

AGENDA
Chippewa Valley Regional Airport Commission
Friday, September 18, 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 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. August 21, 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
 - 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. Approval to Proceed with Upgrades to Terminal Air Handler Units

1. Discussion/Action

9. New Business:

- a. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,**

To wit: Consideration of lease terms for new hangar construction

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

1. Discussion/Action

10. Discuss Future Agenda Items

11. Set Future Meeting Dates and Times

12. Adjournment

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-6945 (FAX) 715-839-1669 or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

MINUTES

Chippewa Valley Regional Airport Commission
Friday, August 21, 2020, 7:30 am
Virtual Meeting via Webex Events

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, 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 7:32 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Leigh Darrow, Scott Francis, Bill Hilgedick, Peter Hoeft, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting. Rick Bowe joined at 7:39 am.
4. **Approval of Minutes:**
 - a. **July 17, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the July 17, 2020 meeting were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **July 16, 2020 Strategic Planning Meeting:**

On a motion by Com. Stelljes, seconded by Com. Wells, the minutes of the July 16, 2020 meeting were approved as submitted.
(Ayes 6-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 6-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 down 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 any zoning changes or if we were thinking about expanding around the airport at all as well as asked where the possible corporate hangar development mentioned for 2021 would be located.

7. Operational Matters:

a. Airport Operations Report

- **Advertising Update:** The Airport Director review the new video ad and static ad that have been made for the Airport.
- **Quarterly Report and Airport Audit Report:** The Airport Director discussed the Quarterly Report and Airport Audit Report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020.

b. Airport Strategic Plan Update/Review:

- **2020-2022 Plan Update:** The Airport Director and Commission discussed the goals and action items that were compiled as part of the Strategic Planning Meeting in July. There was discussion about editing the 'Promotion of the Airport' action item and we will reassess the wording of the action item for the next meeting.
- **Operational Review:** The August Operational Review covered New Tenant Development. This includes Airline Development, Aviation Business Development, Non-Aviation Business Development and Hangar Development.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** No update at this time.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The taxiway A lighting portion of this project is partially underway and expected to start around mid/late September. The environmental study for Phase I fence design is in progress.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21:** No update at this time.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update at this time.
- **State Aid 65 Equipment Procurement Project – FY20:** No update at this time.
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update at this time.
- **K-Row Hangar Construction Project – FY20:** Contractor will be starting next week.

8. Previous Business:

- a. **Land Lease Guidelines:** The Airport Director and Commissioners reviewed the Land Lease Guidelines and suggested some edits to the verbiage. An additional edit was proposed to remove the following sentence “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”.

On a motion by Com. Hilgedick, seconded by Com. Wells, the Commission approved the Land Lease Guidelines as submitted with the additional proposed edit.

(Ayes 7-Nayes 0)

9. New Business:

- a. **Tower Chiller Replacement:** The Airport Director discussed the immediate need for replacement of the chiller in the Tower.

On a motion by Com. Francis, seconded by Com. Bowe, the Commission approved the Tower Chiller Replacement as proposed, but not to exceed \$60,000.

(Ayes 7-Nayes 0)

- b. **C-Row Hangar Doors Repairs:** The Airport Director discussed the issues with the hangar door controls/motors in the C-Row of T-hangars.

On a motion by Com. Wells, seconded by Com. Bowe, the Commission approved the replacement of (2) motors in the C-Row of Hangars and placard signing the remaining hangars with door control instructions.

(Ayes 7-Nayes 0)

- c. **Upgrades to Terminal Air Handling Units:** The Airport Director discussed the possibility of installing in-duct ionization/purification systems in the Airport Terminal. The Commission requested additional bids and discussion with the Courthouse for acquiring a collective bid for equipment installation.

