

AGENDA
Chippewa Valley Regional Airport Commission
Thursday, August 25, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

Join WebEx Meeting:

<https://eauclairecounty.webex.com>

Meeting ID: 2599 801 9874 Password: nMKSpGTH497

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

Audio conference:

1-415-655-0001 Access Code: 25916234417##

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. **July 22, 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**
 - Airport Quarterly Report
 - Airline Transition Update
 - Airport Community Outreach
 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
- South Hangar Construction – FY22

1. Discussion/Action

8. Previous Business:

a. 2023 Airport Operations and Capital Improvement Budget

1. Discussion/Action

9. New Business:

a. CBS Squared Hangar Contract Amendments

1. Discussion/Action

b. Volaire Aviation Consulting Services Agreement

1. Discussion/Action

c. Mead & Hunt Tile Replacement Design Contract

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

Friday, July 22, 2022, 7:30 a.m.

Airport Terminal Conference Room

3800 Starr Ave, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, David Hirsch, Peter Hoefl, Chuck Hull and Barry Wells were present. Scott Francis was present via Teams virtual meeting.

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Lucas Kline-Menards, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist.

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, David Hirsch, Peter Hoefl, Chuck Hull and Barry Wells were present. Scott Francis was present via Teams virtual meeting and David Hirsch left at 8:32 am.
4. **Approval of Minutes:**
 - a. **June 21, 2022 Regular Commission Meeting:**
 On a motion by Com. Wells, seconded by Com. Hirsch, the minutes of the June 21, 2022, 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. Bowe, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
 Airline Enplanements are down for the month and up for the year. Load factor is very similar to 2021 and just down from 2019.
 - **Car Rental Operations**
 Cars rented are up for the month and for the year.
 - **Tower Operations**
 Tower Operations are down for the month and for the year. June was a challenging month with runway construction closures for much of the month.

- c. **Hangar Occupancy:** There are currently two t-hangar vacancies and Commissioners discussed options for leasing them.
6. **Public Comment Period:** Heather DeLuka noted that an individual had inquired about how they could track how many people flew out of EAU in any given month and it was confirmed that the monthly traffic statistics provided in the Commission Packets were accurate passenger counts for each month.
7. **Operational Matters:**
- a. **Airport Operations Report**
- **Airport Terminal Program BIL Application:** The Airport Director noted that the solar power grants that we applied for were not awarded to CVRA.
 - **Airport Passenger Survey:** The Commission reviewed the Airport Passenger Survey responses for the first half of the year.
 - **Airport Site Investigation Work Plan:** The Airport Director noted the website where Commissioners and the public can find updated information on the PFAS site investigation.
 - **Airport Transition Update:** The Airport Director discussed the transition planned for SkyWest discontinuing service at EAU on 11/30/22 and Sun Country beginning on 12/1/22 and the security, parking and seating changes that are being considered to accommodate the potential increased passenger counts.
 - **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.
- b. **Airport Strategic Plan Update/Review:**
The Operational Review for July covered Fuel Flowage, Landing Fees, Parking Fees and Tower maintenance.
- c. **Project Summary**
- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Complete
 - **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
 - **AIP 50 - Master Plan Update – FY22:** Waiting on funding and expected to begin Fall 2022
 - **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Bids have been received and a grant application has been submitted. The FAA has indicated that funding will likely only be available for the north half of the fence project.
 - **Airport Parking Equipment Replacement – FY22:** The intercom and credit card-in functions are operational. Communication with the vendor about other challenges is ongoing.
 - **Corporate Hangar Construction – FY22:** In progress.
 - **South Hangar Construction – FY22:** The Airport Director indicated that federal infrastructure funds are available for hangar development. Commissioners agreed the Airport Director should pursue those funds for the two projects currently in design.

8. Previous Business: None

- a. **Airport Recognition Program Quarter 2 - 2022 Award:** Commissioners selected Troy Batterton from Hawthorne Aviation as the Quarter 2 - 2022 Recognition Program recipient. He was nominated for going above and beyond to assist throughout the 2022 Chippewa Valley Air Show.

9. New Business:

- a. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, To wit: Confirmation of airport director performance evaluation**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 8:49 am and on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull and Wells; Nays: None.

Commission Chair Hilgedick reported in open session that the Airport Director performance evaluation was reviewed and affirmed.

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for August 25th, September 16th and October 18th.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Francis, the meeting was adjourned at 9:07 am.
(Ayes 6-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary

July Vouchers for approval August 25, 2022

Agenda Item 5a

AECOM	Site investigation workplan study, 6/25/22-7/29/22	53510-299	\$55,374.05
Aviation Security Consulting (ASC)	Security Upgrade Consultant Services June/July	53510-299	\$22,844.40
CBS Squared	Design/construction fees, 48x48 Hangars	53510-820	\$9,140.50
CBS Squared	Design/construction fees, South Ramp Hangar	53510-820	\$5,703.19
Cedar Corporation	ARFF Building Pre-Demolition Asbestos Inspection	53510-829	\$1,302.23
Cintas	Uniforms & Towels	53510-298	\$411.89
Eau Claire County Highway Dept.	Road Base for Tower Road	53510-246	\$792.61
George, Wyatt	Meal reimbursements, ASOS Training	53510-340	\$36.70
JM Janitorial	Janitorial Services	53510-200	\$999.00
Masters Building Solutions	HVAC Actuator Replacement	53510-248	\$365.00
Masters Building Solutions	2021 Service Contract <i>(Not billed in 2021)</i>	53510-200	\$2,465.00
Masters Building Solutions	2022 Service Contract - installment 1 of 2	53510-200	\$1,650.00
Stanley, Neil	Meal reimbursements, ASOS Training	53510-340	\$43.43
State of WI - Dept. of Transportation	SAP 70 - Phase II Fence Design	53510-829	\$8,223.06
TAPCO	Parking Controls Replacement <i>(50% of balance)</i>	53510-820	\$44,547.25
Voltaire Aviation	Air Service Development	53510-328	\$4,000.00
Xcel Energy	Terminal Gas/Electric - July	53510-222/224	\$9,857.72
Xcel Energy	ATCT Gas/Electric - July	53515-222/224	\$1,989.61
		TOTAL	<u>\$169,745.64</u>

July Credit Card Charges

SPECTRUM	Internet	53510-227	84.98
GODADDY.COM	Internet	53510-227	20.17
STAPLES	Janitorial	53510-248	186.24
STAPLES	Office Supply	53510-310	34.89
STAPLES	Office Supply	53510-310	6.49
STAPLES	Janitorial	53510-248	95.40
STAPLES	Office Supply	53510-310	1.38
WISCONSIN AIRPORT MGMT	Training	53510-340	125.00
WISCONSIN AIRPORT MGMT	ASOS Training NS, WG	53510-340	595.00
WINDCAVE INC.	Merchant Fees	53510-200	95.00
EAU CLAIRE CHAMBER	Marketing	53510-327	50.00
PER MAR SECURITY	ATCT Security Monitoring	53515-248	167.52
GOLD CROSS ANSWERING SVC	Telephone	53510-225	212.12
FARM & FLEET CF	Building	53510-248	5.34
SOUTHSIDE TIRE CF	Grounds	53510-246	44.28
CED 1942 DS	South Ramp Area Lights	53510-246	695.00
MENARDS EAU CLAIRE WEST	Building	53510-248	8.32
CHIPPEWA VALLEY REGIONAL	Grounds - refund	53510-246	-7.00
CHIPPEWA VALLEY REGIONAL	Grounds	53510-246	7.00
VIKING ELEC - EAU CLAIRE	Building	53510-248	77.11
MENARDS EAU CLAIRE WEST	Building	53510-248	115.78
SOUTHSIDE TIRE CF	Grounds	53510-246	97.56
SOUTHSIDE TIRE CF	Grounds	53510-246	51.28
GOODIN COMPANY	Building	53510-248	98.59
E-RIGGING.COM	Building	53510-248	177.90
INTERSTATE BATTERY	Floor scrubber batteries	53510-248	559.80
WAREHOUSE-LIGHTING.COM	Ramp Lights	53510-246	231.99
		TOTAL	<u>\$3,837.14</u>

Chippewa Valley Regional Airport

2022 BUDGET COMPARISON Estimated July 31, 2022

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 7/31/22 (58%)	Variance YTD	Balance Remaining For Year
Income						
41110	Contrib From Eau Claire Cty	\$403,020	\$235,095	\$235,095	\$0.00	\$167,925.00
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	\$366,669.00	\$54,822.50	\$167,925.00
46341	Air Terminal	\$169,712	\$98,999	\$106,511	\$7,512.34	\$63,200.99
46342	FBO	\$142,061	\$82,869	\$71,261	(\$11,608.29)	\$70,800.37
46343	Airfield	\$136,981	\$79,906	\$83,736	\$3,830.50	\$53,244.92
46344	Hangars	\$239,003	\$139,418	\$172,166	\$32,747.24	\$66,837.34
46345	Parking	\$106,000	\$61,833	\$117,507	\$55,673.26	(\$11,506.59)
46346	Rental Cars	\$122,698	\$71,574	\$117,256	\$45,682.07	\$5,442.10
46349	Ground Handling	\$36,000	\$21,000	\$20,000	(\$1,000.00)	\$16,000.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$10,500	\$16,711	\$6,210.83	\$1,289.17
48903	Equipment Rental	\$1,200	\$700	\$800	\$100.00	\$400.00
Sub-Total Operating Revenue		\$971,655	\$566,799	\$705,947	\$139,147.95	\$265,708
Sub-Total Taxes and Operating Rev. \$1,506,249.00 \$878,645.25 \$1,072,615.70 \$193,970.45 \$433,633.30						
48691	Other Revenue	\$10,000	\$5,833	\$14,498	\$8,664.53	(\$4,497.86)
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$57,070	\$33,291	\$45,065	\$11,774.61	\$12,004.56
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	\$1,383,801	\$0	(\$1,383,800.83)	\$2,372,230.00
Sub-Total Other Revenue		\$2,439,300	\$1,422,925.00	\$59,563.30	(\$1,363,361.70)	\$2,379,736.70
TOTAL INCOME \$3,945,549 \$2,301,570.25 \$1,132,179.00 (\$1,169,391.25) \$2,813,370.00						
Expenses						
53510-111	Salary Perm-Regular	\$403,178	\$235,187	\$222,062.66	(\$13,124.51)	\$181,115.34
-112	Salary Perm-OT	\$14,814	\$8,642	\$7,241.61	(\$1,399.89)	\$7,572.39
-114	Salary-On Call Pay	\$5,200	\$3,033	\$2,800.00	(\$233.33)	\$2,400.00
-121	Salary Temp Regular	\$9,978	\$5,821	\$4,372.94	\$0.00	\$5,605.06
-130	Employee Benefits	\$4,200	\$2,450	\$2,450.00	\$0.00	\$1,750.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$4,800	\$2,800	\$2,580.00	(\$220.00)	\$2,220.00
-142	Cnty Brd & Comm Mile	\$900	\$525	\$265.61	(\$259.39)	\$634.39
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$33,883	\$19,765	\$16,990.06	(\$2,775.02)	\$16,892.94
-152	Retirement Emplr Share	\$26,039	\$15,189	\$13,786.93	(\$1,402.49)	\$12,252.07
-153	HSA Contribution	\$5,050	\$2,946	\$2,125.00	(\$820.83)	\$2,925.00
-154	Hos & Health Ins	\$110,506	\$64,462	\$38,800.16	(\$25,661.67)	\$71,705.84
-155	Life Insurance	\$135	\$79	\$55.70	(\$23.05)	\$79.30
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$40,500	\$23,625	\$9,485.75	(\$14,139.25)	\$31,014.25
-212	Attorney Fees	\$6,000	\$3,500	\$3,472.50	(\$27.50)	\$2,527.50
-213	Accounting & Audit	\$5,500	\$3,208	\$0.00	(\$3,208.33)	\$5,500.00
-221	Water & Sewer	\$57,067	\$33,289	\$29,070.16	(\$4,218.92)	\$27,996.84
-222	Electric	\$102,938	\$60,047	\$61,135.72	\$1,088.55	\$41,802.28
-224	Gas & Fuel Oil	\$38,728	\$22,591	\$32,121.86	\$9,530.53	\$6,606.14
-225	Telephone	\$4,000	\$2,333	\$2,052.12	(\$281.21)	\$1,947.88
-226	Cellular Phone	\$1,450	\$846	\$1,147.45	\$301.62	\$302.55
-227	Dataline/Internet	\$500	\$292	\$289.13	(\$2.54)	\$210.87
-241	Motor Vehicle Maint	\$15,000	\$8,750	\$6,546.85	(\$2,203.15)	\$8,453.15
-246	Grounds Maint	\$115,000	\$67,083	\$40,197.29	(\$26,886.04)	\$74,802.71
-248	Building Maint	\$30,000	\$17,500	\$11,679.59	(\$5,820.41)	\$18,320.41
-249	Service on Machines	\$500	\$292	\$0.00	(\$291.67)	\$500.00
-297	Refuse Collection	\$1,500	\$875	\$1,344.20	\$469.20	\$155.80
-298	Laundry Services	\$3,636	\$2,121	\$2,803.58	\$682.58	\$832.42
-299	Sundry Contract Services	\$55,000	\$32,083	\$117,074.97	\$0.00	\$0.00
-310	Office Supplies	\$600	\$350	\$197.72	(\$152.28)	\$402.28
-311	Postage and Box Rent	\$800	\$467	\$42.45	(\$424.22)	\$757.55
-313	Printing & Dup	\$750	\$438	\$301.66	(\$135.84)	\$448.34

