



\*\*\* 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, February 10, 2016 @ 6:00 pm.**  
Location: **Wausau Downtown Airport Terminal Building Conference Room**  
Members: William Nagle (C), Sherry Abitz, Karen Kellbach, Robert Mielke, Bob Mohr, Dick Gehrt, Fred Prehn

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

- Call to Order/Roll Call
- 1 Public Comment
- 2 Consider minutes of previous meeting - November 11, 2015
- 3 East Hangar Development Area Update - Chmiel
- 4 Discussion and Possible Action Construction 60' X 80' Private hangar in East Hangar Development Area - Turner
- \*5 Discussion and possible action to approve 60' X 66' hangar in the west hangar development area - Seibert/Chmiel
- 6 Alexander Park Upgrade Plan - Chmiel
- 7 Airport Manager Report - Chmiel
- 8 Airport Budget Review - Groat
- Adjournment

William Nagle, Chairperson

**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 faxed to the Daily Herald newsroom on 2/01/16 @ 12:45 pm.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, Council (Wagner, Nutting, Neal, Gisselman, Oberbeck, Rasmussen, Winters) Tipple, Chmiel, Groat,\*Alfonso, Duncanson, Swanborg

## AIRPORT COMMITTEE

Time and Place: Wednesday, November 11th, 2015 at 6:00 p.m. at the Wausau Downtown Airport Terminal Conference Room

Members Present: Nagle, Mohr, Mielke, Gehrt, Abitz, Prehn

Members Excused: Kellbach

Others Present: John Chmiel, Airport Manager, Tara Alfonso, City Attorney, MaryAnne Groat, Finance Director

In accordance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and copy

Chairman Nagle called the meeting to order at 6:10 p.m.

### Public Comment

No public comments were made.

### Consider Minutes of Previous Meeting, September 9th, 2015

Mielke made a motion to approve the minutes. Mohr second. All approved 6-0.

### Discussion and Possible Action Regarding Approval of FAA RCO Office Lease at the Wausau Downtown Airport - Alfonso

Chmiel explained that the FAA rents office space in the terminal building. Installed in that office is radio equipment. The lease for that space has to be renewed periodically. Historically the FAA determines the terms of the lease. Those terms have been negotiated by the City Attorney's office. This renewal the FAA included electrical specifications in the lease necessary for their equipment. The City electrical department confirmed compliance.

Chmiel stated that the airport committee had not approved renewal of the lease until now because the changes proposed by the City to the lease were still being considered by the FAA. Alfonso stated that the length of the lease is 5 years. Chmiel stated that the FAA has rented office space at the Wausau Airport for well over 30 years.

Mohr made a motion to approve the renewal of the lease. Second by Mielke. All approved 6-0.

## Discussion and Possible Action to Increase T-hangar Rental Rate for 2016 by 1.5%

Chmiel explained that the airport committee is obligated to consider T-hangar rental rates annually. In 1994, rental rates were automatically raised 4% annually. In about 2005 it was determined that Wausau rates exceed those of surrounding airports so at that time rental rates were frozen. In 2012 the airport committee decided to reconsider an annual adjustment to hangar rental rates. In 2014, T-hangar rates were increased 1.5%.

Nagle asked for Chmiel's recommendation to the committee. Chmiel stated that he felt it would be more appropriate to increase the rental rate by 1.5% annually, which is relatively painless, than to freeze rental rates for consecutive years and have to play catch-up with one large increase. Mohr asked Groat about the current CPI rate. Groat stated that CPI is currently 0.3%. Prehn recommended an increase of 1.0%. Chmiel agreed. Prehn stated that it is important to have numerous small increases rather than one large increase that upsets tenants.

Mielke made a motion to approved a 1.0% increase for T-hangar rental rates in 2016. Mohr second. On the discussion, Groat explained to the airport committee that T-hangar #15 is treated differently than other T-hangars. T-hangar #15 is insulated and has a natural gas heater that was installed 25 years ago. When those modifications were made to the hangar the rate for T-hangar #15 was adjusted to include the cost of utilities including natural gas. A cost analysis of the hangar indicates that cost of gas to heat the hangar exceeds the rate that the City is charging for the hangar. An equivalent sized hangar rate is \$128.12 and T-hangar #15 rate is \$170.82, which is a difference of \$42.70/month. The difference is cost was designated to pay the gas bill. The average monthly gas bill has been \$111.05/month. This has caused an annual shortfall of approximately of \$820.20.

