

AGENDA
Chippewa Valley Regional Airport Commission
Friday, February 21, 2020, 7:30 a.m.
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

- 1. Call To Order**
- 2. Confirmation of Meeting Notice**
- 3. Roll Call - Voice**
- 4. Approval of Minutes**
 - a. January 17, 2020 Regular Commission Meeting**
 - 1. Discussion/Action**
- 5. CVRA Finance and Activity Reports**
 - a. Expense Vouchers and Financial Report**
 - 1. Discussion/Action**
 - b. Key Indicators:**
 - **Airline Operations**
 - **Car Rental Operations**
 - **Tower Operations**
 - 1. Discussion/Action**
 - c. Hangar Occupancy**
 - 1. Discussion/Action**
- 6. Public Comment Period - (Maximum 2 minutes per person)**
- 7. Operational Matters**
 - a. Airport Operations Report**
 - Preferred Corporate Parking
 - Airport Community Outreach
 - 1. Discussion/Action**
 - b. Airport Strategic Plan Update/Review**
 - 1. Discussion/Action**
 - c. Project Summary – Mead & Hunt and revised CIP in the packet**
 - AIP 43 Rwy 14/32 Rehabilitation
 - AIP 45 Multi-Function Equipment Purchase, Phase I fence design, ARFF Testing Equipment and WHA/WHMP – FY20
 - AIP 46, 47 and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update – FY21
 - AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22

- State Aid 65 Equipment Procurement Project
 - State Aid Equipment Storage Building Addition Project
1. **Discussion/Action**

8. **Previous Business: None.**

9. **New Business:**

a. **Airport Equipment Purchase**
1. **Discussion/Action**

b. **Airport Entrance Sign Updates**
1. **Discussion/Action**

10. **Discuss Future Agenda Items**

11. **Set Future Meeting Dates and Times**

12. **Adjournment**

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

MINUTES

Chippewa Valley Regional Airport Commission
Friday, January 17, 2020, 7:30 am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells

MEMBERS ABSENT: Scott Francis and Peter Hoefft

OTHERS PRESENT: Amy Michels-Mead & Hunt, Ron Ford-Menards, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **December 20, 2019 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hull, the minutes of the December 20, 2019 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

Commissioners discussed a project reimbursement owed to the airport by the State of Wisconsin for AIP 39. It was the preference of the Commissioners to be reimbursed the full amount pre-paid for the project and then pay the amounts due to the State for AIP 39, 40 and 41.

On a motion by Com. Bowe, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up overall for the year and at their highest since 2004.
 - **Car Rental Operations**

Cars rented are up overall for the year.
 - **Tower Operations**

Tower Operations are down overall for the year.

c. **Hangar Occupancy:**

There are six T-hangars available in the north hangar area.

6. **Public Comment Period: None**

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Survey Results:** The Airport Director reviewed the General Aviation and Passenger Survey results and comments from 2019.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2019.

b. **Airport Strategic Plan Update/Review: None.**

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Project is on hold until spring when painting and crack sealing will be completed.
- **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation:** Project on hold until FY21.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and WHA/WHMP FFY20:** Bids and contracts are being worked on for AIP 45 projects.
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations FFY22:** Environmental work is on hold until Spring.
- **State Aid 65 Equipment Procurement Project:** Tractor project out for bid.
- **State Aid Equipment Storage Building Addition Project:** State working on a consultant selection.
- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update FFY21:** The Airport Director and Commission discussed the three options for possible ARFF Building rehabilitation or reconstruction.

On a motion by Com. Bowe, seconded by Com. Wells, the Commission voted to pursue Option C of the ARFF Building Rehab project recommendations unless the FAA denies the request, in which case, pursue Option A.

(Ayes 5-Nayes 0)

8. **Previous Business:**

a. **Airport Recognition Program Quarter 4 - 2019 Award:**

Commissioners selected Todd Norrell from CVRA as the Quarter 4 - 2019 Recognition Program recipient. Todd was nominated three times for providing excellent customer service and for going the extra mile.

9. New Business:

- a. **2020 Airport Marketing Plan:** The Airport Director and Commission discussed the options for the 2020 Airport Marketing plan. The 2020 marketing budget has been increased by \$5,000 and multiple options were discussed for possible changes.

On a motion by Com. Hull, seconded by Com. Bowe, the 2020 Airport Marketing Plan was approved with the addition of 3 months of the Advance Premium Platform from Advanced Media.

(Ayes 5-Nayes 0)

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for February 21st, March 20th and April 17th, all at 7:30 am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Wells, the meeting was adjourned at 9:05 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Barry Wells, Acting Secretary

January Vouchers for approval February 21, 2020

Agenda Item 5a

AAAE	Annual Control Tower Association Membership	53510-324	\$1,500.00	
Advance Media	January Marketing	53510-327	\$2,625.00	
<i>All Star Elevator</i>	<i>ATCT Elevator Service Contract 3/20-2/21</i>	<i>53515-248</i>	<i>\$400.00</i>	
Cintas	Uniforms & Towels	53510-298	\$333.20	
Eau Claire County Highway	Crack seal repairs, generator diesel, FBO light work	53510-246	\$3,488.87	2019
Eau Claire County Highway	Hydraulic Oil	53510-241	\$339.28	2019
iHeart Media	Radio advertising, January (110 spots)	53510-327	\$556.50	
Heartquest Trainers, LLC	Replacement AED pads & response kit	53510-248	\$81.70	
Krueger Welding	Snow plow welding repairs, 1/7/20, 1/22/20	53510-246	\$460.00	
New Deal Deicer	(12) Super Sacks of Deicer	53510-246	\$23,883.00	
Southside Tire	Sweeper tire repairs, 1/20/20, 1/24/20	53510-246	\$98.45	
State of WI - Dept. of Transportation	AIP 38 - Local Share	53510-829	\$4,236.03	2019
<i>State of WI - DSPS</i>	<i>ATCT Elevator Permit Fee</i>	<i>53515-248</i>	<i>\$50.00</i>	
Xcel Energy	Terminal Gas/Electric - January	53510-222/224	\$12,544.03	
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - January</i>	<i>53515-222/224</i>	<i>\$1,575.31</i>	
		TOTAL	<u>\$52,171.36</u>	

