

AGENDA
Chippewa Valley Regional Airport Commission
Friday, May 20, 2022, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

1. **Call To Order**
2. **Confirmation of Meeting Notice**
3. **Roll Call - Voice**
4. **Approval of Minutes**
 - a. **April 20, 2022 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**
 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 1. **Discussion/Action**
 - c. **Project Summary**
 - AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY22
 - 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
 - Airport Parking Equipment Replacement – FY21
 - Corporate Hangar Construction – FY21
 - 2022 Hangar Construction – FY22
 1. **Discussion/Action**

8. Previous Business: N/A

9. New Business:

a. Review of Airline Service Proposals, Request from SkyWest Airlines and Letter of Community Support to US DOT

1. Discussion/Action

b. Contract with Aviation Security Consulting, Inc.

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 individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

MINUTES

Chippewa Valley Regional Airport Commission
Wednesday, April 20, 2022, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby and Shawn Styer-Hawthorne Aviation, Dustin Weiker-Eau Claire County I.S., Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist were present.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **March 18, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the March 18, 2022, 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. Hoeft, the expense vouchers were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are up for the month and for the year.
 - **Car Rental Operations**
Cars rented are up for the month and for the year.
 - **Tower Operations**
Tower Operations are down for the month and up for the year.

c. Hangar Occupancy:

We are at full occupancy with multiple individuals on the t-hangar and box hangar waiting lists.

- 6. Public Comment Period:** Jeff Husby noted that the flight instruction merger with Gibson Aviation took place on March 15th and the transition has been seamless and going well. Heather Deluka inquired about whether we knew if the Melby Street construction would be completed before the Airshow weekend as the city had proposed a June 3rd completion date.

7. Operational Matters:

a. Airport Operations Report

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Bipartisan Infrastructure Law Airport Terminal Program Grant:** The Airport Director reviewed the two grants that were applied for that could assist with the cost to install a Parking Canopy Solar Array and EV Charging Stations.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. There will be a pancake breakfast at the Airport on May 7th and an Airshow Neighborhood Meeting on May 25th.

b. Airport Strategic Plan Update/Review: None

c. Project Summary

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Project scheduled to begin on May 16th.
- **AIP 49 - ARFF Building Reconstruct– FY22:** Phase I of project is scheduled to begin on May 16th.
- **AIP 50 - Master Plan Update – FY22:** The grant application has been submitted and should be awarded Fall 2022.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Project planned to go to bid in April/May.
- **Airport Parking Equipment Replacement – FY22:** No update
- **Corporate Hangar Construction – FY22:** Project scheduled for site work to begin in May.
- **48'x48' Hangar Construction – FY22:** No update

8. Previous Business:

- a. Airport Recognition Program Quarter 1 - 2022 Award:** Commissioners selected Youa Vang from SkyWest Airlines as the Quarter 1 - 2022 Recognition Program recipient. She was nominated for going above and beyond to accommodate a large group of passengers and their luggage.
- b. CVRA Rental Car Lease Agreement Extension:** The Airport Director discussed the possibility of extending the current Rental Car Lease Agreement for another year due to the uncertainty of the current air service provider.

9. New Business:

a. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid

On a motion by Com. Francis, seconded by Com. Hull, the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid was approved as submitted.

(Ayes 6-Nayes 0)

b. Department of Transportation Bureau of Aeronautics Agency Agreement

On a motion by Com. Bowe, seconded by Com. Hoeft, the Department of Transportation Bureau of Aeronautics Agency Agreement was approved as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: Air service update and hybrid meeting opportunity

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for May 20th, June 17th, and July 15th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Bowe, the meeting was adjourned at 8:26 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

