

\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*

# **OFFICIAL NOTICE AND AGENDA - \*REVISED**

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of the:	AIRPORT COMMITTEE
Date/Time:	Wednesday, March 8, 2023 @ 5:30 PM
Location:	Wausau Downtown Airport Terminal Building Conference Room
Members:	Lisa Rasmussen (C), Doug Diny (VC), Lou Larson, Carol Lukens, Fred Prehn, Dennis Seitz, and Pat Peckham

### AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

- 1 Public Comment
- 2 Consider Minutes of Previous Meeting, December 21, 2022
- 3 Updates Regarding Airport Terminal Renovation, Boiler Replacement & Hangar 3 Door Replacement Project - Kemper Becher Hoppe
- 4 Update Regarding FAA/BOA Funding Process for Future CIP Chmiel/Kemper
- 5 Review Airport Manager Report Chmiel
- 6 Review Airport Budget Status Groat \*ADDENDUM
- \*7 Discussion and Possible Action Regarding Proceeding with City Owned Hangar #3 Door Replacement Project as Sponsor Only Funded Project Administered by Wisconsin Bureau of Aeronautics with 90% of Project Costs Anticipated to be Reimbursed with Bipartisan Infrastructure Law (BIL) Funding in 2023. Estimated Project Cost is \$450,000

Adjournment

Lisa Rasmussen - Chair

**IMPORTANT: FOUR (4) MEMBERS NEEDED FOR A QUORUM:** If you are unable to attend the meeting, please notify Mary by calling (715)261-6621 or via email mary.goede@ci.wausau.wi.us

#### This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 3/07/23 @ 12:15 PM

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (715) 261-6620 or email clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Other Distribution: Media, Council (Martens, Kilian, Gisselman, McElhaney, Watson, Herbst, Henke) Rosenberg, Chmiel, Groat,\*Alfonso, Polley, Swanborg

### AIRPORT COMMITTEE

Date and Time: Wednesday, December 21, 2022 @ 5:30 pm, Wausau Downtown Airport Members Present: Lisa Rasmussen (C), Lou Larson, Doug Diny, Dennis Seitz Members Excused: Carol Lukens, Pat Peckham, Fred Prehn Others Present: John Chmiel, Karl Kemper, Nathan Miller

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner and a quorum was present. The Airport Committee meeting was called to order by Chairperson Lisa Rasmussen.

#### **Public Comment**

None

### **Consider Minutes of Previous Meeting, September 14, 2022**

Motion by Seitz, second by Larson to approve the minutes. Motion carried 4-0.

### Discussion and Possible Action Regarding Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid for the Conduct of an Airport Master Plan Study and Updated Airport Layout Plan, Reconstruct Runway 5/23, Reconstruct Runway 13/31, Reconstruct Taxiways, Reconstruct Apron, Perform Airfield Pavement Maintenance, Clear and Maintain Runway Approaches as Stated in Wisconsin Administrative Code Trans 55 and any Necessary Related Work - Chmiel/Kemper

John Chmiel stated he received a call from the Bureau of Aeronautics (BOA) last month giving us a heads up about what they have been experiencing with the FAA. Chmiel explained a Master Plan has not been created at the Wausau Downtown Airport since the early 1980's or possibly late 1970's and whenever there has been a project it was done as an addendum to that plan. The Bureau indicated that the FAA is now requesting airports that have pavement projects create a new Master Plan for their airports. He responded to the Bureau that had he known this they could have been working on it, but since it hasn't' been budgeted for he questioned how to pay for it. In that conversation he was told the Bureau felt the FAA would fund 100% of the cost of a master plan. Chmiel estimated the cost to be approximately \$400,000 and most likely take two years to accomplish, as well as two more years for the FAA to approve it. He pointed out to the Bureau that the airport's pavements are all near the end of their life and the Bureau indicated they could help with pavement maintenance projects that will extend the life of them to deal with this delay. He stated this is not negotiable so the first step in this process is passing a resolution petitioning the Secretary of Transportation for Airport Improvement Aid because the airport Committee to approve it and send it to a public hearing through the Plan Commission, as well as approval by the Finance Committee and the Common Council.

Karl Kemper stated we should be able to proceed with reconstructing the asphalt portion of the apron, which is bad and is the next project on the CIP for pavement work, as well as rehabilitating the concrete apron. He commented considering the concrete was from 1951 it was still in pretty good shape. He indicated he and Chmiel were both in agreement that rather than tearing it all up and spending over \$1 million replacing it all, they should make some minor repairs as needed and keep using it until replacement is warranted. He stated the runways are the sticking points with FAA; one example is the crosswind Runway 523 which is 100 ft wide, but per standards should only be 75 ft wide. The FAA says we need to do a master plan to show why that runway needs to be 100 ft wide or they could consider letting us rehabilitate it at 75 ft wide before completing a master plan.

