

AGENDA
Chippewa Valley Regional Airport Commission
Friday, September 16, 2022 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: 25998019874##

Please mute personal devices upon entry

For those wishing to make public comment, you must e-mail Erin Switzer at admin@chippewavalleyairport.com at least 30 minutes prior to the start of the meeting. You will be called on during the public comment period to make your comments.

1. Call To Order
2. Confirmation of Meeting Notice
3. Roll Call - Voice
4. Approval of Minutes
 - a. August 25, 2022 Regular Commission Meeting
 1. Discussion/Action
5. CVRA Finance and Activity Reports
 - a. Expense Vouchers and Finance 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
 - Airline Transition Update
 - Airport Community Outreach
 1. Discussion/Action

b. Airport Strategic Plan Update/Review

- 2020-2022 Plan Update
- Operational 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

1. Discussion/Action

8. Previous Business:

a. Mead and Hunt Tile Replacement Contract

1. Discussion/Action

9. New Business:

a. Airport Badge Fees

1. Discussion/Action

b. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, To wit: CVRA Rental Car Lease Agreement

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
Thursday, August 25, 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 and Barry Wells were present.

MEMBERS ABSENT: David Hirsch and Chuck Hull

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby and Shawn Styer-Hawthorne Aviation, 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, Bill Hilgedick, Peter Hoeft and Barry Wells were present. Scott Francis arrived at 8:15 am.
4. **Approval of Minutes:**
 - a. **July 22, 2022 Regular Commission Meeting:**
 On a motion by Com. Bowe, seconded by Com. Hoeft, the minutes of the July 22, 2022, meeting were approved as submitted.
(Ayes 4-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report:**
 On a motion by Com. Bowe, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 4-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
 Airline Enplanements are down for the month and up for the year. This was the first month with the reduced SkyWest/United schedule of only one departure per day (from 7/11/22 forward) and load factors are higher due to increased capacity being condensed from two daily flights into one.
 - **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.
 - c. **Hangar Occupancy:** There are currently two t-hangar vacancies.

6. **Public Comment Period:** Heather DeLuka made comments about the recent airport disaster drill.

Jeff Husby provided information about a new aircraft being based at the airport in the future.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Airline Transition Update:** The Airport Director discussed plans to expand areas of the current long term parking lot related to the airline transition, including the potential addition of a second exit lane in 2023. Commissioners suggested the pavement be added for the second exit lane with the parking expansion, if possible.

On a motion by Com. Bowe, seconded by Com. Hoeft, the Commission approved proceeding with the Phase I Expansion of the Airport Long Term Parking Lot.

(Ayes 4-Nayes 0)

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

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

The Operational Review for August covered New Tenant Development, including airline, aviation business, non-aviation business and hangars.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** There were panels of concrete that did not meet the specifications and will need replacement or the contractor will not get paid. The State and Airport representatives will be meeting with the contractor to discuss options to remove and replace the panels.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
- **AIP 50 - Master Plan Update – FY22:** The grant agreement has been received. Waiting on the State finding to get contracts signed.
- **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 for the north half of the fence project only due to funding limitations.
- **Airport Parking Equipment Replacement – FY22:** The replacement LPR camera has been installed and the device configuration and corporate parking report option should be completed in the next couple of weeks.
- **Corporate Hangar Construction – FY22:** In progress.
- **South Hangar Construction – FY22:** The project will be changing to a federal project and will be sent to the BOA for bidding and funding.

8. Previous Business: None

- a. **2023 Airport Operations and Capital Improvement Budget:** The Airport Director noted the changes that were made to the budget to accommodate additional security upgrade expenses and increased utilities expenses. The Ground Handling revenue and expenses were also removed as the new ground handler for Sun Country will coordinate the ground handling efforts going forward.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the 2023 Airport Operations and Capital Improvement Budget Amendments as submitted.

(Ayes 5-Nayes 0)

9. New Business:

- a. **CBS Squared Hangar Contract Amendments:** The contract amendment is required to transition this project from a locally funded project to a federally funded project.

On a motion by Com. Bowe, seconded by Com. Hoeft, the CBS Squared Hangar Contract Amendments were approved as submitted.

(Ayes 5-Nayes 0)

- b. **Volaire Aviation Consulting Services Agreement:** The Airport Director explained that the contract for a two year term starting October 1, 2022 is to assist with ongoing air service development.

On a motion by Com. Wells, seconded by Com. Francis, the Volaire Aviation Consulting Services Agreement was approved as submitted.

(Ayes 5-Nayes 0)

- c. **Mead & Hunt Tile Replacement Design Contract:** The Commission discussed getting additional bids from engineers for the tile replacement work that is needed on much of the Airport Terminal exterior.