April Vouchers for approval May 20, 2022

AECOM	Site investigation workplan study, 3/5/22-4/29/22	53510-299	\$2,648.75
ARFF Specialists	ARFF Training, W. George	53510-340	\$495.00
CBS Squared	Design/construction fees, 48x48 hangars	53510-820	\$885.40
CBS Squared	Design/construction fees, 48x48 hangars	53510-820	\$6,219.70
Cintas	Uniforms & Towels	53510-298	\$449.77
Eau Claire County Highway Dept.	Plow blades, salt, sand & vehicle oil	53510-241/246	\$4,974.61
J.E. Fisher Group, LLC	Web Work Order System Domain & Hosting	53510-248	\$480.00
Nick's Mobile Welding	Henke Plow & G-7 door welding repairs	53510-246/248	\$844.12
Nuss Truck & Equipment	Vehicle Filters	53510-241	\$448.24
Nuss Truck & Equipment	Generator Filters	53510-248	\$28.91
Nuss Truck & Equipment	Ground Equip Filters	53510-246	\$82.53
<i>Nuss Truck & Equipment</i>	<i>ATCT Generator Filters</i>	<i>53515-248</i>	<i>\$8.17</i>
On Site Medical Services	Technician Hearing Tests	53510-246	\$165.00
Sessions, Blake	Meal reimbursements, ARFF Training	53510-340	\$135.31
State of WI - Dept. of Transportation	SAP 70 - Phase II Fence Design	53510-829	\$9,957.50
State of WI - Dept. of Transportation	SAP 70 - Phase II Fence Design	53510-829	\$26,343.53
USDA	Wildlife Services	53510-299	\$1,638.00
Volare Aviation	Air Service Development - HQ Meeting	53510-328	\$670.33
Xcel Energy	Terminal Gas/Electric - April	53510-222/224	\$11,752.65
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - April</i>	<i>53515-222/224</i>	<i>\$1,861.02</i>
	TOTAL		<u>\$70,088.54</u>

April Credit Card Charges

AAAE	Membership	53510-324	275.00
APG MEDIA - LEADER TELEGRAM	Public Notice	53510-321	66.12
LA QUINTA INN SUITES	Training - refund	53510-340	-85.16
HANGAR 54 GRILL	Marketing	53510-327	25.00
WINDCAVE INC.	Merchant Fees	53510-200	95.00
GOLD CROSS ANSWERING SVC	Telephone	53510-225	120.00
USPS.COM	Postage	53510-311	14.10
<i>PER MAR SECURITY</i>	<i>ATCT Security Monitoring</i>	<i>53515-248</i>	<i>167.52</i>
HANGAR 54 GRILL	Marketing	53510-327	80.00
USPS.COM	Postage - refund	53510-311	-1.45
FARRELL EQUIPMENT	Airfield Patch	53510-246	379.90
O'REILLY AUTO PARTS	Grounds	53510-246	4.80
O'REILLY AUTO PARTS	Vehicles	53510-241	6.49
FARM & FLEET CF	Vehicles	53510-241	23.98
FARM & FLEET CF	Grounds	53510-246	20.94
FARM & FLEET CF	Building	53510-248	57.98
HARBOR FREIGHT TOOLS	Building	53510-248	7.99
AMAZON	Building	53510-248	39.41
NASSCO INC.	Janitorial Supplies	53510-248	280.52
AMAZON	Grounds	53510-246	38.97
AMAZON	Marketing	53510-327	12.83
MOTION INDUSTRIES	Building	53510-248	18.97
MCCOY CF - CHIPPEWA FALLS	Grounds	53510-246	137.44
FARRELL EQUIPMENT	Airfield Patch	53510-246	399.92
WEIMER BEARING	Building - refund	53510-248	-10.46
CHIPPEWA VALLEY REGIONAL	Building - refund	53510-246	-7.00
CHIPPEWA VALLEY REGIONAL	Building	53510-246	7.00
<i>DALCO ENTERPRISES</i>	<i>ATCT Janitorial</i>	<i>53515-248</i>	<i>161.10</i>
VIKING ELEC - EAU CLAIRE	4' Lighting Ballasts (exchanging for 2' ballasts)	53510-248	384.16
FARM & FLEET CF	Building	53510-248	2.14
	TOTAL		<u>\$2,723.21</u>

