

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, November 20, 2020, 7:30 a.m.**  
**Virtual Meeting via Webex**

**Dial In: 1-415-655-0001**  
**Access Code: 145 913 6212**  
**\*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 hearing or public comment period to make your comments.

1. Call To Order
2. Confirmation of Meeting Notice
3. Roll Call - Voice
4. Approval of Minutes
  - a. October 16, 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
    - Parking Study Update
    - Fire Truck Repair/Replacement
    - Airport Quarterly Report
    - Airport Business Partner Meeting
    - Airport Community Outreach
    1. Discussion/Action

**b. 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. Affirming the October 16, 2020 Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid**
- 1. Discussion/Action**

**9. New Business:**

- a. Resolution to Approve Electric Underground Easement for Northern States Power Company**
- 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, October 16, 2020, 7:30 am Virtual Meeting via Webex Events

**MEMBERS PRESENT:** Commissioners Rick Bowe, 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, Ron Ford-Menard Inc., Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate were present via Webex Events virtual meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft and Barry Wells were present via Webex Events virtual meeting. Commissioner Leigh Darrow resigned from the Chippewa County Board this week and a new Commissioner will be assigned by Chippewa County when his replacement on the County Board is determined.
4. **Approval of Minutes:**
  - a. **September 18, 2020 Regular Commission Meeting:**  
On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the September 18, 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, but up a small amount over the prior month.
    - **Car Rental Operations**  
Cars rented are down for the month and for the year, but again up a small amount over the prior month.
    - **Tower Operations**  
Tower Operations are up for the month and down for the year.

**c. Hangar Occupancy:**

There are no hangar vacancies. We are at full occupancy with multiple individuals on the T-hangar waiting list.

**6. Public Comment Period:**

- Neighborhood Association representative Heather Deluka noted that members of the neighborhood had expressed concern with the timing of Airport Commission meetings being held at inconvenient times. The early morning meetings are not reasonable and evening meetings should be considered in the future; specifically, for meetings regarding Airport projects.

**7. Operational Matters:**

**a. Airport Operations Report**

- **Charter Flights:** The Airport will be operating the Casino Charter flights going forward, with 3 scheduled to take place yet this year. All of the staff handling the flights are either current or past airline employees that have been hired by Eau Claire County.
- **Budget Amendment:** The Airport Director noted that Commissioner Stelljes will be submitting a budget amendment to the Eau Claire County Board for the adjustment needed to move the budget dollars for a 16 hour per week custodian position that will be filled by a student working with Workforce Resource. The adjustment will move funds from contract services to personnel.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The TSA PreCheck event held October 5-9, 2020 had a good turnout. People have already been contacting us about future enrollment events.

**b. Project Summary**

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** The State is in the process of finalizing the grant.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The fence design environmental reports have been received back from the completed studies. The Taxiway A North Lighting work has started with the first work area already being completed.
- **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:**

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved the local share of the purchase of a mower with snow removal equipment attachments in the amount of \$21,658.24.

*(Ayes 6-Nays 0)*

- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update at this time.
- **K-Row Hangar Construction Project – FY20:** Construction is underway and still expected to be completed by the end of the year.

#### 8. Previous Business:

- a. **Tower Chiller Replacement:** The Airport Director discussed the bids received for replacing the Chillers in the Air Traffic Control Tower.

**On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved the replacement of both of the Tower Chillers at the cost of \$71,600.00.**

*(Ayes 6-Nays 0)*

- b. **Airport Recognition Program Quarter 3 - 2020 Award:** Commissioners selected Winton Ray from Midwest ATC for Quarter 3 - 2020 Recognition Program recipient. He was nominated this quarter for his exceptional customer service.
- c. **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**

**On a motion by Com. Francis, seconded by Com. Wells, the Commission entered into closed session at 8:21 am and will reconvene at 8:45 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Stelljes and Wells; Nays: None.**

The Commission reconvened in open session at 8:47 am.

**Commission Chair Hilgedick reported in open session that the Commission and Airport Director discussed lease terms.**

#### 9. New Business:

- a. **Public Hearing in the Matter of State and Federal Aid for Improvements at the Chippewa Valley Regional Airport**

Commission Chair Hilgedick opened the public hearing at 7:30 am. The Airport Director reviewed the projects that are listed on the petition. The petition includes the following: Construct Hangars, Replace or Install New Taxiway Lighting, Replace or Install New Runway Lighting and Rehabilitate Runway, Taxiway and Ramp Pavement. Neighborhood Association representative Heather Deluka noted that the neighborhood association does not want Corporate hangar development to take place on the south end of the Airport but wishes it to remain at the north end. Commission Chair Hilgedick closed the public hearing at 7:39 am.

**b. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid**

On a motion by Com. Bowe, seconded by Com. Francis, the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid was approved as submitted.

*(Ayes 6-Nayes 0)*

**c. Approval of Agency Agreement Designating the Secretary of Transportation as the Airports Agent**

On a motion by Com. Francis, seconded by Com. Stelljes, the Agency Agreement Designating the Secretary of Transportation as the Airports Agent was approved as submitted.

*(Ayes 6-Nayes 0)*

**d. Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid**

On a motion by Com. Wells, seconded by Com. Hoeft, the Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid was approved as submitted.

*(Ayes 6-Nayes 0)*

**10. Discuss Future Agenda Items: None**

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for November 20<sup>th</sup>, December 18<sup>th</sup> and January 15<sup>th</sup>, 2021.

**12. Adjournment:**

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:49 am.

*(Ayes 6-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary

**October Vouchers for approval November 20, 2020**

Advance Media	October/November Marketing	53510-327	\$7,750.00
AmeribrIDGE, LLC	Jet Bridge Operator Training & Maintenance	53510-248	\$2,655.82
<i>Bartingale Mechanical</i>	<i>ATCT Equipment Room A/C Repairs</i>	<i>53515-248</i>	<i>\$269.75</i>
Cintas	Uniforms & Towels	53510-298	\$237.92
Eau Claire County Highway	Mechanical assistance with MTE Equipment	53510-241	\$641.00
Fireline Sprinkler Corp	Terminal sprinkler inspection	53510-248	\$345.00
<i>Fireline Sprinkler Corp</i>	<i>ATCT sprinkler inspection</i>	<i>53515-248</i>	<i>\$460.00</i>
Halliday Technologies	Annual Calibration of RT3 Friction Testing Equip.	53610-246	\$2,439.20
Hovland's Inc.	Install of GPS Bi-Polar Ionization in AHU	53510-820	\$11,950.00
Lakeland Overhead Door	Airline garage door repairs	53510-248	\$95.00
NASi	(4) Totes of Runway Delcer	53510-246	\$6,952.00
Olympic Builders	Hangar Construction Project, Payment #4	53510-820	\$154,956.90
<i>Robinson Aviation, Inc. (RVA)</i>	<i>ATCT Annual Inspection Comm. Equip.</i>	<i>53515-248</i>	<i>\$5,926.60</i>
Superior Screen Printing	Apparel for Ground Handling Staff	53510-366	\$260.59
WGI, Inc.	PARCS Consulting #2	53510-299	\$4,070.54
Xcel Energy	Terminal Gas/Electric - October	53510-222/224	\$8,266.61
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - October</i>	<i>53515-222/224</i>	<i>\$1,423.59</i>
	<b>TOTAL</b>		<b>\$208,700.52</b>

*ITALICIZED* items = Tower Expenses

**October Credit Card Charges**

VOLAIRE AVIATION INC.	Q4 Marketing	53510-327	300.00
FEDEX	Postage	53510-311	23.68
AAAE	Airport Law Conference	53510-340	400.00
DOUBLE TREE BY HILTON	ARFF Training Hotel	53510-340	535.00
FEDEX	Postage	53510-311	19.75
EAU CLAIRE CHAMBER	Marketing	53510-327	50.00
FEDEX	Postage	53510-311	23.62
USPS	Postage	53510-311	6.95
STAPLES	Office Supply	53510-310	17.59
AMAZON.COM	Ground Handling Supply	53510-366	8.02
AMAZON.COM	Ground Handling Supply	53510-366	92.00
AMAZON.COM	Ground Handling Supply	53510-366	93.32
NASSCO INC	Building	53510-248	97.34
STAPLES	Building	53510-248	81.18
STAPLES	Building	53510-248	48.58
EBAY	Building	53510-248	139.98
AMAZON.COM	Grounds	53510-246	26.10
HANGAR 54 GRILL	Marketing	53510-327	25.00
GOLD CROSS ANSWERING SVC	Telephone	53510-225	55.00
SAGER ELECTRONICS	Building	53510-248	82.84
SAGER ELECTRONICS	Building	53510-248	26.34
<i>PER MAR SECURITY</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>158.46</i>
FASTSIGNS EAU CLAIRE	Building	53510-248	35.00
<i>AMAZON.COM</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>18.99</i>
AMAZON.COM	Building	53510-248	14.49
AMAZON.COM	Office Equipment	53510-813	54.40
<i>DS ELECTRIC CED SUPPLY</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>132.36</i>
MARGO SUPPLIES LLC	Grounds	53510-246	111.50
GRAINGER	Grounds	53510-246	64.86
MENARDS EAU CLAIRE EAST	Building	53510-248	42.78
NASSCO INC	Building	53510-248	97.34
MENARDS EAU CLAIRE WEST	Building	53510-248	16.51
FLASH TECHNOLOGY	Grounds	53510-246	75.94
FARRELL EQUIPMENT	Pavement Patch	53510-246	319.92
PULSAR PRODUCTS	Grounds	53510-246	9.00
FCX SYSTEMS INC	Boarding Bridge GPU	53510-248	1284.00
<i>MENARDS EAU CLAIRE WEST</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>53.82</i>
MENARDS EAU CLAIRE WEST	Grounds	53510-246	13.20
<i>MOTION INDUSTRIES</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>8.78</i>
O'REILLY AUTO PARTS 1774	Grounds	53510-246	33.46
FARM & FLEET CF	Grounds	53510-246	53.97
<i>MOTION INDUSTRIES</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>16.91</i>
GRAINGER	Vehicles	53510-241	142.26
	<b>TOTAL</b>		<b>\$4,910.24</b>