Motion by Larson, second by Seitz to approve the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid. Motion carried 4-0. \*\*See last item before adjournment.

### <u>Updates Regarding Airport Terminal Renovation, Boiler Replacement & Hangar 3 Door Replacement</u> <u>Project - Kemper Becher Hoppe</u>

John Chmiel explained we were trying to pay for this boiler as part of the terminal project to minimize the financial impact to the city, but the terminal project is being pushed into next year. He stated earlier this year we requested that the boiler replacement and hangar 3 door replacement be broken out of the terminal project so we could address those two issues and not have a cold building in the winter. He stated regarding the boiler things came to a screeching halt in September.

Karl Kemper explained they went out for requests for quotations to contractors in the area on August 30<sup>th</sup> and received back the bids on September 9<sup>th</sup>. He indicated he sent an email to the BOA on September 12<sup>th</sup> outlining the qualifications and recommending award of the project to the low bid contractor; however, since then we have been mired in bureaucracy.

Chmiel stated he sent a letter to the BOA two weeks ago expressing his frustration with the delay and the urgency of the need for the boiler with a Wisconsin winter approaching. Now there is apparently environmental report hold ups regarding asbestos. He and Angela remembered an asbestos inspection being done in the basement and some abatement. Kemper did not think they did a full abatement because there are some pipes in the basement with insulation and stickers on them that say asbestos. He indicated we have reached out to REI to do an inspection and have received a proposal and signed their contract today. In the meantime, rather than wait until the asbestos inspections are done, a report made and sent to the BOA for review and to the FAA, the city can go ahead with the project and pay for it upfront and get reimbursed at 90%.

Kemper stated we received bids for the hangar door on October 6<sup>th</sup> with an expectation of the cost being \$200,000 - \$300,000 including inflation; however, a couple bidders dropped out and the lone bid came in at \$645,000. Chmiel commented it was very frustrating and that they will have to discuss this problem with the BOA after the holidays. Kemper indicated he was trying to find other qualified installers to generate more interest for next time we bid it out. Chmiel commented it is important because the hangar door has already broken four cables in the last 45 days.

### <u>Discussion and Possible Action Regarding Addendum to Airport T-hangar Leases Requiring Payment</u> <u>Through EFT (Electronic Funds Transfer) as the Only Payment Option.</u>

John Chmiel stated two or three tenants are inconsistent with their lease payments to the city and after discussion with the Finance Director, they feel auto pay would solve this problem. He commented if people don't like this and choose to leave it doesn't matter because we have 16 on a waiting list.

Dennis Seitz indicated he would abstain from voting as a tenant at the airport.

Motion by Larson, second by Diny to approve the addendum to the lease for an EFT payment requirement. Motion carried 3-0, with one abstention.

#### Discussion and Possible Action Regarding the Termination of Airport Ground Lease with Alan Woldt.

Nathan Miller stated this item and the next are housekeeping items in that some leases were never formally terminated although the individuals are gone.

Motion by Diny, second by Seitz to terminate the lease. Motion carried 4-0.

# Discussion and Possible Action Regarding the Termination of Airport Ground Lease with Wynn Jones and Associates.

Motion by Larson, second by Diny to terminate the lease. Motion carried 4-0.

# Discussion and Possible Action Regarding Airport Policy Regarding Approved but Unsigned/Executed Airport Ground Leases

John Chmiel explained there were three locations that were approved to build in the East Hangar Development Area that were never acted upon. Nathan Miller pointed out the lease states "The tenant shall construct within one year of the date first above written..." so, if they don't sign the lease it doesn't apply. These three are basically in limbo, so if someone else wanted that spot there is nothing in writing holding it. Rasmussen felt they should notice the individuals that the lease has not been signed and the agreement was they should have constructed by now. Miller stated there should probably be a policy on how long to allow them.

Chmiel stated there are a lot of hoops to jump through with committees when building a hangar and the reason why these three hangars were never constructed is because of building costs going through the roof. He did not want to go through all the meetings again and preferred to look at it as a first right of refusal where if someone comes along and wants to build in their spot, we give them 30 days to proceed or not. Rasmussen suggested a policy be drafted and brought back for the committee to adopt. Chmiel stated we could then send them a letter informing them the

Airport Committee has passed a policy whereby if an interested party comes along, they will have 30 days to respond.