Chippewa Valley Regional Airport

2022 BUDGET COMPARISON Estimated April 30, 2022

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 4/30/22 (33.33%)	Variance YTD	Balance Remaining For Year
Income			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	\$65,787	\$21,929.00	\$65,787.00
Sub-Total Tax Revenue		\$534,594	\$178,198.00	\$200,127.00	\$21,929.00	\$334,467.00
46341	Air Terminal	\$169,712	\$56,571	\$58,225	\$1,654.59	\$111,486.74
46342	FBO	\$142,061	\$47,354	\$40,720	(\$6,633.31)	\$101,340.64
46343	Airfield	\$136,981	\$45,660	\$46,247	\$586.43	\$90,734.24
46344	Hangars	\$239,003	\$79,668	\$121,069	\$41,401.79	\$117,933.54
46345	Parking	\$106,000	\$35,333	\$72,049	\$36,715.93	\$33,950.74
46346	Rental Cars	\$122,698	\$40,899	\$58,450	\$17,550.76	\$64,247.91
46349	Ground Handling	\$36,000	\$12,000	\$8,000	(\$4,000.00)	\$28,000.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$6,000	\$10,721	\$4,720.72	\$7,279.28
48903	Equipment Rental	\$1,200	\$400	\$400	\$0.00	\$800.00
Sub-Total Operating Revenue		\$971,655	\$323,885	\$415,882	\$91,996.91	\$555,773
Sub-Total Taxes and Operating Rev.		\$1,506,249.00	\$502,083.00	\$616,008.91	\$113,925.91	\$890,240.09
48691	Other Revenue	\$10,000	\$3,333	\$246	(\$3,087.53)	\$9,754.20
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$57,070	\$19,023	\$25,479	\$6,455.29	\$31,591.38
43690-91	Airport Grants	\$0	\$0	\$0	\$0.00	\$0.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	\$2,372,230	\$790,743	\$0	(\$790,743.33)	\$2,372,230.00
Sub-Total Other Revenue		\$2,439,300	\$813,100.00	\$25,724.42	(\$787,375.58)	\$2,413,575.58
TOTAL INCOME		\$3,945,549	\$1,315,183.00	\$641,733.33	(\$673,449.67)	\$3,303,815.67
Expenses						
53510-111	Salary Perm-Regular	\$403,178	\$134,393	\$116,997.45	(\$17,395.22)	\$286,180.55
-112	Salary Perm-OT	\$14,814	\$4,938	\$4,240.35	(\$697.65)	\$10,573.65
-114	Salary-On Call Pay	\$5,200	\$1,733	\$1,500.00	(\$233.33)	\$3,700.00
-121	Salary Temp Regular	\$9,978	\$3,326	\$3,282.50	\$0.00	\$6,695.50
-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	\$4,800	\$1,600	\$990.00	(\$610.00)	\$3,810.00
-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	\$33,883	\$11,294	\$8,972.83	(\$2,321.50)	\$24,910.17
-152	Retirement Emplr Share	\$26,039	\$8,680	\$7,252.81	(\$1,426.86)	\$18,786.19
-153	HSA Contribution	\$5,050	\$1,683	\$1,000.00	(\$683.33)	\$4,050.00
-154	Hos & Health Ins	\$110,506	\$36,835	\$21,509.78	(\$15,325.55)	\$88,996.22
-155	Life Insurance	\$135	\$45	\$34.80	(\$10.20)	\$100.20
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$40,500	\$13,500	\$2,407.75	(\$11,092.25)	\$38,092.25
-212	Attorney Fees	\$6,000	\$2,000	\$1,622.00	(\$378.00)	\$4,378.00
-213	Accounting & Audit	\$5,500	\$1,833	\$0.00	(\$1,833.33)	\$5,500.00
-221	Water & Sewer	\$57,067	\$19,022	\$14,390.13	(\$4,632.20)	\$42,676.87
-222	Electric	\$102,938	\$34,313	\$34,231.57	(\$81.10)	\$68,706.43
-224	Gas & Fuel Oil	\$38,728	\$12,909	\$29,541.76	\$16,632.43	\$9,186.24
-225	Telephone	\$4,000	\$1,333	\$380.00	(\$953.33)	\$3,620.00
-226	Cellular Phone	\$1,450	\$483	\$450.96	(\$32.37)	\$999.04
-227	Dataline/Internet	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-241	Motor Vehicle Maint	\$15,000	\$5,000	\$4,323.29	(\$676.71)	\$10,676.71
-246	Grounds Maint	\$115,000	\$38,333	\$28,592.51	(\$9,740.82)	\$86,407.49
-248	Building Maint	\$30,000	\$10,000	\$4,898.96	(\$5,101.04)	\$25,101.04
-249	Service on Machines	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-297	Refuse Collection	\$1,500	\$500	\$1,344.20	\$844.20	\$155.80
-298	Laundry Services	\$3,636	\$1,212	\$1,585.05	\$373.05	\$2,050.95
-299	Sundry Contract Services	\$55,000	\$18,333	\$8,441.75	\$0.00	\$0.00
-310	Office Supplies	\$600	\$200	\$89.30	(\$110.70)	\$510.70
-311	Postage and Box Rent	\$800	\$267	\$29.80	(\$236.87)	\$770.20
-313	Printing & Dup	\$750	\$250	\$16.00	(\$234.00)	\$734.00