10. Discuss Future Agenda Items: None

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:47 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

August Vouchers for approval September 16, 2022

Aviation Security Consulting (ASC)	Security Upgrade Consultant Services August	53510-299	\$5,237.50
CBS Squared	Design/construction fees, 48x48 Hangars	53510-820	\$4,500.00
Cintas	Uniforms & Towels	53510-298	\$255.66
Eau Claire County Highway Dept.	Vehicle Oil, 55 gallons	53510-241	\$451.13
Fox Valley Technical College	FAR 139 Annual Training, 4 Technicians	53510-340	\$1,794.40
George, Wyatt	ARFF Mask Lens' Reimbursement	53510-366	\$130.00
Heartquest Trainers	Replacement AED Battery Pack	53510-248	\$194.90
Xcel Energy	Hawthorne Padmount Extension	53510-820	\$9,071.80
Xcel Energy	Terminal Gas/Electric - August	53510-222/224	\$9,071.80
Xcel Energy	ATCT Gas/Electric - August	53515-222/224	\$1,845.64
	TOTAL		<u>\$32,552.83</u>

August Credit Card Charges

SPECTRUM	Internet	53510-227	\$84.98
AAAE	ASOS Training	53510-340	\$595.00
CARDLOGIX - PAYPAL	Fingerprint Scanner	53510-299	\$966.25
HOLIDAY INN ROTHSCHILD	ASOS Training, Hotel	53510-340	\$90.00
HOLIDAY INN ROTHSCHILD	ASOS Training, Hotel	53510-340	\$90.00
CHIPPEWA FALLS CHAMBER	Membership	53510-324	\$277.00
PER MAR SECURITY	ATCT Access Control Service	53515-248	\$140.00
PER MAR SECURITY	Terminal Access Control Service	53510-248	\$514.92
ID ENHANCEMENTS INC.	Badging Cards, Supplies	53510-299	\$2,305.36
EASYBADGES LLC	Badging Printer	53510-299	\$2,477.94
STAPLES	Janitorial	53510-248	\$19.78
STAPLES	Office Supply	53510-310	\$21.22
COUSINS SUBS #1197	United Way Sandwiches (reimbursed)	23907-000	\$380.00
HANGAR 54 GRILL	Marketing	53510-327	\$50.00
WISCONSIN AIRPORT MGMT	WAC Registration, BW	53510-340	\$125.00
HANGAR 54 GRILL	Marketing	53510-327	-\$50.00
AMAZON	Lanyards	53510-327	\$485.10
HANGAR 54 GRILL	Employee Recognition	53510-327	\$25.00
CROWN AWARDS INC	Employee Recognition	53510-327	\$8.37
NASSCO INC.	Janitorial	53510-248	\$245.47
PHOTO CARD SPECIALISTS	Marketing	53510-327	\$138.40
DALCO ENTERPRISES	Janitorial	53510-248	\$121.90
GOLD CROSS ANSWERING SVC	Telephone	53510-225	\$130.00
WINDCAVE INC.	Merchant Fees	53510-200	\$95.00
AMAZON	Cell Supplies	53510-226	\$18.95
AMAZON	Cell Supplies	53510-226	\$38.25
WISCONSIN AIRPORT MGMT	WAC Registration, ES	53510-340	\$125.00
WAL-MART #5373	Training	53510-340	\$54.70
LITTLE CAESARS 3149-0009	Training	53510-340	\$232.62
NUSS TRUCK & EQUIPMENT	Vehicles	53510-241	\$17.92
FARM & FLT CF	Building	53510-248	\$9.99
FARM & FLT CF	Grounds	53510-246	\$105.28
FARM & FLT CF	Vehicles	53510-241	\$191.99
SOUTHSIDE TIRE CF	Grounds	53510-246	\$172.45
NUSS TRUCK & EQUIPMENT	Vehicles	53510-241	\$39.06
FARM & FLT CF	Vehicles	53510-241	\$119.99
E-RIGGING.COM	Building	53510-248	-\$8.58
CULVER S OF STEVENS POINT	Training	53510-340	\$38.35
MENARDS EAU CLAIRE WEST	Building	53510-248	\$68.31
CED - 1942 DS	Grounds	53510-246	\$90.00
FARM & FLT CF	Grounds	53510-246	\$128.98
FARM & FLT CF	Vehicles	53510-241	\$17.28
MENARDS EAU CLAIRE WEST	Building	53510-248	\$83.88
MENARDS EAU CLAIRE WEST	Grounds	53510-246	\$26.93
SOUTHSIDE TIRE CF	Grounds	53510-246	\$50.28
NUSS TRUCK & EQUIPMENT	Vehicles	53510-241	\$28.22
WISCONSIN AIRPORT MGMT	WAC Registration, TN	53510-340	\$125.00
MENARDS EAU CLAIRE WEST	Grounds	53510-246	\$65.91
FREEDOM FLAG POLE	ATCT Building	53515-248	\$93.90
ELITE SERVICE	ARFF Radio Service	53510-366	\$71.00
MACQUEEN EMERGENCY GROUP	ARFF Face Masks	53510-366	\$460.62
LED SUPPLY CO- LLC	Terminal Restaurant Pole Lights	53510-248	\$1,026.72
	TOTAL		<u>\$12,829.69</u>