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 7/31/22 (58%)	Variance YTD	Balance Remaining For Year
-320	Ref Materials	\$500	\$292	\$0.00	(\$291.67)	\$500.00
-321	Publish Legal Notices	\$150	\$88	\$66.12	(\$21.38)	\$83.88
-324	Membership Dues	\$4,000	\$2,333	\$1,468.00	(\$865.33)	\$2,532.00
-327	Marketing	\$55,000	\$32,083	\$2,722.55	(\$29,360.78)	\$52,277.45
-328	Airline Recruitment	\$10,000	\$5,833	\$16,670.33	\$10,837.00	(\$6,670.33)
-340	Travel-Train, Conf & Misc.	\$18,000	\$10,500	\$7,858.88	(\$2,641.12)	\$10,141.12
-366	Fire fight supplies	\$4,500	\$2,625	\$305.00	(\$2,320.00)	\$4,195.00
-377	Vehicle Fuel	\$40,000	\$23,333	\$39,992.08	\$16,658.75	\$7.92
-510	Insurance	\$74,116	\$43,234	\$48,226.32	\$4,991.99	\$25,889.68
-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	\$1,458	\$490.50	(\$967.83)	\$2,009.50
-933	Bank Service Charges	\$0	\$0	\$4,416.21	\$4,416.21	(\$4,416.21)
Sub-Total Operating Expense		\$1,306,918.00	\$762,368.83	\$754,709.66	(\$7,659.17)	\$552,208.34
53510-121	Sal Temp-Ground Handling	\$9,774	\$5,702	\$4,685.88	(\$1,015.62)	\$5,088.12
-122	Aircraft Handling OT	\$0	\$0	\$540.69	\$540.69	(\$540.69)
-151	Ground Handling FICA	\$747	\$436	\$399.85	(\$35.90)	\$347.15
-366	Ground Handling Supplies	\$2,000	\$1,167	\$0.00	(\$1,166.67)	\$2,000.00
Sub-Total Ground Handling Expense		\$12,521	\$7,303.92	\$5,626.42	(\$1,677.50)	\$6,894.58
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$601	\$524.52	(\$76.31)	\$505.48
-222	ATCT Electricity	\$16,480	\$9,613	\$11,110.64	\$1,497.31	\$5,369.36
-224	ATCT Gas & Fuel Oil	\$4,120	\$2,403	\$2,398.88	(\$4.45)	\$1,721.12
-225	ATCT Telephone	\$1,500	\$875	\$480.00	(\$395.00)	\$1,020.00
-248	ATCT Building Maintenance	\$15,000	\$8,750	\$2,472.04	(\$6,277.96)	\$12,527.96
Sub-Total Tower Expense		\$38,130	\$22,242.50	\$16,986.08	(\$5,256.42)	\$21,143.92
53610-810	Capital Equipment	\$0	\$0	\$18,112.48	\$18,112.48	(\$18,112.48)
-820	Capital Improvement	\$2,275,000	\$1,327,083	\$108,540.62	(\$1,218,542.71)	\$2,166,459.38
-829	Other Capital Improvement	\$312,980	\$182,572	\$85,615.67	(\$96,956.00)	\$227,364.33
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	\$1,509,655.00	\$212,268.77	(\$1,297,386.23)	\$2,375,711.23
TOTAL EXPENSE		\$3,945,549	\$2,301,570.25	\$989,590.93	(\$1,311,979.32)	\$2,955,958.07
NET OPERATING INCOME		\$0	(\$0)	\$142,588.07		(\$142,588.07)
Cash Balance						
	Per 2020 Audit Report	2,393,606				
	2021 Estimate	3,149,211				
	2022 Estimate	776,981				

Chippewa Valley Regional Airport
Traffic Statistics
 July 2022

AIRLINE PASSENGERS	Month		22/21 % Diff.	Year to date		22/21 % Diff.
	2022	2021		2022	2021	
UNITED Enplaned	1177	2040	-42%	11021	9522	16%
CHARTERS Enplaned				<u>648</u>	<u>204</u>	218%
Total Enplaned				11669	9726	20%
UNITED Deplaned	1262	2158	-42%	11311	9691	17%
CHARTERS Deplaned				<u>648</u>	<u>204</u>	218%
Total Deplaned				11959	9895	21%
Total Enplaned/Deplaned	2439	4198	-42%	23628	19621	20%
UA Departure Load Factor	62%	68%		62%	46%	
UA Arrival Load Factor	66%	70%		64%	46%	

UNITED PERFORMANCE	2022	2021		2022	2021	
Scheduled Flights/Landings	39	62	-37%	366	424	-14%
Canceled Flights						
Xnld for Wx	1	1		10	13	
Xnld for Mx	0	0		1	0	
Xnld Other	<u>0</u>	<u>0</u>		<u>2</u>	<u>1</u>	
Total	1	1	0%	13	14	-7%
Total Landings	38	61	-38%	353	410	-14%

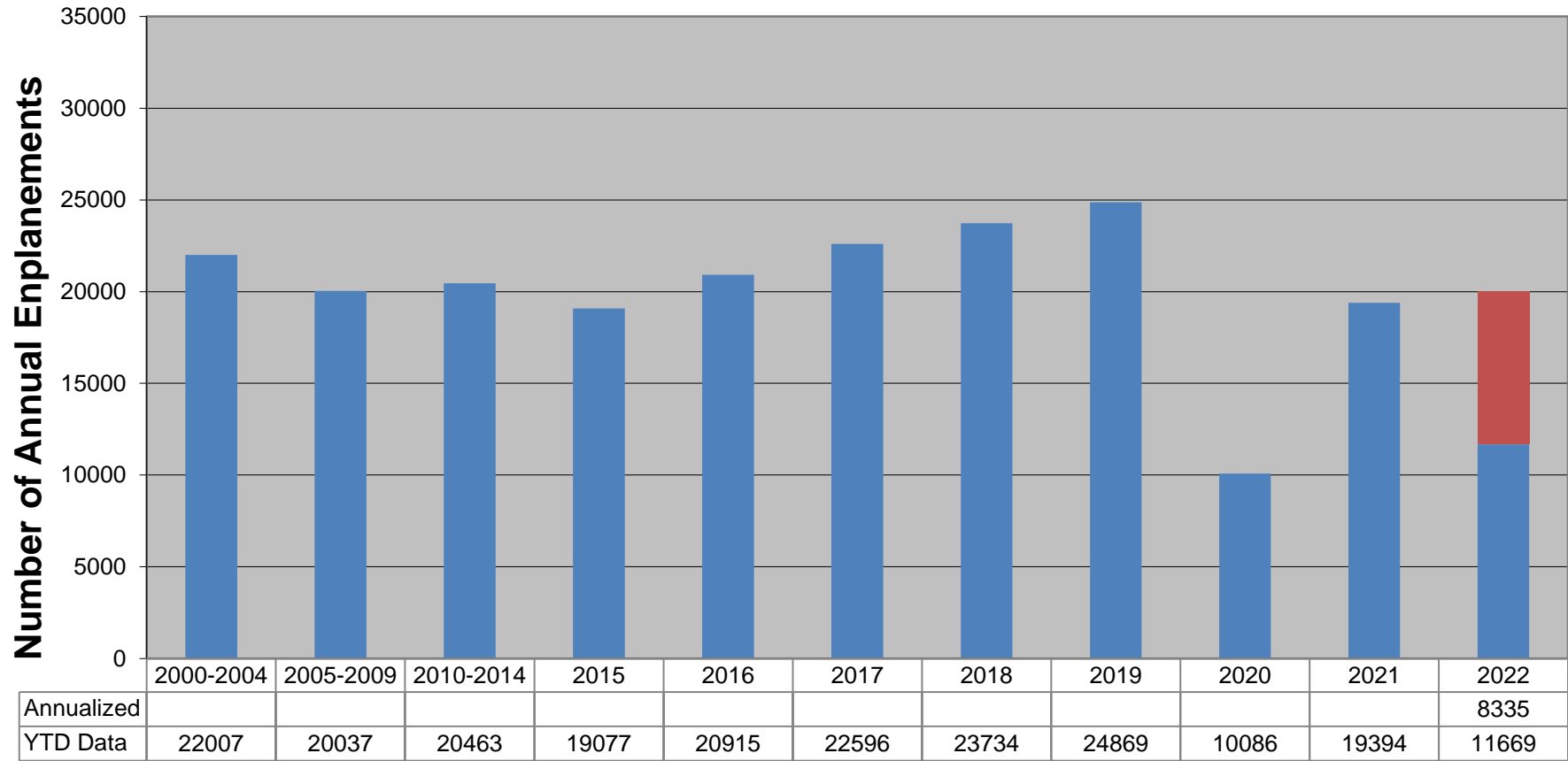
	2022	2021		2022	2021
<u>EAU Arrival</u>					
Completion Factor	97%	98%		96%	97%
OnTime %	95%	81%		82%	82%
<u>EAU Departure</u>					
Completion Factor	97%	95%		97%	97%
OnTime %	87%	82%		84%	85%
<u>ORD Arrival</u>					
Completion Factor	97%	95%		97%	97%
OnTime %	87%	82%		85%	84%

All on time arrivals/departures follow DOT methodology.