Groat proposed reducing the hangar rent for #15 to the original non-heated rental rate, and having the tenant pay the cost of the gas utility. Mielke made a motion to include with the 1% increase of T-hangar rental rates, also modifying T-hangar #15 rental rate to the non-heated rate and that tenant #15 will now be responsible for 100% of the gas utility for that hangar. Mohr second. All approved 6-0.

## Discussion and Possible Action Regarding Boy Scout Storage Building Lease Rate

Chmiel stated that the airport committee had already voted on this agenda item in the past. The problem is that there had been a miscommunication during the approval process. The airport committee unanimously approved a land lease rate of \$0.12/square foot *annually* for the Boy Scout storage shed in the airport parking lot. This rate was chosen using the already established land lease rate for private hangars. The item was forwarded to the finance committee and City council approval. Unfortunately, Finance and Council approved a \$0.12/ square foot *monthly* rate.

Chmiel stated that he wanted the airport committee to vote again on whether an annual lease rate of \$0.12/square foot is appropriate so that the rate can be reconsidered for vote by Finance and Council for approval. Alfonso reiterated the BOA/FAA position is that any party using airport property even for non-aeronautical purposes, must pay "fair market value" for that use. Prehn

asked whether non-profit organizations are included. Alfonso reiterated that any party using the airport must pay fair market value and no parties are exempt. Groat suggested that the “fair market” rate is based on established aeronautical use rates already charged for hangars. Alfonso stated that “fair market” is determined by the airport owner, but that the hangar owner’s rate is also based on the fact that they pay additional fees such as property taxes, fuel fees, etc. Chmiel confirmed that Boy Scouts perform “in-kind” services such as airport clean-up, and volunteer to help with airport events which is of great value to the airport and that was taken into consideration to determine their rate.

Groat suggested that non-profit organizations like the Civil Air Patrol would be exempt from many of the fees, such as real estate taxes. Nagle reiterated that the Scouts indeed perform in-kind services which can be considered as an additional contribution to the land lease.

Mohr made a motion to set the land lease rate for the Boy Scout storage building to \$0.12/square foot annually based on the additional benefits of the in-kind services provided to the Wausau Airport such as clean-up after the balloon rally, set-up/clean-up after the AirVenture Cup Race, Hamburger Nights, etc. Alfonso confirmed that the “in-kind” services language is already in the lease. Mielke second. All approved 6-0

### Airport Manager Report – Chmiel

Chmiel explained the airport manager report and placed on file. Fuel flow for 2015 is 35% higher and rental is 12% higher than 2014. Chmiel stated that he does not anticipate a decrease in the future. Wausau Flying Service, Inc. anticipates hiring at least one and possibly two additional pilot service pilots within the next year. Chmiel stated that WFS pilots should be crewing two additional aircraft in the coming months.

Chmiel described a new event called “When Chickens Fly” created to celebrate WFS coming 25<sup>th</sup> anniversary called the Chicken Drop. Pilots can “purchase” one rubber chicken for \$2 or three chickens for \$5. Pilots take off with the chickens and attempt to drop the chickens into a barrel located approximately 250 feet from runway 13/31. The pilots cannot descend lower than 100 feet off the ground. Judges determine whether this minimum altitude is exceeded. The distance from the barrel is measured by judges and the winner of the month is the pilot whose chicken lands closest to the barrel.

The event will continue over the next year. The contest starts over monthly. The “fee” is split. One half is donated to a local charity on a quarterly basis on behalf of the airport. The other half is put in the “jackpot”. If a lucky pilot does drop a chicken in the barrel, he/she will win the “jackpot”. WFS also creates a monthly prize for the winner which includes a \$25 gift certificate and other assorted goodies.

