

AGENDA
Chippewa Valley Regional Airport Commission
Friday, January 15, 2021, 7:30 a.m.
Virtual Meeting via Webex

Dial In: 1-415-655-0001
Access Code: 145 116 9967
***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 comment period to make your comments.

1. Call To Order
2. Confirmation of Meeting Notice
3. Roll Call - Voice
4. Approval of Minutes
 - a. December 18, 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
 - 2020 Airline and General Aviation Surveys
 - Hangar Rental Discount
 - Airport Community Outreach
 1. Discussion/Action

b. Airport Strategic Plan Update/Review

- 2020-2022 Plan Update

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. Airport Recognition Program Quarterly Recipient

1. Discussion/Action

9. New Business:

a. Approval to Proceed with a Contract for PARCS Procurement with WGI

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, December 18, 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, Jeff Husby-Hawthorne Aviation, Michael Berringer, 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, Bill Hilgedick, Peter Hoeft, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting. Commissioner Scott Francis arrived at 7:43am.
4. **Approval of Minutes:**
 - a. **November 20, 2020 Regular Commission Meeting:**
On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the November 20, 2020 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**
On a motion by Com. Bowe, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down for the month and for the year. The completion rate numbers are still good.
 - **Car Rental Operations**
Cars rented are down for the month and for the year
 - **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 and box hangar waiting list.

6. Public Comment Period:

- Neighborhood Association representative Heather Deluka commented to inquire about the following: When will the Master Plan update take place and will there be one or more meetings with the neighborhood about that? Will we reach out to zone 1 properties about those meetings? Also, regarding the CARES funding, when will we decide what to spend it on and what to build and when would those projects take place? Finally, regarding the area north of Runway 4/22, why is there no development planned for up there, but there is on the area south of 4/22?

7. Operational Matters:

a. Airport Operations Report

- **Parking Study Phase 1 Final Report:** The Airport Director discussed the parking system study report compiled by WGI.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events for 2020.

b. Operational Review:

- 2020-2022 Operational Review: The Airport Director noted that there will be an employee satisfaction survey going out soon and the Commission expressed interest in reviewing the questions beforehand, as well as the results of the survey afterwards.
- The December Operational Review covered terminal leases and maintenance.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** Markings will be completed in spring 2021.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The fence design environmental is complete and the Taxiway A North Lighting work is complete. The ARFF building design is in progress.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21: Runway 04/22 and Taxiway A** Rehabilitation plans have been started with bids expected in spring/early summer 2021.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** The fence design environmental reports are complete and design is planned to begin in summer 2021. A meeting for airport neighbors will be held ahead of the fence design project sometime in 2021.
- **State Aid 65 Equipment Procurement Project – FY20:** No update at this time.
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** Bids have been received and we are waiting for a finding from the State.
- **K-Row Hangar Construction Project – FY20:** Construction is expected to be completed by the first week of January 2021. There will be some items that will need to be taken care of in the Spring.

8. Previous Business: None

9. New Business:

- a. **2021 Airport Marketing Plan:** The Airport Director discussed the marketing plan for 2021. Commissioners agreed it looked like a good plan that would need to be flexible based on the changing travel situation with the pandemic.
- b. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session**

To wit: Consideration of Hangar Rental Lease Agreement; Consideration of an Addendum to the CVRA Restaurant/Cocktail Lounge Lease; Consideration of Lease Terms with The Landline Company

On a motion by Com. Francis, seconded by Com. Wells, the Commission entered into closed session at 8:12 am and will reconvene at 9:00 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 9:00 am.

Commission Chair Hilgedick reported in open session that the Airport Director was given direction on terms for the Hangar Rental Lease Agreement, CVRA Restaurant/Cocktail Lounge Lease and a lease with The Landline Company.

10. **Discuss Future Agenda Items:** Future Neighborhood Association communication/involvement
11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for January 15th, 2021, February 19th, 2021 and March 19th, 2021
12. **Adjournment:**

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:05 am.
(Ayes 6-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary

December Vouchers for approval January 15, 2021

American Land Surveying	Airport Land Survey; Update hangar lease area map	53510-246	\$300.00	2020
Bartingale Mechanical	Terminal Lochnivar Boiler Repairs	53510-248	\$3,487.34	2020
CBS Squared	Consultant fees, K-Row hangars construction #5	53510-820	\$1,314.40	2020
Cintas	Uniforms & Towels	53510-298	\$354.24	2020
City of Eau Claire	Q4 Water/Sewer/Stormwater Charges	53510-221	\$12,394.90	2020
<i>City of Eau Claire</i>	<i>Q4 Water/Sewer/Stormwater Charges-ATCT</i>	<i>53515-221</i>	<i>\$235.62</i>	<i>2020</i>
Johnson Controls	Terminal Alarm & Detection Monitoring 1/1/21-12/31/21	53510-248	\$457.94	2021
Lakeland Overhead Door	Firestation Door Repairs	53510-248	\$346.50	2020
Olympic Builders	Hangar Construction Project, Payment #6	53510-820	\$84,314.40	2020
River Country Co-Op	Urea Deicer Deliveries 10/20/20, 11/11/20, 11/20/20	53510-246	\$4,736.72	2020
State of WI - Dept. of Transportation	SAP 64 - Progress Billing	53510-829	\$14.00	2020
Xcel Energy	Terminal Gas/Electric - December	53510-222/224	\$13,395.71	2020
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - December</i>	<i>53515-222/224</i>	<i>\$1,724.18</i>	<i>2020</i>
	TOTAL		\$123,075.95	

ITALICIZED items = Tower Expenses

December Credit Card Charges

FIRST SUPPLY EAU CLAIRE	(2) WATER FOUNTAINS/BOTTLE FILLERS	53510-248	\$2,684.28
DALCO ENTERPRISES	BUILDING	53510-248	\$287.64
ADVANCE MEDIA NEW YORK	NOVEMBER MARKETING	53510-327	\$5,700.00
EAU CLAIRE CHAMBER	MARKETING	53510-327	\$100.00
HANGAR 54 GRILL	MARKETING	53510-327	\$25.00
GOLD CROSS ANSWERING SVC	TELEPHONE	53510-225	\$75.01
RONCO ENGINEERING SALES	BUILDING	53510-248	\$3.16
STAPLES	OFFICE SUPPLY	53510-310	\$23.56
STAPLES	JANITORIAL	53510-248	\$110.52
STAPLES	OFFICE SUPPLY	53510-310	\$36.56
EMEDCO	BUILDING	53510-248	\$179.44
DALCO ENTERPRISES	JANITORIAL	53510-248	\$93.60
EMEDCO	BUILDING - TAX REFUND	53510-248	-\$9.35
FLEET PRIDE 581	LIFT CYLINDER FOR SWEEPERS	53510-246	\$323.83
BOBCAT PLUS - CF	VEHICLES	53510-241	\$142.66
FIRST SUPPLY LLC #3030	BUILDING	53510-248	\$50.82
ZORO TOOLS INC	BUILDING	53510-248	\$108.22
BOBCAT PLUS - CF	VEHICLES	53510-241	\$10.91
MENARDS EAU CLAIRE EAST	BUILDING	53510-248	\$2.98
MENARDS EAU CLAIRE EAST	GROUNDS	53510-246	\$9.95
GREEN LIGHT DEPOT	BUILDING	53510-248	\$73.35
1000BULBS.COM	BUILDING	53510-248	\$31.44
BLUEGLOBES LLC	AIRFIELD BULBS	53510-246	\$306.23
SOUTHSIDE TIRE CF	TOOL CAT TIRES	53510-241	\$819.00
MILLER BRADFORD RISBERG	VEHICLES	53510-241	\$26.58
O'REILLY AUTO PARTS 1774	VEHICLES	53510-241	\$107.20
PIERCE MFG	DELUGE PUMP FOR STRIKER	53510-241	\$394.13
MENARDS EAU CLAIRE WEST	BUILDING	53510-248	\$39.48
MENARDS EAU CLAIRE WEST	VEHICLES	53510-241	\$5.49
E-CONOLIGHT	BUILDING	53510-248	\$99.93
O'REILLY AUTO PARTS 1774	VEHICLES	53510-241	\$4.43
GALESBURG ELECTRIC IND	BUILDING	53510-248	\$187.47
LAFORCE	K6 & K7 DOOR CLOSURES	53510-820	\$2,424.20
	TOTAL		\$14,477.72

