

AGENDA
Chippewa Valley Regional Airport Commission
Friday, April 16, 2021, 7:30 a.m.
Virtual Meeting via Webex

Join WebEx Meeting:

<https://eauclairecounty.webex.com>

Meeting ID: 145 922 3562 Password: fjQm6DXB9Y8

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

Audio conference:

1-415-655-0001 Access Code: 1459223562###

Please mute personal devices upon entry

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. March 18, 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. 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 Recognition Program Quarterly Recipient

1. Discussion/Action

b. Airport Stakeholder Communication/Listening Session

1. Discussion/Action

9. New Business:

a. Airport Commissioner Reappointment

1. Discussion/Action

b. 2022 Draft Capital Project List

1. Discussion/Action

c. Hawthorne Aviation Minimum Standards Waiver Request

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 Thursday, March 18, 2021, 7:30 am Virtual Meeting via Webex

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull and Barry Wells were present via Webex virtual meeting.

MEMBERS ABSENT: Kevin Stelljes

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Brian Murley-Mayo, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Associate were present via Webex virtual meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft and Chuck Hull were present via Webex virtual meeting. Barry Wells joined the meeting at 7:36 am.
4. **Approval of Minutes:**
 - a. **February 19, 2021 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hoeft, the minutes of the February 19, 2021 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Francis, seconded by Com. Bowe, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down for the month and for the year.
 - **Car Rental Operations**
Cars rented are down for the month and for the year.
 - **Tower Operations**
Tower Operations are 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: None**

7. Operational Matters:

a. Airport Operations Report

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. Airport Strategic Plan Update/Review:

- **2020-2022 Plan Update:** The Airport Director and Commission briefly discussed the employee survey results that were sent out recently.
- **Operational Review:** The March operational review covered Grounds Maintenance. The Commissioners suggested noting the Snow Removal Operations Priorities in an Airport Newsletter in the Fall so that Airport Tenants can see the order we prioritize snow removal.

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 will be bid in May.
- **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 May.
- **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 roof still needs replacing and some punch list items remain for the Spring.

8. Previous Business:

- ### a. Airport Stakeholder Communications:
- The Airport Director discussed the draft letter that will be mailed to Airport neighbors with adjacent parcels that could be affected by the Airport fence replacement project. There will be an informational meeting on Wednesday, April 14th at 6:30 pm in which neighbors can participate. The Commission also suggested sending another informational letter with more broad project updates to neighbors within ¼ of a mile of the Airport.

9. New Business:

- ### a. Design Contract for Corporate Hangar Development with SDS Architects:
- The Airport Director discussed the proposed Design Contract for Corporate Hangar Development with SDS Architects.

On a motion by Com. Wells, seconded by Com. Hoeft, the Commission approved to proceed with the Design Contract for Corporate Hangar Development with SDS Architects.

(Ayes 6-Nayes 0)

- b. **On-Call Service Agreement with Mead and Hunt:** The Airport Director discussed the On-Call Service Agreement with Mead and Hunt related to potential general aviation box hangar construction at the Airport.

On a motion by Com. Francis, seconded by Com. Wells, the On-Call Service Agreement with Mead and Hunt was approved as not to exceed \$10,000.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for April 16th, May 21st and June 18th. There will also be a Public Meeting on Wednesday, April 14th at 6:30 pm to discuss the Airport fence replacement project.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:36 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

March Vouchers for approval April 16, 2021

Agenda Item 5a

Cintas	Uniforms & Towels	53510-298	\$254.90
City of Eau Claire	Airport Water/Sewer Charges - Q1	53510-221	\$13,789.04
<i>City of Eau Claire</i>	<i>ATCT Water/Sewer Charges - Q1</i>	<i>53515-221</i>	<i>\$243.62</i>
Eau Claire County Highway Dept.	MTE 3 Mechanic Service Calls	53510-241	\$243.96
Fuel Service DJ's Mart LLC	2,500 Gallons of Gasohol Fuel	53510-377	\$6,422.50
LaForce	Lock for FBO Front Door	53510-248	\$73.52
LaForce	Door Hardware for SRE Project	53510-829	\$2,255.92
Mallum Electric, LLC	Exhaust Fan for FBO	53510-248	\$158.74
State of WI - Dept. of Transportation	SAP 65 - Progress Billing	53510-829	\$9,975.97
State of WI - Dept. of Transportation	SAP 66 - Progress Billing	53510-829	\$3,794.28
Xcel Energy	Terminal Gas/Electric - March	53510-222/224	\$9,791.87
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - March</i>	<i>53515-222/224</i>	<i>\$1,462.19</i>
WGI, Inc.	PARCS Procurement Phase #1	53510-299	\$3,651.19
		TOTAL	<u>\$52,117.70</u>