Landline

Leg O&D	Month	Total
EAU-MSP	July	5
MSP-EAU	July	<u>8</u>
	TOTAL	13

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Years

Number of Cars Rented

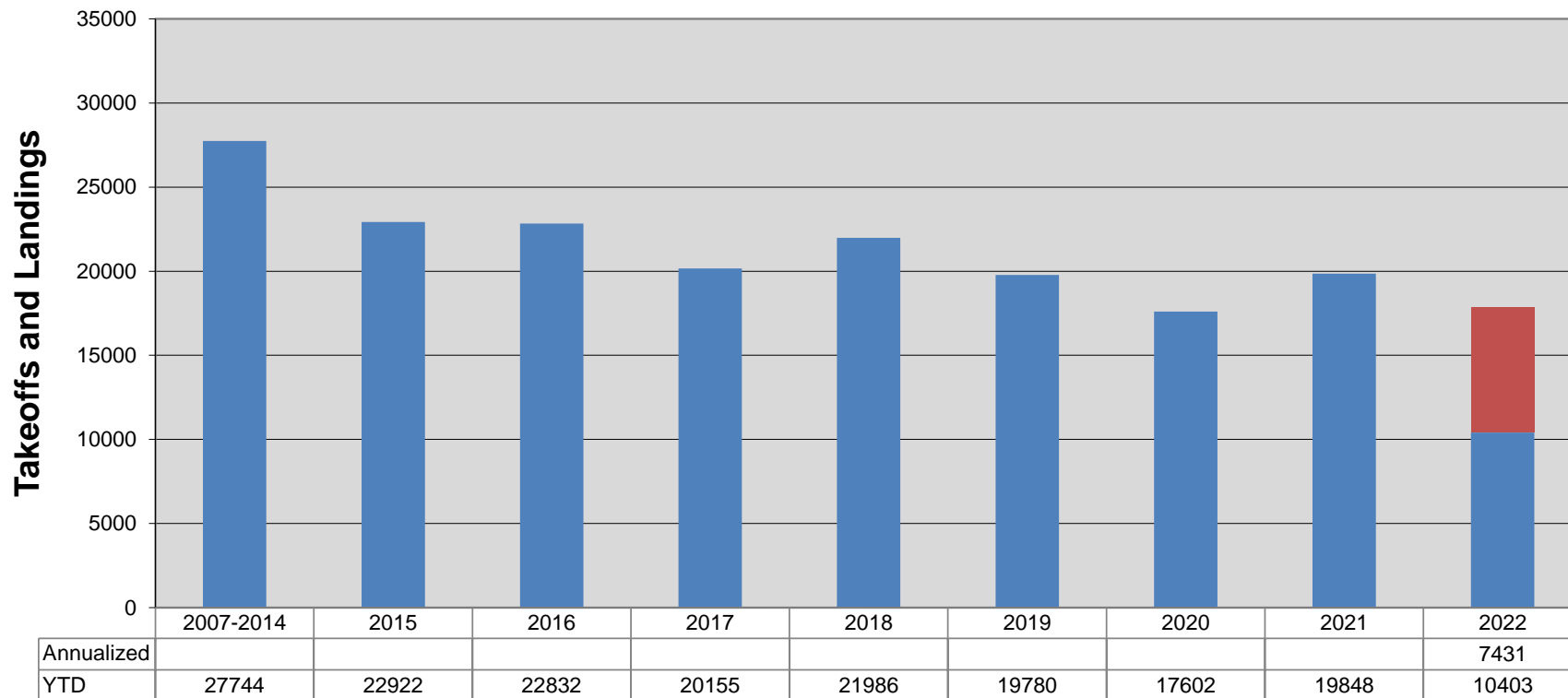
	<u>2022</u>	<u>2021</u>	22/21 % Diff.
January	366	276	33%
February	239	231	3%
March	455	369	23%
April	396	408	-3%
May	504	438	15%
June	503	421	19%
July	496	468	6%
August		508	-100%
September		451	-100%
October		456	-100%
November		403	-100%
December		365	-100%
YTD	2959	2611	13%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 July 2022

		Month		% Diff.	Year to date		% Diff.
		2022	2021		2022	2021	
Itinerant	Air Carrier	0	5	-100%	20	15	33%
	Commuter/ Air Taxi	192	241	-20%	1220	1454	-16%
	GA	1406	1331	6%	7150	7114	1%
Local	Military	59	73	-19%	263	314	-16%
	GA	46	541	-91%	1726	2271	-24%
	Military	<u>0</u>	<u>60</u>	-100%	<u>24</u>	<u>116</u>	-79%
TOTAL		1703	2251	-24%	10403	11284	-8%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

QUARTER 2 2022

Airport

SELECTED PERFORMANCE MEASURES	
Number of Revenue Passenger Enplanements/Deplanements	21,085
Aircraft Operations During Tower Hours	8,700
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Finalizing 2023 Budget ▪ Working through bid process for perimeter fence project ▪ Completing punch list for parking system replacement ▪ Planning work for multiple State and Federal funded projects ▪ Planning work for 2022 Airport full scale disaster drill ▪ Design for 2022 hangar construction ▪ Coordination for ongoing construction projects ▪ Airport security upgrade ▪ Investigation into possible parking lot expansion 	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none"> ▪ Continued impacts to air service resulting from shortage of aviation workers ▪ Challenges with capital improvement projects due to high construction costs and material delays ▪ Concerns about the impact of the price of fuel and interest rates on general aviation activity 	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none"> ▪ Highway assistance with potential parking lot expansion ▪ State and Federal legislation responses with Wisconsin Airport Management Association ▪ Xcel Energy resiliency study 	
GOALS FOR NEXT QUARTER	
<ul style="list-style-type: none"> ▪ Complete parking system replacement punch list ▪ Complete grant application and grant agreement for airport fence replacement project ▪ Finalize design and bids for 2022 hangar construction ▪ Finalize lease negotiations for new hangar construction ▪ Air service promotion ▪ Conduct airport full scale disaster drill 	

Eau Claire County - Airport

Quarterly Department Report - Summary

For Period Ending: Q2, 2022

Page: 1/1

Date Ran: 8/3/22

70 - Airport

Fund	Revenue:	Orig Budget 2022	Adj Budget 2022	Q1 2022	Q2 2022	Q3 2022	Q4 2022	YTD 2022	% of Budget
602	01-Tax Levy	403,020	403,020	100,755	100,755	0	0	201,510	50.00%
	04-Intergovernment Grants and Aid	131,574	131,574	65,787	0	0	0	65,787	50.00%
	06-Public Charges for Services	952,455	952,455	268,047	272,612	0	0	540,659	56.76%
	09-Other Revenue	86,270	86,270	14,800	32,749	0	0	47,550	55.12%
	11-Fund Balance Applied	2,372,230	2,720,275	0	0	0	0	0	0.00%

Total Revenue - Airport		\$3,945,549	\$4,293,594	\$449,389	\$406,117	\$0	\$0	\$855,506	19.93%
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Fund	Expenditures:	Orig Budget 2022	Adj Budget 2022	Q1 2022	Q2 2022	Q3 2022	Q4 2022	YTD 2022	% of Budget
602	01-Regular Wages	-428,130	-428,130	-76,288	-96,382	0	0	-172,670	40.33%
	02-OT Wages	-14,814	-14,814	-3,528	-3,280	0	0	-6,809	45.96%
	03-Payroll Benefits	-186,260	-186,260	-27,726	-33,377	0	0	-61,103	32.81%
	04-Contracted Services	-515,449	-517,534	-90,528	-103,135	0	0	-193,663	37.42%
	05-Supplies & Expenses	-136,300	-136,300	-35,354	-14,833	0	0	-50,187	36.82%
	07-Fixed Charges	-74,116	-74,116	-18,043	-13,209	0	0	-31,252	42.17%
	09-Equipment	-2,590,480	-2,936,440	-62,217	-54,426	0	0	-116,643	3.97%
	10-Other	0	0	-1,153	-2,097	0	0	-3,249	0.00%

Total Expense - Airport		-\$3,945,549	-\$4,293,594	-\$314,838	-\$320,739	\$0	\$0	-\$635,576	14.80%
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Net Surplus/(-Deficit) - Airport		\$0	\$0	\$134,551	\$85,378	\$0	\$0	\$219,930
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Chippewa Valley
REGIONAL AIRPORT

August 18, 2022

Mr. Scott Allen
City of Eau Claire
203 S. Farwell Street
Eau Claire, WI 54703

RE: Airport Terminal Parking Site Plan Application

Dear Mr. Allen,

Enclosed is a major site plan application to construct an addition to the Chippewa Valley Regional Airport terminal parking lot. The site address is 3800 Starr Avenue and the parking area is currently a grass area immediately adjacent to the paved long term parking area at the airport. This parking lot expansion is consistent with the expansion plan depicted in the current Airport Master Plan that was presented to the City of Eau Claire Plan Commission in February 2013.

The Chippewa Valley Regional Airport is requesting this parking lot expansion in response to a change in airline operations expected to begin in December 2022. A new airline will start service with larger aircraft that will result in an additional 500 seats being available for sale each week from the Airport.

The current paved long term parking lot is 108,000 square feet and accommodates 350 parking spaces and the current short term parking area is 21,130 square feet and accommodates 74 parking spaces. The ultimate short term and long term parking lot expansion shown for the purposes of this site plan application would add 47,555 square feet of asphalt pavement to accommodate 151 additional parking spaces. Using parking calculations from another airport with similarly sized aircraft serving the market with similar frequency, we conservatively expect there to be a shortage of 60-90 long term parking spaces during peak travel periods.

The parking lot expansion areas are shown as Phase I and II on the site plan, but the phasing may change depending on the final decision of the Chippewa Valley Regional Airport Commission. The project is planned to commence this Fall upon final site plan approval from the City.

There were extensive discussions regarding tree planting and landscape islands with the site plan application for the existing terminal parking lot. With the approval of the original terminal parking site plan application it was established that there are safety concerns with planting trees near the Airport Operations Area and that landscape islands were a challenge for the intended use of the parking lot.

The Airport Wildlife Hazard Management Plan (WHMP), written by the US Department of Agriculture (USDA) specifically states, "The most effective approach to reducing attractive vegetation types in the critical zone is to remove all unnecessary trees, shrubs, weeds and plants, and establish non-seeding or small-seeded grass...". The WHMP goes on to state, "Trees and bushes offer hunting perches, roosting and loafing sites, nesting cover, and food for birds and other wildlife. Ornamental trees and bushes used to enhance airport aesthetics will be kept to a minimum, and varieties that are least attractive to wildlife will be selected."

The FAA Advisory Circular 15/5200-33C recommends that airport operators approach landscaping with caution and confine it to airport areas not associated with aircraft movements. The parking lot expansion being requested with this site plan application is adjacent to the main aircraft parking area for the airport.

The ultimate resolution to the safety concerns related to wildlife issues was planting trees along the Airport Entrance road and Starr Avenue. This resolution was an effort to mitigate safety concerns with planting trees close to the Airport Operations Area. Five trees will be impacted when the full parking lot expansion occurs and the Airport will relocate or replace those five trees and add an additional 5 trees in a new location during the point of construction that the existing trees need to be removed.

The Airport terminal parking lot is unique in that it is never empty, which makes snow removal a challenge. During the original site plan application for the parking lot, the Plan Commission and the City Council agreed that landscape islands in the terminal parking lot would create an additional hazard for snow removal and were not necessary because landscaping would not be placed in the islands due to the previously mentioned safety concerns.

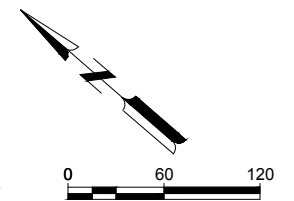
Storm water will be addressed with an expansion to the existing onsite detention basin to offset the increased amount of impervious area. We will work directly with the City Engineer to ensure appropriate detention is maintained to accommodate this parking lot expansion. The stormwater will be directed to the detention basin through connection to the existing concrete culvert pipe network.

