

AGENDA
Chippewa Valley Regional Airport Commission
Friday, September 17, 2021, 7:30 a.m.
Virtual Meeting via Webex

Join WebEx Meeting:

<https://eauclairecounty.webex.com>

Meeting ID: 2596 202 4386 Password: kM6qsHPEn66

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

Audio conference:

1-415-655-0001 Access Code: 25962024386##

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. August 20, 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

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 Rwy 4/22 and Taxiway A Rehabilitation – FY21
- AIP 49 – ARFF Building Reconstruct – FY22
- AIP 50 – Master Plan Update – FY 22
- 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. Airport Fence Project Approval

1. Discussion/Action

9. New Business:

a. Approval of Resolution 21-22/050 to Abolish One Part-Time (0.5 FTE) Maintenance Technician and to Create One Full-Time (1.0 FTE) Maintenance Technician

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, August 20, 2021, 7:30 am
Virtual Meeting via Webex**

MEMBERS PRESENT: Commissioners Rick Bowe (departed 9:25 am), Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Kevin Stelljes (departed 8:30 am) and Barry Wells were present via Webex virtual meeting.

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Jeff Husby-Hawthorne Aviation, Heather DeLuka-Airport Neighborhood Association, Tim Sullivan-Eau Claire County Corporation Counsel, 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, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.
4. **Approval of Minutes:**
 - a. **July 23, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the July 23, 2021 meeting were approved as submitted.
(Ayes 7-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Francis, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up for the month and for the year as compared to 2020. July 2021 enplanements are down only 1% over July 2019.
 - **Car Rental Operations**

Cars rented are up for the month, up 23% YTD over 2020 and down 24% YTD over 2019.
 - **Tower Operations**

Tower Operations are up 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 lists.

6. **Public Comment Period:** Neighborhood Association Representative Heather Deluka inquired about the Runway 14/32 approach clearing details and requested more information about the second corporate hangar planned for 2022.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Eau Claire County Audit Report:** The Airport Director reviewed the Eau Claire County Audit Report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The August operational review covered new tenant development.

c. **Project Summary**

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** No update
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** No update
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** Waiting on FAA funding
- **AIP 49 ARFF Building Reconstruct– FY22:** Design moving forward and bids expected in October
- **AIP 50 Master Plan Update – FY21:** No update
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update
- **K-Row Hangar Construction Project – FY20:** No update
- **Airport Parking Equipment Replacement – FY21:** Discussed under new business
- **Corporate Hangar Construction – FY21:** Discussed in closed session under new business

8. **Previous Business:**

a. **2022 Operating and Capital Improvement Budget – Amended**

On a motion by Com. Francis, seconded by Com. Hull, the 2022 Operating and Capital Improvement Budget was approved as amended to include additional paving in the south hangar area related to the fence project.

(Ayes 7-Nayes 0)

9. **New Business:**

- a. **Approval to Proceed with PARCS Equipment Replacement Contract:** The Airport Director reviewed the PARCS Equipment Replacement coverage and costs.

On a motion by Com. Francis, seconded by Com. Hoelt, the PARCS Equipment Replacement Contract was approved with the base contract and options

to include the Long Term LPR and Hardware Services Agreement.

(Ayes 7-Nayes 0)

- b. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, To wit: Addendum 1 to Heartland Aviation, LLC Hangar Rental and Aircraft Repair Facility Operator Agreement, Hangar I-4 Land Lease and Hangar M-1 Land Lease**
- c. **Proposed Closed Session Pursuant to Wisconsin Statutes Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved**

On a motion by Com. Wells, seconded by Com. Francis, the Commission entered into closed session at 8:37 am and will reconvene to adjourn when done with the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull and Wells; Nayes: None.

Commission Chair Hilgedick reported in open session that the Commission provided direction to the Airport Director on proceeding with specified lease agreements.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for September 17th, October 22nd and November 19th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Hoeft, the meeting was adjourned at 9:30 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

August Vouchers for approval September 17, 2021

Cintas	Uniforms & Towels	53510-298	\$281.66
Eau Claire County Highway Dept.	Crack Sealing Machine Rental	53510-246	\$2,332.92
Eau Claire County Voyager Card	Vehicle Fuel for trimmers/push mowers	53510-377	\$18.50
JM Janitorial	Janitorial Services	53510-200	\$819.00
Leonard & Finco Public Relations	Communication Assistance	53510-299	\$382.83
Mead & Hunt	Airport Planning Services	53510-299	\$1,672.46
Monarch Paving	K-Row North Taxilane Pavement Addition	53510-820	\$9,670.00
NEO Electrical	Airfield lightning Rwy 14 REIL damage repairs	53510-515	\$1,829.17
SkyWest	Ground Handler Equipment Rental for charter flights	53510-366-587	\$350.00
Sojern, Inc.	Online display advertising, August	53510-327	\$2,969.54
State of WI - Dept. of Transportation	AIP 46 - MTE Equip add-on's, 50/50 with state	53510-829	\$1,790.00
State of WI - Dept. of Transportation	SAP 66 - SRE Project, Progress Billing	53510-829	\$18,603.06
TAPCO	PARCS Equipment Replacement Install - 25% Billing	53510-820	\$29,997.50
T-BO Studio	Aerial Photography	53510-327	\$300.00
Town Square Publications	Eau Claire Chamber Map Advertisement	53510-327	\$599.00
WGI, Inc.	PARCS Procurement Phase, #7	53510-299	\$1,965.00
Xcel Energy	Terminal Gas/Electric - August	53510-222/224	\$8,697.53
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - August</i>	<i>53515-222/224</i>	<i>\$1,595.84</i>

