

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Thursday, March 18, 2021, 7:30 a.m.**  
**Virtual Meeting via Webex**

**Join WebEx Meeting:**

<https://eauclairecounty.webex.com>

Meeting ID: 145 161 7413 Password: Bxf66kKdKp8

\*Meeting audio can be listened to using this Audio conference dial in information.

**Audio conference:**

1-415-655-0001 Access Code: 1451617413##

\*Please mute personal devices upon entry\*

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 comment period to make your comments.

1. Call To Order
2. Confirmation of Meeting Notice
3. Roll Call - Voice
4. Approval of Minutes
  - a. February 19, 2021 Regular Commission Meeting
    1. Discussion/Action
5. CVRA Finance and Activity Reports
  - a. Expense Vouchers and Financial Report
    1. Discussion/Action
  - b. Key Indicators:
    - Airline Operations
    - Car Rental Operations
    - Tower Operations
      1. Discussion/Action
  - c. Hangar Occupancy
    1. Discussion/Action
6. Public Comment Period - (Maximum 2 minutes per person)
7. Operational Matters
  - a. Airport Operations Report
    - Airport Community Outreach
      1. Discussion/Action

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

- 2020-2022 Plan Update
- Operational Review
- 1. Discussion/Action**

**c. Project Summary**

- 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 Stakeholder Communication**

- 1. Discussion/Action**

**9. New Business:**

**a. Design Contract for Corporate Hangar Development with SDS Architects**

- 1. Discussion/Action**

**b. On-Call Service Agreement with Mead and Hunt**

- 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, February 19, 2021, 7:30 am Virtual Meeting via Webex

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

**MEMBERS ABSENT:** Ron McGill

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Bob Lee, Charity Zich-Airport Director and Erin Switzer-Administrative Associate were present via Webex virtual meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am. Commissioner Wells motioned to officially close the meeting from January 15<sup>th</sup> as there was no quorum present when it ended.

**On a motion by Com. Wells, seconded by Com. Bowe, the January 15, 2021 meeting was adjourned at 7:31am.**

*(Ayes 6-Nayes 0)*

2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoefft, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.
4. **Approval of Minutes:**
  - a. **January 15, 2021 Regular Commission Meeting:**

**On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the January 15, 2021 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. Bowe, seconded by Com. Francis, the expense vouchers were approved as submitted.**

*(Ayes 6-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**  
Airline Enplanements are down for the month and for the year.
    - **Car Rental Operations**  
Cars rented are down for the month and for the year.
    - **Tower Operations**  
Tower Operations are down for the month and for the year.

**c. Hangar Occupancy:**

There 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 inquired about why the proposed fence replacement does not follow the property line and what will happen to the existing fencing in some areas.

**7. Operational Matters:**

**a. Airport Operations Report**

- **Q4 2020 Report:** The Airport Director noted the quarterly report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. There is a TSA PreCheck event scheduled for the week of March 15-19, 2021.

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

- **2020-2022 Plan Update:** The Airport Director noted the employee survey will go out by the end of the month.
- **Operational Review:** The February operational review covered Staffing. There have been some additions to the on-call Maintenance positions and the addition of on-call Ground Handling positions to cover the Charter operations. There have been some challenges with staffing the charter flights that the Airport Director will review with Human Resources to determine options moving forward.

**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 ARFF building design is in progress. The preliminary environmental work for the fence is complete and design is planned to begin in 2021. A proposed location for the replacement fence was reviewed with Commissioners, with some changes being suggested to straighten out some of the corners to make it easier for mowing along the fence. A revised map will be created showing future boundary markings and areas of clearing and grubbing. A meeting for airport neighbors will be held ahead of the fence design project sometime in 2021.
- **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 will go to bid in June and the Master Plan is in the scoping phase.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Construction planned for Fall 2022.
- **State Aid 65 Equipment Procurement Project – FY20:** No update at this time.
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update at this time.
- **K-Row Hangar Construction Project – FY20:** The certificate of occupancy was issued in January and the tenants have moved in. The roof still needs replacing and some punch list items remain for the Spring.

**8. Previous Business:**

- a. **Lease for Corporate Hangar Development:** The Airport Director reported that the final lease agreement for the new Hawthorne Aviation Maintenance Hangar has been signed and the remaining airport CARES funding will be pursued for this hangar. A draft site plan and hangar layout were reviewed.

**9. New Business:**

- a. **Airport Stakeholder Communications:** The Airport Director noted that she reached out to some of the Airport Stakeholders about communication opportunities. Most on-airport stakeholders indicated the regular Commission meeting worked best for them. Airport neighborhood association members indicated that some people would be able to attend a regular airport commission meeting, but the best attendance would likely be at an evening meeting. There will be further discussion in the March Commission Meeting to plan for an April Stakeholder meeting.

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

11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for Thursday, March 18<sup>th</sup>, Friday, April 16<sup>th</sup> and Friday, May 21<sup>st</sup>.

**12. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 9:01 am.**

*(Ayes 4-Nayes 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**

**February Vouchers for approval March 18, 2021**

AT&T FirstNet	Maintenance Team Cell Phones, October-December	53510-226	\$345.93	2020
AT&T FirstNet	Maintenance Team Cell Phones, January	53510-226	\$115.24	
Bartingale Mechanical	ARFF Building Furnace Repairs	53510-248	\$947.40	
<i>Bartingale Mechanical</i>	<i>ATCT Furnace Repairs</i>	<i>53515-248</i>	<i>\$2,514.39</i>	
Bartingale Mechanical	K-2 Boiler Repairs	53515-248	\$334.70	2020
<i>Bartingale Mechanical</i>	<i>ATCT Furnace Repairs</i>	<i>53515-248</i>	<i>\$394.31</i>	2020
Bartingale Mechanical	ATCT Chiller Replacements	53510-820	\$71,600.00	
CBS Squared	Consultant fees, K-Row hangars construction #6	53510-820	\$696.80	
Cintas	Uniforms & Towels	53510-298	\$357.68	
Enterprise	Overpayment of 2020 Rental Car minimum	46340-579	\$72.28	2020
Granicus	Cloned Website Design & Hosting Fees 3/5/21-9/30/21	53510-327	\$1,256.99	
Halliday Technologies	RT3 Equipment App & Android/Bluetooth Setup	53610-246	\$630.00	
Nick's Mobile Welding	D-7 Hangar Door Welding Repairs	53510-248	\$357.50	
River Country Co-Op	Urea Deicer Delivery 2/4/21	53510-246	\$1,400.00	
State of WI - Dept. of Transportation	SAP 65 - Progress Billing	53510-829	\$11,718.26	
Xcel Energy	Terminal Gas/Electric - February	53510-222/224	\$15,010.46	
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - February</i>	<i>53515-222/224</i>	<i>\$1,668.35</i>	
<i>ITALICIZED items = Tower Expenses</i>			<b>TOTAL</b>	<b><u>\$109,420.29</u></b>

**February Credit Card Charges**

PIZZA HUT 010220	TRAINING	53510-340	\$35.87	
ADVANCED DISPOSAL ONLINE	REFUSE SERVICES	53510-297	\$1,319.76	
ZORO TOOLS INC	BUILDING	53510-248	\$193.01	
M-B COMPANIES- INC.	SWEEPER BROOM BRUSH REFILL	53510-246	\$2,650.00	
ITC ELECTRONICS	DIESEL GENERATOR	53510-246	\$3,118.50	
ERECT-A-TUBE	REPLACEMENT HANGAR DOOR C-3	53510-248	\$4,996.54	
STAPLES	JANITORIAL	53510-248	\$55.26	
STAPLES	OFFICE SUPPLY	53510-310	\$54.06	
DALCO ENTERPRISES	JANITORIAL	53510-248	\$123.44	
HANGAR 54 GRILL	EMPLOYEE RECOGNITION	53510-327	\$25.00	
AMAZON	BUILDING	53510-248	\$20.20	
AMAZON	OFFICE EQUIPMENT	53510-813	\$6.99	
GOLD CROSS ANSWERING SVC	TELEPHONE	53510-225	\$66.04	
DALCO ENTERPRISES	JANITORIAL	53510-248	\$89.46	
<i>BUREAU V. NAT. ELEVATOR</i>	<i>ATCT BUILDING</i>	<i>53515-248</i>	<i>\$82.96</i>	
WAUSAU EQUIPMENT COMPANY	CYLINDER FOR PLOW	53510-246	\$1,516.59	
MENARDS EAU CLAIRE WEST	VEHICLES	53510-241	\$4.74	
MENARDS EAU CLAIRE WEST	BUILDING	53510-248	\$9.99	
VIKING ELEC - EAU CLAIRE	GROUPS	53510-246	\$38.58	
VIKING ELEC - EAU CLAIRE	BUILDING	53510-248	\$212.00	
NORTHWEST TRUCK SERVICE	MTE 3 BRAKES	53510-241	\$446.45	
AMERICAN FENCE CO	K-ROW GATE REPAIRS	53510-246	\$489.00	
FARM & FLT CF	VEHICLES	53510-241	\$42.87	
DS ELECTRIC - CED	BUILDING	53510-248	\$131.46	
MENARDS EAU CLAIRE WEST	VEHICLES	53510-241	\$162.67	
MENARDS EAU CLAIRE WEST	BUILDING	53510-248	\$9.38	
INTERSTATE PRODUCTS	SPCC PALLET	53510-248	\$303.47	
FASTENAL COMPANY	GROUPS	53510-246	\$54.09	
INTERSTATE PRODUCTS	SPCC PALLET - CREDIT	53510-248	-\$303.47	
WAREHOUSE-LIGHTING.COM	BUILDING	53510-248	\$74.62	
NORTHWEST ENTERPRISES	PLOW WELDING REPAIRS	53510-246	\$1,876.77	
<i>WIDESPREAD ELECTRICAL</i>	<i>ATCT BUILDING</i>	<i>53515-248</i>	<i>-\$12.55</i>	
ZORO TOOLS INC	SPCC DRUM - MAINT. BUILDING	53510-248	\$257.09	
<i>CUMMINS INC</i>	<i>ATCT GENERATOR HEATER</i>	<i>53515-248</i>	<i>\$394.37</i>	2020
ZORO TOOLS INC	BUILDING	53510-248	\$166.25	
<i>ZORO TOOLS INC</i>	<i>ATCT BUILDING</i>	<i>53515-248</i>	<i>\$166.25</i>	
WAUSAU EQUIPMENT CO	SNO-GO SNOWBLOWER BRACKET	53510-246	\$1,345.66	
FARM & FLT CF	VEHICLES	53510-241	\$2.69	
FARM & FLT CF	GROUPS	53510-246	\$56.89	
ACE SUPPLY CO.- INC.	BUILDING	53510-248	\$245.00	
GOODIN COMPANY	BUILDING	53510-248	\$80.00	
WAUSAU EQUIPMENT COMPANY	GROUPS	53510-246	\$186.41	
			<b>TOTAL</b>	<b><u>\$20,794.36</u></b>