## Chippewa Valley Regional Airport

2020 BUDGET COMPARISON Estimated October 31, 2020

#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 10/31/20 (83.33%)	Variance YTD	Balance Remaining For Year	Estimate
<b>Income</b>							
			83.33%				
41110	Contrib From Eau Claire Cty	\$399,030	\$332,525	\$332,525.00	\$0.00	\$66,505.00	\$399,030
47330	Contrib From Chippewa Cty	\$130,271	\$108,559	\$130,271.00	\$21,711.83	\$0.00	\$130,271
Sub-Total Tax Revenue		\$529,301	\$441,084.17	\$462,796.00	\$21,711.83	\$66,505.00	\$529,301
46340-571	Advertising	\$5,000	\$4,167	\$7,202.00	\$3,035.33	(\$2,202.00)	\$7,202
46340-572	Air Terminal	\$115,158	\$95,965	\$84,328.60	(\$11,636.40)	\$30,829.40	\$113,084
46340-573	FAA	\$13,440	\$11,200	\$10,080.00	(\$1,120.00)	\$3,360.00	\$13,440
46340-574	FBO	\$126,823	\$105,686	\$66,335.14	(\$39,350.69)	\$60,487.86	\$86,432
43640-575	Fuel Flowage	\$122,100	\$101,750	\$67,280.00	(\$34,470.00)	\$54,820.00	\$80,000
46340-576	Hangars	\$150,143	\$125,119	\$143,854.40	\$18,735.23	\$6,288.60	\$155,000
46340-577	Landing	\$51,381	\$42,818	\$35,962.22	(\$6,855.28)	\$15,418.78	\$40,000
43640-578	Parking	\$150,000	\$125,000	\$71,516.88	(\$53,483.12)	\$78,483.12	\$75,000
46340-579	Rental Cars	\$125,000	\$104,167	\$82,725.33	(\$21,441.34)	\$42,274.67	\$90,000
46340-580	Restaurant	\$24,000	\$20,000	\$12,000.00	(\$8,000.00)	\$12,000.00	\$16,000
46340-581	Tie Downs	\$216	\$180	\$108.00	(\$72.00)	\$108.00	\$216
46340-583	Utility Revs	\$10,000	\$8,333	\$5,835.57	(\$2,497.76)	\$4,164.43	\$10,000
46340-584	Land Lease Revs	\$38,275	\$31,896	\$38,045.29	\$6,149.46	\$229.71	\$38,275
46340-586	Equipment Rental	\$0	\$0	\$0.00	\$0.00	\$0.00	\$300
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$10,833	\$15,716.49	\$4,883.16	(\$2,716.49)	\$18,000
46340-587	Aircraft Ground Handling	\$0	\$0	\$0.00	\$0.00	\$0.00	\$12,000
Sub-Total Operating Revenue		\$944,536	\$787,113.33	\$640,989.92	(\$146,123.41)	\$303,546.08	\$754,949
Sub-Total Taxes and Operating Rev.		\$1,473,837.00	\$1,228,197.50	\$1,103,785.92	(\$124,411.58)	\$370,051.08	\$1,284,250.16
46340-601	Other Revenue	\$10,000	\$8,333	\$5,790.24	(\$2,543.09)	\$4,209.76	\$6,000
46340-582	PFC	\$87,800	\$73,167	\$32,009.84	(\$41,156.83)	\$55,790.16	\$43,900
46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
43619	Airport Grants	\$0	\$0	\$995,025.33	\$995,025.33	(\$995,025.33)	\$1,419,020
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$435,989	\$363,324	\$0.00	(\$363,324.17)	\$435,989.00	\$0
Sub-Total Other Revenue		\$533,789	\$444,824.17	\$1,032,825.41	\$588,001.24	(\$499,036.41)	\$1,468,920
TOTAL INCOME		\$2,007,626	\$1,673,021.67	\$2,136,611.33	\$463,589.66	(\$128,985.33)	\$2,753,170
<b>Expenses</b>							
53510-111	Salary Perm-Regular	\$347,320	\$289,433	\$283,255.16	(\$6,178.17)	\$64,064.84	\$355,000
-112	Salary Perm-OT	\$12,000	\$10,000	\$7,878.52	(\$2,121.48)	\$4,121.48	\$12,000
-114	Salary-On Call Pay	\$5,200	\$4,333	\$4,100.00	(\$233.33)	\$1,100.00	\$5,200
-121	Salary Temp Regular	\$6,000	\$5,000	\$9,305.89	\$0.00	(\$3,305.89)	\$6,000
-130	Employee Benefits	\$0	\$0	\$0.00	\$0.00	\$0.00	\$2,100
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$130.53	\$130.53	(\$130.53)	\$131
-141	Board & Comm Per Diem	\$4,000	\$3,333	\$3,420.00	\$86.67	\$580.00	\$4,000
-142	Cnty Brd & Comm Mile	\$800	\$667	\$272.47	(\$394.20)	\$527.53	\$500
-150	Health Ins Incentive	\$1,200	\$1,000	\$1,000.00	\$0.00	\$200.00	\$1,200
-151	Social Security	\$28,345	\$23,621	\$21,769.47	(\$1,851.36)	\$6,575.53	\$29,093
-152	Retirement Emplr Share	\$22,566	\$18,805	\$18,630.69	(\$174.31)	\$3,935.31	\$24,910
-153	HSA Contribution	\$7,000	\$5,833	\$5,250.00	(\$583.33)	\$1,750.00	\$7,000
-154	Hos & Health Ins	\$75,498	\$62,915	\$62,915.00	\$0.00	\$12,583.00	\$75,498
-155	Life Insurance	\$87	\$73	\$100.85	\$28.35	(\$13.85)	\$100
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$19,000	\$15,833	\$16,534.50	\$701.17	\$2,465.50	\$19,000
-212	Attorney Fees	\$6,000	\$5,000	\$1,644.50	(\$3,355.50)	\$4,355.50	\$6,000
-213	Accounting & Audit	\$5,100	\$4,250	\$0.00	(\$4,250.00)	\$5,100.00	\$5,100
-221	Water & Sewer	\$53,045	\$44,204	\$37,505.31	(\$6,698.86)	\$15,539.69	\$53,045
-222	Electric	\$98,940	\$82,450	\$73,256.54	(\$9,193.46)	\$25,683.46	\$98,940
-224	Gas & Fuel Oil	\$35,000	\$29,167	\$18,168.84	(\$10,997.83)	\$16,831.16	\$35,000
-225	Telephone	\$3,300	\$2,750	\$2,216.43	(\$533.57)	\$1,083.57	\$3,300
-226	Cellular Phone	\$1,260	\$1,050	\$1,074.07	\$24.07	\$185.93	\$1,260
-227	Dataline/Internet	\$500	\$417	\$18.17	(\$398.50)	\$481.83	\$500
-241	Motor Vehicle Maint	\$11,000	\$9,167	\$15,019.72	\$5,853.05	(\$4,019.72)	\$15,000
-246	Grounds Maint	\$70,000	\$58,333	\$101,382.57	\$43,049.24	(\$31,382.57)	\$100,000
-248	Building Maint	\$28,000	\$23,333	\$30,597.49	\$7,264.16	(\$2,597.49)	\$28,000
-249	Service on Machines	\$500	\$417	\$0.00	(\$416.67)	\$500.00	\$500
-297	Refuse Collection	\$1,600	\$1,333	\$1,344.20	\$10.87	\$255.80	\$1,400
-298	Laundry Services	\$2,000	\$1,667	\$2,870.91	\$1,204.24	(\$870.91)	\$3,500
-299	Sundry Contract Services	\$1,000	\$833	\$9,247.62	\$0.00	\$0.00	\$16,500
-310	Office Supplies	\$600	\$500	\$161.65	(\$338.35)	\$438.35	\$600
-311	Postage and Box Rent	\$600	\$500	\$137.11	(\$362.89)	\$462.89	\$600



