

AGENDA
Chippewa Valley Regional Airport Commission
Friday, July 17, 2020, 7:30 a.m.
Airport Terminal Conference Room

1. **Call To Order**
2. **Confirmation of Meeting Notice**
3. **Roll Call - Voice**
4. **Approval of Minutes**
 - a. **Jun 19, 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**
 - **Airport Community Outreach**
 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 - **Operational Review**
 - **2020-2022 Plan Update**
 1. **Discussion/Action**
 - c. **Project Summary – revised CIP in the packet**
 - **AIP 43 Rwy 14/32 Rehabilitation**
 - **AIP 46 Multi-Function Snow Removal Equipment and Markings – FFY20**
 - **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FFY20**

- AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FFY21
 - AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FFY22
 - State Aid 65 Equipment Procurement Project – FFY20
 - State Aid 66 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 a Contract for PARCS Replacement Analysis with WGI**
 1. **Discussion/Action**
- b. **Final 2021 Airport Operating and Capital Improvement Budget**
 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, June 19, 2020, 7:30 am
Virtual Meeting via Webex Events**

MEMBERS PRESENT: Commissioners Rick Bowe, Leigh Darrow, Scott Francis, Bill Hilgedick, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting.

MEMBERS ABSENT: Peter Hoeft

OTHERS PRESENT: Heather DeLuka-Airport Neighborhood Association, Brian Murley-Mayo, Amy Michels-Mead & Hunt, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate were present via Webex Events virtual meeting.

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 Leigh Darrow, Scott Francis, Bill Hilgedick, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting. Rick Bowe arrived at 7:41 am.
4. **Approval of Minutes:**
 - a. **May 15, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the May 15, 2020 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Francis, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down for the month and for the year.
 - **Car Rental Operations**
Cars rented are down for the month and up for the year.
 - **Tower Operations**
Tower Operations are down for the month and for the year.
 - c. **Hangar Occupancy:**
There are three T-hangars available in the north hangar area.
6. **Public Comment Period: None**

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Tenant Operations Update:** The Airport Director updated Commissioners on Airport tenant operations.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Air Power History Tour has been cancelled for 2020.

b. **Airport Strategic Plan Update/Review:**

- **Operational Review:** The June Operational Review covered the Fire Station, Maintenance Shop and Passenger Facility Charges. The Strategic Plan Update meeting is scheduled for July 16th at 10 am.

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Remaining project work is in progress now with completion expected soon.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design, Taxiway A Lighting Design, Airfield Markings, 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:** In progress
- **State Aid Equipment Storage Building Addition Project – FY20:** Design in progress
- **K-Row Hangar Construction Project - FY20:** See Agenda Item 9a below.

8. **Previous Business: None.**

9. **New Business:**

a. **Approval to Proceed with a Contract for Construction of Two 60'x60' Box Hangars with Olympic Builders**

Multiple bids were received for the construction of the two 60'x60' box hangars. The recommendation of the Airport Director is to go with the bid that was the lowest, Olympic Builders. Construction should begin in the coming months and the deadline for completion of the project is the end of the year.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved to proceed with the bid from Olympic Builders for construction of two 60'x60' box hangars.

(Ayes 6-Nays 0)

b. Draft 2021 Airport Operating and Capital Improvement Budget

The Airport Director discussed the first draft of the 2021 Airport Operating and Capital Improvement Budget. There will be a 1.5% increase based on the 2019 CPI, where applicable, and new Corporate and Commercial land lease rates will also go into effect in 2021.

c. State Trust Fund Loan Payoff

The Airport Director and Commission discussed the option to payoff the State Trust Fund Loan with the FAA CARES Act Grant funds.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved proceeding with using the FAA CARES Act Grant funds to payoff two State Trust Fund Hangar Loans.

(Ayes 6-Nayes 0)

d. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,

To wit: Confirmation of airport director performance evaluation and consideration of airport director employment agreement

On a motion by Com. Wells, seconded by Com. Francis, the Commission entered into closed session at 8:13 am and will reconvene at 8:45 am on the following Roll Call Vote – Ayes: Com. Bowe, Darrow, Francis, Hilgedick, Stelljes and Wells; Nayes: None.

The Commission reconvened in open session at 8:45 am.

Commission Chair Hilgedick reported in open session that the airport director performance evaluation was ratified and the airport director employment agreement was approved as proposed.

e. Airport Commission Annual Meeting

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year. The July strategic plan review meeting will cover the business plan for the coming year. The prior year financial statement is unaudited and subject to change pending the results of the audit. The Commission discussed reappointing the current Officers.

On a motion by Com. Wells, seconded by Com. Bowe, the Commission approved the 2019 Financial Statement.

(Ayes 6-Nayes 0)

On a motion by Com. Bowe, seconded by Com. Stelljes, the motion to approve the reappointment of Chair Bill Hilgedick, Vice Chair Barry Wells and Secretary Scott Francis.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items:

a. Final Draft of 2021 Budget

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for July 17th, August 21st and September 18th. The Strategic Planning Meeting is scheduled for Thursday, July 16th from 10 am – 2 pm. The meetings are schedule to be in-person meetings.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:54 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

June Vouchers for approval July 17, 2020

CBS Squared	Consultant fees, K-Row hangars construction	53510-820	\$3,332.00
Cintas	Uniforms & Towels	53510-298	\$272.96
E-ONE, Inc.	ECOLOGIC Mobile Foam Test Cart for ARFF Vehicles	53510-829	\$32,570.00
SKIDATA	Annual Service Contract - Parking Controls	53510-200	\$10,902.00
TRICOR, Inc.	Airport Liability Insurance - Chubb ACE/Aero Insurance	53510-510	\$16,974.00
State of WI - Dept. of Transportation	AIP 43 - Local Share, Runway 14/32 Rehab	53510-829	\$864.34
State of WI - Dept. of Transportation	SAP 62 - Local Share, Runway 4/22/Taxiway A Rehab	53510-829	\$3,185.08
State of WI - Dept. of Transportation	SAP 64 - Local Share, Obstacle Action Plan, Closed	53510-829	\$2,443.78
State of WI - Dept. of Transportation	SAP 65 - Local Share, Tractor, Mower	53510-829	\$21,460.73
Xcel Energy	Terminal Gas/Electric - June	53510-222/224	\$7,900.07
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - June</i>	<i>53515-222/224</i>	<i>\$1,450.84</i>
		TOTAL	<u>\$101,355.80</u>

ITALICIZED items = Tower Expenses

June Credit Card Charges

GUEST SUPPLY, LLC	Electrostatic Sprayer	53510-248	\$2,684.76
KI	Vinyl for Terminal Seating (190 yards)	53510-820	\$8,242.44
HANGAR 54 GRILL	Marketing	53510-327	\$25.00
GUEST SUPPLY, LLC	Building - credit	53510-248	-\$139.96
<i>WALMART.COM</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>\$92.20</i>
PIZZA HUT 010220	Training	53510-340	\$37.77
FASTSIGNS EAU CLAIRE	Building	53510-248	\$243.96
GOLD CROSS ANSWERING SVC	Telephone	53510-225	\$65.35
AMAZON	Building	53510-248	\$25.80
<i>WALMART.COM</i>	<i>ATCT Building - credit</i>	<i>53515-248</i>	<i>-\$92.20</i>
APG MEDIA - WISCONSIN	Public Notice	53510-321	\$48.14
AMAZON	Building - credit	53510-248	-\$4.26
AMAZON	ARFF Thermometer	53510-366	\$7.33
SUMMIT COMPANIES ST PAUL	Fire Extinguisher Inspections	53510-248	\$851.00
ESSER GLASS	Plexiglass Barriers (7)	53510-248	\$770.00
<i>AMAZON</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>\$65.84</i>
NASSCO INC	Building	53510-248	\$99.98
FARRELL EQUIPMENT	Grounds	53510-246	\$79.98
SCHWEISS DOORS	Mayo Hangar Door Repairs	53510-248	\$298.87
WERNER ELECTRIC VENTURES	Grounds	53510-246	\$133.00
STANDARD SIGNS INC	Airfield Bulbs	53510-246	\$413.09
DALCO ENTERPRISES	Face Masks (500)	53510-248	\$469.14
MENARDS EAU CLAIRE WEST	Grounds	53510-246	\$12.00
MENARDS EAU CLAIRE WEST	Building	53510-248	\$1.91
VALUE IMPLEMENT MENOMOMIE	Grounds	53510-246	\$153.58
FARM & FLT CHIPPEWA FALLS	Grounds	53510-246	\$22.90
FARM & FLT CHIPPEWA FALLS	Vehicles	53510-241	\$16.90
WESTWIND GRAPHICS	Arrow Stencil Set	53510-246	\$583.00
		TOTAL	<u>\$15,207.52</u>