Chippewa Valley Regional Airport

2020 BUDGET COMPARISON Estimated December 31, 2020

#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 12/31/20 (100%)	Variance YTD	Balance Remaining For Year	Estimate
Income							
			100.00%				
41110	Contrib From Eau Claire Cty	\$399,030	\$399,030	\$399,030.00	\$0.00	\$0.00	\$399,030
47330	Contrib From Chippewa Cty	\$130,271	\$130,271	\$130,271.00	\$0.00	\$0.00	\$130,271
Sub-Total Tax Revenue		\$529,301	\$529,301.00	\$529,301.00	\$0.00	\$0.00	\$529,301
46340-571	Advertising	\$5,000	\$5,000	\$7,202.00	\$2,202.00	(\$2,202.00)	\$7,202
46340-572	Air Terminal	\$115,158	\$115,158	\$111,165.67	(\$3,992.33)	\$3,992.33	\$113,084
46340-573	FAA	\$13,440	\$13,440	\$10,080.00	(\$3,360.00)	\$3,360.00	\$13,440
46340-574	FBO	\$126,823	\$126,823	\$86,530.56	(\$40,292.44)	\$40,292.44	\$86,531
43640-575	Fuel Flowage	\$122,100	\$122,100	\$79,840.92	(\$42,259.08)	\$42,259.08	\$79,841
46340-576	Hangars	\$150,143	\$150,143	\$167,481.52	\$17,338.52	(\$17,338.52)	\$168,000
46340-577	Landing	\$51,381	\$51,381	\$44,811.40	(\$6,569.60)	\$6,569.60	\$44,811
43640-578	Parking	\$150,000	\$150,000	\$85,654.53	(\$64,345.47)	\$64,345.47	\$86,000
46340-579	Rental Cars	\$125,000	\$125,000	\$98,344.88	(\$26,655.12)	\$26,655.12	\$98,345
46340-580	Restaurant	\$24,000	\$24,000	\$16,000.00	(\$8,000.00)	\$8,000.00	\$16,000
46340-581	Tie Downs	\$216	\$216	\$144.00	(\$72.00)	\$72.00	\$144
46340-583	Utility Revs	\$10,000	\$10,000	\$7,483.14	(\$2,516.86)	\$2,516.86	\$10,000
46340-584	Land Lease Revs	\$38,275	\$38,275	\$38,900.47	\$625.47	(\$625.47)	\$38,900
46340-586	Equipment Rental	\$0	\$0	\$500.00	\$500.00	(\$500.00)	\$500
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$13,000	\$18,264.83	\$5,264.83	(\$5,264.83)	\$18,265
46340-587	Aircraft Ground Handling	\$0	\$0	\$8,000.00	\$8,000.00	(\$8,000.00)	\$12,000
Sub-Total Operating Revenue		\$944,536	\$944,536.00	\$780,403.92	(\$164,132.08)	\$164,132.08	\$793,063
Sub-Total Taxes and Operating Rev.		\$1,473,837.00	\$1,473,837.00	\$1,309,704.92	(\$164,132.08)	\$164,132.08	\$1,322,364.06
46340-601	Other Revenue	\$10,000	\$10,000	\$6,603.14	(\$3,396.86)	\$3,396.86	\$6,603
46340-582	PFC	\$87,800	\$87,800	\$41,545.50	(\$46,254.50)	\$46,254.50	\$43,900
46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
43619	Airport Grants	\$0	\$0	\$1,144,242.26	\$1,144,242.26	(\$1,144,242.26)	\$1,408,829
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$435,989	\$435,989	\$0.00	(\$435,989.00)	\$435,989.00	\$0
Sub-Total Other Revenue		\$533,789	\$533,789.00	\$1,192,390.90	\$658,601.90	(\$658,601.90)	\$1,459,332
TOTAL INCOME		\$2,007,626	\$2,007,626.00	\$2,502,095.82	\$494,469.82	(\$494,469.82)	\$2,781,696
Expenses							
53510-111	Salary Perm-Regular	\$347,320	\$347,320	\$336,081.65	(\$11,238.35)	\$11,238.35	\$355,000
-112	Salary Perm-OT	\$12,000	\$12,000	\$8,491.11	(\$3,508.89)	\$3,508.89	\$12,000
-114	Salary-On Call Pay	\$5,200	\$5,200	\$4,900.00	(\$300.00)	\$300.00	\$5,200
-121	Salary Temp Regular	\$6,000	\$6,000	\$9,734.16	\$0.00	(\$3,734.16)	\$10,000
-130	Employee Benefits	\$0	\$0	\$2,100.00	\$2,100.00	(\$2,100.00)	\$2,100
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$130.53	\$130.53	(\$130.53)	\$131
-141	Board & Comm Per Diem	\$4,000	\$4,000	\$4,275.00	\$275.00	(\$275.00)	\$4,275
-142	Cnty Brd & Comm Mile	\$800	\$800	\$272.47	(\$527.53)	\$527.53	\$272
-150	Health Ins Incentive	\$1,200	\$1,200	\$1,200.00	\$0.00	\$0.00	\$1,200
-151	Social Security	\$28,345	\$28,345	\$25,825.74	(\$2,519.26)	\$2,519.26	\$29,399
-152	Retirement Emplr Share	\$22,566	\$22,566	\$21,777.33	(\$788.67)	\$788.67	\$25,172
-153	HSA Contribution	\$7,000	\$7,000	\$7,000.00	\$0.00	\$0.00	\$7,000
-154	Hos & Health Ins	\$75,498	\$75,498	\$75,498.00	\$0.00	\$0.00	\$75,498
-155	Life Insurance	\$87	\$87	\$112.06	\$25.06	(\$25.06)	\$112
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$19,000	\$19,000	\$17,364.50	(\$1,635.50)	\$1,635.50	\$19,000
-212	Attorney Fees	\$6,000	\$6,000	\$1,644.50	(\$4,355.50)	\$4,355.50	\$6,000
-213	Accounting & Audit	\$5,100	\$5,100	\$3,000.00	(\$2,100.00)	\$2,100.00	\$5,100
-221	Water & Sewer	\$53,045	\$53,045	\$49,900.21	(\$3,144.79)	\$3,144.79	\$49,900
-222	Electric	\$98,940	\$98,940	\$89,826.76	(\$9,113.24)	\$9,113.24	\$89,827
-224	Gas & Fuel Oil	\$35,000	\$35,000	\$25,753.45	(\$9,246.55)	\$9,246.55	\$25,753
-225	Telephone	\$3,300	\$3,300	\$2,998.10	(\$301.90)	\$301.90	\$3,300
-226	Cellular Phone	\$1,260	\$1,260	\$1,164.07	(\$95.93)	\$95.93	\$1,260
-227	Dataline/Internet	\$500	\$500	\$18.17	(\$481.83)	\$481.83	\$100
-241	Motor Vehicle Maint	\$11,000	\$11,000	\$19,486.93	\$8,486.93	(\$8,486.93)	\$20,000
-246	Grounds Maint	\$70,000	\$70,000	\$109,877.15	\$39,877.15	(\$39,877.15)	\$110,000
-248	Building Maint	\$28,000	\$28,000	\$40,460.78	\$12,460.78	(\$12,460.78)	\$40,500
-249	Service on Machines	\$500	\$500	\$0.00	(\$500.00)	\$500.00	\$500
-297	Refuse Collection	\$1,600	\$1,600	\$1,344.20	(\$255.80)	\$255.80	\$1,344
-298	Laundry Services	\$2,000	\$2,000	\$3,471.80	\$1,471.80	(\$1,471.80)	\$3,500
-299	Sundry Contract Services	\$1,000	\$1,000	\$15,691.04	\$0.00	\$0.00	\$16,500
-310	Office Supplies	\$600	\$600	\$179.24	(\$420.76)	\$420.76	\$250
-311	Postage and Box Rent	\$600	\$600	\$211.11	(\$388.89)	\$388.89	\$300