Sincerely,



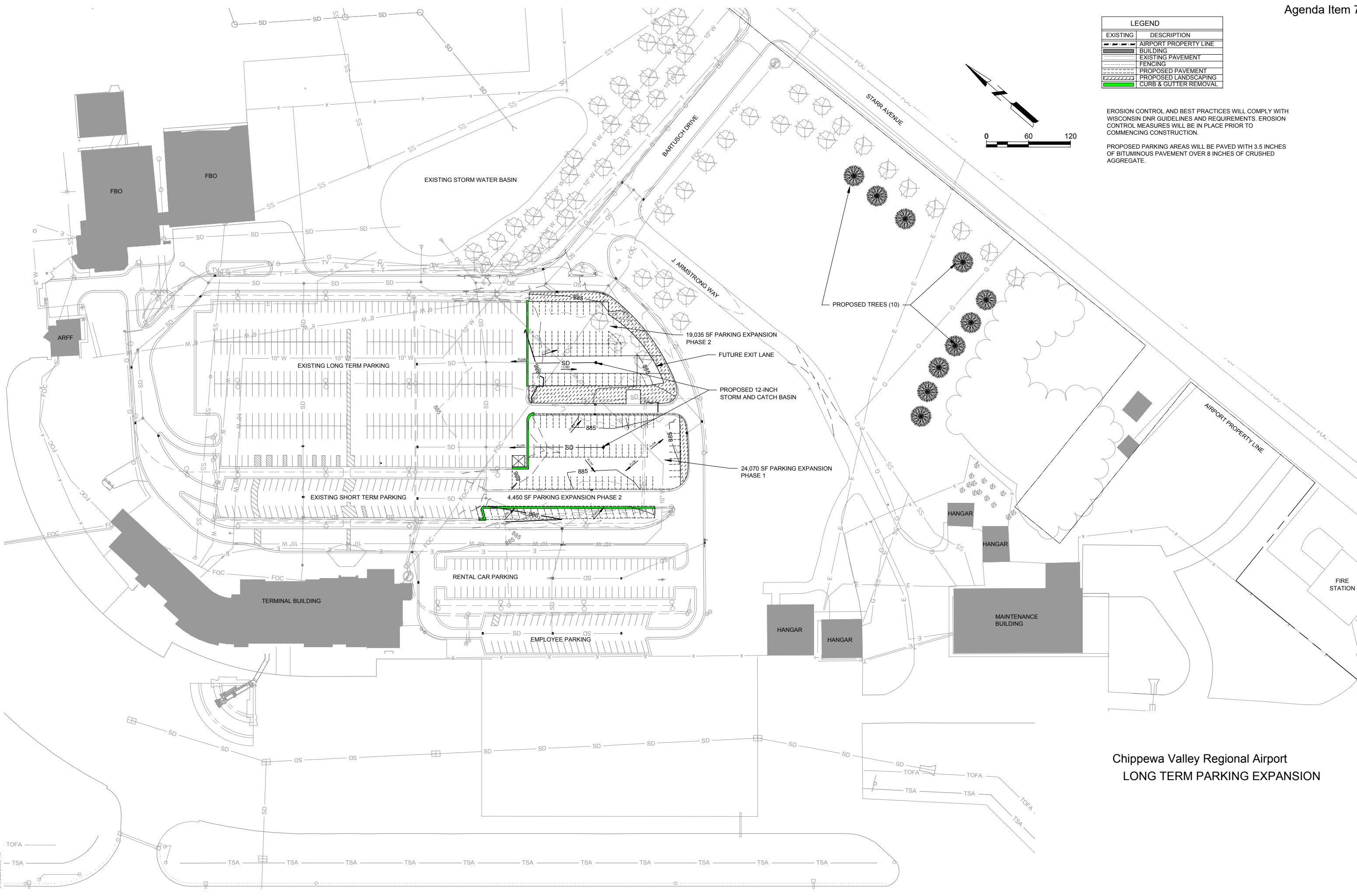
Charity Zich, C.M.
Airport Director

EXISTING	DESCRIPTION
	AIRPORT PROPERTY LINE
	BUILDING
	EXISTING PAVEMENT
	FENCING
	PROPOSED PAVEMENT
	PROPOSED LANDSCAPING
	CURB & GUTTER REMOVAL



EROSION CONTROL AND BEST PRACTICES WILL COMPLY WITH WISCONSIN DNR GUIDELINES AND REQUIREMENTS. EROSION CONTROL MEASURES WILL BE IN PLACE PRIOR TO COMMENCING CONSTRUCTION.

PROPOSED PARKING AREAS WILL BE PAVED WITH 3.5 INCHES OF BITUMINOUS PAVEMENT OVER 8 INCHES OF CRUSHED AGGREGATE.



X:\2023\1918\REFPARKING LOT EXPANSION\2023\SHEET 11-14-AU-1-TERMINAL AREA DRAWING.DWG
 8/14/2023 2:08:57 PM

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
22. May 20 – Eau Claire County Board Tour
23. May 23 – Airshow and Construction Stakeholder Outreach
24. May 25 – Airshow Neighborhood Meeting
25. May 26 – Leader Telegram Voice of the People
26. June 4-5 – Chippewa Valley Airshow
27. July 1 – Airport Newsletter
28. June 7 – Congressional Staff Update
29. July 14 – WEAU/WQOW Interviews
30. July 15 – EC Chamber Eggs and Issues
31. July 20 – Banker with a Beer Podcast
32. July 22 – Air Service Transition Email
33. July 22 – Site Investigation Press Release
34. July 27 – Stakeholder Hangar Vacancy Email
35. Aug 11 – Sun Country Press Release/Stakeholder Email
36. Aug 16 – Airport Drill Press Release
37. Aug 17 – WEAU Interview

Upcoming Events

Wisconsin Aviation Conference, Eau Claire, October 3-5, 2022
Sun Country Inaugural Flight, December 1, 2022

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
New Tenant Development	Annual	Aug-22	
Airline			- New contract for consideration with Volaire for air service retention/development.
Aviation Business			- New corporate hangar on the North side of the Airport under construction.
Non-Aviation Business			- South Ramp Hangar in design phase. - Three new box hangars in design phase. - Additional smaller and larger box hangars should be considered for future budgets.
Hangars			

	A	B	C	D	E	F	G	H
1	Chippewa Valley Regional Airport							
2	2023 BUDGET COMPARISON - DRAFT 8-25-22							
3						YR 2022		
4	Income/Expense		Actual	Actual	Budget	Actual	YR 2022	Budget
5	#	Item	2020	2021	2022	7 mos	Estimate	2023
6	Income							
7	41110	Contrib From Eau Claire Co	\$399,030	\$403,020	\$403,020	\$235,095	\$403,020	\$407,050
8	43790	Contrib From Chippewa Co	\$130,271	\$131,574	\$131,574	\$131,574	\$131,574	\$132,890
9	Sub-Total Tax Revenue		\$529,301	\$534,594	\$534,594	\$366,669	\$534,594	\$539,940
10								
11	46341-000	Air Terminal	\$113,137					
12	46341-001	Air Terminal/SkyWest	\$0	\$87,040	\$89,641	\$59,760	\$89,641	\$92,305
13	46341-002	Air Terminal/TSA	\$0	\$23,698	\$23,760	\$11,919	\$23,760	\$24,000
14	46341-003	Air Terminal/Mead & Hunt	\$0	\$2,224	\$2,242	\$1,306	\$2,242	\$2,310
15	46341-004	Air Terminal/Landline Co-Rent	\$0	\$7,361	\$6,585	\$3,841	\$6,585	\$0
16	46341-005	Air Terminal/LandlineCo-Operation Fee	\$0	\$1,980	\$1,825	\$755	\$1,825	\$1,825
17	46341-006	Air Terminal/Landline Co-PFC	\$0	\$1,098	\$439	\$320	\$439	\$439
18	46341-007	Air Terminal/F A A	\$13,440	\$13,440	\$14,720	\$7,840	\$14,720	\$13,440
19	46341-100	Air Terminal/Restaurant	\$16,000	\$24,000	\$24,000	\$14,000	\$24,000	\$27,000
20	46341-200	Air Terminal/Advertising	\$7,202	\$3,308	\$5,000	\$6,010	\$6,010	\$3,000
21	46341-300	Air Terminal/Utility Revs	\$10,984	\$1,831	\$1,500	\$759	\$1,500	\$2,000
22	46342-400	FBO	\$86,531	\$127,427	\$141,845	\$71,135	\$127,945	\$178,340
23	46342-401	FBO/Tie Downs	\$144	\$216	\$216	\$126	\$216	\$216
24	46343-500	Airfield/Fuel Flowage	\$79,841	\$92,645	\$82,800	\$56,126	\$90,000	\$80,000
25	46343-501	Airfield/Landing	\$49,317	\$52,656	\$54,181	\$27,610	\$35,000	\$44,945
26	46344-600	Hangars	\$169,314	\$194,523	\$185,195	\$126,973	\$190,000	\$271,380
27	46344-700	Hangars/Land Lease Revs	\$38,900	\$40,093	\$39,900	\$35,734	\$40,000	\$42,000
28	46344-750	Hangars/Utility Revs	\$0	\$14,388	\$13,500	\$9,459	\$15,000	\$15,000
29	46345-800	Parking/Menards	\$0	\$5,448	\$6,000	\$2,459	\$4,200	\$5,000
30	46345-801	Parking/Terminal	\$86,214	\$129,374	\$100,000	\$115,048	\$130,000	\$144,000
31	46346-900	Rental Cars/Avis	\$103,118	\$113,482	\$70,249	\$79,691	\$100,000	\$60,000
32	46346-901	Rental Cars/Enterprise	\$0	\$56,346	\$52,449	\$37,564	\$52,000	\$20,000
33	46349-587	Aircraft Ground Handling	\$12,000	\$36,000	\$36,000	\$20,000	\$26,000	\$0
34	48902-000	Vehicle Fuel Reimbursement	\$18,426	18,413.12	\$18,000	\$16,711	\$22,000	\$18,000
35	48903-000	Equipment Rental	\$1,036	\$1,200	\$1,200	\$800	\$2,000	\$1,200
36	Sub-Total Operating Revenue		\$805,603	\$1,048,189	\$971,246	\$705,947	\$1,005,083	\$1,046,401
37								
38	Sub-Total Taxes and Operating Rev.		\$1,334,904	\$1,582,783	\$1,505,840	\$1,072,616	\$1,539,677	\$1,586,341
39								
40	43690	Airport Grants	\$1,332,925	\$662,362	\$0	\$0	\$0	\$350,000
41	43691	OJT Reimbursement	\$0	\$2,734	\$0	\$0	\$0	\$0
42	49300	Airport Fund Balance Applied	\$0	\$0	\$2,372,232	\$0	\$0	\$0
43	48691-102	Other Revenue	\$6,774	\$22,463	\$10,000	\$14,498	\$14,498	\$5,000
44	48900-000	Insurance Refunds	\$0	\$17,607	\$0	\$0	\$0	\$0
45	48901-000	PFC	\$45,636	\$89,612	\$57,070	\$45,065	\$65,850	\$65,850
46	Sub-Total Non-Operating Revenue		\$1,385,335	\$794,777	\$2,439,302	\$59,563	\$80,348	\$420,850
47								
48	TOTAL INCOME		\$2,720,238	\$2,377,560	\$3,945,142	\$1,132,179	\$1,620,025	\$2,007,191
49								
50	Expenses							
51	53510-111	Salary Perm-Regular	\$347,072	\$350,950	\$403,178	\$222,063	\$390,000	\$411,642
52	-112	Salary Perm-OT	\$9,375	\$11,666	\$14,814	\$7,242	\$14,814	\$18,800
53	-114	Salary On Call Pay	\$5,100	\$5,200	\$5,200	\$2,800	\$5,200	\$5,200
54	-121	Salary Temp Regular	\$9,801	\$9,503	\$9,978	\$4,373	\$9,978	\$11,352
55	-130	Employee Benefits	\$6,732	\$16,252	\$4,200	\$2,450	\$4,200	\$4,200
56	-136	PTO-ELB-Lump Sum Payout	\$131	\$0	\$0	\$0	\$0	\$0
57	-141	Board & Comm Per Diem	\$4,725	\$4,935	\$4,800	\$2,580	\$4,800	\$5,000
58	-142	Cnty Brd & Comm Mile	\$272	\$50	\$900	\$266	\$900	\$1,200
59	-150	Health Ins Incentive	\$1,200	\$0	\$0	\$0	\$0	\$0
60	-151	Social Security	\$26,780	\$26,899	\$33,883	\$16,990	\$31,732	\$34,194
61	-152	Retirement Emplr Share	\$22,504	\$21,972	\$26,039	\$13,787	\$27,998	\$25,871
62	-153	HSA Contributions	\$7,000	\$4,500	\$5,050	\$2,125	\$4,500	\$4,500
63	-154	Hos & Health Ins	\$75,498	\$77,501	\$110,506	\$38,800	\$80,506	\$75,312
64	-155	Life Insurance	\$112	\$123	\$135	\$56	\$135	\$84