Chippewa Valley Regional Airport

2020 BUDGET COMPARISON Estimated June 30, 2020

#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 6/30/20 (50%)	Variance YTD	Balance Remaining For Year	Estimate
Income							
			50.00%				
41110	Contrib From Eau Claire Cty	\$399,030	\$199,515	\$199,515.00	\$0.00	\$199,515.00	\$399,030
47330	Contrib From Chippewa Cty	\$130,271	\$65,136	\$65,135.50	\$0.00	\$65,135.50	\$130,271
Sub-Total Tax Revenue		\$529,301	\$264,650.50	\$264,650.50	\$0.00	\$264,650.50	\$529,301
46340-571	Advertising	\$5,000	\$2,500	\$7,004.00	\$4,504.00	(\$2,004.00)	\$7,004
46340-572	Air Terminal	\$115,158	\$57,579	\$41,537.37	(\$16,041.63)	\$73,620.63	\$113,084
46340-573	FAA	\$13,440	\$6,720	\$6,720.00	\$0.00	\$6,720.00	\$13,440
46340-574	FBO	\$126,823	\$63,412	\$30,230.17	(\$33,181.33)	\$96,592.83	\$86,432
43640-575	Fuel Flowage	\$122,100	\$61,050	\$37,853.40	(\$23,196.60)	\$84,246.60	\$60,000
46340-576	Hangars	\$150,143	\$75,072	\$90,626.41	\$15,554.91	\$59,516.59	\$155,000
46340-577	Landing	\$51,381	\$25,691	\$13,232.26	(\$12,458.24)	\$38,148.74	\$40,000
43640-578	Parking	\$150,000	\$75,000	\$53,388.63	(\$21,611.37)	\$96,611.37	\$75,000
46340-579	Rental Cars	\$125,000	\$62,500	\$43,910.01	(\$18,589.99)	\$81,089.99	\$75,778
46340-580	Restaurant	\$24,000	\$12,000	\$6,000.00	(\$6,000.00)	\$18,000.00	\$16,000
46340-581	Tie Downs	\$216	\$108	\$54.00	(\$54.00)	\$162.00	\$216
46340-583	Utility Revs	\$10,000	\$5,000	\$3,891.87	(\$1,108.13)	\$6,108.13	\$10,000
46340-584	Land Lease Revs	\$38,275	\$19,138	\$33,611.20	\$14,473.70	\$4,663.80	\$38,275
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$6,500	\$12,374.12	\$5,874.12	\$625.88	\$15,000
Sub-Total Operating Revenue		\$944,536	\$472,268.00	\$380,433.44	(\$91,834.56)	\$564,102.56	\$705,229
Sub-Total Taxes and Operating Rev.		\$1,473,837.00	\$736,918.50	\$645,083.94	(\$91,834.56)	\$828,753.06	\$1,234,529.66
46340-601	Other Revenue	\$10,000	\$5,000	\$179.10	(\$4,820.90)	\$9,820.90	\$2,500
46340-582	PFC	\$87,800	\$43,900	\$23,929.38	(\$19,970.62)	\$63,870.62	\$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	\$1,404,967
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$435,989	\$217,995	\$0.00	(\$217,994.50)	\$435,989.00	\$0
Sub-Total Other Revenue		\$533,789	\$266,894.50	\$24,108.48	(\$242,786.02)	\$509,680.52	\$1,451,367
TOTAL INCOME		\$2,007,626	\$1,003,813.00	\$669,192.42	(\$334,620.58)	\$1,338,433.58	\$2,685,897
Expenses							
53510-111	Salary Perm-Regular	\$347,320	\$173,660	\$166,570.10	(\$7,089.90)	\$180,749.90	\$355,000
-112	Salary Perm-OT	\$12,000	\$6,000	\$5,682.85	(\$317.15)	\$6,317.15	\$12,000
-114	Salary-On Call Pay	\$5,200	\$2,600	\$2,300.00	(\$300.00)	\$2,900.00	\$5,200
-121	Salary Temp Regular	\$6,000	\$3,000	\$3,439.84	\$0.00	\$2,560.16	\$6,000
-130	Employee Benefits	\$0	\$0	\$0.00	\$0.00	\$0.00	\$2,100
-141	Board & Comm Per Diem	\$4,000	\$2,000	\$1,770.00	(\$230.00)	\$2,230.00	\$4,000
-142	Cnty Brd & Comm Mile	\$800	\$400	\$161.26	(\$238.74)	\$638.74	\$500
-150	Health Ins Incentive	\$1,200	\$600	\$600.00	\$0.00	\$600.00	\$1,200
-151	Social Security	\$28,345	\$14,173	\$12,671.88	(\$1,500.62)	\$15,673.12	\$29,093
-152	Retirement Emplr Share	\$22,566	\$11,283	\$11,063.36	(\$219.64)	\$11,502.64	\$24,910
-153	HSA Contribution	\$7,000	\$3,500	\$2,750.00	(\$750.00)	\$4,250.00	\$7,000
-154	Hos & Health Ins	\$75,498	\$37,749	\$37,749.00	\$0.00	\$37,749.00	\$75,498
-155	Life Insurance	\$87	\$44	\$56.01	\$12.51	\$30.99	\$100
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$19,000	\$9,500	\$12,134.50	\$2,634.50	\$6,865.50	\$19,000
-212	Attorney Fees	\$6,000	\$3,000	\$0.00	(\$3,000.00)	\$6,000.00	\$6,000
-213	Accounting & Audit	\$5,100	\$2,550	\$0.00	(\$2,550.00)	\$5,100.00	\$5,100
-221	Water & Sewer	\$53,045	\$26,523	\$13,101.20	(\$13,421.30)	\$39,943.80	\$53,045
-222	Electric	\$98,940	\$49,470	\$35,818.92	(\$13,651.08)	\$63,121.08	\$98,940
-224	Gas & Fuel Oil	\$35,000	\$17,500	\$15,363.15	(\$2,136.85)	\$19,636.85	\$35,000
-225	Telephone	\$3,300	\$1,650	\$1,210.91	(\$439.09)	\$2,089.09	\$3,300
-226	Cellular Phone	\$1,260	\$630	\$437.54	(\$192.46)	\$822.46	\$1,260
-227	Dataline/Internet	\$500	\$250	\$18.17	(\$231.83)	\$481.83	\$500
-241	Motor Vehicle Maint	\$11,000	\$5,500	\$8,983.52	\$3,483.52	\$2,016.48	\$15,000
-246	Grounds Maint	\$70,000	\$35,000	\$79,684.47	\$44,684.47	(\$9,684.47)	\$90,000
-248	Building Maint	\$28,000	\$14,000	\$16,658.17	\$2,658.17	\$11,341.83	\$28,000
-249	Service on Machines	\$500	\$250	\$0.00	(\$250.00)	\$500.00	\$500
-297	Refuse Collection	\$1,600	\$800	\$1,344.20	\$544.20	\$255.80	\$1,400
-298	Laundry Services	\$2,000	\$1,000	\$1,648.20	\$648.20	\$351.80	\$3,500
-299	Sundry Contract Services	\$1,000	\$500	\$0.00	\$0.00	\$0.00	\$16,500
-310	Office Supplies	\$600	\$300	\$107.45	(\$192.55)	\$492.55	\$600
-311	Postage and Box Rent	\$600	\$300	\$12.68	(\$287.32)	\$587.32	\$600
-313	Printing & Dup	\$750	\$375	\$145.81	(\$229.19)	\$604.19	\$750
-320	Ref Materials	\$500	\$250	\$83.00	(\$167.00)	\$417.00	\$500
-321	Publish Legal Notices	\$200	\$100	\$0.00	(\$100.00)	\$200.00	\$200

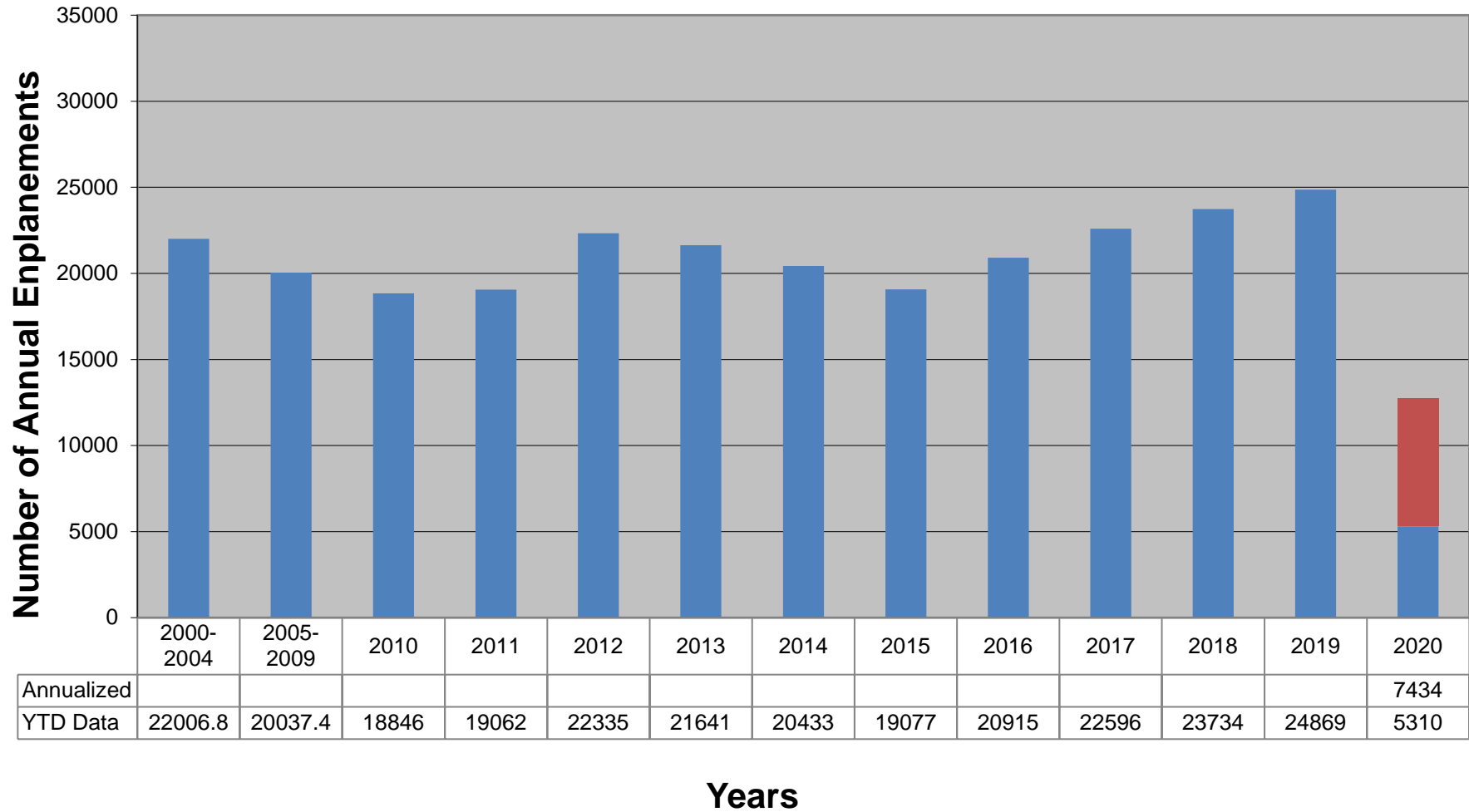
#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 6/30/20 (50%)	Variance YTD	Balance Remaining For Year	Estimate
-324	Membership Dues	\$4,000	\$2,000	\$2,962.00	\$962.00	\$1,038.00	\$4,000
-327	Marketing	\$55,000	\$27,500	\$14,398.59	(\$13,101.41)	\$40,601.41	\$55,000
-328	Airline Recruitment	\$15,000	\$7,500	\$250.00	(\$7,250.00)	\$14,750.00	\$15,000
-340	Travel-Train, Conf & Misc.	\$12,000	\$6,000	\$2,060.96	(\$3,939.04)	\$9,939.04	\$5,000
-366	Fire fight supplies	\$4,500	\$2,250	\$0.00	(\$2,250.00)	\$4,500.00	\$4,500
-377	Vehicle Fuel	\$32,000	\$16,000	\$21,743.40	\$5,743.40	\$10,256.60	\$32,000
-510	Insurance	\$58,400	\$29,200	\$45,104.50	\$15,904.50	\$13,295.50	\$68,400
-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	\$750	\$424.79	(\$325.21)	\$1,075.21	\$1,500
Sub-Total Operating Expense		\$1,031,311.00	\$515,655.50	\$518,510.43	\$2,854.93	\$512,800.57	\$1,087,695.60
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$515	\$235.62	(\$279.38)	\$794.38	\$1,030
-222	ATCT Electricity	\$15,300	\$7,650	\$6,214.02	(\$1,435.98)	\$9,085.98	\$15,300
-224	ATCT Gas & Fuel Oil	\$4,000	\$2,000	\$1,201.40	(\$798.60)	\$2,798.60	\$4,000
-225	ATCT Telephone	\$1,500	\$750	\$480.00	(\$270.00)	\$1,020.00	\$1,500
-248	ATCT Building Maintenance	\$15,000	\$7,500	\$2,667.29	(\$4,832.71)	\$12,332.71	\$15,000
Sub-Total Tower Expense		\$36,830	\$18,415.00	\$10,798.33	(\$7,616.67)	\$26,031.67	\$36,830
53610-810	Capital Equipment	\$75,000	\$37,500	\$50,627.00	\$13,127.00	\$24,373.00	\$73,027
-820	Capital Improvement	\$495,000	\$247,500	\$32,771.00	(\$214,729.00)	\$462,229.00	\$696,000
-829	Other Capital Improvement	\$245,556	\$122,778	(\$226,170.24)	(\$348,948.24)	\$471,726.24	-\$86,136
58102-613	Principal/Trust Fund	\$109,420	\$54,710	\$109,420.00	\$54,710.00	\$0.00	\$385,857
58202-613	Interest/Trust Fund	\$14,509	\$7,255	\$14,509.00	\$7,254.50	\$0.00	\$18,514
Sub-Total Capital Expense		\$939,485	\$469,742.50	(\$18,843.24)	(\$488,585.74)	\$958,328.24	\$1,087,262
TOTAL EXPENSE		\$2,007,626	\$1,003,813.00	\$510,465.52	(\$493,347.48)	\$1,497,160.48	\$2,211,787
NET OPERATING INCOME		\$0	\$0	\$158,726.90		(\$158,726.90)	\$474,110
Cash Balance							
	Per 2017 Audit Report	\$980,620					
	Per 2018 Audit Report	\$975,882					
	2019 Estimate	1,471,296					

