

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, August 21, 2020, 7:30 a.m.**  
**Virtual Meeting via Webex**

**Dial In: 1-415-655-0001**  
**Access Code: 145 813 6870**  
**\*please remain muted when not speaking**

For those wishing to make public comment, you must e-mail Erin Switzer at [admin@chippewavalleyairport.com](mailto: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. July 17, 2020 Regular Commission Meeting
  - b. July 16, 2020 Strategic Planning 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
    - Quarterly Report
    - Airport Audit Report
    - Airport Community Outreach
    1. Discussion/Action
  - b. Airport Strategic Plan Update/Review
    - 2020-2022 Plan Update

- Operational Review
- 1. Discussion/Action**

**c. Project Summary – revised CIP in the packet**

- AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20
- AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20
- AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21
- AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22
- State Aid 65 Equipment Procurement Project – FY20
- State Aid 66 Equipment Storage Building Addition Project – FY20
- K-Row Hangar Construction Project – FY20
- 1. Discussion/Action**

**8. Previous Business:**

- a. Land Lease Guidelines**
  - 1. Discussion/Action**

**9. New Business:**

- a. Tower Chiller Replacement**
  - 1. Discussion/Action**
- b. C-Row Hangar Door Repairs**
  - 1. Discussion/Action**
- c. Upgrades to Terminal Air Handling Units**
  - 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, July 17, 2020, 7:30 am**  
**Terminal Conference Commission Room**  
**3800 Starr Avenue, Eau Claire, WI**

**MEMBERS PRESENT:** Commissioners Rick Bowe, Leigh Darrow, Scott Francis and Bill Hilgedick. Commissioner Kevin Stelljes was present via teleconference.

**MEMBERS ABSENT:** Peter Hoeft and Barry Wells

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Todd Littfin-Smokin' Rivets, Jason Dekan-Hangar Tenant, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Leigh Darrow, Scott Francis and Bill Hilgedick. Commissioner Kevin Stelljes was present via teleconference.
4. **Approval of Minutes:**
  - a. **June 19, 2020 Regular Commission Meeting:**  
 On a motion by Com. Bowe, seconded by Com. Darrow, the minutes of the June 19, 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. Bowe, 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 for the year.
    - **Tower Operations**  
 Tower Operations are up for the month and for the year.
  - c. **Hangar Occupancy:**  
 There is one T-hangar available in the north hangar area.

## 6. Public Comment Period:

- Neighborhood Association leader, Heather Deluka inquired if there were plans for changing short term parking fees and also how the fence project and the Runway 14/32 extension project will affect Airport neighbors.
- Hangar Tenant, Jason Dekan suggested that a walk gate be added to the South side gates in case of emergencies and also inquired if there were plans to build any smaller, heated box hangars.
- Jeff Husby from Hawthorne Aviation noted that another Mustang is now being hangered with them. He also noted interest in longer term land leases beyond 20 or 40 years.

## 7. Operational Matters:

### a. Airport Operations Report

- **Airport Staffing:** The Airport Director noted that one part-time maintenance position and two on-call maintenance positions are now open.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020.

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

- **Operational Review:** The July Operational Review covered fuel flowage fees, landing fees, terminal parking fees and maintenance and tower facilities maintenance. The Airport Director noted comparable rates from other Airports and advocates for a possible parking fee increase in the future when our parking system is upgraded.

### c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** This project is completed.
- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FFY20:** No update at this time.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FFY20:** The environmental study for the fence project is in progress and is waiting on the grant and a public meeting will happen when the project is closer to construction. The Taxiway A project was bid this month and will be starting soon. The ARFF building design will begin this fall.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FFY21:** No update at this time.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FFY22:** No update at this time.
- **State Aid 65 Equipment Procurement Project – FFY20:** The tractor has been received and the mower is out for bid
- **State Aid 66 Equipment Storage Building Addition Project – FFY20:** Design for this project is nearly complete.
- **K-Row Hangar Construction Project – FY20:** The contractor is working on submittals and the project is planned for completion in 2020.

**8. Previous Business:**

- a. **Airport Recognition Program Quarter 2 - 2020 Award:** Commissioners selected Stacy Van Ness from AVIS for the Quarter 2 - 2020 Recognition Program recipient. She was nominated this quarter for her distinguished service.

**9. New Business:**

- a. **Approval to Proceed with a Contract for PARCS Replacement Analysis:** The Airport Director discussed the need for future replacement of the parking equipment at the airport. WGI can analyze the options available for us to consider.

**On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the Contract for PARCS Replacement Analysis with WGI as submitted.**

*(Ayes 5-Nayes 0)*

- b. **Final 2021 Airport Operating and Capital Improvement Budget:** The Airport Director discussed the proposed 2021 Airport Operating and Capital Improvement Budget. There was discussion about the costs associated with the two K-Row box hangars being constructed and what the future hangar rental fees would be, as well as the possibility of charging CFC fees to the rental car companies that would be used to build a car wash facility in the future. The Airport may consider to out-source janitorial services and quotes are being requested but were not included in the budget numbers submitted.

**On a motion by Com. Bowe, seconded by Com. Francis, the Final 2021 Airport Operating and Capital Improvement Budget was approved as submitted with the understanding that the janitorial services were not yet included and may be added.**

*(Ayes 5-Nayes 0)*

**10. Discuss Future Agenda Items:**

- a. **Land Lease Guidelines Discussion**

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for August 21<sup>st</sup>, September 18<sup>th</sup> and October 16<sup>th</sup>.

**12. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 8:25 am.**

*(Ayes 5-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary

## MINUTES

**Chippewa Valley Regional Airport Commission  
Strategic Planning Meeting  
Thursday, July 16, 2020, 10:00 am  
Airport Terminal Conference Room  
3800 Starr Avenue, Eau Claire, WI**

**MEMBERS PRESENT:** Commissioners Rick Bowe, Leigh Darrow, Bill Hilgedick, Peter Hoeft and Barry Wells. Scott Francis arrived at 10:13 am and Commissioner Kevin Stelljes was present via teleconference.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Steve Smith-Facilitator, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Jason Dekan-Hangar Tenant, Charity Zich-Airport Director and Erin Switzer-Administrative Associate

1. **Call To Order:** Chair Bill Hilgedick called the meeting to order at 10:01 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call – Voice**
4. **Airport Commission Strategic Planning Meeting**
  - a. **Welcome and Introductions**
  - b. **Communicating the Process**
  - c. **Laying the Foundation**
  - d. **Affinity Process**
  - e. **Interrelationship Diagram**
  - f. **Identify Goals**
    - i. **Maintain High Quality Leadership and Staff who work as a team**
    - ii. **Create a high level of airport business partner satisfaction**
    - iii. **Understand Facility Needs**
    - iv. **Promote the benefit and value of the Airport within the Community**
  - g. **Review and Edit the Long Range Plan (Principles)**
  - h. **Next Steps, Session Evaluation and Wrap up**
5. **Adjournment:** The meeting was adjourned at 1:58 pm.

**Respectfully Submitted,**

**Scott Francis, Secretary**

**July Vouchers for approval August 21, 2020**

Cintas	Uniforms & Towels	53510-298	\$383.16
City of Eau Claire	Q2 Water/Sewer/Stormwater Charges	53510-221	\$12,125.17
<i>City of Eau Claire</i>	<i>Q2 Water/Sewer/Stormwater Charges-ATCT</i>	<i>53515-221</i>	<i>\$235.62</i>
Dann's Certified Testing	Terminal Cross Connection Testing	53510-248	\$180.00
<i>Dann's Certified Testing</i>	<i>ATCT Cross Connection Testing</i>	<i>53515-248</i>	<i>\$120.00</i>
Eau Claire County Highway	Diesel fuel for ATCT generator	53515-248	\$536.51
Entrance Technologies	South entrance door install/Main door timers	53510-820	\$23,736.00
LE Phillips Career Development Ctr	Terminal Seating Upholstering, 70 sets	53510-820	\$3,850.00
Olympic Builders	Hangar Construction Project, Payment #1	53510-820	\$15,221.85
Potters Industries, LLC	8,000 lbs of glass beads for Airfield painting	53510-246	\$4,800.00
Steven Smith	Consultant Services, Airport Strategic Planning	53510-299	\$793.08
Verizon	Maintenance Super/Fire/Seas Phones, June	53510-226	\$83.44
Xcel Energy	Terminal Gas/Electric - July	53510-222/224	\$8,385.19
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - July</i>	<i>53515-222/224</i>	<i>\$1,493.64</i>
	<b>TOTAL</b>		<b><u>\$71,943.66</u></b>

*ITALICIZED items = Tower Expenses*

**July Credit Card Charges**

VOLAIRE AVIATION INC.	Q3 Marketing	53510-327	300.00
STAPLES	Office Supplies	53510-310	42.22
NASSCO INC	Building	53510-248	173.90
HANGAR 54 GRILL	Employee Recognition	53510-327	25.00
GOLD CROSS ANSWERING SVC	Telephone	53510-225	46.72
AMAZON	Cell Phone Supplies	53510-226	17.99
AMAZON	Marketing	53510-327	7.99
<i>PER MAR SECURITY</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>154.86</i>
AMAZON	ARFF Supplies	53510-366	<u>-7.33</u>
AMAZON	Grounds	53510-246	10.99
AMAZON	Marketing	53510-327	<u>-7.99</u>
AMAZON	Cell Phone Supplies	53510-226	22.98
FIRST SUPPLY LLC	Building	53510-248	6.40
EAU CLAIRE CHAMBER	Marketing	53510-327	50.00
HANGAR 54 GRILL	Strategic Planning Lunch	53510-340	152.00
A-TECH AUTOMOTIVE	Vehicles	53510-241	29.95
AIRPORT WINDSOCK CORP	Airfield Windsocks	53510-246	274.54
FARM & FLT CHIPPEWA FALLS	Grounds	53510-246	54.94
FARM & FLT CHIPPEWA FALLS	Grounds	53510-246	<u>-10.95</u>
SOUTHSIDE TIRE CHIPPEWA FALLS	2016 Ford Truck Tires	53510-241	591.84
PIERCE MFG	Vehicles	53510-241	33.68
NASSCO INC	Grounds	53510-248	97.34
PIERCE MFG	P19 Cylinder	53510-241	1529.05
FARRELL EQUIPMENT	Grounds	53510-246	199.95
PIERCE MFG	Vehicles	53510-241	116.84
	<b>TOTAL</b>		<b><u>\$3,912.91</u></b>

### Chippewa Valley Regional Airport

**2020 BUDGET COMPARISON Estimated July 31, 2020**

#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 7/31/20 (58.33%)	Variance YTD	Balance Remaining For Year	Estimate
<b>Income</b>			58.33%				
41110	Contrib From Eau Claire Cty	\$399,030	\$232,768	\$232,768.00	\$0.50	\$166,262.00	\$399,030
47330	Contrib From Chippewa Cty	\$130,271	\$75,991	\$130,271.00	\$54,279.58	\$0.00	\$130,271
Sub-Total Tax Revenue		\$529,301	\$308,758.92	\$363,039.00	\$54,280.08	\$166,262.00	\$529,301
46340-571	Advertising	\$5,000	\$2,917	\$7,004.00	\$4,087.33	(\$2,004.00)	\$7,004
46340-572	Air Terminal	\$115,158	\$67,176	\$51,129.38	(\$16,046.12)	\$64,028.62	\$113,084
46340-573	FAA	\$13,440	\$7,840	\$7,840.00	\$0.00	\$5,600.00	\$13,440
46340-574	FBO	\$126,823	\$73,980	\$36,042.01	(\$37,938.07)	\$90,780.99	\$86,432
43640-575	Fuel Flowage	\$122,100	\$71,225	\$44,476.32	(\$26,748.68)	\$77,623.68	\$60,000
46340-576	Hangars	\$150,143	\$87,583	\$106,323.88	\$18,740.46	\$43,819.12	\$155,000
46340-577	Landing	\$51,381	\$29,972	\$13,232.26	(\$16,739.99)	\$38,148.74	\$40,000
43640-578	Parking	\$150,000	\$87,500	\$57,270.52	(\$30,229.48)	\$92,729.48	\$75,000
46340-579	Rental Cars	\$125,000	\$72,917	\$51,429.88	(\$21,486.79)	\$73,570.12	\$75,778
46340-580	Restaurant	\$24,000	\$14,000	\$6,000.00	(\$8,000.00)	\$18,000.00	\$16,000
46340-581	Tie Downs	\$216	\$126	\$54.00	(\$72.00)	\$162.00	\$216
46340-583	Utility Revs	\$10,000	\$5,833	\$4,444.85	(\$1,388.48)	\$5,555.15	\$10,000
46340-584	Land Lease Revs	\$38,275	\$22,327	\$33,810.13	\$11,483.05	\$4,464.87	\$38,275
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$7,583	\$13,190.55	\$5,607.22	(\$190.55)	\$15,000
Sub-Total Operating Revenue		\$944,536	\$550,979.33	\$432,247.78	(\$118,731.55)	\$512,288.22	\$705,229
Sub-Total Taxes and Operating Rev.		\$1,473,837.00	\$859,738.25	\$795,286.78	(\$64,451.47)	\$678,550.22	\$1,234,529.66
46340-601	Other Revenue	\$10,000	\$5,833	\$213.90	(\$5,619.43)	\$9,786.10	\$2,500
46340-582	PFC	\$87,800	\$51,217	\$23,929.38	(\$27,287.29)	\$63,870.62	\$43,900
46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
43619	Airport Grants	\$0	\$0	\$410,231.53	\$410,231.53	(\$410,231.53)	\$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	\$254,327	\$0.00	(\$254,326.92)	\$435,989.00	\$0
Sub-Total Other Revenue		\$533,789	\$311,376.92	\$434,374.81	\$122,997.89	\$99,414.19	\$1,451,367
<b>TOTAL INCOME</b>		<b>\$2,007,626</b>	<b>\$1,171,115.17</b>	<b>\$1,229,661.59</b>	<b>\$58,546.42</b>	<b>\$777,964.41</b>	<b>\$2,685,897</b>
<b>Expenses</b>							
53510-111	Salary Perm-Regular	\$347,320	\$202,603	\$206,039.21	\$3,435.88	\$141,280.79	\$355,000
-112	Salary Perm-OT	\$12,000	\$7,000	\$6,401.40	(\$598.60)	\$5,598.60	\$12,000
-114	Salary-On Call Pay	\$5,200	\$3,033	\$2,900.00	(\$133.33)	\$2,300.00	\$5,200
-121	Salary Temp Regular	\$6,000	\$3,500	\$3,486.05	\$0.00	\$2,513.95	\$6,000
-130	Employee Benefits	\$0	\$0	\$350.00	\$350.00	(\$350.00)	\$2,100
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$130.53	\$130.53	(\$130.53)	
-141	Board & Comm Per Diem	\$4,000	\$2,333	\$2,895.00	\$561.67	\$1,105.00	\$4,000
-142	Cnty Brd & Comm Mile	\$800	\$467	\$272.47	(\$194.20)	\$527.53	\$500
-150	Health Ins Incentive	\$1,200	\$700	\$700.00	\$0.00	\$500.00	\$1,200
-151	Social Security	\$28,345	\$16,535	\$15,722.50	(\$812.08)	\$12,622.50	\$29,093
-152	Retirement Emplr Share	\$22,566	\$13,164	\$13,647.43	\$483.93	\$8,918.57	\$24,910
-153	HSA Contribution	\$7,000	\$4,083	\$2,750.00	(\$1,333.33)	\$4,250.00	\$7,000
-154	Hos & Health Ins	\$75,498	\$44,041	\$44,040.50	\$0.00	\$31,457.50	\$75,498
-155	Life Insurance	\$87	\$51	\$67.22	\$16.47	\$19.78	\$100
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$19,000	\$11,083	\$12,134.50	\$1,051.17	\$6,865.50	\$19,000
-212	Attorney Fees	\$6,000	\$3,500	\$0.00	(\$3,500.00)	\$6,000.00	\$6,000
-213	Accounting & Audit	\$5,100	\$2,975	\$0.00	(\$2,975.00)	\$5,100.00	\$5,100
-221	Water & Sewer	\$53,045	\$30,943	\$25,226.37	(\$5,716.55)	\$27,818.63	\$53,045
-222	Electric	\$98,940	\$57,715	\$51,577.61	(\$6,137.39)	\$47,362.39	\$98,940
-224	Gas & Fuel Oil	\$35,000	\$20,417	\$15,889.72	(\$4,526.95)	\$19,110.28	\$35,000
-225	Telephone	\$3,300	\$1,925	\$1,396.26	(\$528.74)	\$1,903.74	\$3,300
-226	Cellular Phone	\$1,260	\$735	\$482.54	(\$252.46)	\$777.46	\$1,260
-227	Dataline/Internet	\$500	\$292	\$18.17	(\$273.50)	\$481.83	\$500
-241	Motor Vehicle Maint	\$11,000	\$6,417	\$900.42	(\$5,516.25)	\$10,099.58	\$15,000
-246	Grounds Maint	\$70,000	\$40,833	\$85,882.02	\$45,048.69	(\$15,882.02)	\$90,000
-248	Building Maint	\$28,000	\$16,333	\$22,374.01	\$6,040.68	\$5,625.99	\$28,000
-249	Service on Machines	\$500	\$292	\$0.00	(\$291.67)	\$500.00	\$500
-297	Refuse Collection	\$1,600	\$933	\$1,344.20	\$410.87	\$255.80	\$1,400
-298	Laundry Services	\$2,000	\$1,167	\$2,031.36	\$864.69	(\$31.36)	\$3,500
-299	Sundry Contract Services	\$1,000	\$583	\$793.08	\$0.00	\$0.00	\$16,500
-310	Office Supplies	\$600	\$350	\$107.45	(\$242.55)	\$492.55	\$600
-311	Postage and Box Rent	\$600	\$350	\$12.68	(\$337.32)	\$587.32	\$600
-313	Printing & Dup	\$750	\$438	\$268.96	(\$168.54)	\$481.04	\$750
-320	Ref Materials	\$500	\$292	\$83.00	(\$208.67)	\$417.00	\$500



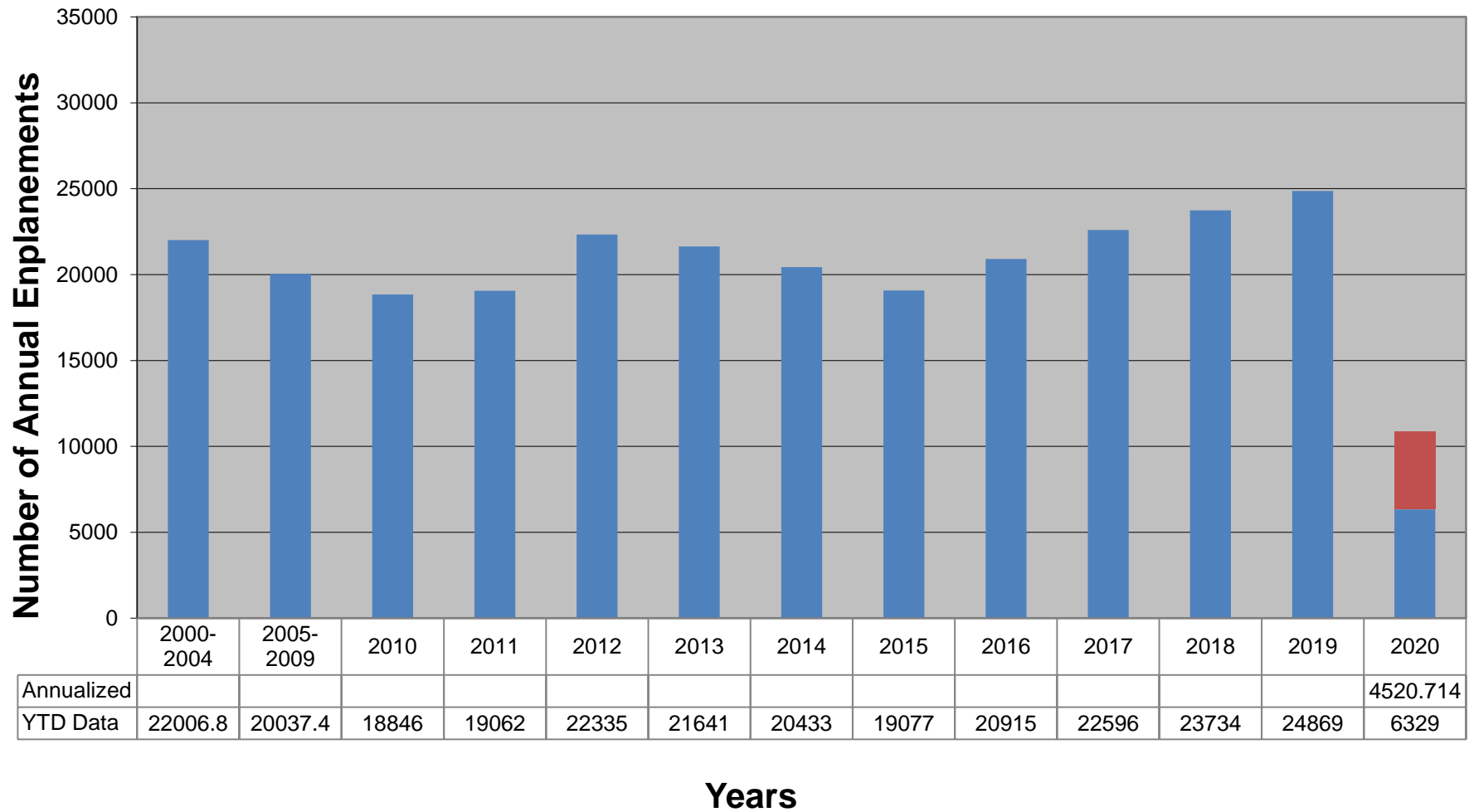
#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 7/31/20 (58.33%)	Variance YTD	Balance Remaining For Year	Estimate
-321	Publish Legal Notices	\$200	\$117	\$48.14	(\$68.53)	\$151.86	\$200
-324	Membership Dues	\$4,000	\$2,333	\$2,962.00	\$628.67	\$1,038.00	\$4,000
-327	Marketing	\$55,000	\$32,083	\$14,423.59	(\$17,659.74)	\$40,576.41	\$55,000
-328	Airline Recruitment	\$15,000	\$8,750	\$250.00	(\$8,500.00)	\$14,750.00	\$15,000
-340	Travel-Train, Conf & Misc.	\$12,000	\$7,000	\$2,098.73	(\$4,901.27)	\$9,901.27	\$5,000
-366	Fire fight supplies	\$4,500	\$2,625	\$7.33	(\$2,617.67)	\$4,492.67	\$4,500
-377	Vehicle Fuel	\$32,000	\$18,667	\$21,756.71	\$3,090.04	\$10,243.29	\$32,000
-510	Insurance	\$58,400	\$34,067	\$57,236.71	\$23,170.04	\$1,163.29	\$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	\$875	\$424.79	(\$450.21)	\$1,075.21	\$1,500
<b>Sub-Total Operating Expense</b>		<b>\$1,031,311.00</b>	<b>\$601,598.08</b>	<b>\$619,132.66</b>	<b>\$17,534.58</b>	<b>\$412,178.34</b>	<b>\$1,087,695.60</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$601	\$471.24	(\$129.59)	\$558.76	\$1,030
-222	ATCT Electricity	\$15,300	\$8,925	\$9,091.73	\$166.73	\$6,208.27	\$15,300
-224	ATCT Gas & Fuel Oil	\$4,000	\$2,333	\$1,268.17	(\$1,065.16)	\$2,731.83	\$4,000
-225	ATCT Telephone	\$1,500	\$875	\$480.00	(\$395.00)	\$1,020.00	\$1,500
-248	ATCT Building Maintenance	\$15,000	\$8,750	\$2,853.13	(\$5,896.87)	\$12,146.87	\$15,000
<b>Sub-Total Tower Expense</b>		<b>\$36,830</b>	<b>\$21,484.17</b>	<b>\$14,164.27</b>	<b>(\$7,319.90)</b>	<b>\$22,665.73</b>	<b>\$36,830</b>
53610-810	Capital Equipment	\$75,000	\$43,750	\$29,620.60	(\$14,129.40)	\$45,379.40	\$73,027
-820	Capital Improvement	\$495,000	\$288,750	\$83,821.29	(\$204,928.71)	\$411,178.71	\$696,000
-829	Other Capital Improvement	\$245,556	\$143,241	(\$205,163.84)	(\$348,404.84)	\$450,719.84	-\$86,136
58102-613	Principal/Trust Fund	\$109,420	\$63,828	\$109,420.00	\$45,591.67	\$0.00	\$385,857
58202-613	Interest/Trust Fund	\$14,509	\$8,464	\$14,509.00	\$6,045.42	\$0.00	\$18,514
<b>Sub-Total Capital Expense</b>		<b>\$939,485</b>	<b>\$548,032.92</b>	<b>\$32,207.05</b>	<b>(\$515,825.87)</b>	<b>\$907,277.95</b>	<b>\$1,087,262</b>
<b>TOTAL EXPENSE</b>		<b>\$2,007,626</b>	<b>\$1,171,115.17</b>	<b>\$665,503.98</b>	<b>(\$505,611.19)</b>	<b>\$1,342,122.02</b>	<b>\$2,211,787</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>\$0</b>	<b>\$564,157.61</b>		<b>(\$564,157.61)</b>	<b>\$474,110</b>
Cash Balance							
	Per 2017 Audit Report	\$980,620					
	Per 2018 Audit Report	\$975,882					
	2019 Estimate	1,362,194					

Chippewa Valley Regional Airport  
**Traffic Statistics**  
 July 2020

<i>AIRLINE PASSENGERS</i>	<b>Month</b>		% Diff.	<b>Year to date</b>		% Diff.
	<b>2020</b>	<b>2019</b>		<b>2020</b>	<b>2019</b>	
UNITED Enplaned	626	2157	-71%	5622	12712	-56%
CHARTERS Enplaned				<u>707</u>	<u>1495</u>	-53%
Total Enplaned				6329	14207	-55%
UNITED Deplaned	553	2081	-73%	5715	12346	-54%
CHARTERS Deplaned				<u>707</u>	<u>1495</u>	-53%
Total Deplaned				6422	13841	-54%
Total Enplaned/Deplaned	1179	4238	-72%	12751	28048	-55%
UA Departure Load Factor	22%	71%		33%	63%	
UA Arrival Load Factor	19%	69%		30%	62%	
<b><i>UNITED PERFORMANCE</i></b>	<b>2020</b>	<b>2019</b>		<b>2020</b>	<b>2019</b>	
Scheduled Flights/Landings	57	62	-8%	370	424	-13%
Canceled Flights						
Xnld for Wx	0	1		6	25	
Xnld for Mx	0	0		0	3	
<u>Xnld Other</u>	<u>0</u>	<u>1</u>		<u>12</u>	<u>1</u>	
<b>Total</b>	0	2	-100%	18	29	-38%
Total Landings	57	60	-5%	352	395	-11%
	<b>2020</b>	<b>2019</b>		<b>2020</b>	<b>2019</b>	
<u>EAU Arrival</u>						
Completion Factor	100%	97%		95%	93%	
OnTime %	95%	77%		84%	65%	
<u>EAU Departure</u>						
Completion Factor	100%	98%		95%	94%	
OnTime %	95%	88%		85%	76%	
<u>ORD Arrival</u>						
Completion Factor	100%	98%		95%	94%	
OnTime %	95%	87%		85%	74%	

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 *	\$783	\$770	\$709	<b><u>\$580</u></b>	\$670	\$749	\$784	\$670	\$749
MCO - Orlando *	\$461	\$373	\$236	<b><u>\$383</u></b>	\$318	\$236	\$371	\$278	\$231
PHX - Phoenix *	\$461	\$388	\$286	\$421	\$296	\$284	<b><u>\$384</u></b>	\$296	\$284
	8/21-8/23			8/28-8/30			9/4-9/6		
ORD - Chicago **	\$214	\$141	\$186	\$214	\$141	\$186	<b><u>\$214</u></b>	\$141	\$186
DEN - Denver **	\$421	\$167	\$210	\$363	\$167	\$210	\$418	\$167	\$210
LAS - Las Vegas **	\$416	\$196	\$246	\$366	\$196	\$216	\$350	\$196	\$216
EWR - Newark **	\$421	\$219	\$461	\$363	\$219	\$390	\$363	\$223	\$236
IAD - Washington Dulles **	\$421	\$223	\$258	\$363	\$219	\$258	\$363	\$223	\$258
	8/18-8/20			8/25-8/27			9/1-9/3		

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

8/11/20

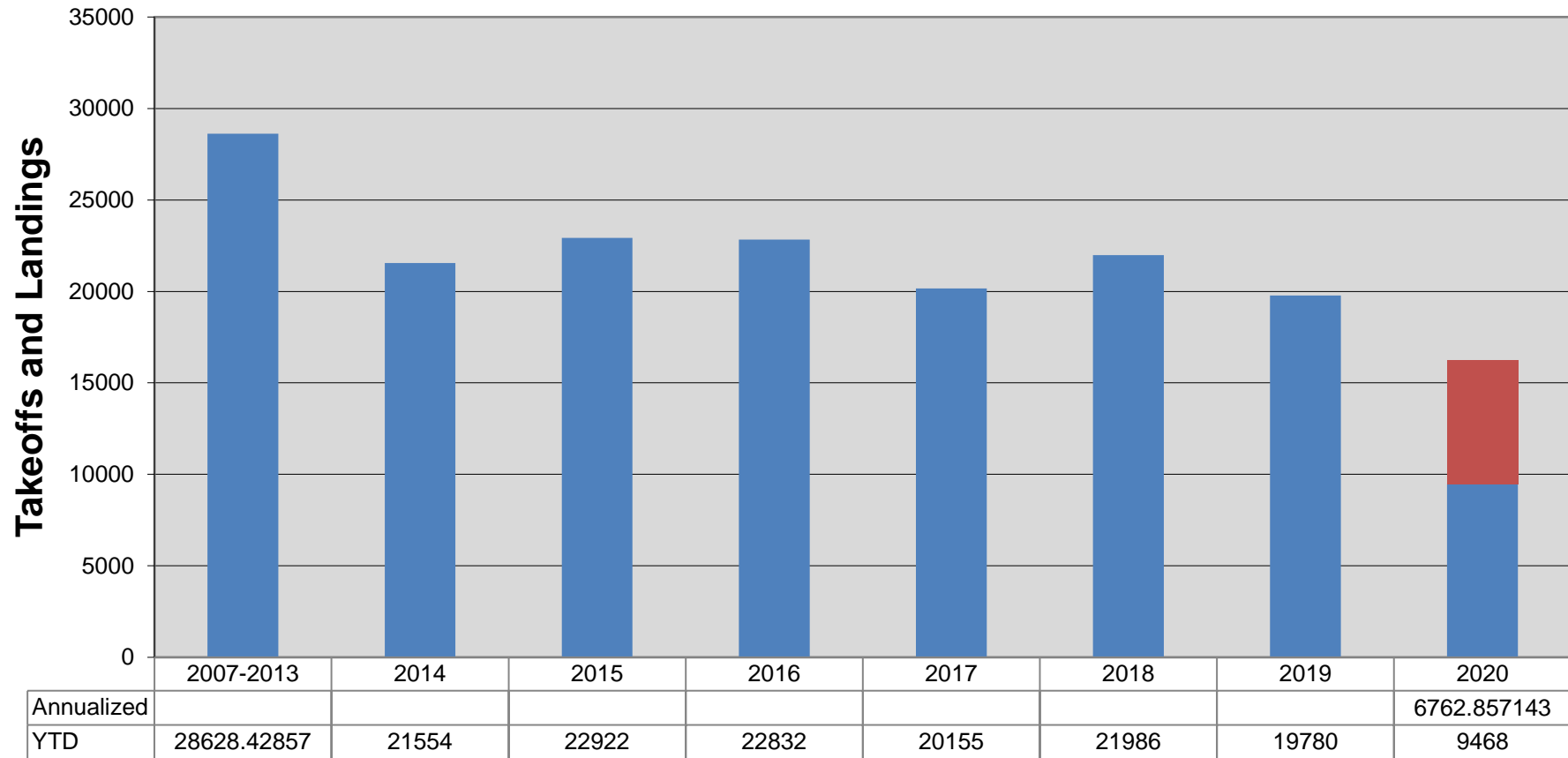
	Number of Cars Rented		
	<u>2020</u>	<u>2019</u>	
January	515	345	49%
February	472	361	31%
March	360	433	-17%
April	113	455	-75%
May	141	533	-74%
June	228	622	-63%
July	288	690	-58%
August		703	-100%
September		617	-100%
October		553	-100%
November		509	-100%
December		518	-100%
YTD	<b>2117</b>	<b>3439</b>	-38%

Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 July 2020

	Month		% Diff.	Year to date		% Diff.	
	2020	2019		2020	2019		
Itinerant	Air Carrier	2	12	-83%	16	29	-45%
	Commuter/ Air Taxi	230	235	-2%	1345	1467	-8%
	GA	1188	1540	-23%	5703	7703	-26%
	Military	25	78	-68%	176	212	-17%
Local	GA	572	572	0%	2216	2267	-2%
	Military	<u>4</u>	<u>0</u>	#DIV/0!	<u>12</u>	<u>46</u>	-74%
<b>TOTAL</b>	2021	2437	-17%	9468	11724	-19%	

## Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



**Years**

QUARTER 2 2020

# Airport

<b>SELECTED PERFORMANCE MEASURES</b>	
Number of Revenue Passenger Enplanements/Deplanements	11,516
Aircraft Operations During Tower Hours	7,447
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ Airfield and parking lot painting</li> <li>▪ Finalizing 2021 budget</li> <li>▪ Airport Commission strategic planning</li> <li>▪ Preparing for multiple State and Federal funded projects</li> <li>▪ Airport website design and content update</li> <li>▪ Updating 2020 budget with estimated COVID-19 impacts</li> <li>▪ Working on CARES Act expense reimbursement request</li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ Short term and long term operational and financial challenges related to COVID-19</li> <li>▪ Long term impacts to aviation businesses and travel related to COVID-19</li> <li>▪ Facility improvements related to COVID-19</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>▪ Highway assistance with emergency pavement repairs</li> <li>▪ State legislation response with Wisconsin Airport Management Association</li> <li>▪ Working with City of Eau Claire to borrow painting equipment</li> </ul>	
<b>GOALS FOR NEXT QUARTER</b>	
<ul style="list-style-type: none"> <li>▪ Begin ad campaign highlighting safe return to essential travel</li> <li>▪ Complete parking system replacement study</li> <li>▪ Complete bid documents for a State project to expand the maintenance facility to accommodate new equipment</li> <li>▪ Begin Phase I fence replacement design</li> <li>▪ Continue work on Airport Zoning Updates</li> <li>▪ Acquire replacement mower with state aid</li> <li>▪ Finalize 2 year strategic plan</li> </ul>	



**Eau Claire County - Airport**  
**Quarterly Department Report - Summary**

For Period Ending: Q2, 2020

Page: 1/1

Date Ran: 7/17/20

**70 - Airport**

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
602	01-Tax Levy	399,030	399,030	99,758	99,758	0	0	199,515	50.00%
	04-Intergovernment Grants and Aid	130,271	130,271	65,136	0	0	0	65,136	50.00%
	06-Public Charges for Services	1,042,336	1,042,336	292,120	96,296	0	0	388,416	37.26%
	11-Fund Balance Applied	435,989	1,109,456	0	0	0	0	0	0.00%

<b>Total Revenue - Airport</b>		<b>\$2,007,626</b>	<b>\$2,681,093</b>	<b>\$457,013</b>	<b>\$196,053</b>	<b>\$0</b>	<b>\$0</b>	<b>\$653,067</b>	<b>24.36%</b>
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Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
602	01-Regular Wages	-358,520	-358,520	-77,369	-81,234	0	0	-158,603	44.24%
	02-OT Wages	-12,000	-12,000	-4,182	-1,023	0	0	-5,205	43.38%
	03-Payroll Benefits	-139,496	-139,496	-30,765	-32,874	0	0	-63,639	45.62%
	04-Contracted Services	-373,075	-373,075	-102,101	-90,892	0	0	-192,993	51.73%
	05-Supplies & Expenses	-125,150	-125,150	-35,184	-6,817	0	0	-42,001	33.56%
	07-Fixed Charges	-58,400	-58,400	-15,998	-12,132	0	0	-28,131	48.17%
	08-Debt Service	-123,929	-123,929	-14,509	0	0	0	-14,509	11.71%
	09-Equipment	-817,056	-1,490,523	293,273	-95,312	0	0	197,961	-13.28%
	10-Other	0	0	-1,039	-1,095	0	0	-2,134	0.00%

<b>Total Expense - Airport</b>		<b>-\$2,007,626</b>	<b>-\$2,681,093</b>	<b>\$12,126</b>	<b>-\$321,379</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$309,254</b>	<b>11.53%</b>
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<b>Net Surplus/(-Deficit) - Airport</b>		<b>\$0</b>	<b>\$0</b>	<b>\$469,139</b>	<b>-\$125,326</b>	<b>\$0</b>	<b>\$0</b>	<b>\$343,813</b>	
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EAU CLAIRE COUNTY, WISCONSIN  
Statement of Net Position  
Proprietary Funds

December 31, 2019

	Business-Type Activities-Enterprise Funds			Governmental Activities
	Highway Department	Airport	Totals	Internal Service Funds
<b>ASSETS</b>				
Current Assets:				
Cash and Temporary Cash Investments	\$ 1,098,092	\$ 1,585,763	\$ 2,683,855	\$ 2,666,343
Taxes Receivable	1,929,157	399,030	2,328,187	-
Accounts Receivable	232,627	80,463	313,090	-
Due from Other Governments	1,889,159	283,560	2,172,719	-
Inventory, at cost	581,485	-	581,485	-
Prepaid Items	-	-	-	516,703
Restricted Assets	-	-	-	-
Cash	-	-	-	347,144
<b>Total Current Assets</b>	<b>5,730,520</b>	<b>2,348,816</b>	<b>8,079,336</b>	<b>3,530,190</b>
Noncurrent Assets:				
Capital Assets, not being depreciated				
Land	482,281	2,013,698	2,495,979	-
Construction Work in Progress	83,948	3,429,245	3,513,193	-
Capital Assets, being depreciated				
Land Improvements	-	26,714,838	26,714,838	-
Buildings	2,995,325	27,286,376	30,283,701	-
Machinery and Equipment	13,634,289	2,871,302	16,505,591	-
Less: Accumulated Depreciation	(9,098,047)	(23,528,947)	(32,626,994)	-
<b>Total Capital Assets</b>	<b>8,097,796</b>	<b>38,788,512</b>	<b>46,886,308</b>	<b>-</b>
Deposit in Insurance Pool	-	-	-	999,731
<b>Total Noncurrent Assets</b>	<b>8,097,796</b>	<b>38,788,512</b>	<b>46,886,308</b>	<b>999,731</b>
<b>Total Assets</b>	<b>13,828,316</b>	<b>41,137,328</b>	<b>54,965,644</b>	<b>4,529,921</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Pension Related	1,891,250	190,408	2,081,658	96,056
Other Post Employment Benefit Related	15,920	1,616	17,536	2,025
<b>Total Deferred Outflows of Resources</b>	<b>1,907,170</b>	<b>192,024</b>	<b>2,099,194</b>	<b>98,081</b>
<b>LIABILITIES</b>				
Current Liabilities:				
Accounts Payable	602,400	26,448	628,848	90,747
Accrued Interest Payable	8,755	11,486	20,241	-
Accrued Compensation	287,755	30,787	318,542	8,617
Due to Other Governments	18,327	95,527	113,854	-
Due to Other Funds	-	-	-	316,005
Unearned Revenue	12,470	9,379	21,849	-
Current Portion of Long-Term Liabilities:				
General Obligation Debt	-	109,420	109,420	-
Accrued Employee Leave	175,824	16,865	192,689	13,895
Claims Payable	-	-	-	838,428
Capital Leases Payable	441,349	-	441,349	-
<b>Total Current Liabilities</b>	<b>1,546,880</b>	<b>299,912</b>	<b>1,846,792</b>	<b>1,267,692</b>
Long-Term Liabilities (Net of Current Portion)				
General Obligation Notes	-	276,437	276,437	-
Capital Leases Payable	862,783	-	862,783	-
Net Pension Liability	698,998	70,374	769,372	35,502
Other Post Employment Benefit Related	127,629	12,954	140,583	16,235
Claims Payable	-	-	-	897,271
Accrued Employee Leave	117,217	11,243	128,460	9,264
<b>Total Noncurrent Liabilities</b>	<b>1,806,627</b>	<b>371,008</b>	<b>2,177,635</b>	<b>958,272</b>
<b>Total Liabilities</b>	<b>3,353,507</b>	<b>670,920</b>	<b>4,024,427</b>	<b>2,225,964</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Succeeding Year's Property Taxes	1,929,157	399,030	2,328,187	-
Pension Related	966,125	97,268	1,063,393	49,069
Other Post Employment Benefit Related	36,017	3,656	39,673	4,582
<b>Total Deferred Inflows of Resources</b>	<b>2,931,299</b>	<b>499,954</b>	<b>3,431,253</b>	<b>53,651</b>
<b>NET POSITION</b>				
Net Investment in Capital Assets	6,793,664	38,321,869	45,115,533	-
Unrestricted	2,657,016	1,836,609	4,493,625	2,348,387
<b>Total Net Position</b>	<b>\$ 9,450,680</b>	<b>\$ 40,158,478</b>	<b>49,609,158</b>	<b>\$ 2,348,387</b>
Adjustment to reflect consolidation of internal service fund activities related to enterprise funds			148,380	
<b>Total Net Position of Business-Type Activities</b>			<b>\$ 49,757,538</b>	

The notes to the financial statements are an integral part of this statement.

**EAU CLAIRE COUNTY, WISCONSIN**  
 Statement of Revenues, Expenses and  
 Changes in Net Position  
 Proprietary Funds

For the Year Ended December 31, 2019

	Business-Type Activities-Enterprise Funds			Governmental Activities
	Highway Department	Airport	Totals	Internal Service Funds
<b>OPERATING REVENUES</b>				
Charges for Services	\$ 9,535,225	\$ 1,195,241	\$ 10,730,466	\$ 9,671,133
Total Operating Revenues	<u>9,535,225</u>	<u>1,195,241</u>	<u>10,730,466</u>	<u>9,671,133</u>
<b>OPERATING EXPENSES</b>				
Operation and Maintenance	14,649,024	1,205,047	15,854,071	8,184,460
Depreciation and Amortization	914,724	1,574,923	2,489,647	-
Claims	-	-	-	1,670,612
Total Operating Expenses	<u>15,563,748</u>	<u>2,779,970</u>	<u>18,343,718</u>	<u>9,855,073</u>
Operating Income (Loss)	(6,028,523)	(1,584,729)	(7,613,252)	(183,940)
<b>NONOPERATING REVENUES (EXPENSES)</b>				
General Property Taxes	1,729,157	399,030	2,128,187	-
Other Taxes	2,452,040	-	2,452,040	-
Intergovernmental Grants	4,079,112	130,271	4,209,383	-
Investment Income	-	-	-	43,716
Miscellaneous Revenues	73,581	-	73,581	20,000
Interest Expense	(31,965)	(15,324)	(47,289)	-
Total Nonoperating Revenues (Expenses)	<u>8,301,925</u>	<u>513,977</u>	<u>8,815,902</u>	<u>63,716</u>
Income (Loss) Before Contributions and Transfers	2,273,402	(1,070,752)	1,202,650	(120,224)
<b>CONTRIBUTIONS AND TRANSFERS</b>				
Transfers In	4,600,000	-	4,600,000	688,722
Capital Contributions	250,000	11,471,303	11,721,303	-
Capital Contributions to Governmental Activities	(7,868,167)	-	(7,868,167)	-
<b>Change in Net Position</b>	<u>(744,765)</u>	<u>10,400,551</u>	<u>9,655,786</u>	<u>568,498</u>
Net Position - Beginning of Year	10,195,445	29,757,927	39,953,372	1,779,889
<b>Net Position - December 31</b>	<u>\$ 9,450,680</u>	<u>\$ 40,158,478</u>	<u>\$ 49,609,158</u>	<u>\$ 2,348,387</u>
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds			(24,706)	
Change in Net Position of Business-Type Activities			<u>\$ 9,631,080</u>	
Net Position Business-Type - January 1			\$ 40,126,458	
Change in Net Position - Business Type Activities			9,631,080	
Net Position Business Type - December 31			<u>\$ 49,757,538</u>	

The notes to the financial statements are an integral part of this statement.

EAU CLAIRE COUNTY, WISCONSIN  
Statement of Cash Flows  
Proprietary Funds

For the Year Ended December 31, 2019

	Business-Type Activities			Governmental
			Total	Internal Service
	Highway Department	Airport	Enterprise Funds	Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Cash Received from Customers	\$ 8,556,665	\$ 856,362	\$ 9,413,027	\$ 9,689,370
Cash Paid to Suppliers for Goods and Services	(8,240,501)	(666,379)	(8,906,880)	(8,427,888)
Claims Paid	-	-	-	(1,578,088)
Payments on Behalf of Employees	(6,092,581)	(504,899)	(6,597,480)	(162,770)
Net Cash Provided by (Used for) Operating Activities	<u>(5,776,417)</u>	<u>(314,916)</u>	<u>(6,091,333)</u>	<u>(479,377)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
General Property Tax	1,729,157	399,030	2,128,187	-
Other Taxes	2,452,040	-	2,452,040	-
Operating Grants and Miscellaneous Revenue Received	4,152,693	130,271	4,282,964	20,000
Transfer from/(to) Other Funds for Operating Activities	-	-	-	1,004,727
Net Cash Provided by Noncapital Financing Activities	<u>8,333,890</u>	<u>529,301</u>	<u>8,863,191</u>	<u>1,024,727</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Investment Income	-	-	-	43,716
Net Cash Provided by (Used for) Investing Activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,716</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Transfer from Other Funds for Construction	4,600,000	-	4,600,000	-
Cash Capital Contributions	250,000	-	250,000	-
Cash Payments for Capital Assets	(700,693)	329,538	(371,155)	-
Cash Payments for Principal on Debt	(432,562)	(105,503)	(538,065)	-
Cash Payments for Interest on Debt	(34,839)	(18,427)	(53,266)	-
Infrastructure Construction Expense for Governmental Activities	(7,868,167)	-	(7,868,167)	-
Net Cash (Used for) Capital and Related Financing Activities	<u>(4,186,261)</u>	<u>205,608</u>	<u>(3,980,653)</u>	<u>-</u>
Net Increase (Decrease) in Cash	(1,628,788)	419,993	(1,208,795)	589,066
Cash Balance at Beginning of Year	<u>2,726,880</u>	<u>1,165,770</u>	<u>3,892,650</u>	<u>2,424,421</u>
Cash Balance at End of Year	<u>\$ 1,098,092</u>	<u>\$ 1,585,763</u>	<u>\$ 2,683,855</u>	<u>\$ 3,013,487</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used for) Operating Activities:</b>				
Operating income (loss)	\$ (6,028,523)	\$ (1,584,729)	\$ (7,613,252)	\$ (183,940)
Adjustments to reconcile the excess (deficiency) of revenues over expenses to net cash provided by operating activities:				
Depreciation and Amortization	914,724	1,574,923	2,489,647	-
Change in WRS Asset/Liability	1,276,016	122,109	1,398,125	54,423
Change in WRS Deferred Outflow	(839,825)	(96,476)	(936,301)	(65,131)
Change in WRS Deferred Inflow	(176,706)	(5,198)	(181,904)	11,594
Change in OPEB Liability	(24,700)	187	(24,513)	14,043
Change in OPEB Deferred Outflow	1,346	169	1,515	1,777
Change in OPEB Deferred Inflow	32,012	3,320	35,332	4,524
Changes in operating assets and liabilities:				
Decrease (increase) in:				
Other Accounts Receivable	(203,328)	(38,947)	(242,275)	8,173
Due from Other Governments	(776,113)	(283,561)	(1,059,674)	10,064
Inventories	(103,192)	-	(103,192)	-
Prepaid Items	1,975	986	2,961	(516,703)
Increase (Decrease) in:				
Accounts Payable	166,649	(33,614)	133,035	65,834
Due to Other Governments	13,291	50,336	63,627	-
Accrued Compensation	57,057	5,965	63,022	282
Accrued Employee Leave	(87,981)	(14,015)	(101,996)	23,159
Claims Payable	-	-	-	92,524
Unearned Revenue	881	(16,371)	(15,490)	-
Total Adjustments	<u>252,106</u>	<u>1,269,813</u>	<u>1,521,919</u>	<u>(295,437)</u>
Net Cash Provided by (Used for) Operating Activities	<u>\$ (5,776,417)</u>	<u>\$ (314,916)</u>	<u>\$ (6,091,333)</u>	<u>\$ (479,377)</u>
<b>Noncash capital, investing, and financing activities:</b>				
Capital asset addition through capital contributions	\$ -	\$ 11,471,303	\$ 11,471,303	\$ -

The notes to the financial statements are an integral part of this statement.

**Eau Claire County  
 Airport Project Cash  
 December 31, 2019**

unrestricted FB	1,836,609	
invest in cap assets	(466,643)	GO debt, A/P for cap assets
pension liab/DO	184,252	
pension DI	(192,024)	
<b>adjusted unrestricted</b>	<b><u>1,362,194</u></b>	

cash	1,585,763
A/R	364,023
Current Liab	(299,912)
LT Liab	(287,680)
<b>cash available</b>	<b><u>1,362,194</u></b>

-

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
17. July 17 – Airport Tenant Meeting
18. July 28 – Airport Emergency Response Review
19. Aug 5 – GLC AAAE Conference Panel

Upcoming Events

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

## **CHIPPEWA VALLEY REGIONAL AIRPORT 2020-2022 Operational Plan**

**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 community we serve, by ensuring the Chippewa Valley is connected to the world.

**GOAL:** Maintain High Quality Leadership and Staff who work as a team

**ACTION ITEMS:**

- Develop an employee satisfaction survey
- Make responsible choices based on that survey.

**GOAL:** Create a high level of airport business partner satisfaction

**ACTION ITEMS:**

- Survey business partners to identify value and understand their needs
- Consider opportunities to help business partners enhance their business

**GOAL:** Understand Facility Needs

**ACTION ITEMS:**

- Develop a list of possible facility development opportunities
- Make smart, fiscally responsible investments

**GOAL:** Promote the benefit and value of the Airport within the Community

**ACTION ITEMS:**

- Ensure advertising campaigns are directed at promoting the benefit and value of the Airport within the Community
- Host value added events that bring the community to the airport, i.e. Pre-Check enrollment, Airshow, etc.

## CHIPPEWA VALLEY REGIONAL AIRPORT 2020-2022 Long-Term Strategic Plan

**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 community we serve.

### *PRINCIPLE: BUSINESS*

---

STRATEGY: “PROGRESSIVE” (Demonstrate entrepreneurial-like leadership in all matters associated with overseeing the CVRA)

STRATEGY: “PROFITABLE” (the CVRA is to be operated as a “for profit” enterprise without abusing its monopoly status)

STRATEGY: “CONSISTENT” (~~The cornerstone of success is consistency. Consistency will open doors for such activities as Corporate facilities investment in the CVRA~~ Consider all policies to ensure consistency including rates and charges)

STRATEGY: “RESPONSIBLE” (To the best of its ability, the Commission will sustain the CVRA consistent with the standard of the industry for similar airports and will protect the public’s investment through appropriate investment including preventive maintenance)

### *PRINCIPLE: ECONOMIC DEVELOPMENT*

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STRATEGY: “AWARENESS” (Make known the willingness of the CVRA to take an active role in supporting economic development throughout the Chippewa Valley)

STRATEGY: “ON-SITE (Pursue those on-site facilities/services/policies/practices that support economic development on the field)

STRATEGY: “ECOMONIC DEVELOPMENT TOOL” (Pursue those on-site facilities/services/policies/practices that support economic development off the field)

STRATEGY: “CORPORATE HANGARS” (Airplane hangars for the housing of locally based and transient corporate aircraft)

STRATEGY: “GENERAL AVIATION HANGARS” (Provide suitable hangar and other facilities in a designated area on the field to accommodate both locally based and transient general aviation aircraft)



***PRINCIPLE: ENVIRONMENT***

---

STRATEGY: “FUELING” (~~While always a serious threat to the Environment~~ Fueling facilities must be properly designed with spill containment, properly located and adequately maintained)

~~STRATEGY: “DEICING” (Design, construct and maintain appropriate deicing facilities)~~

STRATEGY: “FACILITIES” (Employ design and operating standards that are environmentally conscious and highly efficient)

STRATEGY: “MAINTENANCE” (Perform all maintenance while consciously pursuing environmentally safe product utilization with a strong concern for minimizing the impact upon the environment)

***PRINCIPLE: FACILITIES***

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~~STRATEGY: “CORPORATE HANGARS” (Airplane hangars for the housing of locally based and transient corporate aircraft)~~

~~STRATEGY: “GENERAL AVIATION HANGARS” (Provide suitable hangar and other facilities in a designated area on the field to accommodate both locally based and transient general aviation aircraft)~~

STRATEGY: “LONG-TERM” (Plan for the long-term and incorporate only those construction materials and techniques that represent long-term investments)

STRATEGY: “TERMINAL” (The focal point of the CVRA that accommodates all users of the CVRA – scheduled airline service, corporate aviation and general aviation)

STRATEGY: “MODERN” (Maintain the CVRA at a technological and physical state that represents current state-of-the-art standards throughout the aviation industry)

***PRINCIPLE: PUBLIC RELATIONS***

---

STRATEGY: “COMMUNITY” (The CVRA has a duty to the “community” to keep it abreast informed of the status value of the airport)

STRATEGY: “CORPORATE” (One of the stronger sectors of aviation is corporate aviation. The CVRA should put forth a strong effort to inform corporate aviation that it is welcome and sought after at this airport)

STRATEGY: “GENERAL AVIATION” (~~While the low rung on the economic side of aviation;~~ General aviation is the spawning ground for future corporate officers that determine the what and where of corporate aviation and must be recognized as the foundation for aviation of the future)

STRATEGY: “AIRLINES” (The sector that has the greatest impact on the image of the airport is the scheduled airline service. It must be managed in such a fashion as to reflect favorably on the image of the CVRA)

STRATEGY: “GENERAL” (Support such activities and events that ~~bring-get~~ the general public ~~in closer contact~~ more engaged with the CVRA)

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***PRINCIPLE: SAFETY***

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STRATEGY: “MAINTENANCE” (Performing those services that maintain the CVRA in a ready, safe, sustainable state at all times and under all conditions)

STRATEGY: “SECURITY” (Achieve a state of security that is consistent with the various regulations and sufficient to the local requirements)

STRATEGY: “ALL WEATHER” (Work toward providing facilities that are suitable for all-weather conditions)

STRATEGY: “PERSONNEL” (Provide staff adequate to assure safe conditions at the CVRA under all circumstances)

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***PRINCIPLE: SERVICE***

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STRATEGY: “ACTIVE” (On the spot delivery of supporting activities/actions as customary at a high class airport)

STRATEGY: “WELCOMING” (Provide an ~~welcoming~~ atmosphere backed up by appropriate services that ~~enforce the atmosphere~~ foster and support a welcoming environment)

STRATEGY: “COMPREHENSIVE” (Provide services that are continuous and leave no gaps from the users perspective)

STRATEGY: “CONVENIENT” (The user of the CVRA should find it easy to identify and engage the desired services at a fair price)

STRATEGY: “VALUABLE” (At the end of the day, the customer should feel that they were treated fairly and received value for the fees paid)

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***PRINCIPLE: SITE PLAN***

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STRATEGY: “THOUGHTFUL” (Deliberate and comprehensive effort to thoroughly think through the layout of the various features of site plan including ensuring there is a fiscal benefit to the Airport)

STRATEGY: “UP-TO-DATE” (To avoid obsolescence, do periodic updates to the site plan)

STRATEGY: “INCLUSIVE” (To be meaningful, the site plan must be comprehensive anticipating the vast majority of facility needs on the airport)

STRATEGY: “FUTURE” (As many of the components at an airport have a service life approaching 50 years, the site plan must project well into the future)

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***PRINCIPLE: STAFF***

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STRATEGY: “PROGRESSIVE” (All staff are to be on top of all matters pertaining to the operation of the CVRA and to address issues in a timely fashion)

STRATEGY: “MANAGEMENT” (Staff to exercise leadership in all matters related to the CVRA and to exhibit skills consistent with the duties and responsibilities associated with the operation of the airport)

STRATEGY: “CAPABLE” (staff to demonstrate that it has the knowledge, skills and determination to manage the CVRA in a business-like fashion)

STRATEGY: “LEADERSHIP” (The ability of the Administrative staff to effectively lead staff and provide overall direction for the airport.)

STRATEGY: “AFFORDABLECOMPETITIVE” (Engage staff that has the ability to perform the duties of the various jobs, ~~but not at such a pay level as to be unaffordable~~ at a fair and competitive wage)

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
New Tenant Development	Annual	Aug-20	<ul style="list-style-type: none"> <li>- We are currently working with Volaire Aviation on air service retention and social media. We had discussions with SkyWest about eliminating the mid-day flight on Saturday to operate three flights per day other days of the week in 2021 but those discussion are on hold with COVID related traffic decreases. Best case would be to consider again for 2022.</li> </ul>
Airline			<ul style="list-style-type: none"> <li>- Discussions are ongoing with two corporate operators regarding their facility needs. The 2021 budget includes a large corporate hangar project that we will attempt to leverage CARES Act funds to build.</li> </ul>
Aviation Business			<ul style="list-style-type: none"> <li>- Two new box hangars were included in the 2020 budget and are in progress. Additional smaller and larger box hangars should be considered for future budgets.</li> </ul>
Non-Aviation Business			<ul style="list-style-type: none"> <li>- Improvements to existing will need to be considered including hangar door motor replacements in the C-row and coating the roof in the G-row and some of the other box hangars.</li> </ul>
Agenda Item 7b	Hangars		

## CHIPPEWA VALLEY REGIONAL AIRPORT COMMISSION LAND LEASE GUIDELINES

*Final 7-17-08  
Rev. 1 12-17-15  
Rev. 2 7-19-19  
Rev. 3 8-21-20*

CVRA encourages private development of hangars and aviation related facilities on the airport property and will endeavor to support such development, consistent with the Airport's operational objectives. Any exceptions to these guidelines may be considered by the airport commission.

### Land Lease Guidelines

In accordance with the Airport long-term objectives, the north hangar area is reserved for cargo and large corporate hangar development. As a result, it is desired that all new private hangars be constructed in the south hangar area. In the event that a private hangar lease is granted for a new or existing (including renewals or extensions) hangar in the north hangar area, the lease shall include the following provision:

*Lessor at its sole discretion, reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance. If the development of the Airport requires the relocation of the Lessee, the Lessee agrees to remove all buildings at no cost to the Lessor within 120 days of receiving notice from Lessor. Lessee understands that this Agreement is subordinate to provisions and requirements of any existing and future agreements between the Lessor and the United States relative to the development, operation or maintenance of the Airport.*

### New Construction of Privately Owned Hangars

- Must meet minimum standards and construction guidelines as established by the airport commission.
- Land Lease Rates are established annually by the airport commission and shall be used for determining the base rent of any new land lease.
- Each Lease shall provide for periodic adjustments as established from time to time by the airport commission. The basis for the adjustment shall be clearly defined within the lease, in accordance with the guidelines in place at the time the lease is negotiated and agreed upon.
- All Land Leases shall be "Triple Net Leases" – tenants are responsible for utility, insurance, taxes, and related costs directly associated with site leased.
- Private Hanger Owners pay:
  - Blacktop from taxiway to hanger
  - Prorated share of all utility and infrastructure cost, not funded by FAA

- Term of Lease shall be of sufficient duration to amortize the investment, but not exceed 40 years. ~~Tenants will be encouraged to sign a 20-year lease with an option for a sufficient duration, not to exceed 20 years, for the amortization of the investment.~~
- Tenants are required to pay for all associated utility and applicable infrastructure cost of utility installation in advance of construction or remodel of an existing facility.
- Leases are transferable and assignable provided notice is given to the Airport Director prior to the sale of any hangar
- Lease rates and adjustments as set forth in the lease are continued upon sale of hangar if the original lease is transferred.
- Building rent is based on building footprint total square footage area plus parking area if additional parking area is designated in the lease agreement.
- Hangers must be used primarily for aircraft storage and other uses shall not conflict with airport policies.
- Hangers may not be used for the storage of aircraft owned by someone other than the hangar owner unless the storage is free of charge or prior approval is given by the Airport Director.
- The Lessee may not remove any structure or facility located on the leased premises. It is the intent of the commission to obtain ownership of the hangar at the end of the lease period.

#### Land Leases on Existing Privately-Owned Hangers

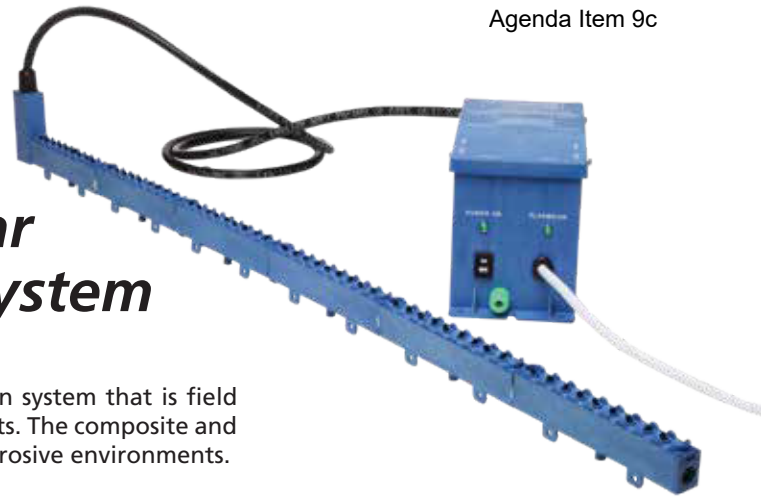
- Existing Land Lease terms shall be honored through the termination date of each lease.
- If permitted by the existing lease, leases may be transferred or assigned, provided notice is given to the Airport Director prior to the sale, transfer or assignment of any hangar.
- Lease rates and adjustments shall be determined by the terms set forth in the existing lease.
- New Owners will be subject to the existing lease terms and conditions, and all applicable airport or FAA regulations.
- Requests for any alterations to existing leases are subject to the discretion of the Airport Director. Any alteration of the existing lease shall require the leaseholder to sign a new lease agreement reflecting current land lease practices as approved by the Commission.
  - When a new lease agreement is signed by a New Owner after an existing privately-owned hangar is sold, the New Owner may request additional years be added to the term of the Lease.
  - Additional yearsterm will only be added in exchange for a new monetary investment in the hangar. The investment must exceed the life of the additional term which shall not exceed a one-time 20 year extension. For example, an additional 5 years added to the lease term must include an investment in the hangar of at least

\$5,000 by the New Owner and the life of the investment must be greater than 5 years. Investment in the hangar must be agreed upon in advance by the Airport Director and the New Owner.

- Hangers may not be used for the storage of aircraft owned by someone other than the hangar owner unless the storage is free of charge or prior approval is given by the Airport Director.
- The Lessee may not remove any structure or facility located on the leased premises, except when the airport requires hangar relocation prior to the end of the term of the lease. It is the intent of the commission to obtain ownership of the hangar at the end of the lease period.



# GPS-iMOD<sup>®</sup>



## Modular Needlepoint Bipolar Ionization Air Purification System





### Product Description

The patented GPS-iMOD is a modular needlepoint bipolar ionization system that is field assembled to any length required up to 240 inches in 6-inch increments. The composite and carbon fiber construction allows the GPS-iMOD to be mounted in corrosive environments.

### Standard Features

**Power Supply:** Voltage Selector Switch, Illuminated On/Off Switch, Plasma On Indication Light, Six HV Output Ports, Alarm Contacts, Auxiliary Terminals for connection of an optional GPS-iDETECT-P™ Ion Sensor.  
**GPS-iMOD Bar:** 6" Sections, Nine Brushes per Section, up to 240" Total Length, Magnets for Easy Mounting.

### Benefits

-  **Particle Reduction and Smoke Control**
-  **Odors Neutralized by destroying VOCs**
-  **Pathogens Killed (Bacteria, Viruses, Mold), Helps to Control Allergens/ Asthma\*, Prevents Dirty Sock Syndrome**
-  **Energy Savings of 30% by Reducing Outdoor Air Intake by up to 75%, reduces pressure loss by keeping coils clean without expensive UV system, and requires No Maintenance!**

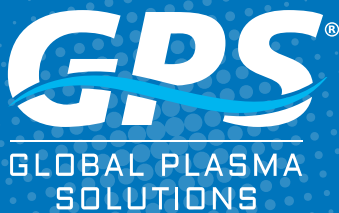
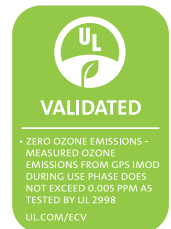
\*These statements are based on numerous customer testimonials and have not been evaluated by the FDA

### Specifications

<b>Input Voltage</b>	24/120/208-240VAC	<b>Electrical Listings</b>	UL, cUL, CE
<b>Amps</b>	0.5A/0.12A/0.065A	<b>Compliance &amp; Certifications</b>	UL 2998, UL 867, IAQP, OSHPD Seismic (OSP)
<b>Temperature Range</b>	-40°F to 200°F	<b>Power Unit Dimensions</b>	9.0"L x 3.25"W x 4.75"H
<b>Humidity Range</b>	0 - 100% RH	<b>Power Unit Weight</b>	4.63 lbs
<b>Frequency</b>	50/60HZ	<b>Bar Weight</b>	0.24 lbs per 6" section
<b>Output Voltage</b>	5.0kV RMS	<b>Bar Section Dimensions</b>	6.0"L* x 0.75"W x 1.6"H
<b>Output Frequency</b>	50/60Hz	*Length = 6.0" x iMOD Quantity + 1.20"	
<b>Ion Output</b>	>140M ions/cc/sec per inch of bar		
<b>Power Entry</b>	UL Listed, Plenum Rated Line Cord with 3 Prong Plug		

### Commercial Applications

- Schools and Universities
- Arenas and Stadiums
- Office Buildings
- Manufacturing
- Transportation
- Food Service
- Animal Care
- Institutional
- Healthcare
- Hospitality



Engineering Air for a Cleaner World™

Global Plasma Solutions, Inc.  
[www.GlobalPlasmaSolutions.com](http://www.GlobalPlasmaSolutions.com)

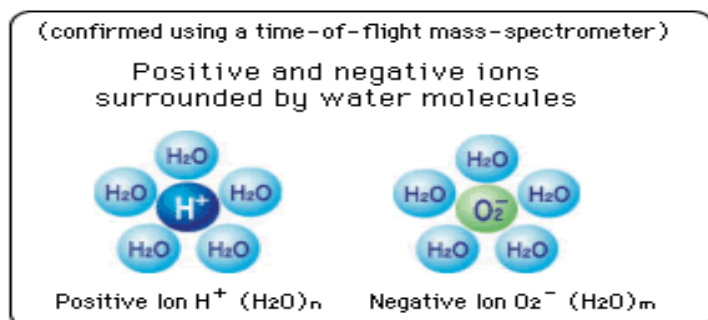


# Global Plasma Solutions

## What does Plasma Kill

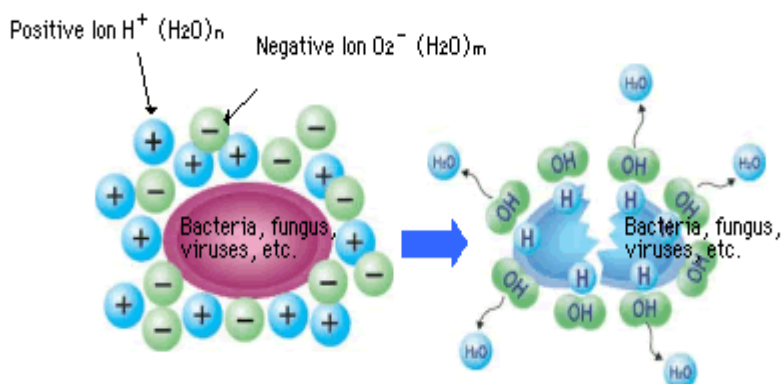
Global Plasma Solutions' bi-polar ionization generator creates cold plasma discharge that consists of positive ions ( $H^+$ ) and negative ions ( $O_2^-$ ) from water vapor in the air. These ions have the property of clustering around microparticles and gases, and thus, they surround harmful substances such as airborne mold, virus, bacteria, volatile organic compounds and allergens. At that point, a chemical reaction occurs on the cell membrane surface and they are transformed into OH radicals, a powerfully active but unstable material, which robs the harmful substance of a hydrogen atom (H). As a result, they are inactivated by severing the protein on the cell membrane, opening holes. The OH radicals instantly bond with the removed hydrogen (H), forming water vapor ( $H_2O$ ), and return to the air.

- 1) The GPS generator creates bi-polar ionization (cold plasma), replicating the same positive and negative ions found abundantly nature, for example, in woods and forests. Ions are found in the highest concentrations where the ocean meets the shore and high elevation in the mountains. GPS' plasma process will artificially create the ions found in these desirable locations and supply them into the building, enhancing the indoor air quality. The ions turn into OH radicals only on the surface of harmful substances to inactivate them, so they are completely harmless to the human body and pets.
- 2) GPS plasma will effectively eliminate bacteria, virus, mold and volatile organic compounds by working directly on the air contained in the entire zone and duct.
- 3) The plasma process consumes a miniscule amount of electricity, less than a 5 watt light bulb, in most applications.

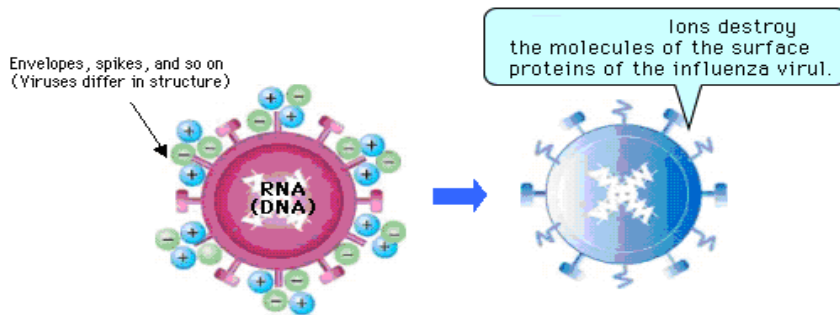


## Mechanism of Plasma for Inactivating Airborne Fungi

The positive ( $H^+$ ) and negative ( $O_2^-$ ) ions cluster together on the surface of airborne fungi, causing a chemical reaction that results in the creation of highly reactive OH groups called hydroxyl radicals ( $\bullet OH$ ). The hydroxyl radical will take a hydrogen molecule from the cell wall of an airborne fungi particle. This process inhibits mold infestation as well as controls musty and household odors (caused in large part by mold fungi) as they occur.

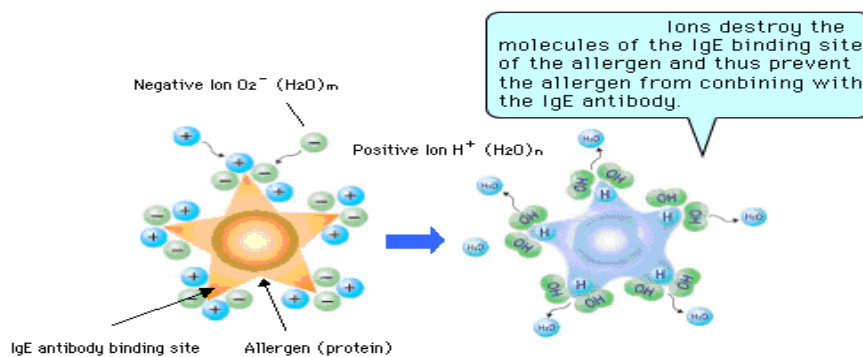


The positive ( $H^+$ ) and negative ( $O_2^-$ ) ions surround the hemagglutinin (surface proteins that form on organisms and trigger infections) and change into highly reactive OH groups called hydroxyl radicals ( $\bullet OH$ ). These groups take a hydrogen molecule from the hemagglutinin and change it into water ( $H_2O$ ). The ions destroy the virus surface structure, for example its envelopes and spikes, on a molecular level. As a result, the virus cannot infect even if it enters the body.



## Mechanism of Plasma for Deactivating Airborne Allergens

The positive ( $H^+$ ) and negative ( $O_2^-$ ) ions surround the airborne allergen and change into highly reactive hydroxyl radicals ( $\bullet OH$ ). The hydroxyls then deactivate the molecules of the IgE antibody binding site of the allergen. No allergic symptoms occur even if allergens enter the body.



GPS' plasma is a technology with many benefits. Plasma can kill many airborne pathogens, not just at the source of the plasma, but also in the zone where the heated or cooled air is being supplied. Ultraviolet light cannot kill pathogens outside of the blue light produced by the ultraviolet light tube, so the killing of ultraviolet light is limited to the effectiveness of the ventilation system to get the pathogen back to the air handler for control.

## Control of Gases and Odors with Plasma

While plasma is very effective at pathogen killing, it is also effective at controlling gases, odors and volatile organic compounds (VOC's). Just as the plasma surrounds pathogens and deactivates them, the plasma also surrounds gas molecules. As the gas molecules are attacked by the plasma, the molecular bond of the gas molecule is broken down, just as glue is broken down by contact with paint thinner, and the gas reverts back to its natural state. What the gas molecule starts out will depend on what it breaks down to. Using ammonia ( $NH_3$ ) as an example, ammonia breaks down to oxygen, nitrogen and water vapor when subjected to a plasma field of sufficient strength. Ammonia is an odorous chemical produced by occupants as well as cigarette smoke and some building materials.

When installed in a central HVAC system, zone odors are controlled such as ammonia, formaldehyde, cooking odors, bathroom odors, musty & mildew odors as well as other odors produced by the occupants and building furnishings and processes. The gases produced by the building materials are broken down to harmless gases already prevalent in the earth's atmosphere such as oxygen, nitrogen, water vapor or carbon dioxide. Contact Global Plasma Solutions to learn more today!

# Independent Laboratory Testing Results Summary



PATHOGEN	TIME IN CHAMBER	RATE OF REDUCTION	TESTING LAB
SARS-CoV-2	30 MINUTES	99.4%	INNOVATIVE BIOANALYSIS creating solutions   getting results
Norovirus*	30 MINUTES	93.5%	ATS LABS EXCELLENCE IN ANTIMICROBIAL TESTING
Human Coronavirus**	60 MINUTES	90.0%	ALG ANALYTICAL LAB GROUP
Legionella	30 MINUTES	99.7%	EMSL
Clostridium Difficile	30 MINUTES	86.8%	EMSL
Tuberculosis	60 MINUTES	69.0%	EMSL
MRSA	30 MINUTES	96.2%	EMSL
Staphylococcus	30 MINUTES	96.2%	EMSL
E. Coli	15 MINUTES	99.6%	EMSL

\* Surrogate for Norovirus, actual strain tested was Feline Calicivirus, ATCC VR-782, Strain F-9

\*\* Surrogate for Human Coronavirus SARS-CoV-2, actual strain tested was Human Coronavirus 229E