



City of La Crosse, Wisconsin

www.lseairport.com

2850 Airport Road
La Crosse WI 54603

Meeting Agenda - Final

Aviation Board

Monday, June 15, 2026

4:00 PM

Grandad Room
City Hall

Call to Order

Roll Call

Approval of April 20, 2026 meeting minutes

Agenda Items

- [26-0530](#) Resolution designating concessionaire for the La Crosse Regional Airport along with authorization to apply for "Class B" Intoxicating Liquor Permit.
Sponsors: Dickinson
- [26-0658](#) Discussion regarding a reorganization to the table of positions and classifications within the La Crosse Regional Airport
- [26-0531](#) Airport Update
- [26-0640](#) Projects/Operations/Marketing/Air Service/Ft. McCoy Update

Adjourn

Notice is further given that members of other governmental bodies may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility.

NOTICE TO PERSONS WITH A DISABILITY

Requests from persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (608) 789-7510 or send an email to ADAcityclerk@cityoflacrosse.org, with as much advance notice as possible.

Aviation Board members: Tamra Dickinson, Drake Hokanson, Alan Fullerton, Ryan Seib, Jeannie Groskreutz, Mark Haakenson, Bradley Weber, Scott Arenz, Melissa Dubois.



City of La Crosse, Wisconsin

City Hall
400 La Crosse Street
La Crosse, WI 54601

Text File

File Number: 26-0530

Agenda Date: 6/30/2026

Version: 1

Status: New Business

In Control: Judiciary & Administration Committee

File Type: Resolution

Agenda Number:

Resolution designating concessionaire for the La Crosse Regional Airport along with authorization to apply for "Class B" Intoxicating Liquor Permit.

RESOLUTION

WHEREAS, Tailwind Hospitality, Inc. (parent company) / Oakwells Commuter Rail LLC DBA Arrowhead Taphouse, currently operates a gift shop and restaurant in the terminal building of the La Crosse Regional Airport, 2850 Airport Road; and

WHEREAS, said operation contains provisions to sell alcoholic beverages; and

WHEREAS, it is required that the operator be designated as the concessionaire to be issued a retail "Class B" intoxicating liquor permit for use on the premises of the La Crosse Regional Airport.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of La Crosse that it hereby designates Tailwind Hospitality, Inc. (parent company) / Oakwells Commuter Rail LLC DBA Arrowhead Taphouse, as the concessionaire for the La Crosse Regional Airport in regard to the Class "B" Beer License.

BE IT FURTHER RESOLVED that the concessionaire is hereby authorized to make application to the Department of Revenue of the State of Wisconsin for issuance of a retail "Class B" intoxicating liquor permit for use on the La Crosse Regional Airport premises.

BE IT FURTHER RESOLVED that the City Clerk and Airport Director are hereby authorized and directed to take all necessary steps to implement this resolution.