Chippewa Valley Regional Airport

2022 BUDGET COMPARISON Estimated August 31, 2022

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 8/31/22 (66.67%)	Variance YTD	Balance Remaining For Year
Income			66.67%			
41110	Contrib From Eau Claire Cty	\$403,020	\$268,680	\$268,680	\$0.00	\$134,340.00
43790	Contrib From Chippewa Cty	\$131,574	\$87,716	\$131,574	\$43,858.00	\$0.00
Sub-Total Tax Revenue		\$534,594	\$356,396.00	\$400,254.00	\$43,858.00	\$134,340.00
46341	Air Terminal	\$169,712	\$113,141	\$115,291	\$2,149.78	\$54,420.89
46342	FBO	\$142,061	\$94,707	\$81,441	(\$13,266.61)	\$60,620.28
46343	Airfield	\$136,981	\$91,321	\$92,957	\$1,636.50	\$44,023.83
46344	Hangars	\$239,003	\$159,335	\$182,001	\$22,665.17	\$57,002.50
46345	Parking	\$106,000	\$70,667	\$131,129	\$60,462.66	(\$25,129.33)
46346	Rental Cars	\$122,698	\$81,799	\$139,258	\$57,459.72	(\$16,560.39)
46349	Ground Handling	\$36,000	\$24,000	\$20,000	(\$4,000.00)	\$16,000.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$12,000	\$18,813	\$6,813.33	(\$813.33)
48903	Equipment Rental	\$1,200	\$800	\$2,600	\$1,800.00	(\$1,400.00)
Sub-Total Operating Revenue		\$971,655	\$647,770	\$783,491	\$135,720.55	\$188,164
Sub-Total Taxes and Operating Rev.		\$1,506,249.00	\$1,004,166.00	\$1,183,744.55	\$179,578.55	\$322,504.45
48691	Other Revenue	\$10,000	\$6,667	\$14,538	\$7,871.79	(\$4,538.46)
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$57,070	\$38,047	\$48,065	\$10,018.15	\$9,005.18
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	\$1,581,487	\$0	(\$1,581,486.67)	\$2,372,230.00
Sub-Total Other Revenue		\$2,439,300	\$1,626,200.00	\$62,603.28	(\$1,563,596.72)	\$2,376,696.72
TOTAL INCOME		\$3,945,549	\$2,630,366.00	\$1,246,347.83	(\$1,384,018.17)	\$2,699,201.17
Expenses						
53510-111	Salary Perm-Regular	\$403,178	\$268,785	\$253,065.02	(\$15,720.31)	\$150,112.98
-112	Salary Perm-OT	\$14,814	\$9,876	\$7,889.43	(\$1,986.57)	\$6,924.57
-114	Salary-On Call Pay	\$5,200	\$3,467	\$3,200.00	(\$266.67)	\$2,000.00
-121	Salary Temp Regular	\$9,978	\$6,652	\$4,694.12	(\$1,957.88)	\$5,283.88
-130	Employee Benefits	\$4,200	\$2,800	\$2,800.00	\$0.00	\$1,400.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$4,800	\$3,200	\$2,955.00	(\$245.00)	\$1,845.00
-142	Cnty Brd & Comm Mile	\$900	\$600	\$335.99	(\$264.01)	\$564.01
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$33,883	\$22,589	\$19,321.00	(\$3,267.67)	\$14,562.00
-152	Retirement Emplr Share	\$26,039	\$17,359	\$15,695.62	(\$1,663.71)	\$10,343.38
-153	HSA Contribution	\$5,050	\$3,367	\$2,125.00	(\$1,241.67)	\$2,925.00
-154	Hos & Health Ins	\$110,506	\$73,671	\$43,791.59	(\$29,879.08)	\$66,714.41
-155	Life Insurance	\$135	\$90	\$63.12	(\$26.88)	\$71.88
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$40,500	\$27,000	\$9,485.75	(\$17,514.25)	\$31,014.25
-212	Attorney Fees	\$6,000	\$4,000	\$3,472.50	(\$527.50)	\$2,527.50
-213	Accounting & Audit	\$5,500	\$3,667	\$0.00	(\$3,666.67)	\$5,500.00
-221	Water & Sewer	\$57,067	\$38,045	\$29,070.16	(\$8,974.51)	\$27,996.84
-222	Electric	\$102,938	\$68,625	\$61,135.72	(\$7,489.61)	\$41,802.28
-224	Gas & Fuel Oil	\$38,728	\$25,819	\$32,121.86	\$6,303.19	\$6,606.14
-225	Telephone	\$4,000	\$2,667	\$2,052.12	(\$614.55)	\$1,947.88
-226	Cellular Phone	\$1,450	\$967	\$1,192.45	\$257.78	\$257.55
-227	Dataline/Internet	\$500	\$333	\$289.13	(\$44.20)	\$210.87
-241	Motor Vehicle Maint	\$15,000	\$10,000	\$6,997.98	(\$3,002.02)	\$8,002.02
-246	Grounds Maint	\$115,000	\$76,667	\$40,162.29	(\$36,504.38)	\$74,837.71
-248	Building Maint	\$30,000	\$20,000	\$11,679.59	(\$8,320.41)	\$18,320.41
-249	Service on Machines	\$500	\$333	\$0.00	(\$333.33)	\$500.00
-297	Refuse Collection	\$1,500	\$1,000	\$1,344.20	\$344.20	\$155.80
-298	Laundry Services	\$3,636	\$2,424	\$3,059.24	\$635.24	\$576.76
-299	Sundry Contract Services	\$55,000	\$36,667	\$122,312.47	\$0.00	\$0.00
-310	Office Supplies	\$600	\$400	\$197.72	(\$202.28)	\$402.28
-311	Postage and Box Rent	\$800	\$533	\$42.45	(\$490.88)	\$757.55
-313	Printing & Dup	\$750	\$500	\$301.66	(\$198.34)	\$448.34