Chippewa Valley Regional Airport
Traffic Statistics
 June 2020

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2020	2019		2020	2019	
UNITED Enplaned	365	1988	-82%	4996	10555	-53%
CHARTERS Enplaned				<u>679</u>	<u>1116</u>	-39%
Total Enplaned				5675	11671	-51%
UNITED Deplaned	424	2058	-79%	5162	10265	-50%
CHARTERS Deplaned				<u>679</u>	<u>1116</u>	-39%
Total Deplaned				5841	11381	-49%
Total Enplaned/Deplaned	789	4046	-80%	11516	23052	-50%
UA Departure Load Factor	25%	67%		34%	62%	
UA Arrival Load Factor	28%	67%		32%	61%	
<i>UNITED PERFORMANCE</i>	2020	2019		2020	2019	
Scheduled Flights/Landings	33	60	-45%	313	362	-14%
Canceled Flights						
Xnld for Wx	0	0		6	24	
Xnld for Mx	0	0		0	3	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>12</u>	<u>0</u>	
Total	0	0	#DIV/0!	18	27	-33%
Total Landings	33	60	-45%	295	335	-12%
	2020	2019		2020	2019	
<u>EAU Arrival</u>						
Completion Factor	100%	100%		94%	92%	
OnTime %	83%	49%		82%	63%	
<u>EAU Departure</u>						
Completion Factor	100%	98%		94%	93%	
OnTime %	90%	72%		83%	74%	
<u>ORD Arrival</u>						
Completion Factor	100%	98%		94%	93%	
OnTime %	90%	65%		83%	72%	

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 *	No flights available	No flights available	\$710	No flights available	No flights available	\$670	\$988	\$956	\$670
MCO - Orlando *	\$483	\$358	\$306	\$471	\$278	\$306	\$370	\$278	\$226
PHX - Phoenix *	\$493	\$417	\$310	\$441	\$386	\$214	\$381	\$275	\$214
	7/17-7/19			7/24-7/26			7/31-8/2		
ORD - Chicago **	<u>\$214</u>	\$294	\$258	<u>\$214</u>	\$309	\$221	<u>\$214</u>	\$240	\$196
DEN - Denver **	\$631	\$332	\$286	\$583	\$291	\$246	\$473	\$207	\$196
LAS - Las Vegas **	\$411	\$320	\$206	\$321	\$187	\$196	\$465	\$187	\$196
EWR - Newark **	\$449	\$554	\$304	\$459	\$517	\$252	\$459	\$217	\$216
IAD - Washington Dulles **	\$716	\$425	\$420	\$551	\$168	\$276	\$443	\$159	\$162
	7/21-7/23			7/28-7/30			8/4-8/6		

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

7/10/20

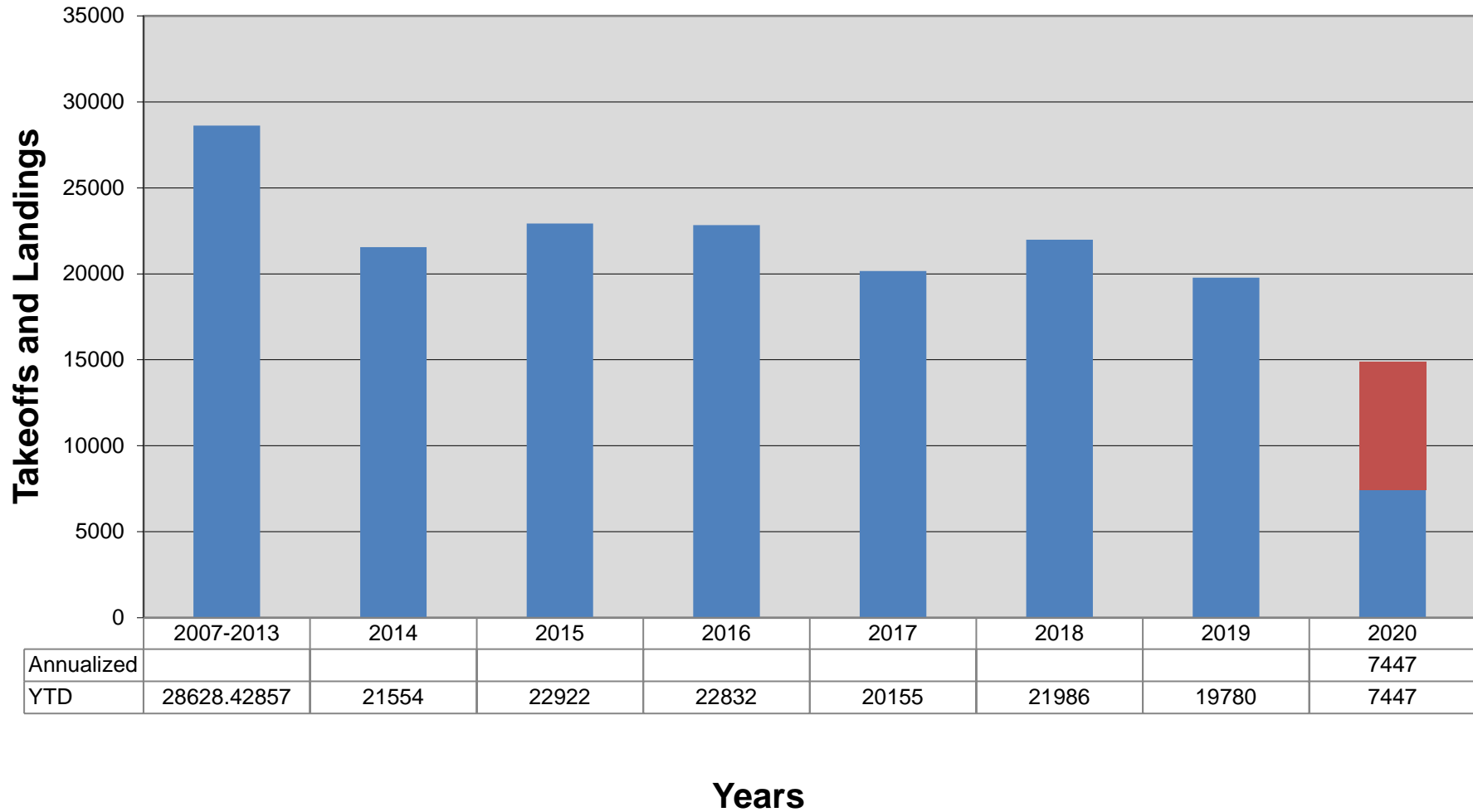
	Number of Cars Rented		
	<u>2020</u>	<u>2019</u>	
January	515	345	49%
February	472	361	31%
March	360	433	-17%
April	113	455	-75%
May	141	533	-74%
June	228	622	-63%
July		690	-100%
August		703	-100%
September		617	-100%
October		553	-100%
November		509	-100%
December		518	-100%
YTD	1829	2749	-33%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 June 2020

		Month		% Diff.	Year to date		% Diff.
		2020	2019		2020	2019	
Itinerant	Air Carrier	0	6	-100%	14	17	-18%
	Commuter/ Air Taxi	185	230	-20%	1115	1232	-9%
	GA	763	1283	-41%	4515	6163	-27%
	Military	27	25	8%	151	134	13%
Local	GA	384	392	-2%	1644	1695	-3%
	Military	<u>2</u>	<u>2</u>	0%	<u>8</u>	<u>46</u>	-83%
TOTAL		1361	1938	-30%	7447	9287	-20%

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
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
10. Apr 15 – WEAU/WQOW CARES Act Information
11. May 7 – WEAU Airport Traffic Information
12. May 18 – Economic Recovery Task Force Transportation Division Discussion
13. May 21 – Menomonie Sunrise Rotary Presentation
14. June 11 – WEAU Interview on Travel
15. July 2 – Airport Newsletter
16. July 9 – Leadership Chippewa Falls

Upcoming Events

- October 5-9, 2020: TSA Pre-Check Enrollment

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Fuel Flowage Fees	Annual	Jul-20	- Fees were found to be consistent with other airports surveyed and no changes were recommended. Fuel flowage fees and terminal parking fees have not been raised since prior to 2006 but they are still consistent with area airports.
Landing Fees	Annual	Jul-20	
Terminal Parking Fees and Maintenance	Annual	Jul-20	
Public Parking Surfaces and Roads			
Tower Facilities Maintenance	Annual	Jul-20	

Agenda Item 7b

<u>2020</u>	<u>EAU</u>	<u>LSE</u>	<u>RHI</u>	<u>CWA</u>
Signatory Landing Fees	\$1.41/1,000 lbs	\$2.00/1,000 lbs*	\$4.00/1,000 lbs	\$2.35/1,000 lbs
Non-Signatory Landing Fees	\$1.51/1,000 lbs	\$3.75/1,000 lbs	N/A	\$2.35/1,000 lbs
Long Term Parking Fees	\$5/day	\$8/per day	\$6/per day	\$7/day
Short Term Parking Fees	First 4 Hours Free	Free first 20 min \$11 daily max	\$.25/hour (meters)	Free up to 45 min \$1/hour \$7 daily max
100LL Fuel Flowage Fee	\$.07/gallon	\$.07/gallon	\$.06/gallon	\$.055/gallon
Jet A Fuel Flowage Fee	\$.08/gallon	\$.07/gallon*	\$.06/gallon \$.04/gallon (airline)	\$.055/gallon

**Signatory airlines are exempt from flowage fees because they pay a landing fee.*

2020	Name	Company	Accomplishment	Agenda Item 8a	Monthly Winner
April	Youa Vang	SkyWest	During the absence of the SkyWest General Manager, Youa really stepped up to take over that leadership role with both the SkyWest team, customers and airport tenants. She really went above and beyond keeping everyone informed of SkyWest and Charter operations as needed.		X
May	Stacy VanNess	Avis	I would like to nominate Stacy from AVIS for the Recognition Program for May. While operating with more limited staffing and hours due to the COVID-19 pandemic, Stacy has gone above and beyond to help all of her customers as well as other tenant's customers, passengers and visitors of the Airport. She always has a great attitude and is very friendly and helpful. Thank you, Stacy!		X
June	Maintenance Team	CVRA	On very short notice, we were notified that our main runway would need to be closed down for contractors to work in the runway safety area. With very little notice, the CVRA maintenance team agreed to come in early, work on their day off, and/or work extra hours so that we could take advantage of the closure and work on pavement markings on that runway. The day turned out to be extremely hot, but everyone worked exceptionally hard and got a significant amount of the runway repainted. This will minimize the need for future closures which are a major inconvenience for aircraft trying to use the airport		-
	Erin Switzer	CVRA	On a regular basis, Erin walks the perimeter of the parking lots, picking up garbage along the way. Because of Erin's extra efforts, the Airport grounds are cleaner and more inviting for visitors.		-
	Wil Ramey	CVRA	I would like to nominate Wil Ramey for the CVRA recognition program. We had a quarterly maintenance meeting scheduled the afternoon before Wil was going on vacation. He delayed his vacation departure in order to attend our meeting. He understood the difficulty of coordinating the schedule for all of the maintenance staff and made the date work so the meeting could take place. Thanks for your assistance in working with the schedule of your vacation and our meeting. Will		X

Winner



Chippewa Valley
REGIONAL AIRPORT

Chippewa Valley Regional Airport PARCS Replacement Analysis



 **WGI**[®]

June 26th, 2020

WGI is a national design firm in the public and private infrastructure markets.

