phase due to the government shutdown slowing down the buy American waiver and signing of the construction contract. The project is scheduled to begin in spring. The State has asked to have the GA access road project ready for a June contract.

Ovation – Fixed Base Operator Report:

October traffic was consistent and fuels sales were up a few thousand gallons over last year. Ovation staff are fully ready for winter operations. The flight school is now up and operational and they are working to get students back on the books. A couple of line tech positions are open that they hope to fill soon. The search for an A&P mechanic continues.

Next Scheduled Meeting Date: December 9, 2025 at 8:00 a.m.

Adjournment: *8:58 a.m. Motion by Ladick, second by Rettler to adjourn. Motion carried unanimously.*

Julie Ulrick, Recording Secretary



CWA Annual Goals 2026

GOAL #1: Expand Air Service

SUB-GOAL: Expand Commercial Air Service

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Grow and expand Regional Aviation Development Fund	Additional destinations and available seats should increase airport passengers driving an increase in aeronautical revenues, passenger facility charges, customer facility charges, and parking numbers.	Resources needed to see a potential increase in commercial seats are: frequent and productive meetings with various airlines, a robust airline incentive program, maintaining low fees, and updated per-turn pricing. The airlines will need to provide additional capacity and destinations.	Challenges to this sub-goal are airline fleet sizes, fuel prices, individual airline business models, CWA's proximity to existing hubs, the pilot shortage, and available airline staffing.
Market all air service options			
Optimize flight times for existing destinations			
Accept more flight diversions			
Recapture Detroit service			
Attract a low-cost carrier			
Continue to work with DMO's and Wisconsin for inbound marketing			

GOAL #2: Exceed Customer Expectations

SUB-GOAL: Evaluate and Adjust Cleaning Procedures to Provide the Best Possible Experience

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Create routine inspection and cleaning duties including the terminal, shop and ATCT	Will ensure a positive first impression for guests arriving airside and landside, the community and airport neighbors. A well kept and clean facility will encourage repeat visits.	Allocate staff time and prioritize this effort.	Multiple responsibilities on limited staff could, at times, limit success, i.e. snow removal.

SUB-GOAL: Focus Efforts on Preventative Maintenance

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Identify current deficiencies in preventative facility maintenance	An effective PM program will minimize service interruptions that affect our customers.	Staff time will be the biggest necessary resource, but certain PM projects will require contractual services.	Staff technical training will limit what PM items can be performed in-house. Decision making will need to be timely.
Determine what levels of PMs can be completed by staff, and what would need to be contracted out			
Develop and execute a plan to install complete 2026 landscaping services			

GOAL #3: Attract and Retain Effective Employees

SUB-GOAL: Implement a CWA Specific Training Program

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Identify training focus areas	Better educated staff will create improved efficiencies, enhance the quality of the passenger experience, and create a more coordinated airport overall.	This process will be created by CWA. This will require significant time from all team members.	Available staff time could limit the success.
Identify effective training resources and continuing education opportunities			
Create and implement a training tracking system and schedule			

SUB-GOAL: Optimize Work Schedules

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Explore seasonal shift changes	Would give staff an opportunity to cross train on different shifts and with different people. A increase in team capability would be a benefit	This plan would need to be developed in-house drawing on everyone's individual experiences.	Buy-in from a majority of the team could be a challenge as many people have built their lives around the current schedule. To go to a new plan would need to be thoroughly vetted
Explore night shift rotations			

GOAL #4: Develop Plan for Future Growth

SUB-GOAL:

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Identify infrastructure needs for potential growth in air service	Planning for future needs and conservative development will help to ensure the Central Wisconsin Airport is prepared to meet the current and future needs of its users, tenants, and guests.	Thoughtful planning and strategic fund allocation when warranted will be important.	Expenses are the biggest limiting factor. Planning for any type of development should maximize all available funding types. Airport generated revenues should be prioritized as well.
Engage with air carriers on their current and future needs			
Communicate with internal departments to accomplish work/tasks			
Start the process to secure funding for a new ARFF/SRE facility in 2028			
Develop baggage makeup area expansion plan			

GOAL #5: Explore Business Opportunities

SUB-GOAL:

Action Step	Benefit/Measure of Success	Necessary Resources	Potential Challenges
<i>What needs to be done?</i>	<i>How will this benefit the airport?</i>	<i>What do you need to complete this step?</i>	<i>Are there any potential challenges?</i>
Create new FBO agreement(s) for new GA terminal and facilities	A diverse revenue stream with reasonable rates and charges will help to grow airport revenues and support all airport partners.	Staff time, proactive business partners, and creative business-minded thinking will be important.	Additional business opportunities and growth at the airport is demand driven. A great business idea without support or anyone to run with it will fail.
Evaluate additional non-aeronautical revenue			
Explore opening upstairs restaurant			
Evaluate opening second parking lot			