ITALICIZED items = Tower Expenses

TOTAL **\$83,874.01****August Credit Card Charges**

ADVANCE MEDIA NEW YORK	August Marketing	53510-327	2875.00
FEDEX	Lighting Repair Postage - Lighting Damage Claim	53510-515	28.89
AMAZON.COM	Airport Podium	53510-813	251.61
CHIPPEWA FALLS CHAMBER	Membership	53510-324	252.00
STAPLES	Janitorial	53510-248	247.35
DALCO ENTERPRISES	Janitorial	53510-248	104.64
AMAZON.COM	Building	53510-248	27.48
EAU CLAIRE CHAMBER	Marketing	53510-327	50.00
DALCO ENTERPRISES	Janitorial	53510-248	47.04
STAPLES	Office Supplies	53510-310	40.52
STAPLES	Janitorial	53510-248	213.77
GOLD CROSS ANSWERING SVC	Telephone - error	53510-225	100.15
GOLD CROSS ANSWERING SVC	Telephone	53510-225	68.80
GOLD CROSS ANSWERING SVC	Telephone - refund	53510-225	-100.15
NASSCO INC.	Janitorial	53510-248	199.14
AMAZON.COM	Janitorial	53510-248	30.04
AMAZON.COM	Janitorial - refund	53510-248	-30.04
AMAZON.COM	Building	53510-248	10.99
STAPLES	Building	53510-248	18.99
AMAZON.COM	Janitorial	53510-248	30.58
PER MAR SECURITY	Building	53510-248	230.75
AMAZON.COM	Building	53510-248	57.88
MENARDS EAU CLAIRE WEST	Building	53510-248	58.74
VIKING ELEC - EAU CLAIRE	Lighting Repairs - Lighting Damage Claim	53510-515	538.68
J H LARSON COMPANY	Building	53510-248	90.61
MENARDS EAU CLAIRE WEST	Building	53510-248	22.97
MENARDS EAU CLAIRE WEST	Grounds	53510-246	38.94
ALL SEASON TIRE PROS	Vehicles	53510-241	190.54
SOUTHSIDE TIRE CF	Vehicles	53510-241	93.00
MENARDS EAU CLAIRE WEST	Grounds	53510-246	23.50
SPX FLASH TECHNOLOGY	Lighting Repairs - Lighting Damage Claim	53510-515	180.39
RIVER STATES TRUCK-EC	Vehicles	53510-241	95.98
PIERCE MFG	Vehicles	53510-241	57.86
PIERCE MFG	Vehicles	53510-241	10.05
MENARDS EAU CLAIRE WEST	Building	53510-248	67.51
MENARDS EAU CLAIRE WEST	Grounds	53510-246	48.89
MENARDS EAU CLAIRE WEST	Vehicles	53510-241	32.97
MENARDS EAU CLAIRE WEST	Grounds	53510-246	17.94
MENARDS EAU CLAIRE WEST	HVAC Filters, Avis garage outlets	53510-248	271.28
THALER OIL COMPANY INC	ARFF Training Propane	53510-340	278.89