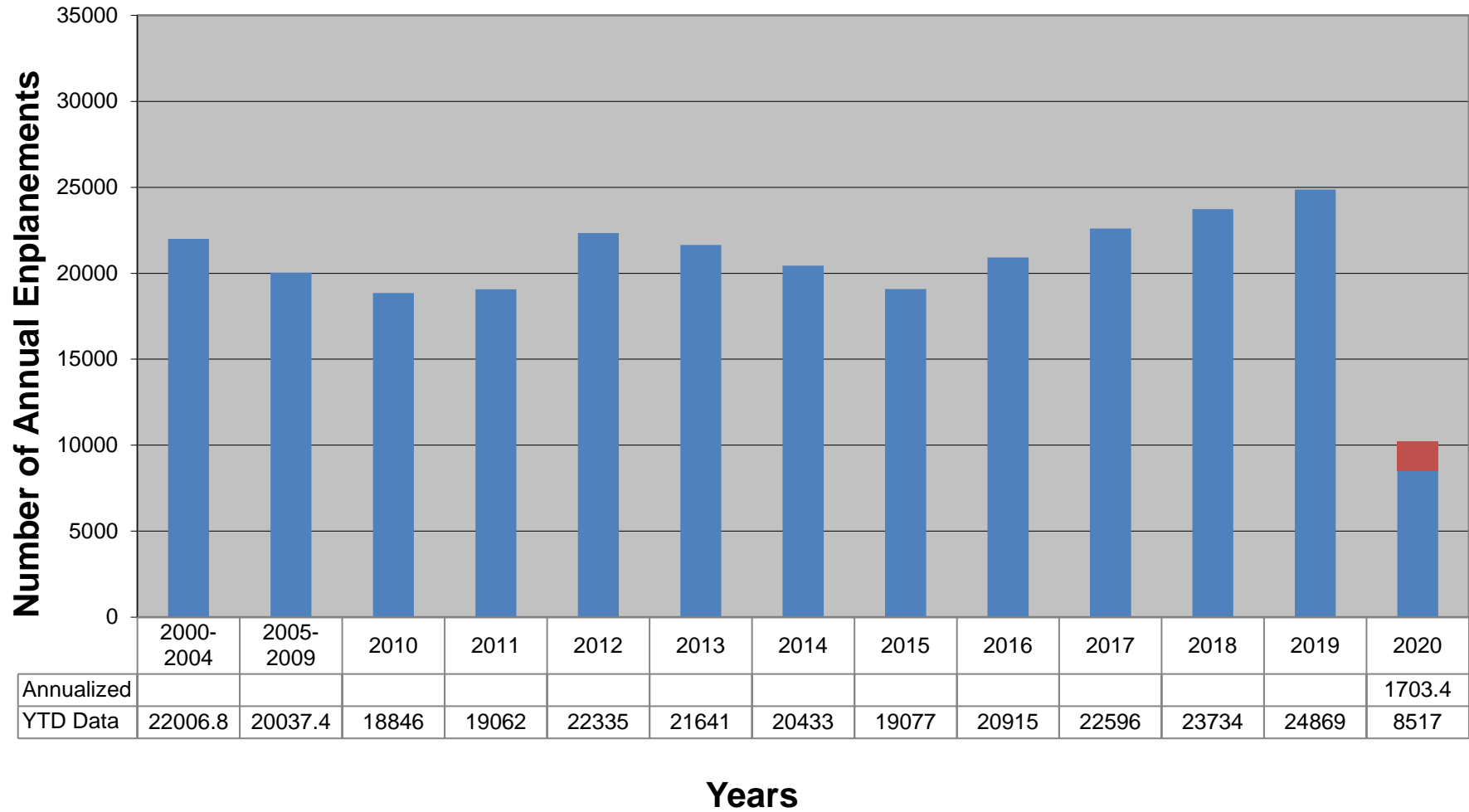
#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 10/31/20 (83.33%)	Variance YTD	Balance Remaining For Year	Estimate
-313	Printing & Dup	\$750	\$625	\$441.00	(\$184.00)	\$309.00	\$750
-320	Ref Materials	\$500	\$417	\$83.00	(\$333.67)	\$417.00	\$500
-321	Publish Legal Notices	\$200	\$167	\$48.14	(\$118.53)	\$151.86	\$200
-324	Membership Dues	\$4,000	\$3,333	\$3,601.00	\$267.67	\$399.00	\$4,000
-327	Marketing	\$55,000	\$45,833	\$37,756.84	(\$8,076.49)	\$17,243.16	\$55,000
-328	Airline Recruitment	\$15,000	\$12,500	\$250.00	(\$12,250.00)	\$14,750.00	\$15,000
-340	Travel-Train, Conf & Misc.	\$12,000	\$10,000	\$8,740.08	(\$1,259.92)	\$3,259.92	\$5,000
-366	Fire fight supplies	\$4,500	\$3,750	\$197.50	(\$3,552.50)	\$4,302.50	\$4,500
-377	Vehicle Fuel	\$32,000	\$26,667	\$27,123.67	\$457.00	\$4,876.33	\$32,000
-510	Insurance	\$58,400	\$48,667	\$69,368.92	\$20,702.25	(\$10,968.92)	\$69,369
-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	\$1,250	\$424.79	(\$825.21)	\$1,075.21	\$1,500
<b>Sub-Total Operating Expense</b>		<b>\$1,031,311.00</b>	<b>\$859,425.83</b>	<b>\$877,243.15</b>	<b>\$17,817.32</b>	<b>\$154,067.85</b>	<b>\$1,098,795.05</b>
53510-121	Sal Temp-Ground Handling	\$0	\$0	\$82.28	\$82.28	(\$82.28)	\$1,350
-122	Aircraft Handling OT	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-151	Ground Handling FICA	\$0	\$0	\$6.30	\$6.30	(\$6.30)	\$103
-366	Ground Handling Supplies	\$0	\$0	\$260.59	\$260.59	(\$260.59)	\$1,500
<b>Sub-Total Tower Expense</b>		<b>\$0</b>	<b>\$0.00</b>	<b>\$349.17</b>	<b>\$349.17</b>	<b>(\$349.17)</b>	<b>\$2,953</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$858	\$706.86	(\$151.47)	\$323.14	\$1,030
-222	ATCT Electricity	\$15,300	\$12,750	\$13,161.41	\$411.41	\$2,138.59	\$15,300
-224	ATCT Gas & Fuel Oil	\$4,000	\$3,333	\$1,494.08	(\$1,839.25)	\$2,505.92	\$4,000
-225	ATCT Telephone	\$1,500	\$1,250	\$480.00	(\$770.00)	\$1,020.00	\$1,500
-248	ATCT Building Maintenance	\$15,000	\$12,500	\$4,295.51	(\$8,204.49)	\$10,704.49	\$15,000
<b>Sub-Total Tower Expense</b>		<b>\$36,830</b>	<b>\$30,691.67</b>	<b>\$20,137.86</b>	<b>(\$10,553.81)</b>	<b>\$16,692.14</b>	<b>\$36,830</b>
53610-810	Capital Equipment	\$75,000	\$62,500	\$29,620.60	(\$32,879.40)	\$45,379.40	\$82,285
-820	Capital Improvement	\$495,000	\$412,500	\$336,613.89	(\$75,886.11)	\$158,386.11	\$696,495
-829	Other Capital Improvement	\$245,556	\$204,630	(\$195,291.49)	(\$399,921.49)	\$440,847.49	-\$62,336
58102-613	Principal/Trust Fund	\$109,420	\$91,183	\$385,856.25	\$294,672.92	(\$276,436.25)	\$385,857
58202-613	Interest/Trust Fund	\$14,509	\$12,091	\$18,514.30	\$6,423.47	(\$4,005.30)	\$18,514
<b>Sub-Total Capital Expense</b>		<b>\$939,485</b>	<b>\$782,904.17</b>	<b>\$575,313.55</b>	<b>(\$207,590.62)</b>	<b>\$364,171.45</b>	<b>\$1,120,815</b>
<b>TOTAL EXPENSE</b>		<b>\$2,007,626</b>	<b>\$1,673,021.67</b>	<b>\$1,472,694.56</b>	<b>(\$200,327.11)</b>	<b>\$534,931.44</b>	<b>\$2,256,440</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>\$0</b>	<b>\$663,916.77</b>		<b>(\$663,916.77)</b>	<b>\$496,730</b>
<u>Cash Balance</u>							
	Per 2018 Audit Report	\$975,882					
	Per 2019 Audit Report	1,362,194					
	2020 Estimate	1,858,924					

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

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2020	2019		2020	2019	
UNITED Enplaned	667	2177	-69%	7601	18954	-60%
CHARTERS Enplaned				<u>860</u>	<u>2047</u>	-58%
Total Enplaned				8461	21001	-60%
UNITED Deplaned	601	2092	-71%	7626	18471	-59%
CHARTERS Deplaned				<u>860</u>	<u>2047</u>	-58%
Total Deplaned				8486	20518	-59%
Total Enplaned/Deplaned	1268	4269	-70%	16947	41519	-59%
UA Departure Load Factor	22%	70%		29%	65%	
UA Arrival Load Factor	20%	66%		27%	64%	
<b><i>UNITED PERFORMANCE</i></b>						
Scheduled Flights/Landings	62	64	-3%	553	610	-9%
Canceled Flights						
Xnld for Wx	1	0		7	29	
Xnld for Mx	0	0		0	3	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>12</u>	<u>2</u>	
<b>Total</b>	1	0	#DIV/0!	19	34	-44%
Total Landings	61	64	-5%	534	576	-7%
	<b>2020</b>	<b>2019</b>		<b>2020</b>	<b>2019</b>	
<u>EAU Arrival</u>						
Completion Factor	98%	100%		96%	94%	
OnTime %	90%	76%		86%	68%	
<u>EAU Departure</u>						
Completion Factor	98%	100%		96%	95%	
OnTime %	92%	90%		87%	79%	
<u>ORD Arrival</u>						
Completion Factor	98%	100%		96%	95%	
OnTime %	92%	93%		88%	77%	

