

AGENDA
Chippewa Valley Regional Airport Commission
Friday, April 17, 2020, 7:30 a.m.
Virtual Meeting via Webex Events

Dial In: 1-415-655-0001
Access Code: 928 983 185

***please remain muted when not speaking**

For those wishing to make public comment, you must e-mail Erin Switzer at admin@chippewavalleyairport.com at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call To Order
2. Confirmation of Meeting Notice
3. Roll Call - Voice
4. Approval of Minutes
 - a. March 20, 2020 Regular Commission Meeting
 1. Discussion/Action
5. CVRA Finance and Activity Reports
 - a. Expense Vouchers and Financial Report
 - 2020 Capital Improvement Update
 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
 - FAA CARES Act Airport Grants
 - https://www.faa.gov/airports/cares_act/media/cares-act-airport-grants-faqs.pdf
 - 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 – FY20
 - AIP 45 Multi-Function Equipment Purchase, Phase I fence design, Taxiway A 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 – FY20
 - State Aid Equipment Storage Building Addition Project – FY20
 - K-Row Hangar Construction Project – FY20
- 1. Discussion/Action**

8. Previous Business:

- a. Airport Recognition Program Quarterly Recipient**
- 1. Discussion/Action**

9. New Business:

- a. Approval to Proceed with Quote for Installation of Electronic Locks at Car Rental and Main Entrances to the Terminal**
- 1. Discussion/Action**
- b. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons exist, To wit: Consider amendments or changes to commercial contracts or leases with the Chippewa Valley Regional Airport**

Return to Open Session: Announce status of any decision or action in closed session

- 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 disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-6945 (FAX) 715-839-1669 or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

MINUTES

Chippewa Valley Regional Airport Commission
Friday, March 20, 2020, 7:30 am
Terminal Conference Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells. Commissioners Scott Francis and Peter Hoeft were present via teleconference.

MEMBERS ABSENT: None

OTHERS PRESENT: Youa Vang-SkyWest, Ryan Patterson-Leader Telegram, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:32 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. Commissioners Scott Francis and Peter Hoeft were present via teleconference.
4. **Approval of Minutes:**
 - a. **February 21, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hull, the minutes of the February 21, 2020 meeting were approved as submitted.
(Ayes 7-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Wells, seconded by Com. Bowe, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up for the month and for the year.
 - **Car Rental Operations**

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

Tower Operations are up for the month and 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**

- **Terminal Operations:** As a response to the COVID-19 threat, the Airport staff has increased the cleaning and sanitizing of high-touch surfaces throughout the Airport Terminal and has closed off some restrooms and seating areas to further encourage social distancing.
- **Charter Ground Handling:** SkyWest has indicated that they are no longer interested in handling the casino charter flight ground handling operations. The Airport Director discussed the possibility of the airport ground handling the charters and will continue to pursue that option.
- **County Car Rental Utilization:** A representative from Eau Claire County inquired about the possibility of waiving the concession fees and parking fees associated with County employees renting vehicles from Enterprise Rent-A-Car at the Airport. The Commission discussed options for waiving both fees and to include Chippewa County, as well.

On a motion by Com. Moritz, seconded by Com. Wells, the Commission voted to waive the parking fee for Eau Claire County employees renting a car from an Airport car rental operator for travel on County business.

On an amended motion by Com. Moritz, seconded by Com. Wells, the Commission voted to waive the parking fee for Eau Claire and Chippewa County employees renting a car from an Airport car rental operator for travel on County business.

The amendment to the resolution was adopted. (Ayes 7-Nayes 0)

The resolution, as amended once, was adopted. (Ayes 7-Nayes 0)

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Airport Director noted that several future events have been cancelled or postponed.

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

- **Operational Review:** The March Operational Review covered Airfield Infrastructure. The Airport Director discussed the Taxiway A lighting replacement that will likely be needed in the coming months.

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Project is on hold until spring when painting and crack sealing will be completed.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and WHA/WHMP FY20:** Multi-Function Equipment bid documents are in progress with delivery not expected until sometime in 2021

- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update FY21:** Projects planned for federal FY21 budget and CY22 construction
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations FY22:** Environmental work is on hold until Spring. Construction expected in CY 2023.
- **State Aid 65 Equipment Procurement Project:** Tractor has been ordered with delivery expected within 90 days
- **State Aid Equipment Storage Building Addition Project:** CBS Squared has been selected to do the design for this project.

8. Previous Business:

- a. **K-9 Ambassador Program:** The Airport has had an Airport Ambassador (Volunteer Greeter) program for many years that added a K-9 Therapy dog component a few years ago. This volunteer form clarifies whether the K-9 Ambassadors have insurance through a therapy dog association and if they do not, that they are not covered by the airport liability insurance.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the K-9 Ambassador Form.

(Ayes 7-Nayes 0)

9. New Business:

- a. **Agreement for Professional Services for Hangar Design:** The Airport Director discussed the hangar design for the new K-row box hangars that were included in this year's budget.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the Agreement for Professional Services for Hangar Design as submitted.

(Ayes 7-Nayes 0)

- b. **Approval to Proceed with Quote for New Door Installation at Car Rental Entrance:** The Airport Director discussed the plan for adding new automatic doors at the Car Rental Entrance as well as the option to add electric locks at the existing main terminal automatic doors.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved the Quote for New Door Installation at the Car Rental Entrance.

(Ayes 7-Nayes 0)

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved that the Airport Director explore reliability for adding electric locks at the existing main terminal automatic doors.

(Ayes 6-Nayes 1)

- c. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons exist, To wit: Extension of Lease Agreement with Hangar 54 Grill**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 9:02 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull, Moritz and Wells; Nays: None.

The Commission reconvened in open session at 9:49 am. Commissioner Wells left at 9:28 am and Commissioner Hoeft left at 9:46 am.

Commission Chair Hilgedick reported in open session that no action was taken in closed session.

10. Discuss Future Agenda Items:

- a. **Updated financials related to COVID-19**
- b. **Review electric door lock accommodations**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for April 17th, May 15th and June 19th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 9:56 am.