10. Discuss Future Agenda Items:

- a. **Upgrades to Terminal Air Handling Units**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for September 18th, October 16th and November 20th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Francis, the meeting was adjourned at 9:25 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

August Vouchers for approval September 18, 2020

A-1 Trucking	Trucking expense to transport CWA ARFF Vehicle	53510-299	\$2,000.00
Advance Media	September Marketing & Updated Creative Ads	53510-327	\$8,400.00
ARFF Specialists	Annual ARFF Training	53510-340	\$5,000.00
Bartingale	Cross Connection, Fire & Terminal	53510-248	\$206.47
<i>Bartingale</i>	<i>Cross Connection, ATCT</i>	<i>53515-248</i>	<i>\$103.23</i>
Cintas	Uniforms & Towels	53510-298	\$178.44
Eau Claire County Highway	Crack sealing & Twy A heaved pavement repairs	53510-246	\$3,651.52
Eau Claire County Highway	Forklift transport from Fort McCoy	53510-241	\$661.67
Entrance Technologies	Automatic entrance doors/automatic timers installations	53510-820	\$23,736.00
Lakeland Overhead Door	Airline garage o/h door cable replacements	53510-248	\$172.75
Olympic Builders	Hangar Construction Project, Payment #2	53510-820	\$52,137.90
State of Wisconsin	AIP 43 - Local Share, Runway 14/32 Rehab	53510-829	\$9,872.35
Van Ert Electric	Electrical work for automatic entrance doors install	53510-820	\$2,100.00
WGI, Inc.	PARCS Consulting #1	53510-299	\$2,384.00
Xcel Energy	Terminal Gas/Electric - August	53510-222/224	\$8,522.44
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - August</i>	<i>53515-222/224</i>	<i>\$1,595.44</i>
	TOTAL		<u>\$120,722.21</u>

ITALICIZED items = Tower Expenses

August Credit Card Charges

KARCHER NORTH AMERICA	REPLACEMENT VACUUM	53510-248	584.74
AMAZON	ATCT BUILDING	53515-248	211.50
TRANSPORTATION SECURITY	GROUNDS	53510-246	102.00
FEDEX	POSTAGE	53510-311	43.21
WXOW WQOW TELEVISION	JULY ADVERTISING	53510-327	500.00
WALMART.COM	FBO LIGHTING	53510-248	193.93
AMAZON	MAINT/FIRE PHONE SCREEN PROTECTORS	53510-226	25.31
FASTSIGNS EAU CLAIRE	BUILDING	53510-248	179.03
HANGAR 54 GRILL	EMPLOYEE RECOGNITION	53510-327	25.00
GOLD CROSS ANSWERING SVC	TELEPHONE	53510-225	48.79
AMAZON	OFFICE SUPPLY	53510-310	11.98
AMAZON	ATCT BUILDING	53510-248	28.98
LA FORCE INC	BUILDING	53510-248	134.00
MOTION INDUSTRIES	BUILDING	53510-248	134.29
FARM & FLT CHIPPEWA FALLS	GROUNDS	53510-246	7.98
HARBOR FREIGHT TOOLS	BUILDING	53510-248	14.99
SHERWIN WILLIAMS	GROUNDS	53510-246	70.00
WAREHOUSE-LIGHTING.COM	BUILDING	53510-248	177.20
BLUEGLOBES LLC	GROUNDS	53510-246	158.36
FARM & FLT CHIPPEWA FALLS	BUILDING	53510-248	3.39
FARM & FLT CHIPPEWA FALLS	GROUNDS	53510-246	88.98
FLASH TECHNOLOGY	PAPI REPAIRS	53510-246	349.22
MENARDS EAU CLAIRE WEST	BUILDING	53510-248	5.98
MENARDS EAU CLAIRE WEST	GROUNDS	53510-246	63.82
THYSSEN KRUPP	BOARDING BRIDGE ACTUATOR	53510-248	1030.00
THYSSEN KRUPP	BOARDING BRIDGE KEYS	53510-248	75.00
1942 DS - CED	ATCT BUILDING	53515-248	124.24
	TOTAL		<u>\$2,478.41</u>