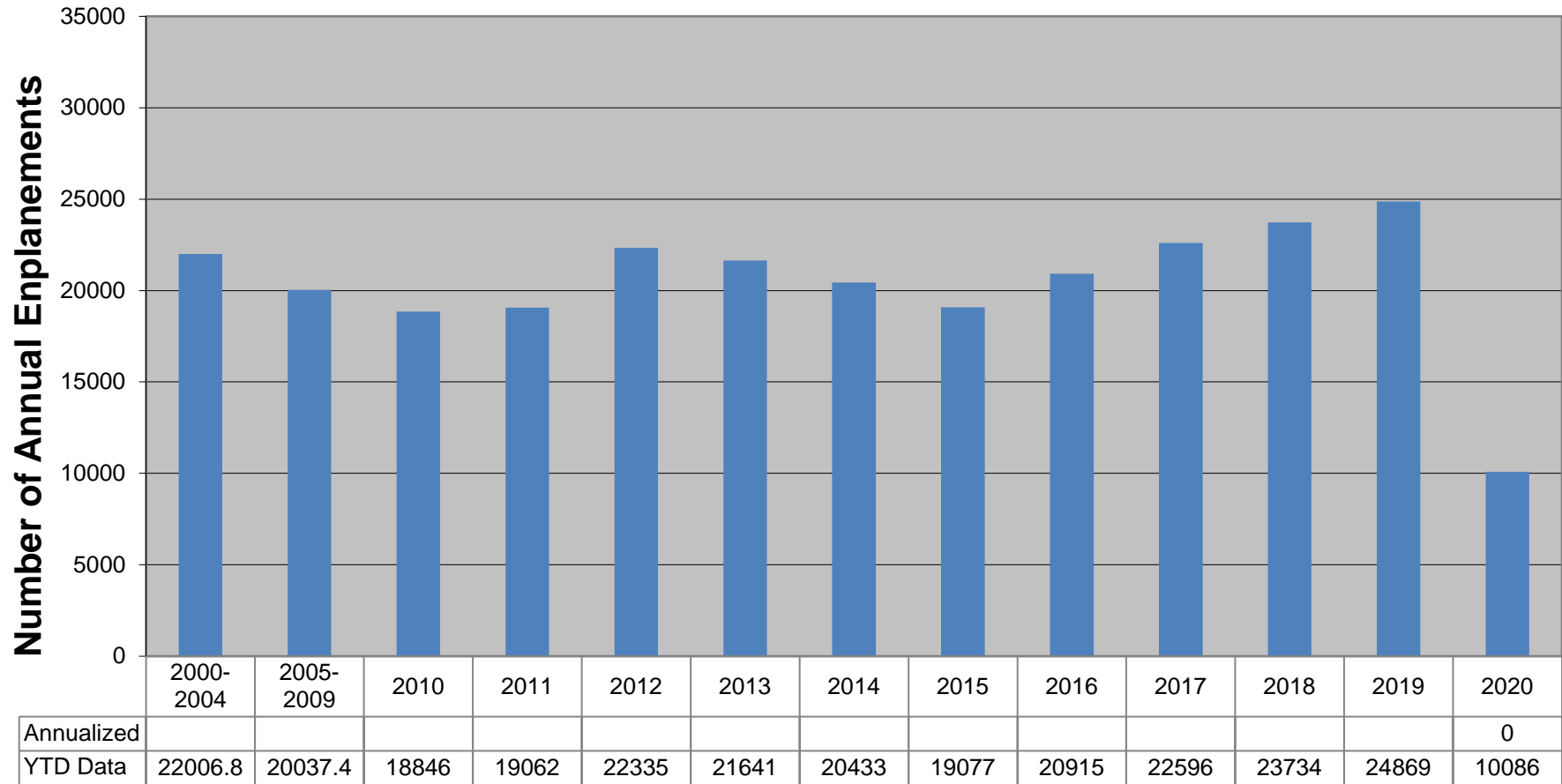
#	Item	12 Month Budget 2020	Budget YTD Allocated	Actual as of 12/31/20 (100%)	Variance YTD	Balance Remaining For Year	Estimate
-313	Printing & Dup	\$750	\$750	\$441.00	(\$309.00)	\$309.00	\$750
-320	Ref Materials	\$500	\$500	\$278.00	(\$222.00)	\$222.00	\$278
-321	Publish Legal Notices	\$200	\$200	\$138.78	(\$61.22)	\$61.22	\$139
-324	Membership Dues	\$4,000	\$4,000	\$3,601.00	(\$399.00)	\$399.00	\$3,601
-327	Marketing	\$55,000	\$55,000	\$39,608.59	(\$15,391.41)	\$15,391.41	\$55,000
-328	Airline Recruitment	\$15,000	\$15,000	\$250.00	(\$14,750.00)	\$14,750.00	\$500
-340	Travel-Train, Conf & Misc.	\$12,000	\$12,000	\$11,475.08	(\$524.92)	\$524.92	\$11,475
-366	Fire fight supplies	\$4,500	\$4,500	\$410.88	(\$4,089.12)	\$4,089.12	\$411
-377	Vehicle Fuel	\$32,000	\$32,000	\$27,137.65	(\$4,862.35)	\$4,862.35	\$27,138
-510	Insurance	\$58,400	\$58,400	\$69,368.92	\$10,968.92	(\$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	\$1,500	\$866.11	(\$633.89)	\$633.89	\$1,500
Sub-Total Operating Expense		\$1,031,311.00	\$1,031,311.00	\$1,033,366.07	\$2,055.07	(\$2,055.07)	\$1,090,653.59
53510-121	Sal Temp-Ground Handling	\$0	\$0	\$1,175.42	\$1,175.42	(\$1,175.42)	\$1,350
-122	Aircraft Handling OT	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-151	Ground Handling FICA	\$0	\$0	\$89.96	\$89.96	(\$89.96)	\$103
-366	Ground Handling Supplies	\$0	\$0	\$533.91	\$533.91	(\$533.91)	\$1,500
Sub-Total Tower Expense		\$0	\$0.00	\$1,799.29	\$1,799.29	(\$1,799.29)	\$2,953
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$1,030	\$942.48	(\$87.52)	\$87.52	\$942
-222	ATCT Electricity	\$15,300	\$15,300	\$15,728.53	\$428.53	(\$428.53)	\$15,729
-224	ATCT Gas & Fuel Oil	\$4,000	\$4,000	\$2,149.79	(\$1,850.21)	\$1,850.21	\$2,150
-225	ATCT Telephone	\$1,500	\$1,500	\$960.00	(\$540.00)	\$540.00	\$960
-248	ATCT Building Maintenance	\$15,000	\$15,000	\$13,367.36	(\$1,632.64)	\$1,632.64	\$15,000
Sub-Total Tower Expense		\$36,830	\$36,830.00	\$33,148.16	(\$3,681.84)	\$3,681.84	\$34,781
53610-810	Capital Equipment	\$75,000	\$75,000	\$29,620.60	(\$45,379.40)	\$45,379.40	\$82,627
-820	Capital Improvement	\$495,000	\$495,000	\$532,400.91	\$37,400.91	(\$37,400.91)	\$767,339
-829	Other Capital Improvement	\$245,556	\$245,556	(\$195,277.49)	(\$440,833.49)	\$440,833.49	-\$30,467
58102-613	Principal/Trust Fund	\$109,420	\$109,420	\$385,856.25	\$276,436.25	(\$276,436.25)	\$385,857
58202-613	Interest/Trust Fund	\$14,509	\$14,509	\$18,514.30	\$4,005.30	(\$4,005.30)	\$18,514
Sub-Total Capital Expense		\$939,485	\$939,485.00	\$771,114.57	(\$168,370.43)	\$168,370.43	\$1,223,870
TOTAL EXPENSE		\$2,007,626	\$2,007,626.00	\$1,837,628.80	(\$169,997.20)	\$169,997.20	\$2,349,304
NET OPERATING INCOME		\$0	\$0	\$664,467.02		(\$664,467.02)	\$432,392
<u>Cash Balance</u>							
	Per 2018 Audit Report	\$975,882					
	Per 2019 Audit Report	1,362,194					
	2020 Estimate	1,794,586					