## Chippewa Valley Regional Airport

**2021 BUDGET COMPARISON Estimated February 28, 2021**

#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 2/28/21 (16.67%)	Variance YTD	Balance Remaining For Year
<b>Income</b>				16.67%		
41110	Contrib From Eau Claire Cty	\$403,020	\$67,170	\$100,755	\$33,585.00	\$302,265.00
43790	Contrib From Chippewa Cty	\$131,574	\$21,929	\$65,136	\$43,206.50	\$66,438.50
Sub-Total Tax Revenue		\$534,594	\$89,099.00	\$165,890.50	\$76,791.50	\$368,703.50
46341	Air Terminal	\$156,631	\$26,105	\$18,601	(\$7,504.14)	\$138,029.97
46342	FBO	\$127,522	\$21,254	\$20,208	(\$1,045.69)	\$107,314.02
46343	Airfield	\$134,917	\$22,486	\$20,325	(\$2,161.00)	\$114,591.83
46344	Hangars	\$227,184	\$37,864	\$43,088	\$5,224.01	\$184,095.99
46345	Parking	\$100,000	\$16,667	\$10,737	(\$5,929.96)	\$89,263.30
46346	Rental Cars	\$85,000	\$14,167	\$14,694	\$527.74	\$70,305.59
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00
48902	Vehicle Fuel Reimbursement	\$15,000	\$2,500	\$2,974	\$473.83	\$12,026.17
48903	Equipment Rental	\$0	\$0	\$100	\$100.00	(\$100.00)
Sub-Total Operating Revenue		\$846,254	\$141,042	\$130,727	(\$10,315.20)	\$715,527
Sub-Total Taxes and Operating Rev.		\$1,380,848.00	\$230,141.33	\$296,617.63	\$66,476.30	\$1,084,230.37
48691	Other Revenue	\$5,000	\$833	\$105	(\$727.93)	\$4,894.60
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$43,900	\$7,317	\$3,836	(\$3,481.15)	\$40,064.48
43690-91	Airport Grants	\$3,718,213	\$619,702	\$0	(\$619,702.17)	\$3,718,213.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	-\$434,427	-\$72,405	\$0	\$72,404.50	(\$434,427.00)
Sub-Total Other Revenue		\$3,332,686	\$555,447.67	\$3,940.92	(\$551,506.75)	\$3,328,745.08
<b>TOTAL INCOME</b>		<b>\$4,713,534</b>	<b>\$785,589.00</b>	<b>\$300,558.55</b>	<b>(\$485,030.45)</b>	<b>\$4,412,975.45</b>
<b>Expenses</b>						
53510-111	Salary Perm-Regular	\$373,746	\$62,291	\$55,126.54	(\$7,164.46)	\$318,619.46
-112	Salary Perm-OT	\$12,000	\$2,000	\$3,016.28	\$1,016.28	\$8,983.72
-114	Salary-On Call Pay	\$5,200	\$867	\$800.00	(\$66.67)	\$4,400.00
-121	Salary Temp Regular	\$7,000	\$1,167	\$1,710.44	\$0.00	\$5,289.56
-130	Employee Benefits	\$4,200	\$700	\$700.00	\$0.00	\$3,500.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$4,080	\$680	\$825.00	\$145.00	\$3,255.00
-142	Cnty Brd & Comm Mile	\$900	\$150	\$0.00	(\$150.00)	\$900.00
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$30,141	\$5,024	\$4,316.60	(\$706.90)	\$25,824.40
-152	Retirement Emplr Share	\$24,186	\$4,031	\$3,505.63	(\$525.37)	\$20,680.37
-153	HSA Contribution	\$3,500	\$583	\$0.00	(\$583.33)	\$3,500.00
-154	Hos & Health Ins	\$85,720	\$14,287	\$14,337.96	\$51.34	\$71,381.76
-155	Life Insurance	\$87	\$15	\$33.63	\$19.13	\$53.37
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$39,500	\$6,583	\$0.00	(\$6,583.33)	\$39,500.00
-212	Attorney Fees	\$6,000	\$1,000	\$0.00	(\$1,000.00)	\$6,000.00
-213	Accounting & Audit	\$5,100	\$850	\$0.00	(\$850.00)	\$5,100.00
-221	Water & Sewer	\$54,636	\$9,106	\$0.00	(\$9,106.00)	\$54,636.00
-222	Electric	\$99,940	\$16,657	\$17,430.82	\$774.15	\$82,509.18
-224	Gas & Fuel Oil	\$37,600	\$6,267	\$11,828.92	\$5,562.25	\$25,771.08
-225	Telephone	\$4,000	\$667	\$127.94	(\$538.73)	\$3,872.06
-226	Cellular Phone	\$1,380	\$230	\$90.00	(\$140.00)	\$1,290.00
-227	Dataline/Internet	\$500	\$83	\$0.00	(\$83.33)	\$500.00
-241	Motor Vehicle Maint	\$14,000	\$2,333	\$1,320.21	(\$1,013.12)	\$12,679.79
-246	Grounds Maint	\$100,000	\$16,667	\$16,207.58	(\$459.09)	\$83,792.42
-248	Building Maint	\$29,000	\$4,833	\$9,448.16	\$4,614.83	\$19,551.84
-249	Service on Machines	\$500	\$83	\$0.00	(\$83.33)	\$500.00
-297	Refuse Collection	\$1,600	\$267	\$1,319.76	\$1,053.09	\$280.24
-298	Laundry Services	\$3,500	\$583	\$609.04	\$25.71	\$2,890.96
-299	Sundry Contract Services	\$45,000	\$7,500	\$0.00	\$0.00	\$0.00
-310	Office Supplies	\$600	\$100	\$68.73	(\$31.27)	\$531.27
-311	Postage and Box Rent	\$600	\$100	\$2.12	(\$97.88)	\$597.88

#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 2/28/21 (16.67%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$750	\$125	\$0.00	(\$125.00)	\$750.00
-320	Ref Materials	\$500	\$83	\$0.00	(\$83.33)	\$500.00
-321	Publish Legal Notices	\$100	\$17	\$0.00	(\$16.67)	\$100.00
-324	Membership Dues	\$4,000	\$667	\$1,187.00	\$520.33	\$2,813.00
-327	Marketing	\$55,000	\$9,167	\$1,696.99	(\$7,469.68)	\$53,303.01
-328	Airline Recruitment	\$10,000	\$1,667	\$0.00	(\$1,666.67)	\$10,000.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$2,500	\$1,289.87	(\$1,210.13)	\$13,710.13
-366	Fire fight supplies	\$4,500	\$750	\$0.00	(\$750.00)	\$4,500.00
-377	Vehicle Fuel	\$35,000	\$5,833	\$17,401.23	\$11,567.90	\$17,598.77
-510	Insurance	\$64,474	\$10,746	\$15,120.66	\$4,374.99	\$49,353.34
-515	Insurance Claims	\$0	\$0	\$0.00	\$0.00	\$0.00
-615	Special Assessment	\$0	\$0	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$2,000	\$333	\$656.57	\$323.24	\$1,343.43
<b>Sub-Total Operating Expense</b>		<b>\$1,185,539.72</b>	<b>\$197,589.95</b>	<b>\$180,177.68</b>	<b>(\$17,412.27)</b>	<b>\$1,005,362.04</b>
53510-121	Sal Temp-Ground Handling	\$0	\$0	\$17.89	\$17.89	(\$17.89)
-122	Aircraft Handling OT	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Ground Handling FICA	\$0	\$0	\$1.37	\$1.37	(\$1.37)
-366	Ground Handling Supplies	\$0	\$0	\$14.00	\$14.00	(\$14.00)
<b>Sub-Total Ground Handling Expense</b>		<b>\$0</b>	<b>\$0.00</b>	<b>\$33.26</b>	<b>\$33.26</b>	<b>(\$33.26)</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,061	\$177	\$0.00	(\$176.83)	\$1,061.00
-222	ATCT Electricity	\$16,000	\$2,667	\$2,262.45	(\$404.22)	\$13,737.55
-224	ATCT Gas & Fuel Oil	\$4,000	\$667	\$890.76	\$224.09	\$3,109.24
-225	ATCT Telephone	\$1,500	\$250	\$0.00	(\$250.00)	\$1,500.00
-248	ATCT Building Maintenance	\$15,000	\$2,500	\$4,026.05	\$1,526.05	\$10,973.95
<b>Sub-Total Tower Expense</b>		<b>\$37,561</b>	<b>\$6,260.17</b>	<b>\$7,179.26</b>	<b>\$919.09</b>	<b>\$30,381.74</b>
53610-810	Capital Equipment	\$60,000	\$10,000	\$0.00	(\$10,000.00)	\$60,000.00
-820	Capital Improvement	\$3,167,000	\$527,833	\$150,092.30	(\$377,741.03)	\$3,016,907.70
-829	Other Capital Improvement	\$263,433	\$43,906	\$8,024.92	(\$35,880.58)	\$255,408.08
58102-613	Principal/Trust Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
58202-613	Interest/Trust Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
<b>Sub-Total Capital Expense</b>		<b>\$3,490,433</b>	<b>\$581,738.83</b>	<b>\$158,117.22</b>	<b>(\$423,621.61)</b>	<b>\$3,332,315.78</b>
<b>TOTAL EXPENSE</b>		<b>\$4,713,534</b>	<b>\$785,588.95</b>	<b>\$345,474.16</b>	<b>(\$440,114.79)</b>	<b>\$4,368,059.56</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>\$0</b>	<b>(\$44,915.61)</b>		<b>\$44,915.89</b>
<u>Cash Balance</u>						
	Per 2018 Audit Report	\$975,882				
	Per 2019 Audit Report	1,362,194				
	2020 Estimate	1,784,879				

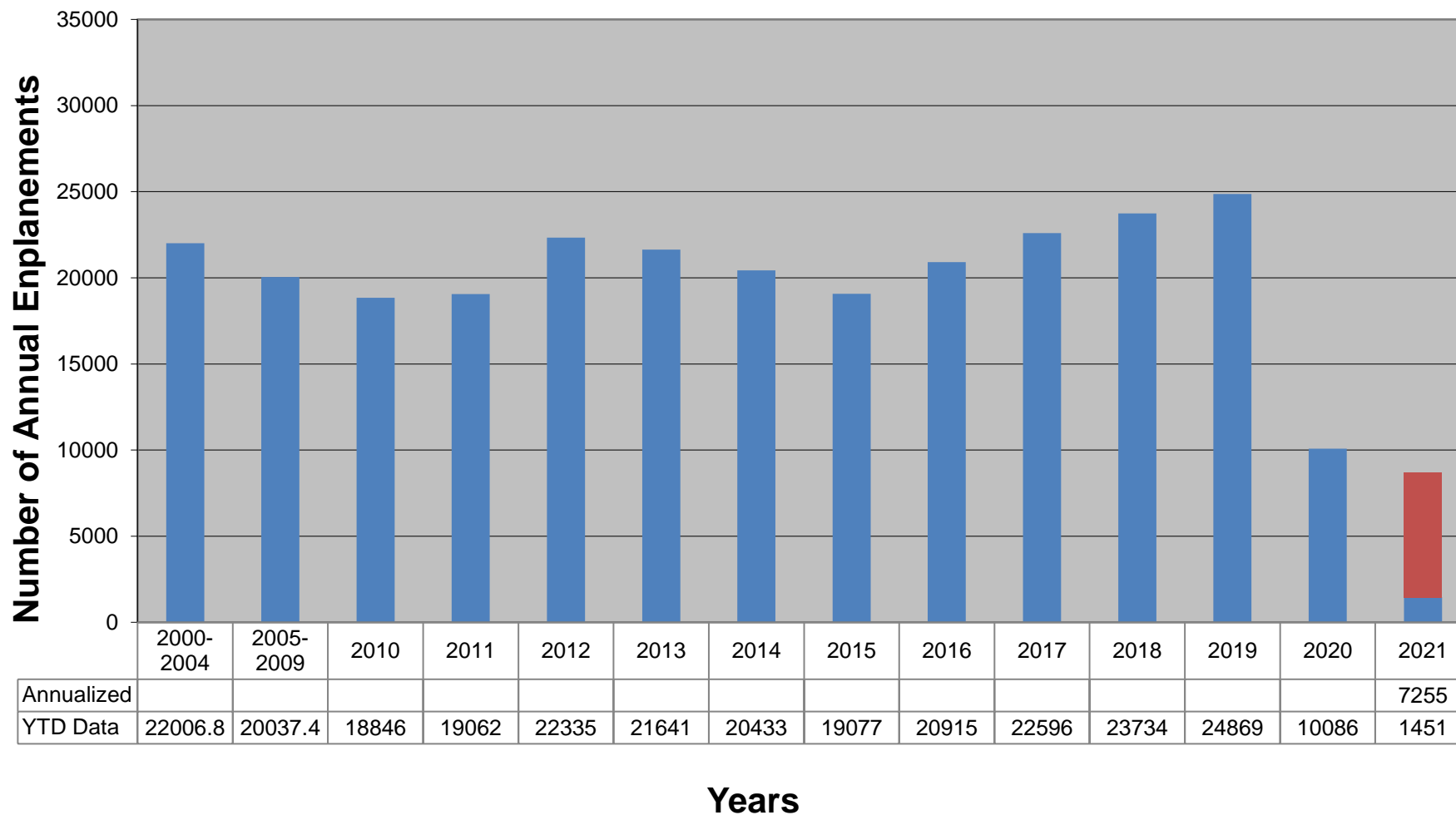


Chippewa Valley Regional Airport  
**Traffic Statistics**  
 February 2021

<i>AIRLINE PASSENGERS</i>	<b>Month</b>		% Diff.	<b>Year to date</b>		% Diff.
	<b>2021</b>	<b>2020</b>		<b>2021</b>	<b>2020</b>	
UNITED Enplaned	766	1717	-55%	1451	3432	-58%
CHARTERS Enplaned				<u>0</u>	<u>503</u>	-100%
Total Enplaned				1451	3935	-63%
UNITED Deplaned	712	1736	-59%	1271	3224	-61%
CHARTERS Deplaned				<u>0</u>	<u>503</u>	-100%
Total Deplaned				1271	3727	-66%
<b>Total Enplaned/Deplaned</b>	<b>1478</b>	<b>3453</b>	<b>-57%</b>	<b>2722</b>	<b>7662</b>	<b>-64%</b>
UA Departure Load Factor	26%	60%		26%	60%	
UA Arrival Load Factor	28%	60%		24%	56%	
<b><i>UNITED PERFORMANCE</i></b>	<b>2021</b>	<b>2020</b>		<b>2021</b>	<b>2020</b>	
Scheduled Flights/Landings	57	58	-2%	119	119	0%
Canceled Flights						
Xnld for Wx	3	0		11	4	
Xnld for Mx	0	0		0	0	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	
<b>Total</b>	<b>3</b>	<b>0</b>	<b>#DIV/0!</b>	<b>11</b>	<b>4</b>	<b>175%</b>
Total Landings	54	58	-7%	108	115	-6%
	<b>2021</b>	<b>2020</b>		<b>2021</b>	<b>2020</b>	
<u>EAU Arrival</u>						
Completion Factor	95%	100%		91%	97%	
OnTime %	70%	81%		73%	76%	
<u>EAU Departure</u>						
Completion Factor	98%	97%		93%	95%	
OnTime %	79%	83%		79%	82%	
<u>ORD Arrival</u>						
Completion Factor	98%	97%		93%	95%	
OnTime %	73%	85%		75%	82%	

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 *	\$845	\$1,710	\$558	\$1,519	\$2,237	\$778	\$2,103	\$1,710	\$718
MCO - Orlando *	\$574	\$1,005	\$396	\$696	\$934	\$476	\$638	\$881	\$556
PHX - Phoenix *	<u>\$867</u>	\$1,102	\$778	<u>\$935</u>	\$852	\$1,491	\$873	\$957	\$678
	3/19-3/21			3/26-3/28			4/2-4/4 - Easter		
ORD - Chicago **	<u>\$273</u>	\$246	\$315	\$230	\$175	\$176	<u>\$230</u>	\$155	\$234
DEN - Denver **	\$668	\$167	\$176	\$514	\$167	\$175	\$464	\$167	\$176
LAS - Las Vegas **	\$749	\$260	\$296	\$721	\$308	\$550	\$498	\$205	\$176
EWR - Newark **	<u>\$514</u>	\$497	\$499	\$503	\$327	\$369	<u>\$357</u>	\$259	\$336
IAD - Washington Dulles **	<u>\$400</u>	\$344	\$360	<u>\$376</u>	\$389	\$323	<u>\$306</u>	\$241	\$277
	3/23-3/25			3/30-4/1			4/6-4/8		

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

3/10/21

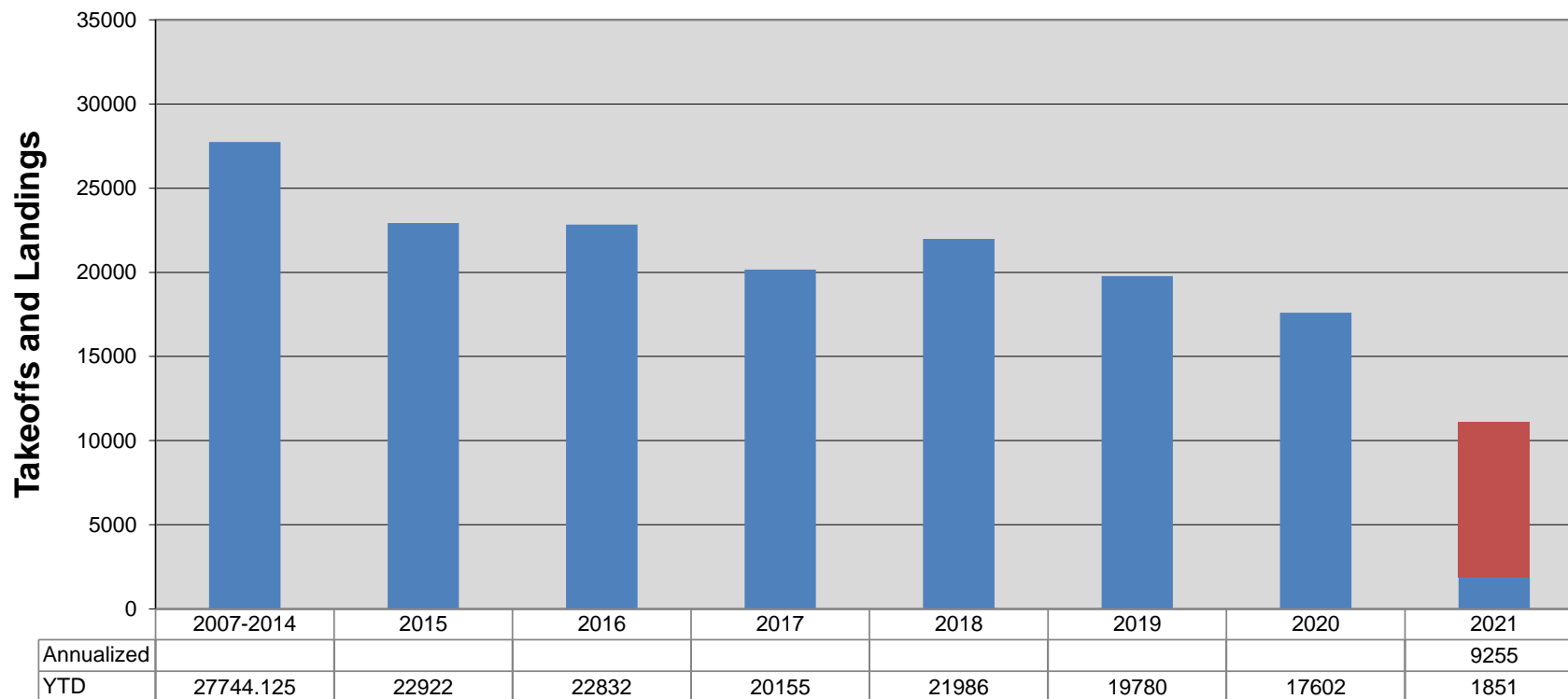
	Number of Cars Rented		
	<u>2021</u>	<u>2020</u>	
January	276	515	-46%
February	231	472	-51%
March		360	-100%
April		113	-100%
May		141	-100%
June		228	-100%
July		288	-100%
August		302	-100%
September		328	-100%
October		321	-100%
November		264	-100%
December		286	-100%
YTD	<b>507</b>	<b>987</b>	-49%

Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 February 2021

	Month		% Diff.	Year to date		% Diff.	
	2021	2020		2021	2020		
Itinerant	Air Carrier	0	8	-100%	0	10	-100%
	Commuter/ Air Taxi	184	181	2%	379	353	7%
	GA	583	1033	-44%	1136	1819	-38%
	Military	28	33	-15%	50	81	-38%
Local	GA	136	416	-67%	278	630	-56%
	Military	<u>0</u>	<u>4</u>	-100%	<u>8</u>	<u>4</u>	100%
<b>TOTAL</b>	931	1675	-44%	1851	2897	-36%	

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



**Years**

2021 Community Outreach

1. Jan 4 – Airport Newsletter
2. Jan 8 – Chippewa Chamber Coffee and Commerce
3. Jan 20 – Leader Telegram Vision 2021 Interview
4. Jan 20 – Information for County Chamber Presentation
5. Feb 2 – The Landline Company Press Release
6. Feb 8 – Airport Neighborhood Association Meeting
7. Feb 19 – Airport Neighbor Discussion
8. Feb 23 – WQOW Jefferson Award for Airport Art
9. Feb 25 – Pre-Check Notification Email
10. Mar 4 – Discussion with new MPO planner

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

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

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

**ACTION ITEMS:**

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

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

**ACTION ITEMS:**

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

**GOAL:** Understand Facility Needs

**ACTION ITEMS:**

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

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

**ACTION ITEMS:**

- Ensure advertising campaigns are directed at promoting the benefit and value of the Airport within the Community
- Host value added events that bring the community to the airport, i.e. Pre-Check enrollment, Airshow, etc.
- Promote value of corporate services available through existing tenants, i.e, flight instruction and private charters



<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Grounds Maintenance	Annual	Mar-21	<ul style="list-style-type: none"> <li>- Strategic plan action items have been identified to study Runway 04 approach lights and Runway 14/32 extension.</li> <li>- The annual grounds maintenance budget will need to be updated to reflected additional usage of runway deicing chemical to meet airline standards for surface conditions.</li> <li>- Both mowing and snow removal equipment are listed on the capital improvement plan for replacement in the next few years.</li> </ul>
Airfield Infrastructure			
Nav aids			
Approaches			
Runways			
Taxiway			
Aprons			
Snow Removal Process & Equipment			
Mowing Operations and Equipment			

## **Airfield Infrastructure including Runways, Taxiways, Aprons, Approaches and Nav aids**

- Runway 22: This is the primary runway and the only runway with a precision approach or an Instrument Landing System. Aircraft can land with 200 foot ceilings and a ½ mile visibility. The airport owns and maintains a Precision Approach Path Indicator (PAPI) on this runway end.
- Runway 04: This is the second most utilized runway. This runway has a non-precision GPS approach with the lowest minimums being 200 feet ceiling and ¾ mile visibility. The FAA owns and maintains the PAPIs and Runway End Identifier Lights (REIL) on this runway. The threshold on Runway 04 was relocated in 2016, adding an additional 400' for landing on this runway. A 400' displacement still exists on this runway.
- Runway 04/22 was last completely reconstructed sometime in the early 1980's and an 800 ft. extension was added in the late 1990's on the Runway 22 end. The runway is in need of some partial/full panel repairs, joint sealing and remarking. This FAA funded project was planned to start in Fall 2019 but has been postponed to 2021 due to contractor issues.
- A strategic plan action item is to study the cost/benefit of adding approach lights to Runway 04. This review will be done as part of our Master Plan update in 2021.
- Runway 14/32: This is our crosswind runway. Currently only visual or circling approaches with higher minimums exist to this runway. The FAA will consider the possibility of GPS approaches to both runways once the Airport Layout Plan showing these approaches is approved. It is highly unlikely we will get very low minimums at this time on Runway 32 due to the large number of obstructions in the approach path. Runway 14 may be able to obtain lower minimums.
- Runway 14 has a PAPI and REIL and Runway 32 has a PAPI all owned and maintained by the airport. The FAA has indicated a REIL must be added to Runway 32. This will be added in to a future FAA funded project but will be owned and maintained by the airport.
- Improvements to extend the life of this runway were completed in 2020.
- Taxiway A: This taxiway is the full parallel taxiway serving Runway 04/22. It has recently been reconstructed from taxiway C south to taxiway A4. Taxiway A from taxiway C north and connector taxiways A1, A2 and A3 are in need of joint replacement, some partial/full panel repairs and remarking. Taxiway A lighting from B2 to A1 was replaced in the Fall 2020.
- Taxiway C: This taxiway is the full parallel taxiway to Runway 14/32. It was reconstructed from taxiway C2 to taxiway C1 in 2010. The taxiway was reconstructed from taxiway connector C2 to C4 in 2016.
- Taxiway E: This taxiway provides access from the south hangar area to runways 22 and 14/32. Taxiway E is in good condition with periodic remarking needed.
- Taxiway F: This taxiway provides access to runway 04 from the south hangar area. Taxiway F requires occasional crack sealing and remarking but is otherwise in good condition.
- Hangar Taxiways: The taxiways leading to our north hangar areas were reconstructed in 2005/06 and are in good condition. The K-row taxiway was constructed in 2005 and the N-

row in 2018 and both are in good condition. Occasional crack sealing is needed on all hangar taxiways.

- Terminal/FBO apron: All areas were joint sealed and partial/full panel repairs were completed in 2015. The north end of the apron had some asphalt portions removed and replaced in concrete and a concrete section was also added to the south end of the apron in 2014/15.

## **Mowing Operations**

- Landside areas adjacent to sidewalks and roads are maintained at 3-6” grass height.
- Landside areas beyond about 20’ from roads and sidewalks are kept at 6-12”.
- Areas adjacent to airfield pavement are maintained at 3-6” grass height.
- Airfield areas beyond 12’ from pavement are kept at 6-18”.
- Remote areas that are able to be mowed are maintained on an annual or bi-annual basis.
- Areas that were clear cut back in 2006 and 2013 are in need of stump removal and grading so that we are able to keep those areas mowed and prevent tree growth. This is a recommendation in our wildlife hazard management plan and will be planned for a future FAA funded capital improvement project.

## **Mowing Equipment**

Mowing equipment is not eligible for federal funds. The airport owns the following mowing equipment. Replacement of the tractor and Kubota mower were requested with state aid in 2019 and will hopefully be finished in 2020.

1. 2020 Toro Groundsmaster 4110 mower with a 10’6” finish deck
2. 2014 Tool Cat 5600 with a 72” finish deck
3. 2020 NewHolland T6.155 Tractor with John Deere 20’ wide pull behind deck (mower purchased in 2015)

## **Snow Removal Operations**

- The annual airplane operation count for this airport requires a clearance time for Runway 04/22 and Taxiway A in one hour.
- Halliday Technologies RT3 Flight continuous friction measuring equipment (CFME) is used to conduct friction testing during winter operations. This device was purchased in 2014 and is a very consistent tool for providing friction testing.
- Notices to Airmen (NOTAMs) are issued by the airport maintenance staff using a digital format. The device used for recording friction testing also allows the maintenance personnel to update NOTAMs right from the vehicle which allows for the most up to date reporting of conditions possible.
- New FAA requirements for reporting runway conditions has changed the way we conduct snow removal operations. A greater focus is being placed on sweeping operations and use of chemicals to remove contaminants from the runway. Future airport budgets will need to be

adjusted to account for additional funds for chemicals and the airport recently purchased new equipment to facilitate greater sweeping capabilities.

- Airport maintenance personnel are responsible for determining airfield clearing priorities depending on conditions and time of day. The following priority list is used as a guide.
  - **Priority 1**
    - Runway 4/22
    - Parallel Taxiway Alpha and connectors A1 and A4
    - Mayo One Emergency Helicopter response pad
    - Air Carrier Ramp Area
    - FBO Ramp Area
    - ARFF station
    - ECFD Station 8 access road (per ECFD SOG)
    - Air Traffic Control Tower
    - Terminal Entrance Road and Parking Lot
  - **Priority 2**
    - Runway 14/32
    - Parallel Taxiway Charlie
    - Taxiway Bravo
    - K-row Access Road
    - Taxiways Echo and Foxtrot
  - **Priority 3**
    - NAVAID Access Roads
    - Perimeter Road past Station 8
    - North Hangar Area
    - South Hangar Area
    - Fuel Farm Area
    - South GA Ramp

#### Snow Removal Equipment

- Additional snow removal equipment purchases to replace aging equipment is planned for FAA funding in the next couple of years.
- One challenge with new equipment is ensuring the size of the equipment is able to fit into our existing maintenance facility. A new bay and expansion of the door on an existing bay will be completed in 2021.

<b><u>Type</u></b>	<b><u>Year, Make</u></b>	<b><u>Model</u></b>	<b><u>Size</u></b>
Truck/ Plow	1994 Ford Truck/ 1994 Frink Plow	L8000/ RAC 3351	14 ft.
Loader/ Sweeper/ Plow	1996 Case/ 1994 Sweepster/ 1996 Schmidt Plow	821B/ L3100BC16/ R4516H	4 yard/ 16 ft./ 16 ft.
Truck/ Plow/ Spreader	1999 Oshkosh Truck/ Blue Max Plow/ Swenson Tailgate Spreader	P Series/ BMP 1850HW/ SBD9	18 ft.
Plow	2008 Pro-Tech	IS20L	20 ft.
Plow	2014 Schmidt	R4516	16 ft.
Sander	2016 HiWay V Box	E-2020XT-12	6.3 yard
Blower/ Carrier Vehicle	2016 Bobcat Blower/ 2016 Bobcat Tool Cat	SB200x60/ 5600	60 inch
Loader/ Blower/ Sweeper/ Plow	2018 John Deere 2016 Sno Go 2018 Paladin/ 2020 Henke	644K/ MP-318/ 21493PH2-BLNK/ REL16.SVL	4 yard/ 2,500 ton/ 16 ft./ 16ft.
Tractor/ Plow/ Sweeper	2020 New Holland 2020 Arctic 1996 Sweepster	T6.155/ LD-15.5/	15 ft. plow 9 ft. sweeper
MTE	1999 Oshkosh Truck/ 1999 MB Sweeper/ 1997 Wausau Plow	H Series/ TTB-4600/ BMP 2250	20 ft./ 22 ft.

DRAFT

DRAFT

# Mead & Hunt

Mead and Hunt, Inc.  
7900 West 78th Street,  
Suite 370  
Minneapolis, MN 55439  
phone: 952-941-5619  
meadhunt.com

Agenda Item 8a



These documents shall not be used for any purpose or project for which it is not intended. Mead & Hunt shall be indemnified by the client and held harmless from all claims, damages, liabilities, losses, and expenses, including attorneys' fees and costs, arising out of such misuse or reuse of the documents. In addition, unauthorized reproduction of these documents, in part or as a whole, is prohibited.

## CHIPPEWA VALLEY REGIONAL AIRPORT WILDLIFE FENCE PROPOSED LOCATION

3800 STARR AVENUE  
EAU CLAIRE, WI 54703

ISSUED 06/30/14 PROJECT MILESTONE

DRAFT

NOT FOR CONSTRUCTION

APR NO: X-XX-XXXX-XX  
MMH NO:  
DATE:  
DESIGNED BY:  
DRAWN BY:  
CHECKED BY:  
DO NOT SCALE DRAWINGS  
SHEET CONTENTS

SHEET NO.

X:\23090919\191153.01\TECH\CAD\DRAWINGS\PRELIM\FENCE LOCATION.DWG  
3/16/2021 1:03:14 PM



- - - - - AIRPORT PROPERTY LINE
- x - x - EXISTING FENCE LOCATION
- x - x - PROPOSED FENCE LOCATION
- PROPOSED CLEARING AND GRUBBING



March 19, 2021

Name

Address

City, State, Zip

To Whom It May Concern:

The Chippewa Valley Regional Airport (Airport) is hosting a virtual meeting on Wednesday, April 14, 2021 to share information with Airport Stakeholders on current and future projects. You are receiving this letter because you have been identified as a property owner immediately adjacent to Airport property.

Among the projects being presented is the replacement of the Airport perimeter fence starting in the Fall of 2022. The Airport plans to replace its existing perimeter fence with USDA-APHISWS's recommended wildlife fencing. In conjunction with installing approximately 36,000 linear feet of new fencing, the Airport also plans to clear and grub approximately 222 acres of brush and stumps to establish turf vegetation in order to maintain the area and to enhance wildlife control. The proposed project will include replacing the existing 6-foot fence with a 10-foot chain link fence with 3-strand barbed wire at the top and a 2-foot angled and buried chain link section at the bottom. Additionally, the Airport will be moving portions of the fence to more closely follow the airport property line, which may result in the fence moving closer to your property line than it is in the current location.

The Wildlife Hazard Assessment (WHA) completed in September 2014 by the USDA noted that while there is currently a perimeter fence, the current fence height of six feet is not adequate to restrict deer ingress. During the assessment it was also noted that coyotes and their tracks or droppings were observed and recorded on the runways and taxiways most months of the assessment and that coyotes can dig holes, run across taxiways and runways, chew on PVC and damage electrical wires. The WHA also mentions trees and shrubs should be removed from the Airport, unless they are important for noise abatement purposes. The assessment goes on to reference several areas of the Airport where removing trees, shrubs and brush and establishing a permanent grass monoculture maintained by mowing would reduce the attractiveness of the Airport to wildlife. Finally, the Airport Wildlife Hazard Management Plan created as a result of the WHA, recommends projects to manage wildlife including updating perimeter fencing to Federal Aviation Administration (FAA) recommended specifications and clearing all unnecessary trees, shrubs and brush throughout airport property.

To aid in the fence replacement, we are conducting a survey of Airport property. You may see Airport engineers or surveyors working near the Airport property line starting in early April 2021 through the completion of the project which is currently planned for 2023.

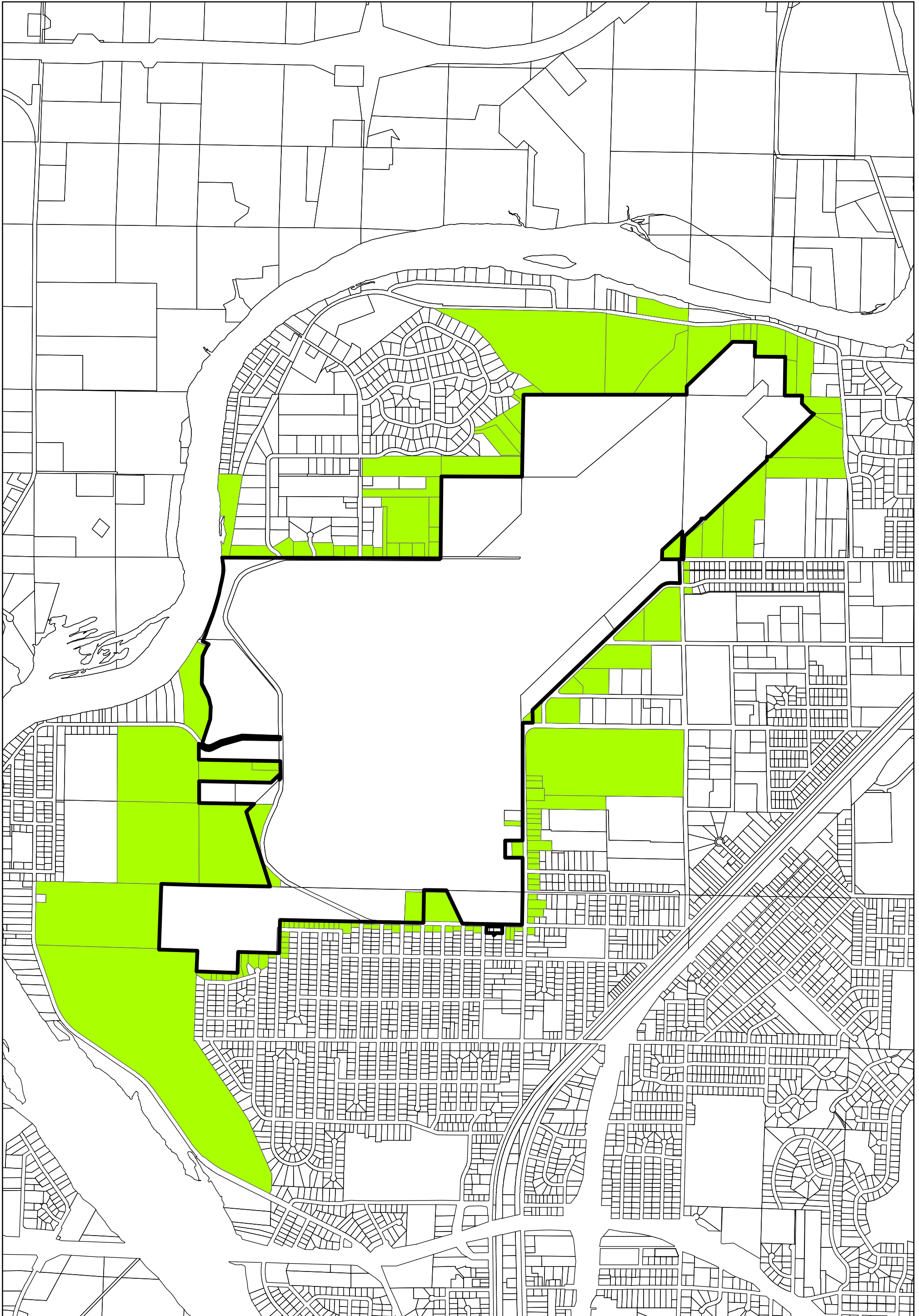
I have included the most up to date plan for this project with this letter. Keep in mind this is a draft and subject to future FAA review and approval. The timing of the fence replacement is also subject to change based on availability of FAA funding. If you have questions feel free to call, email or participate in the upcoming meeting.

Sincerely,

Charity Zich  
Airport Director

DRAFT

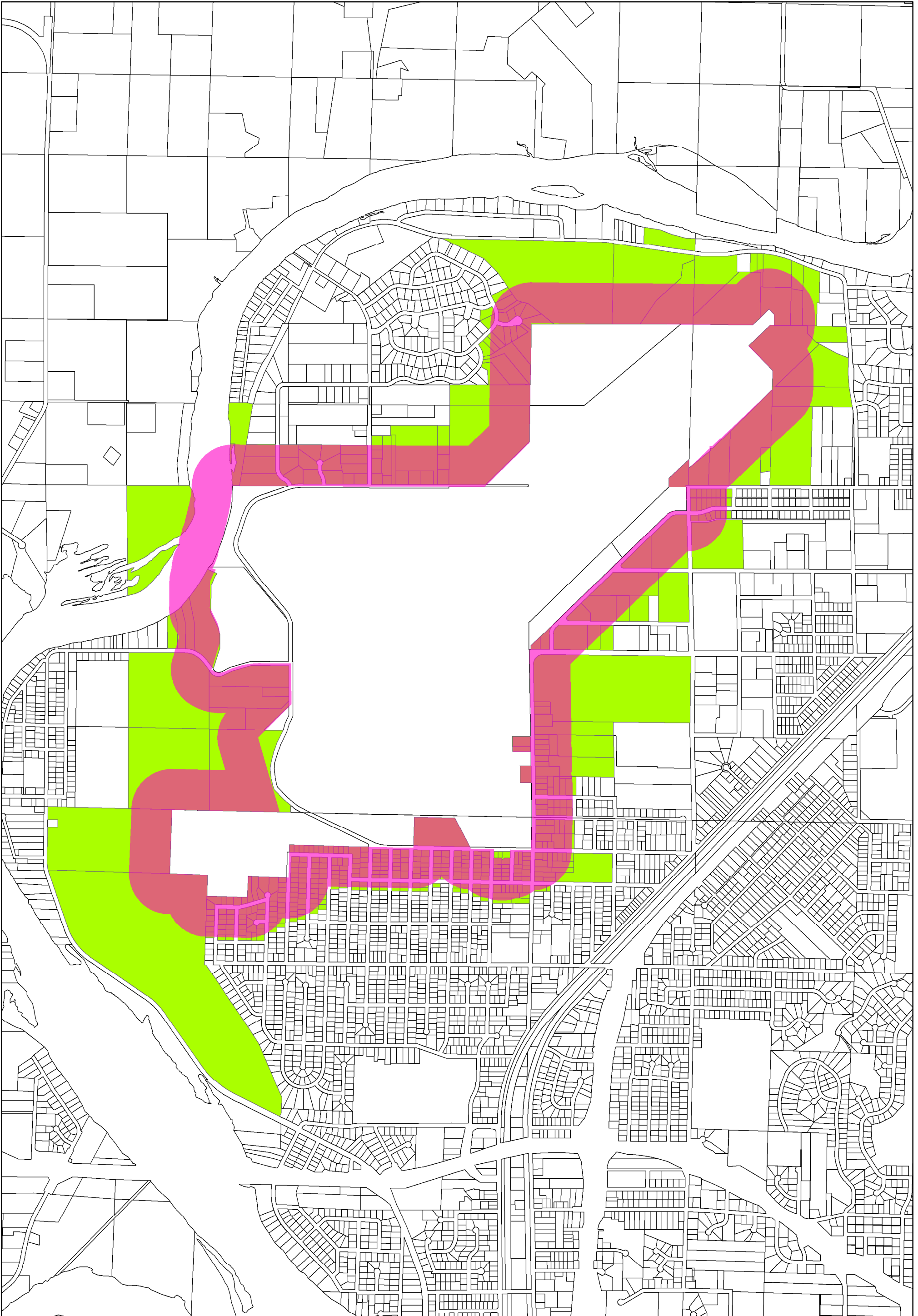






 Airport Property Line

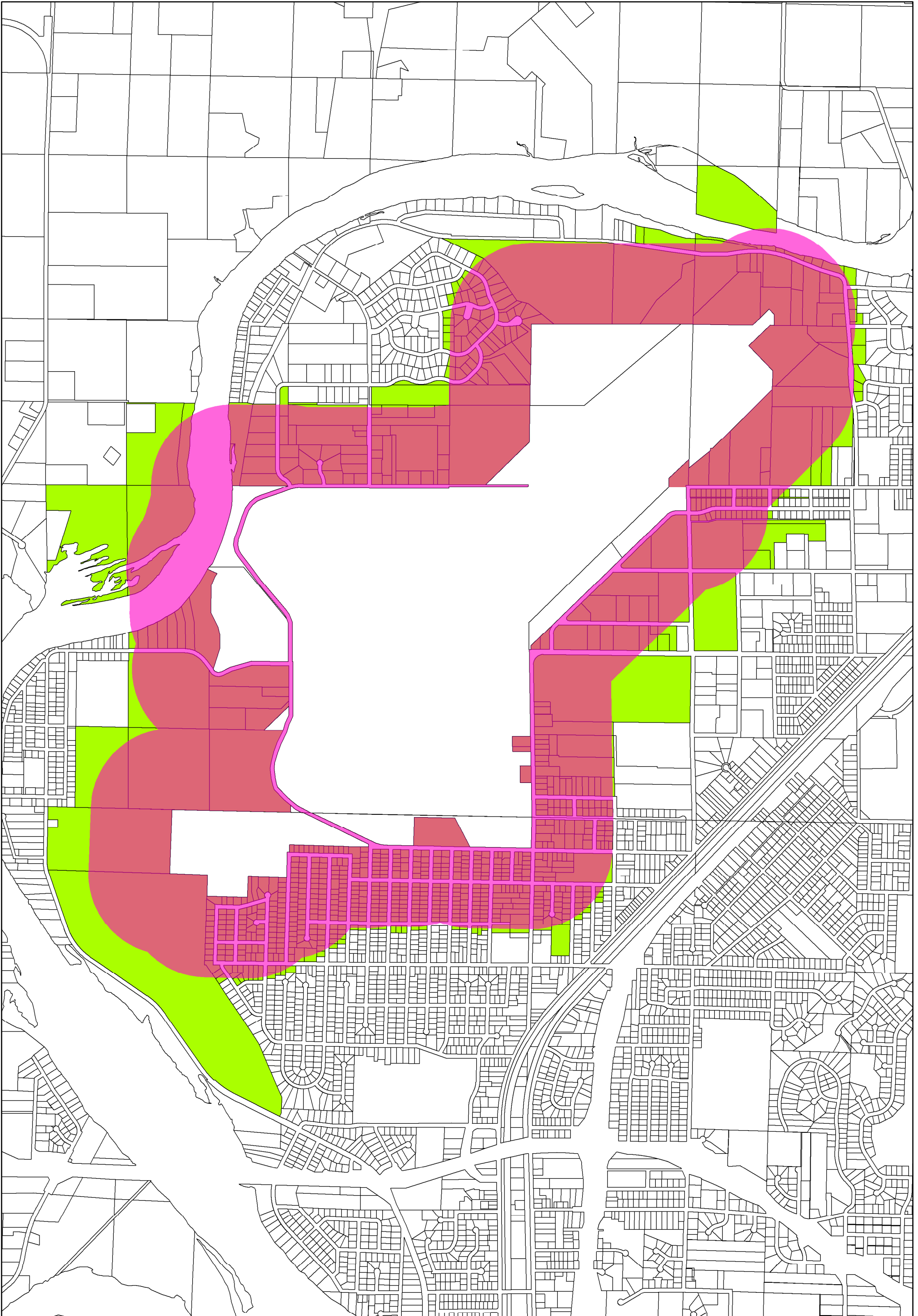
 Parcels Adjacent to Airport



There are 133 parcels adjacent to the airport boundary.



-  Eighth Mile Buffer
-  Parcels Intersecting the Eighth Mile Buffer

There are 481 parcels intersecting the 1/8 mile buffer.



-  Quarter Mile Buffer
-  Parcels Intersecting the Quarter Mile Buffer

There are 919 parcels intersecting the 1/4 mile buffer.



7 South Dewey Street | Eau Claire, Wisconsin 54701 | 715.832.1605 | www.sdsarch.com

## EXHIBIT A – SCOPE OF SERVICES

**Date:** February 4, 2021

**To:** Josh Holbrook  
Airport Development Engineer  
Wisconsin Bureau of Aeronautics  
Joshua.Holbrook@dot.wi.gov

**Project:** Corporate Hangar  
Chippewa Valley Regional Airport  
SDS Project #: TBD

**Project Description:** Providing full architectural design and engineering services related to the construction of the Corporate Hangar at the Chippewa Valley Regional Airport.

### Project Understanding:

Architectural, Structural and Site/Civil design and bid drawings were produced previously for “Hawthorne Hangar”. The intent is to utilize the original design and modify the documents as required for a Corporate Hangar and include HVAC, Electrical, Plumbing and Fire Protection design and documents to create a complete package for bidding and construction. Mead and Hunt will also provide consulting services for design, bidding and Section 106 work. Mead and Hunt’s Scope of Services to the BOA is included in this proposal.

### Section A – Scope of Services

#### Phase 1 Preliminary Design

Most of the Preliminary Design Phase has been completed but the following tasks remain

- Task 1 - Meetings:
  - Verification that the existing plan meets the programmatic requirements of the user
  - Review client’s expectations for HVAC, Electrical, Plumbing and Fire Protection needs
- Task 2 - Coordination:
  - Develop Preliminary Concepts for MEP systems within the existing design
  - Confirm existing conditions on site
- Task 3 – Preliminary Cost Estimate:
  - Develop Preliminary Cost Estimates for all systems

#### Phase II Final Design:

- Task 1 - Meetings
  - Meetings with consultant, client, FAA and WIBOA to confirm plan layout and systems
  - Meeting preparation and documentation. Meeting minutes will be completed and distributed by SDS
  - Meeting with City of Eau Claire to confirm City Ordinance
  - Preliminary review with State of Wisconsin DSPS
  - Meetings will be done virtually via teleconference
- Task 2 – Bid Proposal Packet Preparation for Review
  - Review existing bid proposal packet and update as needed for bidding in 2021.
  - Room data sheets indicating all finishes and MEP requirements for each room
  - Provide Mechanical Cut Sheets for all equipment

- Provide Plumbing equipment Cut Sheets
  - Provide Lighting Cut Sheets
  - Provide Power and Data Cut Sheets
  - Confirm Exterior Material Selections
  - Confirm Interior Material Selections
  - Site Design Overview
- Task 3 – Construction Plans – Based on review and approval of the Bid Packet, SDS will provide:
    - Review existing construction plans and update as needed for bidding in 2021.
    - Provide Project Budget Update
    - Conduct Quality Review of all Documents
    - Local Ordinance Analysis and Submittals
    - State Building Code Analysis and Submittals including required calculations
    - Architectural/ Interior Design Plans and Details for Bid/Construction
    - Final Finish Sample Board
    - Technical Specifications for Project Manual
    - Structural System Design / Confirmation including Plans and Details for Bid/Construction
    - Structural Calculations required for State Submittal
    - Structural Specifications for Project Manual
    - Fire Protection Design including Plans and Details for Bid/Construction
    - HVAC System Design including Documents / Calculations required for State Submittal
    - HVAC Plans and Details for Bid/Construction
    - HVAC Specifications for Project Manual
    - Electrical Systems Design including Documents/Calculations required for State Submittal
    - Electrical Plans and Details for Bid/Construction
    - Electrical Specifications for Project Manual
    - Telecommunication Design will be by others, conduit and pathways will be provided as part of the Electrical Design
  - Task 4 – Pre-Bid Conference
    - Meeting with client, FAA, WIBOA and subconsultant to confirm bidding schedule and content
    - Prepare for and attend a PreBid Conference at the Chippewa Valley Regional Airport
  - Task 5 – Furnishing of Plans and Specifications
    - SDS shall prepare, reproduce and distribute bidding documents (bid document includes one Specification and one plan set) to interested contractors and Suppliers. A current list of plan holders will be maintained in QuestCDN
    - Bidding Documents will be uploaded to QuestCDN
  - Task 6 – Bidding Assistance
    - Respond to inquiries during bidding
    - Attend Walk Through
    - Prepare and Distribute Addenda

### **Section B -Project Schedule**

SDS shall perform the Services and deliver the related Documents based on Notice to Proceed, and approved Project Schedule.

### **Section C - Compensation**

To perform the foregoing obligations, the WIBOA shall pay SDS Architects the amount of \$XXXXXX payable according to the following terms:

- Lump Sum (see **Exhibit B – Compensation** attached).

Compensation for Additional Services (if any) shall be paid by the WIBOA to SDS according to the following terms after an executed agreement:

- Additional services identified as Actual Cost tasks in the contract
- Lump Sum Amendment or Actual Cost

#### **Section D - Deliverables**

**Deliverables for this project will consist of the following:**

- Electronic copies for review by the Client, WISBOA and FAA of the contract documents
- Electronic documents will be transmitted via e-mail or to an electronic site. Hard copies will only be provided upon request. Final digital copies will be provided to the WISBOA and the Airport Sponsor once the project is complete.

#### **Section E - Exclusions**

The following items are excluded from the services and can be added by amendment if required.

- Land Survey
- Geotechnical Report
- Investigation and identification of Hazardous Materials.
- Construction Phase and Administrative Services

## EXHIBIT A – SCOPE OF SERVICES

### CHIPPEWA VALLEY REGIONAL AIRPORT (EAU) CORPORATE HANGAR

This Agreement (this “**Agreement**”) made and effective this January 27, 2021, by and between SDS ARCHITECTS whose offices are located at 7 South Dewey Street, Eau Claire, WI 54701, hereinafter called the “CONSULTANT,” and MEAD & HUNT, INC., a corporation organized and existing under the laws of the state of Wisconsin, with its principal office in the City of Middleton, Wisconsin, hereinafter called “SUBCONSULTANT.”

#### **Project Understanding**

This proposal is based on our recent discussions with the Consultant and the client regarding the design of the CORPORATE Hangar at the Chippewa Valley Regional Airport. The approach for this agreement is outlined in Exhibit A -Scope of Services defined below.

#### **Section A - Scope of Services**

After receipt of authorization to proceed, Mead & Hunt shall complete the following tasks:

##### **Task 1 – Coordination & Meetings**

- Meetings with consultant, client, FAA and WIBOA
- Provide specification review per FAA and WIBOA guidelines
- Provide review and coordination for bidding per WIBOA guidelines
- Teleconference Design Review Meetings

##### **Task 2 – Section 106**

- Historical society notification
- Archaeological survey
- Architecture/history survey
- Prepare the Section 106 submittal and form

##### **Task 3 – Construction Operations Plan / Construction Safety Phasing Plan (CSPP) and Points of Interest (POI) Plan**

The Subconsultant shall prepare a Construction Operations Plan and Point of Interest Plan which complies with FAA Advisory Circular 150/5370-2G. The plan will identify construction runway safety areas (RSA's), taxiway safety areas (TSA's), and object free areas (OFA's). This plan will minimize construction time needed inside these areas. Haul routes will be carefully considered and shown on the plan. Temporary traffic control needs will be addressed. The Consultant will submit this plan to the Airport and FAA for Approval. Any agency comments will be included in the plans.

#### **Task 4 – Corporate Hangar Plans, Specifications and Contract Legal Documents**

The Subconsultant will review the plans and specifications for conformance with WIBOA and FAA requirements and provide comment to Consultant for incorporation into final bid documents.

Work under this task will include preparation of the final contract documents including Bid Advertisement, Advisory Notice to Bidders, Pre-qualifications, Current Workload, ECIP, Proposal form, Table of Contents, Proposal requirements and conditions, Bid Bond, Certificate of Bid Bond, Subcontractors form, State Requirements, Federal Requirements, Conditions of the contract, FAA general provisions, special provisions, Schedule of Prices, and Wage Rates. Preparation will include establishing the location for the bid opening, dates for advertisement and description of the work schedule. Final contract documents will be prepared as early as possible during the design phase and submitted to the Owner for review. Also review and incorporate the Sponsor's general provisions and contract clauses, as required.

The Subconsultant will prepare Special Provisions to address, or expand on, conditions that require additional clarification. They will include but are not be limited to the following items:

- Scope of Work
- Prosecution and Progress
- Notice of other Contracts
- Schedule of Operations
- Pre-Construction Conference
- Payment to all Subcontractors
- Electronic certified payroll submittal
- Disadvantaged Business Enterprise Development
- Permits, licenses, and taxes
- Partial Payments
- Insurance Requirements
- Construction Layout and Staking

Consultant shall provide the Technical Specifications as required for the building and the Subconsultant shall provide review, formatting, and coordination in accordance with FAA and BOA specifications.

The Subconsultant shall provide FAA or WisDOT standard technical specifications. These specifications include but are not limited to:

Sections 10 – 90 General Requirements from FAA Advisory Circular 150/5370-10H  
 Item C-105 Mobilization  
 Item P-101 Preparation/Removal of Existing Pavements  
 Item P-156 Temp, Air, Water, Soil, and Silt Control  
 Item P-208 Aggregate Base  
 Item P-403 Asphalt Mix Pavement  
 Item T-901 Seeding / Item 630  
 Item T-902 Fertilizing / Item 629  
 Item T-905 Salvaged Topsoil / Item 625



Item T-908 Mulching / Item 627

The anticipated non-standard technical specifications include, but are not limited to, the following items:

Airfield Safety and Traffic Control  
Restoration of Airport Haul Roads

#### **Task 5. Furnishing of Plans and Specifications**

The Consultant shall prepare, reproduce, and distribute 10 bidding documents (bid document includes one Specification and one 11" x 17" plan set) to interested contractors and suppliers. The consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

The Subconsultant shall upload appropriate bidding documents to QuestCDN.

#### **Task 6 – Bidding Assistance**

During the bidding process, the Subconsultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

The Subconsultant shall assist in any addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor, BOA or FAA.

Prepare for and attend a Prebid Conference at the Chippewa Valley Regional Airport.

### **Section B - Schedule**

Subconsultant shall perform the Services and deliver the related Documents based on Notice to Proceed.

### **Section C - Compensation**

C.1. In return for the performance of the foregoing obligations, Consultant shall pay to Subconsultant the amount of **\$XXXXX** payable according to the following terms:

- Lump Sum (see **Exhibit B - Compensation** attached).

C.2. Compensation for Additional Services (if any) shall be paid by Consultant to Subconsultant according to the following terms:

- Lump Sum Amendment

### **Section D - Consultant's Responsibilities**

Consultant shall perform and/or provide the following in a timely manner so as not to delay the Services of Subconsultant. It is understood the Consultant will have primary contact with airport staff therefore will assist the subconsultant in obtaining the necessary work items in order to complete this project. Some of the necessary work items include:

*X:\2309919\210348.01\CFEE\contract\EAU 2020 FBO Scope Exhibit A Scope.docx*

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Review of draft documents within two weeks of receipt. The draft documents will also be sent to the Airport for review and it's assumed they will return comments within two weeks of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- Provide bid documents to the Client, FAA and Wisconsin Bureau of Aeronautics.

The Consultant shall bear all costs incident to completing the aforementioned items.

### **Section E – Subconsultant Deliverables**

The deliverables for this project will consist of the following:

- Electronic copies for review by the Client, WisBOA and FAA of the contract documents.
- Submit any 7460 and/or Construction Safety Phasing Plans to OEAAA website.

The Subconsultant will transmit these documents via email. Hard copies will only be sent if requested. Final digital copies of the aforementioned documents will be provided to Consultant and the Airport Sponsor once the project is complete.

### **Section F - Exclusions**

The following items are excluded from the Subconsultant services and can be added by amendment if they are required at a future date by the Consultant:

- Environmental coordination or documentation (to be performed by the WIBOA)
- Project Design Report
- ALP Update
- Geotechnical Exploration
- Survey
- Civil engineering
- Architecture or building engineering related services other than those indicated above.
- Cost estimating
- Regulatory processing including city, county, state, or utility coordination, approvals, or fees
- Construction phase and administrative services
- Escorting/site access
- DBE participation in design services



## CONTRACT FOR AIRPORT PLANNING SERVICES

### I. PARTIES

This Agreement, between the Chippewa Valley Regional Airport/Eau Claire County, Wisconsin, Contact Person: Charity Zich, Airport Director, Chippewa Valley Regional Airport, 3800 Starr Ave, Eau Claire, WI 54703, hereinafter referred to as "County" and Contact Person: Amy Michels, Mead and Hunt, 7900 West 78<sup>th</sup> Street, Suite 370, Minneapolis, MN 55439, hereinafter referred to as the "Consultant".

### II. TERM

Services under this Agreement shall commence March 19, 2021 and continue through agreement completion of December 31, 2022. This agreement can be extended upon mutual agreement for up to two years. The term is subject to termination in accordance with Article V of this Agreement. This Agreement represents the entire agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral.

### III. SCOPE OF SERVICES

The purpose of this Agreement is to formalize the relationship between County and Consultant. The Consultant shall provide planning services for airport development as indicated in the attached RFP/BID (Exhibit A) and proposal (Exhibit B). The total cost to perform these services is (approved \$ amount here) plus any additional costs outlined in Exhibit 'C'.

### IV. OWNERSHIP RIGHTS

Information and software developed (architectural drawings/designs, or similar language) by the Consultant, for the purposes of this agreement, shall be belong exclusively to the County.

### V. TERMINATION

The County may, upon written notice to the Consultant, terminate the performance of work under this Agreement, in whole or in part, in accordance with the following criteria:

- (A) Whenever the Consultant shall default in performance of this Agreement in accordance with its terms included in the term "default" any such failure by the Consultant to provide services set forth herein in Part III (Scope of Services) and shall fail to cure such default within a period of ten (10) days (or such longer period as the County may allow) after receipt from the County of a notice specifying the default; or
- (B) Whenever for any reason the County shall determine that such termination is in the best interest of the County. Any such termination shall be affected by delivery to the Consultant of a Notice of Termination specifying the basis for the termination, the extent to which performance of work is terminated and the effective date of such termination.

If after the termination of the Agreement or any part thereof for default under "A" above, it is determined that the Consultant was not in default pursuant to "A", or that the Consultant's failure to perform satisfactorily is due to causes beyond the control and without fault or negligence on the part of the Consultant, the Notice of Termination shall be deemed to have been issued under "B" above, and the rights and obligations of the parties involved shall be governed and resolved accordingly.

Upon receipt of a Notice of Termination and except as otherwise directed by the County, the Consultant shall stop work under the Agreement on the date and to the extent specified in the Notice of Termination; shall take all necessary or appropriate steps to limit disbursements and minimize costs; and will furnish a report, as of the date or receipt of notice of suspension or termination, of the status of all activities under the terms of this Agreement, including the work effort, funds, results accomplished, conclusions resulting therefrom and such other matters as the County may require.

Notwithstanding the above, the Consultant shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of this Agreement by the Consultant and the County may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the County from the Consultant is determined.

## VI. PAYMENT

- (A) The Consultant will submit a monthly statement for services. The statement shall include a description of services provided, along with the fees. Total fees shall not exceed the agreement amount unless prior written approval is provided. An original and two copies of the invoice will be sent directly to: Charity Zich, Airport Director. This invoice will be reviewed and sent to the appropriate department for payment.
- (B) In event of dispute, the County reserves the right to withhold payment from that portion of the invoice under dispute until such time as the dispute is resolved or settlement is achieved through other means.
- (C) The County is subject to payment provisions of 1989 Wisconsin Act 233. The County, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (30) days as long as the properly completed invoice or receipt is received on or before the 4th of the month. If a properly completed invoice or receipt is not received by the 4th of the month, the Consultant waives the right to collect interest under 1989 Wisconsin Act 233 if payment is not made within thirty (30) days.

## VII. PERSONNEL

The Consultant represents that it has or will secure, at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with agencies providing funds for the project.

## VIII. CONFLICT OF INTEREST

- (A) No officer or employee of the County and no member of its governing body, who exercises any functions or responsibilities in review or approval of the undertaking or carrying out of this study, during his tenure or one (1) year thereafter shall have any personal interest, direct or indirect, apart from his official duties, in this Agreement or the proceeds thereof.
- (B) The Consultant covenants that it has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement no person having such interest shall be employed.

## IX. HOLD HARMLESS

Regarding the operations and responsibilities concerning this agreement, the Consultant further covenants and agrees to indemnify, and hold harmless the County, its officers, agents and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature, and whether casual or continuing trespass or nuisance and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or because wrongful act on the part of the Consultant, its employees or agents, or because of any joint omission of duty, negligence or wrongful act on the part of the Consultant and the County, their employees or agents in connection with this Agreement.

## X. INSURANCE REQUIRED

The Consultant to perform services for the County of Eau Claire shall: (1) Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in work: (2) Maintain general liability and property damage against any and all claim(s) which might occur in the carrying out of this agreement/agreement. Minimum coverage is \$1,000,000 combined single limit liability. Provide, upon request, an insurance certificate(s) indicating this coverage, countersigned by any insurer licensed to do business in the State of Wisconsin, covering the period of this agreement/agreement, and the County will be listed as an additional insured.