Chippewa Valley Regional Airport

2020 BUDGET COMPARISON Estimated August 31, 2020

#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 8/31/20 (66.67%)	Variance YTD	Balance Remaining For Year	Estimate
Income			66.67%				
41110	Contrib From Eau Claire Cty	\$399,030	\$266,020	\$299,272.50	\$33,252.50	\$99,757.50	\$399,030
47330	Contrib From Chippewa Cty	\$130,271	\$86,847	\$130,271.00	\$43,423.67	\$0.00	\$130,271
Sub-Total Tax Revenue		\$529,301	\$352,867.33	\$429,543.50	\$76,676.17	\$99,757.50	\$529,301
46340-571	Advertising	\$5,000	\$3,333	\$7,004.00	\$3,670.67	(\$2,004.00)	\$7,004
46340-572	Air Terminal	\$115,158	\$76,772	\$60,311.07	(\$16,460.93)	\$54,846.93	\$113,084
46340-573	FAA	\$13,440	\$8,960	\$8,960.00	\$0.00	\$4,480.00	\$13,440
46340-574	FBO	\$126,823	\$84,549	\$46,139.72	(\$38,408.95)	\$80,683.28	\$86,432
43640-575	Fuel Flowage	\$122,100	\$81,400	\$51,083.12	(\$30,316.88)	\$71,016.88	\$70,000
46340-576	Hangars	\$150,143	\$100,095	\$121,087.41	\$20,992.08	\$29,055.59	\$155,000
46340-577	Landing	\$51,381	\$34,254	\$26,008.94	(\$8,245.06)	\$25,372.06	\$40,000
43640-578	Parking	\$150,000	\$100,000	\$61,866.35	(\$38,133.65)	\$88,133.65	\$75,000
46340-579	Rental Cars	\$125,000	\$83,333	\$62,894.64	(\$20,438.69)	\$62,105.36	\$75,778
46340-580	Restaurant	\$24,000	\$16,000	\$8,000.00	(\$8,000.00)	\$16,000.00	\$16,000
46340-581	Tie Downs	\$216	\$144	\$72.00	(\$72.00)	\$144.00	\$216
46340-583	Utility Revs	\$10,000	\$6,667	\$5,201.19	(\$1,465.48)	\$4,798.81	\$10,000
46340-584	Land Lease Revs	\$38,275	\$25,517	\$34,285.75	\$8,769.08	\$3,989.25	\$38,275
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$8,667	\$13,728.23	\$5,061.56	(\$728.23)	\$15,000
Sub-Total Operating Revenue		\$944,536	\$629,690.67	\$506,642.42	(\$123,048.25)	\$437,893.58	\$715,229
Sub-Total Taxes and Operating Rev.		\$1,473,837.00	\$982,558.00	\$936,185.92	(\$46,372.08)	\$537,651.08	\$1,244,529.66
46340-601	Other Revenue	\$10,000	\$6,667	\$225.90	(\$6,440.77)	\$9,774.10	\$5,500
46340-582	PFC	\$87,800	\$58,533	\$28,626.05	(\$29,907.28)	\$59,173.95	\$43,900
46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
43619	Airport Grants	\$0	\$0	\$857,766.36	\$857,766.36	(\$857,766.36)	\$1,410,098
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$435,989	\$290,659	\$0.00	(\$290,659.33)	\$435,989.00	\$0
Sub-Total Other Revenue		\$533,789	\$355,859.33	\$886,618.31	\$530,758.98	(\$352,829.31)	\$1,459,498
TOTAL INCOME		\$2,007,626	\$1,338,417.33	\$1,822,804.23	\$484,386.90	\$184,821.77	\$2,704,027
Expenses							
53510-111	Salary Perm-Regular	\$347,320	\$231,547	\$231,022.61	(\$524.06)	\$116,297.39	\$355,000