Chippewa Valley Regional Airport
Traffic Statistics
 December 2020

AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2020	2019		2020	2019	
UNITED Enplaned	745	1836	-59%	9035	22550	-60%
CHARTERS Enplaned				<u>1051</u>	<u>2319</u>	-55%
Total Enplaned				10086	24869	-59%
UNITED Deplaned	802	1848	-57%	9110	22125	-59%
CHARTERS Deplaned				<u>1051</u>	<u>2319</u>	-55%
Total Deplaned				10161	24444	-58%
Total Enplaned/Deplaned	1547	3684	-58%	20247	49313	-59%
UA Departure Load Factor	25%	64%		28%	64%	
UA Arrival Load Factor	26%	65%		27%	64%	
UNITED PERFORMANCE	2020	2019		2020	2019	
Scheduled Flights/Landings	62	61	2%	675	730	-8%
Canceled Flights						
Xnld for Wx	1	3		8	35	
Xnld for Mx	0	1		0	4	
Xnld Other	<u>0</u>	<u>0</u>		<u>12</u>	<u>2</u>	
Total	1	4	-75%	20	41	-51%
Total Landings	61	57	7%	655	689	-5%
	2020	2019		2020	2019	
<u>EAU Arrival</u>						
Completion Factor	98%	93%		97%	94%	
OnTime %	97%	69%		87%	69%	
<u>EAU Departure</u>						
Completion Factor	97%	93%		96%	95%	
OnTime %	94%	79%		88%	79%	
<u>ORD Arrival</u>						
Completion Factor	97%	93%		96%	95%	
OnTime %	94%	79%		89%	78%	
<i>All on time arrivals/departures follow DOT methodology.</i>						

November 2020
 United Enplaned 689
 United Deplaned 682
 TOTAL 1371

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 *	\$679	\$444	\$418	\$639	\$444	\$418	\$633	\$444	\$418
MCO - Orlando *	\$454	\$245	\$209	<u>\$272</u>	\$195	\$202	<u>\$272</u>	\$195	\$209
PHX - Phoenix *	\$614	\$469	\$197	\$498	\$195	\$188	\$401	\$195	\$185
	1/15-1/17			1/22-1/24			1/29-1/31		
ORD - Chicago **	\$326	\$191	\$190	\$230	\$114	\$190	\$230	\$97	\$176
DEN - Denver **	\$716	\$263	\$241	\$595	\$235	\$239	\$464	\$187	\$191
LAS - Las Vegas **	\$434	\$211	\$186	\$390	\$195	\$176	\$368	\$195	\$176
EWR - Newark **	\$656	\$197	\$276	\$588	\$177	\$256	\$460	\$157	\$236
IAD - Washington Dulles **	\$532	\$383	\$439	\$466	\$271	\$350	\$347	\$188	\$267
	1/19-1/21			1/26-1/28			2/2-2/4		

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

1/8/21

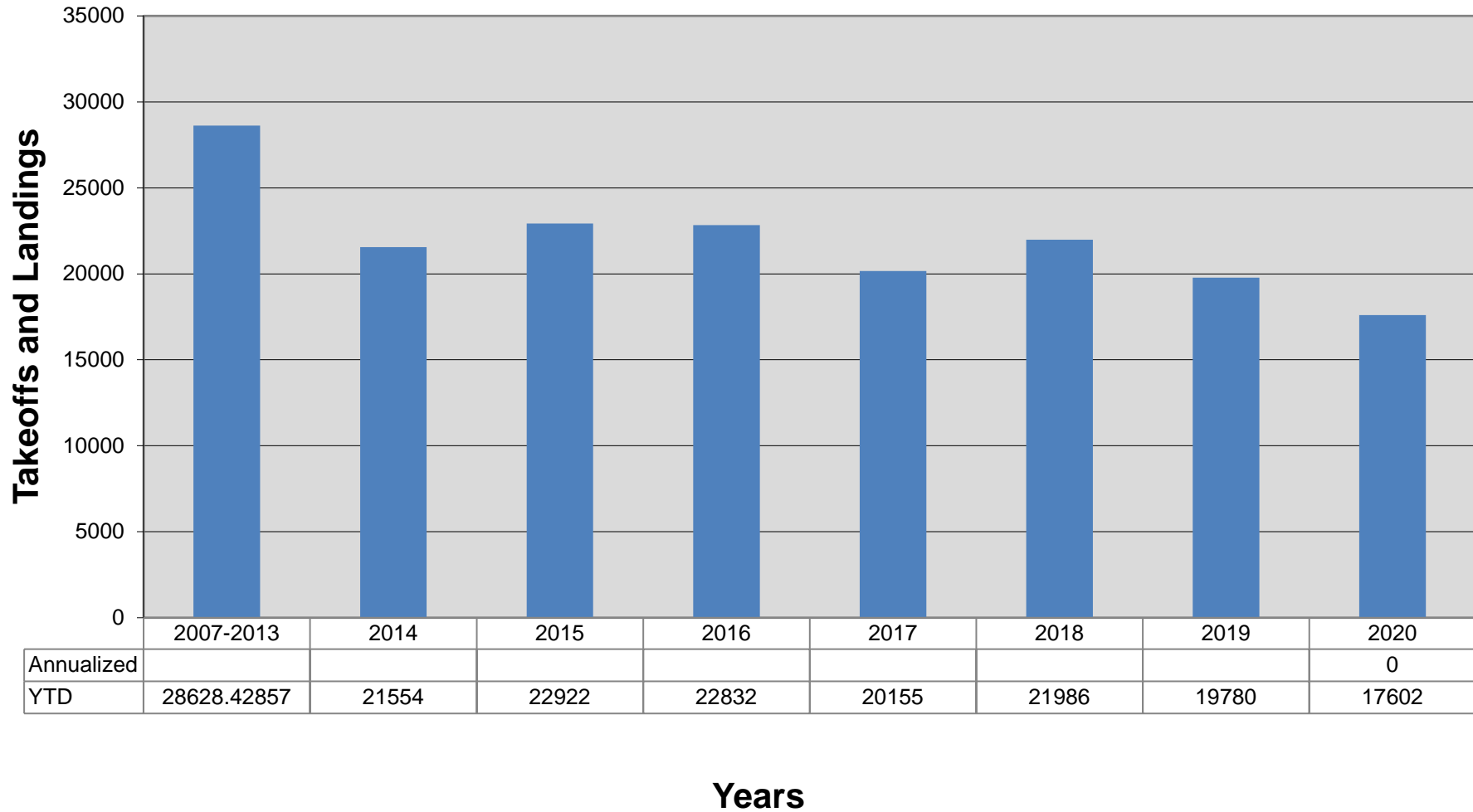
	Number of Cars Rented		
	<u>2020</u>	<u>2019</u>	
January	515	345	49%
February	472	361	31%
March	360	433	-17%
April	113	455	-75%
May	141	533	-74%
June	228	622	-63%
July	288	690	-58%
August	302	703	-57%
September	328	617	-47%
October	321	553	-42%
November	264	509	-48%
December	286	518	-45%
YTD	3618	6339	-43%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 December 2020

		Month		% Diff.	Year to date		% Diff.
		2020	2019		2020	2019	
Itinerant	Air Carrier	4	6	-33%	28	47	-40%
	Commuter/ Air Taxi	179	146	23%	2317	2453	-6%
	GA	708	956	-26%	10323	13101	-21%
	Military	38	13	192%	381	314	21%
Local	GA	412	264	56%	4493	3803	18%
	Military	<u>4</u>	<u>0</u>	#DIV/0!	<u>60</u>	<u>62</u>	-3%
TOTAL		1345	1385	-3%	17602	19780	-11%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Q1 When traveling through EAU, how would you rate your satisfaction with the following?