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 *	\$668	\$822	\$494	\$1,035	\$1,679	\$802	<u>\$623</u>	\$531	\$547
MCO - Orlando *	\$392	\$274	\$230	\$612	\$660	\$376	\$438	\$220	\$205
PHX - Phoenix *	\$568	\$323	\$387	<u>\$522</u>	\$743	\$471	\$472	\$180	\$233
	11/20-11/22			11/27-11/29			12/4-12/6		
ORD - Chicago **	\$304	\$189	\$251	<u>\$214</u>	\$142	\$265	\$214	\$97	\$211
DEN - Denver **	\$679	\$167	\$166	\$569	\$187	\$166	\$503	\$167	\$166
LAS - Las Vegas **	\$391	\$172	\$202	\$595	\$172	\$166	\$331	\$172	\$166
EWR - Newark **	<u>\$638</u>	\$597	\$561	\$611	\$527	\$426	\$431	\$217	\$366
IAD - Washington Dulles **	\$503	\$347	\$402	\$443	\$296	\$377	<u>\$326</u>	\$231	\$275
	11/17-11/19			11/24-11/26			12/1-12/3		

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

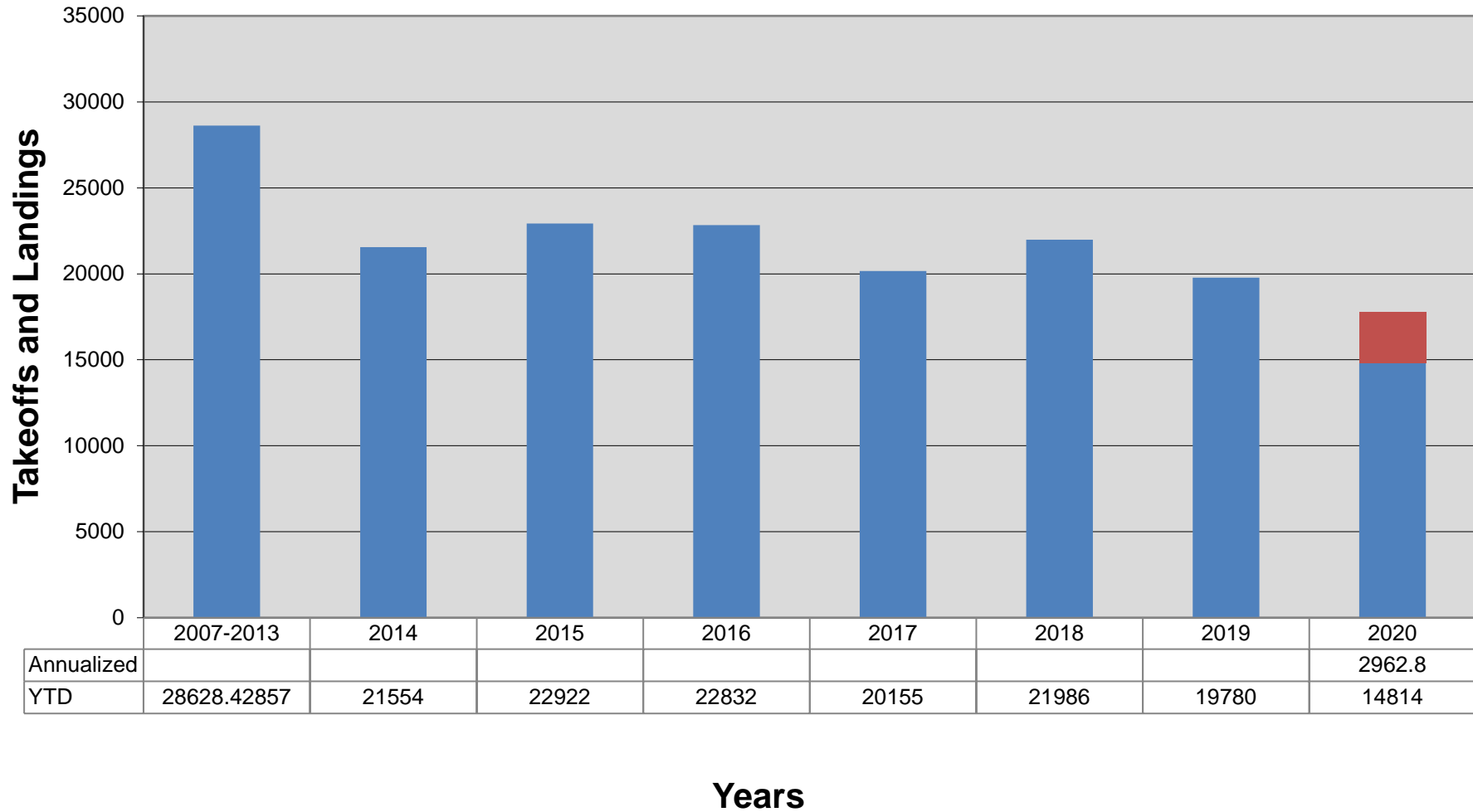
	Number of Cars Rented		
	<u>2020</u>	<u>2019</u>	
January	515	345	49%
February	472	361	31%
March	360	433	-17%
April	113	455	-75%
May	141	533	-74%
June	228	622	-63%
July	288	690	-58%
August	302	703	-57%
September	328	617	-47%
October	321	553	-42%
November		509	-100%
December		518	-100%
YTD	<b>3068</b>	<b>5312</b>	-42%

Agenda Item 5b

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

		Month		% Diff.	Year to date		% Diff.
		2020	2019		2020	2019	
Itinerant	Air Carrier	4	2	100%	22	39	-44%
	Commuter/ Air Taxi	207	204	1%	1959	2096	-7%
	GA	991	1162	-15%	8783	11365	-23%
Local	Military	30	22	36%	323	299	8%
	GA	466	328	42%	3671	3269	12%
	Military	<u>18</u>	<u>2</u>	800%	<u>56</u>	<u>62</u>	-10%
<b>TOTAL</b>		1716	1720	0%	14814	17130	-14%

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



QUARTER 3 2020

# Airport

<b>SELECTED PERFORMANCE MEASURES</b>	
Number of Revenue Passenger Enplanements/Deplanements	15,373
Aircraft Operations During Tower Hours	13,098
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ RFP for tower chiller replacement</li> <li>▪ Taxiway lighting project</li> <li>▪ Review options for 2021 parking system replacement</li> <li>▪ Preparing for multiple State and Federal funded projects</li> <li>▪ Working on CARES Act grant for airport development</li> <li>▪ Terminal improvements related to COVID-19 and other viruses</li> <li>▪ Review options for 2021 advertising</li> <li>▪ Preparing for airport ground handling of charter flights</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>▪ Facilities and purchasing assistance with tower chiller replacement</li> <li>▪ State and Federal legislation responses with Wisconsin Airport Management Association</li> <li>▪ Working with City of Eau Claire on airport fire truck repair issues</li> <li>▪ Working with City of Eau Claire on parking system replacement project</li> </ul>	
<b>GOALS FOR NEXT QUARTER</b>	
<ul style="list-style-type: none"> <li>▪ Begin development of RFQ for parking system replacement</li> <li>▪ Begin Phase I fence replacement design</li> <li>▪ Acquire replacement mower with state aid</li> <li>▪ Begin project to expand maintenance facility</li> <li>▪ Work on scope for Airport Master Plan update</li> <li>▪ Submit FAA application for CARES development grant</li> </ul>	



# Eau Claire County - Airport

## Quarterly Department Report - Summary

For Period Ending: Q3, 2020

Page: 1/1

Date Ran: 10/20/20

### 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	99,758	0	299,273	75.00%
	04-Intergovernment Grants and Aid	130,271	130,271	65,136	0	922,902	0	988,037	758.45%
	06-Public Charges for Services	1,042,336	1,042,336	292,120	96,296	197,751	0	586,168	56.24%
	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>\$1,220,411</b>	<b>\$0</b>	<b>\$1,873,477</b>	<b>69.88%</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	-96,347	0	-254,950	71.11%
	02-OT Wages	-12,000	-12,000	-4,182	-1,023	-2,137	0	-7,342	61.19%
	03-Payroll Benefits	-139,496	-139,496	-30,765	-32,874	-36,134	0	-99,772	71.52%
	04-Contracted Services	-373,075	-373,075	-102,101	-90,892	-84,967	0	-277,961	74.51%
	05-Supplies & Expenses	-125,150	-125,150	-35,184	-6,817	-16,964	0	-58,965	47.12%
	07-Fixed Charges	-58,400	-58,400	-15,998	-12,132	-29,106	0	-57,237	98.01%
	08-Debt Service	-123,929	-123,929	-14,509	0	-4,005	0	-18,514	14.94%
	09-Equipment	-817,056	-1,490,523	293,273	-95,312	-144,938	0	53,023	-3.56%
	10-Other	0	0	-1,039	-1,095	-325	0	-2,459	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>-\$414,923</b>	<b>\$0</b>	<b>-\$724,177</b>	<b>27.01%</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>\$805,487</b>	<b>\$0</b>	<b>\$1,149,300</b>	
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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
26. Oct 1 – Airport Newsletter
27. Oct 8 – Press Release on Pre Check and TSA Equipment
28. Oct 29 – Chippewa County EDC Meeting
29. Nov 10 – Airport Business Partner Meeting
30. Nov 11 – Bipolar Ionization Press Release
31. Nov 12 – EAA Presentation
32. Nov 13 – Chippewa Chamber Coffee and Commerce
33. Nov 16 – WQOW Holiday Travel Interview
34. Nov 17 – Public Hearing