-112	Salary Perm-OT	\$12,000	\$8,000	\$7,057.26	(\$942.74)	\$4,942.74	\$12,000
-114	Salary-On Call Pay	\$5,200	\$3,467	\$3,300.00	(\$166.67)	\$1,900.00	\$5,200
-121	Salary Temp Regular	\$6,000	\$4,000	\$6,344.69	\$0.00	(\$344.69)	\$6,000
-130	Employee Benefits	\$0	\$0	\$700.00	\$700.00	(\$700.00)	\$2,100
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$130.53	\$130.53	(\$130.53)	\$131
-141	Board & Comm Per Diem	\$4,000	\$2,667	\$3,045.00	\$378.33	\$955.00	\$4,000
-142	Cnty Brd & Comm Mile	\$800	\$533	\$272.47	(\$260.86)	\$527.53	\$500
-150	Health Ins Incentive	\$1,200	\$800	\$800.00	\$0.00	\$400.00	\$1,200
-151	Social Security	\$28,345	\$18,897	\$17,769.66	(\$1,127.01)	\$10,575.34	\$29,093
-152	Retirement Emplr Share	\$22,566	\$15,044	\$15,279.45	\$235.45	\$7,286.55	\$24,910
-153	HSA Contribution	\$7,000	\$4,667	\$2,750.00	(\$1,916.67)	\$4,250.00	\$7,000
-154	Hos & Health Ins	\$75,498	\$50,332	\$50,332.00	\$0.00	\$25,166.00	\$75,498
-155	Life Insurance	\$87	\$58	\$78.43	\$20.43	\$8.57	\$100
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$19,000	\$12,667	\$12,134.50	(\$532.17)	\$6,865.50	\$19,000
-212	Attorney Fees	\$6,000	\$4,000	\$0.00	(\$4,000.00)	\$6,000.00	\$6,000
-213	Accounting & Audit	\$5,100	\$3,400	\$0.00	(\$3,400.00)	\$5,100.00	\$5,100
-221	Water & Sewer	\$53,045	\$35,363	\$25,226.37	(\$10,136.96)	\$27,818.63	\$53,045
-222	Electric	\$98,940	\$65,960	\$59,836.91	(\$6,123.09)	\$39,103.09	\$98,940
-224	Gas & Fuel Oil	\$35,000	\$23,333	\$16,152.86	(\$7,180.47)	\$18,847.14	\$35,000
-225	Telephone	\$3,300	\$2,200	\$1,491.77	(\$708.23)	\$1,808.23	\$3,300
-226	Cellular Phone	\$1,260	\$840	\$593.82	(\$246.18)	\$666.18	\$1,260
-227	Dataline/Internet	\$500	\$333	\$18.17	(\$315.16)	\$481.83	\$500
-241	Motor Vehicle Maint	\$11,000	\$7,333	\$11,301.78	\$3,968.45	(\$301.78)	\$15,000
-246	Grounds Maint	\$70,000	\$46,667	\$87,508.85	\$40,842.18	(\$17,508.85)	\$95,000
-248	Building Maint	\$28,000	\$18,667	\$25,563.42	\$6,896.75	\$2,436.58	\$28,000
-249	Service on Machines	\$500	\$333	\$0.00	(\$333.33)	\$500.00	\$500
-297	Refuse Collection	\$1,600	\$1,067	\$1,344.20	\$277.53	\$255.80	\$1,400
-298	Laundry Services	\$2,000	\$1,333	\$2,209.80	\$876.47	(\$209.80)	\$3,500
-299	Sundry Contract Services	\$1,000	\$667	\$5,177.08	\$0.00	\$0.00	\$16,500
-310	Office Supplies	\$600	\$400	\$161.65	(\$238.35)	\$438.35	\$600
-311	Postage and Box Rent	\$600	\$400	\$55.89	(\$344.11)	\$544.11	\$600
-313	Printing & Dup	\$750	\$500	\$268.96	(\$231.04)	\$481.04	\$750
-320	Ref Materials	\$500	\$333	\$83.00	(\$250.33)	\$417.00	\$500