ITALICIZED items = Tower Expenses

January Credit Card Charges

MOTION INDUSTRIES	Grounds	53510-246	222.16
WISCONSIN AIRPORT MGMT	WAMA Membership	53510-324	850.00
MENOMONIE AREA CHAMBER	Membership	53510-324	302.00
MENOMONIE AREA CHAMBER	Membership - Error/Charge	53510-324	302.00
VOLAIRE AVIATION INC.	Marketing - Q1 Retainer	53510-327	300.00
FARM & FLT CHIPPEWA FLS	Vehicle	53510-241	78.68
AAAE	Digicast - Training	53510-340	1254.00
ADVANCED DISPOSAL ONLINE	2020 Refuse Collection	53510-297	1344.20
SCHWEISS DOORS	(2) K-Row Hangar Door Motors	53510-248	3268.99
GREAT LAKES CHAPTER AAAE	Membership	53510-324	35.00
GATOR GARB PROMOTIONS	Marketing - Mugs	53510-327	596.10
MENOMONIE AREA CHAMBER	Membership - Error/Credit	53510-324	-302.00
SOUTHSIDE TIRE CF	Sweeper Tire - new sweeper	53510-246	348.84
FARM & FLT CHIPPEWA FLS	Ford Escape: oil/balance/chassis work	53510-241	409.51
AMAZON.COM	Office Equipment	53510-813	147.99
VOLAIRE AVIATION INC.	Air Service Development	53510-328	250.00
MCCOY CONSTRUCTION - CF	Vehicle	53510-241	114.84
HANGAR 54 GRILL	Marketing	53510-327	25.00
AMAZON.COM	Building	53510-248	22.38
HANGAR 54 GRILL	Marketing	53510-327	40.00
<i>PER MAR SECURITY</i>	<i>ATCT Security Monitoring</i>	<i>53515-248</i>	<i>154.86</i>
CLEANITSUPPLY.COM	Building	53510-248	227.96
EAU CLAIRE CHAMBER	Marketing	53510-327	50.00
AMAZON.COM	Building	53510-248	99.35
MENARDS EAU CLAIRE WEST	Building	53510-248	29.16
PETERBILT OF EAU CLAIRE	Vehicle	53510-241	207.49
FARM & FLT CHIPPEWA FALLS	Vehicle	53510-241	31.27
MCCOY CONSTRUCTION - CF	Case Loader - hitch locking pin	53510-241	961.00
SOUTHSIDE TIRE CF	Sweeper Tires - new & old sweeper	53510-246	744.84
MILLER BRADFORD RISBERG	Case Loader - pin for turning cylinder	53510-241	274.51
INTERSTATE BATTERY SYS	Scissor Lift Batteries	53510-248	259.90
RONCO ENGINEERING SALES	Vehicle	53510-241	6.41
ZARNOTH BRUSH WORKS INC	Sweeper Brushes - new sweeper	53510-246	1450.80
MCCOY CONSTRUCTION - CF	Vehicle	53510-241	159.05
		TOTAL	<u>\$14,266.29</u>

Chippewa Valley Regional Airport						
2020 BUDGET COMPARISON Estimated January 31, 2020						
#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 1/31/20 (8.33%)	Variance YTD	Balance Remaining For Year
Income				8.33%		
41110	Contrib From Eau Claire Cty	\$399,030	\$33,253	\$33,253.00	\$0.50	\$365,777.00
47330	Contrib From Chippewa Cty	\$130,271	\$10,856	\$65,135.50	\$54,279.58	\$65,135.50
Sub-Total Tax Revenue		\$529,301	\$44,108.42	\$98,388.50	\$54,280.08	\$430,912.50
46340-571	Advertising	\$5,000	\$417	\$3,625.00	\$3,208.33	\$1,375.00
46340-572	Air Terminal	\$115,158	\$9,597	\$16,634.27	\$7,037.77	\$98,523.73
46340-573	FAA	\$13,440	\$1,120	\$1,120.00	\$0.00	\$12,320.00
46340-574	FBO	\$126,823	\$10,569	\$10,066.23	(\$502.35)	\$116,756.77
43640-575	Fuel Flowage	\$122,100	\$10,175	\$11,461.36	\$1,286.36	\$110,638.64
46340-576	Hangars	\$150,143	\$12,512	\$26,089.28	\$13,577.36	\$124,053.72
46340-577	Landing	\$51,381	\$4,282	\$4,132.51	(\$149.24)	\$47,248.49
43640-578	Parking	\$150,000	\$12,500	\$13,703.44	\$1,203.44	\$136,296.56
46340-579	Rental Cars	\$125,000	\$10,417	\$13,458.90	\$3,042.23	\$111,541.10
46340-580	Restaurant	\$24,000	\$2,000	\$2,000.00	\$0.00	\$22,000.00
46340-581	Tie Downs	\$216	\$18	\$18.00	\$0.00	\$198.00
46340-583	Utility Revs	\$10,000	\$833	\$0.00	(\$833.33)	\$10,000.00
46340-584	Land Lease Revs	\$38,275	\$3,190	\$758.68	(\$2,430.90)	\$37,516.32
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$1,083	\$2,800.01	\$1,716.68	\$10,199.99
Sub-Total Operating Revenue		\$944,536	\$78,711.33	\$105,867.68	\$27,156.35	\$838,668.32
Sub-Total Taxes and Operating Rev.		\$1,473,837.00	\$122,819.75	\$204,256.18	\$81,436.43	\$1,269,580.82
46340-601	Other Revenue	\$10,000	\$833	\$0.00	(\$833.33)	\$10,000.00
46340-582	PFC	\$87,800	\$7,317	\$0.00	(\$7,316.67)	\$87,800.00
46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0.00	\$0.00
43619	Airport Grants	\$0	\$0	\$0.00	\$0.00	\$0.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
49300	Airport Fund Balance Applied	\$435,989	\$36,332	\$0.00	(\$36,332.42)	\$435,989.00
Sub-Total Other Revenue		\$533,789	\$44,482.42	\$0.00	(\$44,482.42)	\$533,789.00
TOTAL INCOME		\$2,007,626	\$167,302.17	\$204,256.18	\$36,954.01	\$1,803,369.82
Expenses						
53510-111	Salary Perm-Regular	\$347,320	\$28,943	\$32,337.08	\$3,393.75	\$314,982.92
-112	Salary Perm-OT	\$12,000	\$1,000	\$3,163.53	\$2,163.53	\$8,836.47
-114	Salary-On Call Pay	\$5,200	\$433	\$400.00	(\$33.33)	\$4,800.00
-121	Salary Temp Regular	\$6,000	\$500	\$2,060.13	\$0.00	\$3,939.87
-141	Board & Comm Per Diem	\$4,000	\$333	\$255.00	(\$78.33)	\$3,745.00
-142	Cnty Brd & Comm Mile	\$800	\$67	\$51.98	(\$14.69)	\$748.02
-150	Health Ins Incentive	\$1,200	\$100	\$100.00	\$0.00	\$1,100.00
-151	Social Security	\$28,345	\$2,362	\$2,833.44	\$471.36	\$25,511.56
-152	Retirement Emplr Share	\$22,566	\$1,881	\$2,280.64	\$400.14	\$20,285.36
-153	HSA Contribution	\$7,000	\$583	\$0.00	(\$583.33)	\$7,000.00
-154	Hos & Health Ins	\$75,498	\$6,292	\$6,291.50	\$0.00	\$69,206.50
-155	Life Insurance	\$87	\$7	\$8.96	\$1.71	\$78.04
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$19,000	\$1,583	\$0.00	(\$1,583.33)	\$19,000.00
-212	Attorney Fees	\$6,000	\$500	\$0.00	(\$500.00)	\$6,000.00
-213	Accounting & Audit	\$5,100	\$425	\$0.00	(\$425.00)	\$5,100.00
-221	Water & Sewer	\$53,045	\$4,420	\$0.00	(\$4,420.42)	\$53,045.00
-222	Electric	\$98,940	\$8,245	\$7,588.93	(\$656.07)	\$91,351.07
-224	Gas & Fuel Oil	\$35,000	\$2,917	\$4,955.10	\$2,038.43	\$30,044.90
-225	Telephone	\$3,300	\$275	\$0.00	(\$275.00)	\$3,300.00
-226	Cellular Phone	\$1,260	\$0	\$0.00	\$0.00	\$1,260.00
-227	Dataline/Internet	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-241	Motor Vehicle Maint	\$11,000	\$917	\$1,889.16	\$972.49	\$9,110.84
-246	Grounds Maint	\$70,000	\$5,833	\$51,091.09	\$45,257.76	\$18,908.91
-248	Building Maint	\$28,000	\$2,333	\$4,247.80	\$1,914.47	\$23,752.20
-249	Service on Machines	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-297	Refuse Collection	\$1,600	\$133	\$1,344.20	\$1,210.87	\$255.80
-298	Laundry Services	\$2,000	\$167	\$333.20	\$166.53	\$1,666.80