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 4/30/22 (33.33%)	Variance YTD	Balance Remaining For Year
-320	Ref Materials	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-321	Publish Legal Notices	\$150	\$50	\$0.00	(\$50.00)	\$150.00
-324	Membership Dues	\$4,000	\$1,333	\$1,193.00	(\$140.33)	\$2,807.00
-327	Marketing	\$55,000	\$18,333	\$1,221.77	(\$17,111.56)	\$53,778.23
-328	Airline Recruitment	\$10,000	\$3,333	\$4,670.33	\$1,337.00	\$5,329.67
-340	Travel-Train, Conf & Misc.	\$18,000	\$6,000	\$4,340.93	(\$1,659.07)	\$13,659.07
-366	Fire fight supplies	\$4,500	\$1,500	\$305.00	(\$1,195.00)	\$4,195.00
-377	Vehicle Fuel	\$40,000	\$13,333	\$31,314.19	\$17,980.86	\$8,685.81
-510	Insurance	\$74,116	\$24,705	\$18,043.28	(\$6,662.05)	\$56,072.72
-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	\$2,500	\$833	\$245.25	(\$588.08)	\$2,254.75
-933	Bank Service Charges	\$0	\$0	\$2,660.45	\$2,660.45	(\$2,660.45)
Sub-Total Operating Expense		\$1,306,918.00	\$435,639.33	\$363,519.75	(\$72,119.58)	\$943,398.25
53510-121	Sal Temp-Ground Handling	\$9,774	\$3,258	\$2,555.32	(\$702.68)	\$7,218.68
-122	Aircraft Handling OT	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Ground Handling FICA	\$747	\$249	\$195.52	(\$53.48)	\$551.48
-366	Ground Handling Supplies	\$2,000	\$667	\$0.00	(\$666.67)	\$2,000.00
Sub-Total Ground Handling Expense		\$12,521	\$4,173.67	\$2,750.84	(\$1,422.83)	\$9,770.16
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$343	\$265.90	(\$77.43)	\$764.10
-222	ATCT Electricity	\$16,480	\$5,493	\$5,672.64	\$179.31	\$10,807.36
-224	ATCT Gas & Fuel Oil	\$4,120	\$1,373	\$2,227.09	\$853.76	\$1,892.91
-225	ATCT Telephone	\$1,500	\$500	\$0.00	(\$500.00)	\$1,500.00
-248	ATCT Building Maintenance	\$15,000	\$5,000	\$1,735.29	(\$3,264.71)	\$13,264.71
Sub-Total Tower Expense		\$38,130	\$12,710.00	\$9,900.92	(\$2,809.08)	\$28,229.08
53610-810	Capital Equipment	\$0	\$0	\$18,112.48	\$18,112.48	(\$18,112.48)
-820	Capital Improvement	\$2,275,000	\$758,333	\$50,267.70	(\$708,065.63)	\$2,224,732.30
-829	Other Capital Improvement	\$312,980	\$104,327	\$65,399.32	(\$38,927.35)	\$247,580.68
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		\$2,587,980	\$862,660.00	\$133,779.50	(\$728,880.50)	\$2,454,200.50
TOTAL EXPENSE		\$3,945,549	\$1,315,183.00	\$509,951.01	(\$805,231.99)	\$3,435,597.99
NET OPERATING INCOME		\$0	\$0	\$131,782.32		(\$131,782.32)
Cash Balance						
	Per 2018 Audit Report	\$975,882				
	Per 2019 Audit Report	1,362,194				
	Per 2020 Audit Report	2,393,606				
	2021 Estimate	3,149,211				
	2022 Estimate	776,981				