Motion by Seitz, second by Larson to direct legal staff to draft a policy pursuant to committee discussion that offers the originally approved owner first right of refusal to either construct or move on. Motion carried 4-0.

### Update Regarding Status of Wausau Flying Service, Inc., Purchase by Uhl/Chmiel

Chmiel announced the agreement has been made so that he and Angela Uhl will be the owners of Wausau Flying Service Inc. on January 1, 2023.

### **Review Airport Manager Report - Chmiel**

Chmiel reported for the year-to-date totals the airport is up 6.5% this year. He pointed out the volume of fuel for 2022 is twice the volume of fuel in 2017. He explained one of the changes to our contract was the change in our fuel flow fee. We are now paying today the same amount to the city as we did in 2017 when we were paying twice as much. He highlighted flight school is going great up 20% over last year and that is five years of consistent growth.

Chmiel stated there are some mechanical problems with the tractor that we typically use for snow blowing which was not discovered until the beginning of the snow removal season and we can't use our blower now. He stated DPW has been coming out with their new blowers and they completed in two hours what would have taken our tractor eight hours to do. After recent heavy snow DPW completed in 3 ½ hours what would have been a two-day project for us.

Chmiel indicated he wanted to add a new blower to the petition resolution but received a letter stating we can't change the wording of that resolution. Kemper stated they help a lot of airports with these resolutions and will help them add anything else they think they need. Nathan Miller stated if they add it, they should make it contingent on BOA approval because their email was very strong that we can't change a word of it. Kemper felt that was referring to any other words outside of what they highlighted. Rasmussen suggested they amend Agenda Item #3 regarding the Resolution Petitioning the Secretary of Transportation that contingent upon BOA approval the insert snow removal equipment into the list of items. Miller cautioned to be sure the BOA approves adding things to the list.

\*\*Motion by Diny, second by Larson to amend the previous approval of the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid..., contingent upon BOA approval, the insertion of snow removal equipment or other equipment, if necessary. Motion carried 4-0.

### <u>Adjournment</u>

Motion by Larson, second by Diny to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:17 pm.

# AIRPORT MANAGER'S REPORT March 2023

# A. FUEL SALES February

Fuel Type	2018	2019	2020	2021	2022	2023	2020/2021 % Change
92 OCT Auto	276	104	95	78	77	111	44
100LL	924	1016	1186	1238	1235	645	-48
Jet A	7678	12969	11129	14309	19313	22592	17
Monthly Totals	8878	14089	12410	15625	20625	23348	13

# **B. YEAR TO DATE FUEL TOTALS** through February

2018	2019	2020	2021	2022	2023	2022/2023 % Change
18,654	26,881	30,726	35,102	37,510	42,881	14.3

# C. AIRCRAFT RENTALS through February

Month	2018	2019	2020	2021	2022	2023	2020/2021 % Change
January	42.5	57.8	23.0	67.6	110.0	40.3	-63.4
February	27.4	45.0	65.5	47.0	99.3	126.7	27.6
March	54.3	45.9	34.1	80.3	114.2	0.0	-100.0
April	49.9	67.3	0.0	139.3	111.9	0.0	-100.0
May	65.1	101.3	104.8	140.8	190.8	0.0	-100.0
June	88.5	150.3	173.6	173.0	225.6	0.0	-100.0
July	93.2	221.8	199.7	229.9	225.7	0.0	-100.0
August	144.0	183.2	229.4	160.1	237.9	0.0	-100.0

September	75.9	118.0	187.9	186.3	181.5	0.0	-100.0
October	67.8	93.3	144.3	124.5	144.8	0.0	-100.0
November	58.4	94.3	126.7	100.2	99.2	0.0	-100.0
December	33.8	50.0	133.3	80.6	80.2	0.0	-100.0
Year-To-Date	69.9	102.8	88.5	114.6	209.3	167.0	-20.2
Through February							

### **D. AIRPORT OPERATIONS**

Wausau Based Aircraft:79Unregistered or unairworthy Aircraft:8Total Wausau Based Aircraft:71