Founded in South Florida in 1972, WGI grew from a private client base and diversified into the public sector by growing our expertise to include a wide variety of disciplinary services. With nearly 600 professionals in 18 offices nationwide, WGI is concentrated on providing cutting-edge efficiencies and solutions that affirm our national trademark: Tomorrow's Infrastructure Solutions Today.

WGI is a carefully chosen combination of experienced industry veterans and youthful visionaries. Our combination of talents enhances WGI's ability to execute our strategic plan of market leadership while meeting evolving infrastructure demands and maintaining our focus on autonomy, smart and connected cities, resiliency, and sustainability.

An award-winning firm consistently recognized for exceptional service, commitment to providing a superb work product, and continuing a four-decade tradition of being engaged, passionate, responsive, accountable, creative, and inspired. WGI is committed to remaining at the forefront of innovation by investing in the tools and the people necessary to remain constantly agile and able to deliver tomorrow's possibilities today.

WGI serves a multitude of private clients, public agencies, and municipalities. We remain dedicated to the development and economic prosperity of the many local communities in which we live and work. We focus intently on delivering on our professional commitments while encouraging our associates to "give back" by supporting a variety of non-profits and professional organizations through their leadership, volunteerism, and sponsorship.

OFFICE LOCATIONS	STATES LICENSED	EMPLOYEES	GROSS REVENUE
18	21	572	\$87.2M

LOCATIONS

AUSTIN OFFICE T: 512.669.5560	KALAMAZOO OFFICE T: 269.381.2222
CHARLOTTE OFFICE T: 704.716.8000	MIAMI OFFICE T: 305.553.0500
CHICAGO OFFICE T: 630.307.3800	ORLANDO OFFICE T: 407.581.1221
DALLAS OFFICE T: 214.307.4767	PORT ST. LUCIE OFFICE T: 772.408.5258
DENVER OFFICE T: 720.398.6060	RESTON OFFICE T: 703.579.3322
FT. LAUDERDALE OFFICE T: 954.660.1660	SAN ANTONIO OFFICE T: 210.860.9224
HOUSTON OFFICE T: 832.730.1901	TALLAHASSEE OFFICE T: 850.210.0101
INDIANAPOLIS OFFICE T: 317.735.3349	TAMPA OFFICE T: 813.574.3190
JACKSONVILLE OFFICES T: 904.470.4503 T: 904.831.5181	

MARKETS SERVED

CITIES AND COMMUNITIES Civic Parks Sports + Recreation Public Infrastructure Smart + Connected	HEALTHCARE Medical Office Buildings Hospitals Ambulatory Centers
DEVELOPMENT Hospitality + Resorts Mixed Use Transit Oriented Development (TOD) Office + Corporate Residential Retail Urban Infill	INDUSTRIAL Distribution Centers Manufacturing Storage Facilities
EDUCATION K-12 Higher Education	TECHNOLOGY Data Centers Telecommunication
ENERGY Oil + Gas Renewable Energy (Wind + Solar) Transmission + Distribution	TRANSPORTATION Aviation Highways, Roadways + Bridges New Mobility + Autonomous Vehicles Parking Rail + Transit Tolls + Managed Lanes
	WATER + ENVIRONMENT Marine + Coastal Stormwater Management Water + Wastewater Utility





Parking Planning

With more than 17 years of experience, Nicole has been a key player for numerous teams and projects. Nicole's parking career started in Hollywood, Florida. While with the City of Hollywood Nicole was introduced to parking management and technology through both on-street and off-street parking operations. Prior to being a consultant, Nicole was with the City of Houston for 8 years. Nicole led citywide projects that required coordination across multiple departments and business districts. Her projects required her to work directly with key decision makers to execute department and Citywide initiatives relating to customer service levels, budget, the overall parking operation, and nationwide industrial benchmarks. The latter part of her tenure with the city as Project Manager Nicole was responsible for strategically planning, procuring, and implementing projects directly affecting parking operations varying from technology, construction projects, and bike share implementation. Nicole has been the recipient of numerous professional accolades. One of which includes the International Parking Institute Parking Program of the Year Award for a City of Houston parking meter project.



Nicole Chinae, CAPP

RELEVANT EXPERIENCE

Downtown Grapevine Parking Study, Grapevine, TX, Project Manager. Being the Christmas Capitol of Texas and the addition of a multi-use transit center downtown, the City of Grapevine is focused on strategy for today, but planning for the future of parking downtown. Nicole was responsible for conducting a downtown parking study for the City of Grapevine, TX to address current demand needs and select a site for a future parking structure. Phase one included a comprehensive parking study that provides data collection, demand modeling, and internal and external stakeholder meetings. Phase two consisted of identifying a project site and selecting a feasible future parking structure.

Eau Claire Comprehensive Downtown Parking Study Update, City of Eau Claire, WI, City Of Eau Claire, Project Manager. Downtown Eau Claire has experienced a tremendous amount of redevelopment. Having conducted previous parking studies in the past, Nicole's role as Project Manager currently consists facilitating public stakeholder meetings, analyzing current and future growth activities through supply and demand modeling and providing estimates on parking needs based on various development scenarios. This project update also consists of an operations assessment to include technology and a comparable cities study. Final deliverables include a strategic plan to position the parking system and accommodate current and future parking needs.

University Medical Center El Paso, PARCS Implementation, El Paso, TX, Project Manager. With an increase in-patient and employee parking demand, UMC El Paso took proactive measures to increase management efficiencies of their parking supply. Nicole led the effort for UMC to procure a Parking Access and Revenue Control System for their Visitor Garage. Nicole managed the installation of the technology and was a liaison to the new vendor on behalf of UMC. New to parking technology, Nicole also created policies and procedures for the UMC. She also led planning efforts for training approximately UMC 20 departments.

City of El Paso Downtown Parking Study, El Paso, TX, City of El Paso, Assistant Project Manager. Nicole developed a comprehensive downtown parking study for the City of El Paso. The city wanted to enhance its parking management strategies to balance the demand and availability of parking (on-street and off-street) in the downtown area, encourage parking turnover, and decrease excess circling of vehicles searching for parking; thereby helping reduce traffic and congestion and ensuring that visitors have easy and quick access to parking spaces, making downtown shopping more attractive.

Education:

Bachelor of Business Administration, Business Management - University of Houston

Certifications:

Certified Administrator of Public Parking
Certified ParkSmart Assessor

Affiliations:

International Parking and Mobility Institute
Society for Marketing Professional Services
Texas Parking and Transportation Association
Women In Parking
NPA c/o 2019 40 Under 40

Total Years of Experience:

17



June 26th, 2020

Ms. Charity Zich
Chippewa Valley Regional Airport
3800 Starr Avenue
Eau Claire, WI 54703

Re: **Proposal for PARCS Replacement Analysis**

Dear Charity:

WGI is pleased to submit the following proposal for a Parking Access and Revenue Control Replacement Analysis (PARCS). Based on our preliminary conversations we have a good understanding of the technology goals that the airport plans to accomplish through this analysis. The WGI team has a diverse range of operational experience in parking as stakeholders, owners, operators, planners, engineers and consultants. Our experience allows us to provide continuous, high value parking consulting services to help drive projects toward a successful outcome for our clients, all while building in flexibility for the future.

PROJECT UNDERSTANDING

Chippewa Valley Regional Airport (CVRA) is preparing for the replacement of its current Parking Access Revenue Control System (PARCS). The airport is looking to conduct a planning analysis identifying the requirements of a future PARCS system to meet the demands of changes in technology, Payment Card Industry (PCI) standards, and customer expectations.

SCOPE OF SERVICES

Our scope of work shall include the parking consulting services outlined below:

A. Needs Assessment

1. Conduct a PARCS Inventory
 - Hardware
 - Software
 - Payment Gateway/Technology
 - Network
2. PARCS Requirements Analysis
 - Hardware
 - Software
 - Payment Gateway/Technology
 - Network
3. Cost Estimate
 - PARCS System
 - Hardware
 - Software
 - Labor

- Network & Infrastructure
 - Peripherals
 - Cable/Conduit/Terminations
 - Labor

B. Cost/Benefit Analysis and Recommendation

1. Cost/Benefit Review
 - Utilizing needs assessment findings, compare upgrading existing technology to a full PARCS replacement project.
2. Professional Recommendation
 - Provide an objective recommendation for next steps based on the analysis.

ANTICIPATED PROJECT APPROACH

To achieve the objectives outlined in the scope above, WGI will utilize the following project approach:

1. Upon receiving an authorization to proceed, WGI will submit an initial "Request for Information" (RFI). This will allow us to become familiar with current airport parking operations and other characteristics prior to our first site visit.
2. Meet with airport staff (remotely) to discuss current and future parking operations, management, and maintenance issues at the airport parking facilities. In addition, meet with staff of the company currently managing the parking system.
3. Based on feedback from CVRA, review and discuss current conditions in the parking facilities, as well as any anticipated operational and functional changes.
4. Based on input from airport staff and the current parking operator (if applicable), as well as our review of existing operations, WGI will develop an assessment of existing conditions and recommendations for parking access and revenue control equipment needs and recommended operational methodologies.

Deliverables will include a matrix and memo outlining the following:

- Current PARCS System operating strengths and weaknesses
- Current and potential future needs for PARCS and any other supporting technology
- Cost Benefit Review of current system upgrade versus complete replacement of PARCS system
- Recommendations for implementation and/or next steps

FEE SUMMARY

WGI proposes to provide professional services for the referenced project as described in this proposal on a fixed fee basis plus reimbursable expenses. Based upon our project understanding and the scope of services discussed above, we are proposing to provide our consulting services on a **lump sum basis of \$16,500.00**. Customary reimbursable expenses are in addition to this fee, and they include travel, delivery, reproductions, printing, etc. Additional services, when authorized in writing, will be invoiced on an hourly basis or on a mutually agreeable lump sum amount. The attached Terms and Conditions apply to this project.