Chippewa Valley Regional Airport
Traffic Statistics
 April 2022

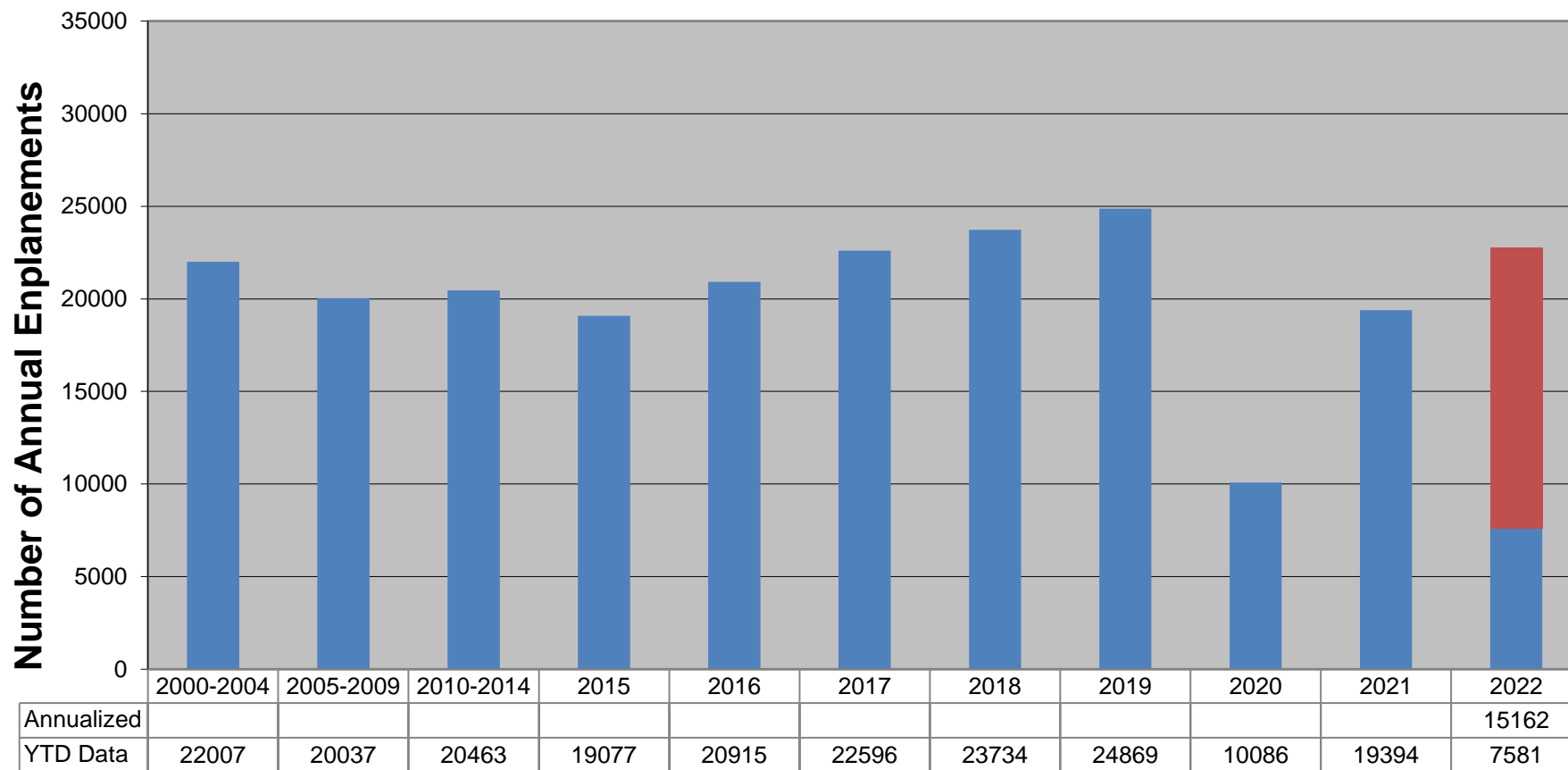
<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2022	2021		2022	2021	
UNITED Enplaned	1537	1308	18%	6985	4169	68%
CHARTERS Enplaned				<u>596</u>	<u>81</u>	636%
Total Enplaned				7581	4250	78%
UNITED Deplaned	1357	1434	-5%	6744	4035	67%
CHARTERS Deplaned				<u>596</u>	<u>81</u>	636%
Total Deplaned				7340	4116	78%
Total Enplaned/Deplaned	2894	2742	6%	14921	8366	78%
UA Departure Load Factor	60%	44%		66%	36%	
UA Arrival Load Factor	54%	48%		64%	35%	
<i>UNITED PERFORMANCE</i>	2022	2021		2022	2021	
Scheduled Flights/Landings	52	60	-13%	222	240	-8%
Canceled Flights						
Xnld for Wx	2	0		8	11	
Xnld for Mx	0	0		0	0	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>2</u>	<u>1</u>	
Total	2	0	#DIV/0!	10	12	-17%
Total Landings	50	60	-17%	212	228	-7%
	2022	2021		2022	2021	
<u>EAU Arrival</u>						
Completion Factor	96%	100%		96%	95%	
OnTime %	88%	95%		81%	80%	
<u>EAU Departure</u>						
Completion Factor	98%	100%		96%	96%	
OnTime %	90%	90%		83%	84%	
<u>ORD Arrival</u>						
Completion Factor	98%	100%		96%	96%	
OnTime %	90%	88%		84%	82%	