### Some of the Companies Recently Benefiting from Use of the Wausau Downtown Airport

Integrity Excavating	Incredible Bank
Vortex Tool	Wausau Supply Company
Marshfield Clinic/Spirit 2	Life Link
Hilton	Medevac
Trans Canada Pipeline	Enterprise Rental Car
Norlen	Aspirus
Ministry Health Care	Guardian Flight
Cherry Tree Dental	Taco Bell
Guardian Medical	Uber
Mayo Clinic	Eagle Sky Pipeline Patrol
U.W. Health Care	Lee's Famous Recipe
All American Taxi	Kocourek Automotive
Log Cabin	Eagle's Nest
CTech Manufacturing	Ascension Hospital
Wausau Tile	MKT Partners
Kolbe Windows	State of WI Gov. Evers
DeJong Consulting	Lewis Construction
PJ Capital	Border Foods
Kucera Surveying	Mindy Ltd.
Northwest Petroleum	Barney's Service
K/L Transportation	N.E. Biastro

### **E. AIRPORT MAINTENANCE**

Lighting Systems: All OK

Vehicles: All OK Snow Removal: All OK Buildings: All OK <u>SRE BUILDING</u> – All OK <u>TERMINAL BUILDING</u> – Update on the agenda <u>CIVIL AIR PATROL OFFICES</u> – no problems <u>SECURITY GATE SYSTEM</u> – no new problems

## F. HANGAR TENANT CONCERNS

### CORPORATE HANGAR ACTIVITY

Locally Based Aircraft using corporate hangar space: 2 jet, 3 turbine, 6 singles

<u>T-HANGARS</u> – 100 % occupancy with 14 aircraft owners on waiting list <u>PRIVATE HANGARS</u> - No issues <u>CITY HANGARS</u> – No issues beyond normal periodic maintenance

## G. AIRPORT PROMOTION

- Wausau Airshow Return Father's Day Weekend 2023! The airshow acts booked in 2023 are literally the some of the best in the world! Do not miss this year's event.
- Wausau will be start/finish for the AirVenture Cup Race for the third consecutive year!! There were 66 race participants in 2022 and most aircraft and their crews stayed in Wausau Friday through Sunday.
- Both Wisconsin Flying Hamburger Socials in 2022 went off without a hitch. We served close to 500 people with 50+ aircraft attending over (2) separate evenings. Wausau Flying Service sponsored one event and EAA Chapter 640/LBF
- (3) Pilot For A Day programs this summer for 150 students participants over the three separate events.
- Air Cadet Day featuring flights in the WWII era Stearman biplane trainer (4) times in 2023. Close to 40 "air cadets" took the ground school courses presenting the history of flight training in WWII, history of the Stearman biplane, and how to fly the Boeing Stearman. Participants came from as far away as northern Minnesota and Chicago for the weekend to attend.
- 2023 Aviation 101 has (12) high school students enrolled. Aviation 101 is a partnership between the Wausau School District, Wausau Flying Service and Learn Build Fly.
- "Learn, Build, Fly" has completed about 90% of their current Buttercup airplane project.
- The Southeast Side Neighborhood group meetings have returned to the airport terminal.
- EAA Chapter 640/Learn Build Fly's big event will be "Armed Forces Day" at the Learn Build Fly Education Center at the Wausau Downtown Airport May 23rd 2023! The event will featured: Young Eagle Flights, WWII B-25 Mitchell bomber display flying over from Minneapolis, Air Cadet Day with the Stearman, and more! For more details visit LearnBuildFly.org

### Wausau Downtown Airport Statement of Financial Position Month Ended PRELIMINARY December 31, 2022

Assets	2022	2021
Current Assets:		
Cash and cash equivalents	\$ 2,062	\$ (12,273)
Trade receivables	9,128	3,989
Total current assets	\$ 23,202	\$ (8,284)
Land, Buildings, Machinery and Equipment		
Capital Assets	4,051,885	4,235,234
Accumulated Depreciation	(2,633,990)	(2,653,042)
X X		
Total Land, Bldgss, Mach and Equip	\$ 1,417,896	\$ 1,582,192
Total Assets	\$ 1,441,097	\$ 1,573,908
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	\$ 2,504	\$ 11,677
Deferred Revenue	4,986	\$ 4,977
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Total current liabilities	\$ 7,490	\$ 16,653.84
Net Assets		
Unrestricted	\$ 15,712	\$ (24,938)
Permanently Restricted	1,417,896	1,582,192
Total Net Assets	\$ 1,433,607	\$ 1,557,254
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Total Liabilities and Net Assets	\$ 1,441,097	\$ 1,573,908