	A	B	C	D	E	F	G	H
3						YR 2022		
4	Income/Expense		Actual	Actual	Budget	Actual	YR 2022	Budget
5	#	Item	2020	2021	2022	7 mos	Estimate	2023
65	-158	Unemployment Comp	\$0	\$0	\$0	\$0	\$0	\$0
66	-200	Contract Services	\$17,365	\$5,157	\$40,500	\$8,487	\$25,000	\$31,820
67	-212	Attorney Fees	\$2,373	\$4,401	\$6,000	\$3,473	\$6,000	\$6,000
68	-213	Accounting & Audit	\$5,080	\$5,118	\$5,500	\$0	\$5,500	\$6,000
69	-221	Water & Sewer	\$49,900	\$51,821	\$57,067	\$29,070	\$58,080	\$59,822
70	-222	Electric	\$98,147	\$94,281	\$102,938	\$61,136	\$106,000	\$109,180
71	-224	Gas & Fuel Oil	\$20,882	\$42,397	\$38,728	\$32,122	\$54,000	\$55,620
72	-225	Telephone & Telegraph	\$3,073	\$3,001	\$4,000	\$2,052	\$4,000	\$4,000
73	-226	Cellular Phone	\$1,424	\$2,058	\$1,450	\$1,147	\$2,500	\$2,500
74	-227	Dataline/Internet	\$18	\$847	\$500	\$289	\$500	\$500
75	-241	Motor Vehicle Maint	\$21,113	\$11,339	\$15,000	\$6,547	\$15,000	\$15,000
76	-246	Grounds Maint	\$114,082	\$62,882	\$115,000	\$40,197	\$100,000	\$110,000
77	-248	Building Maint	\$46,806	\$29,007	\$30,000	\$11,680	\$32,000	\$32,000
78	-249	Service on Machines	\$0	\$0	\$500	\$0	\$0	\$0
79	-297	Refuse Collection	\$1,344	\$1,455	\$1,500	\$1,344	\$1,344	\$1,800
80	-298	Laundry Services	\$3,472	\$3,711	\$3,636	\$2,804	\$4,000	\$4,040
81	-299	Sundry Contract Services	\$21,268	\$50,297	\$55,000	\$117,075	\$176,975	\$222,000
82	-310	Office Supplies	\$236	\$396	\$600	\$198	\$500	\$500
83	-311	Postage and Box Rent	\$211	\$715	\$800	\$42	\$800	\$800
84	-313	Printing & Dup	\$579	\$797	\$750	\$302	\$800	\$800
85	-320	Ref Materials	\$278	\$195	\$500	\$0	\$250	\$250
86	-321	Publish Legal Notices	\$139	\$0	\$150	\$66	\$150	\$150
87	-324	Membership Dues	\$3,601	\$3,613	\$4,000	\$1,468	\$3,800	\$4,000
88	-327	Marketing	\$48,784	\$58,609	\$55,000	\$2,723	\$55,000	\$60,000
89	-328	Airline Recruitment	\$250	\$500	\$10,000	\$16,670	\$25,000	\$15,000
90	-340	Travel-Train, Conf & Misc.	\$11,475	\$11,071	\$18,000	\$7,859	\$15,000	\$15,000
91	-366	Fire fight supplies	\$411	\$2,102	\$4,500	\$305	\$4,500	\$4,500
92	-377	Vehicle Fuel	\$27,138	\$29,873	\$40,000	\$39,992	\$42,000	\$50,000
93	-510	Insurance	\$69,369	\$64,743	\$74,116	\$48,226	\$74,116	\$78,369
94	-515	Insurance Claims	\$0	\$30,674	\$0	\$0	\$0	\$0
95	-615	Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
96	-813	Office Equipment	\$1,546	\$2,335	\$2,500	\$491	\$12,500	\$2,500
97	-933	Bank Service Charges	\$0	\$5,249	\$0	\$4,416	\$6,500	\$7,200
98		<i>Sub-Total Operating Expense</i>	\$1,086,664	\$1,108,194	\$1,306,918	\$753,711	\$1,406,578	\$1,496,706
99								
100	53510-121-	Sal Temp-Ground Handling	\$1,175	\$2,255	\$9,774	\$4,687	\$7,000	\$0
101	-122	Aircraft Handling OT	\$0	\$2,235	\$0	\$541	\$0	\$0
102	-151	Ground Handling FICA	\$90	\$344	\$747	\$400	\$536	\$0
103	-366	Ground Handling Supplies	\$618	\$805	\$2,000	\$0	\$1,000	\$0
104		<i>Sub-Total Ground Handling Expense</i>	\$1,883	\$5,640	\$12,521	\$5,627	\$8,536	\$0
105								
106	53515-221	ATCT Water-Sewer-Strmwtr	\$942	\$997	\$1,030	\$525	\$1,064	\$1,096
107	-222	ATCT Electricity	\$13,052	\$16,180	\$16,480	\$11,111	\$19,000	\$19,570
108	-224	ATCT Gas & Fuel Oil	\$1,378	\$3,363	\$4,120	\$2,399	\$4,120	\$4,244
109	-225	ATCT Telephone	\$960	\$960	\$1,500	\$480	\$1,000	\$1,000
110	-248	ATCT Building Maintenance	\$13,762	\$19,759	\$15,000	\$2,472	\$15,000	\$15,000
111		<i>Sub-Total Tower Expense</i>	\$30,094	\$41,258	\$38,130	\$16,986	\$40,184	\$40,910
112								
113	53610-810	Capital Equipment	\$29,621	\$24,500	\$0	\$18,112	\$18,112	\$0
114	-820	Capital Improvement	\$558,082	\$278,549	\$2,275,000	\$108,541	\$1,021,512	\$545,000
115	-829	Other Capital Improvement	(\$215,236)	\$163,815	\$312,980	\$84,313	\$235,027	\$148,056
116	58102-613	Principal/Trust Fund	\$105,503	\$0	\$0	\$0	\$0	\$0
117	58202-613	Interest/Trust Fund	\$18,426	\$0	\$0	\$0	\$0	\$0
118		<i>Sub-Total Capital Expense</i>	\$496,396	\$466,864	\$2,587,980	\$210,967	\$1,274,651	\$693,056
119								
120		TOTAL EXPENSE	\$1,615,037	\$1,621,955	\$3,945,549	\$987,291	\$2,729,949	\$2,230,672
121								
122		NET OPERATING INCOME	\$1,105,201	\$755,605	-\$407	\$144,888	-\$1,109,924	-\$223,481
123								
125		Cash Balance						
126		Per 2020 Audit Report	\$2,393,606					
127		2021 Estimate	\$3,149,211					

Agenda Item 8a

	A	B	C	D	E	F	G	H
3						YR 2022		
4	Income/Expense		Actual	Actual	Budget	Actual	YR 2022	Budget
5	#	Item	2020	2021	2022	7 mos	Estimate	2023
128		2022 Estimate	\$2,039,288					
129		2023 Estimate	\$1,815,806					

	A	B	C	D	E	F	G	H	I
1	2023-2027 EAU Capital Budget 8-25-2022								
2	Project Funding Sources								
3	Year	Project	Total Cost	FAA Entitlement	FAA Discretionary	FAA AIG	Wisconsin DOT	Local	
4	FY2023 - Capital Equipment (810)								
5									\$ -
6		2023 Total Project Costs - Account 810	\$ -	\$ -	\$ -		\$ -	\$ -	
7									
8	FY2023 - Capital Improvement (820)								
9	Local	Parking lot expansion and second exit lane	\$ 250,000						\$ 250,000
10	Local	Additional terminal seating	\$ 75,000						\$ 75,000
11	Local	Additional security related upgrades	\$ 100,000						\$ 100,000
12	Local	Replace Door Motors on C Row Hangars	\$ 21,000						\$ 21,000
13	Local	Fiber to Maintenance Shop	\$ 10,000						\$ 10,000
14	Local	Acquire Tank for Liquid Runway Deicer	\$ 10,000						\$ 10,000
15	Local	Replace Terminal PA System (working on estimate)	\$ 20,000						\$ 20,000
16	Local	New Door Openers at SRE Building (3 openers)	\$ 7,000						\$ 7,000
17	Local	Replace Boarding Bridge Canopy	\$ 38,000						\$ 38,000
18	Local	Replace K-row boiler (K3 or K4)	\$ 7,000						\$ 7,000
19	Local	Paint Hangar F4	\$ 7,000						\$ 7,000
20		Year 2023 Total Project Costs - Account 820	\$ 545,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 545,000
21									
22	FY2023 - Other Capital Improvement (829)								
23	AIP55	Design South Hangar Taxilane L, North Hangar Taxilane J and Runway 04 Perimeter Road	\$ 211,111	\$ 190,000	\$ -		\$ 10,556	\$ 10,556	
24	AIP54	Airport Hangar Construction (FY22 and FY23 AIG funds)	\$ 2,100,000			\$ 1,995,000	\$ 52,500	\$ 52,500	
25	AIP55	Phase II Fence Replacement	\$ 2,500,000		\$ 2,375,000		\$ 62,500	\$ 62,500	
26	AIP55	Acquire ARFF Truck	\$ 900,000	\$ 810,000	\$ -		\$ 22,500	\$ 22,500	
27		Year 2023 Total Project Costs	\$ 5,711,111	\$ 1,000,000	\$ 2,375,000	\$ 1,995,000	\$ 148,056	\$ 148,056	
28									
29	FY2024								
30	AIP56	Design Taxiway A 75' (FY24 AIG)	\$ 221,000	\$ -	\$ -	\$ 198,900	\$ 11,050	\$ 11,050	
31	AIP57	Wildlife Assessment and Plan	\$ 40,000	\$ 36,000	\$ -	\$ -	\$ 2,000	\$ 2,000	
32	AIP57	Reimburse Design and Construct South Hangar Taxilane L and North Hangar Taxilane J	\$ 600,000	\$ 540,000	\$ -	\$ -	\$ 30,000	\$ 30,000	
33	AIP57	Stormwater Pollution Prevention Plan (SWPPP)	\$ 55,000	\$ 49,500	\$ -	\$ -	\$ 2,750	\$ 2,750	
34	AIP57	Design SRE and Airfield Markings	\$ 100,000	\$ 90,000	\$ -	\$ -	\$ 5,000	\$ 5,000	
35	AIP57	Reimburse Design and Construct Perimeter Road at Runway 04	\$ 320,000	\$ 288,000	\$ -	\$ -	\$ 16,000	\$ 16,000	
36		Year 2024 Total Project Costs	\$ 1,336,000	\$ 1,003,500	\$ -	\$ 198,900	\$ 66,800	\$ 66,800	
37									
38									
39									
40									