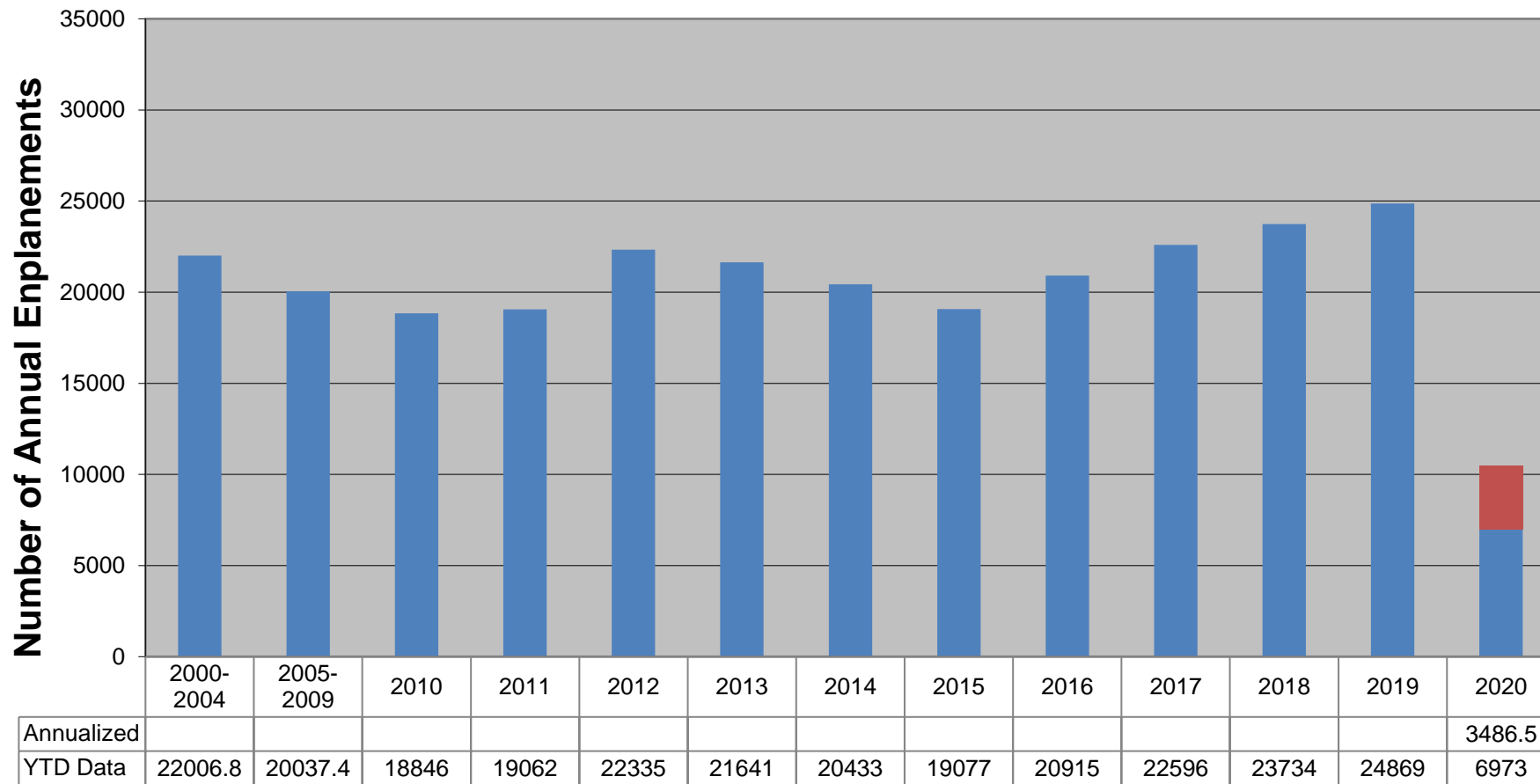
#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 8/31/20 (66.67%)	Variance YTD	Balance Remaining For Year	Estimate
-321	Publish Legal Notices	\$200	\$133	\$48.14	(\$85.19)	\$151.86	\$200
-324	Membership Dues	\$4,000	\$2,667	\$2,962.00	\$295.33	\$1,038.00	\$4,000
-327	Marketing	\$55,000	\$36,667	\$23,723.59	(\$12,943.08)	\$31,276.41	\$55,000
-328	Airline Recruitment	\$15,000	\$10,000	\$250.00	(\$9,750.00)	\$14,750.00	\$15,000
-340	Travel-Train, Conf & Misc.	\$12,000	\$8,000	\$6,745.43	(\$1,254.57)	\$5,254.57	\$5,000
-366	Fire fight supplies	\$4,500	\$3,000	\$7.33	(\$2,992.67)	\$4,492.67	\$4,500
-377	Vehicle Fuel	\$32,000	\$21,333	\$21,783.67	\$450.34	\$10,216.33	\$32,000
-510	Insurance	\$58,400	\$38,933	\$57,236.71	\$18,303.38	\$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	\$1,000	\$424.79	(\$575.21)	\$1,075.21	\$1,500
Sub-Total Operating Expense		\$1,031,311.00	\$687,540.67	\$701,192.79	\$13,652.12	\$330,118.21	\$1,092,826.13
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$687	\$471.24	(\$215.43)	\$558.76	\$1,030
-222	ATCT Electricity	\$15,300	\$10,200	\$10,653.89	\$453.89	\$4,646.11	\$15,300
-224	ATCT Gas & Fuel Oil	\$4,000	\$2,667	\$1,301.45	(\$1,365.22)	\$2,698.55	\$4,000
-225	ATCT Telephone	\$1,500	\$1,000	\$480.00	(\$520.00)	\$1,020.00	\$1,500
-248	ATCT Building Maintenance	\$15,000	\$10,000	\$3,475.94	(\$6,524.06)	\$11,524.06	\$15,000
Sub-Total Tower Expense		\$36,830	\$24,553.33	\$16,382.52	(\$8,170.81)	\$20,447.48	\$36,830
53610-810	Capital Equipment	\$75,000	\$50,000	\$29,620.60	(\$20,379.40)	\$45,379.40	\$73,027
-820	Capital Improvement	\$495,000	\$330,000	\$138,059.19	(\$191,940.81)	\$356,940.81	\$746,000
-829	Other Capital Improvement	\$245,556	\$163,704	(\$195,291.49)	(\$358,995.49)	\$440,847.49	-\$86,136
58102-613	Principal/Trust Fund	\$109,420	\$72,947	\$385,856.25	\$312,909.58	(\$276,436.25)	\$385,857
58202-613	Interest/Trust Fund	\$14,509	\$9,673	\$18,514.30	\$8,841.63	(\$4,005.30)	\$18,514
Sub-Total Capital Expense		\$939,485	\$626,323.33	\$376,758.85	(\$249,564.48)	\$562,726.15	\$1,137,262
TOTAL EXPENSE		\$2,007,626	\$1,338,417.33	\$1,094,334.16	(\$244,083.17)	\$913,291.84	\$2,266,918
NET OPERATING INCOME		\$0	(\$0)	\$728,470.07		(\$728,470.07)	\$437,110
Cash Balance							
	Per 2017 Audit Report	\$980,620					
	Per 2018 Audit Report	\$975,882					
	Per 2019 Audit Report	1,362,194					
	2020 Estimate	1,799,304					