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 8/31/22 (66.67%)	Variance YTD	Balance Remaining For Year
-320	Ref Materials	\$500	\$333	\$0.00	(\$333.33)	\$500.00
-321	Publish Legal Notices	\$150	\$100	\$66.12	(\$33.88)	\$83.88
-324	Membership Dues	\$4,000	\$2,667	\$1,468.00	(\$1,198.67)	\$2,532.00
-327	Marketing	\$55,000	\$36,667	\$2,722.55	(\$33,944.12)	\$52,277.45
-328	Airline Recruitment	\$10,000	\$6,667	\$16,670.33	\$10,003.66	(\$6,670.33)
-340	Travel-Train, Conf & Misc.	\$18,000	\$12,000	\$9,653.28	(\$2,346.72)	\$8,346.72
-366	Fire fight supplies	\$4,500	\$3,000	\$435.00	(\$2,565.00)	\$4,065.00
-377	Vehicle Fuel	\$40,000	\$26,667	\$39,992.08	\$13,325.41	\$7.92
-510	Insurance	\$74,116	\$49,411	\$48,226.32	(\$1,184.35)	\$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	\$1,667	\$552.45	(\$1,114.22)	\$1,947.55
-933	Bank Service Charges	\$0	\$0	\$4,808.30	\$4,808.30	(\$4,808.30)
Sub-Total Operating Expense		\$1,306,918.00	\$871,278.67	\$805,447.61	(\$65,831.06)	\$501,470.39
53510-121	Sal Temp-Ground Handling	\$9,774	\$6,516	\$4,685.88	(\$1,830.12)	\$5,088.12
-122	Aircraft Handling OT	\$0	\$0	\$540.69	\$540.69	(\$540.69)
-151	Ground Handling FICA	\$747	\$498	\$399.85	(\$98.15)	\$347.15
-152	Ground Handling Retirement	\$0	\$0	\$13.50	\$13.50	(\$13.50)
-366	Ground Handling Supplies	\$2,000	\$1,333	\$0.00	(\$1,333.33)	\$2,000.00
Sub-Total Ground Handling Expense		\$12,521	\$8,347.33	\$5,639.92	(\$2,707.41)	\$6,881.08
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$687	\$524.52	(\$162.15)	\$505.48
-222	ATCT Electricity	\$16,480	\$10,987	\$11,110.64	\$123.97	\$5,369.36
-224	ATCT Gas & Fuel Oil	\$4,120	\$2,747	\$2,398.88	(\$347.79)	\$1,721.12
-225	ATCT Telephone	\$1,500	\$1,000	\$480.00	(\$520.00)	\$1,020.00
-248	ATCT Building Maintenance	\$15,000	\$10,000	\$2,472.04	(\$7,527.96)	\$12,527.96
Sub-Total Tower Expense		\$38,130	\$25,420.00	\$16,986.08	(\$8,433.92)	\$21,143.92
53610-810	Capital Equipment	\$0	\$0	\$18,112.48	\$18,112.48	(\$18,112.48)
-820	Capital Improvement	\$2,275,000	\$1,516,667	\$115,420.66	(\$1,401,246.01)	\$2,159,579.34
-829	Other Capital Improvement	\$312,980	\$208,653	\$85,615.67	(\$123,037.66)	\$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	\$1,725,320.00	\$219,148.81	(\$1,506,171.19)	\$2,368,831.19
TOTAL EXPENSE		\$3,945,549	\$2,630,366.00	\$1,047,222.42	(\$1,583,143.58)	\$2,898,326.58
NET OPERATING INCOME		\$0	\$0	\$199,125.41		(\$199,125.41)
<u>Cash Balance</u>						
	Per 2020 Audit Report	2,393,606				
	2021 Estimate	3,149,211				
	2022 Estimate	776,981				

Chippewa Valley Regional Airport
Traffic Statistics
 August 2022

AIRLINE PASSENGERS	Month		22/21 % Diff.	Year to date		22/21 % Diff.
	2022	2021		2022	2021	
UNITED Enplaned	1141	1851	-38%	12162	11373	7%
CHARTERS Enplaned				<u>648</u>	<u>240</u>	170%
Total Enplaned				12810	11613	10%
UNITED Deplaned	1167	1951	-40%	12478	11642	7%
CHARTERS Deplaned				<u>648</u>	<u>240</u>	170%
Total Deplaned				13126	11882	10%
Total Enplaned/Deplaned	2308	3802	-39%	25936	23495	10%
UA Departure Load Factor	76%	66%		64%	48%	
UA Arrival Load Factor	75%	72%		66%	50%	

UNITED PERFORMANCE

	2022	2021		2022	2021	
Scheduled Flights/Landings	31	62	-50%	397	486	-18%
Canceled Flights						
Xnld for Wx	0	8		10	21	
Xnld for Mx	0	0		1	0	
Xnld Other	<u>0</u>	<u>0</u>		<u>2</u>	<u>1</u>	
Total	0	8	-100%	13	22	-41%
Total Landings	31	54	-43%	384	464	-17%