Groat confirmed that they are not “real chickens”. So far the jackpot is at \$133. There have been 90 attempts. Keith Kocourek was the winner in October. Dave Cabelka is the leader in November with a landing 8’9” from the barrel. Chmiel stated that pilots have been flying in

from surrounding airports to participate. Abitz questioned whether the contest will continue through the winter. Chmiel stated it will because people still fly in the winter. Prehn questioned whether a raffle license is required. Nagle stated that a raffle license is not required for contests of “skill”.

Prehn stated that the Land O’Lakes airport has been told by the FAA that based on the number of aircraft based at the field, funding for their runway will be limited to 3600’. Prehn asked if anything similar has been announced by the FAA for the Wausau Airport. Chmiel stated that the Wausau Airport runway 5/23 has been shortened by the FAA but that was because “safety areas” are a recent FAA requirement and not because of the number of based aircraft.

Gehrt questioned Chmiel about liability issues regarding the “When Chickens Fly” contest. Chmiel stated that liability would fall to Wausau Flying Service, Inc. since they are the organization coordinating the contest. Chmiel stated it is not an airport/City sponsored event. It is the 25<sup>th</sup> anniversary celebration. Chmiel stated that the contest is not against FAA regulations. Objects can be dropped from aircraft as long as it does not constitute a hazard to persons or property on the ground. Alfonso questioned whether contestants are paying to participate or is it a raffle. Chmiel stated that 50% of the income is going to charity and 50% of the income is going to the winner. It is not a raffle.

Prehn and Alfonso encouraged Chmiel to investigate whether a raffle license will be required by the State for this event. Nagle reiterated that this is a game of skill and therefore should be exempt.

Nagle complimented Chmiel on the job that Wausau Flying Service, Inc. does managing the airport. The committee thanked Chmiel for his and his company’s service to the airport, the City, and the community. Prehn stated that Wausau has services that are often only available at larger airports like Wauskesha. Prehn asked Chmiel how many airplanes based at Wausau. Chmiel stated 86.

Prehn asked about the G-2 Galeb that has been parked in the grass for the last 10 years. Chmiel stated that the airplane has been sold. Plans are to ferry the airplane out of Wausau by December 1<sup>st</sup>. The plan is to race it in the Reno Air Races.

Mohr made a motion to approve the airport manager report. Mielke second. All approved 6-0.

### Airport Budget Review – Groat

The airport budget review was presented to the committee. Groat stated that the airport operating budget is in great shape. Revenues are up and expenses are down. We are at 83% of the year. Revenues are at 87%. Expenses are at 84%. Cost of utilities are down. 2016 budget has been adopted as proposed and CIP projects were adopted as proposed.

Mohr made a motion to approve the airport budget review. Mielke second. All approved 6-0.

Mohr moved to adjourn the meeting, second by Mielke. Motion carried unanimously and meeting adjourned at 6:36 p.m.

Respectfully Submitted by John P. Chmiel, Airport Manager

**AIRPORT MANAGER'S REPORT**  
**January 2016**

**A. FUEL SALES**

Fuel Type	2013	2014	2015	2014/2015 % Change
<b>92 OCT Auto</b>	83	77	86	12
<b>100LL</b>	382	779	474	-39
<b>Jet A</b>	4782	7270	7822	8
<b>Monthly Totals</b>	5247	8126	8382	3

**B. YEAR TO DATE FUEL TOTALS**

2013	2014	2015	2014/2015 % Change
112,517	122,711	163,282	33.1

**C. AIRPORT OPERATIONS**

Active Wausau Based Aircraft:	46
<u>Inactive Wausau Based Aircraft:</u>	42
Total Wausau Based Aircraft:	88

**TOTAL ESTIMATED FLIGHT OPERATIONS : 3130**

**Companies Utilizing the Wausau Downtown Airport**  
(Not Including Aviation Companies)

Becher Hoppe	Log Cabin
River Valley Bank	Jefferson St. Inn
Marshfield Clinic/Spirit 2	Miron Construction
State of Wisconsin	Aspirus
Noel Properties Downtown	Kocourek Automotive
Pediatric Dental	Eagle's Nest
Integrity Construction	Great Dane
TransCanada Pipeline	Walmart