#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 1/31/20 (8.33%)	Variance YTD	Balance Remaining For Year
-299	Sundry Contract Services	\$1,000	\$83	\$0.00	\$0.00	\$0.00
-310	Office Supplies	\$600	\$50	\$0.00	(\$50.00)	\$600.00
-311	Postage and Box Rent	\$600	\$50	\$0.00	(\$50.00)	\$600.00
-313	Printing & Dup	\$750	\$63	\$0.00	(\$62.50)	\$750.00
-320	Ref Materials	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-321	Publish Legal Notices	\$200	\$17	\$0.00	(\$16.67)	\$200.00
-324	Membership Dues	\$4,000	\$333	\$2,687.00	\$2,353.67	\$1,313.00
-327	Marketing	\$55,000	\$4,583	\$6,884.68	\$2,301.35	\$48,115.32
-328	Airline Recruitment	\$15,000	\$1,250	\$0.00	(\$1,250.00)	\$15,000.00
-340	Travel-Train, Conf & Misc.	\$12,000	\$1,000	\$1,270.66	\$270.66	\$10,729.34
-366	Fire fight supplies	\$4,500	\$375	\$0.00	(\$375.00)	\$4,500.00
-377	Vehicle Fuel	\$32,000	\$2,667	\$18,035.94	\$15,369.27	\$13,964.06
-510	Insurance	\$58,400	\$4,867	\$3,865.94	(\$1,000.73)	\$54,534.06
-515	Insurance Claims	\$0	\$0	\$0.00	\$0.00	\$0.00
-615	Special Assessment	\$0	\$0	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$1,500	\$125	\$0.00	(\$125.00)	\$1,500.00
Sub-Total Operating Expense		\$1,031,311.00	\$85,837.58	\$153,975.96	\$68,138.38	\$877,335.04
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$86	\$0.00	(\$85.83)	\$1,030.00
-222	ATCT Electricity	\$15,300	\$1,275	\$1,226.62	(\$48.38)	\$14,073.38
-224	ATCT Gas & Fuel Oil	\$4,000	\$333	\$348.69	\$15.36	\$3,651.31
-225	ATCT Telephone	\$1,500	\$125	\$0.00	(\$125.00)	\$1,500.00
-248	ATCT Building Maintenance	\$15,000	\$1,250	\$604.86	(\$645.14)	\$14,395.14
Sub-Total Tower Expense		\$36,830	\$3,069.17	\$2,180.17	(\$889.00)	\$34,649.83
53610-810	Capital Equipment	\$75,000	\$6,250	\$0.00	(\$6,250.00)	\$75,000.00
-820	Capital Improvement	\$495,000	\$41,250	\$0.00	(\$41,250.00)	\$495,000.00
-829	Other Capital Improvement	\$245,556	\$20,463	\$0.00	(\$20,463.00)	\$245,556.00
58102-613	Principal/Trust Fund	\$109,420	\$9,118	\$0.00	(\$9,118.33)	\$109,420.00
58202-613	Interest/Trust Fund	\$14,509	\$1,209	\$0.00	(\$1,209.08)	\$14,509.00
Sub-Total Capital Expense		\$939,485	\$78,290.42	\$0.00	(\$78,290.42)	\$939,485.00
TOTAL EXPENSE		\$2,007,626	\$167,197.17	\$156,156.13	(\$11,041.04)	\$1,851,469.87
NET OPERATING INCOME		\$0	\$105	\$48,100.05		(\$48,100.05)
<u>Cash Balance</u>						
	Per 2014 Audit Report	\$666,546				
	Per 2015 Audit Report	\$618,157				
	Per 2016 Audit Report	\$945,242				
	Per 2017 Audit Report	\$980,620				
	2018 Estimate	\$975,882				
	2019 Estimate	1,379,654				