	A	B	C	D	E	F	G	H	I
41	FY2025								
42	AIP58	Construct Taxiway A 75' (FY24 and FY25 AIG)		\$ 2,000,000	\$ -	\$ -	\$ 1,800,000	\$ 100,000	\$ 100,000
43	AIP59	Design Runway Lighting Replacement (Rwy 14/32 and Rwy 4/22) include Runway 14/32 and Runway 22 PAPIs, Supplemental Rwy 32 windcone reimbursed in 2025		\$ 200,000	\$ 180,000	\$ -		\$ 10,000	\$ 10,000
44	AIP59	Acquire SRE Equipment (1 sweeper to replace Ford Truck/move sander to new truck)		\$ 550,000	\$ 495,000	\$ -	\$ -	\$ 27,500	\$ 27,500
45	AIP59	Airfield Marking Removal and Re-painting		\$ 361,100	\$ 324,990	\$ -		\$ 18,055	\$ 18,055
46	SA	SRE Equipment (1 plow for new truck)		\$ 50,000	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
47	AIP58	Design Airport Energy Efficiency improvements (solar, geothermal, etc.)		\$ 100,000	\$ -	\$ -	\$ 90,000	\$ 5,000	\$ 5,000
48		Year 2025 Total Project Costs		\$ 3,261,100	\$ 999,990	\$ -	\$ 1,890,000	\$ 185,555	\$ 185,555
49									
50	FY2026								
51	AIP60	Construct Airport Energy Efficiency Improvements		\$ 1,000,000	\$ -	\$ -	\$ 900,000	\$ 50,000	\$ 50,000
52	SA	Design Taxiway Lighting and Signs Replacement (Twy E, Twy F, Twy C East, Ramp)		\$ 200,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
53	AIP61	Reimburse Design and Construct Runway Lighting and Signs Replacement (Rwy 14/32 and Rwy 4/22) include Runway 14/32 and Runway 22 PAPIs, Supplemental Rwy 32 windcone		\$ 1,200,000	\$ 1,080,000	\$ -	\$ -	\$ 60,000	\$ 60,000
54		Year 2026 Total Project Costs		\$ 2,400,000	\$ 1,080,000	\$ -	\$ 900,000	\$ 210,000	\$ 210,000
55									
56	FY2027								
57	AIP62	Reimburse Design and Construct Taxiway Lighting and Signs Replacement (Twy E, Twy F, Twy C East, Ramp)		\$ 1,200,000	\$ 1,080,000	\$ -	\$ -	\$ 60,000	\$ 60,000
58	SA	Design South Hangar Area taxilane K and L reconstruct		\$ 250,000		\$ -	\$ -	\$ 125,000	\$ 125,000
59		Year 2027 Total Project Costs		\$ 1,450,000	\$ 1,080,000	\$ -	\$ -	\$ 185,000	\$ 185,000



Your Project Solutions Start Here

8/17/22

Re: CHVRA – Hangar Proposal Revisions

Ms. Charity Zich, Manager
Chippewa Valley Regional Airport
3800 Starr Avenue
Eau Claire, WI 54703

Dear Charity,

Per your request, and in concert with the different funding arrangements now being considered for the Leased Hangar Project and South (Corporate) Hangar Project, CBS Squared, Inc. proposes to revise our CURRENT contracts those projects to include the following tasks:

- 1) Remove all CBS2 work associated with Construction Administration
- 2) Add / include new required work provided by Mead & Hunt (CBS2 sub-consultant) for the addition of federal and state front end specifications for bidding and execution of project, FAA environmental (CatEX) requirements, archaeological and historical survey (Sect. 106 requirements), and coordination with State and Federal bidding requirements.

We have attached an updated copy of your spreadsheet that highlights the final revised totals for the current design contracts identified as CBS2 projects, CHVRA 21001 and 21002, respectively. Pending you / the Commission's approval of this contract adjustment, CBS2 will update the invoices next month, reflecting the revised totals as highlighted.

Please contact me with any questions.

With my Regards,

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bob Sworski', is written over a light blue circular stamp.

Bob Sworski, AIA/ NCARB
Vice President / Senior Project Manager
CBS Squared, Inc.

770 Technology Way
Chippewa Falls, WI
54729

info@cbssquaredinc.com

cbssquaredinc.com

48'x48' Leased / Hangar Construction

<u>Description</u>	<u>Amount</u>	<u>Notes</u>
Original Fee	\$ 62,170	Includes design and construction admin for a local project
Deduct Amend	\$ (8,740)	Removes construction administration
Add Amend	\$ <u>19,871</u>	Additional effort for federal project requirements
	\$ 73,301	New Contract Total

South Ramp / Corporate Hangar Construction

<u>Description</u>	<u>Amount</u>	<u>Notes</u>
Original Fee	\$ 62,675	Includes design and construction admin for a local project
Deduct Amend	\$ (6,561)	Removes construction administration
Add Amend	\$ <u>24,081</u>	Additional effort for federal project requirements
	\$ 80,195	New Contract Total



CONSULTING SERVICES AGREEMENT

This Consultancy Agreement (the "Agreement") is made and entered into by and between Volaire Aviation, Inc. (the "Consultant") and the **Chippewa Valley Regional Airport** (the "Airport") (Here after referred to individually as a "Party" and collectively as "the Parties").

1. Engagement and Services

(a) Engagement. The Airport hereby engages the Consultant to provide and perform the services set forth in this section of the agreement (the "Services"), and the Consultant hereby accepts the engagement.

(b) Term. This agreement will begin October 1, 2022, and be in effect for 24 calendar months.

(c) Scope of Work. Consultant will complete the following projects at the direction of the Airport according to the professional services fee structure in this document.

1) **Business Case document development for recruiting air service.**

Consultant will maintain a comprehensive business case document for incumbent and prospective airlines to review. The document will outline the airport market air service metrics and assist the prospective airline with decisions related to providing EAS or non-EAS services that are viable for both the airport and the airline.

2) **Conference calls with prospective airlines, politicians, DOT or community**

Consultant will support the Airport on conference calls with airlines, politicians, DOT or community leaders related to air service recruitment and incumbent air service performance. Any reasonable follow up items for the consultant from the call are included.

3) **One Annual Community visits in person or via zoom (if needed)**

Consultant will visit community for in-person presentation of state of the industry information, market detail, and other pertinent information for community meetings at Airport's request. Presentation will include, as needed, presentation of and facilitation of community discussion of air service options.

4) **Meeting with airline/bus planners, at airline headquarters or via zoom**

Consultant will facilitate a meeting between the Airport and a prospective or incumbent airline or bus company, either at airline headquarters or via zoom.

5) **Competitive Pricing Review** As needed, maximum of once per quarter.

2. Consultancy Fees and Expenses

(a) Fee Schedule. Consultant will perform any or all of the work options only at the direction of the Airport. Airport will pay the Consultant \$1,500 per month. Retainer includes consultant performing all work options outlined in Scope of Work as directed by the Airport.



(b) Expenses. Consultant shall be entitled to reimbursement for expenses reasonably incurred in the performance of the Services, upon submission and approval of written statements in accordance with the then regular procedures of the Airport. Reasonable expenses include, but are not limited to, travel (airfare, hotel, rental car, and meals), printing of materials and use of IPADS in an airline meeting. Consultant will invoice all expenses at cost plus a 10% administrative fee.

(d) Payment. The Consultant shall submit to the Airport invoices detailing the Services performed, expenses, and the amount due. All such invoices shall be due and payable within thirty (30) calendar days after receipt thereof by the Airport. Consultant can impose a \$100 late fee for proper invoices not paid within 30 days.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement by their authorized representatives as of the date first written above.

Signed for and on behalf of
Chippewa Valley Regional Airport

Signed for and on behalf of
Voltaire Aviation, Inc.

By: **Charity Zich**
Title: Airport Manager

By: Michael Mooney
Title: Managing Partner

8/5/2022



August 8, 2022

Charity Zich
Chippewa Valley Regional Airport
3800 Starr Avenue
Eau Claire, WI 54703-0567

Subject: Terminal Building Exterior Tile Repair/Replacement

Dear Ms. Zich:

Mead & Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal to provide (design, bid assistance and construction administration) services for the above-referenced project.

Project Understanding

The Chippewa Valley Regional Airport is experiencing a failure in the exterior wall tile finish system at their terminal. Individual tiles as well as larger sections of tile are delaminating and falling off the wall. The Owner seeks a long-term replacement of the exterior tile surfaces, including a design solution that will withstand seasonal conditions and public abuse along the sidewalk and publicly accessible sections of the wall, up to five feet above finish surface. Conditions contributing to the wear on the lower wall surfaces include deicing treatment, plowing, baggage/carts and other maintenance equipment.

The scope of the project will include the Chippewa Valley Regional Airport Terminal existing exterior wall surfaces that currently have the wall tile system. See Attachment A for exterior elevations indicating extent of tile surfaces.

Scope of Services

The fundamental sequence of the Project is anticipated to be the following:

1. Contract Documents
2. Permitting
3. Bidding
4. Construction

Basic Services

The tasks that comprise the scope of basic architectural services are the following:

1. Project Management

2. Design
3. Contract Documents
4. Permitting Support
5. Bidding Support
6. Construction Administration and Close-out
7. Meeting attendance and related travel

Project Management

Project Administration will take place throughout the course of this project. The Consultant will coordinate project progress and issues with the Owner, manage the Consultant's activities, provide oversight and quality control, check documents and organize project information. The Consultant will communicate with other project team members. The Consultant will disseminate updated information and design input. Specific tasks related to Project Management are listed below:

- Scoping and fee negotiations
- Project invoicing and accounting
- Project coordination (coordination with Sponsor, WI BOA, FAA, etc.)
- Direction to and coordination of design team
- Manage project budget and schedule

Design

The Architect will hold a kick-off meeting with the Owner's key personnel. Meeting will include a walk-thru and conditions assessment to observe the extent of spalling across the existing facades. The meeting will establish the following:

1. Project goals and expectations
2. Project schedule

Consultant will prepare up to two (2) options for the facility. The Owner shall select a preferred option for further design development.

The documents shall consist of drawings including plans, sections, elevations, typical construction details and sheet specifications. While it is assumed that code impacts will be negligible, a preliminary code analysis will be performed.

The deliverables provided at the conclusion of the Design Phase will be an architectural floor plan, building elevations, building sections, preliminary details and schedules. The plans will be developed to show proposed architectural finishes, as well as electrical, HVAC, CCTV and Plumbing accessories needed to be removed and reinstalled. Draft technical specifications will be developed.

Work includes the following:

- General
 - Review and apply building code requirements to plans
 - Local design requirements review
 - Present to design review board if required

Charity Zich
 August 8, 2022
 Page 3

- Architectural
 - Exterior Elevations
 - Window fenestrations, mullion spacing and other visual elements Materials identified
 - Floor Lines
 - Finish grades and relationship to existing
 - Setbacks and overhangs
- Building Sections
 - Floor to floor heights
 - General Ceiling heights
 - Wall/roof/floor section components
 - General structural system
- Wall Sections
 - Exterior wall conditions
- Presentation Materials
 - 3-D rendering (up to three (3), as required to demonstrate design solution)
- Electrical/Technology
 - Remove and reinstallation of exterior fixtures/devices
- Prepare draft technical specifications
- Prepare draft opinion of probable cost (OPC)

At the completion of the Design phase the Consultant will deliver the following documents to the Owner:

- Design Documents (drawings, draft specifications and exterior rendering(s)) will be provided digitally in PDF format.
- Draft opinion of probable cost (OPC)

Construction Documents

In the Construction Documents Phase, drawings and specifications will be generated for bidding and construction purposes. Discipline drawings and specifications will be finalized which incorporate the comments from previous phases.