ESTIMATED SCHEDULE

We anticipate completing the scope of services as described in this proposal in four (4) to six (6) weeks after receiving your formal authorization to proceed. This estimated schedule may vary depending on the timeframe to receive responses or decisions from the airport related to our proposed scope of services.

We trust that we have responded to your request for proposal and appreciate the opportunity to assist you on this project. We look forward to working with you and the Chippewa Valley Airport team on this project.

TERMS AND CONDITIONS

We have enclosed our Standard Terms and Conditions under which we propose to provide our services. Trusting our proposal as outlined above is acceptable, please sign and return the enclosed copy of this letter to serve as our Agreement and as our Authorization to Proceed.

We thank you for the opportunity and to provide parking planning services to for this exciting development. If you should have any questions or require any additional information, please contact us at any time.

Very truly yours,

WGI



Nicole China, CAPP
Senior Project Manager

ACCEPTED BY:

Firm

Signature

Printed Name

Title



WGI CONTRACT TERMS AND CONDITIONS

1. **Performance:** Wantman Group, Inc.'s ("WGI") services pursuant to this Agreement ("Services") will be performed in a manner consistent with that degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same geographic area. No other warranties, expressed or implied, are made with respect to WGI's performance of Services. WGI is not a guarantor of the Project for which its Services are directed, and its responsibility is limited to work performed for the Client. WGI is not responsible for acts or omissions of the Client, nor third parties not under its direct control. Client's acceptance of WGI's Services constitutes acceptance of these Terms and Conditions.

2. **Billing/Payments:** Invoices for WGI's Services and reimbursable expenses shall be submitted on a monthly basis. Payment shall be due on the date each invoice is received and shall be deemed delinquent 30 calendar days after issuance. Delinquent invoices shall accrue interest on the balance due at a rate of 18% per annum, or the highest interest rate allowable by law. Outstanding invoices delinquent beyond 45 calendar days may at WGI's election be deemed a notice to stop performance under this contract, and WGI may in that event suspend its Services until the invoice is paid, with no liability to WGI. Client shall make payment in full at or before delivery to Client of any reports, plans, record drawing, or certifications prepared under this Agreement. All attorneys' fees, court costs and/or expenses associated with collection of past due invoices will be paid by Client, whether or not suit is filed. Client's failure to timely pay any WGI invoice within 45 calendar days of issuance shall constitute a waiver of any and all claims against WGI. Retainers shall be credited on WGI's final invoice.

3. **Fees:** WGI's fees for its Services are set forth in WGI's Fee Schedule, which is attached as a separate exhibit to this Agreement or has otherwise been provided to Client. WGI's fees reflected in this Agreement exclude testing, permit fees, reproduction costs, and any service not reflected in this Agreement. All fees for Services are based on a one-time performance only. Additional Services and/or changes in service, whether field or office, shall be performed only after authorization by Client. Fees for changes and/or additional services are not included in this Agreement and shall be invoiced at the hourly rates quoted on WGI's current Fee Schedule.

4. **Reimbursable Expenses:** Direct costs including, without limitation, prints, copies, long distance phone calls, mileage, delivery service, etc., are not included in the above fees but shall be billed as Reimbursable Expenses at the rates set forth in WGI's Fee Schedule.

5. **Cost Estimates:** Client hereby acknowledges that WGI cannot warrant that estimates of probable construction or operating costs provided by WGI will not vary from actual costs incurred by Client.

6. **Storage:** Material samples not consumed in the performance of WGI's Services may be discarded 30 days after submission of the test report unless Client requests other disposition. After notification to Client, WGI may charge Client for extended storage of materials, records, or equipment.

7. **Indemnification:** Client shall defend, indemnify, and hold harmless WGI, its employees, officers, directors, professionals, and subconsultants from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the Services, except to the extent that any such claim, damage, loss, or expense is caused by the negligent act, omission, and/or strict liability of WGI.

8. **Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither Client nor WGI, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project, WGI's Services, or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both Client and WGI shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.



9. Hazardous Materials: WGI shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. WGI's Services expressly exclude any Services for Client involving or related in any manner to hazardous substances, and Client shall defend, indemnify, and hold harmless WGI, its employees, officers, directors, professionals, and subconsultants from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or in any way related to the presence, discharge, release, or escape or contaminants or hazardous substance of any kind, or environmental liability of any nature, in any manner related to WGI's Services under this Agreement.

10. LIMITATION OF LIABILITY: To the fullest extent permitted by law, should WGI or any of its employees (professional or otherwise) be found to have been negligent in the performance of the Services, or to have made or breached any express or implied warranty, representation, or obligation under this Agreement, Client, all parties claiming through Client and all parties claiming to have in any way relied upon WGI's Services or the representations of the employees and agents of WGI agree that the maximum aggregate amount of the liability of WGI, its officers, employees and agents shall be limited to \$50,000.00 or the total amount of the fee actually paid to WGI for its Services performed with respect to the Project, whichever is greater.

In the event Client is unwilling or unable to limit WGI's liability in accordance with the provisions set forth in this subsection, Client may, upon written request of Client received within five days of Client's acceptance hereof, increase the limit of WGI's liability to a maximum of \$1,000,000.00 by agreeing to pay WGI a sum equivalent to an additional amount of 10% of the total fee, or \$10,000.00, whichever is greater, to be charged for WGI's Services. In the event professional fees increase during the Project, Client agrees to pay an additional 10% of said increase for the aforementioned higher limits on professional liability. This charge is not to be construed as being a charge for insurance of any type but is increased consideration for the greater liability involved. In any event, attorney's fees expended by WGI in connection with any claim shall reduce the amount available and only one such amount will apply to any Project.

If any of the above provisions of this paragraph is/are deemed invalid or unenforceable for any reason, WGI's liability shall not exceed the policy limits of any insurance policy providing coverage for WGI's Services on the Project. The provisions of this paragraph shall inure to the benefit of WGI's agents, representatives, consultants, officers, directors, and employees. WGI's agents, representatives, consultants, officers, directors, and employees shall be considered third-party beneficiaries for the purposes of this paragraph. The provisions of this paragraph shall survive the termination of this Agreement.

11. Termination of Services: Except in situations involving default for non-payment by Client to WGI, in the event of any default arising under this Agreement, the defaulting party shall be entitled to receive written notice specifying the default and the actions to be taken to cure the default. The party receiving the notice of default shall have 7 business days from the date of receipt of the notice to cure the specified default. In the event that the party fails to cure the specified default, the adverse party may declare a breach of this Agreement and terminate this Agreement upon serving a written notice of termination. In the event of such termination, Client shall pay WGI in full for all Services rendered up to the time of termination.

12. Events of Default: Client shall be in default under this Agreement if (i) it fails to pay in full any invoice from WGI on the due date or fails to make any other payment due to WGI under this Agreement, (ii) it fails to observe or perform any other term, condition or covenant under this Agreement, (iii) it breaches any warranty or representation made under this Agreement, (iv) it dissolves, terminates or liquidates its business, or its business fails or its legal existence is terminated or suspected, (v) it commences any voluntary or involuntary bankruptcy, reorganization, insolvency receivership, or other similar proceeding is commenced by or against Client, or (vi) it becomes insolvent, makes an assignment for the benefit of creditors, or conveys substantially all of its assets.

13. Suspension of Services: If the Project is suspended for more than thirty (30) calendar days in the aggregate, WGI shall be compensated for Services performed and charges incurred prior to such suspension and, upon resumption of services, WGI shall be entitled to an equitable adjustment in fees to accommodate the resulting



demobilization and re-mobilization costs. In addition, WGI shall be entitled to an equitable adjustment in the Project schedule based on the delay caused by the suspension. If the Project is suspended for more than ninety (90) calendar days in the aggregate, WGI may, at its option, terminate this Agreement upon giving notice in writing to Client.

14. Ownership of Instruments of Service: All plans, data, reports, drawings, specifications, maps, surveys, ideas, scripts, sketches, designs, CADD files, field data, notes, and other documents and instruments prepared by WGI or its subconsultants, whether such work product is tangible or intangible ("Instruments of Service") shall remain the sole and exclusive property of WGI until such time as Client makes full and final payment to WGI pursuant to the terms set forth in this Agreement, and until such time, Client shall not use, deliver, solicit, transmit, or otherwise employ the Instruments of Service, whether directly or indirectly, by any means or manner. Client understands that changes or modifications to the documents made by anyone other than WGI may result in adverse consequences which WGI can neither predict nor control. Therefore, Client agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless WGI from and against all claims, liabilities, losses, damages, and costs (including reasonable attorney's fees) arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by Client or others of the documents provided by WGI under this Agreement.

15. Electronic Files: Any electronic files provided are non-certified recordings of printed documents prepared by WGI. These files are provided only for the convenience of Client, or other Receiving Party, and are intended solely for the exclusive use by that party for the purposes expressly authorized. In accordance with standard industry practice, only printed copies of documents conveyed by WGI may be relied upon. Under no circumstances shall these files be used for construction or staking. Any use of the information obtained or derived from these electronic files will be at Client's, or other Receiving Party's, sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, Client, or other Receiving Party, agrees that it has 30 days to perform acceptance tests, after which it shall be deemed to have accepted the data thus transferred.

16. SUE Technical Standards: Quality Level A information obtained by direct exposure of the existing utilities can greatly increase the level of confidence with respect to the location of underground utilities at a particular jobsite. Utility exposure (Quality Level A) permits three-dimensional measurements to be taken on utilities for accurate location at each test hole. The overall level of confidence with respect to the location of site utilities can be raised by increasing the number of test holes examined; however, WGI provides no guarantee of the location of utilities on the site other than at the locations where test holes have been established.

Quality Level B services include the horizontal, above ground detection, marking and mapping of underground utilities. Geophysical prospecting methods are used to indicate the presence and surface position of buried utilities. Utilities are identified and marked in the field in order to be surveyed and mapped. Quality Level B information should not be used for construction purposes, or where exact horizontal and vertical measurements are required.

The accuracy of Quality Level B designating information and depth of cover readings obtained by utilizing Geophysical and Ground Penetrating Radar equipment and techniques are subject to field and soil conditions beyond WGI's control.

WGI will make reasonable efforts to provide comprehensive and correct positional utility marks to the limits obtainable by the instrumentation used and the existing ground conditions; however, WGI provides no guarantee that all existing utilities on a particular site will be properly located using these methods.

Utilizing WGI's SUE services does not relieve any party from its obligation to contact the utility damage prevention system before digging begins. Utility marks placed on the ground by WGI are not to be used for construction purposes.

17. Successors and Assigns: Client shall not assign, sublet, or transfer any rights under or interest in this Agreement without the prior written consent of WGI. Except where specifically stated otherwise in this



Agreement, nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client or WGI.

18. Third Parties: Except as expressly provided herein, nothing in this Agreement shall confer any right, remedy or claim upon any person or entity not a signatory to this Agreement.

19. Corporate Protection: WGI's performance of Services under this Agreement shall not subject WGI's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WGI, and not against any of WGI's employees, shareholders, officers, or directors.

20. Severability and Survival: If any term of this Agreement is to any extent held to be invalid or unenforceable, then such term shall be excluded to the extent of such invalidity or unenforceability, and all other terms hereof shall remain in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and WGI shall survive the completion of WGI's Services hereunder and the termination of this Agreement.