Chippewa Valley Regional Airport							
2019 BUDGET COMPARISON Estimated December 31, 2019							
#	Item	12 Month Budget 2019	Budget YTD Allocated	Actual as of 12/31/19 (100%)	Variance YTD	Balance Remaining For Year	2019 Estimate
Income				100.00%			
41110	Contrib From Eau Claire Cty	\$399,030	\$399,030	\$399,030.00	\$0.00	\$0.00	\$399,030
47330	Contrib From Chippewa Cty	\$130,271	\$130,271	\$130,271.00	\$0.00	\$0.00	\$130,271
Sub-Total Tax Revenue		\$529,301	\$529,301.00	\$529,301.00	\$0.00	\$0.00	\$529,301
46340-571	Advertising	\$5,500	\$5,500	\$5,195.77	(\$304.23)	\$304.23	\$5,196
46340-572	Air Terminal	\$113,645	\$113,645	\$113,795.34	\$150.64	(\$150.64)	\$113,795
46340-573	FAA	\$13,440	\$13,440	\$13,440.00	\$0.00	\$0.00	\$13,440
46340-574	FBO	\$126,195	\$126,195	\$126,800.70	\$605.89	(\$605.89)	\$126,801
43640-575	Fuel Flowage	\$114,100	\$114,100	\$133,398.92	\$19,298.92	(\$19,298.92)	\$133,399
46340-576	Hangars	\$138,169	\$138,169	\$165,753.23	\$27,584.23	(\$27,584.23)	\$165,753
46340-577	Landing	\$50,651	\$50,651	\$51,878.94	\$1,227.94	(\$1,227.94)	\$52,243
43640-578	Parking	\$130,000	\$130,000	\$180,818.10	\$50,818.10	(\$50,818.10)	\$180,865
46340-579	Rental Cars	\$115,000	\$115,000	\$156,039.54	\$41,039.54	(\$41,039.54)	\$156,040
46340-580	Restaurant	\$24,000	\$24,000	\$24,000.00	\$0.00	\$0.00	\$24,000
46340-581	Tie Downs	\$216	\$216	\$216.00	\$0.00	\$0.00	\$216
46340-583	Utility Revs	\$8,000	\$8,000	\$10,629.93	\$2,629.93	(\$2,629.93)	\$12,628
46340-584	Land Lease Revs	\$33,500	\$33,500	\$37,223.03	\$3,723.03	(\$3,723.03)	\$37,223
46340-586	Vehicle Fuel Reimbursement	\$10,000	\$10,000	\$19,982.51	\$9,982.51	(\$9,982.51)	\$19,983
Sub-Total Operating Revenue		\$882,416	\$882,415.51	\$1,039,172.01	\$156,756.50	(\$156,756.50)	\$1,041,581
Sub-Total Taxes and Operating Rev.		\$1,411,716.51	\$1,411,716.51	\$1,568,473.01	\$156,756.50	(\$156,756.50)	\$1,570,882
46340-601	Other Revenue	\$5,000	\$5,000	\$2,180.45	(\$2,819.55)	\$2,819.55	\$2,180
46340-582	PFC	\$83,410	\$83,410	\$99,281.47	\$15,871.47	(\$15,871.47)	\$106,108
46340-585	Airline Recruit Reimb	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
46340-515	Insurance Refunds	\$0	\$0	\$30,969.47	\$30,969.47	(\$30,969.47)	\$30,969
43619	Airport Grants	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
Sub-Total Other Revenue		\$88,410	\$88,410.00	\$132,431.39	\$44,021.39	(\$44,021.39)	\$139,258
TOTAL INCOME		\$1,500,127	\$1,500,126.51	\$1,700,904.40	\$200,777.89	(\$200,777.89)	\$1,710,140
Expenses							
53510-111	Salary Perm-Regular	\$343,286	\$343,286	\$345,541.63	\$2,255.63	(\$2,255.63)	\$345,542
-112	Salary Perm-OT	\$9,000	\$9,000	\$20,888.60	\$11,888.60	(\$11,888.60)	\$20,889
-114	Salary-On Call Pay	\$5,200	\$5,200	\$5,200.00	\$0.00	\$0.00	\$5,200
-121	Salary Temp Regular	\$5,000	\$5,000	\$10,128.49	\$0.00	(\$5,128.49)	\$10,128
-141	Board & Comm Per Diem	\$4,000	\$4,000	\$4,080.00	\$80.00	(\$80.00)	\$4,080
-142	Cnty Brd & Comm Mile	\$700	\$700	\$837.96	\$137.96	(\$137.96)	\$838
-150	Health Ins Incentive	\$1,200	\$1,200	\$1,100.00	(\$100.00)	\$100.00	\$1,200
-151	Social Security	\$27,730	\$27,730	\$27,968.72	\$238.72	(\$238.72)	\$27,969
-152	Retirement Emplr Share	\$19,566	\$19,566	\$22,335.17	\$2,769.17	(\$2,769.17)	\$22,335
-154	Hos & Health Ins	\$72,145	\$72,145	\$72,688.32	\$543.32	(\$543.32)	\$72,688
-155	Life Insurance	\$72	\$72	\$95.73	\$23.73	(\$23.73)	\$96
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$19,000	\$19,000	\$24,402.00	\$5,402.00	(\$5,402.00)	\$24,402
-212	Attorney Fees	\$6,000	\$6,000	\$3,434.00	(\$2,566.00)	\$2,566.00	\$3,434
-213	Accounting & Audit	\$4,900	\$4,900	\$5,000.00	\$100.00	(\$100.00)	\$5,000
-221	Water & Sewer	\$51,500	\$51,500	\$50,698.92	(\$801.08)	\$801.08	\$50,699
-222	Electric	\$98,940	\$98,940	\$94,698.63	(\$4,241.37)	\$4,241.37	\$94,699
-224	Gas & Fuel Oil	\$35,000	\$35,000	\$31,007.52	(\$3,992.48)	\$3,992.48	\$31,008
-225	Telephone	\$4,300	\$4,300	\$3,393.71	(\$906.29)	\$906.29	\$3,394
-226	Cellular Phone	\$0	\$0	\$1,015.39	\$1,015.39	(\$1,015.39)	\$1,015
-227	Dataline/Internet	\$500	\$500	\$18.17	(\$481.83)	\$481.83	\$18
-241	Motor Vehicle Maint	\$11,000	\$11,000	\$7,737.62	(\$3,262.38)	\$3,262.38	\$8,077
-246	Grounds Maint	\$50,000	\$50,000	\$117,816.22	\$67,816.22	(\$67,816.22)	\$121,305
-248	Building Maint	\$27,000	\$27,000	\$21,784.08	(\$5,215.92)	\$5,215.92	\$21,784
-249	Service on Machines	\$500	\$500	\$0.00	(\$500.00)	\$500.00	\$0
-297	Refuse Collection	\$1,300	\$1,300	\$1,254.00	(\$46.00)	\$46.00	\$1,254
-298	Laundry Services	\$1,850	\$1,850	\$1,993.22	\$143.22	(\$143.22)	\$1,993
-299	Sundry Contract Services	\$500	\$500	\$0.00	\$0.00	\$0.00	\$0
-310	Office Supplies	\$600	\$600	\$279.86	(\$320.14)	\$320.14	\$280
-311	Postage and Box Rent	\$700	\$700	\$463.14	(\$236.86)	\$236.86	\$463
-313	Printing & Dup	\$750	\$750	\$685.68	(\$64.32)	\$64.32	\$686
-320	Ref Materials	\$500	\$500	\$315.00	(\$185.00)	\$185.00	\$315
-321	Publish Legal Notices	\$200	\$200	\$36.89	(\$163.11)	\$163.11	\$37
-324	Membership Dues	\$4,500	\$4,500	\$3,835.00	(\$665.00)	\$665.00	\$3,835

#	Item	12 Month Budget 2019	Budget YTD Allocated	Actual as of 12/31/19 (100%)	Variance YTD	Balance Remaining For Year	2019 Estimate
-327	Marketing	\$50,000	\$50,000	\$45,245.00	(\$4,755.00)	\$4,755.00	\$45,245
-328	Airline Recruitment	\$15,000	\$15,000	\$3,750.00	(\$11,250.00)	\$11,250.00	\$3,750
-340	Travel-Train, Conf & Misc.	\$14,000	\$14,000	\$14,883.80	\$883.80	(\$883.80)	\$14,884
-366	Fire fight supplies	\$4,500	\$4,500	\$1,719.64	(\$2,780.36)	\$2,780.36	\$1,720
-377	Vehicle Fuel	\$32,000	\$32,000	\$48,892.04	\$16,892.04	(\$16,892.04)	\$48,892
-510	Insurance	\$45,310	\$45,310	\$46,289.33	\$979.33	(\$979.33)	\$46,289
-515	Insurance Claims	\$0	\$0	\$41,496.47	\$41,496.47	(\$41,496.47)	\$41,496
-615	Special Assessment	\$76,000	\$76,000	\$75,708.00	(\$292.00)	\$292.00	\$75,708
-813	Office Equipment	\$1,500	\$1,500	\$0.00	(\$1,500.00)	\$1,500.00	\$1,500
Sub-Total Operating Expense		\$1,045,749.00	\$1,045,749.00	\$1,158,717.95	\$112,968.95	(\$112,968.95)	\$1,164,146
53515-221	ATCT Water-Sewer-Strmwtr	\$1,000	\$1,000	\$935.58	(\$64.42)	\$64.42	\$936
-222	ATCT Electricity	\$15,300	\$15,300	\$15,802.55	\$502.55	(\$502.55)	\$15,803
-224	ATCT Gas & Fuel Oil	\$4,000	\$4,000	\$2,594.57	(\$1,405.43)	\$1,405.43	\$2,595
-225	ATCT Telephone	\$1,500	\$1,500	\$960.00	(\$540.00)	\$540.00	\$960
-248	ATCT Building Maintenance	\$15,000	\$15,000	\$13,461.00	(\$1,539.00)	\$1,539.00	\$13,461
Sub-Total Tower Expense		\$36,800	\$36,800.00	\$33,753.70	(\$3,046.30)	\$3,046.30	\$33,754
53610-810	Capital Equipment	\$32,000	\$32,000	\$0.00	(\$32,000.00)	\$32,000.00	\$38,400
-820	Capital Improvement	\$22,000	\$22,000	\$5,125.00	(\$16,875.00)	\$16,875.00	\$16,000
-829	Other Capital Improvement	\$199,375	\$199,375	(\$89,693.15)	(\$289,068.15)	\$289,068.15	-\$69,861
58102-613	Principal/Trust Fund	\$105,503	\$105,503	\$105,503.39	\$0.39	(\$0.39)	\$105,503
58202-613	Interest/Trust Fund	\$18,426	\$18,426	\$18,426.02	\$0.02	(\$0.02)	\$18,426
Sub-Total Capital Expense		\$377,304	\$377,304.00	\$39,361.26	(\$337,942.74)	\$337,942.74	\$108,468
TOTAL EXPENSE		\$1,459,853	\$1,459,853.00	\$1,231,832.91	(\$228,020.09)	\$228,020.09	\$1,306,368
NET OPERATING INCOME		\$40,274	\$40,274	\$469,071.49		(\$428,797.98)	\$403,772
<u>Cash Balance</u>							
	Per 2014 Audit Report	\$666,546					
	Per 2015 Audit Report	\$618,157					
	Per 2016 Audit Report	\$945,242					
	Per 2017 Audit Report	\$980,620					
	2018 Estimate	\$975,882					
	2019 Estimate	1,379,654					