ITALICIZED items = Tower Expenses**March Credit Card Charges**

NETTEL COMMUNICATIONS	Parking System Fiber Repairs	53510-246	\$409.12
AAAE	Membership	53510-324	\$275.00
ADVANCE MEDIA NEW YORK	February-March Marketing	53510-327	\$3,775.00
AMAZON	Office Supplies	53510-310	\$4.74
AMAZON	Building	53510-248	\$24.00
HANGAR 54 GRILL	Marketing	53510-327	\$25.00
GOLD CROSS ANSWERING SVC	Telephone	53510-225	\$63.28
HALLIE AUTOMOTIVE	Vehicle	53510-241	\$25.95
STAPLES	Office Equipment	53510-813	\$69.99
STAPLES	Building	53510-248	\$17.59
STAPLES	Janitorial	53510-248	\$247.35
STAPLES	Office Equipment	53510-813	\$69.99
MUELLAR METALS	Building	53510-248	\$129.95
GREEN LIGHT DEPOT	Building	53510-248	\$115.54
MENARDS EAU CLAIRE WEST	Building	53510-248	\$123.58
WAREHOUSE-LIGHTING.COM	Building	53510-248	-\$3.89
MENARDS EAU CLAIRE WEST	Grounds	53510-246	\$33.90
MENARDS EAU CLAIRE WEST	Building	53510-248	\$4.96
O'REILLY AUTO PARTS 1774	Vehicle	53510-241	\$2.73
MENARDS EAU CLAIRE WEST	Building	53510-248	\$65.24
MENARDS EAU CLAIRE WEST	Vehicle	53510-241	\$29.94
HEADCO INDUSTRIES INC.	Grounds	53510-246	\$10.86
MTI	Grounds	53510-246	\$239.96
WAUSAU EQUIPMENT COMPANY	SnoGo Equipment Return	53510-246	-\$1,149.00
		TOTAL	<u>\$4,610.78</u>