21. Merger and Amendment: This Agreement constitutes the entire agreement between WGI and Client, and all negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both WGI and Client.

22. Applicable Law and Venue: Unless otherwise specified, this Agreement shall be governed by the laws of the state in which the WGI office performing the services for the subject project is located. Venue for all disputes between the Parties arising from or relating to this Agreement shall lie exclusively in a court of competent jurisdiction in the county in which the WGI office performing the services for the subject project is located.

23. Mediation: All disputes between the Parties arising out of or relating to this Agreement shall be submitted to non-binding mediation as a condition precedent to litigation, unless the Parties mutually agree otherwise in writing.



Budget Notes 2021

Draft2 July 17, 2020

Item #	Item Name	Notes
Income		
46340-571	Advertising	Airport staff is now handling the advertising in house. Some advertising is paid and some is trade for advertising in other facilities or publications.
-572	Air Terminal	<ul style="list-style-type: none"> • SkyWest \$87,039.72/yr – Expires Jan. 31, 2023 • TSA \$23,430/yr - Expires September 2023 • Mead & Hunt \$2,220.94/yr – Estimate Only. Current lease is month to month.
-573	FAA	\$13,440/yr. - Expires September 2021.
-574	FBO	1987 Lobby/Hangar Facility - \$19,760/yr 2002 Maintenance Facility - \$69,854/yr. 60' x66' Hangar Facility - \$6,000/yr. Fuel Farm - \$4,800/yr. rent. Hawthorne assumed utilities in 2018. 2010 Addition: \$25,941.94/yr. <ul style="list-style-type: none"> • All leases run until September 30, 2027. • 1.5% annual increase to 2010 addition starts January 1, 2016. 2002 Maintenance Facility Insurance Premium – Est. \$950 (verify with Finance before billing)
-575	Fuel Flowage	Jet A: 1,000,000 @ \$.08 = \$80,000 100LL: 30,000 @ \$.07 = \$2,100
-576	Hangars	40 T-Hangars: \$95,468/yr (CPI increase) K1-7, F3, F4, CAP: \$76,555 (CPI increase)
-577	Landing	SkyWest: 700 per year @ \$68.15 per landing = ~\$47,705 per yr. Charters: 24 per year @ ~\$213 per landing = ~\$5,112 No GA landing fees effective 7/31/2011.
-578	Parking	Vehicles parking in airport parking lot. The general parking charge has been \$5 per calendar day since February/March 2006.
-579	Rental Cars	Minimum Guarantee: Hertz - \$2,010/mo., Avis - \$1,800/mo. Enterprise - \$2,683.36 or 10% of gross revenue, whichever is greater. Hertz, Budget, Avis rent \$464.13/mo., \$106/mo. car parking (\$100.17 after tax) Avis Car Wash Facility: \$1,681/yr.
-580	Restaurant	\$2,000/mo. for 2020 (estimate). Lease term ends at 12/31/2020 but tenant has the first right of refusal for an extension.
-581	Tie Downs	\$18/mo. Charged to the FBO.
-582	PFC	Airport receives \$4.39 per passenger enplaned. Estimated 10,000 passenger enplanements for 2021.
-583	Utility Revs	Reimbursement for utilities from K-row and F3-F4.
-584	Land Lease Revs	15 land leases at various rates ~ \$10,500 Menards ~ \$28,500
-586	Vehicle Fuel	Reimbursement for fuel used by Hawthorne, Menards, SkyWest and

Agenda Item 9b

	Reimbursement	Avis. Estimated based on prior year usage.
-601	Other Revenue	Miscellaneous Revenue.
	Expense	
53610-111	Salary Perm-Regular	<ul style="list-style-type: none"> Budget for 6 FTE. Airport manager, office associate, Maintenance Supervisor, 1 FT maintenance, 1 FT/2 PT/several on call maintenance technicians. <p>This includes a step increase and a 0% COLA adjustment as an estimate. This amount may change based on final County budget adoption.</p>
-112	Salary Perm-OT	<ul style="list-style-type: none"> Based on prior years.
-114	Salary On Call Pay	<ul style="list-style-type: none"> \$100 per week on call pay for the maintenance supervisor to carry an airport cell phone.
-120	Health Ins Incentive	<ul style="list-style-type: none"> County provides an incentive for employees who could take a family or single health plan but do not. \$75 per month for taking single when you could have family. \$100 per month for not taking any insurance.
-121	Salary Temp	Includes pay for on-call winter maintenance and ARFF coverage.
-141	Board & Comm Per Diem	Per diem for citizen and county board members per county code.
-142	County Brd & Comm Mile	Mileage for citizen and county board members.
-151	Social Security	7.65% of total wages (regular and OT).
-152	Retirement Emplr Share	This includes 6.75% for the employers contribution to the Wisconsin Retirement System.
-154	Hos & Health Ins	This includes a 12-13% estimated increase in health insurance over 2019.
-155	Life Insurance	The County pays 20% of the basic life insurance cost for anyone who takes the insurance.
-158	Unemployment Comp	We don't budget for this.
-200	Contract Services	<p>\$12,000 - Skidata, Inc. parking system annual maintenance contract and software upgrade</p> <p>\$2,500 – Master Building Solutions, Inc. HVAC controls annual maintenance contract.</p>
-212	Attorney Fees	Charges for Corporation Counsel.
-213	Accounting & Audit	We pay a percentage of the cost of the County audit. A portion of the management letter should address the airport. The airport is also required to get a separate PFC Audit
-221	Water & Sewer	City water and sewer charges for all airport buildings except tower. Estimated 3% increase.
-222	Electricity	All airport buildings except tower. No increase per Xcel.
-224	Gas & Fuel Oil	All airport buildings except tower. No increase per Xcel.
-225	Telephone	Landline telephones(\$20 per mo. per line), Long Distance
-226	Cellular Phone	\$50/mo. smart phone (2), \$15/mo. flip phone (1), \$45/mo. phone allowance
-227	Dataline/Internet	Web hosting and domain name fees.

Agenda Item 9b

-241	Motor Vehicle Maint	Maintenance for airport equipment including operations vehicles, snow removal equipment and fire trucks.
-246	Grounds Maint	Airfield lights, sand, potassium acetate, cutting edges, equipment, etc. Increased due to added costs for runway de-icing and brushes for sweepers.
-248	Building Maint	50 T-Hangars, 8 box hangars, terminal, Hawthorne hangar, maintenance building and ARFF building.
-249	Service on Machines	Service contract on copy machine.
-297	Refuse Collection	Trash and Recycling collection fees. Advance disposal contract runs through September 30, 2020.
-298	Laundry Services	Contract for uniforms, rugs and cleaning towels with Cintas through highway contract.
-299	Sundry Contract Services	Miscellaneous contract services. \$45,000 – Contract for Assistance with Car Rental RFP, Lease Negotiation and Creation of CFC
-310	Office Supplies	Paper, toner, etc.
-311	Postage and Box Rent	FedEx and miscellaneous postage.
-313	Printing & Dup	Letterhead, envelopes, etc.
-320	Reference Materials	Leader-Telegram subscription.
-321	Publish Legal Notices	Position vacancy advertising and other legal ads.
-324	Membership Dues	AAAE (\$275), GLC AAAE (\$35), Eau Claire Chamber (\$380), Chippewa Chamber (\$252), Menomonie Chamber (\$302), Visit Eau Claire (\$250), WAMA (\$850), Contract Tower Association (\$1,500)
-327	Marketing	Airport promotion and advertising. See marketing plan.
-328	Airline Recruitment	Airline retention and other airline recruitment.
-340	Travel-Train & Conf	WAMA Conference, AAAE annual conference, initial and recurrent ARFF training, etc.
-366	Fire fight supplies	Gear, foam, etc.
-377	Vehicle Fuel	For all airport equipment plus FBO/airline/Menard equipment. Fluctuates based on price of fuel and usage.
-510	Insurance	Airport Liability=\$16,974 (includes ground handling) General Liability=\$2,600 Auto=\$4,500 Property (bldg./equip)=\$29,000 Workers Compensation=\$7,300 Fuel Tanks/Environmental=\$3,000 Boiler=\$1,100
-615	Special Assessment	Any assessments by a municipality for road work, etc.
-813	Office	Computers, printers, etc.

Agenda Item 9b

	Equipment	
53610-810	Capital Equipment	Capital Equipment projects. See capital budget spreadsheet.
-820	Capital Improvement	Miscellaneous local projects. See capital budget spreadsheet.
-829	Other Capital Improvement	Local share of federal projects. See capital budget spreadsheet.
-225	ATCT-Telephone	Fax and telephone. Shout lines are covered by the FAA.
-248	ATCT-Building Maint.	Pest control, annual radio inspection, elevator inspection, fire alarm and elevator monitoring, general building maintenance, etc.
58100-613	Principal/Trust Fund	Loans paid off in 2020.
58200-613	Interest/Trust Fund	Loans paid off in 2020.