TOTAL **\$6,874.17**

Chippewa Valley Regional Airport						
2021 BUDGET COMPARISON Estimated August 31, 2021						
#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 7/31/21 (58.33%)	Variance YTD	Balance Remaining For Year
Income			58.33%			
41110	Contrib From Eau Claire Cty	\$403,020	\$235,095	\$302,265	\$67,170.00	\$100,755.00
43790	Contrib From Chippewa Cty	\$131,574	\$76,752	\$131,574	\$54,822.50	\$0.00
Sub-Total Tax Revenue		\$534,594	\$311,846.50	\$433,839.00	\$121,992.50	\$100,755.00
46341	Air Terminal	\$156,631	\$91,368	\$110,209	\$18,840.79	\$46,422.13
46342	FBO	\$127,522	\$74,388	\$81,181	\$6,793.53	\$46,340.64
46343	Airfield	\$134,917	\$78,702	\$92,789	\$14,087.51	\$42,127.91
46344	Hangars	\$227,184	\$132,524	\$178,905	\$46,380.65	\$48,279.35
46345	Parking	\$100,000	\$58,333	\$77,523	\$19,190.01	\$22,476.66
46346	Rental Cars	\$85,000	\$49,583	\$109,662	\$60,078.98	(\$24,662.31)
46349	Ground Handling	\$0	\$0	\$8,000	\$8,000.00	(\$8,000.00)
48902	Vehicle Fuel Reimbursement	\$15,000	\$8,750	\$13,047	\$4,297.36	\$1,952.64
48903	Equipment Rental	\$0	\$0	\$700	\$700.00	(\$700.00)
Sub-Total Operating Revenue		\$846,254	\$493,648	\$672,017	\$178,368.81	\$174,237
Sub-Total Taxes and Operating Rev.		\$1,380,848.00	\$805,494.67	\$1,105,855.98	\$300,361.31	\$274,992.02
48691	Other Revenue	\$5,000	\$2,917	\$11,695	\$8,778.19	(\$6,694.86)
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$43,900	\$25,608	\$40,657	\$15,048.70	\$3,242.97
43690-91	Airport Grants	\$3,718,213	\$2,168,958	\$731,534	(\$1,437,423.58)	\$2,986,679.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	-\$434,427	-\$253,416	\$0	\$253,415.75	(\$434,427.00)
Sub-Total Other Revenue		\$3,332,686	\$1,944,066.83	\$783,885.89	(\$1,160,180.94)	\$2,548,800.11
TOTAL INCOME		\$4,713,534	\$2,749,561.50	\$1,889,741.87	(\$859,819.63)	\$2,823,792.13
Expenses						
53510-111	Salary Perm-Regular	\$373,746	\$218,019	\$232,445.65	\$14,427.15	\$141,300.35
-112	Salary Perm-OT	\$12,000	\$7,000	\$5,922.13	(\$1,077.87)	\$6,077.87
-114	Salary-On Call Pay	\$5,200	\$3,033	\$3,400.00	\$366.67	\$1,800.00
-121	Salary Temp Regular	\$7,000	\$4,083	\$6,255.69	\$0.00	\$744.31
-130	Employee Benefits	\$4,200	\$2,450	\$2,800.00	\$350.00	\$1,400.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$4,080	\$2,380	\$3,300.00	\$920.00	\$780.00
-142	Cnty Brd & Comm Mile	\$900	\$525	\$49.51	(\$475.49)	\$850.49
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$30,141	\$17,582	\$17,463.60	(\$118.65)	\$12,677.40
-152	Retirement Emplr Share	\$24,186	\$14,109	\$14,268.42	\$159.92	\$9,917.58
-153	HSA Contribution	\$3,500	\$2,042	\$2,625.00	\$583.33	\$875.00
-154	Hos & Health Ins	\$85,720	\$50,003	\$57,351.84	\$7,348.67	\$28,367.88
-155	Life Insurance	\$87	\$51	\$102.09	\$51.34	(\$15.09)
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$39,500	\$23,042	\$1,107.00	(\$21,934.67)	\$38,393.00
-212	Attorney Fees	\$6,000	\$3,500	\$1,664.00	(\$1,836.00)	\$4,336.00
-213	Accounting & Audit	\$5,100	\$2,975	\$0.00	(\$2,975.00)	\$5,100.00
-221	Water & Sewer	\$54,636	\$31,871	\$25,699.80	(\$6,171.20)	\$28,936.20
-222	Electric	\$99,940	\$58,298	\$62,915.28	\$4,616.95	\$37,024.72
-224	Gas & Fuel Oil	\$37,600	\$21,933	\$20,528.18	(\$1,405.15)	\$17,071.82
-225	Telephone	\$4,000	\$2,333	\$1,585.06	(\$748.27)	\$2,414.94
-226	Cellular Phone	\$1,380	\$805	\$1,189.70	\$384.70	\$190.30
-227	Dataline/Internet	\$500	\$292	\$19.17	(\$272.50)	\$480.83
-241	Motor Vehicle Maint	\$14,000	\$8,167	\$5,436.67	(\$2,730.00)	\$8,563.33
-246	Grounds Maint	\$100,000	\$58,333	\$28,685.39	(\$29,647.94)	\$71,314.61
-248	Building Maint	\$29,000	\$16,917	\$20,535.52	\$3,618.85	\$8,464.48
-249	Service on Machines	\$500	\$292	\$0.00	(\$291.67)	\$500.00
-297	Refuse Collection	\$1,600	\$933	\$1,319.76	\$386.43	\$280.24
-298	Laundry Services	\$3,500	\$2,042	\$2,456.11	\$414.44	\$1,043.89
-299	Sundry Contract Services	\$45,000	\$26,250	\$31,657.83	\$0.00	\$0.00
-310	Office Supplies	\$600	\$350	\$142.40	(\$207.60)	\$457.60

#	Item	12 Month Budget 2021	Budget YTD Allocated	Actual as of 7/31/21 (58.33%)	Variance YTD	Balance Remaining For Year
-311	Postage and Box Rent	\$600	\$350	\$616.69	\$266.69	(\$16.69)
-313	Printing & Dup	\$750	\$438	\$209.14	(\$228.36)	\$540.86
-320	Ref Materials	\$500	\$292	\$0.00	(\$291.67)	\$500.00
-321	Publish Legal Notices	\$100	\$58	\$0.00	(\$58.33)	\$100.00
-324	Membership Dues	\$4,000	\$2,333	\$2,962.00	\$628.67	\$1,038.00
-327	Marketing	\$55,000	\$32,083	\$26,931.47	(\$5,151.86)	\$28,068.53
-328	Airline Recruitment	\$10,000	\$5,833	\$500.00	(\$5,333.33)	\$9,500.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$8,750	\$10,538.71	\$1,788.71	\$4,461.29
-366	Fire fight supplies	\$4,500	\$2,625	\$355.00	(\$2,270.00)	\$4,145.00
-377	Vehicle Fuel	\$35,000	\$20,417	\$23,909.71	\$3,493.04	\$11,090.29
-510	Insurance	\$64,474	\$37,610	\$53,859.94	\$16,250.11	\$10,614.06
-515	Insurance Claims	\$0	\$0	\$25,606.50	\$25,606.50	(\$25,606.50)
-615	Special Assessment	\$0	\$0	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$2,000	\$1,167	\$2,083.88	\$917.21	(\$83.88)
Sub-Total Operating Expense		\$1,185,539.72	\$691,564.84	\$698,498.84	\$6,934.00	\$487,040.88
53510-121	Sal Temp-Ground Handling	\$0	\$0	\$137.17	\$137.17	(\$137.17)
-122	Aircraft Handling OT	\$0	\$0	\$1,703.73	\$1,703.73	(\$1,703.73)
-151	Ground Handling FICA	\$0	\$0	\$140.81	\$140.81	(\$140.81)
-366	Ground Handling Supplies	\$0	\$0	\$608.86	\$608.86	(\$608.86)
Sub-Total Ground Handling Expense		\$0	\$0.00	\$2,590.57	\$2,590.57	(\$2,590.57)
53515-221	ATCT Water-Sewer-Strmwtr	\$1,061	\$619	\$494.64	(\$124.28)	\$566.36
-222	ATCT Electricity	\$16,000	\$9,333	\$10,703.66	\$1,370.33	\$5,296.34
-224	ATCT Gas & Fuel Oil	\$4,000	\$2,333	\$1,687.55	(\$645.78)	\$2,312.45
-225	ATCT Telephone	\$1,500	\$875	\$480.00	(\$395.00)	\$1,020.00
-248	ATCT Building Maintenance	\$15,000	\$8,750	\$5,143.96	(\$3,606.04)	\$9,856.04
Sub-Total Tower Expense		\$37,561	\$21,910.58	\$18,509.81	(\$3,400.77)	\$19,051.19
53610-810	Capital Equipment	\$60,000	\$35,000	\$24,500.00	(\$10,500.00)	\$35,500.00
-820	Capital Improvement	\$3,167,000	\$1,847,417	\$194,484.80	(\$1,652,931.87)	\$2,972,515.20
-829	Other Capital Improvement	\$263,433	\$153,669	\$93,624.14	(\$60,045.11)	\$169,808.86
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	\$2,036,085.92	\$312,608.94	(\$1,723,476.98)	\$3,177,824.06
TOTAL EXPENSE		\$4,713,534	\$2,749,561.34	\$1,032,208.16	(\$1,719,943.75)	\$3,683,916.13
NET OPERATING INCOME		\$0	\$0	\$857,533.71		(\$860,124.00)
Cash Balance						
	Per 2018 Audit Report	\$975,882				
	Per 2019 Audit Report	1,362,194				
	Per 2020 Audit Report	2,393,606				
	2021 Estimate	2,931,168				