CITY OF LA CROSSE

400 La Crosse Street
La Crosse, Wisconsin 54601
(608) 789-CITY
www.cityoflacrosse.org

LEGISLATION STAFF REPORT FOR COUNCIL

File ID Caption

Staff/Department Responsible for Legislation

Requestor of Legislation

Location, if applicable

Summary/Purpose

Background

Fiscal Impact

Staff Recommendation



City of La Crosse, Wisconsin

City Hall
400 La Crosse Street
La Crosse, WI 54601

Text File

File Number: 26-0658

Agenda Date: 6/15/2026

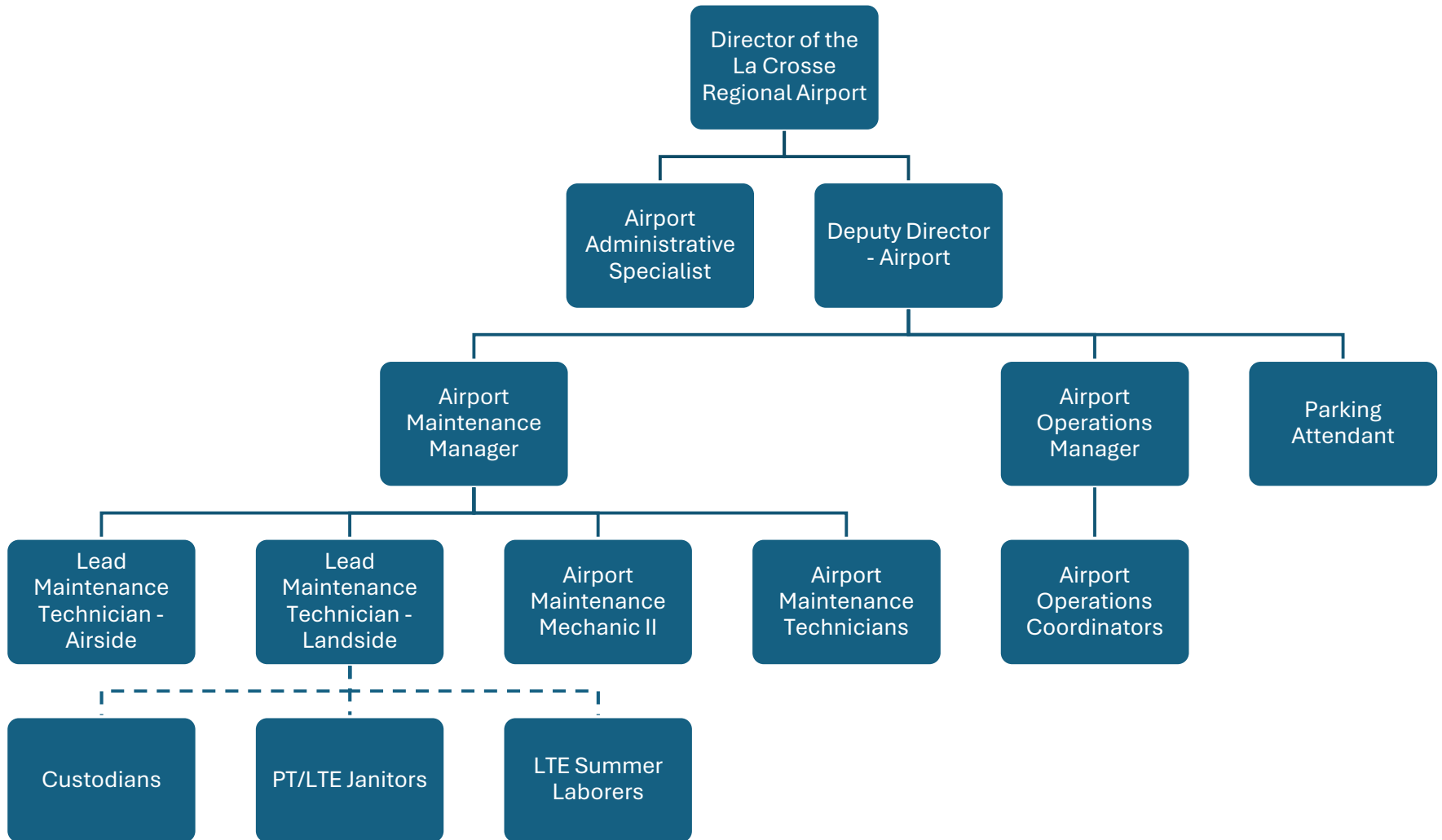
Version: 1

Status: Agenda Ready

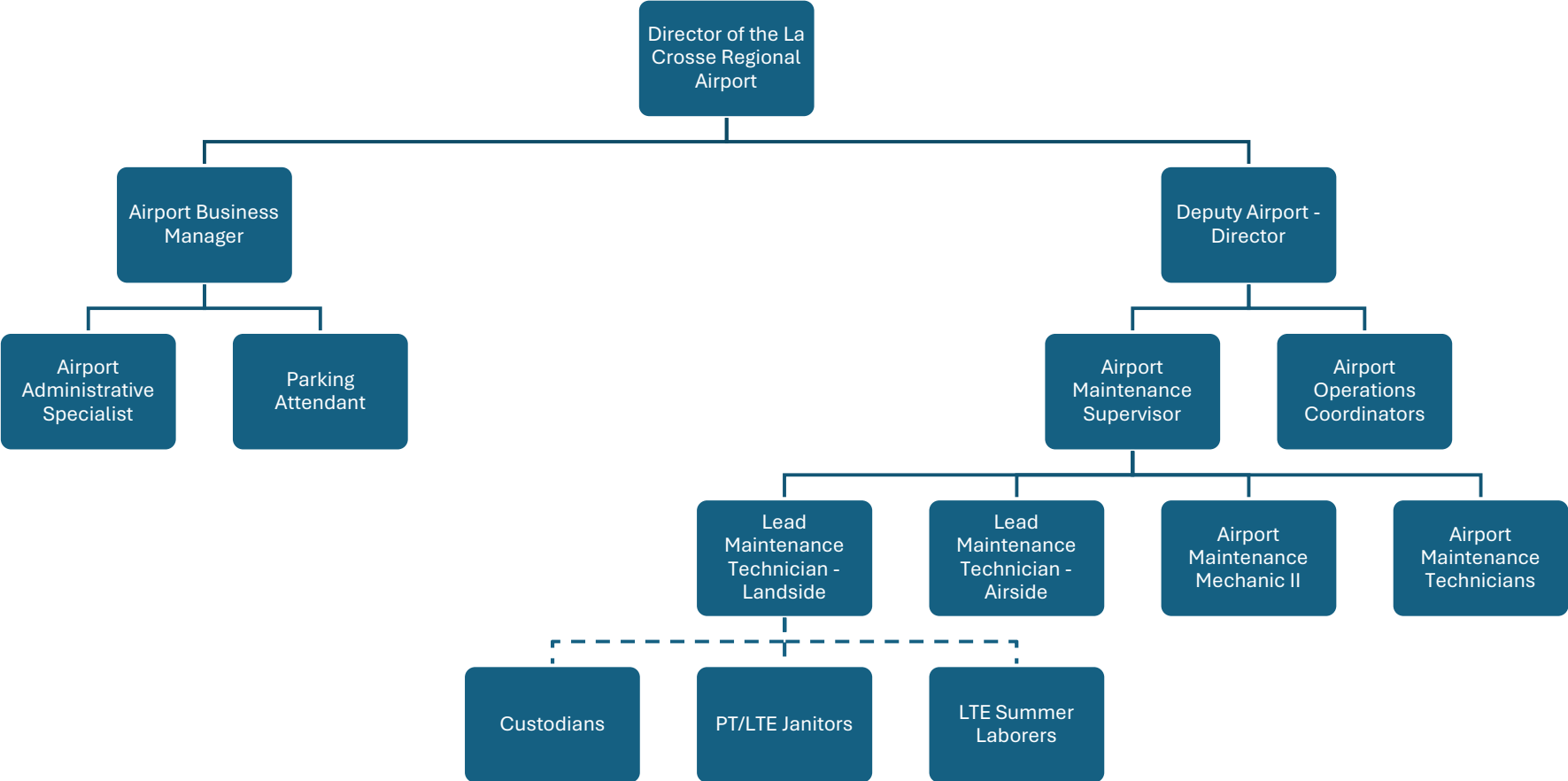
In Control: Airport

File Type: General Item

Proposed



Current



LA CROSSE WISCONSIN



Name			
Position Title	Deputy Director - Airport	Department	La Crosse Regional Airport
FLSA	Exempt	Reports To	Director of La Crosse Regional Airport
Pay Grade	16	Unit	Non-represented