Upcoming Events

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Hangar Leases and Maintenance	Annual	Nov-20	T-hangars have been full with a waiting list for several months in 2020 despite the pandemic. Box hangars have had a waiting list for several years. There is some demand for smaller or larger than the 60x60 hangars so a 48x48 or 75x75 should be considered for future budgets.
T-Hangars			
Box Hangars			
New hangar Development			
Review Land Lease Guidelines			Land lease guidelines were not included in this years review as they were just updated.
Review South Hangar Area Incentive			

**CVRA November 2020 Operational Review  
Hangar Leases and Maintenance**

<u>Facility</u>	<u>Number</u>	<u>Size</u>	<u>2020 Rent</u>	<u>Maintenance</u>	<u>Misc.</u>
T-Hangars	50	Ranges from 1,000 to 1,700 sq ft	Most hangars rent at \$155 or \$163/mo. Largest hangar is \$282. Plus 5.5% charge for sales tax.	Airport maintains and rent includes electricity. Tenant clears snow within 2 feet of door.	Some challenges ensuring tenants are maintaining aircraft as required by the lease and challenges receiving required proof of insurance. Annual pay discount of \$100 for airport owned hangars and \$50 for storage units was implemented for 2019. C-Row hangar door motors need some attention and G-Row roof should be considered for sealing in the next couple of years.
K-row	5	3,600 sq ft	\$750.10/mo. K2-5 K6-7 - 2021 will be \$787.48 Plus sales tax.	Airport maintains and tenant pays electricity, gas and water. Tenant clears snow within 2 feet of door.	These hangars were not full for the first several years after they were constructed so a \$50/mo. discount for a 3 yr. or more lease was implemented to help fill the hangars. They have been full for several years with a waiting list. The \$50 discount requires the tenant to keep renewing for three year terms after the 1st three year term is complete.
F3 and F4	2	2,160-3,600 sq ft	\$394-603/mo. Plus 5.5% charge for sales tax.	Airport maintains and tenant pays electricity and gas. Tenant clears snow within 2 feet of door.	Hangar F4 received some major repairs in 2016 and Hangar F3 is in good condition. The roof on both hangars should be looked at for possible sealing and/or replacement.
I-3 - Civil Air Patrol	1	2,592 sq ft	\$208.92/mo.	Airport maintains and tenant pays electricity and gas. Tenant clears snow within 2 feet of door.	The roof on this hangar should also be looked at for possible sealing and/or replacement.
Land Leases	16	Ranges from 24,000 (Menards) to 2,800 sq ft	Private hangar rates range from \$.10-\$.311/sq.ft. Corporate (Menards) leases range from \$.11-\$1.42/sq.ft.	Tenant maintains and pays electricity and gas. Tenant clears snow within 2 feet of door. Airport plows snow after 2 feet.	South Hangar Incentive - To encourage new construction, the first five private hangar tenants who sign a lease agreement for new hangar construction shall receive the first five years of their land lease at no cost.

**FACT SHEET AMENDED****TO FILE NO. 20-21/082**

The airport was opened in its current location in 1940 with a single runway and expanded to two runways in 1945. The original airline service to the airport was a Northwest Airlines DC-3 and over the years has transitioned through many different aircraft, currently operating two flights per day with a smaller, quieter regional jet operated by United Airlines. The airport serves 40-50,000 total airline passengers per year. There is also a wide variety of corporate and general aviation aircraft operating from the airport with the current number of based aircraft conservatively estimated at 90. The number of annual airplane operations (takeoffs and landings) has most recently averaged about 22,000, or 60 per day. The Airport has maintained a hangar waiting list since 2018 with the current waiting list having 24 names.

An economic impact study conducted by the Wisconsin Department of Transportation indicates the Chippewa Valley Regional Airport provided over \$72.1 million in economic output, supported 458 jobs and contributed \$15.3 million in wage income to the local and state economy in 2014. Airport economic impact greatly exceeds the local, state or federal dollars funding the airport.

Eau Claire and Chippewa Counties are in the second year of the 5<sup>th</sup> Airport Ownership and Operation Agreement. The Agreement creates the Chippewa Valley Regional Airport Commission (Airport Commission) as an appointed authority “in which shall be vested jurisdiction for the construction, improvement, equipment, maintenance, operation, and promotion of the Airport. Such Commission may contract with the United States, the State of Wisconsin, any municipality, or any agency thereof and may petition in the name of Eau Claire County, for such state, federal, or municipal aid as may be available for airport purposes, and after resolution certifying the availability of local funds, or appropriation of such funds, may execute agency agreements, contracts, and all other documents necessary to the project.”

In March 2020, the United States Congress passed the Coronavirus Relief (CARES) Act to protect people from the public health and economic impacts of COVID-19. Of the \$2 trillion total dollars in the Act, \$10 billion was allocated for airports and the Chippewa Valley Regional Airport (CVRA) was allocated \$6.8 million. The airport allocations were determined based on a number of factors, with the greatest amount of money awarded to airports with low debt-to-cash ratios and a history of fiscal responsibility. The CARES Act dollars for airports could be used to reimburse operating expenses or for airport development or capital improvements. CVRA has received a grant for \$4.3 million to reimburse operating expenses for the next four years which allowed the Airport to keep all staff employed and to temporarily reduce or waive rents to the businesses located at the airport allowing them to stay in business and retain their employees. Of the original CARES Act allocation, \$2.5 million remains and the Airport Commission is planning to request to fund the hangar construction considered with this resolution. The hangar construction being considered would have been funded all or in part with existing airport funds prior to COVID-19, but declining revenue due to COVID-19 would not make that possible. New hangar construction at the airport meets the continued increasing demand for hangar rental space at the airport; supports construction related jobs in our local community; creates new jobs for businesses located at the airport and those business in the local area that rely on air transportation to support their business; and provides additional revenue to operate the airport which supports the long term goal of reducing local county funding for the airport.

The Airport Master Plan shows plans for new hangar construction on both the north and south side of the airport. It is our intent with the CARES funds to construct a Corporate Hangar on the north side of the Airport. If we cannot come to an acceptable agreement with the tenant who would lease that hangar, we would want to be able to quickly move on to other opportunities to satisfy customers who have long been waiting for a hangar. As a result, hangars on both the north and south side of the airport were included in this petition project description. While it is in the long-term airport plan to build out the south hangar area, depending on demand and funding, it is not expected that all of the hangars would be built immediately.

To use the remaining CARES funds for airport development and to utilize state and federal funding for other projects, we must at times petition the State of Wisconsin (State) to act as agent for the Airport for development projects desiring state or federal aid. On October 16, 2020 the Airport Commission publicly noticed and conducted a public hearing as directed by the State in the process to petition for state and federal aid. A list of the projects and their descriptions is included with this resolution.

At that same meeting, the Airport Commission passed a resolution petitioning the Wisconsin Secretary of Transportation for Airport Improvement Aid and resolution 20-21/082 requesting the Eau Claire County Board affirm the Airport Commission petition.

At the direction of the Eau Claire County Board, the Airport Commission held a second public hearing in the matter of state and federal aid for improvements at the Airport on November 17, 2020 at 7 pm with the goal of greater participation from residents living near the airport. Notice for the public hearing was placed in the Eau Claire Leader Telegram as required by Wisconsin Statute, emailed to the President of the Airport Neighborhood Association, posted on the Airport Facebook page, listed on the Airport and County website and placed on the Airport entrance sign. Seven people spoke or provided written comment for the public hearing, with three individuals speaking as residents living near the Airport and the remaining individuals being current tenants at the Airport.

After the second public hearing, the Airport Commission reconsidered resolution 20-21/082 at their regular meeting on November 20, 2020. The Airport Commission action was \_\_\_ in favor of and \_\_\_ against the resolution.

As noted in the petition resolution, improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized by the Airport.

Fiscal Impact: This is not a commitment to receive a grant so there is no fiscal impact to this resolution.

Respectfully Submitted,

Charity Zich  
Airport Director

1 Enrolled No.

2 RESOLUTION

3 File No. 20-21/082

4 RATIFYING AND AFFIRMING THE CHIPPEWA VALLEY REGIONAL AIRPORT  
5 COMMISSION PETITION FOR AIRPORT IMPROVEMENT AID DATED OCTOBER 16,  
6 2020

7  
8 WHEREAS, the Chippewa Valley Regional Airport Commission on October 16, 2020  
9 approved a resolution petitioning the Secretary of Transportation for Government Airport  
10 Improvement Aid; and

11  
12 WHEREAS, the projects being petitioned are necessary to meet the existing and future  
13 needs of the airport; and

14  
15 WHEREAS, the Chippewa Valley Regional Airport Commission resolution is attached;  
16 and

17  
18 WHEREAS, the owner of the airport, Eau Claire County through the county board of  
19 supervisors is required to ratify and affirm the Petition for Airport Improvement Aid.

20  
21  
22 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of  
23 Supervisors that it does hereby ratify and affirm the Chippewa Valley Regional Airport  
24 Commission Petition for Airport Improvement Aid dated October 16, 2020.

25  
26 ADOPTED:

27  
28   
29 Chippewa Valley Regional Airport Commission Chair

30  
31 Dated this 16 day of October, 2020.