Answered: 7 Skipped: 0

	EXTREMELY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	EXTREMELY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Ticket Pricing	28.57% 2	28.57% 2	14.29% 1	0.00% 0	14.29% 1	14.29% 1	7	2.33
Local Airline Check-In Process	57.14% 4	14.29% 1	14.29% 1	0.00% 0	0.00% 0	14.29% 1	7	1.50
Local Airline Customer Service	57.14% 4	0.00% 0	0.00% 0	14.29% 1	28.57% 2	0.00% 0	7	2.57
Local Airline Reliability	57.14% 4	0.00% 0	14.29% 1	0.00% 0	28.57% 2	0.00% 0	7	2.43
Luggage Pick-Up	57.14% 4	0.00% 0	14.29% 1	0.00% 0	28.57% 2	0.00% 0	7	2.43
Overall Local Airline Experience	42.86% 3	0.00% 0	14.29% 1	28.57% 2	14.29% 1	0.00% 0	7	2.71
Terminal Facility	71.43% 5	14.29% 1	14.29% 1	0.00% 0	0.00% 0	0.00% 0	7	1.43
Terminal Signage	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7	1.43
Terminal Restrooms	57.14% 4	28.57% 2	0.00% 0	0.00% 0	0.00% 0	14.29% 1	7	1.33
Parking Signage & Convenience	71.43% 5	14.29% 1	14.29% 1	0.00% 0	0.00% 0	0.00% 0	7	1.43
Parking Affordability	28.57% 2	42.86% 3	0.00% 0	0.00% 0	0.00% 0	28.57% 2	7	1.60
Restaurant Customer Service	57.14% 4	14.29% 1	14.29% 1	0.00% 0	0.00% 0	14.29% 1	7	1.50
Overall Airport Experience	57.14% 4	0.00% 0	14.29% 1	14.29% 1	14.29% 1	0.00% 0	7	2.29

#	COMMENTS:	DATE
1	My wife flew in to Eau Claire on Friday night via Chicago from Nashville. A delay in Nashville caused her to almost miss her connection home. With the narrow time frame in Chicago we figured her luggage would be delayed as it was. Our problem is that when we found out the luggage didn't make it there was no one at the counter to help us and we had to find a maintenance man to go in back of the United counter to find someone to help us. At that time 3 women came out from a back room and walked out to the waiting area, a 4 came out and said she wasn't working but she supposed she could help us. We filed a missing baggage claim and left. When we filed the claim we were told we would not have to come back and pick it up as a courier service would call us the next day and deliver it before 10pm. Neither of that happened. I called United Saturday night and was told we would still receive a call Saturday night and at the same time my wife reached what we assume was the airport answering service and was told the same thing.....I was up til midnight and no call. Sunday morning about 820am a Nissan Ultima pulls in my driveway. A guy gets out pops his trunk pulls out the luggage and puts it on my porch. Takes a picture of my house and leaves.....never knocked or rang the door bell.....I opened the door, and asked for his name and company he worked for. I was told he didn't have to tell me either. He got in his car and left. This whole situation is completely unacceptable. I AM NOT HAPPY.....My wife and I will NEVER fly out of Eau Claire again if something isn't done to correct this situation.	3/8/2020 6:33 PM
2	I recently flew into/out of Eau Claire. Upon arriving our plane had to wait over half an hour for our baggage to be unloaded. No explanation or apology. I'd understand if there was more than one gate, but a single gate airport shouldn't take that long. My flight out was on 1/8/2019. The plane was scheduled to depart at 6:20am, so most passengers arrive well before that time. We were told 5 minutes before scheduled boarding that the plane needed to be heated and that boarding would be delayed. While this was happening, grounds crew propped open an exterior door in the gate (it was 0 degrees outside) and left it open while they individually checked with passengers re: the size of their carry on bags. This was done instead of a general announcement from the gate agent re: bringing the bags to the front for tagging. The gate agent was too busy chatting with TSA to do this. We boarded our plane at least 15-20 minutes late, and then had to sit for another 20 minutes on the tarmac while the crew did who knows what. Then we had to wait an additional 15 minutes for deicing (understandable). We did not leave the ground until after 7am. Sure we arrived on time at O'hare, but the CVRA staff wasted everyone's time prior to takeoff. I question why the plane is scheduled to leave when it is, but your crew doesn't start prepping the plane until 5 minutes before scheduled boarding, and why both exterior doors in the gate area were propped open in below freezing temperatures. Chippewa Valley Regional Airport is a nice facility, but more people will reconsider using it if this level of ineptitude continues.	1/9/2020 3:50 PM
3	I always enjoy flying out of Eau Claire instead of driving to MSP and paying big \$\$ for parking.	1/9/2020 8:56 AM

Q2 What is the reason for your travel today?

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Vacation	42.86%	3
Business	28.57%	2
School	14.29%	1
Military/Government	0.00%	0
Other (please specify)	14.29%	1
TOTAL		7

#	OTHER (PLEASE SPECIFY)	DATE
1	Visit family	3/24/2020 10:10 PM

Q3 How many airline trips do you take annually?

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
1-3 Trips	28.57%	2
4-10 Trips	71.43%	5
11-20 Trips	0.00%	0
More than 20 Trips	0.00%	0
TOTAL		7

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q4 When you travel, how often do you use the Chippewa Valley Regional Airport?

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Always	14.29%	1
Usually	14.29%	1
Sometimes	42.86%	3
Rarely	28.57%	2
Never	0.00%	0
Other (please specify)	0.00%	0
TOTAL		7

Q5 What other airports have you used for your air travel to/from the Chippewa Valley in the last 12 months?

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Minneapolis-St. Paul International, Minneapolis, MN (MSP)	85.71%	6
Central Wisconsin, Mosinee, WI (CWA)	0.00%	0
La Crosse Municipal, La Crosse, WI (LSE)	0.00%	0
General Mitchell International Airport, Milwaukee, WI (MKE)	0.00%	0
Other (please specify)	14.29%	1
TOTAL		7

#	OTHER (PLEASE SPECIFY)	DATE
1	RST	8/13/2020 11:03 AM

Q6 When you choose to fly from another airport, what is the top reason?

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Airline Loyalty Program	14.29%	1
Price	42.86%	3
Reliability	14.29%	1
Schedule	14.29%	1
Other (please specify)	14.29%	1
TOTAL		7

#	OTHER (PLEASE SPECIFY)	DATE
1	I dislike having to connect through ORD or Detroit	3/24/2020 10:12 PM

Q7 If cost is a primary reason for flying out of another airport, what price range below is the most you would be willing to pay over the lowest ticket price from another airport to fly out of the Chippewa Valley Regional Airport (round trip) rather than an alternate airport?

Answered: 7 Skipped: 0

Agenda Item 7a

ANSWER CHOICES	RESPONSES	
\$0	14.29%	1
\$50	42.86%	3
\$100	42.86%	3
\$150 or More	0.00%	0
N/A	0.00%	0
TOTAL		7

Q8 Do you have any recommendations on how we can provide better service on your next visit to the Chippewa Valley Regional Airport?

Answered: 3 Skipped: 4

#	RESPONSES	DATE
1	Better and nicer staff at ticket counter	3/24/2020 10:13 PM
2	Better customer experience	3/8/2020 6:35 PM
3	If possible, adjust the takeoff time to account for the delays caused by your employees, or require said employees to prep the plane for an on time departure. Cold weather shouldn't be your customer's problem. Don't prop open exterior doors in the gate area when it's below freezing outside. It's unsafe and shows a complete disregard for your customers. Collect oversized carryons at the desk like every other airport.	1/9/2020 3:53 PM

Q1 Are you a Local Pilot or a Transient Pilot?

Answered: 41 Skipped: 0

ANSWER CHOICES	RESPONSES	
Local Pilot	85.37%	35
Transient Pilot	14.63%	6
TOTAL		41

Q2 How would you rate your satisfaction with the following Airport services available at the Chippewa Valley Regional Airport?