2022 2021 2022 2021

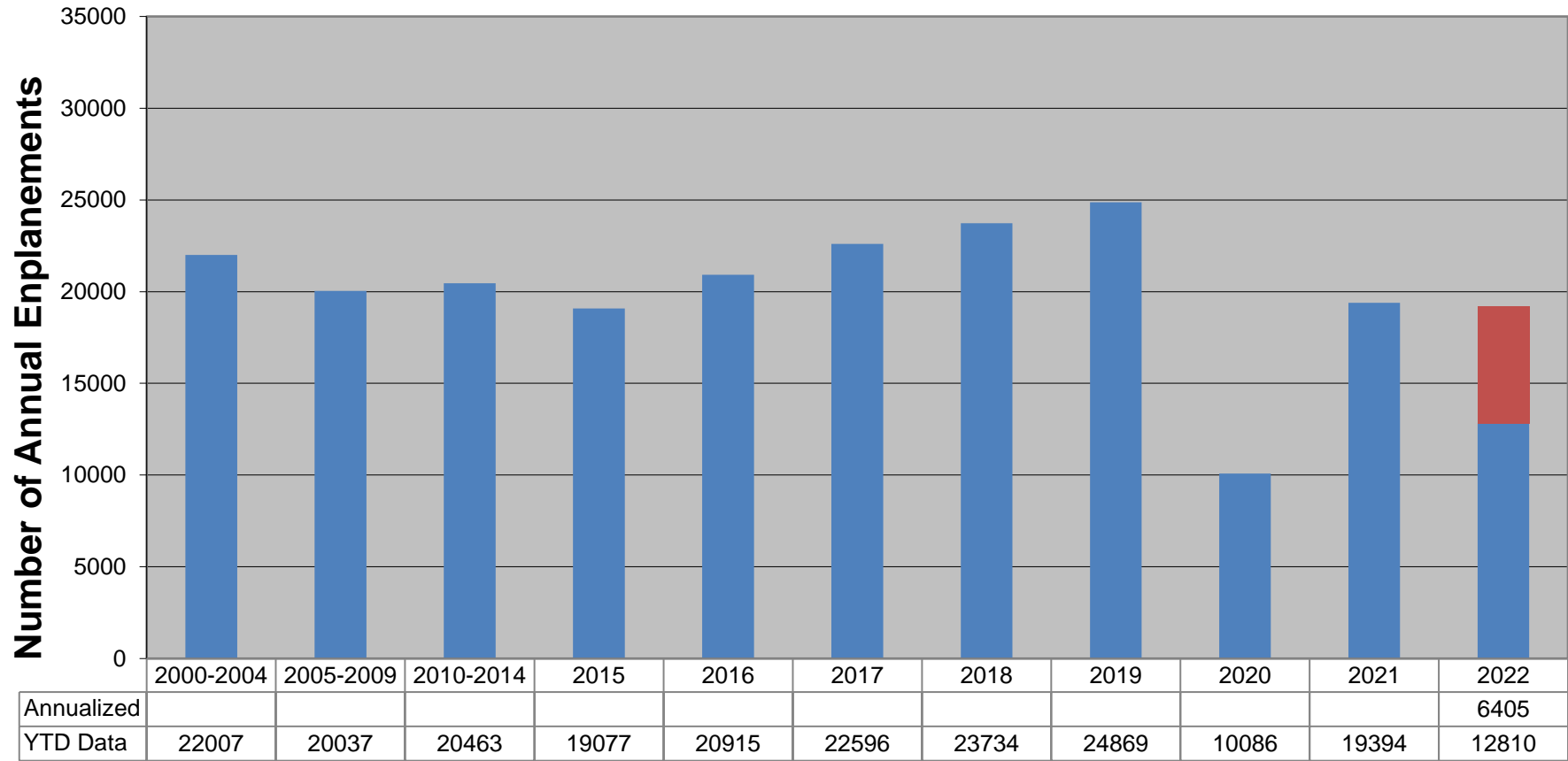
<u>EAU Arrival</u>				
Completion Factor	100%	87%	97%	96%
OnTime %	84%	69%	82%	80%
<u>EAU Departure</u>				
Completion Factor	97%	89%	97%	96%
OnTime %	90%	73%	85%	83%
<u>ORD Arrival</u>				
Completion Factor	97%	89%	97%	96%
OnTime %	90%	74%	86%	82%

All on time arrivals/departures follow DOT methodology.