32  
33  
34  
35 CZ

## **Chippewa Valley Regional Airport Project Description**

In Support of Airport Aid Petition

October 16, 2020

### **Construct Hangars**

There are approximately \$2.5 million remaining dollars in a CARES Act grant awarded to the Chippewa Valley Regional Airport in 2020. It is our intent to work with the State and the FAA to use those remaining dollars for development of new hangars at the Airport. The Airport has maintained a hangar waiting list since 2018 and the Airport Master Plan shows plans for new hangar construction on both the north and south side of the airport. It is our intent with the CARES funds to construct a Corporate Hangar on the north side of the Airport. If we cannot come to an acceptable agreement with the tenant who would lease that hangar, we would want to be able to quickly move on to other opportunities to satisfy customers who have long been waiting for a hangar so hangars on both the north and south side of the airport were included in this petition project description. While it is in the long term airport plan to build out the south hangar area, depending on demand and funding, it is not expected that all of the hangars would be built immediately. All of the hangars being considered are shown on the current FAA approved ALP.

### **Replace or Install New Taxiway Lighting**

Future airport capital improvement plans include replacement of existing taxiway lighting due to age and improved available equipment. This is intended to include any new lighting installations due to new taxiway development or reconfiguring of existing taxiways. This would also include existing and new taxiway signage.

### **Replace or Install New Runway Lighting**

Future airport capital improvement plans include replacement of existing runway lighting due to age and improved available equipment. This is intended to include any new lighting installations due to new runway development or reconfiguring of existing runways. This would also include existing and new runway signage and NAVAIDS.

### **Rehabilitate Runway, Taxiway and Ramp Pavement**

The rehabilitation of the runway, taxiway and ramp pavements should consider all State and FAA approved pavement rehabilitation options to extend the life of the pavement, including but not limited to partial and full panel repairs, joint sealing, crack sealing and pavement markings.



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## CHIPPEWA VALLEY REGIONAL AIRPORT AIRPORT IMPROVEMENT GRAPHIC

3800 STARR AVENUE  
EAU CLAIRE, WI 54703

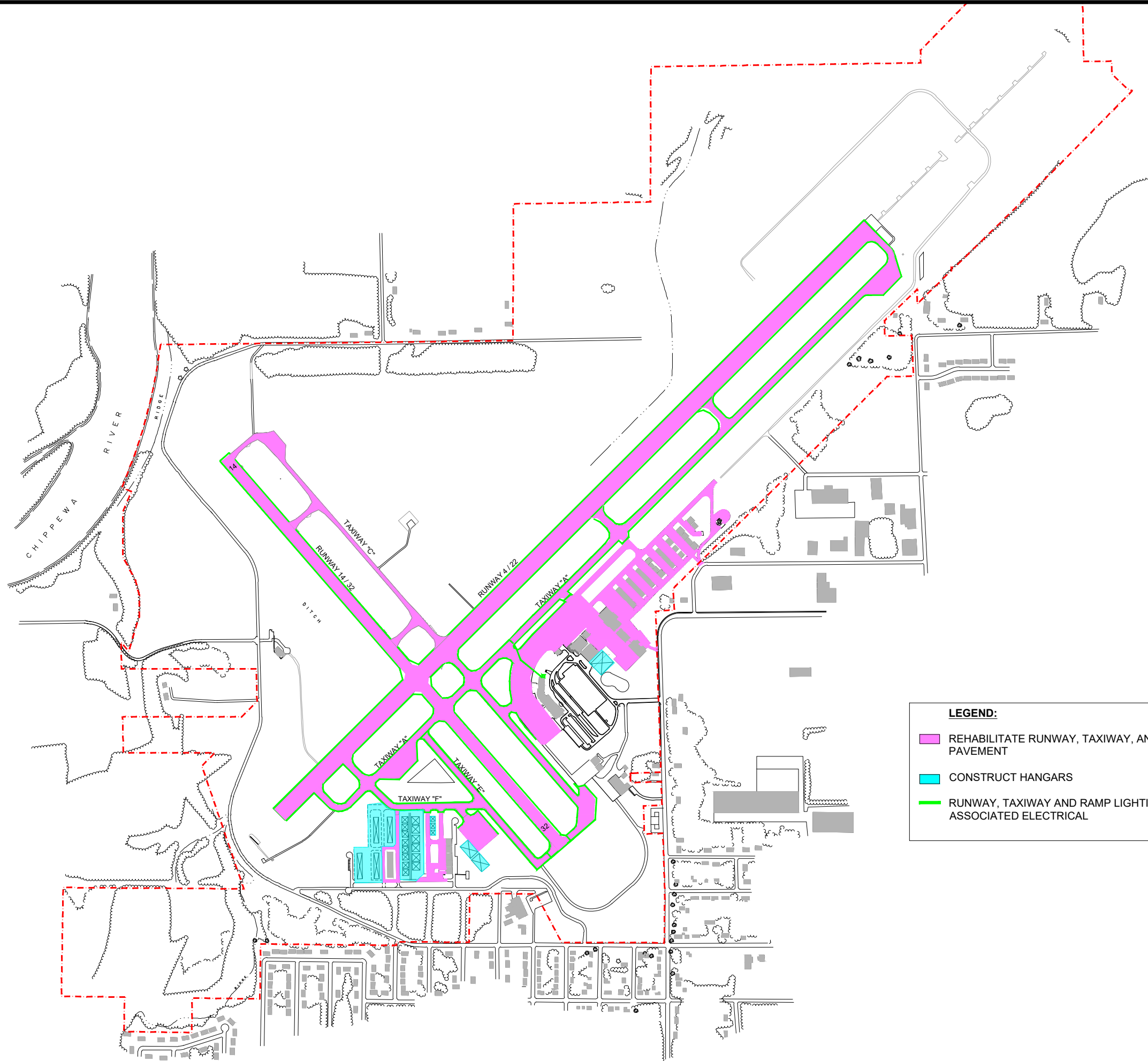
ISSUED

NOT FOR CONSTRUCTION

MSH NO.:  
DATE: OCTOBER 2021  
DESIGNED BY:  
DRAWN BY:  
CHECKED BY:  
DO NOT SCALE DRAWINGS

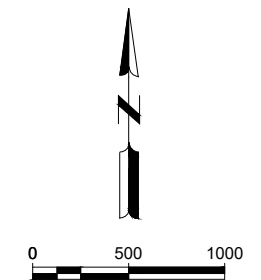
SHEET CONTENTS

SHEET NO.



**LEGEND:**

- REHABILITATE RUNWAY, TAXIWAY, AND RAMP PAVEMENT
- CONSTRUCT HANGARS
- RUNWAY, TAXIWAY AND RAMP LIGHTING AND ASSOCIATED ELECTRICAL



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## MINUTES

**Chippewa Valley Regional Airport  
Public Hearing  
Tuesday, November 17, 2020, 7:00 pm  
Virtual Meeting via Webex Events**

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:00 pm.
2. **Confirmation of Meeting Notice:** The Public Hearing was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft and Barry Wells were present via Webex Events virtual meeting.
4. **Public Hearing in the Matter of State and Federal Aid for Improvements at the Chippewa Valley Regional Airport**
  - a. **Presentation of Airport Projects in Support of Aid Petition**

The projects that are listed on the petition include the following: Construct Hangars, Replace or Install New Taxiway Lighting, Replace or Install New Runway Lighting and Rehabilitate Runway, Taxiway and Ramp Pavement. The Airport Director reviewed airport historical and operational data as well as background information regarding the projects listed on the petition.
  - b. **Public Comment**
    - Heather Deluka, 3103 Hope Avenue: In favor of corporate hangars on the north side of the airport and would like the Airport Commission to consider using the CARES money to build hangars on the north side of the airport. Hangars on the south side of the airport have the greatest impact on residential areas and uses up prime real estate that could be used for other things. She is also concerned that more hangars and the south side of the airport will increase the aircraft using the short runway.
    - David Frederikson, W805 Cedar Road: In favor of continued airport growth and development and encourages the construction of additional hangars that will, in turn, increase operations, fuel sales and operational income and ultimately decrease the need for taxpayer support.
    - Robert Lee, 2319 Hallie Lane: In opposition to accepting the CARES funding because it increases the national debt and he does not feel that it was intended to subsidize or support rebuilding or maintaining an airport apart from operational expenses, wages, etc. and to help the economy due to COVID. He believes it is a gross injustice to the people of the United States who have to pay down that debt that we would use it to “increase the airport”. That was not what it was intended for.