Chippewa Valley Regional Airport						
2021 BUDGET COMPARISON Estimated March 31, 2021						
#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 3/31/21 (25%)	Variance YTD	Balance Remaining For Year
Income				25.00%		
41110	Contrib From Eau Claire Cty	\$403,020	\$100,755	\$100,755	\$0.00	\$302,265.00
43790	Contrib From Chippewa Cty	\$131,574	\$32,894	\$65,136	\$32,242.00	\$66,438.50
Sub-Total Tax Revenue		\$534,594	\$133,648.50	\$165,890.50	\$32,242.00	\$368,703.50
46341	Air Terminal	\$156,631	\$39,158	\$34,237	(\$4,920.39)	\$122,393.64
46342	FBO	\$127,522	\$31,881	\$30,443	(\$1,437.49)	\$97,078.99
46343	Airfield	\$134,917	\$33,729	\$28,330	(\$5,399.20)	\$106,586.95
46344	Hangars	\$227,184	\$56,796	\$86,577	\$29,781.06	\$140,606.94
46345	Parking	\$100,000	\$25,000	\$20,832	(\$4,167.51)	\$79,167.51
46346	Rental Cars	\$85,000	\$21,250	\$25,221	\$3,971.27	\$59,778.73
46349	Ground Handling	\$0	\$0	\$4,000	\$4,000.00	(\$4,000.00)
48902	Vehicle Fuel Reimbursement	\$15,000	\$3,750	\$7,207	\$3,456.70	\$7,793.30
48903	Equipment Rental	\$0	\$0	\$200	\$200.00	(\$200.00)
Sub-Total Operating Revenue		\$846,254	\$211,564	\$237,048	\$25,484.44	\$609,206
Sub-Total Taxes and Operating Rev.		\$1,380,848.00	\$345,212.00	\$402,938.44	\$57,726.44	\$977,909.56
48691	Other Revenue	\$5,000	\$1,250	\$266	(\$984.50)	\$4,734.50
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$43,900	\$10,975	\$8,498	(\$2,477.33)	\$35,402.33
43690-91	Airport Grants	\$3,718,213	\$929,553	\$1,092	(\$928,461.75)	\$3,717,121.50
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	-\$434,427	-\$108,607	\$0	\$108,606.75	(\$434,427.00)
Sub-Total Other Revenue		\$3,332,686	\$833,171.50	\$9,854.67	(\$823,316.83)	\$3,322,831.33
TOTAL INCOME		\$4,713,534	\$1,178,383.50	\$412,793.11	(\$765,590.39)	\$4,300,740.89
Expenses						
53510-111	Salary Perm-Regular	\$373,746	\$93,437	\$81,208.43	(\$12,228.07)	\$292,537.57
-112	Salary Perm-OT	\$12,000	\$3,000	\$3,335.76	\$335.76	\$8,664.24
-114	Salary-On Call Pay	\$5,200	\$1,300	\$1,200.00	(\$100.00)	\$4,000.00
-121	Salary Temp Regular	\$7,000	\$1,750	\$2,298.51	\$0.00	\$4,701.49
-130	Employee Benefits	\$4,200	\$1,050	\$1,050.00	\$0.00	\$3,150.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$4,080	\$1,020	\$1,200.00	\$180.00	\$2,880.00
-142	Cnty Brd & Comm Mile	\$900	\$225	\$0.00	(\$225.00)	\$900.00
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$30,141	\$7,535	\$6,230.19	(\$1,305.06)	\$23,910.81
-152	Retirement Emplr Share	\$24,186	\$6,047	\$5,154.25	(\$892.25)	\$19,031.75
-153	HSA Contribution	\$3,500	\$875	\$1,312.50	\$437.50	\$2,187.50
-154	Hos & Health Ins	\$85,720	\$21,430	\$21,506.94	\$77.01	\$64,212.78
-155	Life Insurance	\$87	\$22	\$44.84	\$23.09	\$42.16
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$39,500	\$9,875	\$0.00	(\$9,875.00)	\$39,500.00
-212	Attorney Fees	\$6,000	\$1,500	\$0.00	(\$1,500.00)	\$6,000.00
-213	Accounting & Audit	\$5,100	\$1,275	\$0.00	(\$1,275.00)	\$5,100.00
-221	Water & Sewer	\$54,636	\$13,659	\$13,789.04	\$130.04	\$40,846.96
-222	Electric	\$99,940	\$24,985	\$24,466.74	(\$518.26)	\$75,473.26
-224	Gas & Fuel Oil	\$37,600	\$9,400	\$14,584.87	\$5,184.87	\$23,015.13
-225	Telephone	\$4,000	\$1,000	\$191.22	(\$808.78)	\$3,808.78
-226	Cellular Phone	\$1,380	\$345	\$365.46	\$20.46	\$1,014.54
-227	Dataline/Internet	\$500	\$125	\$0.00	(\$125.00)	\$500.00
-241	Motor Vehicle Maint	\$14,000	\$3,500	\$1,378.83	(\$2,121.17)	\$12,621.17
-246	Grounds Maint	\$100,000	\$25,000	\$15,752.42	(\$9,247.58)	\$84,247.58
-248	Building Maint	\$29,000	\$7,250	\$10,390.62	\$3,140.62	\$18,609.38
-249	Service on Machines	\$500	\$125	\$0.00	(\$125.00)	\$500.00
-297	Refuse Collection	\$1,600	\$400	\$1,319.76	\$919.76	\$280.24
-298	Laundry Services	\$3,500	\$875	\$863.94	(\$11.06)	\$2,636.06
-299	Sundry Contract Services	\$45,000	\$11,250	\$3,651.19	\$0.00	\$0.00
-310	Office Supplies	\$600	\$150	\$73.47	(\$76.53)	\$526.53
-311	Postage and Box Rent	\$600	\$150	\$576.12	\$426.12	\$23.88

