



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

## OFFICIAL NOTICE AND AGENDA **\*\*AMENDED\*\***

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, October 11, 2023 @ 6:00 PM**  
Location: **Wausau Downtown Airport Terminal Building Conference Room**  
Members: Lisa Rasmussen (C), Doug Diny (VC), Lou Larson, Carol Lukens, Ed Merchant, Pat Peckham, and Dennis Seitz

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

- 1 Public Comment
- 2 Consider minutes of previous meeting, May 10, 2023
- 3 Discussion And Possible Action Regarding Approval Of Proposed Gazebo 20'X40'X12'tall Installed By The City Of Schofield At Radtke Point Park
- 4 Discussion And Possible Action For Asphalt Parking Space Instalation by Learn Build Fly - Seitz
- 5 Update Regarding FAA/BOA Funding Process for Future CIP - Chmiel/Kemper
- 6 Update Regarding Hangar #3 Door Replacement Project & Terminal Boiler Project - Kemper
- 7 Update Regarding Proposed Agreement Between Wausau RC Sports And The Wausau Downtown Airport To Conduct Model Airplane Operations At The Airport - Chmiel
- 8 Review Airport Manager Report - Chmiel
- 9 Review Airport Budget Status - Groat

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](mailto:mary.goede@ci.wausau.wi.us)

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 10/10/23 @ 12:30 PM

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

## **AIRPORT COMMITTEE**

Date and Time: Wednesday, May 10, 2023 @ 6:00 pm, Wausau Downtown Airport

Members Present: Lisa Rasmussen (C), Lou Larson, Dennis Seitz, Pat Peckham, Carol Lukens, Doug Diny

Others Present: John Chmiel, Tara Alfonso, Karl Kemper

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, March 23, 2023**

Pat Peckham pointed out a typo for the word “electronically” which should be “electrically” and also suggested that acronyms BOA, AIP, and BIL be defined.

Motion by Peckham, second by Seitz to approve the minutes with the revisions. Motion carried 6-0.

### **Discussion and possible action regarding proposed agreement between Wausau RC Sports and the Wausau Downtown Airport to conduct model airplane operation at the airport. - Chmiel**

John Chmiel explained the EAA Chapter and Learn Build Fly organizations operate the hangars over by the park. They conduct youth programs encouraging them to get into aviation and engineering trades. He indicated they recently partnered with RC Sports which is the radio control model organization in our community. There have been opportunities for RC Sports to fly out here at the airport with youth to help introduce them an affordable angle of aviation.

Chmiel stated regulation is going through on September 16, 2023 that will only allow model airplane and UAV activity in airspace approved by the Federal Aviation Administration (FAA). These approved areas are called FRIAs, which stands for FAA-Recognized Identification Areas. He indicated Wausau RC Sports already has a FRIA approved at Sunnyvale Park as their primary place. He stated he still wants RC Sports to do youth programs at the airport and approached them to consider using the airport as a secondary space and help the airport to get approved as a FRIA, which they agreed to do. A set of rules were negotiated (*referenced in the committee packet*) and reviewed by Assistant City Attorney Tara Alfonso who provided her recommendations for changes to an agreement, which was based on a previously approved agreement at a different airport. It was forwarded to the Wisconsin Bureau of Aeronautics (BOA) or input and their letter of response is included in the packet.

Chmiel indicated he forwarded the final draft of the agreement to all the hangar tenants in the East Hangar Development Area because he felt they'd be the most impacted by it. He stated three out of the four hangar tenants had no issues with it, and the fourth tenant came to him to voice his concerns and recommendations. After consideration, he agreed these changes should be made to the agreement. All the tenants, RC Sports, and himself agreed that there should not just be an open free area for anyone to use any time. The new draft proposes that Wausau RC Sports will only be able conduct 12 operations per year, from May to November 1<sup>st</sup>. They would have to tell us in March what the dates will be and how long those activities will take place. It is a 6-month timeframe and operations will be conducted twice per month for two hours at a time. He explained the reason he would need to know the dates and times is because the grass runway will be closed during that period of time. The agreement will be in effect for one year so that at the end of the year we can sit down with all parties to ensure everything occurred as intended. *Discussion followed.*

Pat Peckham questioned how spectators will be handled. Chmiel stated they must do it through Learn Build Fly and EAA, who are responsible for crowd control and the agreement states they can only go to that location this way.

Doug Diny questioned if there were any radio monitoring requirements. Chmiel stated the agreement recommends when RC model operations are taking place that there is a Unicom radio there for monitoring.

Motion by Larson, second by Diny to accept the agreement contingent upon legal review and finalization of the language as presented. Motion carried 6-0.