- Patty Duerkop, 3241 Mars Avenue: Agrees with Mr. Lee's concerns with the CARES funding use. She is not in opposition to improvements to the airport, but feels that 23 new hangars on the south side and the small aircraft that have been increasing operations already in that area are producing a lot more noise and fuel emissions. The fuel pollutes the air, the lawns, etc. She would propose that bigger aircraft be only on the North side and use the CARES money to clean up areas on the North side to make room for more hangars and then only build on the South side only if absolutely needed. She fears that expansion will result in the airport taking peoples homes away and paying them pennies on the dollar for them and continue to build just so people can have their little private planes over there and it's a disservice to the neighborhood that has been here for a very long time and has been in support of the airport. She's very worried about that.
- Guy Wood (submitted via email and as partially read aloud by Charity Zich, Airport Director), 204 Skyline Drive: "Construct Hangers: Paving of taxiway access and some ramp areas would seem appropriate for FAA funding. I would be surprised if FAA funds are available to construct hangers as they are for private use. Taxiway Lighting: A lighted Wind Sock and Wind Tee within a Segmented Circle should be considered with this request. The airport had this centrally located between Taxiway A and Runway 4/22 opposite the GA ramp of the terminal building. I believe this was removed when the new Taxiway A was added outside the terminal's ramp area. The Control Tower might eliminate this as requirement, but it is still a valued Pilot safety reference and very necessary when Tower is not operating. One could be located mid-field on the north-west side of Runway 4/22. See FAA's AIM, Section 3. Airport Operations, Chapter 4-3-4. Airport Fencing: New Fencing is not mentioned as a Hearing Aid Petition but was part of funding plans by the Airport Manager at our EAA Chapter meeting on Nov 12. A 10-foot-high fence with wire on top is being considered to include all airport property. This would greatly expand fenced areas if it were to follow the red lines shown on the airport map attached to this notice. Increased fencing areas for the airport should consider: 1. Areas inside the perimeter fence should be cleared of all trees and regularly mowed (clear space necessary for policing security and to identify any wildlife on field). 2. Clearing of trees to the south and west of airport would reduce noise protection to those neighborhoods, resulting in increased noise complaints. 3) Numerous homes would have this tall fence at the back of their property and in many cases inside the area they mow. 4) The red property line (proposed fence?) crosses roads presenting public access/security questions. Fencing the property line may be necessary to establish ownership with the increased housing and social activities adjacent to airport property. A low pole fence with wire, like seen along right-away of interstates, would be acceptable and most appropriate. Additional Items of comment: Is future airport activity/growth expected? If so, are there plans for airport promotion and can FAA funding be used to plan/encourage growth activities? ATIS/ASOS is a necessary service for pilots. Tower updates this Information only once an hour. Neighboring airports of Menomonie, Chetek, Rice Lake have surface weather continually updated. Pilots wanting current

conditions contact these airports for an idea on what to expect at KEAU. Funding Security cameras for gates, hanger areas and operational areas not easily seen by the tower or airport maintenance personnel should be considered. Cameras would assist monitoring maintenance and snow conditions where hanger tenants are/will be trying to clear and move aircraft. Guy Wood (Airport Manager 1976 – 1983; re-construction runway 4/22 & extension of 14/32; terminal building, maintenance building & vehicles, hangers C & D, ownership change from city, 4 airshows)”

- Jason Dekan, 9606 Aspen Lane: In support of additional hangars at the airport and he thinks the airport benefits the community much more than some people realize. There is a need for hangars. It opens up opportunities for people who would like to use the airport, but maybe cannot because there are not facilities available for them. He is concerned that taxpayer funds are being used responsibly and not on items that were replaced or upgraded recently, as well.
- Jody Graffunder, 1002 Ervin Road: In support of additional GA and corporate hangars but emphasizes that the North side should be utilized as much as possible.

**8. Adjournment:** The Public Hearing adjourned at 7:33 pm.

**FACT SHEET**

**TO FILE NO. 20-21/095**

Northern States Power Company (NSP) has underground utility lines running throughout the Chippewa Valley Regional Airport (Airport) property, in support of the operation of the Airport. NSP has requested to connect an off-airport residence to an existing cabinet located on airport property. When an underground utility is needed on Airport property to support a use off Airport property, the Federal Aviation Administration (FAA) recommends a Utility Easement.

In support of an easement supporting off Airport use, the FAA also requires the Airport receive fair market value. The compensation amount offered is \$500.00, in exchange for the easement rights granted, based on a consistent formula applied in similar situations where there is limited or no impact to the future use of the property.

Fiscal Impact: There is no fiscal impact to this resolution.

Respectfully Submitted,

Charity Zich  
Airport Director

1 Enrolled No.

RESOLUTION

File No. 20-21/095

2  
3 GRANTING A UTILITY EASEMENT TO NORTHERN STATES POWER COMPANY AT  
4 THE CHIPPEWA VALLEY REGIONAL AIRPORT  
5

6 WHEREAS, Northern State Power Company (NSP), a division of Xcel Energy, currently  
7 has underground utility lines located at the Chippewa Valley Regional Airport (CVRA) adjacent  
8 and parallel to Airport Road; and  
9

10 WHEREAS, NSP has requested that Eau Claire County grant it a perpetual underground  
11 electrical distribution easement of approximately 10 feet in width to extend a new underground  
12 line from an existing junction box located on CVRA property adjacent to Airport road, and then  
13 heading from that junction box in a westerly direction towards Airport Road, where it will then  
14 go under Airport Road and serve a new residence on the west side of Airport Road. The  
15 easement is more fully described in the attached Exhibit A; and  
16

17 WHEREAS, NSP has offered compensation in the amount of Five Hundred and No/100  
18 Dollars (\$500.00) for the easement, which is approximately 871 square feet or approximately .02  
19 acres.  
20

21 NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of  
22 Supervisors grants to NSP a ten-foot wide perpetual electrical underground distribution easement  
23 across a parcel of land located at the Chippewa Valley Regional Airport, more fully described in  
24 the attached Exhibit A, for the purchase price of Five Hundred and No/100 Dollars (\$500.00);  
25 and  
26

27 BE IT FURTHER RESOLVED that the County Clerk is authorized to sign the easement  
28 on behalf of Eau Claire County.  
29

30 I hereby certify that the foregoing  
31 correctly represents the action taken  
32 by the Airport Commission on  
33 November \_\_, 2020 by a vote  
34 of \_\_ for, and \_\_ against.  
35

36 \_\_\_\_\_  
37 William Hilgedick, Chair  
38 Chippewa Valley Regional Airport  
39 Commission  
40

41 TSJ/ljl  
42  
43



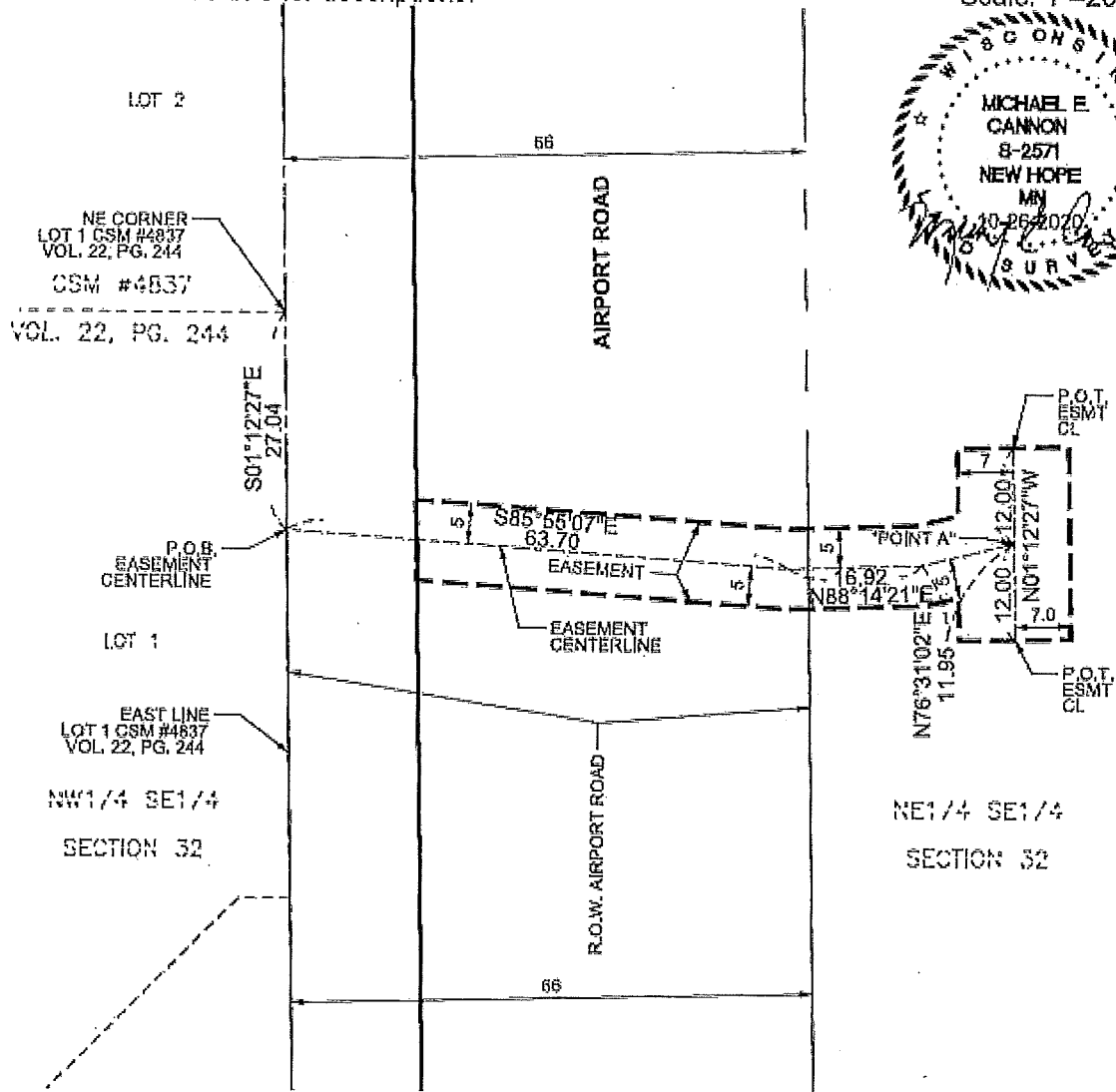
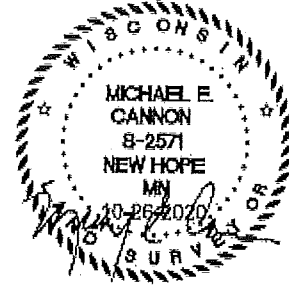
NORTHERN STATES POWER  
WISCONSIN

EXHIBIT A SHEET 1 OF 3 SHEETS

Certificate of Survey  
Location: City of Eau Claire, Chippewa County, Wisconsin  
Grantor: Chippewa Valley Airport, Eau Claire County  
See sheet 2 & 3 of 3 for descriptions.