All on time arrivals/departures follow DOT methodology.

Landline

Leg O&D	Month	Total
EAU-MSP	April	10
MSP-EAU	April	<u>11</u>
TOTAL		21

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 *	<u>\$862</u>	\$880	\$1,214	<u>\$847</u>	\$919	\$890	<u>\$877</u>	\$1,033	\$846
MCO - Orlando *	<u>\$531</u>	\$750	\$448	\$553	\$741	\$408	\$654	\$972	\$503
PHX - Phoenix *	\$995	\$593	\$496	\$764	\$478	\$496	\$683	\$648	\$411
	5/20-5/22			5/27-5/29			6/3-6/5		
ORD - Chicago **	\$520	\$241	\$378	\$408	\$354	\$388	\$408	\$291	\$408
DEN - Denver **	\$1,018	\$378	\$328	\$812	\$335	\$346	\$754	\$440	\$380
LAS - Las Vegas **	\$1,263	\$577	\$518	\$714	\$477	\$428	\$1,046	\$704	\$358
EWR - Newark **	\$576	\$486	\$678	\$633	\$418	\$478	\$643	\$490	\$478
IAD - Washington Dulles **	\$745	\$459	\$535	\$728	\$581	\$432	\$721	\$530	\$514
	5/24-5/26			5/31-6/2			6/7-6/9		

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

5/13/22

Number of Cars Rented

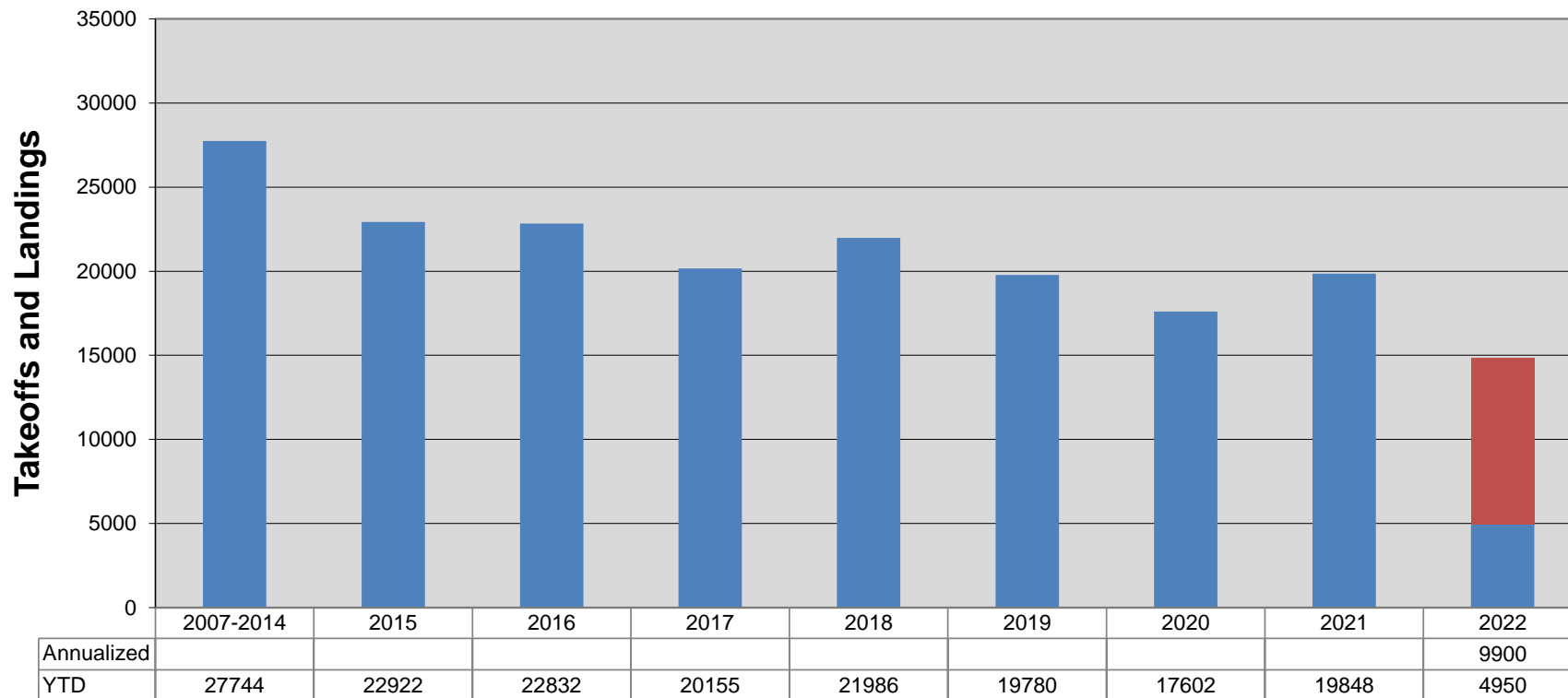
	<u>2022</u>	<u>2021</u>	22/21 % Diff.
January	366	276	33%
February	239	231	3%
March	455	369	23%
April	396	408	-3%
May		438	-100%
June		421	-100%
July		468	-100%
August		508	-100%
September		451	-100%
October		456	-100%
November		403	-100%
December		365	-100%
YTD	1456	1284	13%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 April 2022

		Month		% Diff.	Year to date		% Diff.
		2022	2021		2022	2021	
Itinerant	Air Carrier	4	0	#DIV/0!	18	4	350%
	Commuter/ Air Taxi	120	207	-42%	641	793	-19%
	GA	882	1181	-25%	3280	3429	-4%
Local	Military	30	37	-19%	119	141	-16%
	GA	132	388	-66%	880	1032	-15%
	Military	<u>6</u>	<u>2</u>	200%	<u>12</u>	<u>26</u>	-54%
TOTAL		1174	1815	-35%	4950	5425	-9%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

2022 Community/Stakeholder Outreach

1. Jan 3 – Airport Newsletter
2. Jan 3 – County Presentation Information
3. Jan 10 – Airport Neighborhood Assoc Meeting
4. Jan 12 – Sunrise Exchange Club
5. Jan 13 – County Video Filming
6. Jan 20 – Leadership Chippewa Falls
7. Jan 31 – Leader Telegram ARFF Interview
8. Feb 1 – WQOW/WEAU Interviews
9. Feb 11 – Wis Aero Meeting
10. Feb 11 – WI Tourism Meeting
11. Mar 11 – Air Service Interviews/Stakeholder Communication
12. Mar 15 – ChiHi STEAM Night
13. Mar 16 – Meeting with TSA
14. Mar 24 – Volume One Interview
15. Apr 1 – Airport Newsletter
16. Apr 18 – Petition Public Hearing
17. May 7 – Fly-In/Pancake Breakfast
18. May 16 – Air Service Options Presentation
19. May 16 – Air Service FAQ Update
20. May 16/17 – Air Service Options Media Interviews
21. May 17 – Air Service Options Stakeholder Outreach

Upcoming Events

Chippewa Valley Airshow – June 4-5, 2022

Wisconsin Aviation Conference, Eau Claire, October 3-5, 2022



CHIPPEWA VALLEY REGIONAL AIRPORT
Airport Security Program Upgrade
 RFI 2022-227

I. PARTIES

This Agreement, between the Chippewa Valley Regional Airport, Wisconsin, located at 3800 Starr Ave, Eau Claire, WI 54703, hereinafter referred to as "CVRA" and Aviation Security Consulting, Inc., 7032 Turweston Ln, Castle Pines, CO 80108, hereinafter referred to as the "Consultant".