**Discussion and Possible Action Regarding the Request for City's Approval of Proposed Improvements by the City of Schofield at Radtke Point Park in accordance with the Lease Agreement between the parties.**

Lisa Rasmussen stated because Radtke Point Park is on airport property so the lease with the city requires them to comply with airport style regulations.

John Chmiel explained the City of Schofield approached him with a request to place a picnic structure on the park. He indicated he notified the Wisconsin Bureau of Aeronautics (BOA) of the request and received an email stating the location proposed was in the Runway Protection Zone (RPZ) which is not allowable. He stated he gave Schofield the phone number to the WI BOA as well as a memo that contains a map showing where the RPZ is. He noted there is some area in that park that might allow a structure, but he told Schofield to contact the BOA first to discuss the location.

Karl Kemper cautioned the committee regarding allowing improvements to the park as it could impact the airport regarding future runway projects.

**Update regarding FAA/BOA funding process for future CIP - Chmiel/Kemper**

John Chmiel commented he has been incredibly frustrated with the funding process and trying to get the terminal project done over the last two years.

*Dennis Seitz exited the meeting.*

Chmiel stated when going for FAA funding from now on we will likely be asked to fund locally and then seek reimbursement. Karl Kemper clarified that it will likely be for Bipartisan Infrastructure Law (BIL) projects only and probably all the BIL funds will be used up for the hangar door replacement and the terminal renovation.

**Update regarding Hangar #3 Door Replacement Project & Terminal Boiler Project - Kemper**

Karl Kemper stated these Door Replacement Projects is currently out for bid with the opening of bids on May 25<sup>th</sup>. It typically takes the BOA about a month to award the contract and get it signed, going into late June. The contractor then puts together submittals for the door and send to us for review and is subsequently ordered. He estimated he delivery and installation of the door to be an August/September timeframe.

Kemper stated they went out for request for quotes for the Terminal Boiler Project in September 2022 and received acceptable quotes. He explained it was planned to be funded sponsor only initially using BIL funding for reimbursement, but for unknown reasons the BOA has not awarded that work to the contractor. He noted he has been inquiring regularly on the status and has only gotten a response that they are busy. He commented it has been frustrating for us as well as the contractor.

**Discussion and possible action regarding initial City of Wausau funding of the FAA Terminal Office transfer to the Terminal Basement Project - Chmiel**

John Chmiel stated we are going through the same process to get another part of the terminal project done. He explained the FAA currently occupies an office on the main floor at the corner of the entry, which is valuable space for the terminal, so we would like to move that facility downstairs into the basement. We are breaking this project out of the terminal project to get it sponsored and BIL reimbursed. He indicated the FAA estimated the cost at \$250,000. Karl Kemper stated this is just for the FAA to review the design and to be here on site to oversee the contractor move the radio and to run a few wires. He noted it is called a Reimbursable Agreement and we must do them any time we are touching an FAA facility and their cost is huge. Lisa Rasmussen indicated if approved, it will have to go through Finance Committee.

Motion by Lukens, second by Peckham to approve the funding for the office transfer. Motion carried 5-0.

**Review Airport Manager Report - Chmiel**

John Chmiel reported in spite of the economy, we are still looking at a 9% increase in fuel flow, and the flight school is busier than it has ever been. He noted an upcoming big event is Armed Forces Day on May 20<sup>th</sup> with B25 Bombers and some Warbirds on display. There will also be additional events of Air Venture Cup and Wings Over Wausau. He commented the Wings Over Wausau event will have world-renowned acts including the number one formation team in America performing.

**Review Airport Budget Status - Groat**

No discussion.

**Adjournment**

Motion by Larson, second by Peckham to adjourn the meeting. Motion carried unanimously. Meeting adjourned 6:47 pm.

**AIRPORT MANAGER'S REPORT**  
**October 2023**

**A. FUEL SALES** September

Fuel Type	2018	2019	2020	2021	2022	2023	2022/2023 % Change
<b>92 OCT Auto</b>	213	242	205	219	272	154	-43
<b>100LL</b>	3076	3486	3004	2644	2295	3710	62
<b>Jet A</b>	14670	16441	16115	22472	26226	16229	-38
<b>Monthly Totals</b>	17959	20169	19324	25335	28793	20093	-30

**B. YEAR TO DATE FUEL TOTALS** through September

2018	2019	2020	2021	2022	2023	2022/2023 % Change
131,983	152,449	142,958	209,381	214,482	204,009	-4.9