Capital Advances Subject to Reimbursement

AIP #	Description	Total Project Cost	CVRA Approved Capital Investment	Funding Advanced subject to Reimbursement	Funding Reimbursement Source and Percentage (FAA/State/INS/etc)	Estimated Timing of Reimbursement	Reimbursement Received - Amount	Reimbursement Received Date
AIP 37	Airport Layout Plan Update			\$5,000.00		September-18	\$5,184.34	1/30/2020
Comments:	Went to the FAA for review October 2016. FAA review usually takes 18 months.							
AIP 38	Taxiway C Reconstruction - Amendment to add in Twy C2			(\$4,236.03)	100% Local	October-19	-\$4,236.03	1/24/2020
Comments:	Amount due to adding Taxiway C2 back into the project once FAA money is received for change order at closeout. State will hold \$52,000 from another project that is in overfunded status as AIP 38 is underfunded until FAA closeout due to Taxiway C2 change order. Amount owed to the State has been reduced from \$9,085 to \$4,236.03 based on actual quantities for the change order.							
AIP 39	Design/CA ATCT Equipment Replacement	\$72,645.00	\$72,645.00	\$69,012.75	FAA - 90%, State - 5%	January-17		
Comments:	Funds were moved to AIP 40 until grant was received for AIP 40. Now waiting for state to update financial statements.							
AIP 40	Design Contract Rwy 04 Threshold Relocation	\$110,575.00	\$110,575.00	\$105,046.25	FAA - 90%, State - 5%	January-17		
AIP 40	Contractor Pay for PAPI road	(\$11,686.00)	(\$5,844.00)	(\$5,844.00)				
Comments:	FAA grant received. Waiting for state to update financial statements. Commission approved 50/50 pay to contractor for PAPI road on 5/26/17.							
AIP 41	FAA RWY 04 NAVAID Relocation Reimbursable Agreement #1	\$52,742.00	\$26,371.00	\$23,733.90	FAA	September-17		
AIP 41	FAA RWY 04 NAVAID Relocation Reimbursable Agreement #2	\$108,000.00	\$54,000.00	\$48,600.00	FAA	September-17		
Comments:	Both RA's reimbursed with FAA grant in 2017							
AIP 41	South GA Hangar Taxilane Design	\$41,124.00	\$20,562.00	\$18,505.80	FAA	September-17		
Comments:	Reimbursed with FAA grant in 2017							
TOTAL				\$259,818.67				

BOLDED ITEMS ARE CHANGES FROM PRIOR QUARTER

Agenda Item 5b

Chippewa Valley Regional Airport
Traffic Statistics
 January 2020

<i>AIRLINE PASSENGERS</i>	Month		% Diff.
	2020	2019	
UNITED Enplaned	1715	1500	14%
CHARTERS Enplaned	<u>178</u>	<u>299</u>	-40%
Total Enplaned	1893	1799	5%
UNITED Deplaned	1488	1214	23%
CHARTERS Deplaned	<u>178</u>	<u>299</u>	-40%
Total Deplaned	1666	1513	10%
Total Enplaned/Deplaned	3559	3312	7%

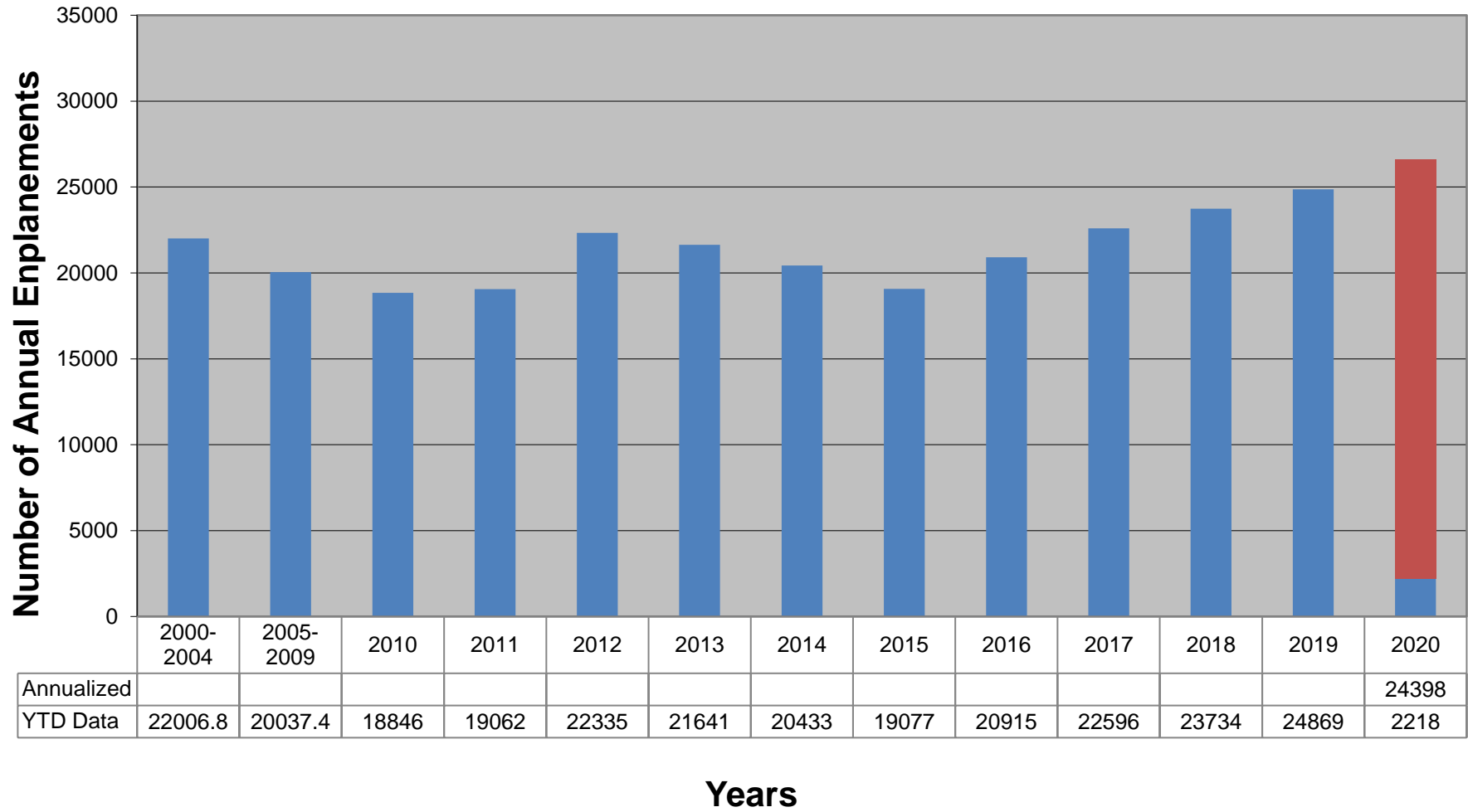
UA Departure Load Factor	59%	57%
UA Arrival Load Factor	52%	47%