Purpose of Position

The purpose of this position is to assist the Director of the La Crosse Regional Airport in planning, directing and evaluating the overall operations, business activities and strategic development of the La Crosse Regional Airport. The Deputy Director provides leadership across airport operations, maintenance, business and economic development, air service development, and regulatory compliance to ensure the safe, secure, efficient and financially stable operation of an FAA primary non-hub commercial service airport. Works under limited supervision of the Director and assumes additional supervisory responsibilities in the absence of the Director.

Distinguishing Characteristics

Incumbents shall plan, direct and supervise the day-to-day activities of the La Crosse Regional Airport while ensuring safe, efficient and effective operations of all airport users. Ensures activities are performed within regulatory requirements with a focused attention on safety, security, business operations, financial constraints, and long-term strategic plan accomplishments.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Plans, directs, and supervises day-to-day activities of the airport, including airport operations and maintenance coordination, parking operations, terminal custodial functions, airport volunteer program, and other assigned business units.
- Ensures compliance with applicable Federal Aviation Administration (FAA) and Transportation Security Administration (TSA), along with other associated Federal, State, and local regulations, policies, and procedures.
- Serves as Airport Security Coordinator, or Alternate as designated by the Airport Director; coordinates, implements, and monitors airport security, public safety, first aid, and access control programs, including audits, inspections, training, reporting, and response to alarms, breaches, or infractions.
- Authors, coordinates, implements, and monitors the airport security badging program. Ensures compliance with TSA regulations ensuring logs, inspections and audits are completed within guidelines. Trains staff and provides trusted agent training for security sensitive information.
- Assists the Airport Operations Manager in authoring, coordinating, implementing, and monitoring federally required airport programs and documents including the Airport Emergency Plan, Airport Certification Manual, Airport Security Program, and Safety Management System; ensures compliance with associated regulations and accuracy of reports.
- Authors, coordinates, implements, and monitors federally regulated programs and documents including the Airport Pandemic Plan, Tarmac Delay Plan, Disadvantaged Business Enterprise (DBE) program, and Passenger Facility Charge (PFC) program; ensures compliance with associated regulations and accuracy of required reports.
- Assists the Airport Operations Manager and Airport Maintenance Manager in overseeing the safe and secure operation and maintenance of runways, taxiways, ramps, roads, grounds, grounds, and buildings; ensures inspections are completed, deficiencies are identified, and corrective actions are prioritized and completed in a timely manner.
- Assists the Director in ensuring the safe and efficient operation of the airport, overseeing, supervising, reporting, modifying, and monitoring the compliance of all programs, including but not limited to, the hazardous materials

program, storm water pollution prevention plan, spill prevention, control, and countermeasure plan, fueling, wildlife hazard management plan, airfield condition reporting, and airfield self-inspection program.

- Maintains advanced knowledge of air traffic control terminology and radio procedures.
- Assists the Airport Operations Manager and Airport Maintenance Manager in the supervision of Project Manager's and construction firms working on the airport property.
- Develops, updates, and recommends standard operating procedures, work rules, policies, and administrative processes to improve safety, compliance, operational efficiency, and customer service.
- Assists the Director in the overall administration of the airport and acts on behalf of the Director in their absence.
- Develops and implements strategies to maintain and/or attract new airlines/routes, cargo carriers, and other aviation-related businesses; conducts market research and analysis to identify trends and opportunities for growth.
- Plans, develops, and implements a comprehensive airport marketing and air service development program; prepares materials for briefings made to airlines, communities, and various associations.
- Attends air service development conferences and airline meetings.
- Serves as Public Information Officer (PIO) for airport communications.
- Identifies and pursues opportunities to maintain and/or develop new revenue sources including leasing of airport properties to support development, retail, food and beverage operations, vehicle parking operations, and other non-aeronautical revenue sources.
- Assists the Director by participating in the negotiation of leases and drafting contract language, Requests for Proposals, Requests for Qualifications, service providers, land leases, hangar leases, operating agreements, and other agreements such as airline, car rental agencies, and other airport tenants.
- Monitors, tracks, negotiates, and administers leases, contracts, permits, concessions, operating agreements, airline agreements, land leases, hangar leases, rental car agreements, service provider contracts, and other business agreements; ensures compliance with business terms, insurance requirements, CPI adjustments, renewal dates, and operational provisions.
- Participates in the development and administration of the airport's operating and capital budgets by researching and compiling information, monitoring revenues and expenses, providing recommendations, and ensuring expenditures remain within approved budget limitations and strategic plan objectives.
- Participates in the development and review of the Airport Master Plan and State of Wisconsin Plan. Assists in land acquisition and petitioning for funds, ensures compliance with departmental policies and procedures and local, state, and federal rules and regulations.
- Monitors and recommends actions related to airport revenues, expenses, rates, and fees; performs or oversees day-to-day accounts receivable and accounts payable functions in accordance with City Finance department recommendations.
- Plans, develops, implements, and evaluates the airport marketing, advertising, communication, and customer retention initiatives, including airport rewards programs, terminal advertising, social media, and other outreach efforts designed to increase awareness, customer loyalty, and airport utilization.
- Manages airport business data and analytical systems, including airline enplanements, deplanements, charter activities, tower operational counts, rental car, gift shop, public parking lot, and restaurant activity; prepares reports and recommendations based on analysis.
- Communicates with media, customers, passengers, tenants, regulatory entities, community partners, and the general public through formal and informal methods including presentations, press releases, correspondence, digital platforms, and public meetings.
- Maintains confidentiality of proprietary information and employee personnel and medical information.
- Manages information technology (IT) infrastructure and provides 24/7 monitoring and response to system outages and malfunctions.
- Maintains regular and predictable on-site attendance.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Attends necessary meetings, training and professional development activities.
- Performance general administrative or office support functions as necessary, including greeting customers, answering phones, distributing materials, filing documents, reporting data and drafting reports.
- Monitors and responds to terminal door alarms as required.