**C. AIRCRAFT RENTALS** through September

Month	2018	2019	2020	2021	2022	2023	2022/2023 % Change
<b>January</b>	42.5	57.8	23.0	67.6	110.0	40.3	-63.4
<b>February</b>	27.4	45.0	65.5	47.0	99.3	126.7	27.6
<b>March</b>	54.3	45.9	34.1	80.3	114.2	137.2	20.1
<b>April</b>	49.9	67.3	0.0	139.3	111.9	169.4	51.4
<b>May</b>	65.1	101.3	104.8	140.8	190.8	312.9	64.0
<b>June</b>	88.5	150.3	173.6	173.0	225.6	315.0	39.6
<b>July</b>	93.2	221.8	199.7	229.9	225.7	318.2	41.0
<b>August</b>	144.0	183.2	229.4	160.1	237.9	370.8	55.9

<b>September</b>	75.9	118.0	187.9	186.3	181.5	273.1	50.5
<b>October</b>	67.8	93.3	144.3	124.5	144.8	0.0	-100.0
<b>November</b>	58.4	94.3	126.7	100.2	99.2	0.0	-100.0
<b>December</b>	33.8	50.0	133.3	80.6	80.2	0.0	-100.0
<b>Year-To-Date</b>	<b>640.8</b>	<b>990.6</b>	<b>1018.0</b>	<b>1224.3</b>	<b>1496.9</b>	<b>2063.6</b>	37.9
Through September							

#### **D. AIRPORT OPERATIONS**

Wausau Based Aircraft: 78  
Unregistered or unairworthy Aircraft: 8  
Total Wausau Based Aircraft: 70

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

LPS Equipment	Incredible Bank
Vortex Tool	Wausau Supply Company
Marshfield Clinic/Spirit 2	Life Link
Hilton	Medevac
Cardinal Glass	Enterprise Rental Car
Norlen	Aspirus
Ministry Health Care	Guardian Flight
Ontario Capital	RJ Logistics
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	Stonewall Acres
Cold Steel Sunshine	State of WI Gov. Evers
DeJong Consulting	Lewis Construction
AirVenture Cup Race	Jefferson Street Inn
Jack Henry & Associates	Design Homes
Northwest Petroleum	TJ Max
PMN enterprise	AGI Leasing
Susurrus Systems	Evolution Electronics
Cajun Capital	Indiana State
A. O. Retail Consulting	Life Investors

## E. AIRPORT MAINTENANCE

Lighting Systems: All OK  
Vehicles: All OK  
Snow Removal: All OK  
Buildings: All OK

SRE BUILDING – All OK

TERMINAL BUILDING – Update on the agenda

CIVIL AIR PATROL OFFICES – no problems

SECURITY GATE SYSTEM – no new problems

## F. HANGAR TENANT CONCERNS

### CORPORATE HANGAR ACTIVITY

Locally Based Aircraft using corporate hangar space: 2 jet, 2 turbine, 7 singles

T-HANGARS – 100 % occupancy 13 aircraft owners on waiting list, Planning an airport tenant meeting before the end of the year

PRIVATE HANGARS - Planning an airport tenant meeting before the end of the year

CITY HANGARS – Planning an airport tenant meeting before the end of the year

## G. AIRPORT PROMOTION

- **Wausau Airshow Father's Day Weekend 2023** was a great success, with both a day and night airshow. There was a hiccup with the FAA which I regarding opening/closing the airport. Acts for 2024 are in the process of being booked. The ribbers may return for this event.
- **Wausau will be start/finish for the AirVenture Cup Race for the third consecutive year in 2024!!** There were 80+ race participants in 2023 and aircraft and their crews stayed in Wausau Friday through Sunday at the Jefferson where they also had their banquet and they were very happy with the accommodations
- Both Wisconsin Flying Hamburger Socials in 2023 went off without a hitch. We served close to 500 people with 50+ aircraft attending over (2) separate evenings. Wausau Flying Service sponsored the June event and EAA Chapter 640/LBF sponsored the August event
- (4) Pilot For A Day programs this summer for 200+ student participants over the three separate events.
- The first of four Air Cadet Days of 2023 was held on Armed Forces Day May 21st. The event features flights in the WWII era Stearman biplane trainer and will take place in May, June, August & September in 2023. Twenty-five “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 in 2022. Participants came from as far away as northern Minnesota and Chicago for the weekend to attend.
- 2023 Aviation 101 had (12) high school students enrolled. Aviation 101 is a partnership between the Wausau School District, Wausau Flying Service and Learn Build Fly. The Lewitzke Foundation has funded a portion of the program through 2025 for up to 20 students annually.
- “Learn, Build, Fly” has completed about 90% of their current Buttercup airplane project.
- 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 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](http://LearnBuildFly.org)