	A	B	C	D	E	F	G	H	I
1	Chippewa Valley Regional Airport								
2	2021 BUDGET COMPARISON - Draft2 7-17-20								
3							YR 2020		
4	Income/Expense		Actual	Actual	Actual	Budget	Actual	YR 2020	Budget
5	#	Item	2017	2018	2019	2020	6 mos	Estimate	2021
6	Income								
7	41110	Contrib From Eau Claire Co	\$395,079	\$399,030	\$399,030	\$399,030	\$199,515	\$399,030	\$403,020
8	47330	Contrib From Chippewa Co	\$128,981	\$130,271	\$130,271	\$130,271	\$65,136	\$130,271	\$131,574
9	Sub-Total	Tax Revenue	\$524,060	\$529,301	\$529,301	\$529,301	\$264,651	\$529,301	\$534,594
10									
11	46340-571	Advertising	\$2,425	\$5,577	\$5,195.77	\$5,000	\$7,004	\$7,004	\$5,000
12	46340-572	Air Terminal	\$109,543	\$112,243	\$113,795.34	\$115,158	\$41,537	\$113,084	\$112,691
13	46340-573	FAA	\$12,480	\$13,440	\$13,440.00	\$13,440	\$6,720	\$13,440	\$13,440
14	46340-574	FBO	\$130,448	\$128,665	\$126,800.70	\$126,823	\$30,230	\$86,432	\$127,306
15	43640-575	Fuel Flowage	\$124,459	\$138,318	\$133,398.92	\$122,100	\$37,853	\$60,000	\$82,100
16	46340-576	Hangars	\$130,291	\$139,492	\$154,928.11	\$150,143	\$90,626	\$155,000	\$174,684
17	46340-577	Landing	\$47,094	\$53,446	\$52,898.08	\$51,381	\$13,232	\$40,000	\$52,817
18	43640-578	Parking	\$159,864	\$176,547	\$192,871.54	\$150,000	\$53,389	\$75,000	\$100,000
19	46340-579	Rental Cars	\$127,046	\$141,140	\$156,039.54	\$125,000	\$43,910	\$75,778	\$85,000
20	46340-580	Restaurant	\$12,000	\$24,000	\$24,000.00	\$24,000	\$6,000	\$16,000	\$24,000
21	46340-581	Tie Downs	\$216	\$216	\$216.00	\$216	\$54	\$216	\$216
22	46340-583	Utility Revs	\$11,222	\$13,325	\$13,563.52	\$10,000	\$3,892	\$10,000	\$15,000
23	46340-584	Land Lease Revs	\$32,532	\$33,024	\$37,223.03	\$38,275	\$33,611	\$38,275	\$39,000
24	46340-586	Vehicle Fuel Reimbursement	\$14,677	\$19,538	\$22,296.84	\$13,000	\$12,374	\$15,000	\$15,000
25	Sub-Total	Operating Revenue	\$914,296	\$998,970	\$1,046,667	\$944,535	\$380,433	\$705,228	\$846,254
26									
27	Sub-Total	Taxes and Operating Rev.	\$1,438,356	\$1,528,271	\$1,575,968	\$1,473,836	\$645,084	\$1,234,529	\$1,380,848
28									
29	46340-601	Other Revenue	\$4,577	\$10,983	\$11,495.45	\$10,000	\$179	\$2,500	\$5,000
30	46340-582	PFC	\$95,652	\$98,216	\$106,108.45	\$87,800	\$23,929	\$43,900	\$43,900
31	46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0	\$0	\$0	\$0
32	43619	Airport Grants	\$29,180	\$136,441	\$30,969.47	\$0	\$0	\$1,404,967	\$3,683,213
33	49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0	\$0	\$0	\$0
34	49300	Airport Fund Balance Applied	\$0	\$0	\$0.00	\$435,989	\$0	\$0	\$0
35			\$129,409	\$245,639	\$148,573	\$533,789	\$24,108	\$1,451,367	\$3,732,113
36									
37	TOTAL INCOME		\$1,567,765	\$1,773,911	\$1,724,542	\$2,007,626	\$669,192	\$2,685,896	\$5,112,961
38									
39	Expenses								
40	53510-111	Salary Perm-Regular	\$324,697	\$333,454	\$345,542	\$347,320	\$166,570	\$355,000	\$354,904
41	-112	Salary Perm-OT	\$7,477	\$9,507	\$20,889	\$12,000	\$5,683	\$12,000	\$12,000
42	-114	Salary On Call Pay	\$5,200	\$5,100	\$5,200	\$5,200	\$2,300	\$5,200	\$5,200
43	-121	Salary Temp Regular	\$99	\$2,883	\$10,128	\$6,000	\$3,440	\$6,000	\$7,000
44	-130	Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$2,100	\$4,200
45	-141	Board & Comm Per Diem	\$3,525	\$4,050	\$4,080	\$4,000	\$1,770	\$4,000	\$4,080
46	-142	Cnty Brd & Comm Mile	\$547	\$726	\$838	\$800	\$161	\$500	\$900
47	-150	Health Ins Incentive	\$1,200	\$1,300	\$1,100	\$1,200	\$600	\$1,200	\$1,200
48	-151	Social Security	\$24,286	\$25,663	\$27,969	\$28,345	\$12,672	\$29,093	\$29,364
49	-152	Retirement Emplr Share	\$19,311	\$19,741	\$22,335	\$22,566	\$11,063	\$24,910	\$24,200
50	-153	HSA Contributions	\$0	\$0	\$0	\$7,000	\$2,750	\$7,000	\$7,000
51	-154	Hos & Health Ins	\$68,600	\$71,033	\$72,688	\$75,498	\$37,749	\$75,498	\$85,720
52	-155	Life Insurance	\$72	\$81	\$96	\$87	\$56	\$100	\$105
53	-158	Unemployment Comp	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54	-200	Contract Services	\$32,681	\$0	\$24,402	\$19,000	\$12,135	\$19,000	\$14,500
55	-212	Attorney Fees	\$2,820	\$2,238	\$3,434	\$6,000	\$0	\$6,000	\$6,000
56	-213	Accounting & Audit	\$3,000	\$5,000	\$5,000	\$5,100	\$0	\$5,100	\$5,100
57	-221	Water & Sewer	\$47,962	\$47,859	\$50,699	\$53,045	\$13,101	\$53,045	\$54,636
58	-222	Electric	\$96,104	\$93,559	\$94,699	\$98,940	\$35,819	\$98,940	\$99,940
59	-224	Gas & Fuel Oil	\$26,902	\$30,964	\$31,008	\$35,000	\$15,363	\$35,000	\$37,600
60	-225	Telephone & Telegraph	\$3,706	\$4,690	\$3,394	\$3,300	\$1,211	\$3,300	\$4,000
61	-226	Cellular Phone	\$0	\$0	\$1,015	\$1,260	\$438	\$1,260	\$1,380
62	-227	Dataline/Internet	\$15	\$15	\$18	\$500	\$18	\$500	\$500
63	-241	Motor Vehicle Maint	\$11,356	\$10,173	\$8,431	\$11,000	\$8,984	\$15,000	\$14,000
64	-246	Grounds Maint	\$31,699	\$55,396	\$121,305	\$70,000	\$79,684	\$90,000	\$100,000
65	-248	Building Maint	\$22,465	\$29,853	\$21,813	\$28,000	\$16,658	\$28,000	\$29,000
66	-249	Service on Machines	\$0	\$0	\$0	\$500	\$0	\$500	\$500
67	-297	Refuse Collection	\$1,181	\$1,207	\$1,254	\$1,600	\$1,344	\$1,400	\$1,600
68	-298	Laundry Services	\$1,440	\$1,718	\$1,993	\$2,000	\$1,648	\$3,500	\$3,500
69	-299	Sundry Contract Services	\$0	\$250	\$0	\$1,000	\$0	\$16,500	\$45,000
70	-310	Office Supplies	\$446	\$360	\$280	\$600	\$107	\$600	\$600
71	-311	Postage and Box Rent	\$318	\$352	\$463	\$600	\$13	\$600	\$600

Agenda Item 9b

	A	B	C	D	E	F	G	H	I
3							YR 2020		
4	Income/Expense		Actual	Actual	Actual	Budget	Actual	YR 2020	Budget
5	#	Item	2017	2018	2019	2020	6 mos	Estimate	2021
72	-313	Printing & Dup	\$736	\$680	\$686	\$750	\$146	\$750	\$750
73	-320	Ref Materials	\$513	\$290	\$315	\$500	\$83	\$500	\$500
74	-321	Publish Legal Notices	\$77	\$60	\$37	\$200	\$0	\$200	\$100
75	-324	Membership Dues	\$4,312	\$3,561	\$3,835	\$4,000	\$2,962	\$4,000	\$4,000
76	-327	Marketing	\$35,935	\$47,599	\$44,780	\$55,000	\$14,399	\$55,000	\$55,000
77	-327-001	Marketing Grant Expense	\$24,486	\$0	\$0	\$0	\$0	\$0	\$0
78	-328	Airline Recruitment	\$6,992	\$1,050	\$4,000	\$15,000	\$250	\$15,000	\$10,000
79	-340	Travel-Train, Conf & Misc.	\$8,441	\$11,824	\$14,884	\$12,000	\$2,061	\$5,000	\$15,000
80	-366	Fire fight supplies	\$2,234	\$0	\$1,720	\$4,500	\$0	\$4,500	\$4,500
81	-377	Vehicle Fuel	\$25,127	\$37,393	\$48,892	\$32,000	\$21,743	\$32,000	\$35,000
82	-510	Insurance	\$41,042	\$43,275	\$46,289	\$58,400	\$45,105	\$68,400	\$64,474
83	-515	Insurance Claims	\$0	\$141,441	\$39,831	\$0	\$0	\$0	\$0
84	-615	Special Assessment	\$0	\$0	\$75,708	\$0	\$0	\$0	\$0
85	-813	Office Equipment	\$56	\$2,400	\$148	\$1,500	\$425	\$1,500	\$2,000
86		Sub-Total Operating Expense	\$887,058	\$1,046,744	\$1,161,197	\$1,031,310	\$518,510	\$1,087,696	\$1,145,652
87									
88	53515-221	ATCT Water-Sewer-Strmwtr	\$898	\$925	\$936	1,030	\$236	\$1,030	\$1,061
89	-222	ATCT Electricity	\$13,914	\$14,504	\$15,803	15,300	\$6,214	\$15,300	\$16,000
90	-224	ATCT Gas & Fuel Oil	\$2,539	\$2,771	\$2,595	4,000	\$1,201	\$4,000	\$4,000
91	-225	ATCT Telephone	\$1,120	\$484	\$960	1,500	\$480	\$1,500	\$1,500
92	-248	ATCT Building Maintenance	\$5,853	\$10,058	\$13,461	15,000	\$2,667	\$15,000	\$15,000
93		Sub-Total Tower Expense	\$24,324	\$28,742	\$33,754	\$36,830	\$10,798	\$36,830	\$37,561
94									
95	53610-810	Capital Equipment	\$10,597	\$25,555	\$0	\$75,000	\$50,627	\$73,027	\$60,000
96	-820	Capital Improvement	\$475,880	\$456,181	\$5,125	\$495,000	\$32,771	\$696,000	\$3,167,000
97	-829	Other Capital Improvement	\$0	\$27,432	(\$94,877)	\$245,556	-\$226,170	-\$86,136	\$263,433
98	58102-613	Principal/Trust Fund	\$98,014	\$101,690	\$105,503	\$109,420	\$109,420	\$385,857	\$0
99	58202-613	Interest/Trust Fund	\$25,915	\$22,239	\$18,426	\$14,509	\$14,509	\$18,514	\$0
100		Sub-Total Capital Expense	\$610,407	\$633,098	\$34,177	\$939,485	-\$18,843	\$1,087,262	\$3,490,433
101									
102		TOTAL EXPENSE	\$1,521,788	\$1,708,584	\$1,229,128	\$2,007,626	\$510,466	\$2,211,787	\$4,673,646
103									
104		NET OPERATING INCOME	\$45,977	\$65,326	\$495,414	\$0	\$158,727	\$474,109	\$439,315
105									
107		Cash Balance							
108		Per 2017 Audit Report	\$980,620						
109		Per 2018 Audit Report	\$975,882						
110		2019 Estimate	1,471,296						
111		2020 Estimate	1,945,405						