- Represents the airport in media communications and public relations capacities.
- Performs any and all related functions as assigned.

Minimum Training & Experience Requirements

- Bachelor's degree in Aviation Management, Business Administration, Public Administration, Marketing, or a closely related field required.
- Four (4) to six (6) years of progressive experience in airport management, airport operations or related field, including supervisory responsibilities or demonstrated leadership experience.
- Must demonstrate proficient use of computers, to include word processors, spreadsheets, and specialized systems such as the NOTAM Management Service.
- Valid, unrestricted driver's license required.
- Certified Member from the American Association of Airport Executives required within one (1) year of hire.
- Ability to pass a background check to obtain and maintain a Security Identification Display Area (SIDA) badge is required for airport access.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including: Local Ordinances, state statutes, training reports, emergency and security directives and manuals, policy and procedure manuals, FAA and TSA regulations, and other data.
- Ability to prepare a variety of documents including annual reports, various financial forms, journal and inspections forms, etc.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record information. Ability to classify, compute and tabulate data.
- Ability to utilize a wide variety of descriptive data and information such as regulations, invoices, time sheets, billing statements, statistical summaries, meeting agendas, meeting minutes, FAA manuals, regulations, employee handbook, work schedules, non-routine correspondence and computer software operating manuals.
- Communicate in writing and orally in a clear manner with employees and members of the public, representatives of the FAA, TSA, NTSB, and other law enforcement agencies, including the Secret Service, State Troopers, and local law enforcement.
- Ability to counsel, treat, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Mathematical Ability

- Ability to calculate addition, subtraction, multiplication, division, percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- High ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to maintain professionalism, integrity, and credibility in confrontational situations.

Physical Ability

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple or continuous adjustments such as motor vehicles, radio communication equipment, computer terminal, telephone/cellphone, photocopier, camera and badging systems.

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring high skills such as using long firearms and pyrotechnics.
- Ability to exert physical effort in work, typically involving some combination of climbing, crawling, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials, and tasks.
- Ability to visualize aircraft position and flight path.
- Ability to sustain prolonged visual and audio concentration.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, loud sounds, odors, toxic agents, machinery, traffic hazards, wetness and /or dust. This exposure may cause some discomfort and presents a risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

LA CROSSE WISCONSIN



Name		Department	La Crosse Regional Airport
Position Title	Airport Maintenance Manager	Reports To	Deputy Director – La Crosse Regional Airport
FLSA	Exempt	Unit	Non-represented
Pay Grade	13		

Purpose of Position

This position maintains all systems, infrastructure, and assets of the La Crosse Regional Airport. The work is done independently and through subordinate staff. Work is conducted in a highly regulated setting subject to the requirements of the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), and other state and Federal agencies. The incumbent possesses the ability to plan and communicate work across staff, city departments, tenants, vendors, suppliers, the public, and other entities to ensure a safe and secure operating environment. Position is responsible for the daily planning, coordination, and supervision of airport maintenance staff. Work is performed under the limited direction of the Deputy Director – Airport and Airport Director.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Assigns, coordinates, schedules, and supervises the daily work of Airport Maintenance staff; monitors work quality, evaluates performance, ensures training, and recommends or administers corrective or disciplinary action as appropriate.
- Represents airport management in the absence of higher authority, particularly in interactions with tenants, the public, airlines, and regulatory agencies, to ensure safe and efficient airport operations.
- Performs and oversees intermediate to advanced maintenance and repair of airport infrastructure, systems, and facilities, including access control systems, HVAC, plumbing, electrical systems, jet bridges, parking systems, car wash systems, pavement maintenance and marking, and general building repairs.
- Interacts with vendors and suppliers for airport needs. Solicits bids, quotes, and other pricing. In conjunction with others, drafts specifications and purchasing documentation for capital projects.
- Oversees airport and airfield-related facilities, equipment, and vehicles; prioritizes and assigns service requests and maintenance tasks, and monitors progress and follow-up to ensure timely completion.
- Operates, and ensures staff are properly trained to operate, light, medium, and heavy-duty equipment including passenger vehicles, trucks, dump trucks, snowplows, tractors, lawn mowers, and related equipment.
- Coordinates with Airport Operations staff to ensure safe and secure airport operations in compliance with 14 CFR Part 139 and 49 CFR Parts 1540 and 1542, and other applicable Federal, State, and local regulations, policies, and procedures.
- Participates in the development and implementation of the Airport Capital Improvement Program, maintenance projects, and equipment planning; attends project, construction, and coordination meetings as required.
- Participates in the Operations and Maintenance budget process by compiling information, providing recommendations, monitoring expenditures, and assigning resources in accordance with approved budgets.
- Assists the Airport Director and Deputy Director – Airport in evaluating maintenance policies, procedures, and standard operating guidelines; recommends revisions to improve efficiency, safety, and compliance.
- Coordinates work orders, routine maintenance activities, and preventative maintenance programs for vehicles, equipment, and facilities in conjunction with airport operations and management.
- Develops and maintains asset inventories, maintenance supplies, and preventative maintenance schedules; manages utilities and building systems to promote operational efficiency.
- Oversees daily and routine compliance with established safety programs, pavement management programs, and regulatory maintenance requirements.