<u>UNITED</u> PERFORMANCE	2020	2019	
Scheduled Flights/Landings	61	62	-2%
Canceled Flights			
Xnld for Wx	4	10	
Xnld for Mx	0	0	
Xnld Other	<u>0</u>	<u>0</u>	
Total	4	10	-60%
Total Landings	57	52	10%

	2020	2019
<u>EAU Arrival</u>		
Completion Factor	93%	84%
OnTime %	70%	53%
<u>EAU Departure</u>		
Completion Factor	93%	85%
OnTime %	80%	69%
<u>ORD Arrival</u>		
Completion Factor	93%	85%
OnTime %	78%	69%

All on time arrivals/departures follow DOT methodology.

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Airline Analysis	7 Day			14 Day			21 Day		
	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP
CUN - Cancun *	\$892	\$883	\$795	\$952	\$691	\$870	<u>\$742</u>	\$691	\$645
MCO - Orlando *	\$616	\$669	\$446	<u>\$487</u>	\$580	\$526	<u>\$487</u>	\$669	\$582
PHX - Phoenix *	\$689	\$746	\$382	\$765	\$734	\$456	\$765	\$734	\$616

ORD - Chicago **	\$526	\$352	\$321	\$424	\$232	\$214	\$372	\$197	\$196
DEN - Denver **	\$886	\$275	\$175	\$696	\$681	\$131	\$496	\$167	\$131
LAS - Las Vegas **	\$637	\$269	\$536	\$542	\$269	\$311	\$396	\$369	\$256
EWR - Newark **	\$932	\$603	\$602	\$769	\$373	\$349	\$506	\$257	\$256
IAD - Washington Dulles **	<u>\$883</u>	\$827	\$871	\$673	\$508	\$543	\$494	\$318	\$308

All UA fares obtained from united.com & searched as 1 traveler/lowest 1-stop roundtrip fare (where applicable).

DL fares from delta.com (EAU only nonstop to Chicago; MSP UA & MSP DL usually all but Cancun are nonstop)

7 day = 7-13 days from report date; 14 day = 14-20 days from report date; 21 day = 21+ days from report date

*Cancun, Orlando & Phoenix (leisure travelers) searched as Friday-Sunday travel

**Chicago, Denver, Las Vegas, Newark & Dulles searched as Tuesday-Thursday travel

Underlined = EAU is within \$100 of lowest fare; **Lowest** is BOLD, underlined & italicized

2/11/20

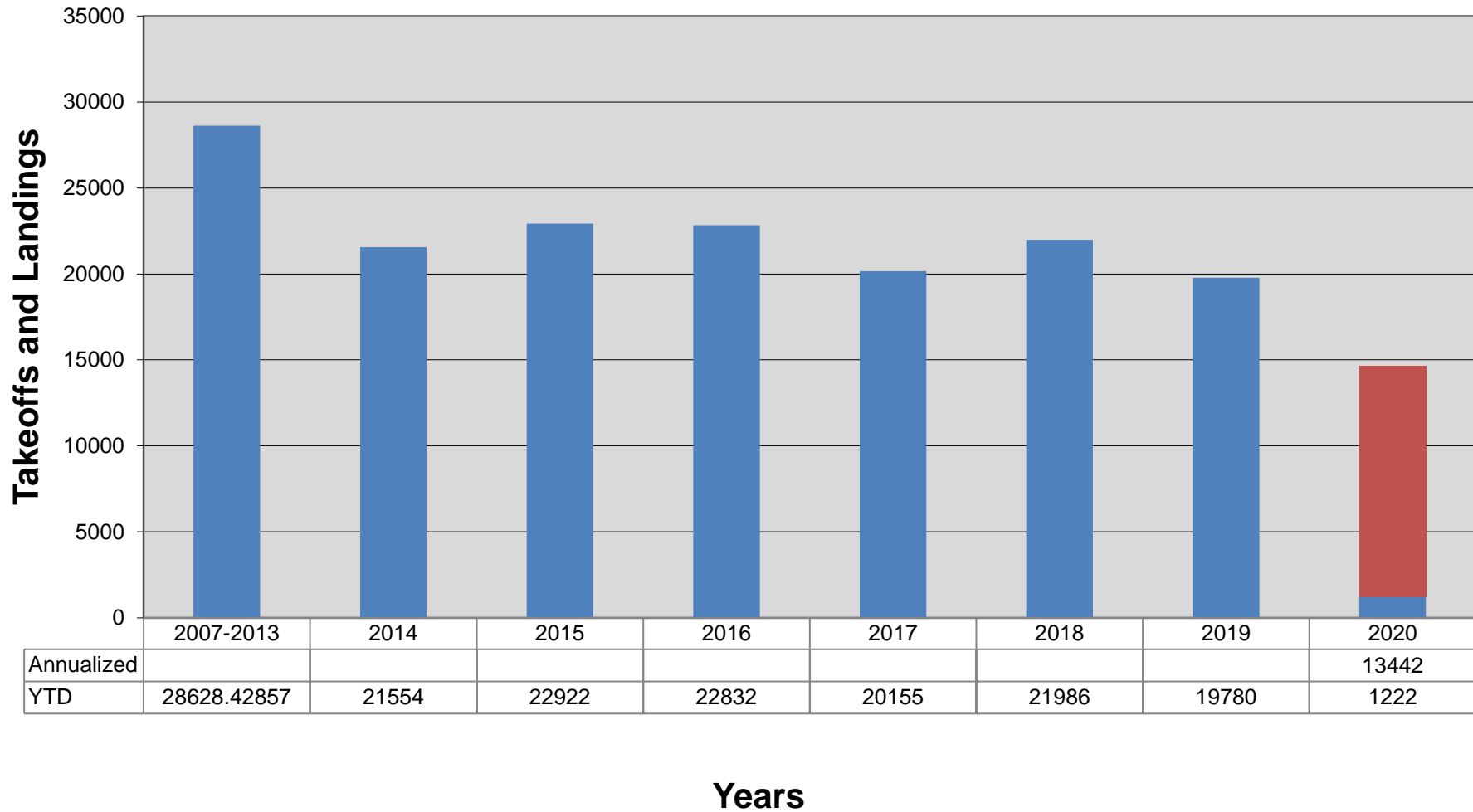
	Number of Cars Rented		
	<u>2020</u>	<u>2019</u>	
January	515	345	49%
February		361	-100%
March		433	-100%
April		455	-100%
May		533	-100%
June		622	-100%
July		690	-100%
August		703	-100%
September		617	-100%
October		553	-100%
November		509	-100%
December		518	-100%
YTD	515	345	49%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
January 2020