The deliverables provided at the conclusion of the Construction Document Phase will be bid plans and specifications.

In this phase, the plans will be submitted to permitting authority for review, if necessary. The costs for plan application, review fees and permit fees will be paid by Owner.

The work includes the following:

- Building code
 - Finalize building code review
- Finalize design calculations as required

Charity Zich
 August 8, 2022
 Page 4

- Finalize drawings
 - Architectural
- Finalize building rendering (up to three (3) views)
- Finalize technical specifications, including Division 1 General Requirements
- Prepare front-end solicitation documents, coordinating the Owner's standard documents with the technical specifications and the Division 1, General Requirements.
- Prepare final opinion of probable cost (OPC), at 90% CD

During and at completion of the Contract Documents phase, the Consultant will deliver the following digital (PDF) documents to the Owner:

- Owner construction document (CD) review
 - Deliver 90% complete CDs to Owner for review
 - Refined OPC (based on 90% CDs)
- 100% Construction Documents submittal to authority having jurisdiction (AHJ) for permitting, if necessary.
 - Submit plans, specifications, and calculations electronically
 - Incorporate revisions resulting from plan review into Bid documents
- Bid Documents distribution
 - Deliver digital bid documents to Owner
 - Final Sheet specifications, including BOA bid forms/documents, Division 1 and Technical Specifications per BOA/FAA requirements

Bidding Services [Design-Bid-Build]

In the Bidding Phase, bidding documents will be distributed to interested bidders and plan houses by others. Consultant will attend a scheduled pre-bid meeting, answer questions from contractors and provide clarifications of the building portions of the bidding documents. Consultant will also review requests for substitutions of specified materials and, if required, prepare addenda for issuance by the Owner.

Work includes the following:

- Issue clarifications during bid period
 - Provide answers to contractor bidding questions Prepare addenda
 - Investigate requested substitutions
 - Advise Owner as to acceptability of substituted materials/equipment
- Attend pre-bid meeting, if noted in "Meetings and Travel/Trips" scope below
- Consultant shall prepare and upload the final bidding documents to QuestCDN for interested contractors and suppliers. The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request.

Meetings and travel/trips – Design, Bidding and Permitting Phases

The table below indicates meetings that the consultant’s team members will attend during the design, bidding and permitting phases, in-person or by phone.

In the following tables, attendee designations are; “PM” for Project Manager, “A” for Architect, and “CA” for construction administrator. Attendees noted in the tables below are those that are planned, but actual attendees may vary based on issues to be addressed and ability to coordinate schedules of all parties.

Milestone	Attendees in-person	Attendees – virtual/online
Design Kick-off and Site Condition Assessment	PM, A	
Design Review		PM, A
90% Construction Documents		PM, A
100% Construction Documents – page turn		PM, A
Pre-bid meeting	PM or A	
Bid Opening/Evaluation	PM or A	
Construction	CA, PM or A	CA, PM or A

Opinions of Probable Construction Cost

The table below indicates the milestones at which the Consultant will provide an opinion of probable construction cost and the basis for the development of that cost. Costs are based on the Consultant’s previous experience with similar construction projects and/or data from industry historical costing resources, such as RS Means.

Milestone	Basis
Design	Detailed estimate based on designed quantities and quality of materials, products, equipment and systems.
90% Construction Documents	Detailed estimate based on final quantities and quality of materials, products, equipment and systems.

Work Not Included in the Scope

1. Environmental reviews and services
2. Sustainable certifications
3. Building design beyond the scope of exterior wall surface replacement

Construction Administration

Consultant will provide an allowance of 60 hours for Construction Administration services associated with the exterior tile repair/replacement project. Consultant will provide a qualified construction administrator (CA) to be the primary coordinator and point of contact for the project. CA will attend the weekly progress meeting via conference call, will make periodic site visits to observe the work in progress, and will perform the design team’s administrative tasks.

Charity Zich
 August 8, 2022
 Page 6

Award of a construction contract via public, low bid, is expected approximately Fall 2022. Substantial completion for all project construction, including building and site/civil work, is estimated at three (3) months from the award of construction contract. Final completion is expected to follow in 30 days.

Given the anticipated schedule above, Consultant's scope of services is based upon general construction administration services taking place over a project period of three (3) months, with construction observation and progress meetings taking place over a period of twelve (12) weeks of primary construction activity.

The scope includes a total of three (3) site visits to observe the work and attend progress meetings during the primary construction activity.

The Consultant shall advise and consult with the Owner during the Construction Phase Services. The Consultant shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Consultant shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Consultant be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Consultant shall not be responsible for acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

The Owner agrees that the general contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in the Owner's contract with the general contractor.

The following tasks represent the scope of Construction Administration Services:

CA.01 Project management and coordination

01. Project file setup and management
02. Set up and monitor project accounting and invoicing
03. Perform internal correspondence/documentation/coordination
04. Perform internal team meeting and coordination
05. Coordinate project phase close out

CA.02 Pre-construction Work

01. Attend one (1) pre-construction conference at site by Architect or Project Manager.

CA.03 External coordination - (20 weeks Project, 12 weeks Construction)

01. Coordination/communication with Owner
02. Coordination/communication with Contractor
03. Coordination/communication with Contractor to include interpretation of plans and specifications

CA.04 Contractor submittal and shop drawing processing

01. Review submittals, samples and shop drawings required by Contract Documents (CD's) prepared by Consultant, including a second review if required of 20% of submittals. In accordance with the Consultant-

approved submittal schedule, the Consultant shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Consultant's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Consultant, of any construction means, methods, techniques, sequences or procedures. The Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Consultant shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Consultant. The Consultant shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

02. Review and forward Operating and Maintenance Manuals provided by Contractor
03. Distribute and file reviewed submittals per project protocol
04. Maintain log of submittals

CA.05 Pay Application Review as follows:

01. Review and provide comment on contractor submitted Schedule of Values.
02. Review three (3) partial pay requests with respect to completed construction. The Consultant shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Consultant's certification for payment shall constitute a representation to the Owner, based on the Consultant's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that, to the best of the Consultant's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Consultant.
03. Forward recommendations to Owner. The issuance of a Certificate for Payment shall not be a representation that the Consultant has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
04. Maintain log of contract payment status

CA.06 Coordinate changes in the Work

01. Respond to Request For Information (RFI) (up to ten (10) RFIs). The Consultant shall review and respond to requests for information about the Contract Documents. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Consultant's

Charity Zich
 August 8, 2022
 Page 8

response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Consultant shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

02. Issue Letters of Instruction (LOI) (up to three (3)). The Consultant may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time.
03. Issue Requests for Proposals (RFP) for potential changes in the Work (up to five (5))
04. Review Change Proposals (CP) and make recommendations to Sponsor (up to five (5))
05. Prepare Change Orders (CO) to incorporate changes to the Contract (up to one (1)) (note: In the event that a change order is identified as potentially needed, the PM shall first notify the BOA and Airport. No change order work shall be started, either by the contractor or the consultant, until written authorization from the BOA is provided.)
06. Maintain logs of LOI's, RFP's, Change Proposals, and CO's.

CA.07 Periodic Site Visits (12 Weeks)

01. Periodic site trips to observe the work
 - A. Periodic site visits attended as follows:
 - 1) Up to three (3) trips by Architect and/or CA

Each visit to the site is to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. On the basis of the site visits, the Consultant shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

02. One (1) Substantial Completion/Punch-list generation site visit
 - A. Attended by the following:
 - 1) Architect and/or CA
03. Punch-list verification/Final Inspection site visit
 - A. Attended by Architect and/or CA or Project Manager

The Consultant shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

The Consultant's substantial and final inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to evaluate the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

CA.08 Construction Progress Meetings (Over 12 Weeks)

01. Attend construction progress meetings as necessary (by phone/online)

CA.09 Expenses included in this proposal

01. Travel and meals for stated trips
02. Document reproduction for stated tasks
03. Postage for stated tasks

Additional Services NOT INCLUDED in this scope

The tasks that compose the scope of additional services are the following, and can be added with corresponding fees if required:

1. FAA related services
2. Construction Administration (beyond 60 hours as outlined above)
3. Record drawings
4. Commissioning

Design Work Not Included in the scope

1. Environmental reviews and services
2. Sustainable certifications
3. Building design beyond the scope of exterior wall surface replacement
4. NEPA or other environmental compliance work
5. Hazardous materials investigations
6. Redesign due to changes in Owner or FAA directives established in previous stages of design
7. The cost to re-bid or redesign the project in the event the project bids exceed project budget
8. Permitting fees or services other than those specifically noted
9. Plan review and permit fees

Construction Administration Work NOT INCLUDED in this scope

1. Full-time Resident Engineering
2. Quality assurance and/or quality control testing or services
3. Inspections, special or otherwise
4. Commissioning services
5. Presentations or related material
6. Activities or services beyond those enumerated herein

Responsibilities of Chippewa Valley Regional Airport

Our Scope of Services and Compensation are based on Chippewa Valley Regional Airport performing or providing the following:

1. A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
2. Access to the project site.
3. Available data, drawings, and information related to the project.
4. Review of (draft-final plans/specs/reports, etc.) within 2 weeks of receipt.
5. Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

Project Schedule

Award of a construction contract via public, low bid, is expected approximately June 2022. Substantial completion for all project construction, including building and site/civil work, is estimated at three months from the award of construction contract. Final completion is expected to follow in 30 days.

Compensation

The work described under the Scope of Services will be performed on a lump-sum basis. Chippewa Valley Regional Airport will pay Mead & Hunt **Thirty-Three Thousand, Seven Hundred-Eighteen Dollars and no cents \$ (33,718) as architectural fees for the work performed under this contract.**

Authorization (authorization must be on the same page as the signature)

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of Chippewa Valley Regional Airport and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services. All services shall be performed in accordance with the *General Terms and Conditions for Engineering, Architectural, or Consulting Services* which is attached hereto and made part of this Agreement and labeled as Exhibit A.

We appreciate the opportunity to submit this proposal to Chippewa Valley Regional Airport.

Respectfully submitted,

MEAD & HUNT, INC.



Brandon Halverson,
AIA Mead & Hunt, Inc.

Approved by: MEAD & HUNT, INC.

By: _____

Name: _____

Title: _____

Date _____

Accepted by: CHIPPEWA VALLEY REGIONAL AIRPORT

By: _____

Name: _____

Title: _____

Date: _____

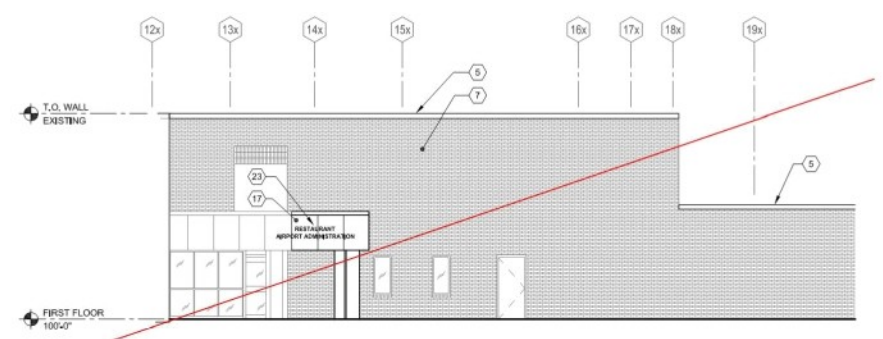
The above person is authorized to sign for Client and bind the Client to the terms hereof.