(Ayes 5-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary

March Vouchers for approval April 17, 2020

| | | | |
|---------------------------|---|----------------------|--------------------|
| Bartingale | K-1 Boiler Replacement | 53510-248 | \$4,617.00 |
| <i>Bartingale</i> | <i>Pure humidifier service in ATCT IT room</i> | <i>53515-248</i> | <i>\$237.18</i> |
| BSI Signs - BCE | Premier parking signage (5) for long term parking lot | 53510-246 | \$79.55 |
| Cintas | Uniforms & Towels | 53510-298 | \$263.28 |
| City of Eau Claire | Q1 Water/Sewer/Stormwater Charges | 53510-221 | \$12,971.20 |
| <i>City of Eau Claire</i> | <i>Q1 Water/Sewer/Stormwater Charges-ATCT</i> | <i>53515-221</i> | <i>\$235.62</i> |
| iHeart Media | Radio Advertising - February (164 ads) & March (46 ads) | 53510-327 | \$1,163.50 |
| Krueger Welding | C-5 Hangar Door Repairs | 53510-248 | \$200.00 |
| Outagamie County | Purchase of 1999 Oshkosh multi-function equipment | 53510-810 | \$25,000.00 |
| Van Ert Electric | Taxiway A North lighting repairs | 53510-246 | \$918.62 |
| Xcel Energy | Terminal Gas/Electric - March | 53510-222/224 | \$10,037.71 |
| <i>Xcel Energy</i> | <i>ATCT Gas/Electric - March</i> | <i>53515-222/224</i> | <i>\$1,574.58</i> |
| | TOTAL | | \$57,298.24 |

ITALICIZED items = Tower Expenses

March Credit Card Charges

| | | | |
|--------------------------------|------------------------------------|------------------|-------------------|
| FACEBK QDP3HREZX2 | MARKETING | 53510-327 | \$0.95 |
| FACEBK ACZWERJGG2 | MARKETING | 53510-327 | \$12.19 |
| AS HANGING SYSTEMS | ARTWORK TRACK REPLACEMENT | 53510-248 | \$312.80 |
| ADVANCE MEDIA NEW YORK | FEBRUARY MARKETING | 53510-327 | \$2,624.99 |
| TAYLOR SECURITY & LOCK | GATE C REPLACEMENT MECHANICAL LOCK | 53510-248 | \$343.90 |
| WXOW WQOW TELEVISION | FEBRUARY MARKETING | 53510-327 | \$500.00 |
| GATOR GARB PROMOTIONS | MARKETING/SWAG - TOTE BAGS | 53510-327 | \$333.03 |
| WAL-MART #5373 | MARKETING | 53510-327 | \$13.94 |
| WAL-MART #5373 | MARKETING | 53510-327 | \$14.71 |
| WAL-MART #5373 | MARKETING | 53510-327 | -\$14.71 |
| 4IMPRINT | MARKETING/SWAG - TRAVEL KITS | 53510-327 | \$870.16 |
| DALCO ENTERPRISES | JANITORIAL SUPPLIES | 53510-248 | \$914.23 |
| VOLAIRE AVIATION INC. | AIRLINE SERVICE CALL | 53510-328 | \$250.00 |
| AMAZON MARKETPLACE | BUILDING | 53510-248 | \$18.98 |
| HANGAR 54 GRILL | MARKETING | 53510-327 | \$25.00 |
| AMAZON MARKETPLACE | BUILDING | 53510-248 | \$37.90 |
| GOLD CROSS ANSWERING SVC | TELEPHONE | 53510-225 | \$70.18 |
| DALCO ENTERPRISES | BUILDING | 53510-248 | \$69.73 |
| SAE INTERNATIONAL WEB US | REFERENCE MATERIALS | 53510-320 | \$83.00 |
| STAPLES | OFFICE SUPPLIES | 53510-310 | \$63.17 |
| AMAZON MARKETPLACE | BUILDING | 53510-248 | \$23.90 |
| EBAY | ATCT BUILDING | 53515-248 | \$57.91 |
| MCCOY CONSTRUCTION - CF | LOADER LOCKING PIN | 53510-241 | \$607.00 |
| WAUSAU EQUIPMENT COMPANY | SNO GO SHEAR PINS | 53510-246 | \$579.93 |
| CLIFF INDUSTRIAL MFG | VEHICLES | 53510-241 | \$50.00 |
| BOBCAT PLUS - CF | GROUND | 53510-246 | \$193.74 |
| MENARDS EAU CLAIRE WEST | BUILDING | 53510-248 | \$25.42 |
| HYDRADYNE ECOMM 955 | BUILDING | 53510-248 | \$76.46 |
| FARM & FLT - CF | GROUND | 53510-246 | \$21.56 |
| AMAZON MARKETPLACE | BUILDING | 53510-248 | \$26.45 |
| STANDARD SIGNS INC | GROUND | 53510-246 | \$241.58 |
| MENARDS EAU CLAIRE WEST | BUILDING | 53510-248 | \$36.28 |
| MENARDS EAU CLAIRE WEST | VEHICLES | 53510-241 | \$25.47 |
| <i>MENARDS EAU CLAIRE WEST</i> | <i>ATCT BUILDING</i> | <i>53515-248</i> | <i>\$19.99</i> |
| RIVER STATES TRUCK-EC | VEHICLES | 53510-241 | \$10.32 |
| NAPA AUTO PARTS | VEHICLES | 53510-241 | \$7.85 |
| RIVER STATES TRUCK-EC | VEHICLES | 53510-241 | -\$10.32 |
| NAPA AUTO PARTS | VEHICLES | 53510-241 | -\$7.85 |
| | TOTAL | | \$8,529.84 |