Chippewa Valley Regional Airport
Traffic Statistics
 August 2021

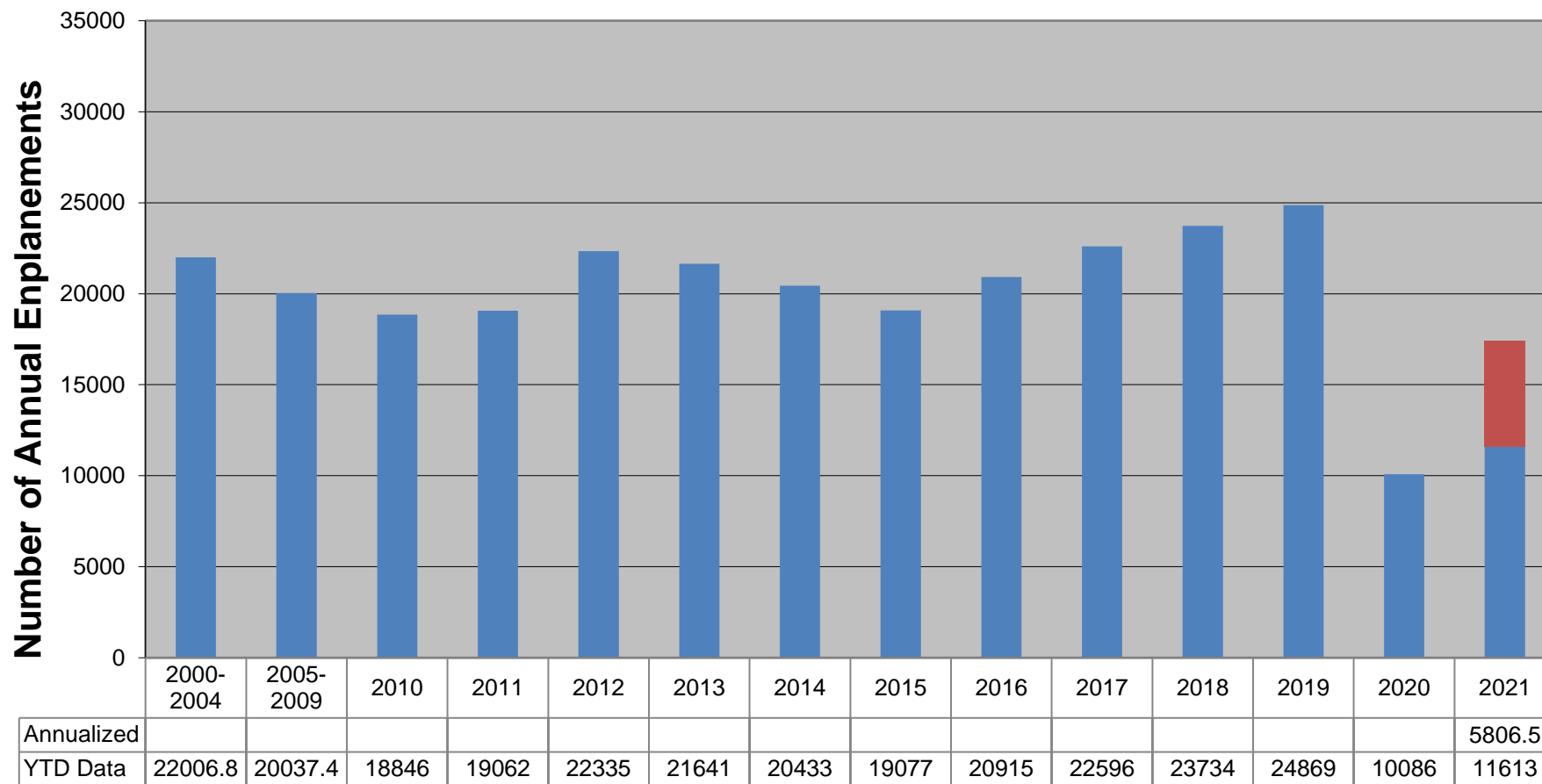
AIRLINE PASSENGERS	Month			21/20 % Diff.	21/19 % Diff.	Year to date			21/20% Diff.	21/19 % Diff.
	2021	2020	2019			2021	2020	2019		
UNITED Enplaned	1851	644	2153	187%	-14%	11373	6266	14865	82%	-23%
CHARTERS Enplaned						<u>240</u>	<u>707</u>	<u>1730</u>	-66%	-86%
Total Enplaned						11613	6973	16595	67%	-30%
UNITED Deplaned	1951	651	2320	200%	-16%	11642	6366	14666	83%	-21%
CHARTERS Deplaned						<u>240</u>	<u>707</u>	<u>1730</u>	-66%	-86%
Total Deplaned						11882	7073	16396	68%	-28%
Total Enplaned/Deplaned	3802	1295	4473	194%	-15%	23495	14046	32991	67%	-29%
UA Departure Load Factor	66%	21%	70%			48%	31%	64%		
UA Arrival Load Factor	72%	21%	76%			50%	29%	64%		
UNITED PERFORMANCE	2021	2020	2019			2021	2020	2019		
Scheduled Flights/Landings	62	62	62	0%	0%	486	432	486	13%	0%
Canceled Flights										
Xnld for Wx	8	0	1			21	6	26		
Xnld for Mx	0	0	0			0	0	3		
Xnld Other	<u>0</u>	<u>0</u>	<u>0</u>			<u>1</u>	<u>12</u>	<u>1</u>		
Total	<u>8</u>	<u>0</u>	<u>1</u>	#DIV/0!	700%	22	18	30	22%	-27%
Total Landings	54	62	61	-13%	-11%	464	414	456	12%	2%
	2021	2020	2019			2021	2020	2019		
<u>EAU Arrival</u>										
Completion Factor	87%	100%	98%			96%	96%	94%		
OnTime %	69%	83%	76%			80%	84%	67%		
<u>EAU Departure</u>										
Completion Factor	89%	100%	98%			96%	95%	94%		
OnTime %	73%	89%	90%			83%	85%	78%		
<u>ORD Arrival</u>										
Completion Factor	89%	100%	98%			96%	95%	94%		
OnTime %	74%	92%	87%			82%	86%	75%		