#### **XI. SUBAGREEMENTING OR ASSIGNMENT**

The benefits or obligations hereunder shall inure to and be binding upon the parties hereto and their respective successors, provided any such successor to the Consultant, whether such successor be an individual, a partnership or a corporation, is acceptable to Eau Claire County, and neither this Agreement nor the services to be performed thereunder shall be subcontracted, or assigned or otherwise disposed of, either in whole or in part, except with the prior written consent of the County.

#### **XII. CHANGES, ALTERATIONS OR MODIFICATIONS IN THE SERVICES**

The County shall have the right, at its discretion, to change, alter or modify the services provided for in this Agreement and such changes, alterations or modifications may be made even though they will result in an increase or decrease in the services of the Consultant or in the agreement cost thereof except that if the changes increase the costs to the Consultant and the County does not agree to bear the additional costs, the Consultant may cancel this Agreement on 60 days written notice. Any such change, alteration or modification which either separately or in combination results in a change in the scope of services or an increase in the amount payable to the Consultant will be processed by a written change order.

#### **XIII. SANCTIONS UPON IMPROPER ACTS**

If the Consultant, or any of its officers, partners, principals, or Agents, or if an employee of the Consultant acting with its acquiescence, is convicted of a crime arising out of or in connection with the procurement of this Agreement or the services or any payment under it, the Agreement may be terminated as provided in Section V. In the event of a conviction occurring after the expiration or termination of this Agreement, the Consultant shall be liable for the refund of all fee or profit paid under the Agreement. The rights and remedies set forth herein shall be in addition to, and the exercise thereof shall in no way be considered or construed as a waiver of, any other rights or remedies granted or available to Eau Claire County.

#### **XIV. RESPONSIBILITY OF A CONSULTANT**

- (A) The Consultant shall perform the services with that standard of care, skill and diligence normally provided by a Consultant in the performance of services similar to the services hereunder.
- (B) Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Consultant shall be responsible for professional and technical accuracy of its work, services, equipment, and other materials furnished by the Consultant under this Agreement.
- (C) If the Consultant fails to perform the services, or any part of the services, in conformance with the standard set forth in Paragraph A above, and such failure is made known to the Consultant within thirty (30) days after expiration of this Agreement, it shall, if required by the County, perform at its own expense and without additional cost to the County, those services necessary for the correction of any deficiencies or damage resulting, in whole or in part, from the Consultant's failure. This obligation is in addition to and not in substitution for other remedies available to the County under Section IV.
- (D) The Consultant shall be required to furnish, upon request by the County, proof that it has the financial capacity to provide the services and that it is financially able - through its own resources or through a qualified surety - to protect the County from errors and omissions that might arise from the direct performance of the services or the performance of the services by third parties relying on the work product.

#### **XV. APPLICABLE LAW**

This agreement shall be governed under the laws of the State of Wisconsin and is made at Eau Claire County, Wisconsin, and venue for any legal action to enforce the terms of the agreement shall be in Eau Claire County Circuit Court.

#### **XVI. COMPLIANCE WITH THE LAWS**

The Consultant hereby represents and warrants:

- (A) That it is qualified to do business in the State of Wisconsin and it will take such action as, from time to time hereafter, may be necessary to remain so qualified; and
- (B) That it is not in arrears with respect to the payment of any monies due and owing Eau Claire County, or any department or agency thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Agreement; and
- (C) That it shall comply with all Federal, State and local laws, ordinances and legally enforceable rules and regulation applicable to its activities and obligations under this Agreement; and
- (D) That it shall procure, at its expense, all licenses, permits, insurance and governmental approval, if any, necessary to the performance of its obligations under this Agreement.

In addition to any other remedy available to the County, breach of any of the Paragraphs A through D of this Section shall, at the election of the County, be grounds for termination as provided for in Section IV, provided, however, that failure of the County to terminate this Agreement shall not be considered or construed as a waiver of such breach nor as a waiver of any rights or remedies granted or available to the County.

## **XVII. TAXES**

The County and its Departments are exempt from payment of all federal taxes and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below:

1. The County, including all of its departments, is required to pay a Wisconsin excise tax on beer, liquor, wine, cigarette, tobacco product, motor vehicle fuel, engine oil and aviation fuel. However, the County is exempt from payment of State of Wisconsin sales or user tax on this purchase. The County may be subject to taxes imposed by other States on its purchases dependent upon the laws of that state.
2. Consultants performing construction activities are required to pay state user tax on the cost of materials.
3. The Wisconsin Department of Revenue does not issue state sales exempt numbers to Counties per Wisconsin Statute  $\square$ 77.54(9)(a).

## **XVIII. INDEPENDENT CONSULTANT STATUS**

Both parties understand that the County is bound by the public records law, and as such, all terms of this agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.31 *et seq.* Provider acknowledges that it is obligated to assist the County in retaining and producing records that are subject to the Wisconsin Public Records law, and that the failure to do so will constitute a material breach of this agreement, and that the Provider must defend and hold the County harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under this agreement.

The relationship of the Consultant to the County shall be that of an independent consultant and the Consultant shall be entitled to none of the rights, benefits, salaries, wages or fringe benefits to which employees of the County are eligible. Nothing in this Agreement shall be construed so as to deem the Consultant, its employees or agents (1) as employees of the County, (2) as carrying out the functions of the County, (3) as effectively acting as or in place of the County, or (4) having the status of the County. The Consultant has no authority to incur any obligation for or on behalf of the County. No federal, state or local taxes or social security deductions or contributions shall be made by the County on behalf of the Consultant. THE CONSULTANT UNDERSTANDS IT MAY BE LIABLE UNDER SECTIONS 1401 TO 1403 OF THE INTERNAL REVENUE CODE (1980) FOR PAYMENT OF A TAX ON SELF-EMPLOYMENT INCOME AND IT SHALL BE THE CONSULTANT'S RESPONSIBILITY TO KEEP A RECORD OF INCOME UNDER THIS AGREEMENT AND TO FILE SUCH INCOME TAX FORMS AS MAY BE REQUIRED BY LAW. NO DEDUCTIONS FOR ANY PURPOSE WHATSOEVER ARE BEING TAKEN FROM THE PAYMENT SPECIFIED AT 2., ABOVE.

The parties hereto, having read and understood the entirety of this Agreement, consisting of five (5) typewritten pages and        attachments, hereby affix their duly authorized signatures.

**EAU CLAIRE COUNTY  
(COUNTY) BY:**

**(CONSULTANT) BY:**

\_\_\_\_\_  
Charity Zich, Airport Director

\_\_\_\_\_  
(Name/Title)

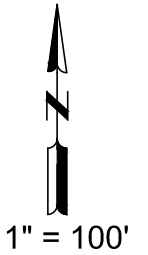
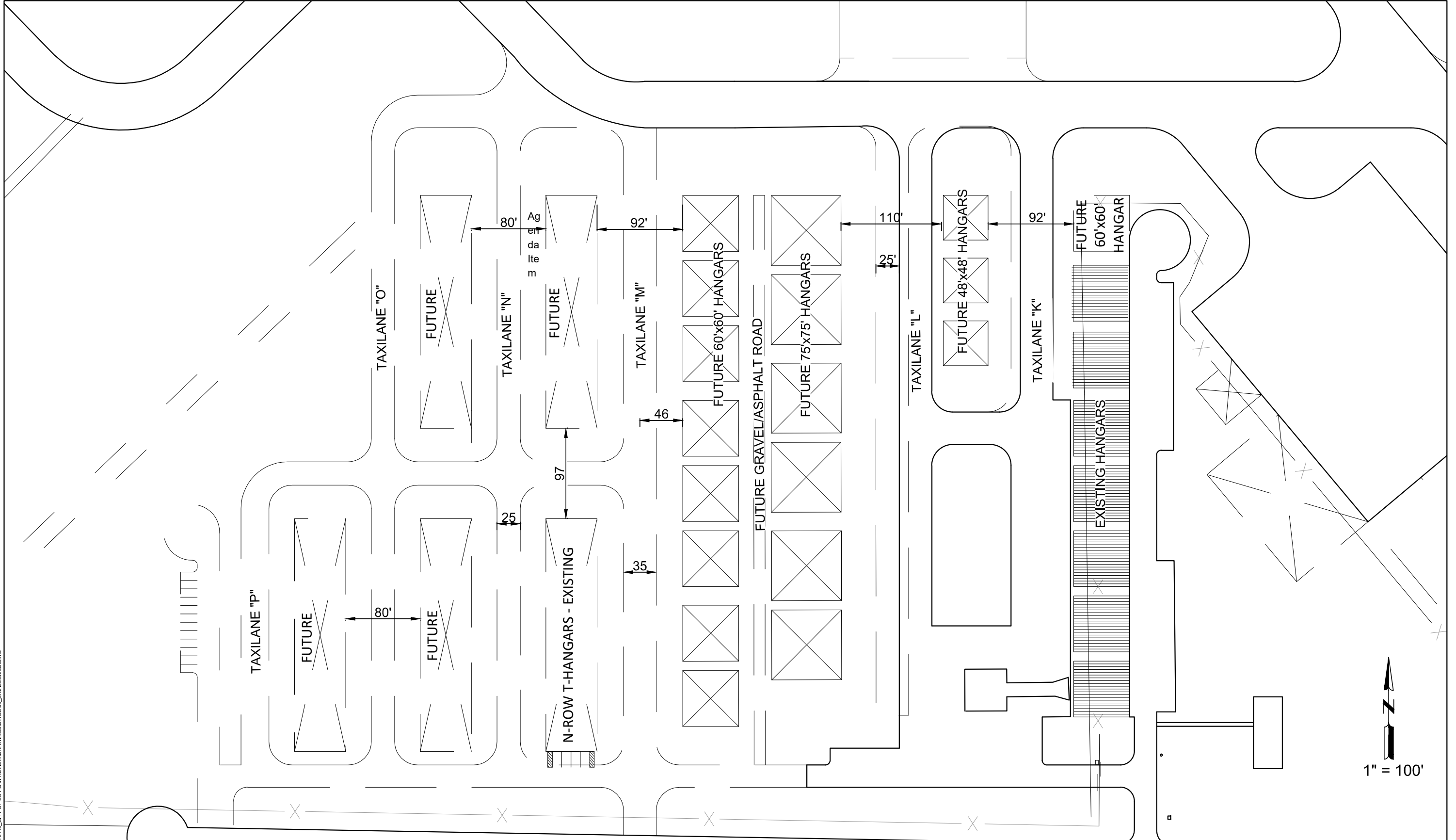
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ULTIMATE SOUTH GA HANGAR AREA DEVELOPMENT