K & A Manufacturing	the Mint
Wausau Supply Company	Enterprise Rental Car
Valley Medical	Hertz Rental Car
Central WI Firearms	Wynn Jones & Associates
Prehn Cranberry Co.	Vortex Tool
Krist Oil	Noel Group
Ministry Health Care	M & J Marine
Bushman's	Greenheck Fieldhouse
Prehn Dental	All American Taxi
Cranberry Growers Cooperative	K-Tech
University of MN Mankato	Aqua Finance
Monk Properties	Ballweg Motors
Lee's Famous Recipe	Cherry Tree Dental

#### **D. AIRPORT MAINTENANCE**

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

SRE BUILDING – no problems

TERMINAL BUILDING – no problems

CIVIL AIR PATROL OFFICES – no problems

SECURITY GATE SYSTEM – no problems

#### **E. AIRCRAFT RENTALS**

Month	2013	2014	2015	2014/2015 % Change
<b>January</b>	12.8	2.0	49.9	2395.0
<b>February</b>	11.4	6.2	37.0	496.8
<b>March</b>	28.7	18.1	31.0	71.3

<b>April</b>	23.7	21.3	50.9	139.0
<b>May</b>	26.2	30.3	52.2	72.3
<b>June</b>	54.0	69.4	99.8	43.8
<b>July</b>	79.7	143.9	91.7	-36.3
<b>August</b>	88.9	92.0	106.2	15.4
<b>September</b>	92.2	79.0	64.4	-18.5
<b>October</b>	50.0	94.8	38.9	-59.0
<b>November</b>	18.7	42.8	41.6	-2.8
<b>December</b>	7.7	36.7	19.0	-48.2
<b>Year-To-Date</b>	<b>486.3</b>	<b>599.8</b>	<b>682.6</b>	<b>13.8</b>

## F. HANGAR TENANT CONCERNS

### CORPORATE HANGAR ACTIVITY

<b>Month</b>	<b>WFS Aircraft</b>	<b>Local Tenants*</b>	<b>Transient Tenants**</b>
October	4	12	2

\* 1 jet, 4 turbine, 6 singles, 1 helicopter

\*\* 1 singles, 1 turbine

T-HANGARS – 100 % occupancy, 15 aircraft owners on waiting list

PRIVATE HANGARS – No issues

CITY HANGARS – No issues

KOCOUREK HANGAR CONSTRUCTION- Spring 2016

## G. AIRPORT PROMOTION

- As part of our 25<sup>th</sup> Anniversary Celebration for Wausau Flying Service, Inc. we have organized a year-long contest called “When Chickens Fly . . .”
- “Learn, Build, Fly” organization officers have signed paperwork in pursuit of 501 (C)(3) status. The group which completed their first airplane, the Baby Ace, this summer, has begun construction on their next project: a Wittman Buttercup. Building meetings take place on Tuesday evenings and Sundays. The goal is to build aircraft and introduce adults and youth to aviation and homebuilding. About 30 people are active in the organization.
- Almost thirty percent of the public use airports in Wisconsin participated 2015 “Hamburger Night. Our June 10<sup>th</sup> had served 100+ aviation enthusiasts and 24 aircraft from aircraft around Central WI attended the event. Our July event posted similar results with more aircraft attending. Airports from Michigan and Minnesota have expressed interest in spreading the Hamburger Night concept in those states. I was interviewed by a national aviation publication, Flight Training Magazine, about promoting the concept of “Hamburger Night” nation-wide. I am going to be meeting with EAA leadership next month about

EAA helping to promote the concept nationally. Phillips 66 and Flyer411 are considering corporate sponsorship.