All on time arrivals/departures follow DOT methodology.

Landline

			62915.28
<u>Leq O&D</u>	<u>Month</u>	<u>Total</u>	<u>##</u>
EAU-MSP	August	14	
MSP-EAU	August	<u>12</u>	
	TOTAL	26	

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 *	\$805	\$615	\$420	\$638	\$510	\$410	\$598	\$335	\$410	
MCO - Orlando *	\$424	\$325	\$277	<u>\$267</u>	\$280	\$170	\$317	\$210	\$177	
PHX - Phoenix *	\$455	\$323	\$252	\$531	\$280	\$252	\$452	\$245	\$212	
9/17-9/19			9/24-9/26			10/1-10/3				
ORD - Chicago **	\$520	\$123	\$147	\$408	\$118	\$147	\$408	\$118	\$147	
DEN - Denver **	\$746	\$140	\$163	\$564	\$132	\$147	\$404	\$136	\$147	
LAS - Las Vegas **	<u>\$299</u>	\$214	\$221	\$336	\$214	\$233	<u>\$282</u>	\$214	\$221	
EWR - Newark **	\$537	\$395	\$395	<u>\$434</u>	\$337	\$337	\$329	\$193	\$253	
IAD - Washington Dulles **	\$504	\$289	\$289	\$471	\$245	\$245	\$302	\$157	\$157	
9/21-9/23			9/28-9/30			10/5-10/7				