		Month		% Diff.
		2020	2019	
Itinerant	Air Carrier	2	4	-50%
	Commuter/ Air Taxi	172	184	-7%
	GA	786	1069	-26%
	Military	48	7	586%
Local	GA	214	258	-17%
	Military	<u>0</u>	<u>4</u>	-100%
TOTAL		1222	1526	-20%
Overflight		97	113	

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



2020 Community Outreach

1. Jan 2 – Airport Newsletter
2. Jan 14 – Eau Claire Hometown Radio Interview
3. Jan 17 – Info for EC Chamber Eggs and Issues

Upcoming Events

- March 23-27, 2020: TSA Pre-Check Enrollment
- April 6, 2020: Business at the Airport
- April 21, 2020: Career Exploring Program
- May 16, 2020: EAU Wings for All
- May 30, 2020: United Way Plane Pull - Tentative
- June 13-14, 2020: Chippewa Valley Airshow
- October 5-9, 2020: TSA Pre-Check Enrollment

Operational Area	Frequency	Next Review	Notes from Last Review and Areas for Improvement
Staffing Numbers and position descriptions	Annual	Feb-20	The on-call maintenance positions have been expanded over the last couple of years, but retention is a challenge. A scheduled part-time seasonal position for 20 hours per week should be considered with the 2020-2021 Winter season to assist with snow removal and add some depth to our winter maintenance team.
Grounds Maintenance Airfield Infrastructure Nav aids Approaches Runways Taxiway Aprons Snow Removal Process & Equipment Mowing Operations and Equipment	Annual	Mar-19	<ul style="list-style-type: none"> - Strategic plan action items have been identified to study Runway 04 approach lights and Runway 14/32 extension. - The annual grounds maintenance budget will need to be updated to reflected additional usage of runway deicing chemical to meet airline standards for surface conditions. - Both mowing and snow removal equipment are listed on the capital improvement plan for replacement in the next few years.
Airport Security Perimeter Fence Technology	Annual Annual Annual	May-19	<ul style="list-style-type: none"> - An Opticom sensor was recently placed on the FBO/firestation gate to allow emergency responders after-hours access to the airport. Additional sensors should be considered when the gate operators are replaced. - The tower camera and door access system will be networked with the terminal sometime this year.

**CVRA February 2020 Operational Review
Staffing (Number and Position Description)**

<u>Position</u>	<u>Number</u>	<u>Position Summary</u>
Airport Director	1	Administers, promotes, and supervises the operation, maintenance, and long range planning of the Chippewa Valley Regional Airport to ensure high standards of safety and security for its users and the cost-effective and financially sound operation of the facility. On-call 24-7
Maintenance Supervisor	1	Provides supervision, planning, direction and assistance to maintenance and custodial staff to maintain Airport buildings and grounds, equipment, machinery, and furnishings in good repair and in a clean, orderly, and safe condition. This position is required to train on aircraft rescue and firefighting equipment and respond in an emergency. Shift: 7:30am-4pm (M-F)/On-call 24-7
Maintenance Technician	2 FT/2 PT 1 On Call/ ARFF 2 On Call/ Seasonal	Performs maintenance and custodial duties to insure Airport facilities and equipment are in good repair and in a clean, orderly and safe condition. This position is also required to train on aircraft rescue and firefighting equipment and respond in an emergency. Shifts: 4am-8am (M-F), 1:30pm-12am (Th-Su), 4:30am-12pm (Sa-Su) and 3:30pm-12am (M-W), 2nd Part Time floats for vacation/sick coverage and night coverage. Expanded on call position Fall 2019 to include two people that are ARFF trained and can help year round. Two Winter only on-call positions were filled to assist with snow removal. The Winter positions are not ARFF trained.
Administrative Associate IV	1	Under limited supervision, performs responsible administrative/clerical support to assist the Airport Manager and Airport administrative office to ensure that the office operates efficiently. Ensures fiscal, contractual, and operational documentation are accurate and timely. Maintains records in compliance with regulations and requirements.

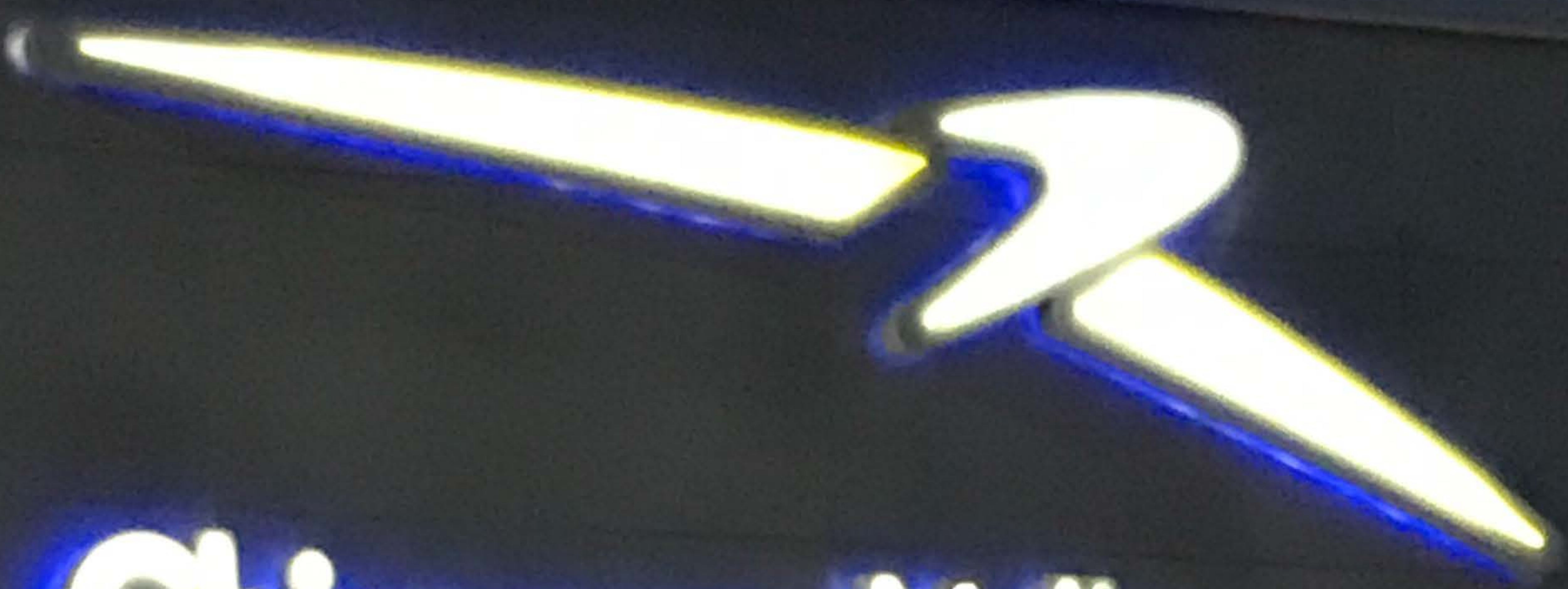
Airport Equipment Purchase

\$25,000 from the Appleton Airport

- 1999 Oshkosh H Series
- 1999 MB TTB-4600. (The broom is a non-cradling model)
- 1000 gallon liquid tank and rear spray bar (added new in 2012)
- 22 ft Wausau BMP poly plow
- 20 ft broom