CENTRAL WISCONSIN AIRPORT STATISTICAL REPORT
SUMMARY - OCTOBER 2024 - 2025

03-Dec-25

	2024 MONTH	2025 MONTH	% CHGE. 24-25		2024 Y-T-D	2025 Y-T-D	% CHGE. 24-25
ACTUAL LANDINGS							
AMERICAN	78	92	17.9%		830	794	-4.3%
AVELO	0	0	0.0%		62	0	-100.0%
DELTA	60	62	3.3%		607	616	1.5%
CHARTERS	4	2	-50.0%		15	13	-13.3%
TOTAL OPERATIONS	284	312	9.9%		3,028	2,846	-6.0%
ATCT OPERATIONS	1,233	1,121	-9.1%		11,877	9,939	-16.3%
AIRLINE CANCELLATIONS							
AMERICAN	0	0	0.0%		11	9	-18.2%
AVELO	0	0	0.0%		0	0	0.0%
DELTA	0	0	0.0%		4	4	0.0%
TOTAL CANCELLATIONS	0	0	0.0%		15	13	-13.3%
ENPLANED PASSENGERS							
AMERICAN	3,331	4,390	31.8%		33,038	35,740	8.2%
AVELO	0	0	0.0%		8,170	0	-100.0%
DELTA	3,507	3,739	6.6%		36,226	36,066	-0.4%
CHARTERS	545	150	-72.5%		2,093	1,596	-23.7%
TOTAL ENPLANED PASSENGERS	7,383	8,279	12.1%		79,527	73,402	-7.7%
DEPLANED PASSENGERS							
AMERICAN	3,317	4,027	21.4%		33,545	34,094	1.6%
AVELO	0	0	0.0%		8,126	0	-100.0%
DELTA	3,347	3,665	9.5%		34,403	35,682	3.7%
CHARTERS	545	150	-72.5%		2,093	1,596	-23.7%
TOTAL DEPLANED PASSENGERS	7,209	7,842	8.8%		78,167	71,372	-8.7%
AIR FREIGHT - AMERICAN	0	1	100.0%		603	156	-74.1%
AIR FREIGHT - DELTA	0	0	0.0%		0	0	0.0%
TOTAL AIRFREIGHT - AIRLINES	50	1	-98.0%		603	156	-74.1%
TOTAL AIRFREIGHT - GENERAL AVIATION	153,670	135,292	-12.0%		1,388,079	1,280,377	-7.8%
AIRLINES & GEN AVIATION - AIR FREIGHT	153,720	135,293	-12.0%		1,388,682	1,280,533	-7.8%

LOAD FACTOR-CURRENT MONTH	SEATS	PAX	FACTOR
AMERICAN	6,068	4,390	72.3%
DELTA	4,712	3,739	79.4%

Central Wisconsin Airport – Flight Schedule

December 9, 2025



<u>Arrivals – Delta</u>				<u>Departures – Delta</u>			
4982	15:43	from MSP	CRJ-900	5384	07:00	to MSP	CRJ-900
4934	21:21	from MSP	CRJ-900	4982	16:23	to MSP	CRJ-900



<u>Arrivals – American</u>				<u>Departures – American</u>			
3798	11:00	from ORD	E170	3397	06:00	to ORD	E170
3415	16:40	from ORD	E170	3798	11:30	to ORD	E170
3527	20:26	from ORD	E170	3400	18:00	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 = 5

FIN - Budget vs Actual for Organization

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

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	84,967	917,962		
Airport Fees	2,230,000	122,014	2,257,814		
Advertising	55,000	0	0		
Other Public Charges for Services	0	7,690	59,483		
Other Local Governments	0	0	0		
Interest on Investments	24,000	0	0		
Property Sales	0	0	112,974		
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	214,670	3,356,482	1,128,378	74.84%
Expenditures					
Personnel	2,115,039	87,099	1,623,869	491,170	76.78%
Salaries and Wages		53,829	1,169,196		
Employee Benefits		411	10,275		
Employer Contributions		32,860	444,398		
Contractual Services	936,000	14,903	718,871	217,129	76.80%
Professional Services		4,822	240,749		
Utility Services		1,376	211,410		
Repair and Maintenance Services - Other		2,720	99,516		
Special Services		5,800	154,785		
Other Contractual Services		185	12,411		
Materials and Supplies	533,600	40,493	344,764	188,836	64.61%
Office Supplies		10,450	26,443		
Publications, Subscriptions and Dues		0	39,430		
Travel		195	10,561		
Operating Supplies		1,498	34,316		
Repair and Maintenance Supplies		2,873	89,053		
Other Repairs and Maintenance Supplies		1,714	43,176		
Other Supplies and Expense		23,763	101,786		
Building Materials	73,000	0	48,884	24,116	66.96%
Concrete and Clay Products		0	25,464		
Metal Products		0	521		
Wood Products		0	0		
Raw Materials		0	5,179		
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	0	711,900	(461,900)	284.76%
Debt Service	452,221	0	0	452,221	0.00%
Total Expenditures	4,484,860	142,495	3,482,156	1,002,704	77.64%
Net Change		72,175	(125,674)		

2024-2025 CWA Budget Summary YTD - November

	November YTD - 2025	November YTD - 2024	% CHANGE
Federal Grants	\$8,248	\$522,108	
State Grants - Other	\$0	\$241,775	
Parking Fees	\$917,962	\$966,308	
Airport Fees	\$2,257,814	\$2,132,787	
Other Charges for Services	\$59,483	\$49,138	
Other Local Governments	\$0	\$65,989	
Property Sales	\$112,974	\$198,907	
Other Miscellaneous Revenues	\$0	\$44,791	
Total Revenues	\$3,356,481	\$4,221,803	-20.50%
Personnel Services	\$1,623,869	\$1,829,993	
Contractual Services	\$718,871	\$869,704	
Supplies and Expense	\$344,764	\$432,314	
Building Materials	\$48,884	\$16,775	
Fixed Charges-Insurance	\$33,867	\$5,738	
Capital Outlay	\$711,900	\$179,694	
Total Expenses	\$3,482,155	\$3,334,218	4.44%
Revenue over Expense	-\$125,674	\$887,585	