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

9/10/21

Number of Cars Rented

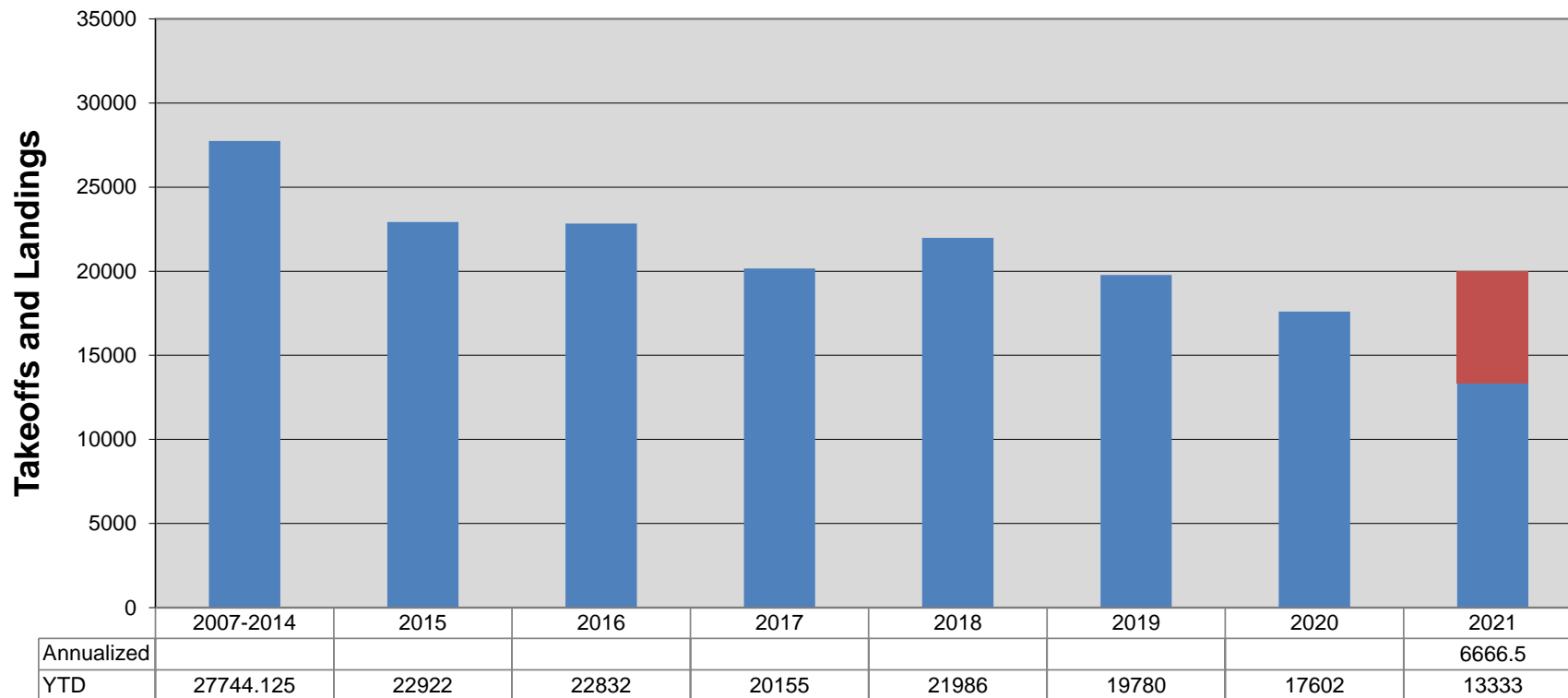
	<u>2021</u>	<u>2020</u>	<u>2019</u>	21/20 % Diff.	21/19 % Diff.
January	276	515	345	-46%	-20%
February	231	472	361	-51%	-36%
March	369	360	433	2%	-15%
April	408	113	455	261%	-10%
May	438	141	533	211%	-18%
June	421	228	622	85%	-32%
July	468	288	690	63%	-32%
August	508	302	703	68%	-28%
September		328	617	-100%	-100%
October		321	553	-100%	-100%
November		264	509	-100%	-100%
December		286	518	-100%	-100%
YTD	3119	2419	4142	29%	-25%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 August 2021

		Month		% Diff.	Year to date		% Diff.
		2021	2020		2021	2020	
Itinerant	Air Carrier	4	2	100%	19	18	6%
	Commuter/ Air Taxi	274	205	34%	1728	1550	11%
	GA	1290	1032	25%	8404	6735	25%
Local	Military	69	46	50%	383	222	73%
	GA	390	505	-23%	2661	2721	-2%
	Military	<u>22</u>	<u>0</u>	#DIV/0!	<u>138</u>	<u>12</u>	1050%
TOTAL		2049	1790	14%	13333	11258	18%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

2021 Community/Stakeholder 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
19. June 2 – PreCheck Press Release
20. June 10 – Leader Telegram Interview
21. June 16 – WQOW Interview
22. June 23 – Airport Tour, Kwik Trip
23. July 15 – Airport Tour, The ARC
24. Aug 5 – Pre Check Press Release
25. Aug 16 – WQOW ARFF Training Interview
26. Aug 25 – Runway Safety Meeting
27. Aug 31 – Leader Telegram Airshow Interview
28. Sept 13 – Business at the Airport

Upcoming Events

TSA Pre-Check – October 4-8, 2021

Chippewa Valley Airshow – June 4-5, 2022

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
FBO Lease and Maintenance	Annual	Sep-21	FBO leases/facilities were reviewed and no changes
FBO Facilities			recommended immediately. Maintenance language should be clarified when the opportunities arises.

Agenda Item 7b

CVRA September 2021 Operational Review

FBO Lease and Maintenance

Facility	Size	Term	2021 Annual Rent	Maintenance	Misc.
1987 Facility	18,000 sq. ft.	Expires Sept. 30, 2027 Hawthorne has 2 additional five year options so the lease could be extended to 2037. If the options are exercised, rent increases by 1.5% over prior year.	\$19,760.04	FBO makes incidental repairs, all major repairs are paid for by the airport.	Lease needs clarification on maintenance to be addressed in any future lease updates.
2002 Facility	26,250 sq. ft.		\$69,853.68	FBO does all maintenance.	The airport had a state trust fund loan for this hangar that was paid off early in August 2020.
Truck Hangar	3,960 sq. ft.		\$6,000	Heartland makes incidental repairs, all major repairs are paid for by the airport.	Lease needs clarification on maintenance to be addressed in any future lease updates.
2010 Addition	2,100 sq. ft.		\$25,941.96	FBO makes incidental repairs, all major repairs are paid for by the airport.	1.5% annual rent increase starting in 2016. The airport paid for the local share of the cost of this addition in exchange for a higher rent payment.
Tie Downs	6		\$216	Airport maintains.	
Fuel Farm	2 - 12,000 gallon tanks 1 - 20,000 gallon tank		\$4,800	FBO does all maintenance on the three tanks owned by them. The airport maintains the site around the tanks.	\$50 rent increase per tank per year on the 12,000 gallon tanks. FBO took over utilities in 2018 in lieu of payment on 20,000 gallon tank.

Chippewa Valley Regional Airport
Fence Alternative Analysis
September 14, 2021

The current airport perimeter fence is 6' in height which is inadequate for wildlife protection and does not follow the airport property line in several areas. The last Wildlife Hazard Assessment and current Wildlife Hazard Management Plan both recommend the installation of the 10' wildlife fence with 3-strand barbed wire.