### Wausau Downtown Airport Statement of Activities (Budget to Actual) Month Ended PRELIMINARY December 31, 2022

	BUDGET	ACTUAL	VARIANCE	%	2021
OPERATING REVENUES					
Facility Income	¢ 116.000	¢ 01.220	¢ (21.662)	70 7 40/	¢ 00.752
Hangars Other Facilities	\$ 116,000 22,967	\$ 91,338 20,648	\$ (24,662) 7,681	78.74% 133.44%	\$ 98,753 23,643
Other Income	22,967	30,648	7,081	155.44%	25,045
Fuel Flow	25,000	25,938	938	103.75%	32,995
Other Misc Income	7,000	8,228	1,228	117.54%	6,698
Total Operating Revenues	170,967	156,152	(14,815)	91.33%	162,090
OPERATING EXPENSES					
Administrative Expenses					
Management	79,100	114,109	(35,009)	144.26%	79,087
Travel, Education, Dues	1,075	592	483	55.10%	661
Total Administrative Expenses	80,175	114,702	(34,527)	143.06%	79,748
Facility Expenses					
Utilities					
Water	1,600	989	611	61.82%	1,405
Electric	30,000	25,900	4,100	86.33%	26,919
Sewer	1,100	1,141	(41)	103.74%	1,031
Gas	12,400	13,426	(1,026)	108.28%	10,706
Telephone	3,300	2,723	577	82.53%	2,843
Garbage/ Recycling	2,000	1,959	41	97.95%	1,920
Building					
Janitorial Service	3,600	3,640	(40)	101.10%	3,695
Repair and Maintenance Contractual Services	114,400	78,786	35,614	68.87%	119,416
Repair and Maintenance Supplies	7,800	9,226	(1,426)	118.28%	4,908
Janitorial Supplies	12,400	2,575	9,825	20.77%	1,209
Grounds					
Snow Removal	6,000	5,123	877	85.38%	14,417
Mowing and Brushing	6,000	6,363	(363)	106.05%	6,029
Grounds and Grounds Improvement	22,000	12,685	9,315	57.66%	21,309
Fire Protection	2,400	4,360	(1,960)	181.65%	1,403
Insurance					
Airport Liability	6,000	9,085	(3,085)	151.42%	8,278
Other Insurance	11,000	12,067	(1,067)	109.70%	11,466
Total Facility Expenses	242,000	190,049	51,951	78.53%	236,951
Vehicles and Equipment					
Fuel	4,000	5,012	(1,012)	125.31%	2,657
Supplies	5,600	1,958	3,642	34.97%	6,107
Total Vehicles and Equipment	9,600	6,970	2,630	72.61%	8,764
Depreciation	140,000	116,042	23,958	82.89%	123,167
Loss on Disposal of Assets	-	48,254	(48,254)	02.0970	-
Total Operating Expenses	471,775	476,017	(4,242)	100.90%	448,630
OPERATING LOSS	(300,808)	(319,866)	19,058		(286,540)
NONOPERATING REVENUES					
General Property Taxes	160,219	160,219	_	100.00%	145,674
Capital Contributions		100,217		100.0070	88,798
Total NonOperating Revenues	196,219	196,219		100.00%	234,472
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CHANGE IN NET ASSETS	(104,589)	(123,647)			(52,068)
CHANGE IN UNRESTRICTED NET ASSETS		40,650			(17,699)
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR		(24,938)			(7,239)
UNRESTRICTED NET ASSETS, TO DATE		\$ 15,712			\$ (24,938)

### NOTES:

PRIVATE HANGERS; 16 Hangers at 2020 Total Value \$2,161,600; 2020 Taxes \$54,267.

### Wausau Downtown Airport Statement of Cash Flow Month Ended PRELIMINARY December 31, 2022

	2022
CASH FLOWS FROM OPERATING ACTIVITY	
Receipts from customers, users and others	\$ 151,021
Payments to suppliers	(381,159)
Net Cash Provided (Used) by Operating Activities	\$ (230,138)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVIES	
Property taxes	\$ 160,219
Transfer In/(Out)	\$ 36,000
Net Cash Provided by Noncapital Financing Activities	\$ 196,219
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVIES	
Acquisition/Disposal of capital assets	48,254
Net Cash Used by Capital and Related Financing Activities	48,254
Net Increase (Decrease)	14,335
Cash and cash equivalents - beginning of year	(12,273)
Cash and cash equivalents - end of month	\$ 2,062
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	\$ (319,866)
Adjustments to reconcile operating income (loss)	
to net cash provided (used) by operating activities:	
Depreciation expense	116,042
Changes in assets and liabilities:	,
Accounts receivable	(5,139)
Inventories and prepayments	(12,012)
Accounts payable	(9,172)
Unearned revenue	9
Net cash provided (used) by operating activities	\$ (230,138)