| Chippewa Valley Regional Airport | | | | | | | |
|---|------------------------------|----------------------|----------------------|----------------------------|----------------|----------------------------|----------------|
| 2020 BUDGET COMPARISON Estimated March 31, 2020 | | | | | | | |
| # | Item | 12 Month Budget 2020 | Budget YTD Allocated | Actual as of 3/31/20 (25%) | Variance YTD | Balance Remaining For Year | Estimate |
| Income | | | 25.00% | | | | |
| 41110 | Contrib From Eau Claire Cty | \$399,030 | \$99,758 | \$99,758.00 | \$0.50 | \$299,272.00 | \$399,030 |
| 47330 | Contrib From Chippewa Cty | \$130,271 | \$32,568 | \$65,135.50 | \$32,567.75 | \$65,135.50 | \$130,271 |
| Sub-Total Tax Revenue | | \$529,301 | \$132,325.25 | \$164,893.50 | \$32,568.25 | \$364,407.50 | \$529,301 |
| 46340-571 | Advertising | \$5,000 | \$1,250 | \$6,675.00 | \$5,425.00 | (\$1,675.00) | \$5,800 |
| 46340-572 | Air Terminal | \$115,158 | \$28,790 | \$33,888.12 | \$5,098.62 | \$81,269.88 | \$86,989 |
| 46340-573 | FAA | \$13,440 | \$3,360 | \$3,360.00 | \$0.00 | \$10,080.00 | \$13,440 |
| 46340-574 | FBO | \$126,823 | \$31,706 | \$30,230.17 | (\$1,475.58) | \$96,592.83 | \$86,432 |
| 43640-575 | Fuel Flowage | \$122,100 | \$30,525 | \$29,250.48 | (\$1,274.52) | \$92,849.52 | \$60,000 |
| 46340-576 | Hangars | \$150,143 | \$37,536 | \$58,425.52 | \$20,889.77 | \$91,717.48 | \$125,000 |
| 46340-577 | Landing | \$51,381 | \$12,845 | \$8,519.01 | (\$4,326.24) | \$42,861.99 | \$41,381 |
| 43640-578 | Parking | \$150,000 | \$37,500 | \$47,354.49 | \$9,854.49 | \$102,645.51 | \$50,000 |
| 46340-579 | Rental Cars | \$125,000 | \$31,250 | \$34,452.41 | \$3,202.41 | \$90,547.59 | \$92,185 |
| 46340-580 | Restaurant | \$24,000 | \$6,000 | \$6,000.00 | \$0.00 | \$18,000.00 | \$16,000 |
| 46340-581 | Tie Downs | \$216 | \$54 | \$54.00 | \$0.00 | \$162.00 | \$216 |
| 46340-583 | Utility Revs | \$10,000 | \$2,500 | \$383.35 | (\$2,116.65) | \$9,616.65 | \$10,000 |
| 46340-584 | Land Lease Revs | \$38,275 | \$9,569 | \$31,353.87 | \$21,785.12 | \$6,921.13 | \$38,275 |
| 46340-586 | Vehicle Fuel Reimbursement | \$13,000 | \$3,250 | \$5,969.93 | \$2,719.93 | \$7,030.07 | \$13,000 |
| Sub-Total Operating Revenue | | \$944,536 | \$236,134.00 | \$295,916.35 | \$59,782.35 | \$648,619.65 | \$638,718 |
| Sub-Total Taxes and Operating Rev. | | \$1,473,837.00 | \$368,459.25 | \$460,809.85 | \$92,350.60 | \$1,013,027.15 | \$1,168,019.12 |
| 46340-601 | Other Revenue | \$10,000 | \$2,500 | \$38.90 | (\$2,461.10) | \$9,961.10 | \$2,500 |
| 46340-582 | PFC | \$87,800 | \$21,950 | \$18,552.76 | (\$3,397.24) | \$69,247.24 | \$43,900 |
| 46340-515 | Insurance Refunds | \$0 | \$0 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| 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 | \$435,989 | \$108,997 | \$0.00 | (\$108,997.25) | \$435,989.00 | \$435,989 |
| Sub-Total Other Revenue | | \$533,789 | \$133,447.25 | \$18,591.66 | (\$114,855.59) | \$515,197.34 | \$482,389 |
| TOTAL INCOME | | \$2,007,626 | \$501,906.50 | \$479,401.51 | (\$22,504.99) | \$1,528,224.49 | \$1,650,408 |
| Expenses | | | | | | | |
| 53510-111 | Salary Perm-Regular | \$347,320 | \$86,830 | \$73,315.82 | (\$13,514.18) | \$274,004.18 | \$347,320 |
| -112 | Salary Perm-OT | \$12,000 | \$3,000 | \$4,182.00 | \$1,182.00 | \$7,818.00 | \$12,000 |
| -114 | Salary-On Call Pay | \$5,200 | \$1,300 | \$1,000.00 | (\$300.00) | \$4,200.00 | \$5,200 |
| -121 | Salary Temp Regular | \$6,000 | \$1,500 | \$3,052.95 | \$0.00 | \$2,947.05 | \$6,000 |
| -141 | Board & Comm Per Diem | \$4,000 | \$1,000 | \$585.00 | (\$415.00) | \$3,415.00 | \$4,000 |
| -142 | Cnty Brd & Comm Mile | \$800 | \$200 | \$116.18 | (\$83.82) | \$683.82 | \$800 |
| -150 | Health Ins Incentive | \$1,200 | \$300 | \$300.00 | \$0.00 | \$900.00 | \$1,200 |
| -151 | Social Security | \$28,345 | \$7,086 | \$5,900.24 | (\$1,186.01) | \$22,444.76 | \$28,345 |
| -152 | Retirement Emplr Share | \$22,566 | \$5,642 | \$4,971.08 | (\$670.42) | \$17,594.92 | \$22,566 |
| -153 | HSA Contribution | \$7,000 | \$1,750 | \$0.00 | (\$1,750.00) | \$7,000.00 | \$7,000 |
| -154 | Hos & Health Ins | \$75,498 | \$18,875 | \$18,874.50 | \$0.00 | \$56,623.50 | \$75,498 |
| -155 | Life Insurance | \$87 | \$22 | \$17.92 | (\$3.83) | \$69.08 | \$87 |
| -158 | Unemployment Comp | \$0 | \$0 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| -200 | Contract Svcs | \$19,000 | \$4,750 | \$0.00 | (\$4,750.00) | \$19,000.00 | \$19,000 |
| -212 | Attorney Fees | \$6,000 | \$1,500 | \$0.00 | (\$1,500.00) | \$6,000.00 | \$6,000 |
| -213 | Accounting & Audit | \$5,100 | \$1,275 | \$0.00 | (\$1,275.00) | \$5,100.00 | \$5,100 |
| -221 | Water & Sewer | \$53,045 | \$13,261 | \$12,971.20 | (\$290.05) | \$40,073.80 | \$53,045 |
| -222 | Electric | \$98,940 | \$24,735 | \$22,223.74 | (\$2,511.26) | \$76,716.26 | \$98,940 |
| -224 | Gas & Fuel Oil | \$35,000 | \$8,750 | \$12,698.11 | \$3,948.11 | \$22,301.89 | \$35,000 |
| -225 | Telephone | \$3,300 | \$825 | \$178.31 | (\$646.69) | \$3,121.69 | \$3,300 |
| -226 | Cellular Phone | \$1,260 | \$0 | \$169.04 | \$169.04 | \$1,090.96 | \$1,260 |
| -227 | Dataline/Internet | \$500 | \$125 | \$0.00 | (\$125.00) | \$500.00 | \$500 |
| -241 | Motor Vehicle Maint | \$11,000 | \$2,750 | \$1,921.14 | (\$828.86) | \$9,078.86 | \$11,000 |
| -246 | Grounds Maint | \$70,000 | \$17,500 | \$56,473.82 | \$38,973.82 | \$13,526.18 | \$70,000 |
| -248 | Building Maint | \$28,000 | \$7,000 | \$6,285.47 | (\$714.53) | \$21,714.53 | \$28,000 |
| -249 | Service on Machines | \$500 | \$125 | \$0.00 | (\$125.00) | \$500.00 | \$500 |
| -297 | Refuse Collection | \$1,600 | \$400 | \$1,344.20 | \$944.20 | \$255.80 | \$1,600 |
| -298 | Laundry Services | \$2,000 | \$500 | \$518.09 | \$18.09 | \$1,481.91 | \$2,000 |
| -299 | Sundry Contract Services | \$1,000 | \$250 | \$0.00 | \$0.00 | \$0.00 | \$1,000 |
| -310 | Office Supplies | \$600 | \$150 | \$0.00 | (\$150.00) | \$600.00 | \$600 |
| -311 | Postage and Box Rent | \$600 | \$150 | \$0.00 | (\$150.00) | \$600.00 | \$600 |
| -313 | Printing & Dup | \$750 | \$188 | \$5.75 | (\$181.75) | \$744.25 | \$750 |
| -320 | Ref Materials | \$500 | \$125 | \$0.00 | (\$125.00) | \$500.00 | \$500 |
| -321 | Publish Legal Notices | \$200 | \$50 | \$0.00 | (\$50.00) | \$200.00 | \$200 |
| -324 | Membership Dues | \$4,000 | \$1,000 | \$2,687.00 | \$1,687.00 | \$1,313.00 | \$4,000 |
| -327 | Marketing | \$55,000 | \$13,750 | \$7,269.68 | (\$6,480.32) | \$47,730.32 | \$55,000 |
| -328 | Airline Recruitment | \$15,000 | \$3,750 | \$0.00 | (\$3,750.00) | \$15,000.00 | \$15,000 |