#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 3/31/21 (25%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$750	\$188	\$0.00	(\$187.50)	\$750.00
-320	Ref Materials	\$500	\$125	\$0.00	(\$125.00)	\$500.00
-321	Publish Legal Notices	\$100	\$25	\$0.00	(\$25.00)	\$100.00
-324	Membership Dues	\$4,000	\$1,000	\$1,462.00	\$462.00	\$2,538.00
-327	Marketing	\$55,000	\$13,750	\$5,496.99	(\$8,253.01)	\$49,503.01
-328	Airline Recruitment	\$10,000	\$2,500	\$0.00	(\$2,500.00)	\$10,000.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$3,750	\$1,289.87	(\$2,460.13)	\$13,710.13
-366	Fire fight supplies	\$4,500	\$1,125	\$0.00	(\$1,125.00)	\$4,500.00
-377	Vehicle Fuel	\$35,000	\$8,750	\$23,823.73	\$15,073.73	\$11,176.27
-510	Insurance	\$64,474	\$16,119	\$15,120.66	(\$997.84)	\$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	\$500	\$796.55	\$296.55	\$1,203.45
Sub-Total Operating Expense		\$1,185,539.72	\$296,384.93	\$259,934.90	(\$36,450.03)	\$925,604.82
53510-121	Sal Temp-Ground Handling	\$0	\$0	\$97.41	\$97.41	(\$97.41)
-122	Aircraft Handling OT	\$0	\$0	\$590.44	\$590.44	(\$590.44)
-151	Ground Handling FICA	\$0	\$0	\$52.62	\$52.62	(\$52.62)
-366	Ground Handling Supplies	\$0	\$0	\$14.00	\$14.00	(\$14.00)
Sub-Total Ground Handling Expense		\$0	\$0.00	\$754.47	\$754.47	(\$754.47)
53515-221	ATCT Water-Sewer-Strmwtr	\$1,061	\$265	\$243.96	(\$21.29)	\$817.04
-222	ATCT Electricity	\$16,000	\$4,000	\$3,497.49	(\$502.51)	\$12,502.51
-224	ATCT Gas & Fuel Oil	\$4,000	\$1,000	\$1,117.91	\$117.91	\$2,882.09
-225	ATCT Telephone	\$1,500	\$375	\$0.00	(\$375.00)	\$1,500.00
-248	ATCT Building Maintenance	\$15,000	\$3,750	\$4,026.05	\$276.05	\$10,973.95
Sub-Total Tower Expense		\$37,561	\$9,390.25	\$8,885.41	(\$504.84)	\$28,675.59
53610-810	Capital Equipment	\$60,000	\$15,000	\$0.00	(\$15,000.00)	\$60,000.00
-820	Capital Improvement	\$3,167,000	\$791,750	\$150,092.30	(\$641,657.70)	\$3,016,907.70
-829	Other Capital Improvement	\$263,433	\$65,858	\$35,766.35	(\$30,091.90)	\$227,666.65
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
Sub-Total Capital Expense		\$3,490,433	\$872,608.25	\$185,858.65	(\$686,749.60)	\$3,304,574.35
TOTAL EXPENSE		\$4,713,534	\$1,178,383.43	\$454,678.96	(\$723,704.47)	\$4,258,854.76
NET OPERATING INCOME		\$0	\$0	(\$41,885.85)		\$41,886.13
<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
 March 2021

AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2021	2020		2021	2020	
UNITED Enplaned	1410	934	51%	2861	4366	-34%
CHARTERS Enplaned				<u>81</u>	<u>679</u>	-88%
Total Enplaned				2942	5045	-42%
UNITED Deplaned	1330	1113	19%	2601	4337	-40%
CHARTERS Deplaned				<u>81</u>	<u>679</u>	-88%
Total Deplaned				2682	5016	-47%
Total Enplaned/Deplaned	2740	2047	34%	5624	10061	-44%
UA Departure Load Factor	47%	38%		33%	52%	
UA Arrival Load Factor	44%	32%		31%	48%	