- Boy Scout Troop 465 sponsored by Wausau Flying Service, Inc. meeting weekly at the airport.
- The Southeast Side Neighborhood group meets monthly at the airport. They have had as many as 90 attend their meetings.
- Civil Air Patrol holds monthly meetings at the airport.
- Organizers have confirmed the AirVenture Cup Race finish line at the Wausau Downtown Airport will be returning in 2016
- We are working with Rico Jaeger, a KAUW tenant and YAK 52 owner, to organize the “Redstar Pilots Association” gathering at Wausau Thursday through Saturday the weekend before AirVenture 2016.
- Please check out [Flywausau.com](http://Flywausau.com) and Wausau Downtown Airport FB page are being updated regularly.
- Sign-Up now for our monthly email newsletter “CONTACT”

**AIRPORT MANAGER'S REPORT**  
**February 2016**

**A. FUEL SALES**

Fuel Type	2014	2015	2016	2015/2016 % Change
<b>92 OCT Auto</b>	25	108	165	53
<b>100LL</b>	216	797	980	23
<b>Jet A</b>	5565	7055	8876	26
<b>Monthly Totals</b>	5806	7960	10021	26

**B. YEAR TO DATE FUEL TOTALS**

2014	2015	2016	2015/2016 % Change
5,806	7,960	10,021	25.9

**C. AIRPORT OPERATIONS**

Active Wausau Based Aircraft:	46
<u>Inactive Wausau Based Aircraft:</u>	42
Total Wausau Based Aircraft:	88

**TOTAL ESTIMATED FLIGHT OPERATIONS : 2934**

**Companies Utilizing the Wausau Downtown Airport**  
(Not Including Aviation Companies)

Becher Hoppe	Log Cabin
River Valley Bank	Jefferson St. Inn
Marshfield Clinic/Spirit 2	Miron Construction
State of Wisconsin	Aspirus
Noel Properties Downtown	Kocourek Automotive
Pediatric Dental	Eagle's Nest
Integrity Construction	Great Dane
TransCanada Pipeline	Walmart

K & A Manufacturing	the Mint
Wausau Supply Company	Enterprise Rental Car
Valley Medical	Hertz Rental Car
Central WI Firearms	Wynn Jones & Associates
Prehn Cranberry Co.	Vortex Tool
Krist Oil	Noel Group
Ministry Health Care	M & J Marine
Bushman's	Greenheck Fieldhouse
Prehn Dental	All American Taxi
Cranberry Growers Cooperative	K-Tech
University of MN Mankato	Aqua Finance
Monk Properties	Ballweg Motors
Lee's Famous Recipe	Cherry Tree Dental
Merrill Iron & Steel	Granite Peak
Deaux Boys LLC.	

#### D. AIRPORT MAINTENANCE

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

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TERMINAL BUILDING – no problems

CIVIL AIR PATROL OFFICES – no problems

SECURITY GATE SYSTEM – no problems

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<b>April</b>	23.7	21.3	50.9	0.0	-100.0
<b>May</b>	26.2	30.3	52.2	0.0	-100.0
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\* 1 jet, 4 turbine, 4 singles, 1 helicopter

\*\* 2 twin, 2 turbine, 1 jet

T-HANGARS – 100 % occupancy, 15 aircraft owners on waiting list

PRIVATE HANGARS – No issues

CITY HANGARS – No issues

KOCOUREK HANGAR CONSTRUCTION- Fall 2016 update at airport committee meeting

## G. AIRPORT PROMOTION

- Chili Fun Day broke records for turn out! Fifty-one aircraft from across WI attended the event with over 200 people served Chili. Thanks to Boy Scout Troop 465 for helping with set-up, tear down, and serving attendees. Thanks to EAA 640 members for their help with parking aircraft
- As part of our 25<sup>th</sup> Anniversary Celebration for Wausau Flying Service, Inc. we have organized a year-long contest called “When Chickens Fly . . .“
- “Learn, Build, Fly” organization officers have signed paperwork in pursuit of 501 (C)(3) status. The group which completed their first airplane, the Baby Ace, this summer, has begun construction on their next project: a Wittman Buttercup. Building meetings take place on Tuesday evenings and Sundays. The goal is to build aircraft and introduce adults and youth to aviation and homebuilding. About 30 people are active in the organization.
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interviewed by a national aviation publication, Flight Training Magazine, about promoting the concept of “Hamburger Night” nation-wide. I am going to be meeting with EAA leadership next month about EAA helping to promote the concept nationally. Phillips 66 and Flyer411 are considering corporate sponsorship.

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