Two alternatives are being considered by the Airport for replacement of the Airport perimeter fence, with the preferred alternative being Alternate 2. A map of Alternate 1 was sent to property owners with parcels located adjacent to airport property prior to a Public Listening session in April 2021. The City of Eau Claire, airport neighbors and attendees of the listening session provided feedback indicating their concerns with the aesthetics of a tall fence with barbed wire across from or adjacent to their property, noise impacts of tree removal, and environmental concerns with removing so many trees. Alternate 2 is a compromise intended to address Airport safety concerns and the corresponding need to mitigate wildlife on the airport as well as addressing the concerns of the City and airport neighbors. A narrative below discusses the difference between the two fence alternatives.

Alternate 1

Alternate 1 is the original exhibit for the fence project which encompasses most of airport property except the property which has maintenance issues due to terrain. This alternate requires the most clearing and grubbing, estimated at 216 acres. This alternate includes approximately 7 miles of 10' wildlife fence installation.

Alternate 2

Alternate 2 reduces the number of acres of tree removal to an estimated 124 acres of clearing and grubbing which addresses noise and environmental concerns. The 10' wildlife fence has also been moved back from the property line in areas where the fence is adjacent to or across from residential areas. To address the airport safety concerns an 8' perimeter fence has been added to the project on the north side of the airport to protect this property from non-aeronautical use. The area enclosed by the 8' perimeter fence does not need to be maintained, i.e. cleared and grubbed, per the USDA, as it is not inside the 10' wildlife fence. This alternative has approximately 6.5 miles of 10' fence and 1 mile of 8' fence, but the additional expense of .5 miles of fence over Alternate 1 is more than offset by the reduction in cost of clearing and grubbing.

Signage has also been added to the airport property line in Alternate 2 in areas where the fence doesn't follow the property line to prevent non-aeronautical use of airport property.

In addition to the changes in the fencing, with Alternate 2 the Airport is proposing to mitigate the removal of trees by replanting the same acreage of trees being removed as part of the project in an off airport location.

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

DRAFT

NOT FOR CONSTRUCTION

M&H NO.:
DATE:
DESIGNED BY:
DRAWN BY:
CHECKED BY:
DO NOT SCALE DRAWINGS
SHEET CONTENTS

SHEET NO.