Attachments: Exhibit A, Exhibit B

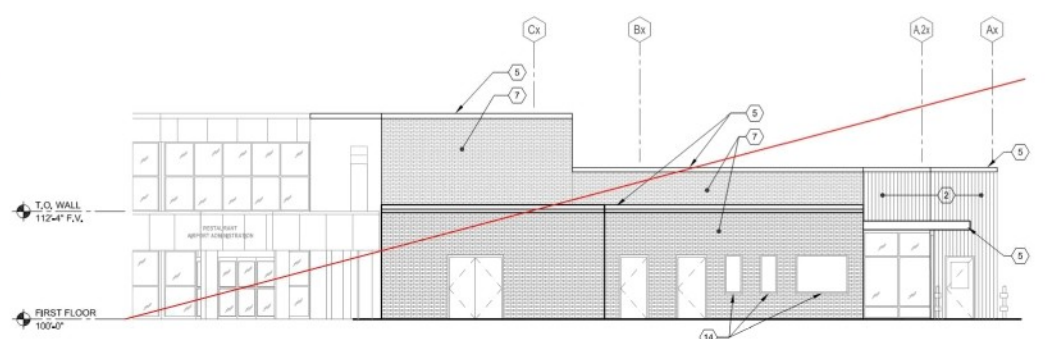
Exhibit A. General Terms and Conditions

- GENERAL NOTES:**
1. SITE DATUM OF 887.89' = FLOOR EL. 100'-0" ON ARCHITECTURAL & STRUCTURAL DWGS.
 2. ALUMINUM STOREFRONT SYSTEM w/ INSULATED GLAZING. SEE SHEETS A-101 THROUGH A-104 FOR WINDOW ELEVATION TAGS AS SCHEDULED.
 3. SEE SHEET A-601 FOR WINDOW ELEVATIONS.
 4. FIELD VERIFY ALL TOP OF WALL ELEVATION CONDITIONS THAT TIE INTO EXISTING BUILDING.
 5. SCHLUTER RONDEC AT ALL PORCELAIN WALL TILE OUTSIDE CORNERS.

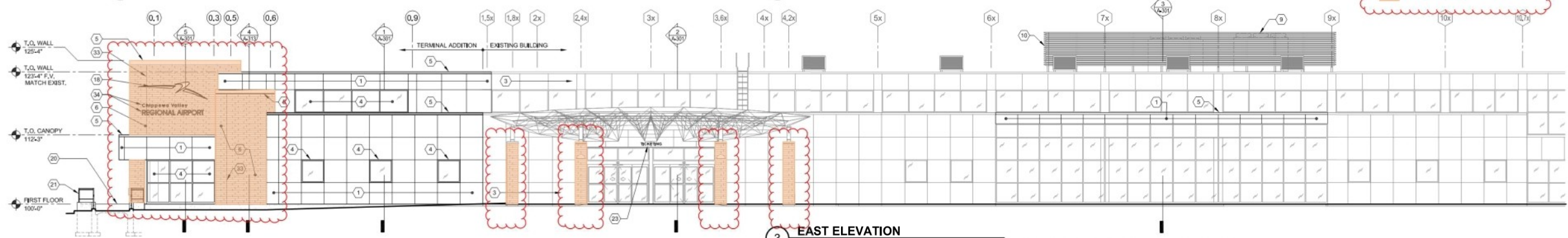
- LEGEND:**
- KEYED NOTES
 - BUILDING SECTION MARKER



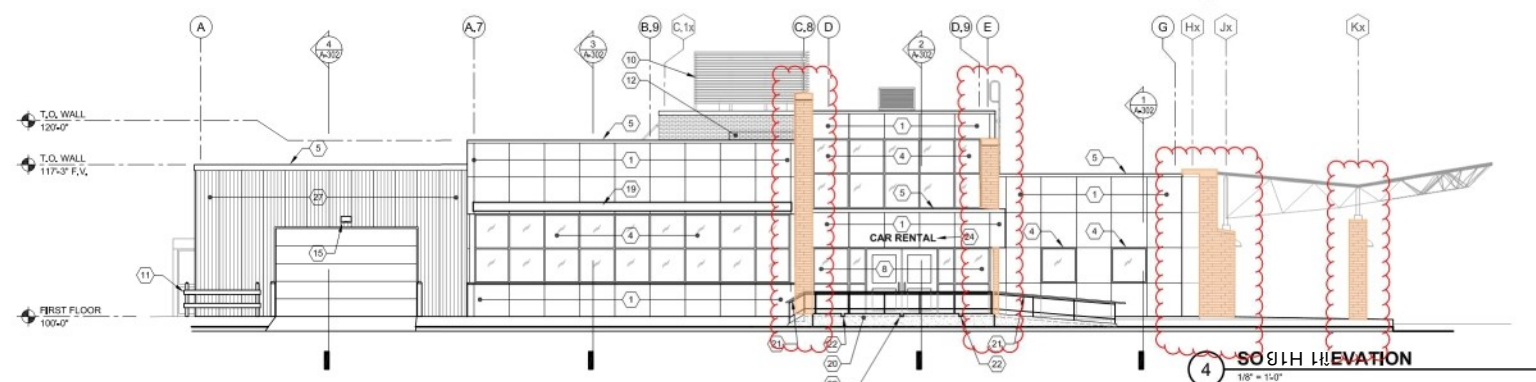
2 PARTIAL EAST ELEVATION @ CANOPY
1/8" = 1'-0"



1 NORTH ELEVATION
1/8" = 1'-0"

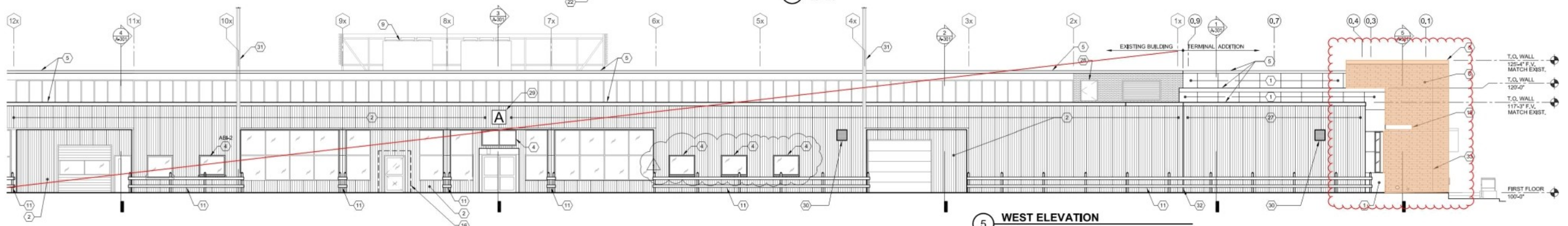


3 EAST ELEVATION
1/8" = 1'-0"

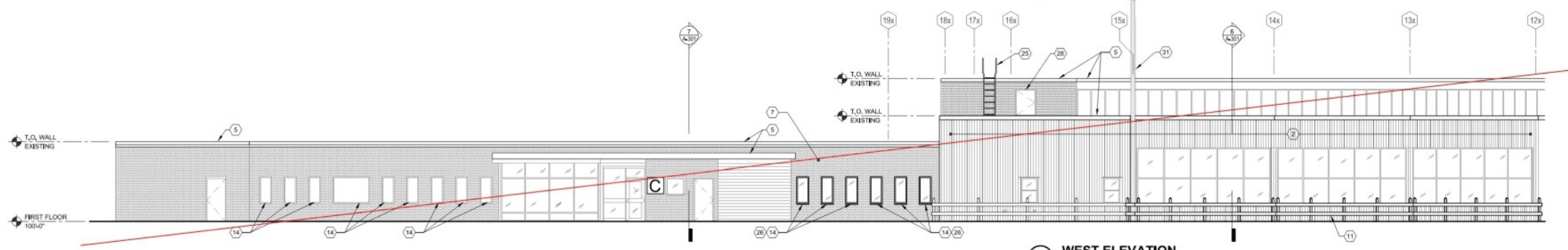


4 SOUTH ELEVATION
1/8" = 1'-0"

- BUILDING ELEVATION KEYED NOTES:**
- | | | |
|--|---|---|
| 1 INSULATED METAL WALL PANEL SYSTEM 1. | 16 OUTLINE OF PASSENGER BOARDING BRIDGE | 29 NEW 32" x 32" GATE SIGN |
| 2 INSULATED METAL WALL PANEL SYSTEM 2 OVER EXISTING SUPPORT SYSTEM. | 17 NEW METAL PANEL CANOPY SOFFIT AND FASCIA EXTENSION, TIE INTO EXISTING CANOPY. | 30 WHITE LETTERS, ARIAL FONT - BACKGROUND COLOR, SW6181 SECRET GARDEN |
| 3 EXISTING METAL WALL PANEL. | 18 FACE ILLUMINATED AIRPORT LOGO SIGN. | 31 PRE-FINISHED MECHANICAL LOUVER, SEE MECHANICAL DRAWINGS AND SPECIFICATIONS |
| 4 ALUMINUM WINDOW SYSTEM. SEE FLOOR PLANS FOR WINDOW TAG DESIGNATION, TYPICAL. | 19 ALUMINUM FABRICATED SUNSHADE w/ EGG CRATE PANELS SPANNING BETWEEN ALUMINUM FRAMING. | 32 EXISTING LIGHT POLE LOCATION |
| 5 PRE-FINISHED METAL CORING. | 20 CONCRETE RAMP, LANDING AND STAIR. | 33 1" EXPANSION JOINT. SEE DETAIL 16/A-503 |
| 6 EXTERIOR PORCELAIN WALL TILE (PWT-1L) | 21 1 1/2" QLD. HANDRAIL w/ 3/4" x 1 1/2" HORIZONTAL AND VERTICAL SUPPORTS. SEE DETAIL 11/A-503. (PANT DARK BRONZE TO MATCH EXTERIOR LIGHT FIXTURES) | 34 CONTROL JOINT, COORDINATE EXACT LOCATION w/ METAL TAB PANEL SUPPLIER |
| 7 EXISTING MASONRY WALL. | 22 PROVIDE 4"x4" CUTOUT AT LANDING FOR DRAINAGE. | |
| 8 ALUMINUM ENTRANCE SYSTEM. | 23 6" HIGH LETTERING | |
| 9 ROOF TOP CHILLER UNIT. | 24 10" HIGH LETTERING | |
| 10 PRE-FINISHED, PRE-FABRICATED SCREEN WALL ON GALVANIZED STEEL FRAMING. | 25 EXTERIOR METAL LADDER FROM UPPER ROOF TO LOW ROOF. SEE DETAIL 30/A-503. | |
| 11 PAINTED STEEL GUARDRAIL. SEE DETAIL 24/S-501, COLOR TO MATCH EXTERIOR METAL PANEL FINISH. | 26 NEW ALUMINUM WINDOW SYSTEM IN EXISTING OPENING. SEE FLOOR PLANS FOR WINDOW TAG DESIGNATION (A/B-4) | |
| 12 BRICK-UP EXISTING OPENING. BRICK/COLOR TO MATCH EXISTING. | 27 INSULATED METAL WALL PANEL SYSTEM 2 OVER NEW STEEL SUPPORT SYSTEM. | |
| 13 NOT USED | 28 PAINT EXISTING DOOR AND FRAME. COLOR TO MATCH METAL CORING AT ROOF. | |
| 14 NEW BACKER ROD AND SEALANT AROUND PERIMETER OF EXISTING WINDOW. | | |
| 15 EXTERIOR LIGHT FIXTURE | | |



5 WEST ELEVATION
1/8" = 1'-0"



6 WEST ELEVATION
1/8" = 1'-0"

SHEET NO. 23099-19-09053
DATE 05.14.2010
DRAWN BY MJB
CHECKED BY JAT, RCL
DO NOT SCALE DRAWINGS
SHEET CONTENTS
EXTERIOR ELEVATIONS
SHEET NO.