	A	B	C	D	E	F	G	H
1	2021-2026 EAU Capital Budget 7-17-2020							
3	Project Funding Sources							
4				FAA	FAA	Wisconsin		
					Discretionary/ CARES/			
5	Year	Project		Total Cost	Entitlement	Supplemental	DOT	Local
6	FY2021 - Capital Equipment (810)							
7	Local	Replace Airport Operations and Maintenance Vehicle- DELAY to 2021?		\$ 30,000				\$ 30,000
8	Local	Airfield paint striper- DELAY to 2021?		\$ 30,000				\$ 30,000
9		2020 Total Project Costs - Account 810		\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
10								
11	FY2021 - Capital Improvement (820)							
12	Local	Construct New Corporate Hangar		\$ 2,700,000		\$ 2,500,000		\$ 200,000
13	Local	Replace Parking Equipment		\$ 300,000				\$ 300,000
14	Local	Replace Tower Radios		\$ 40,000				\$ 40,000
15	Local	Terminal and Tower Camera Replacement		\$ 5,000				\$ 5,000
16	Local	Replace Boilers in Hangars K3 and K5		\$ 10,000				\$ 10,000
17	Local	Replace Terminal Walkoff Mats		\$ 15,000				\$ 15,000
18	Local	LED Lighting Upgrades		\$ 25,000				\$ 25,000
19	Local	Entrance Sign Message Board Replacement		\$ 10,000				\$ 10,000
20	Local	Install Fiber to Maintenance Shop		\$ 12,000				\$ 12,000
21	Local	Replace Chiller at ATCT		\$ 50,000				\$ 50,000
22		Year 2020 Total Project Costs - Account 820		\$ 3,167,000	\$ -	\$ 2,500,000	\$ -	\$ 667,000
23								
24	FY2021	Other Capital Improvement (829)						
25	SA	Phase II Design Wildlife Fence		\$ 250,000			\$ 125,000	\$ 125,000
26	SA	Rebid Runway 4/22 and Taxiway A Rehab and Design of Twy Markings		\$ 50,000			\$ 40,000	\$ 10,000
27	AIP48	Runway 4/22 Rehab (incl. design, construct and CA)		\$ 1,391,648	\$ 601,276	\$ 651,207	\$ 69,582	\$ 69,582
28	AIP48	Taxiway A Rehab from Taxiway B2 to A1 including connectors A2 and A3 (incl. design, construct and CA)		\$ 302,009	\$ 271,808	\$ 0	\$ 15,100	\$ 15,100
29	AIP49	ARFF Building Rehab		\$ 2,245,833	\$ 375,000	\$ 1,833,333	\$ 18,750	\$ 18,750
30	AIP50	Master Plan Update (including Rwy 14/32 extension analysis and Rwy 04 approach lights)/ALP Update (including AGIS and OAP)		\$ 500,000		\$ 450,000	\$ 25,000	\$ 25,000
31		Year 2021 Total Project Costs		\$ 4,739,490	\$ 1,248,084	\$ 2,934,540	\$ 293,433	\$ 263,433
32								

	A	B	C	D	E	F	G	H
33	FY2022							
34	AIP51	Phase II Design and Install Wildlife Fencing (10' high with 3 strand wire at the top and 2-4 foot angled and buried chain link at the bottom)		\$ 2,184,500	\$ 1,000,000	\$ 966,050	\$ 109,225	\$ 109,225
35	AIP51	Runway 14/32 approach clearing		\$ 250,000		\$ 225,000	\$ 12,500	\$ 12,500
36	AIP51	Wildlife Study Recommendations (tree, shrub and vegetation removal on the AOA)		\$ 500,000	\$ -	\$ 225,000	\$ 25,000	\$ 25,000
37	AIP52	Design ARFF Truck (to be reimbursed in 2023)		\$ 50,000			\$ 40,000	\$ 10,000
38		Year 2022 Total Project Costs		\$ 2,984,500	\$ 1,000,000	\$ 1,416,050	\$ 186,725	\$ 156,725
39								
40	FY2023							
41	AIP53	Design SRE and airfield markings(to be reimbursed in 2024)		\$ 50,000			\$ 40,000	\$ 10,000
42	AIP52	Acquire ARFF Truck		\$ 1,111,111	\$ 1,000,000		\$ 55,556	\$ 55,556
43		Year 2023 Total Project Costs		\$ 1,161,111	\$ 1,000,000	\$ -	\$ 95,556	\$ 65,556
44								
45	FY2024							
46	AIP54	Design Airfield Lighting Replacement (Rwy 14/32, Rwy 4/22, Twy E, Twy F, Ramp) reimbursed in 2025		\$ 150,000			\$ 120,000	\$ 30,000
47	AIP53	Airfield Marking Removal and Re-painting		\$ 300,000	\$ 270,000		\$ 15,000	\$ 15,000
48	AIP53	SRE Equipment (1 sweeper to replace Ford Truck/move sander to new truck)		\$ 811,111	\$ 730,000	\$ -	\$ 40,556	\$ 40,556
49		SRE Equipment (1 plow for new truck)		\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
50		Year 2024 Total Project Costs		\$ 1,261,111	\$ 1,000,000	\$ -	\$ 200,556	\$ 110,556
51								
52	FY2025							
53	AIP55	Design Rwy 14/32 Extension and Rwy 04 Approach Lights		\$ 500,000			\$ 400,000	\$ 100,000
54	AIP54	EA Rwy 14/32 Extension and Rwy 04 Approach Lights		\$ 300,000	\$ 270,000		\$ 15,000	\$ 15,000
55	AIP54	Airfield Lighting Replacement (Rwy 14/32, Rwy 4/22, Twy E, Twy F, Ramp)		\$ 811,111	\$ 730,000	\$ -	\$ 40,556	\$ 40,556
56		Year 2025 Total Project Costs		\$ 1,611,111	\$ 1,000,000	\$ -	\$ 455,556	\$ 155,556
57								
58	FY2026							
59	AIP55	Rwy 14/32 Extension and Rwy 04 Approach Lights		\$ 5,000,000	\$ 1,000,000	\$ 3,500,000	\$ 250,000	\$ 250,000
60	AIP56	Design North Hangar Area taxilane reconstruct		\$ 250,000	\$ -	\$ -	\$ 200,000	\$ 50,000
61		Year 2026 Total Project Costs		\$ 5,250,000	\$ -	\$ -	\$ 450,000	\$ 300,000

CHIPPEWA VALLEY REGIONAL AIRPORT

ABOUT

The Chippewa Valley Regional Airport operates under a seven-member commission and the department head is the Airport Director. The Airport is a major economic development engine for the Chippewa Valley and is partially funded under an agreement between Eau Claire and Chippewa Counties running through 2023. A report from the Wisconsin Bureau of Aeronautics indicated the direct economic impact of the airport on the Chippewa Valley economy in 2014 totaled 157 employees, a payroll of \$7.8 million and \$41.6 million in economic output. The report also noted the \$4.3 million of airport user spending supported 70 additional jobs in the Chippewa Valley, with a payroll of \$1.3 million.

DEPARTMENT MISSION

The Chippewa Valley Regional Airport Commission manages the Airport property, which is owned by Eau Claire County. Management of the facility consists of a variety of operations including marketing, maintenance, operations, security and administration.

Airport Commission Mission/Vision: The Chippewa Valley Regional Airport will provide our users with a safe, efficient and welcoming operation while striving to meet the current and future needs of the communities we serve, by ensuring the Chippewa Valley is connected to the world.

STRATEGIC DIRECTION AND PRIORITY ISSUES

The Airport Commission will be completing a strategic plan in July 2020 which will set the direction for the next two years.

TRENDS AND ISSUES ON THE HORIZON

- COVID-19 has had a major impact on aviation nationwide. As we continue to rebound, we will need to assist our partners with promotion of the services available at the airport now more than ever. We will also need to consider investing in additional equipment and/or contractors to support the additional demand for cleaning during the pandemic.
- FAA mandated changes in the way airports report airfield conditions has significantly changed winter operations for our airline partners. In response, smaller airports are having to evolve their Winter operations to ensure aircraft are able to arrive and depart in snow conditions. This includes spending significantly more dollars on winter pavement maintenance and changing the type of equipment needed to maintain runways in the Winter. The airport will need to continue to adjust our efforts to ensure our aviation partners are able to provide reliable winter operations.

- Exploration of new opportunities for airport development and revenue generation will continue to be a focus for the coming years. The 2021 budget includes new corporate hangar development and discussions for additional hangar and facility development will continue into 2022 and beyond.

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- The Airport operates under a multi-year agreement with the County, so operational changes do not have fiscal impact on Eau Claire County.
- The budgeted revenues for 2021 are intended to be conservative, given we do not know the impact COVID-19 will have on our operations.
- New equipment is being acquired which will help significantly improve efficiency and performance of our snow removal operations.
- A CARES Act grant awarded in 2020 will help fund airport operational expenses over a four-year period. This includes funding early payment of debt, so two state trust fund loans were retired early in 2020.
- A new corporate hangar is included in the 2021 budget which will be funded primarily through a CARES Act grant and will generate long term operating revenue for the airport.
- The 2021 budget also contemplates replacement of parking equipment at the airport which brings with it the opportunity to improve the customer experience.

POTENTIAL RISKS

- Continued impacts of COVID-19 could cause revenue to be less than budgeted but CARES Act funds for operational expenses will offset those losses in revenue.
- Depending on the length of the pandemic, the future of some of the businesses at the airport could be in question.
- A more difficult than average Winter could have significant financial impacts on the airport operating budget.

**Chippewa Valley Regional Airport
Overview of Revenues and Expenditures**

Revenues	2019	2020	2020	2021	%	2021	%	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Tax Levy	\$399,030	\$399,030	\$399,030	\$403,020	1%	-	-100%	-	-100%
02-Sales Tax	-	-	-	-		-		-	
03-Other Taxes	-	-	-	-		-		-	
04-Intergovernment Grants and Aid	\$8,391,959	\$130,271	\$1,535,238	\$3,814,787	2828%	-	-100%	-	-100%
05-Intergovernmental Charges for Services	-	-	-	-		-		-	
06-Public Charges for Services	\$1,195,241	\$1,042,336	\$751,629	\$895,154	-14%	-	-100%	-	-100%
07-Licenses & Permits	-	-	-	-		-		-	
08-Fines & Forfeitures	-	-	-	-		-		-	
09-Other Revenue	-	-	-	-		-		-	
10-Bond Proceeds	-	-	-	-		-		-	
11-Fund Balance Applied	-	\$435,989	-	-	-100%	-	-100%	-	-100%
12-Fund Transfers	-	-	-	-		-		-	
Total Revenues:	\$9,986,230	\$2,007,626	\$2,685,897	\$5,112,961	155%	\$0	-100%	\$0	-100%

Expenditures	2019	2020	2020	2021	%	2021	%	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Regular Wages	\$360,870	\$358,520	\$366,200	\$367,104	2%	-	-100%	-	-100%
02-OT Wages	\$20,889	\$12,000	\$12,000	\$12,000	0%	-	-100%	-	-100%
03-Payroll Benefits	\$139,201	\$139,496	\$144,401	\$156,769	12%	-	-100%	-	-100%
04-Contracted Services	\$402,218	\$373,075	\$413,875	\$454,817	22%	-	-100%	-	-100%
05-Supplies & Expenses	\$119,891	\$125,150	\$118,150	\$126,050	1%	-	-100%	-	-100%
06-Building Materials	-	-	-	-		-		-	
07-Fixed Charges	\$1,661,045	\$58,400	\$68,400	\$64,474	10%	-	-100%	-	-100%
08-Debt Service	\$91,032	\$123,929	\$404,371	-	-100%	-	-100%	-	-100%
09-Equipment	\$148	\$817,056	\$684,391	\$3,492,433	327%	-	-100%	-	-100%
10-Other	-	-	-	-		-		-	
Total Expenditures:	\$2,795,294	\$2,007,626	\$2,211,788	\$4,673,647	133%	\$0	-100%	\$0	-100%

Net Surplus/(Deficit)- Chippewa Valley Regional Airport	\$7,190,936	\$0	\$474,109	\$439,314		\$0		\$0	
---------------------------------------------------------	-------------	-----	-----------	-----------	--	-----	--	-----	--