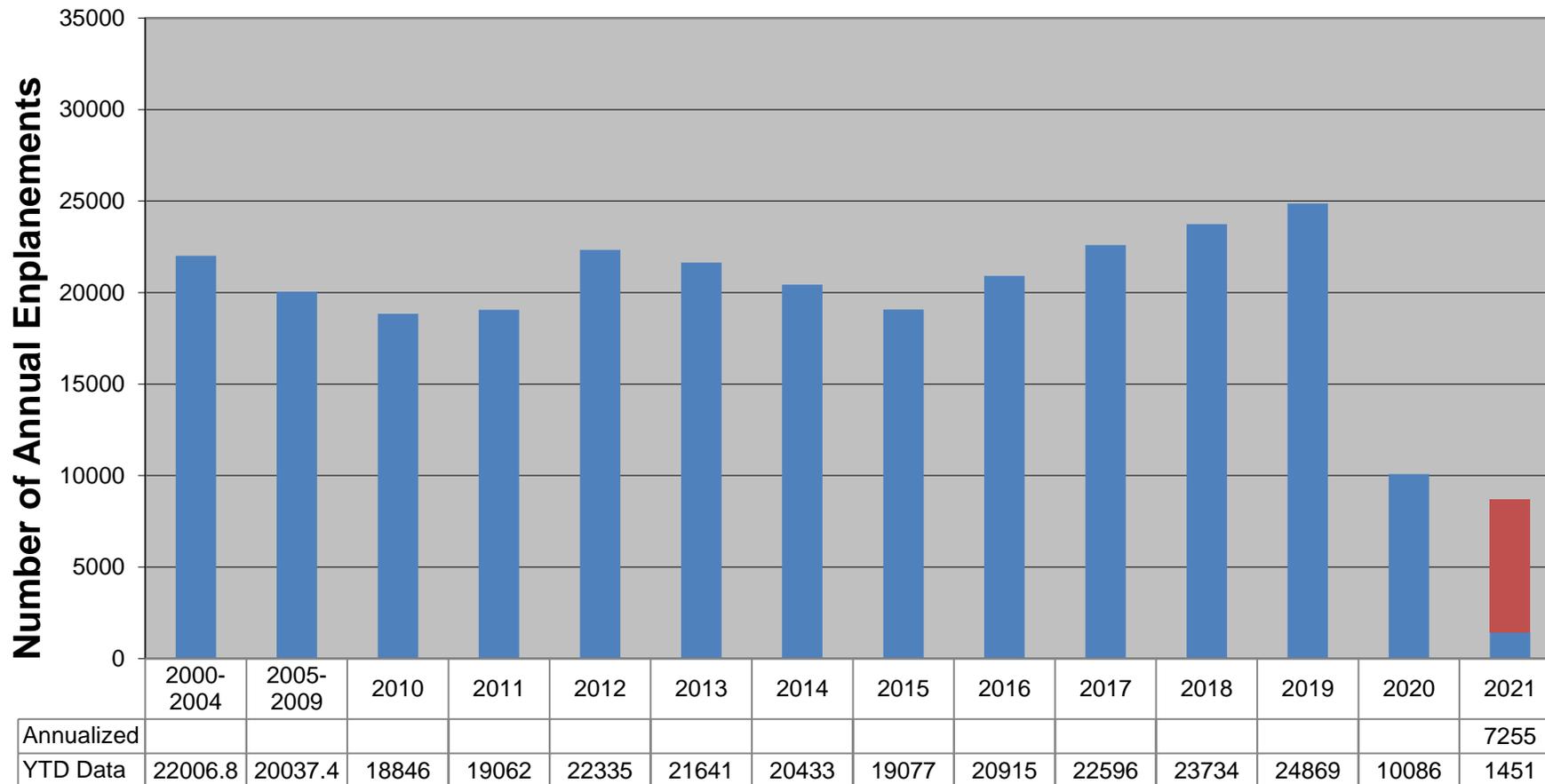
UNITED PERFORMANCE	2021	2020		2021	2020	
Scheduled Flights/Landings	61	62	-2%	180	181	-1%
Canceled Flights						
Xnld for Wx	0	0		11	4	
Xnld for Mx	0	0		0	0	
Xnld Other	<u>1</u>	<u>3</u>		<u>1</u>	<u>3</u>	
Total	1	3	-67%	12	7	71%
Total Landings	60	59	2%	168	174	-3%