- Dimensions:
 - Overall length with plow and broom 71 ft long
 - Truck hooked to plow and no broom 38 ft long
 - Truck with no plow hooked up 28 ft long
 - Widest part is 22 ft (20.5 ft. angled)

- Major Recent Service:
 - Full service this year
 - New Broom axle and wheel assembly including brakes last year
 - Truck hydraulic pump last year
 - Recent new fan assembly
 - New cutting edges (carbide)
 - New bristles last year (It will probably need a new set by end of season)
 - New plow caster wheels
 - Replaced prop shaft on hydraulic pump



Chippewa Valley

REGIONAL AIRPORT

HANGAR 54
GRILL

HANGAR
54
GRILL

3800 STARR AVENUE



Chippewa Valley
REGIONAL AIRPORT

CHIPPewa
VALLEY

HANGAR
54
GRILL

753 AVENUE

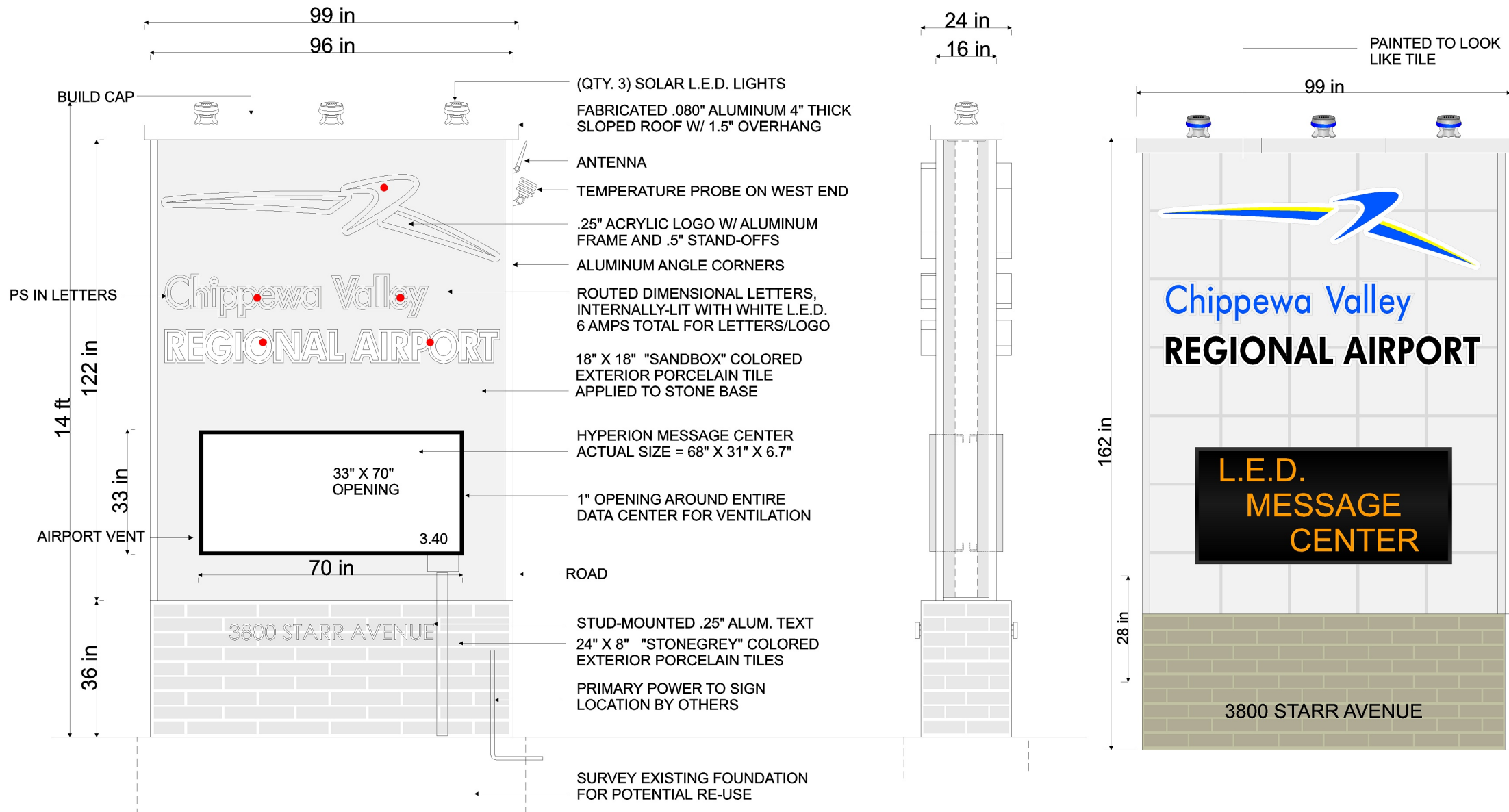


212805 Connor Ave. | PO Box 134 | Stratford, WI 54484
 Tel 715.687.3250 | Free 888.264.4459
 Fax 715.687.4657 | www.stratfordsign.com

Monument Sign Refurbish

New .125"THK routed aluminum covers | New White LED's
 New HP 3M Translucent Double Layered Graphics
 Urethane paint finish w/ satin clear coat to match tile

QTY: 1



- (A) **Vinyl Graphics**
Printed 3M Translucent Vinyl Graphics | Double Layer
- (B) **Paint Finish**
Paint Finish to match Existing tile TBD

ART PROOF

SHEET 1 of 1

Order ID:
PO #:
Client: Chippewa Valley Regional Airport
Project: Monument Sign Refurbish
Contact: Erin Switzer
Phone: 715-839-6241
Email: erin.switzer@chippewavalleyairport.com
Project Mgr: Justin
Drawn By: Zach
PROOF DATES
P1: 1.29.20 **P2:** 00.00.00
P3: 00.00.00 **P4:** 00.00.00
P5: 00.00.00 **P6:** 00.00.00
File Name: C: Chippewa Valley Airport
 shops
Notes:

- APPROVED
- Approved w/ noted revisions
- Revise and submit new proof

 Signature

 Date

These drawings will be released to production once signed. SSC is not responsible for errors. Please check for misspellings, correct phone numbers & addresses, details regarding renderings, shop drawings, quantities, color, etc. Colors shown are for representation only. PMS colors must be requested at time of order to ensure accuracy and may not be guaranteed. Additional fee will apply if PMS sample is required. Any detail or dimension change may delay completion and may incur additional fee. All artwork is property of SSC and cannot be reproduced without permission. Fee may apply if reproduced by others.