II. TERM

Services under this Agreement shall commence May 23, 2022 and continue through agreement completion of December 30, 2022. The term is subject to termination in accordance with Article V of this Agreement. This Agreement represents the entire agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral.

III. SCOPE OF SERVICES

The purpose of this Agreement is to formalize the relationship between CVRA and Consultant. The Consultant shall provide services to upgrade airport category as required by the Transportation Security Administration including drafting a full airport security program and development of airport credentialing as indicated in RFI 2022-227 and the Consultant proposal. The total cost to perform these services is not to exceed (\$64,742.03).

IV. OWNERSHIP RIGHTS

Information and software developed by the Consultant, for the purposes of this agreement, shall be belong exclusively to the CVRA.

V. TERMINATION

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

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

If after the termination of the Agreement or any part thereof for default under "A" above, it is determined that the Consultant was not in default pursuant to "A", or that the Consultant's failure to perform satisfactorily is due to causes beyond the control and without fault or negligence on the part of the

Consultant, the Notice of Termination shall be deemed to have been issued under "B" above, and the rights and obligations of the parties involved shall be governed and resolved accordingly.

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

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

VI. PAYMENT

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

VII. PERSONNEL

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

VIII. CONFLICT OF INTEREST

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

IX. HOLD HARMLESS

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

omission of duty, negligence or wrongful act on the part of the Consultant and the CVRA, their employees or agents in connection with this Agreement.

X. INSURANCE REQUIRED

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

XI. SUBAGREEMENTING OR ASSIGNMENT

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

XII. CHANGES, ALTERATIONS OR MODIFICATIONS IN THE SERVICES

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

XIII. SANCTIONS UPON IMPROPER ACTS

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

XIV. RESPONSIBILITY OF A CONSULTANT

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

resources or through a qualified surety - to protect the CVRA from errors and omissions that might arise from the direct performance of the services or the performance of the services by third parties relying on the work product.

XV. APPLICABLE LAW

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

XVI. COMPLIANCE WITH THE LAWS

The Consultant hereby represents and warrants:

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

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

XVII. TAXES

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

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

XVIII. INDEPENDENT CONSULTANT STATUS

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

The relationship of the Consultant to the CVRA shall be that of an independent consultant and the Consultant shall be entitled to none of the rights, benefits, salaries, wages or fringe benefits to which employees of the CVRA are eligible. Nothing in this Agreement shall be construed so as to deem the Consultant, its employees or agents (1) as employees of the CVRA, (2) as carrying out the functions of the CVRA, (3) as effectively acting as or in place of the CVRA, or (4) having the status of the CVRA.

The Consultant has no authority to incur any obligation for or on behalf of the CVRA. No federal, state or local taxes or social security deductions or contributions shall be made by the CVRA on behalf of the Consultant. THE CONSULTANT UNDERSTANDS IT MAY BE LIABLE UNDER SECTIONS 1401 TO 1403 OF THE INTERNAL REVENUE CODE (1980) FOR PAYMENT OF A TAX ON SELF-EMPLOYMENT INCOME AND IT SHALL BE THE CONSULTANT'S RESPONSIBILITY TO KEEP A RECORD OF INCOME UNDER THIS AGREEMENT AND TO FILE SUCH INCOME TAX FORMS AS MAY BE REQUIRED BY LAW. NO DEDUCTIONS FOR ANY PURPOSE WHATSOEVER ARE BEING TAKEN FROM THE PAYMENT SPECIFIED AT 2., ABOVE.

The parties hereto, having read and understood the entirety of this Agreement, consisting of five (5) typewritten pages and two (2) attachments, hereby affix their duly authorized signatures.

**CHIPPEWA VALLEY REGIONAL AIRPORT
(CVRA) BY:**

(CONSULTANT) BY:

Charity Zich, Airport Director
(Name/Title)

Lori Beckman, Owner
(Name/Title)

(Signature)

(Signature)

(Date)

(Date)