	2021	2020		2021	2020
<u>EAU Arrival</u>					
Completion Factor	98%	96%		93%	96%
OnTime %	80%	87%		75%	80%
<u>EAU Departure</u>					
Completion Factor	97%	95%		94%	95%
OnTime %	87%	85%		82%	83%
<u>ORD Arrival</u>					
Completion Factor	97%	95%		94%	95%
OnTime %	87%	85%		79%	83%

All on time arrivals/departures follow DOT methodology.

<u>February 2021</u>	
United Enplaned	766
United Deplaned	<u>712</u>
TOTAL	1478

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 *	\$1,217	\$1,569	\$607	\$1,090	\$842	\$942	\$917	\$612	\$707
MCO - Orlando *	<u>\$422</u>	\$653	\$396	\$477	\$717	\$309	\$485	\$640	\$176
PHX - Phoenix *	\$883	\$764	\$301	\$728	\$684	\$182	\$603	\$572	\$182
	4/16-4/18			4/23-4/25			4/30-5/2		
ORD - Chicago **	<u>\$326</u>	\$256	\$297	\$326	\$151	\$252	\$326	\$111	\$215
DEN - Denver **	\$648	\$177	\$196	\$524	\$177	\$196	\$484	\$177	\$196
LAS - Las Vegas **	\$579	\$175	\$196	\$483	\$175	\$196	\$632	\$175	\$176
EWR - Newark **	<u>\$493</u>	\$553	\$536	<u>\$452</u>	\$418	\$386	\$423	\$318	\$276
IAD - Washington Dulles **	<u>\$370</u>	\$225	\$304	\$340	\$195	\$274	\$310	\$165	\$244
	4/20-4/22			4/27-4/29			5/4-5/6		

All UA fares obtained from united.com & searched as 1 traveler/lowest 1-stop roundtrip fare (where applicable).
 DL fares from delta.com (EAU only nonstop to Chicago; MSP UA & MSP DL usually all but Cancun are nonstop)
 7 day = 7-13 days from report date; 14 day = 14-20 days from report date; 21 day = 21+ days from report date

*Cancun, Orlando & Phoenix (leisure travelers) searched as Friday-Sunday travel

**Chicago, Denver, Las Vegas, Newark & Dulles searched as Tuesday-Thursday travel

Underlined = EAU is within \$100 of lowest fare; **Lowest** is BOLD, underlined & italicized

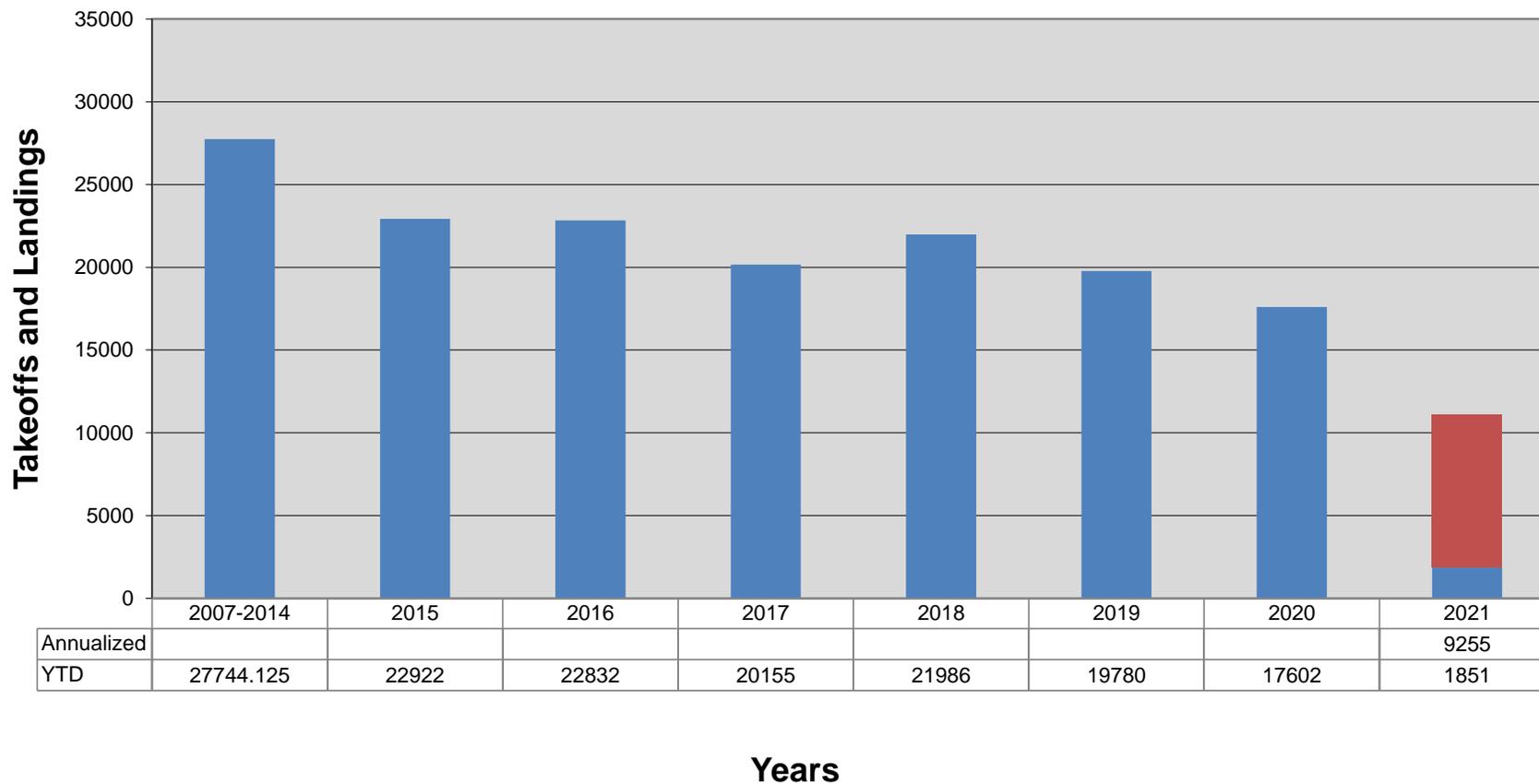
	Number of Cars Rented		
	<u>2021</u>	<u>2020</u>	
January	276	515	-46%
February	231	472	-51%
March	369	360	2%
April		113	-100%
May		141	-100%
June		228	-100%
July		288	-100%
August		302	-100%
September		328	-100%
October		321	-100%
November		264	-100%
December		286	-100%
YTD	876	1347	-35%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 March 2021

		Month		% Diff.	Year to date		% Diff.
		2021	2020		2021	2020	
Itinerant	Air Carrier	4	4	0%	4	14	-71%
	Commuter/ Air Taxi	207	161	29%	586	514	14%
	GA	1112	770	44%	2248	2589	-13%
	Military	54	14	286%	104	95	9%
Local	GA	366	222	65%	644	852	-24%
	Military	<u>16</u>	<u>0</u>	#DIV/0!	<u>24</u>	<u>4</u>	500%
TOTAL		1759	1171	50%	3610	4068	-11%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



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
11. Mar 17 – WI Career Panel
12. Mar 30 – Banker with a Beer Podcast
13. Apr 13 – CESA 10 Career Panel

Upcoming Events

- TSA Pre-Check – June 7-11, 2021
Chamber Business at the Airport – September 13, 2021
TSA Pre-Check – October 4-8, 2021
Chippewa Valley Airshow – June 4-5, 2022