Landline

Leg O&D	Month	Total
EAU-MSP	August	1
MSP-EAU	August	<u>2</u>
	TOTAL	3

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Years

Number of Cars Rented

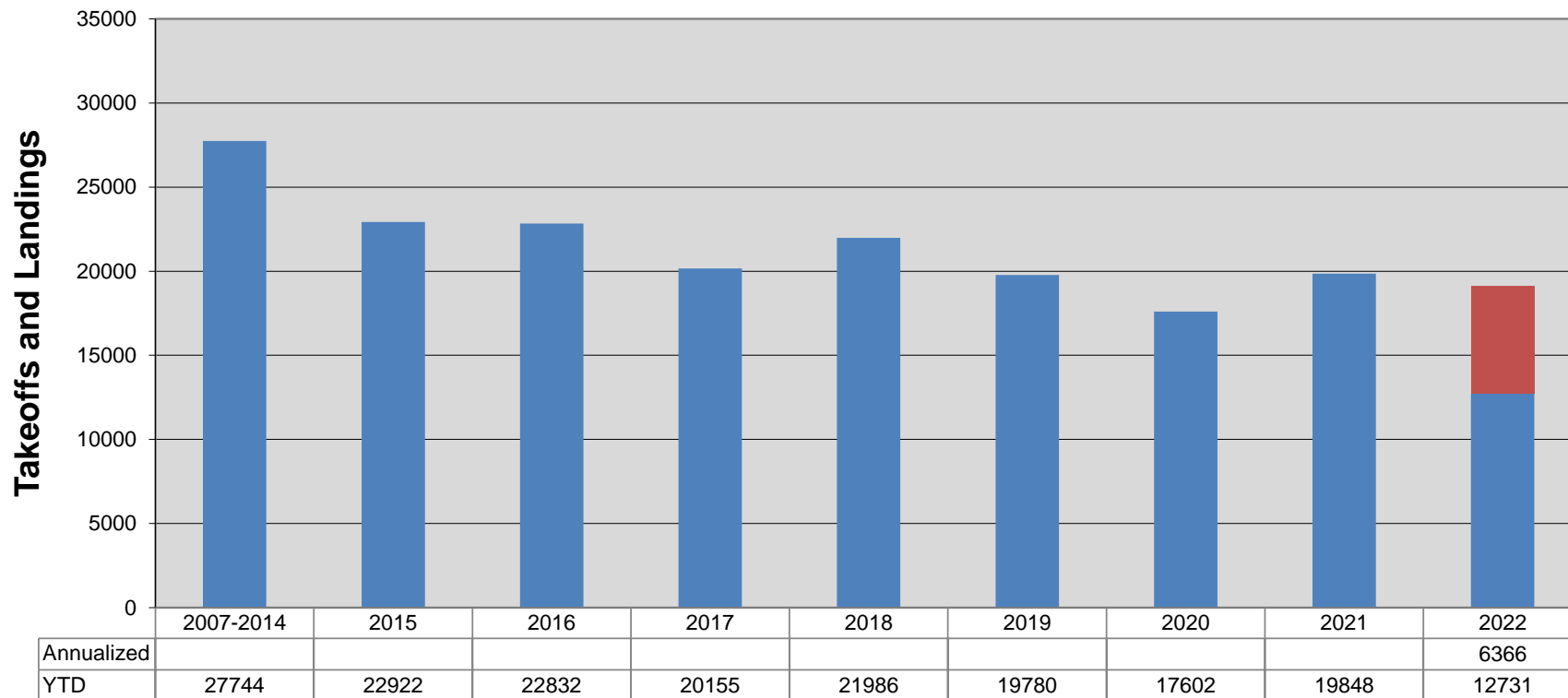
	<u>2022</u>	<u>2021</u>	22/21 % Diff.
January	366	276	33%
February	239	231	3%
March	455	369	23%
April	396	408	-3%
May	504	438	15%
June	503	421	19%
July	496	468	6%
August	519	508	2%
September		451	-100%
October		456	-100%
November		403	-100%
December		365	-100%
YTD	3478	3119	12%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 August 2022

		Month		% Diff.	Year to date		% Diff.
		2022	2021		2022	2021	
Itinerant	Air Carrier	0	4	-100%	20	19	5%
	Commuter/ Air Taxi	142	274	-48%	1362	1728	-21%
	GA	1386	1290	7%	8536	8404	2%
Local	Military	42	69	-39%	305	383	-20%
	GA	736	390	89%	2462	2661	-7%
	Military	<u>22</u>	<u>22</u>	0%	<u>46</u>	<u>138</u>	-67%
TOTAL		2328	2049	14%	12731	13333	-5%

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
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
38. Aug 23 – United Way Event
39. Sept 12 – Airport Neighborhood Association Annual Meeting

Upcoming Events

Wisconsin Aviation Conference, Eau Claire, October 3-5, 2022
EAA B-25 Berlin Express Tour Stop, October 6-9, 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>
FBO Lease and Maintenance	Annual	Sep-21	FBO leases/facilities were reviewed and no changes
FBO Facilities			recommended immediately. Maintenance language should be clarified when the opportunities arises. Agenda Item 7b

CVRA September 2022 Operational Review

FBO Lease and Maintenance

Facility	Size	Term	2022 Annual Rent	Maintenance	Misc.
1987 Facility	18,000 sq. ft.	Expires Sept. 30, 2027 Hawthorne has 2 additional five year options so the lease could be extended to 2037. If the options are exercised, rent increases by 1.5% over prior year.	\$19,760.04	FBO makes incidental repairs, all major repairs are paid for by the airport.	Lease needs clarification on maintenance to be addressed in any future lease updates.
2002 Facility	26,250 sq. ft.		\$69,853.68	FBO does all maintenance.	The airport had a state trust fund loan for this hangar that was paid off early in August 2020.
Truck Hangar	3,960 sq. ft.		\$6,000	Heartland makes incidental repairs, all major repairs are paid for by the airport.	Lease needs clarification on maintenance to be addressed in any future lease updates.
2010 Addition	2,100 sq. ft.		\$26,331.12	FBO makes incidental repairs, all major repairs are paid for by the airport.	1.5% annual rent increase starting in 2016. The airport paid for the local share of the cost of this addition in exchange for a higher rent payment.
Tie Downs	6		\$216	Airport maintains.	
Fuel Farm	2 - 12,000 gallon tanks 1 - 20,000 gallon tank		\$5,000	FBO does all maintenance on the three tanks owned by them. The airport maintains the site around the tanks.	\$50 rent increase per tank per year on the 12,000 gallon tanks. FBO took over utilities in 2018 in lieu of payment on 20,000 gallon tank.