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- Provides training to staff related to the safe and secure maintenance of runways, taxiways, roadways, grounds, and buildings; ensures completion of required FAA and TSA documentation and reporting related to maintenance activities.
- Maintains accurate records including inspection forms, maintenance logs, reports, and documentation; coordinates corrective actions with Airport Operations staff as needed.
- Recruits, selects, schedules, and supervises maintenance personnel; approves timecards, manages overtime and call-outs, and ensures staffing levels meet operational needs in accordance with budget and policy.
- Performs maintenance work as required by staffing levels, work schedules, emergencies, or inclement weather conditions.
- Participates in the DOT-regulated random drug and alcohol testing program.
- Maintains advanced knowledge of air traffic control terminology and radio procedures to support coordination with Airport Operations and air traffic control during routine and emergency situations.
- Maintains confidentiality of proprietary, operational, personnel, and medical information.
- Maintains regular and predictable on-site attendance and availability during emergencies, inclement weather, and special operational needs.
- Works variable shifts, including nights, weekends, and holidays, as required to meet operational and supervisory responsibilities

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Assists with weather monitoring, pavement surface friction measurements, and runway, taxiway, ramp, or construction inspections as needed; ensures deficiencies are addressed in a timely manner.
- Assists in maintaining and updating the Airport Emergency Plan, Airport Certification Manual, Airport Security Program, Pandemic Plan, Tarmac Delay Plan, and Safety Management System as related to airport maintenance.
- Responds to and directs emergency actions as required in support of airport operations.
- May serve as an Alternate Airport Security Coordinator and maintains required TSA credentials.
- Assists with monitoring, troubleshooting, and development of access control systems, including badging, cameras, proximity systems, and associated mechanical and technological components.
- Assists Airport management in ensuring maintenance programs and training comply with FAA and TSA regulatory requirements.
- Provides initial and recurrent training to employees on FAA and Department of Homeland Security (DHS) mandated or recommended topics when qualified to do so.
- Attends training as assigned.
- Performs related duties as assigned.

Minimum Training & Experience Requirements

- High School Diploma or equivalent required.
- Documented work experience in building systems, HVAC, carpentry, electrical systems, or construction, required.
- Four (4) to six (6) years of related experience with one (1) to four (4) years of direct supervisory experience required.
- Must demonstrate proficient use of computers, to include word processors, spreadsheets, and specialized systems such as Building Automation Systems, asset management systems, or other similar programs.
- Commercial driver license required within 60 days of hire.
- Airport Certified Employee or Certified Member from the American Association of Airport Executives within one (1) year of hire.
- Education or experience in aviation management, airport management, airport operations, airport maintenance, facility maintenance, or construction management preferred.
- Ability to pass a background check to obtain and maintain a Security Identification Display Area (SIDA) badge is required for airport access.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to utilize a wide variety of advisory data and information, such as employee evaluations, architectural and engineering drawings, insurance requirements, training reports, emergency and security directives and manuals, policy and procedure manuals, employee handbook, FAA and TSA rules and regulations, materials safety data sheets, equipment operating and maintenance manuals, field condition reports, regulations, blueprints, diagrams, maps, maintenance records, time cards, safety training materials, correspondence and computer software operating manuals.
- Ability to communicate effectively in writing and orally with Airport personnel, tenants, state agencies, Federal agencies, air traffic controllers, aircraft pilots, airline personnel, consultants, engineers, architects, contractors, vendors, media, and the general public.
- Ability to prepare a variety of documents and reports subject to regulatory requirements and Airport management directives.

Mathematical Ability

- Ability to calculate addition, subtraction, multiplication, division, percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to use functional reasoning in performing influence functions such as supervising, leading, teaching, and directing.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to maintain professionalism, integrity, and credibility in confrontational situations.

Physical Ability

- Ability to operate, maneuver, and steer the equipment and machinery required of the job. This includes simple but continuous adjustments of the controls of motor vehicles, landscaping equipment, agricultural equipment, heavy equipment, common hand tools, computer terminals, radio communication systems, telephones, adding machines, cameras, badging systems, photocopiers, and handheld electronic devices.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as typing and use of long firearms.
- Ability to exert occasional moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.
- Ability to visualize aircraft position and flight path.
- Ability to sustain prolonged visual and audio concentration.

Environmental Adaptability

- Ability to work under occasionally hazardous and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents and/or dust may cause discomfort and where there is a risk of injury.

Position Title	Airport Operations Manager	Department	La Crosse Regional Airport
FLSA	Exempt	Reports To	Director of La Crosse Regional Airport
Pay Grade	13	Unit	Non-represented

Purpose of Position

This position provides direct supervision and leadership for Airport Operations Coordinators and ensures the safe, secure, and efficient operation of the La Crosse Regional Airport. The Airport Operations Manager oversees day-to-day airfield operations, airport security, and emergency preparedness in a highly regulated setting subject to the requirements of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and other State and Federal agencies.

Work is performed under the limited direction of the Deputy Director – Airport and Director of the La Crosse Regional Airport.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Assigns, coordinates, schedules, and supervises the daily work of Airport Operations Coordinators; monitors work quality, evaluates performance, provides training, and recommends or administers corrective action as appropriate.
- Represents airport management in the absence of higher authority, particularly in interactions with tenants, the public airlines, and regulatory agencies to ensure safe and efficient airport operations.
- Oversees airfield operations and conducts, reviews, or assigns inspections of runways, taxiways, ramps, safety areas, lighting, signage, fencing, and gates; ensures discrepancies are documented and corrective actions are initiated.
- Ensures compliance with 14 CFR Part 139 and 49 CFR Parts 1540 and 1542, and other applicable Federal, State, and local regulations, policies, and procedures.
- Issues and reviews Notices to Airmen (NOTAMs), Field Condition (FICON) reports, and other operational notifications; authorizes partial or full airport closures when necessary.
- Coordinates aircraft parking, gate assignments, and operational responses for diversions, irregular operations, emergencies, and special events.
- Operates light, medium, and heavy-duty equipment, including Aircraft Rescue Firefighting (ARFF) apparatus and support equipment, and ensures subordinate staff are properly trained.
- Responds to aircraft incidents, accidents, security events, and other emergencies; implements Airport Emergency Plan and Airport Security Program measures until relieved by appropriate authority.
- Trains internal staff and external airport users on drivers training program, conducts classroom training and testing, field training and testing, and maintains records.
- Provides initial and recurrent training to internal staff on FAA and Department of Homeland Security (DHS) mandated and/or recommended regulations. Develops lesson plans, presents materials and maintains records of training accomplished.
- Conducts the annual Airport Emergency Plan review and coordinates required tabletop and tri-annual full-scale emergency exercises in concert with airport staff and mutual aid agencies.
- Coordinates snow and ice control activities in accordance with the airport Snow and Ice Control Plan and ensures adequate staffing and resource deployment.

- Serves as, or acts as alternate to, the Airport Security Coordinator; oversees airport security, public safety, and aircraft rescue firefighting (ARFF) readiness, including training compliance and incident response. Monitors and responds to access control alarms.
- Monitors security operations during routine conditions, construction projects, special events, and periods of modified access control; investigates and documents security breaches or violations.
- Assists law enforcement and regulatory agencies with investigations, including the FAA, TSA, and National Transportation Safety Board (NTSB), as required.
- Plans and directs day-to-day operational programs related to airfield activities, weather observations, emergency preparedness, and coordination of airport assets.
- Maintains advanced knowledge of air traffic control terminology and radio procedures to ensure effective communication with air traffic control during routine and emergency operations.
- Conducts or oversees weather observations and reporting and ensures continuity of observations during automated system outages.
- Maintains accurate operational logs, inspection records, incident reports, and departmental documentation; forwards reports to appropriate agencies as required.
- Administers and supports the airport Wildlife Hazard Management Plan, including coordination of wildlife hazard mitigation activities, documentation and reporting requirements, and applying for, obtaining, and maintaining all associated Federal, State, and local permits necessary to implement the plan.
- Issues service requests and coordinates with the Airport Maintenance Manager to prioritize airfield and operational maintenance tasks; monitors progress and follow-up.
- Assists in the development and implementation of the Airport Capital Improvement Program and participates in project coordination and construction meetings as assigned.
- Participates in the Operations and Maintenance budget process by compiling information, providing recommendations, and monitoring compliance with approved budgets.
- Assists the Airport Director and Deputy Director – Airport in evaluating and updating operational policies, procedures, and standard operating guidelines.
- Participates in recruitment, onboarding, scheduling, and timecard approval for Airport Operations staff in accordance with established policies.
- Provides initial and recurrent training to operations staff on FAA, DHS, TSA, and airport-specific requirements when qualified to do so.
- Performs airport operations and ARFF duties as required by staffing levels, operational needs, or emergency situations.
- Maintains confidentiality of proprietary information and employee personnel and medical records.
- Maintains regular and predictable on-site attendance and availability during emergencies, inclement weather, and special operational needs.
- Works variable shifts, including nights, weekends, and holidays, as required to meet operational and supervisory responsibilities.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Performs snow removal and related airfield operations duties as assigned.
- Assists law enforcement agencies with airport-related security investigations when requested.
- Responds to customer inquiries, complaints, and concerns or refers matters to appropriate staff or agencies.
- May issue citations or parking violations on airport property as authorized.
- Performs minor preventive maintenance and light operational maintenance tasks, including basic facility upkeep and ARFF station housekeeping.
- Assists in maintaining and updating the Airport Emergency Plan, Airport Certification Manual, Airport Security Program, Pandemic Plan, Tarmac Delay Plan, and Safety Management System as related to airport operations.
- Attends training as assigned.
- Performs related duties as assigned.

Minimum Training & Experience Requirements

- High School Diploma or equivalent required.
- FAR Part 139 Aircraft Rescue Firefighting (ARFF) Certification, and FEMA ICS-100/200/700 required.

- Bachelor's degree in Aviation Management, Emergency Management, or related field preferred.
- Four (4) to six (6) years of progressive experience in airport operations or related field, including supervisory responsibilities or demonstrated leadership experience.
- Must demonstrate proficient use of computers, to include word processors, spreadsheets, and specialized systems such as the NOTAM Management Service.
- Valid, unrestricted driver's license required.
- Airport Certified Employee or Certified Member from the American Association of Airport Executives required within one (1) year of hire.
- Ability to pass a background check to obtain and maintain a Security Identification Display Area (SIDA) badge is required for airport access.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including: Local Ordinances, state statutes, training reports, emergency and security directives and manuals, policy and procedure manuals, FAA and TSA regulations, and other data.
- Ability to prepare a variety of documents including annual reports, various financial forms, journal and inspections forms, etc.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record information. Ability to classify, compute and tabulate data.
- Ability to utilize a wide variety of descriptive data and information such as regulations, invoices, time sheets, billing statements, statistical summaries, meeting agendas, meeting minutes, FAA manuals, regulations, employee handbook, work schedules, non-routine correspondence and computer software operating manuals.
- Communicate in writing and orally in a clear manner with employees and members of the public, representatives of the FAA, TSA, NTSB, and other law enforcement agencies, including the Secret Service, State Troopers, and local law enforcement.
- Ability to counsel, treat, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Mathematical Ability

- Ability to calculate addition, subtraction, multiplication, division, percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- High ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to maintain professionalism, integrity, and credibility in confrontational situations.

Physical Ability

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple or continuous adjustments such as motor vehicles, aircraft rescue firefighting apparatus, aircraft rescue firefighting equipment and tools, radio communication equipment, computer terminal, telephone/cellphone, photocopier, camera and badging systems.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring high skills such as using long firearms and pyrotechnics.
- Ability to exert physical effort in work, typically involving some combination of climbing, crawling, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials, and tasks.
- Ability to visualize aircraft position and flight path.
- Ability to sustain prolonged visual and audio concentration.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, loud sounds, odors, toxic agents, machinery, traffic hazards, wetness and /or dust. This exposure may cause some discomfort and presents a risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City of La Crosse, Wisconsin

City Hall
400 La Crosse Street
La Crosse, WI 54601

Text File

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File Type: General Item

May 18, 2026

Council President Dickinson

Aviation Board Members

Ladies and Gentlemen:

The Airport is providing the following updates to the Aviation Board:

1. Airport Capital Improvement Projects

- a. ARFF Building Rehabilitation – Apparent low bidder selected; construction to kick off this fall after grant award is received
- b. Terminal Emergency Generator – Apparent low bidder selected; construction to kick off this fall after grant award is received
- c. South Terminal Parking Lot – Finalizing environmental document changes; bid authorization expected on May 22
- d. Storm Drainage Improvements – Apparent low bidder selected; construction to kick off in Spring 2027 after grant award is received

2. Airport Operations & Maintenance

- a. Maintenance staff have been working on preventative pavement repairs on Runway 18/36
- b. Annual “Live Fire” training exercise for Airport Operations Coordinators will take place on May 22
- c. Annual Airport Emergency Plan review and tabletop exercise will take place on May 27



Aviation Board

OFFICERS • Chairman: Tamra Dickinson, Vice Chairman: Drake Hokanson
MEMBERS • Mark Haakenson, Jeannie Groskreutz, Alan Fullerton, Scott Arenz
EX OFFICIO • Bradley Weber, Ryan Seib, Melissa Dubois

3. Airport Business & Air Service Development

- a. Allegiant Air inaugural flight to Sanford/Orlando on May 21
- b. United Airlines launch progress
- c. Attending 2026 JumpStart Air Service Development Conference from June 8-10 in Chicago, IL

4. Airport Director News

- a. Received the coveted Accredited Airport Executive (A.A.E.) designation after completing an interview with a panel of A.A.E.'s on May 3 at the American Association of Airport Executives (AAAE) Annual Conference in Los Angeles, CA.
- b. Received a scholarship to attend "Women in Leadership: A Program for Emerging Leaders" from June 2-3, a three-day virtual professional development program hosted the Women in Aviation (WAI) and Harvard University.

Respectfully Submitted,

Lauren Koss

Lauren Koss, A.A.E.

Airport Director



Aviation Board

OFFICERS • Chairman: Tamra Dickinson, Vice Chairman: Drake Hokanson
MEMBERS • Mark Haakenson, Jeannie Groskreutz, Alan Fullerton, Scott Arenz
EX OFFICIO • Bradley Weber, Ryan Seib, Melissa Dubois



City of La Crosse, Wisconsin

City Hall
400 La Crosse Street
La Crosse, WI 54601

Text File

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File Type: General Item

Agenda Number:

Enplanements (excluding charters)													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	6,070	6,375	7,536	7,410	7,518	7,977	7,627	8,717	7,000	7,522	7,159	6,786	87,697
2018	6,781	6,655	8,029	7,972	8,402	8,708	8,143	9,424	8,133	8,719	7,809	7,599	96,374
2019	6,139	5,056	7,844	7,242	8,870	8,935	9,345	10,078	8,000	8,513	7,586	7,697	95,305
2020	7,604	7,195	3,948	372	821	1,399	2,980	3,942	4,066	3,903	3,700	3,897	43,847
2021	3,956	3,731	5,061	5,490	7,248	8,457	8,469	8,695	7,682	7,800	7,703	6,851	81,143
2022	6,027	5,762	6,205	5,483	5,721	5,012	5,189	5,955	5,824	4,406	3,916	3,739	63,239
2023	3,875	4,246	4,911	4,227	4,322	2,810	3,261	3,289	2,799	2,586	2,786	2,345	41,457
2024	1,904	2,240	2,612	3,303	3,987	3,391	3,504	4,096	3,776	3,069	3,369	3,088	38,339
2025	3,082	2,614	3,579	3,620	4,385	4,196	4,112	4,206	3,823	3,641	2,678	3,189	43,125
2026	3,048	4,707	5,189	5,252	4,658								22,854
	-1.10%	80.1%	45.0%	45.1%	6.2%								