Scale: 1"=20'



I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT  
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION  
AND THAT THIS SURVEY IS CORRECT TO THE BEST OF MY  
KNOWLEDGE AND BELIEF AND THAT I AM A LICENSED LAND  
SURVEYOR UNDER THE LAWS OF THE STATE OF WISCONSIN.

*Michael E. Cannon*  
MICHAEL E. CANNON LIC. NO. S-2571  
DATE 10-26-2020

DISTRIBUTION  
PARCEL: AIRPORT  
SEC. 32, T.28N., R.9W., 4TH P.M.  
CO.: CHIPPEWA COUNTY



NORTHERN STATES POWER  
WISCONSIN

**EXHIBIT A SHEET 2 OF 3 SHEETS**

**Certificate of Survey**

Location: City of Eau Claire, Chippewa County, Wisconsin

Grantor: Chippewa Valley Airport, Eau Claire County

**"Property":**

That part of Sections 4 and 5, Township 27 North, Range 9 West, Eau Claire County, and that part of Sections 27, 28, 32, and 33, Township 28 North, Range 9 West, Chippewa County, City of Eau Claire, Wisconsin, described as follows:

Beginning at a point on the North line of Section 4, Township 27 North, Range 9 West, which is 33 feet West of the North quarter corner said Section 4, thence S. 0° 07' E. 538.3 feet along the West R/W line Starr Avenue to the centerline of North Lane as platted in Woodland Park Addition, thence S. 89° 26' W. 872.6 feet along said centerline of North Lane to the West line of Mercury Avenue, thence N. 0° 02' W. 505.3 feet to the South line of Halle Lane, thence S. 89° 26' W. 916.1 feet along said South line of Halle Lane to the East line of Jupiter Avenue, thence S. 0° 00' 505.3 feet to the centerline of North Lane, thence Westerly 2343.4 feet along said centerline North Lane and the South line of the N1/2 of the NE1/4 NE1/4 Section 5, Township 27 North, Range 9 West, to the East line of the NW1/4 of the NE1/4 of Section 5, thence S. 0° 13' 30" W. 534.35 feet along said East line to the South line said NW1/4 of NE1/4, thence N. 89° 49' W. 661.35 feet along said South line, thence S. 0° 09' W. 336.7 feet, thence N. 89° 54' 30" W. 659.6 feet, thence N. 0° 14' 30" E. 335.07 feet, thence N. 89° 49' 07" W. 614.97 feet, thence N. 0° 24' 30" E. 1059.33 feet to the North line Section 5, thence N. 89° 54' E. 1758.04 feet along said North line Section 5, thence N. 19° 25' W. 1263.98 feet, thence N. 44° 35' E. 761.12 feet to the West line of the NE1/4 of SE1/4 of Section 32, Township 28 North, Range 9 West, (Centerline Guthrie Road), thence N. 1° 53' 30" W. 910.7 feet along said West line (centerline Guthrie Road), to the North line said NE1/4 of SE1/4, thence N. 1° 02' W. 453.5 feet along the West line of said SE1/4 of the NE1/4 of Section 32 (centerline Guthrie Road), thence N. 40° 38' W. 1153.3 feet to the South line of the NW1/4 of the NE1/4, thence S. 89° 13' W. 570.2 feet along said South line to the waters edge of the Chippewa River, thence Northerly along said waters edge of the Chippewa River 1420 feet more or less, to the North line of Section 32, thence N. 88° 51' 30" E. 382.3 feet along said North line Section 32, thence S. 41° 25' E. 832.8 feet, to the West line of the NE1/4 of NE1/4 said Section 32, thence N. 1° 49' W. 635.4 feet along said West line to the North line of said Section 32, (centerline Guthrie Road), thence Easterly 1318.7 feet along said North line Section 32 to the Northeast corner said Section 32, thence Easterly 2566.64 feet along the North line of Section 33, Township 28 North, Range 9 West, thence N. 44° 35' E. 22.72 feet to the West line of the SW1/4 of the SE1/4 Section 28, Township 28 North, Range 9 West, thence N. 0° 22' W. 1308.48 feet to the Northwest corner said SW1/4 of the SE1/4, thence N. 88° 40' E. 881.26 feet along the North line said SW1/4 of SE1/4, thence N. 48° 28' E. 2053.8 feet to the North line of the South one-half of Section 28, thence N. 88° 36' 30" E. 200.00 feet to the East quarter corner said Section 28, thence N. 89° 18' E. 968.72 feet along the North line of the South one-half of Section 27, thence N. 44° 35' E. 370.4 feet, thence S. 45° 25' E. 122.99 feet to the East line of the SW1/4 of the NW1/4 Section 27, thence S. 0° 02' W. 173.23 feet along said East line to the South line said SW1/4 of the NW1/4.

**DISTRIBUTION**

PARCEL; AIRPORT

SEC. 32, T.28N., R.9W., 4TH P.M.

CO.: CHIPPEWA COUNTY

Continued on sheet 2 of 3:





NORTHERN STATES POWER  
WISCONSIN

**EXHIBIT A SHEET 3 OF 3 SHEETS**

Certificate of Survey

Location: City of Eau Claire, Chippewa County, Wisconsin

Grantor: Chippewa Valley Airport, Eau Claire County

"Property":

Continued from sheet 2 of 3:

thence S, 89° 18' W, 63.28 feet along said South line of the SW1/4 of the NW1/4, thence S, 44° 35' W, 481.58 feet, thence S, 45° 25' E, 561.76 feet to the East line of the NW1/4 of the SW1/4 Section 27, thence S, 0° 02' W, 301.15 feet along said East line, thence S, 45° 06' 30" W, 1360.9 feet, thence S, 88° 36' W, 31.28 feet, thence S, 0° 17' W, 30.58 feet, thence S, 45° 06' 30" W, 468.0 feet to the West line Section 27, thence N, 0° 17' E, 142.95 feet along said West line, thence S, 45° 44' W, 439.90 feet, thence S, 0° 17' W, 150.00 feet to the south line said Section 27, thence S, 45° 06' 30" W, 166.20 feet, thence S, 44° 35' W, 1176.9 feet, thence S, 45° 25' E, 300.00 feet, thence S, 44° 35' W, 2058.19 feet, thence S, 2° 28' E, 70.68 feet, thence S, 89° 12' W, 33.01 feet to the West R/W line Starr Avenue, thence Southerly 1343.8 feet along said R/W, thence Westerly 297.0 feet, thence Southerly 247.5 feet, thence Easterly 297.0 feet to the West R/W line Starr Avenue, thence Southerly along said R/W 295.3 feet, thence Westerly 280.0 feet, thence Southerly 274.0 feet, thence Easterly 280.0 feet, to the West R/W line Starr Avenue, thence Southerly 560 feet along said R/W to the point of beginning.

"Easement Area":

A 10.00 foot wide easement over, under and across that part of the herein before described "Property" which lies within 5.00 feet on each side of the following described centerline:

Commencing at the northeast corner of Lot 1 of Certified Survey Map #4837 as recorded in Volume 22 of Certified Survey Maps on Page 244-245, Document Number 875556, Eau Claire County, Wisconsin; thence South 01 degree 12 minutes 27 seconds East 27.04 feet along the east line of said Lot 1 to the point of beginning of the centerline to be described; thence South 85 degrees 55 minutes 07 seconds East 63.70 feet; thence North 88 degrees 14 minutes 21 seconds East 16.92 feet; thence North 76 degrees 31 minutes 02 seconds East 11.95 feet to a point hereinafter referred to as "Point A" and said centerline there terminating.

TOGETHER WITH:

A 14.00 foot wide easement over, under and across that part of the herein before described "Property" which lies within 7.00 feet on each side of the following described centerlines:

- 1) Beginning at the herein before described "Point A"; thence North 01 degree 12 minutes 27 seconds West 12.00 feet and said centerline there terminating.
- 2) Beginning at the herein before described "Point A"; thence South 01 degree 12 minutes 27 seconds East 12.00 feet and said centerline there terminating.

DISTRIBUTION  
PARCEL: AIRPORT  
SEC. 32, T.28N., R.9W., 4TH P.M.  
CO.: CHIPPEWA COUNTY

"Summary of Areas":

Easement:	0.02 acres, more or less
Easement in R.O.W.:	0.01 acres, more or less
Easement Less R.O.W.:	0.01 acres, more or less



Approximate home location.  
Foundation/basement is already  
poured.

Extending underground power  
directly to the west and across  
Airport Rd

Existing cabinet

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Google Earth