September 13, 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 Exhibit B 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. Bidding Support (Response to contractor questions)

5. Construction Administration and Unit Pricing for Construction Administration site visits

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
- 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, wall sections, preliminary details and schedules. The plans will be developed to show proposed architectural finishes, as well as noting electrical, HVAC, CCTV and Plumbing accessories needed to be removed and reinstalled. Draft technical specifications will be developed.

The work includes the following Architectural Drawings:

- General
 - Review and apply building code requirements to plans
 - Local design requirements review
 - Present to design review board if required
- 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 (Architectural only-no structural calculations are anticipated as necessary)
- Wall Sections
 - Exterior wall conditions
- Presentation Materials
 - 3-D rendering (up to three (3), as required to demonstrate design solution)
- Electrical/Technology/HVAC (no engineering included)
 - Remove and reinstallation of exterior fixtures/devices
- Prepare draft technical specifications

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.

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.

The work includes the following:

- Finalize building code review
- Finalize Architectural drawings
- Finalize building rendering (up to three (3) views)
- Finalize technical specifications, including Division 1 General Requirements

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

- Deliver 100% complete CDs to Owner for review and bid distribution (by Owner)

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.

The work includes the following:

- Provide responses to bidder questions

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
100% Construction Documents – page turn		PM, A
Construction	CA, PM or A- per unit price	CA, PM or A

Construction Administration

Consultant will provide a qualified construction administrator (CA) or PM to be the primary coordinator and point of contact for the project. CA will attend the weekly progress meeting via conference call.

Award of a construction contract via public, low bid, is expected approximately Spring 2023. 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 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 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 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 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 (RFCP) 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, RFCP's, Change Proposals, and CO's.

CA.06 Periodic Site Visits (Unit Price)

01. Periodic site trips to observe the work

A. Periodic site visits attended as follows:

1) Upon Owner Request

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. By Owner

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.07 Construction Progress Meetings (Over 12 Weeks)

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

CA.08 Expenses included in unit cost

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 services outlined above)
3. Record drawings
4. Commissioning

Design Work NOT INCLUDED in this 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 February 2023. 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 **Seventeen Thousand, Four Hundred-Thirty Four Dollars and no cents \$ (17,434) as architectural fees for the work performed under this contract.**

Construction Administration Site Visit- Unit Cost- \$1,350.00 per site visit.