Chippewa Valley Regional Airport
Traffic Statistics
 August 2020

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2020	2019		2020	2019	
UNITED Enplaned	644	2153	-70%	6266	14865	-58%
CHARTERS Enplaned				<u>707</u>	<u>1730</u>	-59%
Total Enplaned				6973	16595	-58%
UNITED Deplaned	651	2320	-72%	6366	14666	-57%
CHARTERS Deplaned				<u>707</u>	<u>1730</u>	-59%
Total Deplaned				7073	16396	-57%
Total Enplaned/Deplaned	1295	4473	-71%	14046	32991	-57%
UA Departure Load Factor	21%	70%		31%	64%	
UA Arrival Load Factor	21%	76%		29%	64%	
<i>UNITED PERFORMANCE</i>	2020	2019		2020	2019	
Scheduled Flights/Landings	62	62	0%	432	486	-11%
Canceled Flights						
Xnld for Wx	0	1		6	26	
Xnld for Mx	0	0		0	3	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>12</u>	<u>1</u>	
Total	0	1	-100%	18	30	-40%
Total Landings	62	61	2%	414	456	-9%
	2020	2019		2020	2019	
<u>EAU Arrival</u>						
Completion Factor	100%	98%		96%	94%	
OnTime %	83%	76%		84%	67%	
<u>EAU Departure</u>						
Completion Factor	100%	98%		95%	94%	
OnTime %	89%	90%		85%	78%	
<u>ORD Arrival</u>						
Completion Factor	100%	98%		95%	94%	
OnTime %	92%	87%		86%	75%	

All on time arrivals/departures follow DOT methodology.

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Years

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 *	\$621	\$489	\$780	\$693	\$464	\$649	\$758	\$825	\$408
MCO - Orlando *	\$391	\$236	\$301	\$395	\$207	\$281	\$359	\$207	\$277
PHX - Phoenix *	\$490	\$330	\$361	\$458	\$251	\$339	\$375	\$191	\$206
	9/18-9/20			9/25-9/27			10/2-10/4		
ORD - Chicago **	<u>\$214</u>	\$179	\$256	\$214	\$97	\$186	\$214	\$84	\$186
DEN - Denver **	\$564	\$133	\$246	\$434	\$133	\$206	\$349	\$127	\$206
LAS - Las Vegas **	\$456	\$296	\$336	\$371	\$254	\$306	\$351	\$222	\$266
EWR - Newark **	<u>\$420</u>	\$443	\$445	\$371	\$169	\$266	\$365	\$152	\$266
IAD - Washington Dulles **	<u>\$445</u>	\$429	\$452	\$355	\$169	\$238	\$329	\$169	\$238
	9/15-9/17			9/22-9/24			9/29-10/1		