Load Factors (excluding charters) *													
	January	February	March	April	May	June	July	August	September	October	November	December	Avg
2017	85.78%	85.69%	89.40%	87.49%	85.24%	80.98%	77.43%	86.56%	80.68%	81.18%	84.46%	72.45%	83.11%
2018	76.71%	79.80%	78.95%	84.45%	85.82%	82.07%	74.50%	82.59%	80.21%	84.98%	85.72%	82.06%	81.49%
2019	87.70%	89.01%	83.27%	83.76%	79.98%	75.91%	74.95%	81.17%	78.97%	80.08%	77.33%	79.15%	80.23%
2020	84.71%	85.65%	46.72%	9.80%	38.19%	60.30%	53.31%	55.79%	55.90%	45.70%	50.11%	49.77%	56.35%
2021	53.82%	57.17%	65.51%	68.32%	79.65%	79.65%	77.83%	83.24%	79.00%	89.90%	87.28%	85.11%	76.71%
2022	88.63%	94.06%	87.05%	87.36%	89.45%	88.71%	83.42%	86.10%	81.19%	91.58%	73.07%	76.31%	85.74%
2023	71.42%	73.77%	75.48%	67.59%	75.09%	85.05%	74.97%	75.61%	69.98%	81.84%	75.30%	70.00%	74.15%
2024	69.74%	82.66%	82.92%	77.72%	63.35%	71.06%	64.65%	79.74%	75.05%	80.30%	68.94%	82.68%	74.90%
2025	66.21%	72.53%	75.06%	63.70%	60.42%	70.66%	69.38%	77.16%	69.46%	61.65%	52.14%	58.16%	66.38%
2026	57.76%	71.88%	75.90%	71.45%	72.19%								
	-12.76%	-0.90%	1.12%	12.17%	19.47%								

Available Seats (excluding charters)													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	7,076	7,440	8,430	8,470	8,820	9,850	9,850	10,070	8,676	9,266	8,476	9,366	105,790
2018	8,840	8,340	10,170	9,440	9,790	10,610	10,930	11,410	10,140	10,260	9,110	9,260	118,300
2019	7,000	5,680	9,420	8,646	11,090	11,770	12,468	12,416	10,130	10,630	9,810	9,724	118,784
2020	8,976	8,400	8,450	3,794	2,150	2,320	5,590	7,066	7,310	8,540	7,384	7,830	77,810
2021	7,350	6,526	7,726	8,036	9,100	10,438	10,882	10,446	9,724	8,676	8,826	8,050	105,780
2022	6,800	6,126	7,128	6,276	6,396	5,650	6,220	6,916	7,173	4,811	5,359	4,900	73,755
2023	5,426	5,756	6,506	6,254	5,756	3,304	4,350	4,350	4,000	3,160	3,700	3,350	41,457
2024	2,730	2,710	3,150	4,250	6,294	4,772	5,420	5,137	5,031	3,822	4,887	3,735	51,938
2025	4,655	3,604	4,744	5,683	7,257	5,938	5,927	5,451	5,504	5,906	5,136	5,483	65,288
2026	5,277	6,548	6,837	7,351	8,492								
	13.4%	81.7%	44.1%	29.4%	17.0%								

Tower Counts													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	707	1,122	1,163	1,322	1,755	1,954	2,023	1,995	1,846	1,811	1,563	1,129	18,390
2018	1,244	1,201	1,695	1,368	1,496	1,628	2,027	2,012	1,956	2,235	1,259	1,281	19,402
2019	1,221	855	1,765	1,464	1,721	2,121	2,643	2,320	1,764	1,748	1,095	1,322	20,039
2020	884	1,543	1,095	628	677	1,145	1,828	2,138	1,459	1,406	1,179	1,087	15,069
2021	1,051	1,035	1,662	1,636	1,635	2,696	2,568	2,015	2,165	1,954	1,565	1,276	21,258
2022	1,111	1,356	1,273	1,294	1,577	1,607	2,315	1,876	1,628	1,880	1,303	1,191	18,411
2023	808	1,207	1,514	1,598	2,205	1,694	2,238	1,968	1,501	1,796	1,224	1,021	18,774
2024	661	1,547	1,333	1,670	1,902	2,009	2,238	1,824	1,981	1,786	1,130	942	19,023
2025	1,308	1,095	1,772	1,728	2,198	1,925	2,536	2,000	2,167	2,069	1,543	1,108	21,449
2026	987	1,708	1,693	1,789	1,727								7,904
	-24.5%	56.0%	-4.5%	3.5%	-21.4%								

Airport Statistics for			
	2025	2026	YOY Change
Car Rentals	May \$450,632.87	May \$452,449.44	0%
Colgan Sales	April \$73,524.79	April \$83,944.32	14%
Fuel Sales (Gallons)	April 54,183	April 84,324	56%
Restaurant/Shop Sales	April \$ 18,620.60	April \$ 30,677.88	65%
Parking Revenue**	April \$33,724.00	April \$46,193.36	37%

* - Note: Load factors are estimated due to diversions/maintenance flight
** - Note: Parking Revenue includes credit card sales only