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: _____

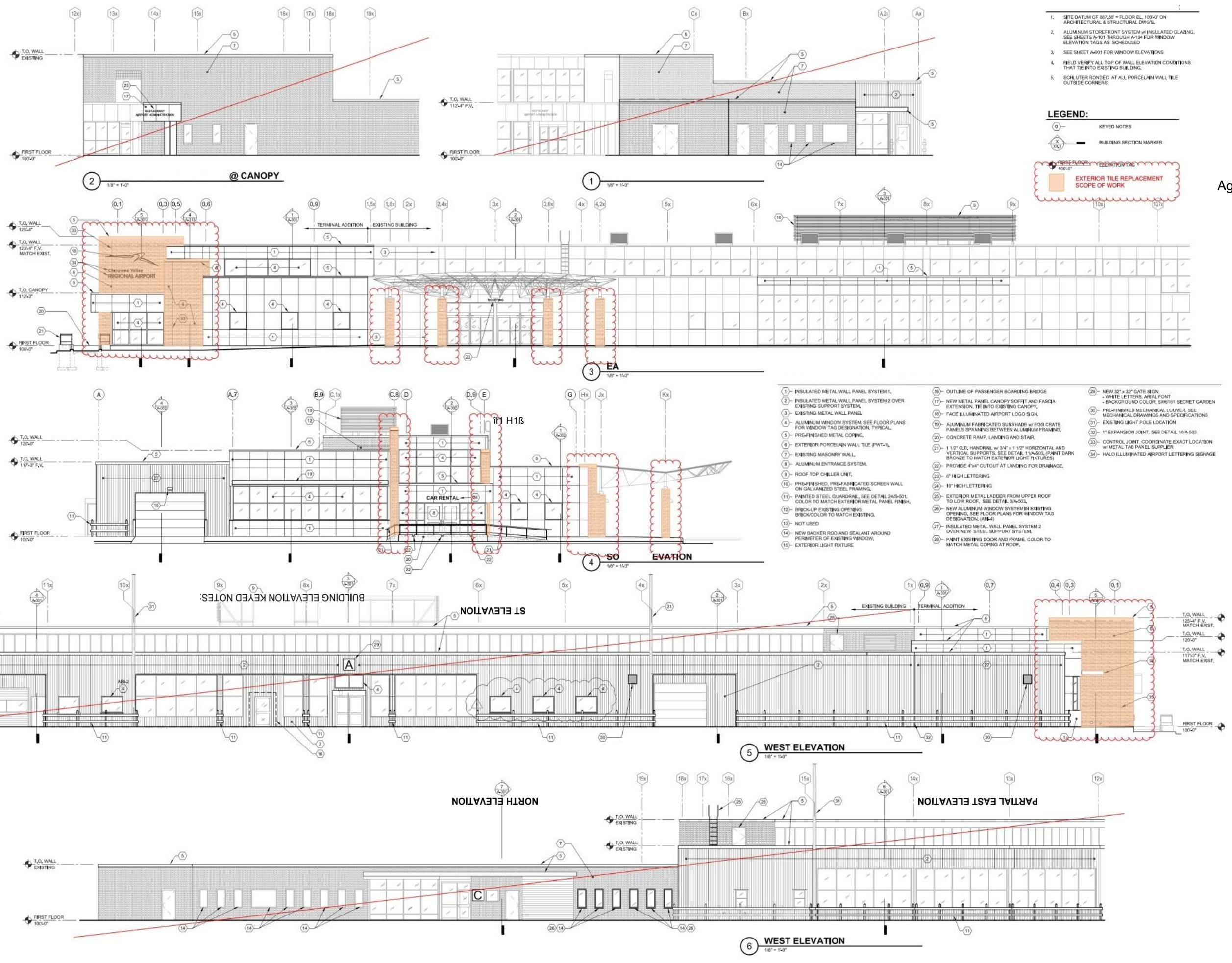
Name: _____

Title: _____

Date: _____

Attachments: Exhibit A, Exhibit B

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



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

EAU Proposed Badge Fees

\$25 AOA

\$10 AOA Renewal

\$50 SIDA

\$20 SIDA Renewal

\$30 – 1st occurrence lost/stolen, \$100 2nd occurrence lost/stolen, \$150 3rd occurrence lost/stolen, loss of privileges for 4th occurrence (includes the cost of a new badge)

STC Badge Fees

\$25 AOA

AOA Renewal

\$55 SIDA

SIDA Renewal

\$50 Lost Badge Fee (plus the cost of a new badge)

LSE Badge Fees

\$50 AOA

\$30 AOA Renewal

\$75 SIDA

\$30 SIDA Renewal

\$30 – 1st occurrence lost/stolen, \$100 2nd occurrence lost/stolen, \$150 3rd occurrence lost/stolen, loss of privileges for 4th occurrence (includes the cost of a new badge)

CWA Badge Fees

\$39.85 AOA

\$39.85 AOA Renewal

\$86.10 SIDA

\$63.10 SIDA Renewal

\$50 Lost Badge Fee (includes the cost of a new badge)

Directions for Completing the Badge Application

Section I – SIDA Badge application only – Disqualifying Offenses

1. SIDA Badge applicants must print name, sign, and date.

Section II – Applicant Information

1. All applicants must complete this section.
2. Do not complete the “If born outside the United States” section unless it pertains to you.

Section III – ID Rules & Requirements

1. All applicants must print name, sign, and date.

Section IV – Social Security Number Certification

1. All applicants must complete all boxes in this section.

Section V – Authorized Signatory

1. This will be completed by your Authorized Signatory.
2. Your Authorized Signatory is either:
 - a. Your airport tenant employer, or
 - b. Airport organization on the airfield, or
 - c. The airport if you are a tenant (i.e. rent a hangar).

Section VI – Privacy Act Notice

1. All applicants must print name, sign, and date.

Section VII – List of Acceptable Documents

1. Review the list of acceptable documents on the last page of this application before coming to your appointment.

Badge Process

1. Complete this application.
2. Find the list of acceptable documents that you may use to provide identity and work authorization on the last page of this application and locate **original unaltered** documents.
3. Make a check payable to CVRA or the Chippewa Valley Regional Airport. **An AOA badge fee is \$25 and a SIDA badge fee is \$50 (subject to change)** payable at the time you apply for the badge.
4. Call (715) 839-6241 or email badging@chippewavalleyairport.com to make a badge application appointment. Bring your documents and payment to your appointment. Your fingerprints will be captured and your photo will be taken at the appointment.
5. Badge applications usually take at least 5 business days for approval. Call the Airport at (715) 839-6241 to check on your status after 5 days and make arrangement to schedule your training and pick up your badge. You have 30 days from the application date to pick up your badge. If you do not pick up your badge within 30 days you will have to repeat the entire application process and repay the fee.
6. Your badge will be valid for 1 year. Up to 60 days before your badge expires you will complete a new application form, pay a renewal fee (currently \$10 for AOA and \$20 for SIDA), and attend an appointment to have an updated badge issued.

CHIPPEWA VALLEY REGIONAL AIRPORT SECURITY BADGE APPLICATION

IMPORTANT: SECTION I **must** be reviewed and completed prior to completing SECTIONS II through V.
If you have been convicted or found “not guilty by reason of insanity” of any of the crimes listed in SECTION I, for the SIDA application, you cannot be granted unescorted access to airport restricted areas and will not be issued an airport ID.

Reason for Request: *(Please Check One)* **New Issue** **Renewal** **Replacement**

SECTION I: CRIMINAL HISTORY DECLARATION

Disqualifying Crimes as defined by CFR Part 1542.209. A conviction (within the last 10 years) involving:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Forgery of certificates, false marking of aircraft and other aircraft registration violations • Interference with air navigation • Improper transportation of hazardous material • Aircraft piracy • Interference with flight crew members or flight attendants • Commission of certain crimes aboard aircraft in flight • Carrying a weapon or explosive aboard aircraft • Conveying false information and threats • Aircraft piracy outside the special aircraft jurisdiction of the US • Lighting violations involving transporting controlled substances • Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements • Destruction of an aircraft or aircraft facility • Murder or assault with intent to murder • Espionage, Sedition or Treason | <ul style="list-style-type: none"> • