

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, May 21, 2021, 7:30 a.m.**  
**Virtual Meeting via Webex**

**Join WebEx Meeting:**

<https://eauclairecounty.webex.com>

Meeting ID: 145 488 6349 Password: qXQsQB2sX47

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

**Audio conference:**

1-415-655-0001 Access Code: 1454886349##

\*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. April 16, 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 Quarterly Report
    - Airport Marketing Campaign Summary
    - American Jobs Plan
    - Airport Community Outreach
    - 1. Discussion/Action

**b. Airport Strategic Plan Update/Review – N/A**

- 2020-2022 Plan Update
- Operational Review

**1. Discussion/Action**

**c. Project Summary – revised CIP in the packet**

- AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20
- AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20
- AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21
- AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22
- State Aid 66 Equipment Storage Building Addition Project – FY20
- K-Row Hangar Construction Project – FY20
- Airport Parking Equipment Replacement – FY21
- Corporate Hangar Construction – FY21

**1. Discussion/Action**

**8. Previous Business:**

- a. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, To wit: Request to Extend Hangar I-4 Land Lease**

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

**1. Discussion/Action**

**9. New Business:**

- a. Airport Director Performance Evaluation**

**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, April 16, 2021, 7:30 am Virtual Meeting via Webex

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Jeff Husby and Shawn Styer-Hawthorne Aviation, 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 Hoefft, Kevin Stelljes and Barry Wells were present via Webex virtual meeting. Chuck Hull joined the meeting at 7:32 am.
4. **Approval of Minutes:**
  - a. **March 18, 2021 Regular Commission Meeting:**  

**On a motion by Com. Bowe, seconded by Com. Hoefft, the minutes of the March 18, 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. Francis, seconded by Com. Bowe, the expense vouchers were approved as amended with the water bill addition for a revised total of \$52,180.88.**  
*(Ayes 7-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**  
Airline Enplanements are up for the month and down for the year.
    - **Car Rental Operations**  
Cars rented are up slightly for the month and down for the year.
    - **Tower Operations**  
Tower Operations are up for the month and down for the year.
  - c. **Hangar Occupancy:**  
There are no hangar vacancies. We are at full occupancy with multiple individuals on the 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. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** No update at this time.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The Taxiway A lighting landscaping was completed this week. The ARFF Building design is temporarily on hold due to building estimate costs being significantly higher than expected.
- **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. The Master Plan update may be delayed.
- **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:** Slightly delayed due to a structural building issue being discussed.
- **K-Row Hangar Construction Project – FY20:** The roof replacement and plumbing work should be completed in the coming months.

## 8. Previous Business:

- a. **Airport Recognition Program Quarter 1 - 2021 Award:** Commissioners selected Justin Myszewski from Hawthorne Aviation as the Quarter 1 - 2021 Recognition Program recipient. He was nominated this quarter for his positive attitude and excellent customer service skills.

- b. **Airport Stakeholder Communications:** The Airport Director reviewed comments and questions from the Airport Listening Session held on April 14<sup>th</sup>. There were around 32 members of the public that participated and about 40 participants total including city and county representatives and others that were requested to listen in. It was noted that future listening sessions should provide a link to the FAQ in the meeting invitation. Commissioners discussed forming a subcommittee to consider comments related to the fence project but decided to wait until after the Airport receives more input from the FAA, DNR, engineers, etc.

## 9. New Business:

- a. **Airport Commissioner Reappointment:** The Eau Claire County Board Chair requested that the Airport Commission confirm the reappointments for Commissioners Hilgedick and Hoeft.

**On a motion by Com. Hull, seconded by Com. Stelljes, the Commission approved a recommendation to reappointment Commissioners Hilgedick and Hoeft.**

*(Ayes 6-Nayes 0)*

- b. **2022 Draft Capital Project List:** The Airport Director reviewed the list of items on the 2022 Draft Capital Project List. This list is being developed prior to the rest of the 2022 budget to ensure appropriate time for cost estimating.
- c. **Hawthorne Aviation Minimum Standards Waiver Request:** The Airport Director discussed the request for a waiver to the minimum standards for aeronautical businesses located at the Airport. Hawthorne Aviation is currently out of compliance with the minimum standards because they only have one certified training aircraft at this time. Hawthorne would like to request a short-term waiver so they can be in compliance in the meantime.

**On a motion by Com. Wells, seconded by Com. Francis, a 1-year waiver for the minimum standards was granted to Hawthorne Aviation with no changes to the minimum standards requirements at this time.**

*(Ayes 6-Nayes 0)*

- 10. **Discuss Future Agenda Items:** Airport funding in a potential future federal infrastructure bill
- 11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for May 21<sup>st</sup>, June 18<sup>th</sup> and July 16<sup>th</sup>.
- 12. **Adjournment:**
  - On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:55 am.**

*(Ayes 6-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary

**April Vouchers for approval May 21, 2021**

Cintas	Uniforms & Towels	53510-298	\$324.65
Digicopy	Public Listening Session Mailings, Postcards & Maps	53510-313	\$56.22
Eau Claire County Voyager Card	Premium Fuel for Mower & Trimmers	53510-377	\$35.00
Granicus	Cloned Website Design, Milestone 2 of 3	53510-327	\$800.00
I Am Responding	IamResponding.com Emergency Dispatch Services	53510-366	\$355.00
Nick's Mobile Welding	K-1 door roller replacements	53510-248	\$300.00
State of WI - Dept. of Transportation	SAP 66 - SRE Project, Progress Billing	53510-829	\$6,388.29
WGI, Inc.	PARCS Procurement Phase, #2	53510-299	\$6,980.75
Xcel Energy	Terminal Gas/Electric - April	53510-222/224	\$10,175.72
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - April</i>	<i>53515-222/224</i>	<i>\$1,605.26</i>

ITALICIZED items = Tower Expenses

**TOTAL** **\$27,020.89****April Credit Card Charges**

ZORO TOOLS INC	Sales Tax Refund	53510-248	-10.06
FEDEX	Postage	53510-311	14.61
FEDEX	Postage	53510-311	24.91
VOLAIRE AVIATION INC.	Air Service Consultant Call	53510-328	500.00
TRANSPORTATION SECURITY	Building	53510-248	32.00
ADVANCE MEDIA NEW YORK	March Marketing	53510-327	2875.00
SKIDATA INC	Parking System Service Calls (to be credited)	53510-246	1051.67
SKIDATA INC	Parking System LT Entry Replacement	53510-246	4925.00
PER MAR SECURITY	Building	53510-248	264.50
HANGAR 54 GRILL	Marketing	53510-327	25.00
GOLD CROSS ANSWERING SVC	Telephone	53510-225	85.36
DALCO ENTERPRISES	Janitorial Supplies	53510-248	35.74
<i>PER MAR SECURITY</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>159.51</i>
EAU CLAIRE CHAMBER	Marketing	53510-327	50.00
STAPLES	Janitorial Supplies	53510-248	184.28
STAPLES	Office Supply	53510-310	6.54
STAPLES	Copy Paper	51451-310	36.56
MENARDS EAU CLAIRE WEST	Office Equipment	53510-813	179.00
MENARDS EAU CLAIRE WEST	Building	53510-248	22.99
MENARDS EAU CLAIRE WEST	Grounds	53510-246	9.99
SOUTHSIDE TIRE CF	MTE3 Sweeper Tire	53510-246	350.86
BLUEGLOBES LLC	Airfield Lighting	53510-246	568.76
1942 DS - CED	Grounds	53510-246	49.18
1942 DS - CED	Grounds	53510-246	19.81
TRU LOCK & SECURITY INC	Building	53510-248	7.90
WAREHOUSE-LIGHTING.COM	FBO Hangar Lights (1/2 reimbursed)	53510-248	1000.00
WAREHOUSE-LIGHTING.COM	FBO Hangar Lights (1/2 reimbursed)	53510-248	1686.00
AMAZON	Training	53510-340	70.00
AMAZON	<i>ATCT Building</i>	<i>53515-248</i>	<i>109.98</i>
<i>1000BULBS.COM</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>53.91</i>
SHERWIN WILLIAMS	Building	53510-248	52.49
MENARDS EAU CLAIRE WEST	Building	53510-248	42.38
O'REILLY AUTO PARTS	Vehicles	53510-241	7.15
1942 DS - CED	FBO Entry Lights (1/2 reimbursed)	53510-248	319.00
		<b>TOTAL</b>	<b><u>\$14,810.02</u></b>

<b>Chippewa Valley Regional Airport</b>						
<b>2021 BUDGET COMPARISON Estimated April 30, 2021</b>						
#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 4/30/21 (33.33%)	Variance YTD	Balance Remaining For Year
<b>Income</b>				33.33%		
41110	Contrib From Eau Claire Cty	\$403,020	\$134,340	\$134,340	\$0.00	\$268,680.00
43790	Contrib From Chippewa Cty	\$131,574	\$43,858	\$65,136	\$21,277.50	\$66,438.50
Sub-Total Tax Revenue		\$534,594	\$178,198.00	\$199,475.50	\$21,277.50	\$335,118.50
46341	Air Terminal	\$156,631	\$52,210	\$63,215	\$11,005.16	\$93,415.51
46342	FBO	\$127,522	\$42,507	\$40,591	(\$1,916.65)	\$86,931.32
46343	Airfield	\$134,917	\$44,972	\$39,412	(\$5,560.82)	\$95,505.49
46344	Hangars	\$227,184	\$75,728	\$118,110	\$42,381.86	\$109,074.14
46345	Parking	\$100,000	\$33,333	\$30,165	(\$3,167.94)	\$69,834.61
46346	Rental Cars	\$85,000	\$28,333	\$39,962	\$11,628.42	\$45,038.25
46349	Ground Handling	\$0	\$0	\$4,000	\$4,000.00	(\$4,000.00)
48902	Vehicle Fuel Reimbursement	\$15,000	\$5,000	\$8,441	\$3,440.94	\$6,559.06
48903	Equipment Rental	\$0	\$0	\$400	\$400.00	(\$400.00)
Sub-Total Operating Revenue		\$846,254	\$282,085	\$344,296	\$62,210.96	\$501,958
Sub-Total Taxes and Operating Rev.		\$1,380,848.00	\$460,282.67	\$543,771.12	\$83,488.46	\$837,076.88
48691	Other Revenue	\$5,000	\$1,667	\$344	(\$1,323.17)	\$4,656.50
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$43,900	\$14,633	\$8,498	(\$6,135.66)	\$35,402.33
43690-91	Airport Grants	\$3,718,213	\$1,239,404	\$312,776	(\$926,628.53)	\$3,405,437.20
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	-\$434,427	-\$144,809	\$0	\$144,809.00	(\$434,427.00)
Sub-Total Other Revenue		\$3,332,686	\$1,110,895.33	\$321,616.97	(\$789,278.36)	\$3,011,069.03
<b>TOTAL INCOME</b>		<b>\$4,713,534</b>	<b>\$1,571,178.00</b>	<b>\$865,388.09</b>	<b>(\$705,789.91)</b>	<b>\$3,848,145.91</b>
<b>Expenses</b>						
53510-111	Salary Perm-Regular	\$373,746	\$124,582	\$107,411.18	(\$17,170.82)	\$266,334.82
-112	Salary Perm-OT	\$12,000	\$4,000	\$3,719.51	(\$280.49)	\$8,280.49
-114	Salary-On Call Pay	\$5,200	\$1,733	\$1,600.00	(\$133.33)	\$3,600.00
-121	Salary Temp Regular	\$7,000	\$2,333	\$3,567.32	\$0.00	\$3,432.68
-130	Employee Benefits	\$4,200	\$1,400	\$1,400.00	\$0.00	\$2,800.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$4,080	\$1,360	\$1,650.00	\$290.00	\$2,430.00
-142	Cnty Brd & Comm Mile	\$900	\$300	\$0.00	(\$300.00)	\$900.00
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$30,141	\$10,047	\$8,132.29	(\$1,914.71)	\$22,008.71
-152	Retirement Emplr Share	\$24,186	\$8,062	\$6,789.03	(\$1,272.97)	\$17,396.97
-153	HSA Contribution	\$3,500	\$1,167	\$1,312.50	\$145.83	\$2,187.50
-154	Hos & Health Ins	\$85,720	\$28,573	\$28,675.92	\$102.68	\$57,043.80
-155	Life Insurance	\$87	\$29	\$56.05	\$27.05	\$30.95
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$39,500	\$13,167	\$0.00	(\$13,166.67)	\$39,500.00
-212	Attorney Fees	\$6,000	\$2,000	\$481.00	(\$1,519.00)	\$5,519.00
-213	Accounting & Audit	\$5,100	\$1,700	\$0.00	(\$1,700.00)	\$5,100.00
-221	Water & Sewer	\$54,636	\$18,212	\$13,851.22	(\$4,360.78)	\$40,784.78
-222	Electric	\$99,940	\$33,313	\$31,354.88	(\$1,958.45)	\$68,585.12
-224	Gas & Fuel Oil	\$37,600	\$12,533	\$17,872.45	\$5,339.12	\$19,727.55
-225	Telephone	\$4,000	\$1,333	\$816.58	(\$516.75)	\$3,183.42
-226	Cellular Phone	\$1,380	\$460	\$525.68	\$65.68	\$854.32
-227	Dataline/Internet	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-241	Motor Vehicle Maint	\$14,000	\$4,667	\$1,629.94	(\$3,036.73)	\$12,370.06
-246	Grounds Maint	\$100,000	\$33,333	\$22,727.69	(\$10,605.64)	\$77,272.31
-248	Building Maint	\$29,000	\$9,667	\$14,520.71	\$4,854.04	\$14,479.29
-249	Service on Machines	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-297	Refuse Collection	\$1,600	\$533	\$1,319.76	\$786.43	\$280.24
-298	Laundry Services	\$3,500	\$1,167	\$1,188.59	\$21.92	\$2,311.41
-299	Sundry Contract Services	\$45,000	\$15,000	\$10,631.94	\$0.00	\$0.00
-310	Office Supplies	\$600	\$200	\$80.01	(\$119.99)	\$519.99
-311	Postage and Box Rent	\$600	\$200	\$615.64	\$415.64	(\$15.64)

#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 4/30/21 (33.33%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$750	\$250	\$209.14	(\$40.86)	\$540.86
-320	Ref Materials	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-321	Publish Legal Notices	\$100	\$33	\$0.00	(\$33.33)	\$100.00
-324	Membership Dues	\$4,000	\$1,333	\$1,462.00	\$128.67	\$2,538.00
-327	Marketing	\$55,000	\$18,333	\$9,246.99	(\$9,086.34)	\$45,753.01
-328	Airline Recruitment	\$10,000	\$3,333	\$500.00	(\$2,833.33)	\$9,500.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$5,000	\$1,359.87	(\$3,640.13)	\$13,640.13
-366	Fire fight supplies	\$4,500	\$1,500	\$355.00	(\$1,145.00)	\$4,145.00
-377	Vehicle Fuel	\$35,000	\$11,667	\$23,823.73	\$12,157.06	\$11,176.27
-510	Insurance	\$64,474	\$21,491	\$15,120.66	(\$6,370.67)	\$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	\$667	\$975.55	\$308.88	\$1,024.45
<b>Sub-Total Operating Expense</b>		<b>\$1,185,539.72</b>	<b>\$395,179.91</b>	<b>\$334,982.83</b>	<b>(\$60,197.08)</b>	<b>\$850,556.89</b>
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)
<b>Sub-Total Ground Handling Expense</b>		<b>\$0</b>	<b>\$0.00</b>	<b>\$754.47</b>	<b>\$754.47</b>	<b>(\$754.47)</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,061	\$354	\$243.62	(\$110.05)	\$817.38
-222	ATCT Electricity	\$16,000	\$5,333	\$4,805.67	(\$527.66)	\$11,194.33
-224	ATCT Gas & Fuel Oil	\$4,000	\$1,333	\$1,414.99	\$81.66	\$2,585.01
-225	ATCT Telephone	\$1,500	\$500	\$240.00	(\$260.00)	\$1,260.00
-248	ATCT Building Maintenance	\$15,000	\$5,000	\$4,349.45	(\$650.55)	\$10,650.55
<b>Sub-Total Tower Expense</b>		<b>\$37,561</b>	<b>\$12,520.33</b>	<b>\$11,053.73</b>	<b>(\$1,466.60)</b>	<b>\$26,507.27</b>
53610-810	Capital Equipment	\$60,000	\$20,000	\$0.00	(\$20,000.00)	\$60,000.00
-820	Capital Improvement	\$3,167,000	\$1,055,667	\$150,092.30	(\$905,574.37)	\$3,016,907.70
-829	Other Capital Improvement	\$263,433	\$87,811	\$42,157.64	(\$45,653.36)	\$221,275.36
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>\$1,163,477.67</b>	<b>\$192,249.94</b>	<b>(\$971,227.73)</b>	<b>\$3,298,183.06</b>
<b>TOTAL EXPENSE</b>		<b>\$4,713,534</b>	<b>\$1,571,177.91</b>	<b>\$538,286.50</b>	<b>(\$1,032,891.41)</b>	<b>\$4,175,247.22</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>\$0</b>	<b>\$327,101.59</b>		<b>(\$327,101.31)</b>
<u>Cash Balance</u>						
	Per 2018 Audit Report	\$975,882				
	Per 2019 Audit Report	1,362,194				
	2020 Estimate	1,784,879				



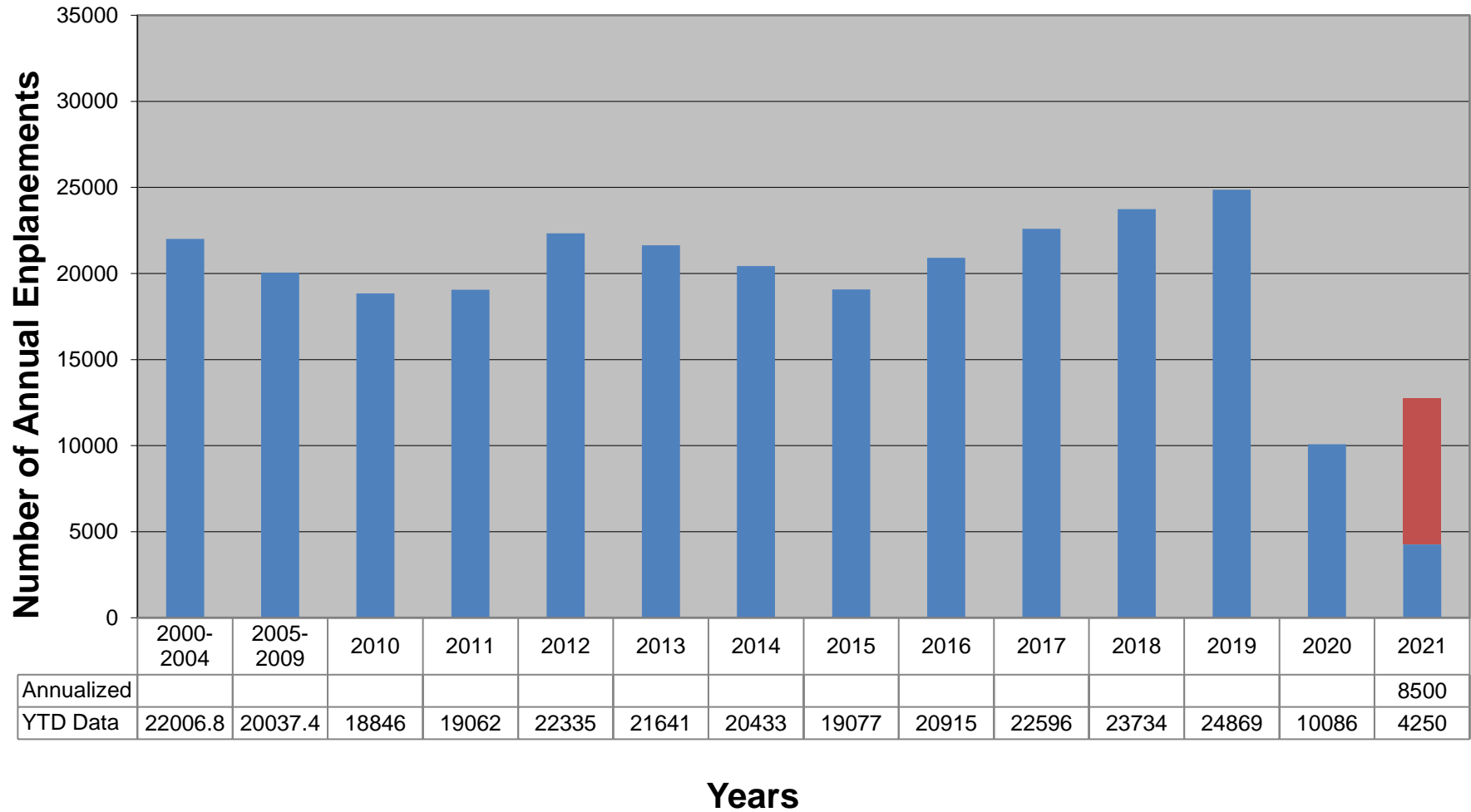
Chippewa Valley Regional Airport  
**Traffic Statistics**  
 April 2021

AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2021	2020		2021	2020	
UNITED Enplaned	1308	61	2044%	4169	4427	-6%
CHARTERS Enplaned				<u>81</u>	<u>679</u>	-88%
Total Enplaned				4250	5106	-17%
UNITED Deplaned	1434	72	1892%	4035	4409	-8%
CHARTERS Deplaned				<u>81</u>	<u>679</u>	-88%
Total Deplaned				4116	5088	-19%
<b>Total Enplaned/Deplaned</b>	<b>2742</b>	<b>133</b>	<b>1962%</b>	<b>8366</b>	<b>10194</b>	<b>-18%</b>
UA Departure Load Factor	44%	2%		36%	40%	
UA Arrival Load Factor	48%	2%		35%	36%	
<b>UNITED PERFORMANCE</b>	<b>2021</b>	<b>2020</b>		<b>2021</b>	<b>2020</b>	
Scheduled Flights/Landings	60	60	0%	240	241	0%
Canceled Flights						
Xnld for Wx	0	2		11	6	
Xnld for Mx	0	0		0	0	
Xnld Other	<u>0</u>	<u>0</u>		<u>1</u>	<u>3</u>	
<b>Total</b>	<b>0</b>	<b>2</b>	<b>-100%</b>	<b>12</b>	<b>9</b>	<b>33%</b>
Total Landings	60	58	3%	228	232	-2%
	<b>2021</b>	<b>2020</b>		<b>2021</b>	<b>2020</b>	
<u>EAU Arrival</u>						
Completion Factor	100%	97%		95%	96%	
OnTime %	95%	95%		80%	83%	
<u>EAU Departure</u>						
Completion Factor	100%	97%		96%	95%	
OnTime %	90%	93%		84%	85%	
<u>ORD Arrival</u>						
Completion Factor	100%	97%		96%	95%	
OnTime %	88%	96%		82%	86%	

All on time arrivals/departures follow DOT methodology.

United		Landline	
March 2021	Leg O&D	Month	Total
Enplaned	1410	Mar	15
Deplaned	<u>1330</u>	Apr	11
TOTAL	2740	Feb	1
		Mar	17
		Apr	<u>11</u>
		TOTAL	55

## 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 *	\$936	\$1,399	\$594	\$1,063	\$1,834	\$749	\$1,335	\$1,834	\$739
MCO - Orlando *	\$415	\$489	\$217	<u>\$327</u>	\$514	\$238	\$584	\$475	\$422
PHX - Phoenix *	\$747	\$670	\$372	\$665	\$506	\$347	\$403	\$506	\$257
	5/21-5/23			5/28-5/30			6/4-6/6		
ORD - Chicago **	<u>\$326</u>	\$272	\$271	<u>\$326</u>	\$236	\$343	<u>\$326</u>	\$236	\$287
DEN - Denver **	\$774	\$270	\$185	\$594	\$245	\$177	\$481	\$295	\$195
LAS - Las Vegas **	\$479	\$293	\$197	\$369	\$293	\$187	\$362	\$343	\$187
EWR - Newark **	\$805	\$719	\$527	<u>\$572</u>	\$730	\$497	<u>\$502</u>	\$555	\$477
IAD - Washington Dulles **	<u>\$435</u>	\$461	\$339	<b><u>\$422</u></b>	\$555	\$436	<u>\$421</u>	\$441	\$396
	5/25-5/27			6/1-6/3			6/8-6/10		

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

5/14/21

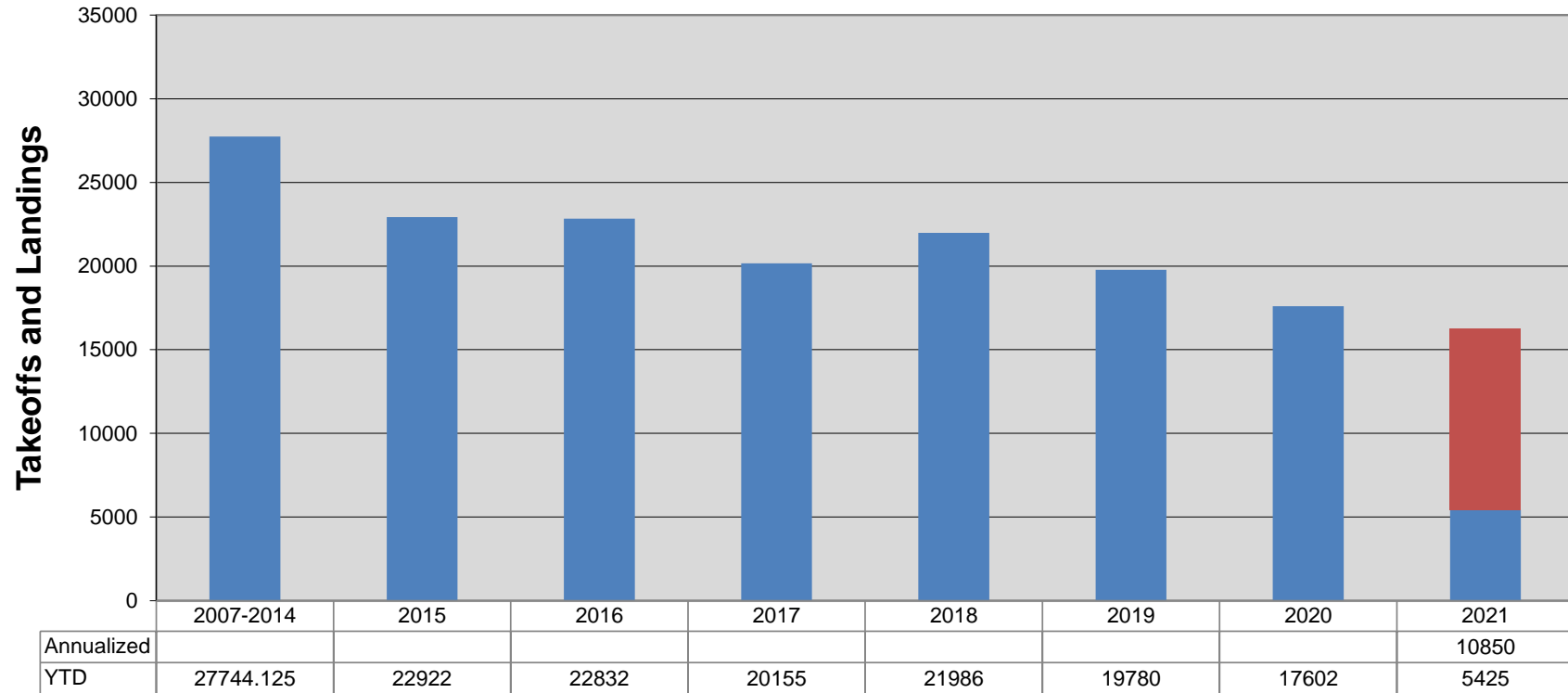
	Number of Cars Rented		
	<u>2021</u>	<u>2020</u>	
January	276	515	-46%
February	231	472	-51%
March	369	360	2%
April	408	113	261%
May		141	-100%
June		228	-100%
July		288	-100%
August		302	-100%
September		328	-100%
October		321	-100%
November		264	-100%
December		286	-100%
YTD	<b>1284</b>	<b>1460</b>	-12%

Agenda Item 5b

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

		<b>Month</b>		% Diff.	<b>Year to date</b>		% Diff.
		<b>2021</b>	<b>2020</b>		<b>2021</b>	<b>2020</b>	
Itinerant	Air Carrier	0	0	#DIV/0!	4	14	-71%
	Commuter/ Air Taxi	207	180	15%	793	694	14%
	GA	1181	540	119%	3429	3129	10%
	Military	37	17	118%	141	112	26%
Local	GA	388	188	106%	1032	1040	-1%
	Military	<u>2</u>	<u>2</u>	0%	<u>26</u>	<u>6</u>	333%
<b>TOTAL</b>		1815	927	96%	5425	4995	9%

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



**Years**

QUARTER 1 2021

# Airport

<b>SELECTED PERFORMANCE MEASURES</b>	
Number of Revenue Passenger Enplanements/Deplanements	5,624
Aircraft Operations During Tower Hours	3,610
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ ATCT server room air conditioner replacement</li> <li>▪ Completing design contract for 2021 new hangar construction</li> <li>▪ Finishing design 2021 parking system replacement</li> <li>▪ Preparing to bid runway/taxiway rehab project</li> <li>▪ Working on scope for Master Plan Update</li> <li>▪ Reviewing plans for ARFF building reconstruct</li> <li>▪ Planning work for multiple State and Federal funded projects</li> <li>▪ Working on CARES Act grant for airport development</li> <li>▪ Terminal improvements related to COVID-19 and other viruses</li> <li>▪ Finishing 2020 hangar construction</li> <li>▪ Working on capital improvement plan estimates for 2022</li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ Long term impacts to aviation businesses and travel related to COVID-19</li> <li>▪ Facility improvements related to COVID-19</li> <li>▪ Short term and long term operational and financial challenges related to COVID-19</li> <li>▪ Shortage of aviation workers when traffic returns after the pandemic</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>▪ IS and Facilities assistance with tower air conditioner replacement</li> <li>▪ State and Federal legislation responses with Wisconsin Airport Management Association</li> <li>▪ Considering partnership with Highway department on painting equipment</li> <li>▪ Working with City of Eau Claire on parking system replacement project</li> </ul>	
<b>GOALS FOR NEXT QUARTER</b>	
<ul style="list-style-type: none"> <li>▪ Bid parking system replacement</li> <li>▪ Continue work on airport fence replacement project</li> <li>▪ Finalize design for Aircraft Rescue and Firefighting Building replacement</li> <li>▪ Finalize scope for Airport Master Plan update</li> <li>▪ Submit FAA application for CARES development grant</li> <li>▪ Begin design for 2021 new hangar construction</li> <li>▪ Recommend changes to the Airport Commission based on employee survey results</li> <li>▪ Begin 2022 operations budget</li> </ul>	



# Eau Claire County - Airport

## Quarterly Department Report - Summary

For Period Ending: Q1, 2021

Page: 1/1

Date Ran: 4/26/21

### 70 - Airport

Fund	Revenue:	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
602	01-Tax Levy	403,020	403,020	100,755	0	0	0	100,755	25.00%
	04-Intergovernment Grants and Aid	3,849,787	3,849,787	66,227	0	0	0	66,227	1.72%
	06-Public Charges for Services	831,254	831,254	220,832	0	0	0	220,832	26.57%
	09-Other Revenue	63,900	63,900	7,186	0	0	0	7,186	11.25%
	11-Fund Balance Applied	-434,427	-434,427	0	0	0	0	0	0.00%

<b>Total Revenue - Airport</b>		<b>\$4,713,534</b>	<b>\$4,713,534</b>	<b>\$394,999</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$394,999</b>	<b>8.38%</b>
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Fund	Expenditures:	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
602	01-Regular Wages	-385,946	-385,946	-72,412	0	0	0	-72,412	18.76%
	02-OT Wages	-12,000	-12,000	-3,664	0	0	0	-3,664	30.54%
	03-Payroll Benefits	-152,814	-152,814	-33,056	0	0	0	-33,056	21.63%
	04-Contracted Services	-479,817	-479,817	-68,042	0	0	0	-68,042	14.18%
	05-Supplies & Expenses	-126,050	-126,050	-25,893	0	0	0	-25,893	20.54%
	07-Fixed Charges	-64,474	-64,474	-15,121	0	0	0	-15,121	23.45%
	09-Equipment	-3,492,433	-3,492,433	-170,632	0	0	0	-170,632	4.89%
	10-Other	0	0	-431	0	0	0	-431	0.00%

<b>Total Expense - Airport</b>		<b>-\$4,713,534</b>	<b>-\$4,713,534</b>	<b>-\$389,249</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$389,249</b>	<b>8.26%</b>
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<b>Net Surplus/(-Deficit) - Airport</b>		<b>\$0</b>	<b>\$0</b>	<b>\$5,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,750</b>	
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# Digital Campaign Performance

2/1 – 4/18



# Overall Campaign Activity

265,369

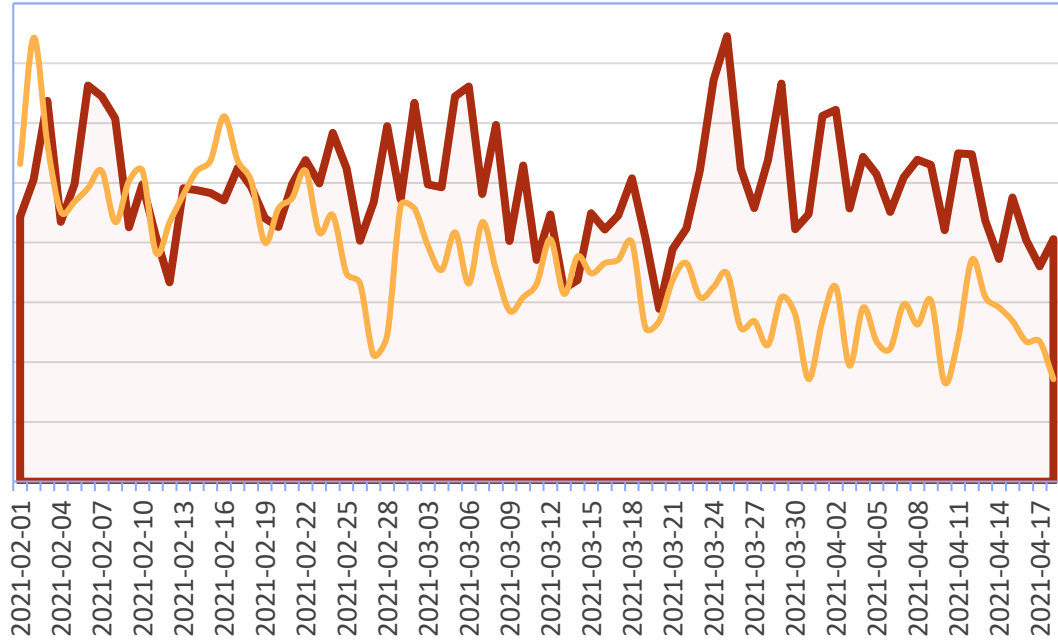
SERVED IMPRESSIONS

4,980

CLICKS

1.88%

CTR



# Impacting Awareness - Behavioral Targeted Online Video Reinforcing confidence and trust in travel

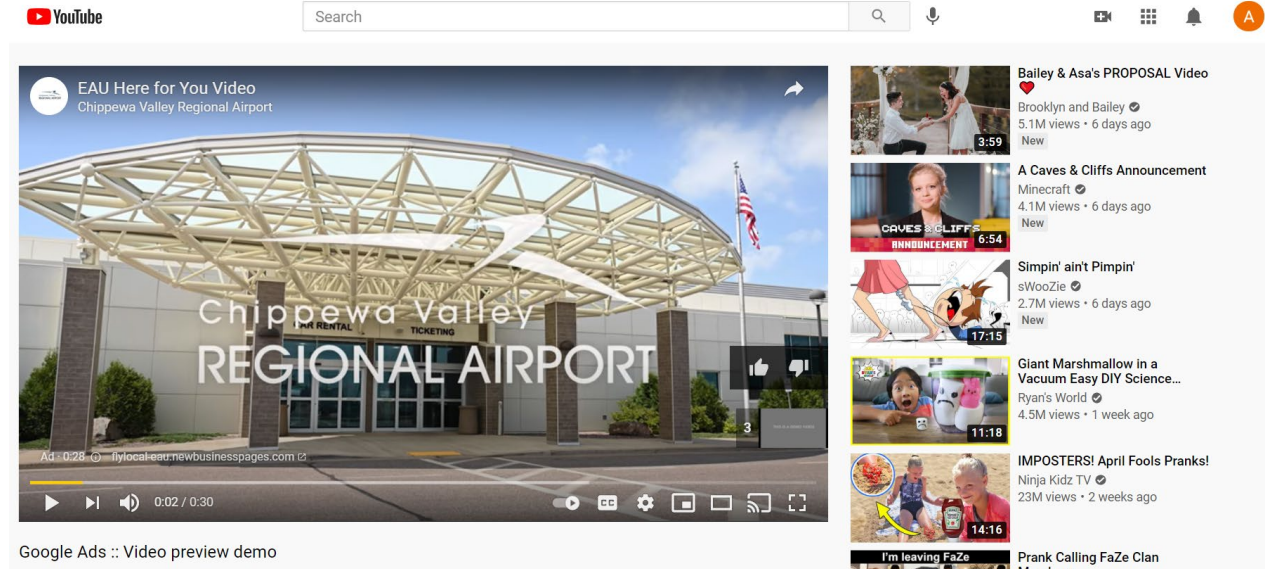
Impressions – 75,396

Clicks – 43

CTR – .06%

Views – 30,120

View Rate – 39.95%



\*Industry average View Rate is 31.9%



# Engagement - Paid Social

Building confidence & trust in travel

Impressions – 90,755

Clicks – 2,760

CTR – 3.04%

Engagements – 27,081

\*Industry average CTR is .69%



Chippewa Valley Regional Airport

Sponsored · 🌐



Start planning your long-awaited reunion with friends and family. We're here when you're ready to fly.



FLYLOCAL-EAU.NEWBUSINESSP...

When it's Time to Reunite - Fly EAU

LEARN MORE



Steven Cole and 29... 5 Comments 2 Shares



Like



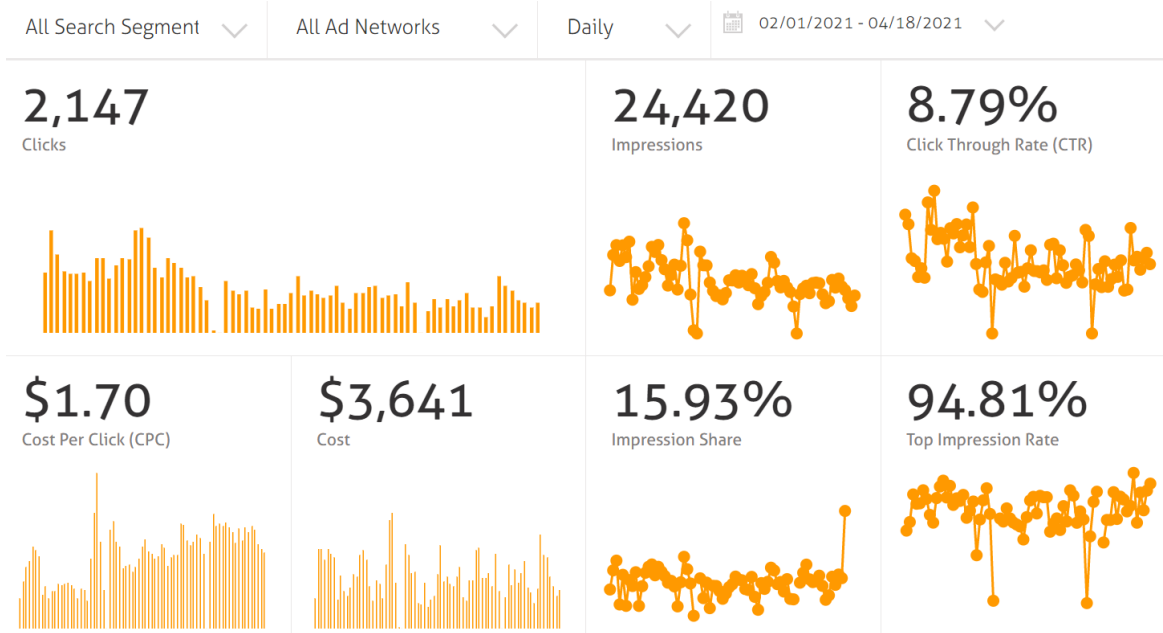
Comment



Share

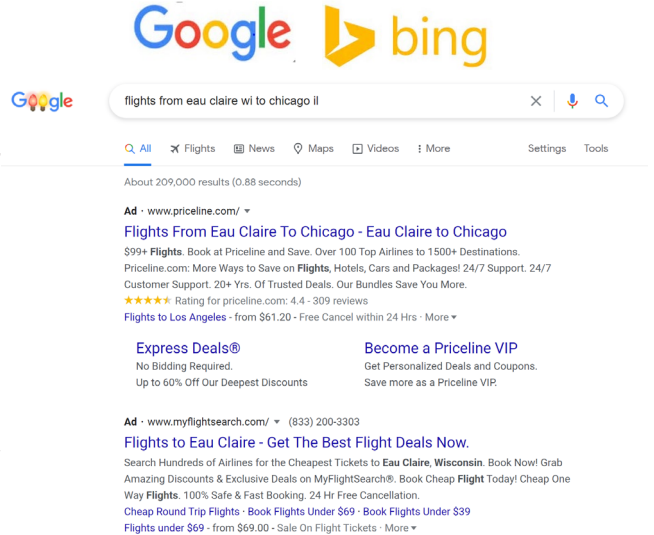
# Conversions

## Search Engine Marketing



Industry average CTR is 1.8%

Goal: EAU appears on first page of a search in a top position



- Continued optimization
- Increased conversions
- Drive results

# Conversions

## Creative and Site Re-Messaging

---

Impressions – 75,026

Clicks – 49

CTR – .07%

Total Exposure – 163h 31m

In-View Time – 16s

\*Industry average CTR is **.06%**



# Conversions

## Custom Landing Page

Default Channel Grouping	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	2,765 % of Total: 100.00% (2,765)	2,737 % of Total: 100.00% (2,737)	3,053 % of Total: 100.00% (3,053)	39.40% Avg for View: 39.40% (0.00%)	1.25 Avg for View: 1.25 (0.00%)	00:00:35 Avg for View: 00:00:35 (0.00%)
1. Paid Search	1,496 (54.01%)	1,486 (54.29%)	1,711 (56.04%)	19.75%	1.08	00:00:48
2. Social	816 (29.46%)	805 (29.41%)	875 (28.66%)	71.77%	1.13	00:00:21
3. (Other)	413 (14.91%)	402 (14.69%)	416 (13.63%)	48.80%	2.22	00:00:09
4. Direct	33 (1.19%)	32 (1.17%)	39 (1.28%)	69.23%	1.15	00:00:56
5. Organic Search	11 (0.40%)	11 (0.40%)	11 (0.36%)	54.55%	1.00	00:00:05
6. Display	1 (0.04%)	1 (0.04%)	1 (0.03%)	100.00%	1.00	00:00:00

Event Category ?	Total Events ? ↓	Unique Events ?
	2,284 % of Total: 100.00% (2,284)	1,991 % of Total: 100.00% (1,991)
1. Click	1,780 (77.93%)	1,502 (75.44%)
2. Scroll	504 (22.07%)	489 (24.56%)

We have had 2,284 people click “Book Now” from our campaign thus far from our campaign landing page

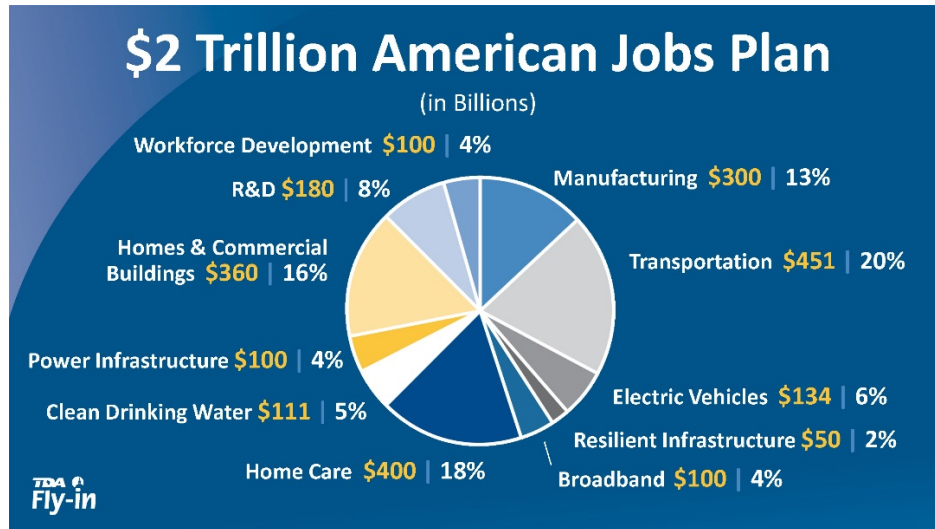




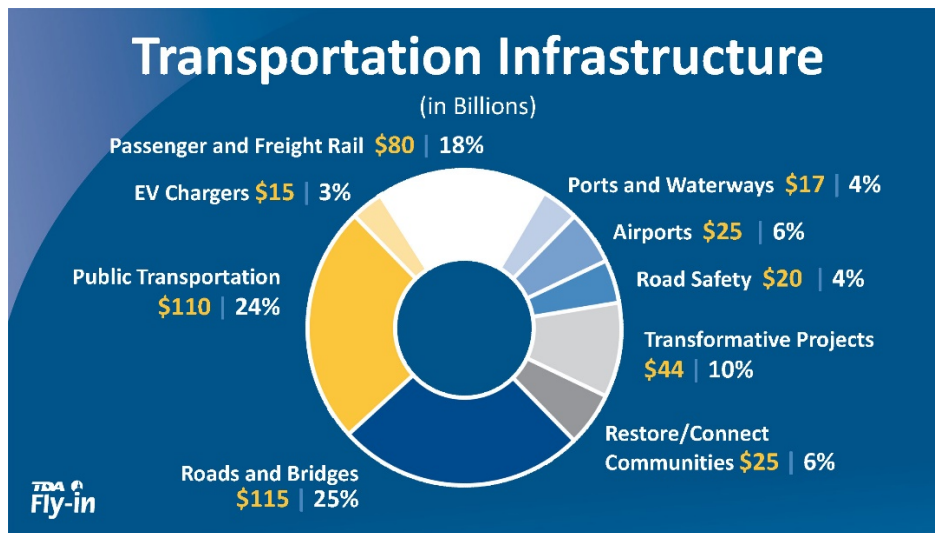


## Biden Infrastructure Plan

The Biden \$2 trillion infrastructure plan proposes investments well beyond traditional transportation, including support for broadband, school construction, electric vehicles, power grid improvements, clean drinking water, and much more.



The portion of the administration’s plan that is more traditional transportation infrastructure is about \$450 billion.



Transportation details:

- Highways, roads & bridges: \$115 billion with a focus not only on “fixing it first,” but “fixing it right” considering safety and resilience.
- Public transit: \$110 billion: to modernize existing transit service and expand service to under-served areas. (including \$25billion to replace diesel buses with electric)
- Rail: \$80 billion for Amtrak improvements and loan and grant programs to improve passenger and freight rail.

Transportation details continued:

- Transformative projects: \$44 billion, including large, complex infrastructure projects of regional or national significance.
- Airports: \$25 billion: funding for AIP, terminal improvements, and multi-modal connections.
- Safety: \$20 billion, including funding for state and local 'Vision Zero' plans.
- Restoring communities: \$25 billion to address historic inequitable investments and communities cut off by prior investment decisions.
- Electric charging stations: \$15 billion
- Ports & inland waterways: \$17 billion

The administration proposes to pay for the plan over 15 years by increasing the corporate rate from 21 percent to 28 percent and with other corporate tax changes such as eliminating loopholes, increased enforcement, and modifying deductions. Note: The corporate tax rate was 35 percent before the 2017 Tax Cuts and Jobs Act (TCJA).

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
14. Apr 14 – Airport Listening Session
15. Apr 20 – WEAU Interview
16. Apr 23 – WisDOT Career Panel
17. May 13 – WI Governor Press Conference
18. May 13 – Open Air Job Fair

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

## 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>
Airport Security	Annual	May-21	Agenda Item 7b
Perimeter Fence	Annual		
Technology	Annual		
			No action items were taken on this operational review.

**CVRA Strategic Plan**

**May 2021 Operational Review**

**Airport Security, Perimeter Fence, Technology**

Airport Security

- The airport maintains a security plan in accordance with the Transportation Security Regulations.
- TSA regulated airports are required to have an Airport Security Coordinator available 24/7. The Airport Director, Maintenance Supervisor, one Maintenance person and the Airport Office Associate are currently trained as Airport Security Coordinators.

Perimeter Fence

- The perimeter fence is currently 6' high in most locations.
- A previous Wildlife Hazard Assessment by the USDA indicated the need to increase the height of the perimeter fence and keep wildlife habitat (trees) as far away from the perimeter fence as possible.
- Currently our capital improvement plan includes a project to increase the height of the fence to 10'. This project will likely include burying 2' of fence to prevent digging under the fence.
- When the fence is replaced, we will plan to put in a card access system at all gates and remove code/remote access. Several of gates and gate operators are also in need of replacement which will happen when the fence is replaced.
- The fence replacement project and wildlife study recommendations are estimated at almost \$3 million and is currently planned for 2022 as an FAA funded project.
- A review of community concerns about the fence project and wildlife study recommendations is underway with state and federal agencies that oversee airport projects. Updates to the project will be available on the airport website until the project is complete at [Upcoming Airport Projects | Airport News | Eau Claire County \(eau-claire.wi.us\)](#).
- A new Wildlife Hazard Assessment and Wildlife Management Plan will be started under an FAA grant after the fence project is complete.

Technology

- The airport terminal and firestation have been networked with Eau Claire County for several years. The necessary fiber connection was recently installed to provide the ATCT with access to the county network.
- Airport camera systems are operated on Eau Claire County platforms which saves the airport money by not requiring us to maintain our own server. We also researched putting the terminal card access system on the county program but the expense was greater than the cost of maintaining/replacing our own equipment.
- The Tower door access system was brought online with the terminal door access control system in early 2019 eliminating the need to maintain two different systems.

## **Agenda Item 7b**

- Eau Claire County is on a five year replacement plan for office computers and the airport follows that plan.
- Much of the equipment in the terminal and the tower that were installed with projects are starting to get dated and need replacement. We need to budget annually to be constantly upgrading software, servers, cameras, etc.



To: Chippewa Valley Regional Airport Commission

From: Charity Zich, Airport Director

Date: May 21, 2021

RE: K-Row Additional Pavement Request

With the completion of the new K6 and K7 hangars, a tenant request was received to add an additional 12' wide x 180' long strip of asphalt pavement adjacent to the taxiway. This strip of pavement appears to have been added to the south section of the K-row taxiway at some point after construction so it wasn't included in the original hangar plans which were essentially mirrored for the two new hangars. Without the additional pavement, it is an extremely tight turning radius for larger aircraft using the K-row hangars. To keep the tractor towing the aircraft and the aircraft on the pavement when pulling the plane out and parking it in the hangar, the tractor operator must really turn the nose gear tight or borderline farther than the manufacturer's recommendation.

Three quotes were received and the lowest cost quote was in the amount of \$9,670 from Monarch Paving. Staff recommendation is to add the additional pavement consistent with the pavement available on the south side of the K-row.





# MONARCH PAVING CO.

768 US HWY 8  
AMERY, WI 54001  
(715) 268-2687  
www.monarchpaving.com

JOB CHIPPEWA VALLEY REGIONAL AIRPORT

SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_

CALCULATED BY TODD T. DATE \_\_\_\_\_

CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

SCALE NONE