2021	Name	Company	Accomplishment	Monthly Winner	Commissioner Vote
<i>January</i>	Justin Myszewski	Hawthorne Aviation	I would like to nominate Justin Myszewski, he has always been such a wonderful asset to our team and a true team player. He has gone above and beyond to help his team when asked and is always eager to help in any situation. Justin comes to work each day with a positive attitude and wonderful customer service!	X	
	Charity Zich	CVRA	As an Airport Manager, Charity always has the best interests and safety of not only the airline passengers, but that of the tenants and their employees, as a top priority. Since the pandemic, many safety improvements that will benefit the Airport for years to come have been made. Everything from air purification systems, water bottle refill stations, frequent sterilizations, hands-free towel dispensers and touch-free doorways were added. As a tenant of CVRA, I always know I can go to Charity with questions or concerns and that she will care and make the changes when necessary. Thank you, Charity!	-	
<i>February</i>	Patrick Boos	CVRA	Patrick recently went the extra mile in helping to train a newer member of the airport maintenance team on more efficient and effective methods to complete required job duties. Patrick's efforts will help improve our facilities for our customers!	X	
<i>March</i>	Shawn Styer	Hawthorne Aviation	Shawn is new to the Airport but has already shown his willingness to go the extra mile. The airport received a social media comment that required action and Shawn responded very quickly. Shawn has also taken care of training and obtaining materials that were needed to meet new requirements in a very quick manner which is greatly appreciated.	X	
	Neil Stanley	CVRA	There was a snow event in March that lasted into an evening when we had limited staffing. When asked to assist, Neil didn't hesitate to help with plowing for several hours that evening to ensure the airline flight could come in. He worked late into the evening and then returned at 4am the next morning to open the Airport. Thanks, Neil!	-	
<u>Winner</u>					

Projects to Consider for 2022 CIP

- Local share of Phase II Design and Construct Wildlife Fence - \$125,000 estimate
- Terminal Door to Secured Area - ???
- Exterior Tile at Car Rental Entrance - ???
- Specifications for ARFF Truck Replacement - \$50,000 estimate
- Construct new 48'x48' hangars - \$250,000 estimate per hangar
- Relocation of Hangar K1 tenant to new pad on south ramp - \$1,000,000 estimate
- Paint exterior of F3, F4 and I3 hangars - ???
- Waterproofing/sealcoating metal roofs on G-row, F3, F4 and I3 hangars - \$75,000 estimate
- Camera Upgrades at Terminal/Tower - \$6,000 estimate
- Runway 4/22 Lightning Arrestor Install - \$20,000
- Replace airfield generator – \$50,000 estimate (state aid requested)
- Add maintenance shop generator – \$30,000 estimate (state aid not available)

*This list is being developed prior to the rest of the airport budget to ensure appropriate time for cost estimating. Final project list will be determined based on funds available at the completion of the 2022 Airport budget in August.



To: Chippewa Valley Regional Airport Commission

From: Charity Zich, Airport Director

Date: April 12, 2021

RE: Hawthorne Aviation Minimum Standards Waiver Request

The Minimum Standards for aeronautical businesses located at the Chippewa Valley Regional Airport is located in Title 12 of Eau Claire County Code. [Title 12 \(eau-claire.wi.us\)](#) Specifically, Section 12.02.010 applies to aircraft rental and states “An operator or F.B.O. engaged in rental operations to the general public shall have available for rental not less than 2 certified and currently airworthy aircraft, at least 1 of which shall be a 2-place or larger, training type aircraft; and at least 1 shall be a 4-place or larger aircraft with at least 1 certified for IFR flight and is considered complex as defined in FAR 61.31 (e).” and Section 12.03.020 applies to flight instruction and states “Each operator or F.B.O. must have available for flight training, either owned or leased, a minimum of two properly certified aircraft, at least one of which shall be equipped for and capable of use in instrument flight instruction.”

The Heartland Aviation, LLC. Fixed Base Operators Agreement states that the Lessee is responsible for complying with the Minimum Standards as contained in Title 12. Hawthorne Global Aviation Services owns Heartland Aviation. Hawthorne Aviation EAU General Manager Jeff Husby submitted the following request for short term waiver and long-term change to the minimum standards, “Hawthorne would like to request a short term waiver to keep us in compliance and request an amendment to the minimum standards requiring only one aircraft for flight instruction and rental. Our Skyhawk aircraft is full IFR capable and current. A couple of years ago we used to fly 900 hours a year on the rental aircraft but now with customers purchasing their own aircraft we are down to under 400 hours a year.”