| # | Item | 12 Month Budget 2020 | Budget YTD Allocated | Actual as of 3/31/20 (25%) | Variance YTD | Balance Remaining For Year | Estimate |
|-----------|------------------------------------|-------------------------|-------------------------|-------------------------------|-----------------------|----------------------------------|-----------------------|
| -340 | Travel-Train, Conf & Misc. | \$12,000 | \$3,000 | \$2,274.96 | (\$725.04) | \$9,725.04 | \$12,000 |
| -366 | Fire fight supplies | \$4,500 | \$1,125 | \$0.00 | (\$1,125.00) | \$4,500.00 | \$4,500 |
| -377 | Vehicle Fuel | \$32,000 | \$8,000 | \$18,035.94 | \$10,035.94 | \$13,964.06 | \$32,000 |
| -510 | Insurance | \$58,400 | \$14,600 | \$3,865.94 | (\$10,734.06) | \$54,534.06 | \$58,400 |
| -515 | Insurance Claims | \$0 | \$0 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| -615 | Special Assessment | \$0 | \$0 | \$0.00 | \$0.00 | \$0.00 | \$0 |
| -813 | Office Equipment | \$1,500 | \$375 | \$424.79 | \$49.79 | \$1,075.21 | \$1,500 |
| | Sub-Total Operating Expense | \$1,031,311.00 | \$257,512.75 | \$261,662.87 | \$4,150.12 | \$769,648.13 | \$1,031,311.00 |
| 53515-221 | ATCT Water-Sewer-Strmwtr | \$1,030 | \$258 | \$235.62 | (\$21.88) | \$794.38 | \$1,030 |
| -222 | ATCT Electricity | \$15,300 | \$3,825 | \$3,835.03 | \$10.03 | \$11,464.97 | \$15,300 |
| -224 | ATCT Gas & Fuel Oil | \$4,000 | \$1,000 | \$968.82 | (\$31.18) | \$3,031.18 | \$4,000 |
| -225 | ATCT Telephone | \$1,500 | \$375 | \$0.00 | (\$375.00) | \$1,500.00 | \$1,500 |
| -248 | ATCT Building Maintenance | \$15,000 | \$3,750 | \$1,106.25 | (\$2,643.75) | \$13,893.75 | \$15,000 |
| | Sub-Total Tower Expense | \$36,830 | \$9,207.50 | \$6,145.72 | (\$3,061.78) | \$30,684.28 | \$36,830 |
| 53610-810 | Capital Equipment | \$75,000 | \$18,750 | \$3,500.00 | (\$15,250.00) | \$71,500.00 | \$71,906 |
| -820 | Capital Improvement | \$495,000 | \$123,750 | \$2,802.05 | (\$120,947.95) | \$492,197.95 | \$512,040 |
| -829 | Other Capital Improvement | \$245,556 | \$61,389 | (\$300,000.00) | (\$361,389.00) | \$545,556.00 | -\$60,342 |
| 58102-613 | Principal/Trust Fund | \$109,420 | \$27,355 | \$109,420.00 | \$82,065.00 | \$0.00 | \$109,420 |
| 58202-613 | Interest/Trust Fund | \$14,509 | \$3,627 | \$14,509.00 | \$10,881.75 | \$0.00 | \$14,509 |
| | Sub-Total Capital Expense | \$939,485 | \$234,871.25 | (\$169,768.95) | (\$404,640.20) | \$1,109,253.95 | \$647,533 |
| | TOTAL EXPENSE | \$2,007,626 | \$501,591.50 | \$98,039.64 | (\$403,551.86) | \$1,909,586.36 | \$1,715,674 |
| | NET OPERATING INCOME | \$0 | \$315 | \$381,361.87 | | (\$381,361.87) | -\$65,266 |
| | <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 | 1,471,296 | | | | | |

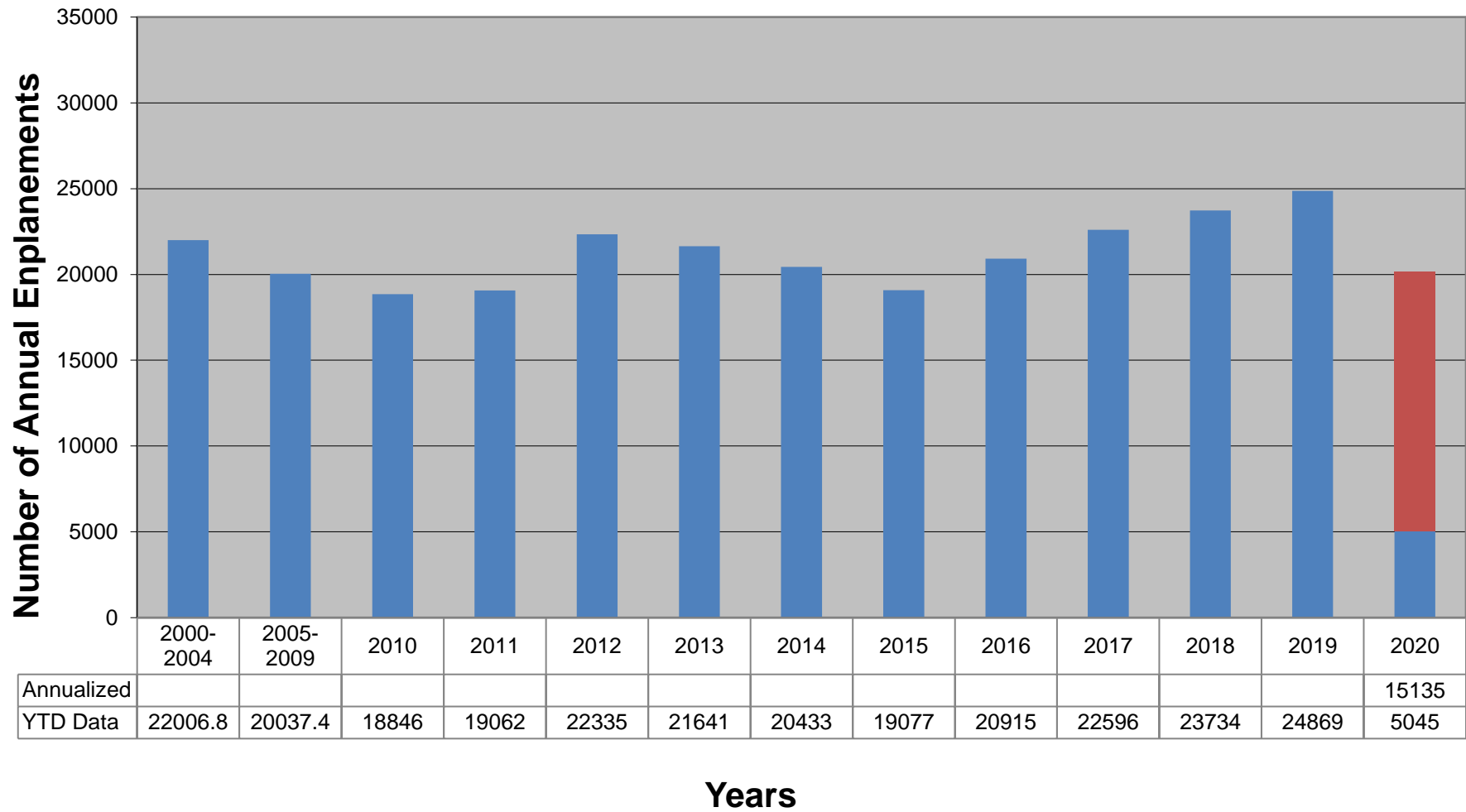
| | A | B | C | D | E | F | G | H | I |
|----|---|---|---------------------|---------------------|----------------------|-------------------|-------------------|-------------------------------|---|
| 1 | 2020-2025 EAU Capital Budget 4-14-2020 | | | | | | | | |
| 3 | Project Funding Sources | | | | | | | | |
| 4 | | | | FAA | FAA | Wisconsin | | | |
| 5 | Year | Project | Total Cost | Entitlement | Discretionary | DOT | Local | Updated Local Estimate | |
| 6 | FY2020 - Capital Equipment (810) | | | | | | | | |
| 7 | SA65 | Tractor - 2019 carryover | \$ 130,000 | | | \$ 104,000 | \$ 26,000 | \$21,006 | |
| 8 | SA65 | Finish Mower - 2019 Carryover | \$ 62,000 | | | \$ 49,600 | \$ 12,400 | \$12,400 | |
| 9 | SA65 | Airfield generator - 2019 carryover | \$ 50,000 | | | \$ 40,000 | \$ 10,000 | \$10,000 | |
| 10 | Local | 1999 H Series Multi-Function SRE including transportation | \$ 25,000 | | | | \$ 25,000 | \$28,500 | |
| 11 | Local | Terminal and Tower Camera Replacement - DELAY to 2021 | \$ 5,000 | | | | \$ 5,000 | \$0 | |
| 12 | Local | Replace Airport Operations and Maintenance Vehicle- DELAY to 2021 | \$ 30,000 | | | | \$ 30,000 | \$0 | |
| 13 | Local | Forklift - REMOVE/DONATED | \$ 10,000 | | | | \$ 10,000 | \$0 | |
| 14 | Local | Airfield paint striper- DELAY to 2021 | \$ 30,000 | | | | \$ 30,000 | \$0 | |
| 15 | | 2020 Total Project Costs - Account 810 | \$ 342,000 | \$ - | \$ - | \$ 193,600 | \$ 148,400 | \$ 71,906 | |
| 16 | | | | | | | | | |
| 17 | FY2020 - Capital Improvement (820) | | | | | | | | |
| 18 | Local | Construct 2 new 60'x60' box hangars | \$ 400,000 | | | | \$ 400,000 | \$432,040 | |
| 19 | Local | LED Lighting Upgrades | \$ 10,000 | | | | \$ 10,000 | \$0 | |
| 20 | Local | Automatic Doors at Car Rental Entrance (and control upgrade at main entrance) | \$ 25,000 | | | | \$ 25,000 | \$25,000 | |
| 21 | Local | Entrance Sign Repairs | \$ 10,000 | | | | \$ 10,000 | \$5,000 | |
| 22 | Local | Terminal Exterior Column Repairs | \$ 50,000 | | | | \$ 50,000 | \$50,000 | |
| 23 | | Year 2020 Total Project Costs - Account 820 | \$ 495,000 | \$ - | \$ - | \$ - | \$ 495,000 | \$ 512,040 | |
| 24 | | | | | | | | | |
| 25 | FY2020 Other Capital Improvement (829) | | | | | | | | |
| 26 | SA | Rwy 14/32 extension and Rwy 4 approach light study | | | | | | 0 | |
| 27 | AIP45 | Exhibit A Map (Reimburse?) | | \$ - | | \$ - | \$ - | 0 | |
| 28 | AIP45 | AIP45 Alt 1 Markings | | \$ - | | \$ - | \$ - | 0 | |
| 29 | SA | AIP 39,40, 41 State Reimbursement | | | | | | -300000 | |
| 30 | SA/ future AIP46 | Taxiway A North Lighting Replacement from Taxiway B2 to Taxiway A1 (including connectors A2 and A3) including replacement of direct bury cable with new cable buried in conduit (including any homeruns), replacement of stake mounted taxiway lights with cans and new fixtures, and replacement of the regulator serving this section of taxiway. | \$ 347,316 | | | \$ 173,658 | \$ 173,658 | 173658 | |
| 31 | SA | Add Bay to SRE Building | \$ 300,000 | | | \$ 240,000 | \$ 60,000 | 60000 | |
| 32 | SA | ARFF Testing Equipment - P19 | \$ 30,000 | | | \$ 24,000 | \$ 6,000 | 6000 | |
| 33 | AIP45 | Phase I Design Wildlife Fence (including environmental, Boundary Survey and Exhibit A) | \$ 350,000 | \$ 315,000 | | \$ 17,500 | \$ 17,500 | 0 | |
| 34 | AIP45 | Taxiway A North lighting design | \$ 35,000 | \$ 31,500 | | \$ 1,750 | \$ 1,750 | 0 | |
| 35 | AIP45 | Design ARFF Station Renovation | \$ 250,000 | \$ 225,000 | | \$ 12,500 | \$ 12,500 | 0 | |
| 36 | AIP45 | Airfield Markings | \$ 100,000 | \$ 90,000 | | \$ 5,000 | \$ 5,000 | 0 | |
| 37 | AIP45 | WHMP/WHA (WHA \$34,209.71) | \$ 39,257 | \$ 35,331 | | \$ 1,963 | \$ 1,963 | 0 | |
| 38 | AIP44 | ARFF Testing Equipment - Striker | \$ 25,000 | \$ 22,500 | | \$ 1,250 | \$ 1,250 | 0 | |
| 39 | AIP44 | Multi-Function SRE Equipment (1 plow/1 sweeper to replace Oshkosh Truck) | \$ 800,000 | \$ 720,000 | \$ - | \$ 40,000 | \$ 40,000 | 0 | |
| 40 | | Year 2020 Total Project Costs | \$ 2,276,573 | \$ 1,439,331 | \$ - | \$ 517,621 | \$ 319,621 | \$ (60,342) | |

Chippewa Valley Regional Airport
Traffic Statistics
 March 2020

| | Month | | % Diff. | Year to date | | % Diff. |
|--------------------------------|-------------|-------------|-------------|--------------|--------------|-------------|
| | 2020 | 2019 | | 2020 | 2019 | |
| AIRLINE PASSENGERS | | | | | | |
| UNITED Enplaned | 934 | 2136 | -56% | 4366 | 5141 | -15% |
| CHARTERS Enplaned | | | | <u>679</u> | <u>479</u> | 42% |
| Total Enplaned | | | | 5045 | 5620 | -10% |
| UNITED Deplaned | 1113 | 2131 | -48% | 4337 | 4733 | -8% |
| CHARTERS Deplaned | | | | <u>679</u> | <u>470</u> | 44% |
| Total Deplaned | | | | 5016 | 5203 | -4% |
| Total Enplaned/Deplaned | 2047 | 4267 | -52% | 10061 | 10823 | -7% |
| UA Departure Load Factor | 38% | 71% | | 52% | 64% | |
| UA Arrival Load Factor | 32% | 71% | | 48% | 59% | |
| UNITED PERFORMANCE | | | | | | |
| Scheduled Flights/Landings | 62 | 62 | 0% | 181 | 180 | 1% |
| Canceled Flights | | | | | | |
| Xnld for Wx | 0 | 1 | | 4 | 20 | |
| Xnld for Mx | 0 | 1 | | 0 | 1 | |
| Xnld Other | <u>3</u> | <u>0</u> | | <u>3</u> | <u>0</u> | |
| Total | 3 | 2 | 50% | 7 | 21 | -67% |
| Total Landings | 59 | 60 | -2% | 174 | 159 | 9% |
| | 2020 | 2019 | | 2020 | 2019 | |
| <u>EAU Arrival</u> | | | | | | |
| Completion Factor | 96% | 97% | | 96% | 88% | |
| OnTime % | 87% | 82% | | 80% | 62% | |
| <u>EAU Departure</u> | | | | | | |
| Completion Factor | 95% | 97% | | 95% | 89% | |
| OnTime % | 85% | 89% | | 83% | 73% | |
| <u>ORD Arrival</u> | | | | | | |
| Completion Factor | 95% | 97% | | 95% | 89% | |
| OnTime % | 85% | 85% | | 83% | 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 | | | Agenda Item 5b |
|------------------|----------------------|--------|----------------------|----------------------|--------|----------------------|----------------------|--------|----------------------|----------------|
| | EAU | UA MSP | DL MSP | EAU | UA MSP | DL MSP | EAU | UA MSP | DL MSP | |
| CUN - Cancun * | <u>\$427</u> | \$447 | No flights available | <u>\$427</u> | \$447 | No flights available | <u>\$427</u> | \$447 | No flights available | |
| MCO - Orlando * | No flights available | \$276 | \$446 | No flights available | \$276 | \$366 | No flights available | \$202 | \$336 | |
| PHX - Phoenix * | \$543 | \$168 | \$166 | \$543 | \$168 | \$166 | \$543 | \$168 | \$166 | |

| | 4/14-4/16 | | | 4/21-4/23 | | | 4/28-4/30 | | |
|----------------------------|----------------------|-------|-------|----------------------|-------|-------|--------------|-------|-------|
| ORD - Chicago ** | <u>\$214</u> | \$137 | \$196 | <u>\$214</u> | \$137 | \$196 | <u>\$214</u> | \$137 | \$196 |
| DEN - Denver ** | No flights available | \$119 | \$113 | No flights available | \$119 | \$113 | \$353 | \$119 | \$113 |
| LAS - Las Vegas ** | No flights available | \$198 | \$228 | No flights available | \$198 | \$228 | \$329 | \$198 | \$228 |
| EWR - Newark ** | <u>\$361</u> | \$320 | \$306 | <u>\$361</u> | \$267 | \$306 | <u>\$361</u> | \$267 | \$306 |
| IAD - Washington Dulles ** | \$502 | \$267 | \$336 | \$453 | \$267 | \$268 | \$439 | \$237 | \$268 |

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

Number of Cars Rented

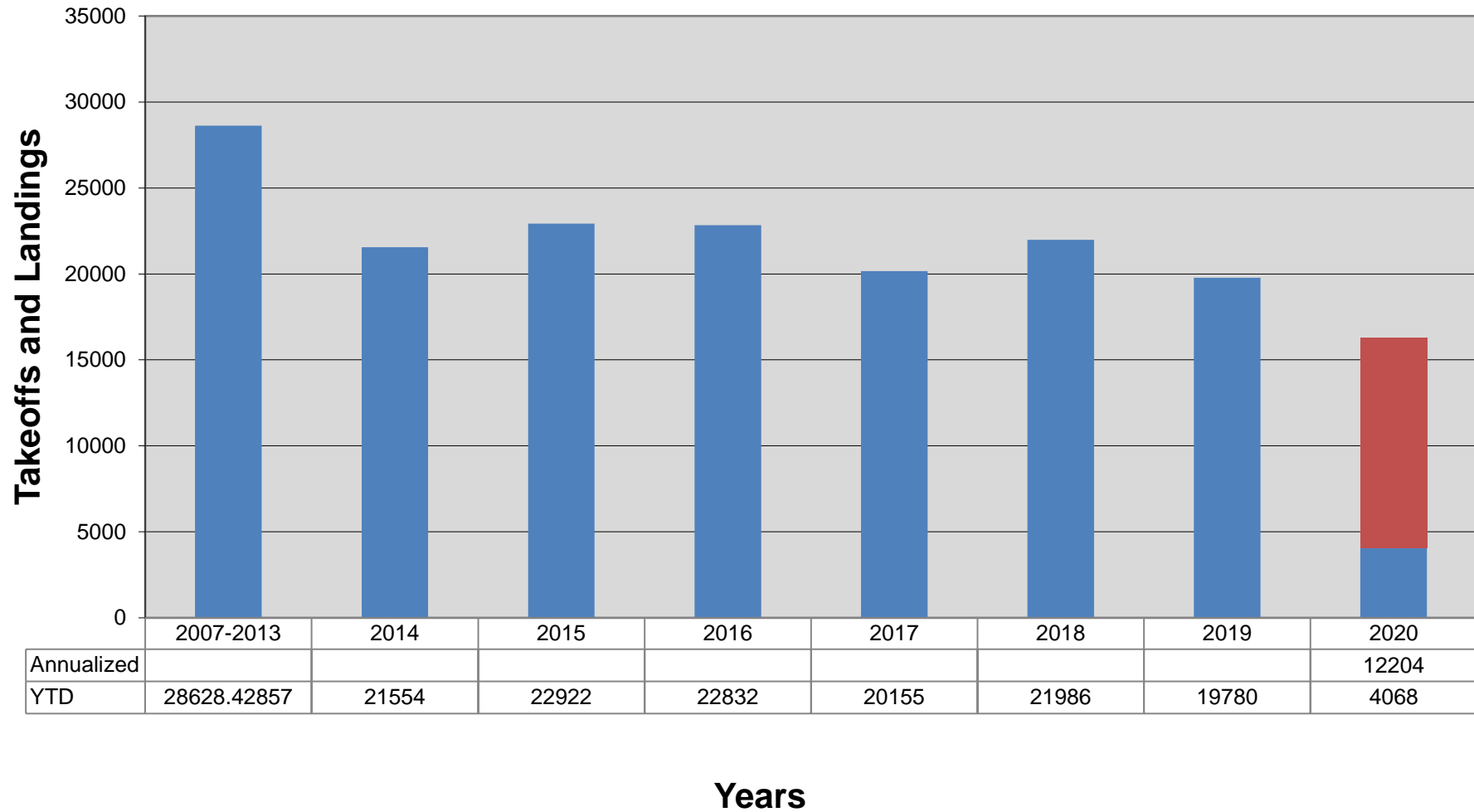
| | <u>2020</u> | <u>2019</u> | |
|-----------|-------------|-------------|-------|
| January | 515 | 345 | 49% |
| February | 472 | 361 | 31% |
| March | 358 | 433 | -17% |
| April | | 455 | -100% |
| May | | 533 | -100% |
| June | | 622 | -100% |
| July | | 690 | -100% |
| August | | 703 | -100% |
| September | | 617 | -100% |
| October | | 553 | -100% |
| November | | 509 | -100% |
| December | | 518 | -100% |
| YTD | 1345 | 1139 | 18% |

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 March 2020

| | | Month | | % Diff. | Year to date | | % Diff. |
|--------------|-----------------------|----------|----------|---------|--------------|-----------|---------|
| | | 2020 | 2019 | | 2020 | 2019 | |
| Itinerant | Air Carrier | 4 | 1 | 300% | 14 | 5 | 180% |
| | Commuter/ Air Taxi | 161 | 215 | -25% | 514 | 568 | -10% |
| | GA | 770 | 992 | -22% | 2589 | 2649 | -2% |
| Local | Military | 14 | 33 | -58% | 95 | 57 | 67% |
| | GA | 222 | 400 | -45% | 852 | 846 | 1% |
| | Military | <u>0</u> | <u>4</u> | -100% | <u>4</u> | <u>18</u> | -78% |
| TOTAL | | 1171 | 1645 | -29% | 4068 | 4143 | -2% |

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

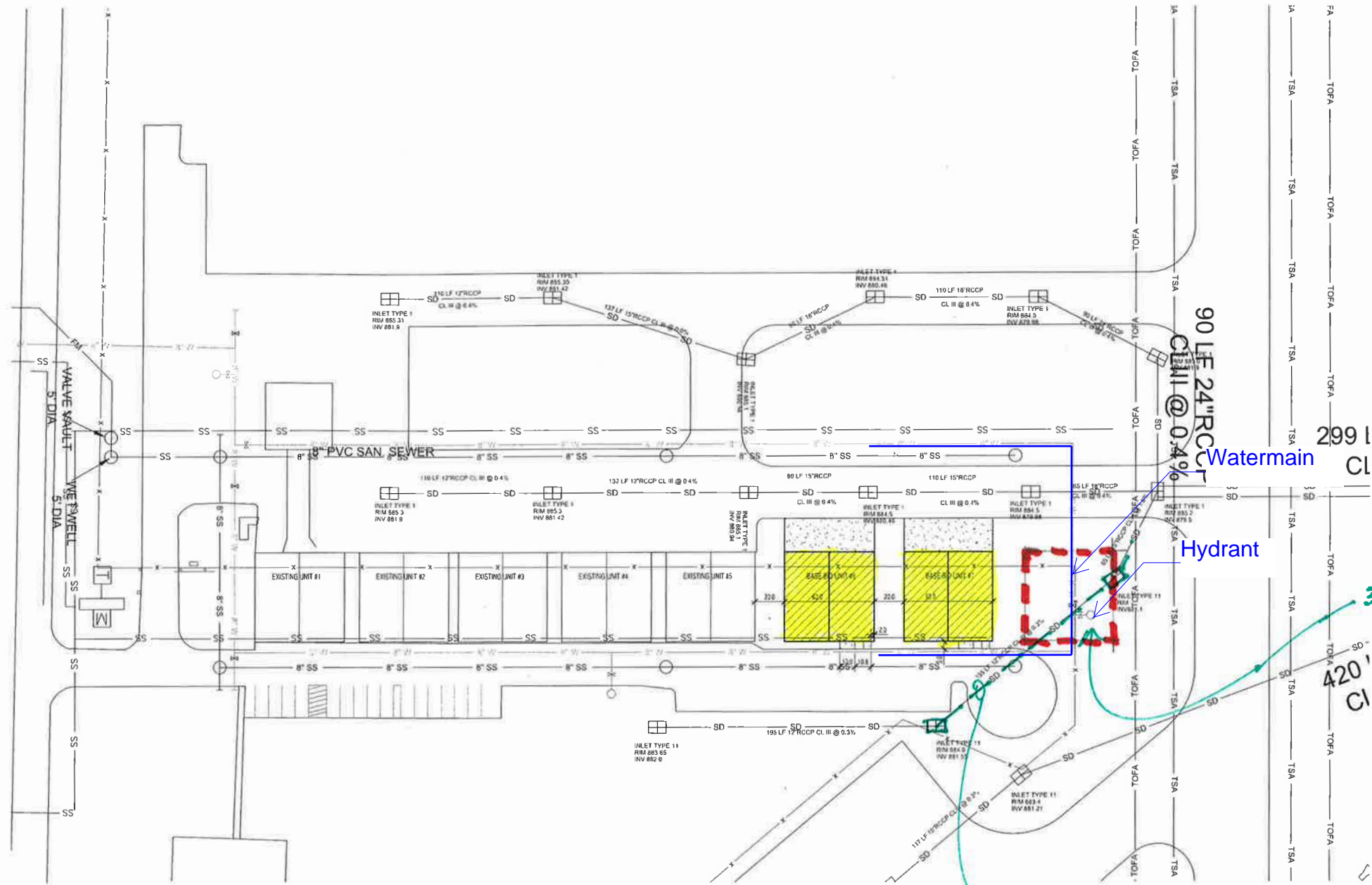
2020 Community Outreach

1. Jan 2 – Airport Newsletter
2. Jan 14 – Eau Claire Hometown Radio Interview
3. Jan 17 – Info for EC Chamber Eggs and Issues
4. Mar 5 – Northside Neighborhood Meeting
5. Mar 10 – ECC Speak Your Peace
6. Mar 10 – Chi Hi STEAM event
7. Mar 11 – Delong Middle School Career Fair
8. Mar 11 – WEAU Interview
9. Apr 1 – Airport Newsletter

Upcoming Events

- March 23-27, 2020: TSA Pre-Check Enrollment - **Cancelled**
- April 2, 2020: Menomonie Sunrise Rotary - **Cancelled**
- April 6, 2020: Business at the Airport - **Cancelled**
- April 16, 2020: Leadership Chippewa Falls - **Cancelled**
- April 21, 2020: Career Exploring Program - **Cancelled**
- April 30, 2020: Lake Holcombe High Tour - **Cancelled**
- May 16, 2020: EAU Wings for All - **Cancelled**
- May 27, 2020: Airshow Neighborhood Meeting
- May 30, 2020: United Way Plane Pull - **Cancelled**
- June 13-14, 2020: Chippewa Valley Airshow
- August 19-23, 2020: Commemorative Air Force Air Power History Tour
- October 5-9, 2020: TSA Pre-Check Enrollment

**CHIPPEWA VALLEY REGIONAL AIRPORT
 HANGAR ADDITION**
 EAU CLAIRE, WISCONSIN
 SITE PLAN



SITE PLAN
 SCALE: 1" = 20'



Stream bed is in the way,

3RD POTENTIAL HANGAR.

Issue:

| Date | Issued for |
|------|------------|
| | |

Revisions:

| Mark | Date | Issued as |
|------|------|-----------|
| △ | | |
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| △ | | |

Designed by:
 RLS
 Drawn by:
 CKS
 Project Number:
 CHVRA 20002

Sheet Number:
**C
 100**

| 2020 | Name | Company | Accomplishment | Agenda Item 8a | Monthly Winner |
|----------|---------------|---------|--|----------------|----------------|
| January | Bob Weiss | CVRA | <p>Customer submission:</p> <p>The reason for the note is to give Bob as much praise as I can possibly give. My flight was delayed into Eau Claire and the rental car facilities had already gone home for the evening. The plan was to arrange for an Uber and catch it into Chippewa Falls but the problem continued to grow due to the fact that I did not know the exact address of my aunt. Bob circled around and finally asked if everything was ok. I briefly explained my situation and he wished me luck to find a solution. As I fumbled around and continued to research and call relatives for info, I realized the airport was due for closing and whatever decision I was to make needed to happen ASAP. Bob informed me that indeed the airport was about to close and he asked if I had made arrangements for a ride. I told him I was about to and had my phone out to call Uber! Bob replied that an Uber would take between 20-45 minutes due to the late hour. He then said something that totally caught me off guard. He said, "Well, I can take a little detour on my way home and give you and your family a ride to where you need to go." I didn't know what to say. With my choices down to next to nothing, I graciously accepted and waited for him to quickly return with his vehicle. Still amazed, we chatted about many things on the drive (including the possibility of the Packers going to the super bowl) and a few other conversations that reassured me that Wisconsin is a cheerful, hardworking state that produces good people!!! Bob even said that he had been given a chance to buy some playoff tickets but chose to come to work and try to pay off some existing bills! Wow! I call that dedication and an outstanding work ethic! As Bob dropped us off, I insisted to compensate him for his kindness and he didn't want to hear anything about it. He said he likes to do nice things for people and jumped at the chance to help us. I again mentioned I would like to do something and then thought of writing a letter to his boss (you) to let you know that he did something that eased a tremendous amount of stress off our family and that having Bob employed at the airport makes it a better place. The people hired there are nicer, friendlier, and pay attention to detail with their internal and external guest service. This note doesn't even come close to show how much my family and I were cared for at the Eau Claire Airport. Bob may say he was just doing his job but in my heart, I know it was so much more. To be willing to reach out to a complete stranger and offer assistance was an extreme act of kindness that exemplified his quality character traits. I could not offer my gratitude to Bob directly but I hope, in this note, it has shown up here. Bob, you are the best!</p> | | - |
| | Neil Stanley | CVRA | I would like to nominate Neil, from the maint group. We had an issue last week; our deice truck wouldn't start in the am. Neil dropped everything to come over and support our team, and within a few minutes, we had it up and running. The aircraft was deiced and left ontime, due to Neil's help. | | X |
| February | Stacy VanNess | Avis | Several of the car rental operators have changed over the last year, causing some confusion for snow removal operations in the car rental parking area. Stacy agreed to coordinate snow removal with all of the car rental operators which really helps the airport maintenance team to ensure the car rentals are all ready when they come to remove the snow. | | X |
| | Stacy VanNess | Avis | Stacy always has a warm friendly smile on her face; even after her long commute! She seems to always be available for her customers welcoming them and making sure their rental car needs are met. Your dedication is to be commended. You are an asset not only to AVIS but also to the CVRA for the customer service you provide. I wish you and your company more successful years ahead! | | X |
| March | Bob Weiss | CVRA | Even during times of uncertainty and change, Bob always approaches his job and those he comes in contact with with a smile and positive attitude. Thank you, Bob, for always being a beacon of light! | | - |
| | Justin Babel | SkyWest | Justin have been going above and beyond his job descriptions with everything going on. I want to make sure he knows he very appreciative by us all. Thank you Justin and keep up the great work! | | X |

ENTRANCE TECHNOLOGIES, INC.
Distributor – Automatic Door Systems
 Post Office Box 1416
 Eagle River, WI 54521-1416
 (800) 641-4945 or (715) 479-9847
 FAX (715) 479-1345

Quotation #AE031320.20L for:
Chippewa Valley Airport Locks
Eau Claire, WI

Quotation To:
 Chippewa Valley Regional Airport
 3800 Starr Avenue
 Eau Claire, WI 54703

Date: March 13, 2020
 715-839-4900
 charity.zich@chippewavalleyairport.com

Entrance Technologies is pleased to quote the following: To Supply and Install:

Door Numbers: Main entry Vestibule

| <u>Qty.</u> | <u>Description</u> |
|--------------------|--|
| (2) | Electric locks with Cam locking assembly |
| (2) | Programable Altronix timers |

Locks will be installed into existing automatic slide doors, 2 at Interior vestibule.
 Control Board in doors will be re-programmed after locks are installed. (Doors need to be taught they have new hardware and when to use it.) Doors will be recalibrated, new learn cycle will be ran.

Timers will be installed and programed for one event. Instruction will be left will staff for future use and changing event times.

One-Year Manufacturer’s Warranty

Important: Prices good for acceptance & shipment within thirty (30) days only, unless such time as extended in writing.

Notes & Exclusions:

- Integration with any Security or Access control if Required (By Others)
- No Structural, Masonry, Access Control, Flooring, Security or Electrical Work.
- Based on Normal Business Hours M-F

Entrance Technologies proposes to Furnish and Install for the SUM of: \$3,341.00

Payment Terms: Payment in Full Upon Completion.

Entrance Technologies is not liable for acts of God, strikes, accidents or delays beyond our control. The Owner is to carry all necessary insurances. All work is figured to be done during normal 8AM-5PM business hours. Clerical errors are subject to correction

The above prices and conditions are acceptable and I hereby authorize you to proceed with the work. I promise to pay all costs of collecting the amount owed under this agreement. These costs will include reasonable attorney fees, court costs, any collection agency fees and all costs permitted under state law. I also agree to pay any costs involved in the event a signed quotation, purchase order or contract is canceled after three business days from which it was issued.

Submitted by: Al Epperson
a.epperson@entrancetech.com

Accepted by: _____

Date: _____