X:\23098\191191153_01\TECH\CAD\DRAWINGS\PRELIM\FENCE LOCATION.DWG
7/14/2021 1:42:29 PM

DRAFT

DRAFT

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



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

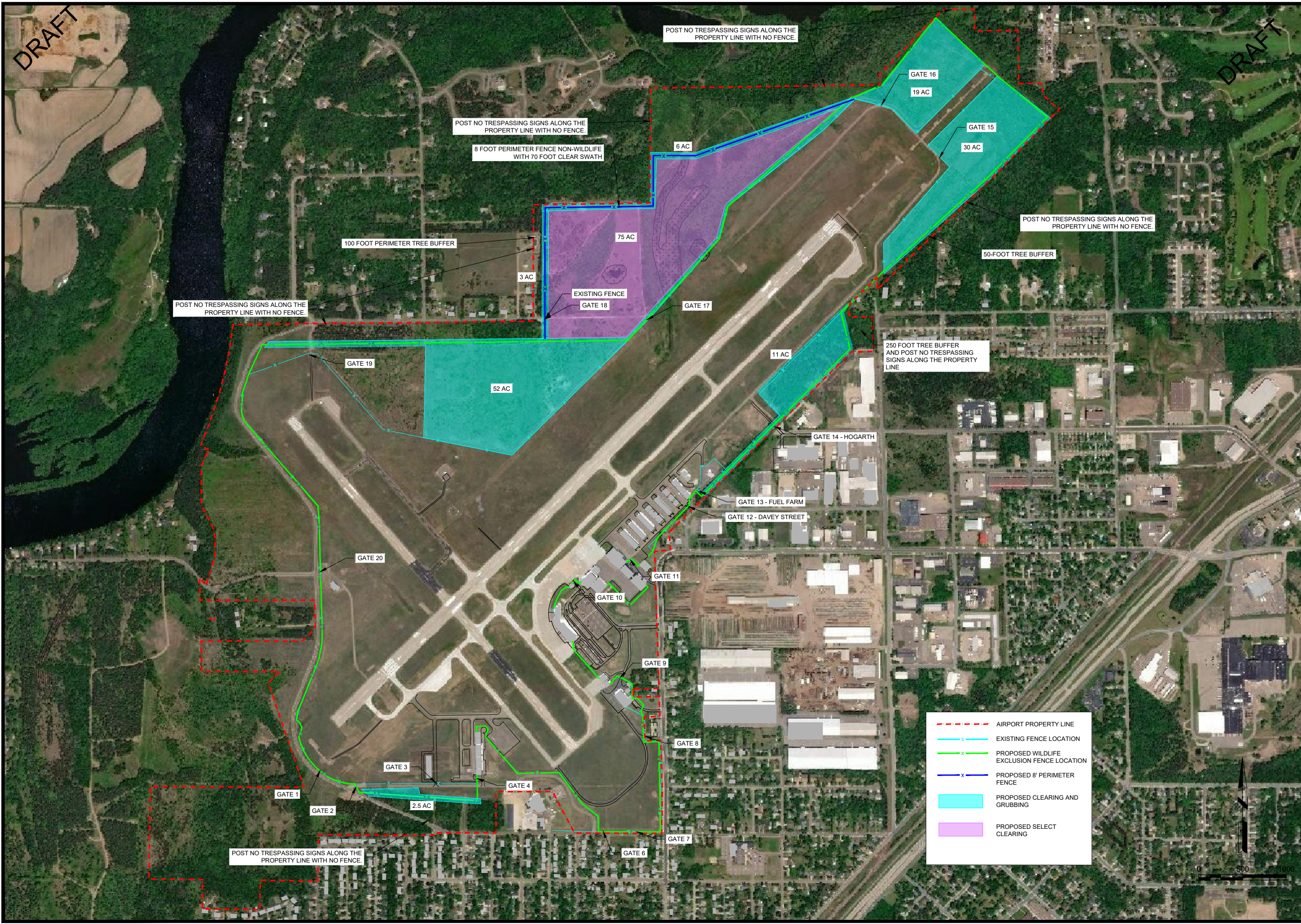
ISSUED

DRAFT

NOT FOR CONSTRUCTION

MMH NO:
DATE:
DESIGNED BY:
DRAWN BY:
CHECKED BY:
DO NOT SCALE DRAWINGS
SHEET CONTENTS

SHEET NO.



- - - - - AIRPORT PROPERTY LINE
- x - x - EXISTING FENCE LOCATION
- x - x - PROPOSED WILDLIFE EXCLUSION FENCE LOCATION
- x - x - PROPOSED 8' PERIMETER FENCE
- PROPOSED CLEARING AND GRUBBING
- PROPOSED SELECT CLEARING

X:\230909\191153.01\TECH\DRAWINGS\PRELIM\FENCE LOCATION.DWG
7/14/2021 10:51:07 PM

DRAFT

DRAFT

FACT SHEET
TO FILE NO. 21-22/050

Background

A full-time airport maintenance position was divided into two part-time positions more than 10 years ago to create additional flexibility for completing airport maintenance and operations duties and Aircraft Rescue and Firefighting (ARFF) coverage for airline flights. In the last several years, the number of applicants for the part time positions have dwindled to the point where the last recruitment yielded only two applicants. One applicant was only interested in full time and the other applicant had already accepted another position. A part time recruitment last Fall yielded only one qualified candidate after multiple advertising extensions for the position. Most applicants reveal through a verbal conversation or during the interview process that they are looking for a full-time position with benefits and they withdraw their applicant when informed that it is unknown when or if the position would ever result in a full-time employment opportunity.

Another challenge to part time employment is the reduction in wage since the original creation of the part time positions. The Maintenance Tech starting wage was lowered with the classification compensation study and additional hourly compensation in lieu of benefits has been eliminated in the last couple of years so the wage for the position is no longer as attractive as it was originally.

A permanent change in federal requirements for airport operations and the addition of new facilities at the airport has required additional staff to maintain the Airport in the last couple of years. The Airport dealt with the need for additional staff through the creation of an on-call program that has worked with varying degrees of success. This addition of 0.5 FTE will in the long run reduce our dependency on the less reliable on-call program for a more reliable permanent position.

Request

The Airport is requesting the following position modifications:

1. Abolish 0.5 FTE Maintenance Tech – Grade H, Step 3 plus \$.50/hour for ARFF duties
2. Create a 1.0 FTE Maintenance Tech – Grade H, Step 3, plus \$.50/hour for ARFF duties

Fiscal Impact

The Airport is not requesting any additional dollars beyond the current airport operating agreement funding so there is no new levy impact to Eau Claire County. Airport operating expenses, including personnel, are generally covered by airport operating revenue generated through lease agreements and user fees.

2021:

The part time position was budgeted at a total cost of \$28,482 in 2021 or an estimated \$7,120 for the period of October 1 – December 31, 2021. The new position would cost \$21,607 for October 1 – December 31, 2021. This is an increase for 2021 of \$14,487, and includes health insurance and WRS contributions.

2022:

The part time position would have been budgeted at \$29,462 for 2022. An increase in this position to 1.0 FTE would result in a budget of \$78,994, which is an increase of \$49,532. This increase includes health insurance and WRS contributions.

Respectfully Submitted,

Charity Zich

Airport Director

1 Enrolled No. RESOLUTION File No. 21-22/050

2
3 AUTHORIZING TO ABOLISH ONE PART-TIME (0.5 FTE) MAINTENANCE
4 TECHNICIAN AND TO CREATE ONE FULL-TIME (1.0 FTE) MAINTENANCE
5 TECHNICIAN
6

7 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
8 positions or changes therein be submitted to the Board for authorization; and
9

10 WHEREAS, a review of the position resulted in a recommended full-time equivalency
11 (FTE) increase from part-time to full-time due to additional job duties and a more efficient
12 staffing approach; and
13

14 WHEREAS, at its regularly scheduled meetings, the Airport Commission and the
15 Committee on Human Resources respectively approved the request from the Chippewa Valley
16 Airport to increase one 0.5 FTE Maintenance Technician to a 1.0 FTE Maintenance Technician;
17 and
18

19 WHEREAS, the increased FTE of this position has the potential annual cost increase of
20 \$49,532 in 2022 and an immediate annual cost increase of \$14,487.
21

22 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of
23 Supervisors hereby approves to abolish one (0.5 FTE) Maintenance Technician to create one (1.0
24 FTE) Maintenance Technician.
25

26
27
28
29
30 I hereby certify that the foregoing
31 correctly represents the action of the
32 Human Resources Committee on
33 September ____, 2021, by a vote
34 of ____ for, and ____ against.
35

36
37
38 I hereby certify that the foregoing
39 correctly represents the action of the
40 Airport Commission on September
41 September ____, 2021 by a vote
42 of ____ for, and ____ against.
43

38 _____
39 Mark Beckfield, Chair
40 Human Resources Committee
41

38 _____
39 Bill Hilgedick, Chair
40 Airport Commission
41

42
43
44
45
46
47
48
49
50