Answered: 28 Skipped: 13

	EXTREMELY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	EXTREMELY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Availability of Fueling	57.14% 16	32.14% 9	7.14% 2	0.00% 0	0.00% 0	3.57% 1	28	1.48
Fuel Prices	0.00% 0	35.71% 10	35.71% 10	10.71% 3	10.71% 3	7.14% 2	28	2.96
Quality of Aircraft Maintenance	21.43% 6	46.43% 13	14.29% 4	0.00% 0	0.00% 0	17.86% 5	28	1.91
Aircraft Maintenance Rates	0.00% 0	39.29% 11	32.14% 9	0.00% 0	0.00% 0	28.57% 8	28	2.45
FBO Facilities	67.86% 19	32.14% 9	0.00% 0	0.00% 0	0.00% 0	0.00% 0	28	1.32
FBO Customer Service	78.57% 22	21.43% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	28	1.21
Quality of Flight Instruction	28.57% 8	21.43% 6	14.29% 4	3.57% 1	0.00% 0	32.14% 9	28	1.89
Flight Instructor Rates	7.14% 2	32.14% 9	32.14% 9	0.00% 0	0.00% 0	28.57% 8	28	2.35
Airfield Maintenance	46.43% 13	42.86% 12	7.14% 2	0.00% 0	0.00% 0	3.57% 1	28	1.59
Airport Snow Removal	32.14% 9	35.71% 10	14.29% 4	14.29% 4	3.57% 1	0.00% 0	28	2.21
Air Traffic Control Tower	42.86% 12	42.86% 12	14.29% 4	0.00% 0	0.00% 0	0.00% 0	28	1.71
T-Hangar Rental Rates	10.71% 3	32.14% 9	28.57% 8	7.14% 2	0.00% 0	21.43% 6	28	2.41
T-Hangar Quality	21.43% 6	32.14% 9	14.29% 4	7.14% 2	3.57% 1	21.43% 6	28	2.23
T-Hangar Value for the Money	10.71% 3	28.57% 8	32.14% 9	3.57% 1	3.57% 1	21.43% 6	28	2.50
Box Hangar Rental Rates	0.00% 0	17.86% 5	14.29% 4	7.14% 2	0.00% 0	60.71% 17	28	2.73
Box Hangar Quality	3.57% 1	17.86% 5	17.86% 5	0.00% 0	0.00% 0	60.71% 17	28	2.36
Box Hangar Value for the Money	0.00% 0	17.86% 5	17.86% 5	0.00% 0	3.57% 1	60.71% 17	28	2.73
Airport Communication with Tenants	53.57% 15	39.29% 11	3.57% 1	3.57% 1	0.00% 0	0.00% 0	28	1.57
Overall Airport Experience	39.29% 11	57.14% 16	3.57% 1	0.00% 0	0.00% 0	0.00% 0	28	1.64

Q3 How would you rate your satisfaction with the following Airport services available at the Chippewa Valley Regional Airport?

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Answered: 6 Skipped: 35

	EXTREMELY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	EXTREMELY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Availability of Fueling	33.33% 2	50.00% 3	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6	1.83
Fuel Prices	0.00% 0	33.33% 2	33.33% 2	33.33% 2	0.00% 0	0.00% 0	6	3.00
Quality of Aircraft Maintenance	16.67% 1	16.67% 1	16.67% 1	0.00% 0	0.00% 0	50.00% 3	6	2.00
Aircraft Maintenance Rates	0.00% 0	33.33% 2	16.67% 1	16.67% 1	0.00% 0	33.33% 2	6	2.75
FBO Facilities	50.00% 3	16.67% 1	33.33% 2	0.00% 0	0.00% 0	0.00% 0	6	1.83
FBO Customer Service	50.00% 3	16.67% 1	33.33% 2	0.00% 0	0.00% 0	0.00% 0	6	1.83
Airfield Maintenance	16.67% 1	66.67% 4	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6	2.00
Airport Snow Removal	33.33% 2	33.33% 2	16.67% 1	0.00% 0	0.00% 0	16.67% 1	6	1.80
Air Traffic Control Tower	66.67% 4	16.67% 1	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6	1.50
Overall Airport Experience	0.00% 0	83.33% 5	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6	2.17

Q4 Do you hangar your aircraft at CVRA?

Answered: 28 Skipped: 13

ANSWER CHOICES	RESPONSES	
Yes	92.86%	26
No	7.14%	2
TOTAL		28

Q5 If you do not hangar your aircraft at CVRA, what is the primary reason?

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Answered: 28 Skipped: 13

ANSWER CHOICES	RESPONSES	
Box hangar availability	0.00%	0
T-hangar availability	0.00%	0
Hangar price	3.57%	1
N/A	92.86%	26
Other (please specify)	3.57%	1
TOTAL		28

#	OTHER (PLEASE SPECIFY)	DATE
1	Have private hanger	7/9/2020 8:05 PM

Q6 Would you be interested in information about leasing land to construct a privately owned hangar at the airport? (If so, please provide contact info.)

Answered: 28 Skipped: 13

ANSWER CHOICES	RESPONSES	
Yes	14.29%	4
No	85.71%	24
TOTAL		28

#	COMMENTS:	DATE
	There are no responses.	

Q7 Please provide any additional suggestions you feel would improve the general aviation experience at the Chippewa Valley Regional Airport.

Agenda Item 7a

Answered: 13 Skipped: 28

#	RESPONSES	DATE
1	Offering Swift 94 Octane Fuel	7/14/2020 10:35 AM
2	more aircraft rental	7/13/2020 8:34 PM
3	Taxiway lighting to the north hangers.	7/9/2020 8:14 PM
4	It's great.	7/9/2020 6:18 PM
5	My experience is limited and overall is very positive. It is unclear to me if EC has an active GA community. I do know of the EAA group.	7/9/2020 3:50 PM
6	All my visits to CVRA this year were very good. Very glad Hangar 54 is back open. Communication from the airport about runway and taxiway maintenance has been very good.	7/9/2020 3:48 PM
7	The far south gate needs to have a way to get out other than with a vehicle. If you have a motorcycle, bicycle or walking you cannot get out of the gate. Overall my experience at the airport is excellent. People are friendly and helpful. Thank you.	7/9/2020 3:00 PM
8	I think the airport as a whole does a good job!	7/9/2020 1:46 PM
9	More snow removal equipment, larger maintenance facility and replacing an existing fence does not seem necessary. If you have money that must be spent, how about security camera on gates? Snow removal seems to have low priority in hanger area and thus we end up with ridges and areas of ice in front of hangers. Need to plow hangers before compacted tracks are made by maintenance vehicles and plane owners to eliminate ridges that small aircraft tires stall against and concern of ridges for prop strikes. Also, plow edge rows must be behind lights on taxi ways, especially when they are near or higher than lights (problems this past December and early January up to 5 days after snow). Airport staff need to monitor contracted construction projects more closely to assure work is as expected and correct - this is just another set of eyes helping the engineering firm and state to help prevent project delays and later reworks.	7/9/2020 12:57 PM
10	You are doing a good job - Don't change anything	7/9/2020 10:51 AM
11	lower gas price	7/9/2020 10:31 AM
12	lower cost 24hr self serve fuel.	7/9/2020 9:02 AM
13	We've flown in with our 182 a number of times over the years. To eat at the restaurant mostly. Usually a good experience overall. I will say that the gate going in to the airport looks pretty awful. Worse the last few years and since Heartland got a makeover a few years ago, even more run down looking.	7/9/2020 8:53 AM

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 20 – Eau Claire County Board Meeting
29. Oct 29 – Chippewa County EDC Meeting
30. Nov 10 – Airport Business Partner Meeting
31. Nov 11 – Bipolar Ionization Press Release
32. Nov 12 – EAA Presentation
33. Nov 13 – Chippewa Chamber Coffee and Commerce
34. Nov 16 – WQOW Holiday Travel Interview
35. Nov 17 – Public Hearing
36. Nov 17 – TSA Awards Ceremony
37. Dec 1 – Eau Claire County Board Meeting
38. Dec 16 – Visit Eau Claire Board Meeting

Upcoming Events

- TSA Pre-Check – March 15-19, 2021
Chamber Business at the Airport – September 13, 2021
TSA Pre-Check – October 4-8, 2021
Chippewa Valley Airshow – June 4-5, 2022

CHIPPEWA VALLEY REGIONAL AIRPORT

2020-2022 Operational Plan

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.

Draft Employee Survey Questions

Do you have a clear definition of your role and responsibility at the Chippewa Valley Regional Airport (CVRA)? (Yes or No with comment)

Which of the following do you think are positive aspects of working at the Chippewa Valley Regional Airport? (Select all that apply)

- Salary/Wage/Benefits
- Support from your supervisor
- Relationship with coworkers
- Internal opportunities to advance
- Interesting Work
- Work Location
- Workplace Culture/Values
- Support/tools provided to do my job

Which of the following are areas you think could be improved regarding working at the Chippewa Valley Regional Airport? (Select all that apply)

- Salary/Wage/Benefits
- Support from your supervisor
- Relationship with coworkers
- Internal opportunities to advance
- Interesting Work
- Work Location
- Workplace Culture/Values
- Support/tools provided to do my job

How satisfied are you with communication of airport/county policies? (Scale 1 to 5)

Do you have the tools you need in order to do your job well? (Yes or No with comment)

How satisfied are you with training and development opportunities offered? (Scale 1 to 5)

Is the workload that is required of you achievable? (Yes or No with comment)

How accessible is your supervisor to answer questions? (Scale 1 to 5)

Do you feel like your direct supervisor values your opinion? (Scale 1 to 5)

Does your supervisor support you in your career development goals? (Scale 1 to 5)

Do you receive feedback on your performance? (Yes or No with comment)

Do you feel respected at work? (Scale 1 to 5)

How satisfied are you with the working relationship with your coworkers? (Scale 1 to 5)

Do you feel like your coworkers respect you and value your opinion? (Yes or No with comment)

To what extent does your department function as a team? (Scale 1 to 5)

What is the most satisfying thing about your job? (open ended)

What is the least satisfying thing about your job? (open ended)

If you were able to change anything about your job, what would you change? (open ended)

How would you rate your overall experience working for CVRA? (Scale 1 to 5)

2020	Name	Company	Accomplishment Agenda Item 8a	Monthly Winner
<i>October</i>	Patrick Boos	CVRA	During the first big snow fall of the year, Patrick coordinated the snow removal efforts. He was able to multitask by working on the runway while talking with SkyWest dispatch and directing other maintenance members. Because of this, we were able to get the runway prepared just in time for the arriving flight which would have likely diverted back to Chicago.	X
<i>November</i>	Melissa Isaakson	CVRA	We were short on people to work an inbound charter flight, so Missy went above and beyond to make sure we had appropriate coverage and came over on her lunch break from her other job to assist with ground handling the flight.	-
	Ian Seitz	SkyWest	The team that had signed up to work one of the charter flights did not have a position covered that was required to have the flight operate at EAU. Ian agreed last minute to cover that position through his employment with SkyWest.	X
<i>December</i>	Sarah Hagins	Hawthorne Aviation	Sarah is KEAU Hawthorne Global Aviation FBO CSR Manager. She has done an excellent job this year keeping our front office running smoothly. She worked long hours and many, many days in a row to make sure our General Aviation clients were greeted with a warm smile and friend conversation. She worked more than her shift when her staff was out due to illness and worked many Holidays. She kept a positive attitude during all of this. We are very fortunate to have Sarah leading our Front Office at Hawthorne Global here at KEAU. Thank you, Sarah!	X
	ATCT Staff	Midwest ATC	On a Thursday afternoon, a critical piece of equipment at our weather station failed (visibility). The National Weather Service sent a technician to repair it and made some adjustments and thought it was repaired. Unfortunately, it did not solve the problem. The technician returned on Friday to find out that the part that needed to be replaced wasn't available until the following week. The tower staff needed to manually enter the visibility every hour for incoming aircraft. The closing shift for the tower staff ends at 8:30pm and the evening flight coming into Eau Claire arrives after 9pm. The closing ATCT staff volunteered to stay late and enter the required information to get our scheduled flight in every night until the new part was installed. Thank you!	-



January 6th, 2021

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

Re: Proposal for Parking Access and Revenue Control Procurement

Dear Charity,

Thank you for again for the opportunity to work together again on the second phase of this project. The WGI team has a diverse range of operational experience as stakeholders, owners, operators, planners, engineers and consultants. Our experience allows us to provide high value consulting services to help drive projects toward a successful outcome for our clients, all while building in operations flexibility for the future. Our goal in representing the airport will be to develop a clear roadmap that will help achieve the goals identified by the airport team. Engaging the WGI team will allow the airport to focus on their core parking business while WGI leverages our experience and knowledge to set expectations among stakeholders, enhance the project process, and identify value add opportunities. We look forward to working with Chippewa Valley Regional Airport (CVRA) to provide a well-balanced solution for today and built in flexibility for an even better parking experience in the future.

PROPOSED SCOPE OF SERVICES

1. Phase One: Procurement and Specifications

As Owner's Representative in the Pre-Design Phase, WGI will assist in the RFQ/RFP process throughout the Airport's procurement process. This initial phase includes the specification, advertisement (per the airport's procurement guidelines), and the PARCS vendor interview process. The tasks listed below outline the involvement during this phase.

- a) PARCS Specification
- b) RFQ/RFP Review, Planning, and Recommendations
- c) RFQ/RFP Response Review and Comparison
- d) Response Ranking Matrix
- e) Interview Question Development
- f) Interview Participant (Non-Voting)
- g) Team Debriefing and Recommendations

2. Phase Two: Design

During the Design Phase WGI will provide project management support upon selection of a PARCS vendor. Support during this phase will entail detailed planning to ensure that the project scope is in alignment with the expectations of the airport for preparation and planning up to the Construction Phase. Our goal is to act as a liaison, on behalf of the airport, between the internal and external project team. The tasks listed below outline the involvement during the Design Phase.

- a) Project Management Support
- b) Schedule Review
- c) Scope Alignment
- d) Drawing Review QA/QC (to include concrete, electrical, painting and signage)
- e) Construction and Implementation Review

3. Phase Three: Construction and Implementation

During the Construction Phase, WGI will review the PARCS project and any enabling project schedules and provide consulting based on construction phasing and execution. The WGI team will consult with the airport to develop an efficient review process of submittals and RFI, as well coordinate training on behalf of the Airport. The tasks listed below outline the involvement during the Construction Phase.

- a) Submittals and RFI Coordination
- b) Consult on project schedules
- c) Submittal/change order reviews
- d) Training coordination
- e) Project Punch list(s)
- f) Project close out

WGI FEE SUMMARY

Based upon our project understanding of the scope of services discussed above, we propose to provide our services on a lump sum amount as follows:

Phase One: Pre-Design	\$12,000
Phase Two: Design	\$ 5,000
Phase Three: Construction	\$ 9,500
Total	\$ 26,500

Due to possible travel restrictions related to the current pandemic, reimbursable expenses are in addition to this lump sum fee and may include: travel, delivery, reproductions, printing, etc. Expenses, if applicable, shall be billed without markup.

TERMS AND CONDITIONS

The proposed agreement terms and conditions are attached as Exhibit A (Agreement Terms and Conditions). If you are in agreement with the scope of services, professional fees, and terms of this proposal, your signature in the space provided below will serve as our authorization to proceed. Please return one signed copy to our office. We trust that we have responded to your request for proposal and appreciate the opportunity to continue working with you. Please contact me if you have any questions.



Very truly yours,



Nicole Chinae, CAPP
Senior Project Manager

Attachment: Exhibit A – Agreement Terms and Conditions

ACCEPTED BY:

Firm

Signature

Printed Name

Title



EXHIBIT A
WGI, INC.
CONTRACT TERMS AND CONDITIONS
JUNE 2020

- 1. Performance:** WGI, Inc.'s ("WGI") services pursuant to this Agreement ("Services") will be performed in a manner consistent with that degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same geographic area. No other warranties, expressed or implied, are made with respect to WGI's performance of Services. WGI is not a guarantor of the Project for which its Services are directed, and its responsibility is limited to work performed for the Client. WGI is not responsible for acts or omissions of the Client, nor third parties not under its direct control. Client's acceptance of WGI's Services constitutes acceptance of these Terms and Conditions.
- 2. Billing/Payments:** Invoices for WGI's Services and reimbursable expenses shall be submitted on a monthly basis. Payment shall be due on the date each invoice is received and shall be deemed delinquent 30 calendar days after issuance. Delinquent invoices shall accrue interest on the balance due at a rate of 18% per annum, or the highest interest rate allowable by law. Outstanding invoices delinquent beyond 45 calendar days may at WGI's election be deemed a notice to stop performance under this contract, and WGI may in that event suspend its Services until the invoice is paid, with no liability to WGI. Client shall make payment in full at or before delivery to Client of any reports, plans, record drawing, or certifications prepared under this Agreement. All attorneys' fees, court costs and/or expenses associated with collection of past due invoices will be paid by Client, whether or not suit is filed. Client's failure to timely pay any WGI invoice within 45 calendar days of issuance shall constitute a waiver of any and all claims against WGI. Retainers shall be credited on WGI's final invoice.
- 3. Fees:** WGI's fees for its Services are set forth in WGI's Fee Schedule, which is attached as a separate exhibit to this Agreement or has otherwise been provided to Client. WGI's fees reflected in this Agreement exclude testing, permit fees, reproduction costs, and any service not reflected in this Agreement. All fees for Services are based on a one-time performance only. Additional Services and/or changes in service, whether field or office, shall be performed only after authorization by Client. Fees for changes and/or additional services are not included in this Agreement and shall be invoiced at the hourly rates quoted on WGI's then-current Fee Schedule.
- 4. Reimbursable Expenses:** Direct costs including, without limitation, prints, copies, long distance phone calls, mileage, airfare, per diem, delivery service, etc., are not included in the above fees but shall be billed as Reimbursable Expenses at the rates set forth in WGI's then-current Fee Schedule.
- 5. Storage:** Material samples not consumed in the performance of WGI's Services may be discarded 30 days after submission of the test report unless Client requests other disposition. After notification to Client, WGI may charge Client for extended storage of materials, records, or equipment.
- 6. Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither Client nor WGI, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project, WGI's Services, or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of financing, loss of business, loss of income, loss of reputation, interest expenses, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both Client and WGI shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.
- 7. Hazardous Materials:** Unless specifically and expressly set forth in WGI's scope of services under this Agreement, and only to the extent set forth therein, WGI shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. WGI's Services expressly exclude any Services for Client involving or related in any manner to hazardous substances, and Client shall defend, indemnify, and hold harmless WGI, its employees, officers, directors, professionals, and subconsultants from and



against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or in any way related to the presence, discharge, release, or escape or contaminants or hazardous substance of any kind, or environmental liability of any nature, in any manner related to WGI's Services under this Agreement.

- 8. LIMITATION OF LIABILITY:** In recognition of the relative risks and benefits of the project to both Client and WGI, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of WGI and its officers, directors, partners, employees, shareholders, owners, and subconsultants for any and all claims, losses, costs, and damages of any nature whatsoever whether arising from breach of contract, negligence, or other common law or statutory theory of recovery, or claims expenses from any cause or causes, including attorney's fees and costs, so that the total aggregate liability of WGI and its officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000.00, or the total amount of the fee actually paid to WGI for its Services performed under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law, including but not limited to negligence, breach of contract, or any other claim whether in tort, contract or equity.

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

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

- 9. Events of Default:** Client shall be in default under this Agreement if it (i) fails to pay in full any invoice from WGI on the due date or fails to make any other payment due to WGI under this Agreement, (ii) fails to observe or perform any other term, condition or covenant under this Agreement, (iii) breaches any warranty or representation made under this Agreement, (iv) dissolves, terminates or liquidates its business, or its business fails or its legal existence is terminated or suspected, (v) commences any voluntary or involuntary bankruptcy, reorganization, insolvency receivership, or other similar proceeding is commenced by or against Client, (vi) fails to work with WGI in good faith and fair dealing under this Agreement, or (vii) becomes insolvent, makes an assignment for the benefit of creditors, or conveys substantially all of its assets.
- 10. Ownership of Instruments of Service:** All plans, data, reports, drawings, specifications, maps, surveys, ideas, scripts, sketches, designs, CAD files, field data, notes, Digital Data files, and other documents and instruments prepared by WGI or its subconsultants, whether such work product is tangible or intangible ("Instruments of Service") shall remain the sole and exclusive property of WGI until such time as Client makes full and final payment to WGI pursuant to the terms set forth in this Agreement, and until such time, Client shall not use, deliver, solicit, transmit, or otherwise employ the Instruments of Service, whether directly or indirectly, by any means or manner. Client understands that changes or modifications to the documents made by anyone other than WGI may result in adverse consequences which WGI can neither predict nor control. Therefore, Client agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless WGI from and against all claims, liabilities, losses, damages, and costs (including reasonable attorney's fees) arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by Client or others of the documents provided by WGI under this Agreement.

If documents are provided to Client, Client's contractor, or Client's other consultants by WGI in electronic media, such as CAD files or other native format, Client agrees that this is solely as a convenience, and may not be relied on in the same manner as the signed, sealed documents; nor are such electronic files represented to be accurate and faithful representations of the signed, sealed documents. WGI makes no representations or warranties regarding the accuracy, completeness, or readability of information contained in electronic media files.



- 11. Digital Data Files:** It is expressly understood that CADD and BIM files, and other electronic files (“Digital Data files”) are issued only as supplemental information for convenience to the Client, contractor or other authorized user. Digital Data files, like any electronic data, transferred in any manner or translated from the system and format used by WGI to another system or format are subject to errors and modifications that may affect the accuracy and reliability of the data, and, in addition, such electronic data may be altered or corrupted, whether inadvertently or otherwise. As a result, WGI makes no representations or warranties, whether expressed or implied, as to the accuracy of any Digital Data files. The accuracy of Digital Data files cannot be warranted or guaranteed, and any such files provided by WGI to Client or any other party will be issued solely as a convenience and courtesy. Digital Data files are not contract documents, and shall not be relied upon, or used for construction or staking. Any use of the information obtained or derived from Digital Data files will be at Client’s, or other receiving party’s or user’s sole risk, and Client hereby waives and releases any and all claims against WGI arising from or relating to the use of or reliance upon Digital Data files. To the extent any differences, discrepancies, or conflicts exist between the Digital Data files and the contract documents, the contract documents shall control.
- 12. Successors and Assigns:** Client shall not assign, sublet, or transfer any rights under or interest in this Agreement without the prior written consent of WGI. Except where specifically stated otherwise in this Agreement, nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client or WGI.
- 13. Third Parties:** Except as expressly provided herein, nothing in this Agreement shall confer any right, remedy or claim upon any person or entity not a signatory to this Agreement.
- 14. Corporate Protection:** WGI’s performance of Services under this Agreement shall not subject WGI’s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client’s sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WGI, and not against any of WGI’s employees, shareholders, officers, or directors.
- 15. Severability and Survival:** If any term of this Agreement is to any extent held to be invalid or unenforceable, then such term shall be excluded to the extent of such invalidity or unenforceability, and all other terms hereof shall remain in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and WGI shall survive the completion of WGI’s Services hereunder and the termination of this Agreement.
- 16. Merger and Amendment:** This Agreement constitutes the entire agreement between WGI and Client, and all negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both WGI and Client.
- 17. Applicable Law and Venue:** This Agreement shall be governed by the laws of the state in which the WGI office performing the services for the subject project is located. Venue for all disputes between the Parties arising from or relating to this Agreement shall lie exclusively in a court of competent jurisdiction in the county in which the WGI office performing the services for the subject project is located.
- 18. Force Majeure:** WGI shall not be liable for any damages or delays in rendering its Services arising from acts of God, epidemics, pandemics, quarantine restrictions, strikes, labor disputes, civil unrest or disturbances, acts of terrorism or war, abnormal weather conditions, or any other cause beyond WGI’s reasonable control.