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

9/8/20

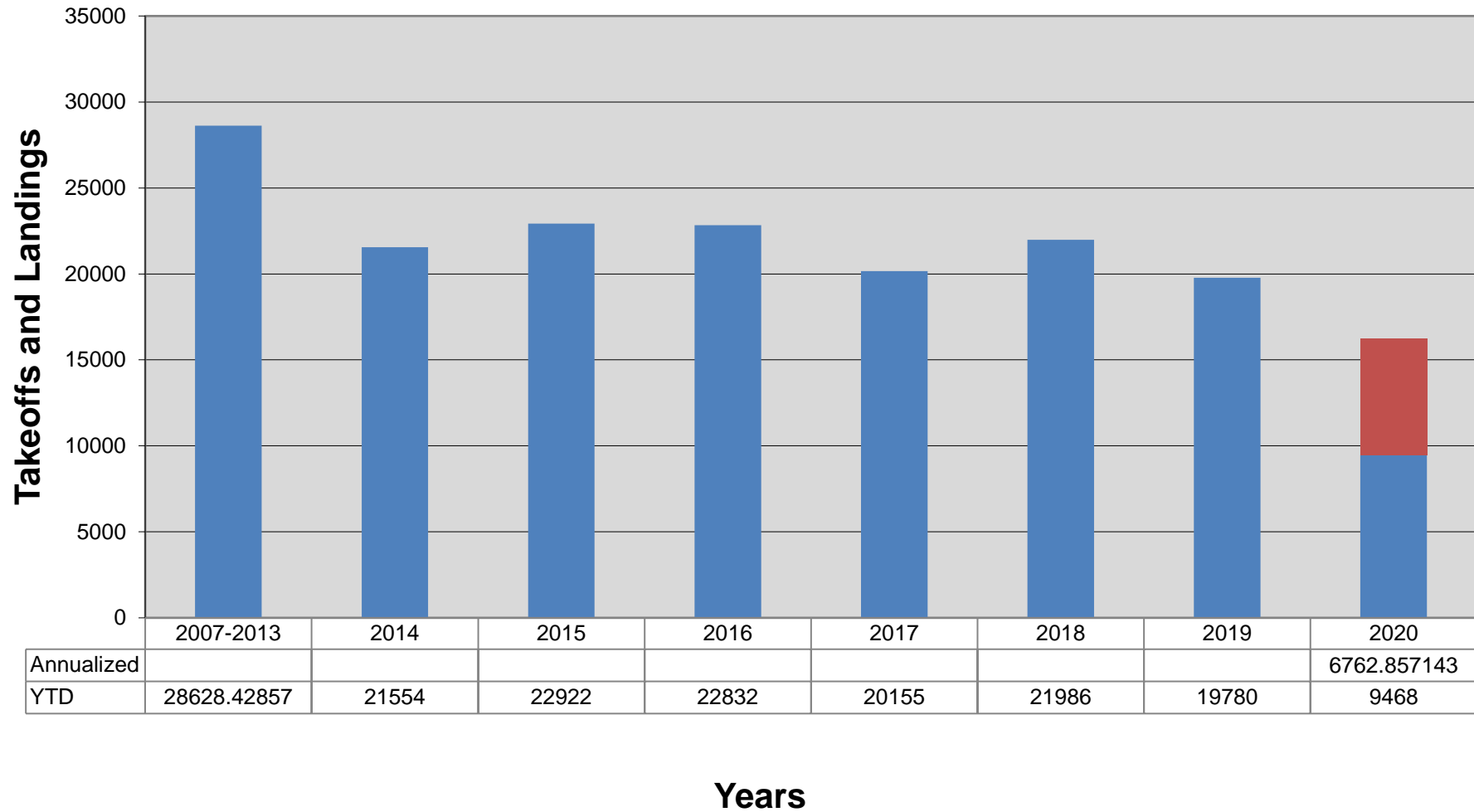
	Number of Cars Rented		
	<u>2020</u>	<u>2019</u>	
January	515	345	49%
February	472	361	31%
March	360	433	-17%
April	113	455	-75%
May	141	533	-74%
June	228	622	-63%
July	288	690	-58%
August	302	703	-57%
September		617	-100%
October		553	-100%
November		509	-100%
December		518	-100%
YTD	2419	4142	-42%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 August 2020

	Month		% Diff.	Year to date		% Diff.	
	2020	2019		2020	2019		
Itinerant	Air Carrier	0	8	-100%	16	37	-57%
	Commuter/ Air Taxi	0	197	-100%	1345	1664	-19%
	GA	0	1444	-100%	5703	9147	-38%
	Military	0	42	-100%	176	254	-31%
Local	GA	0	322	-100%	2216	2589	-14%
	Military	<u>0</u>	<u>14</u>	-100%	<u>12</u>	<u>60</u>	-80%
TOTAL	0	2027	-100%	9468	13751	-31%	

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
17. July 17 – Airport Tenant Meeting
18. July 28 – Airport Emergency Response Review
19. Aug 5 – GLC AAAE Conference Panel
20. Aug 12 – Runway Safety Meeting
21. Aug 17 – ARFF Training Press Release
22. Aug 19 – Visit Eau Claire Board Meeting
23. Sept 1 – WQOW Grant Interview
24. Sept 8 – WEAU COVID Passenger Update Interview
25. Sept 10 – Eau Claire County budget presentation

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.
- Promote value of corporate services available through existing tenants, i.e. flight instruction and private charters

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
FBO Lease and Maintenance	Annual	Sep-20	FBO leases/facilities were reviewed and no changes recommended in 2019.
FBO Facilities			

CVRA September 2020 Operational Review

FBO Lease and Maintenance

<u>Facility</u>	<u>Size</u>	<u>Term</u>	<u>2020 Annual Rent</u>	<u>Maintenance</u>	<u>Misc.</u>
1987 Facility	18000 sq. ft.	Expires Sept. 30, 2027	\$19,760.04	FBO makes incidental repairs, all major repairs are paid for by the airport.	Lease needs clarification on maintenance to be addressed in any future lease updates.
2002 Facility	26250 sq. ft.	Hawthorne has 2 additional five year options so the lease could be extended to 2037. If the options are exercised, rent increases by 1.5% over prior year.	\$69,853.68	FBO does all maintenance.	The airport had a state trust fund loan for this hangar that was paid off early in August 2020.
Truck Hangar	3960 sq. ft.		\$6,000	Heartland makes incidental repairs, all major repairs are paid for by the airport.	Lease needs clarification on maintenance to be addressed in any future lease updates.
2010 Addition	2100 sq. ft.		\$25,558.56	FBO makes incidental repairs, all major repairs are paid for by the airport.	1.5% annual rent increase starting in 2016. The airport paid for the local share of the cost of this addition in exchange for a higher rent payment.
Tie Downs	6		\$216	Airport maintains.	
Fuel Farm	2 - 12,000 gallon tanks 1 - 20,000 gallon tank		\$4,700	FBO does all maintenance on the three tanks owned by them. The airport maintains the site around the tanks.	\$50 rent increase per tank per year on the 12,000 gallon tanks. FBO took over utilities in 2018 in lieu of payment on 20,000 gallon tank.



P.O. Box 226
Eau Claire, WI 54702-0226

Eau Claire (715) 832-1691
Chippewa Falls (715) 723-7592
Fax (715) 835-1321
www.hovlands-inc.com

September 9, 2020

Eau Claire County - Facilities
721 Oxford Ave
Eau Claire, WI 54703

Attn: Matt Theisen

Re: Courthouse and CVRA GPS Install

We propose to furnish and install the following GPS Bi-polar Ionization.

CVRA

- (3) GPS-iMod Single Bar systems (AHU-201, 202 and 204)
- (3) GPS-FC48-AC (AHU-203, 205 and 206)

For sum of \$11,950.00

Courthouse

- (3) GPS-iMod Single Bar systems (AHU-5, 6 and 10)
- (1) GPS-iMod Dual Bar systems (AHU-2)

For sum of \$20,270.00

Sincerely,

Tony Welke
President

Ventilation ♦ Hydronic Heating and Cooling ♦ Sheet Metal Fabrication
Stainless Steel Specialties ♦ All types of Welding
LENNOX Heating and Air Conditioning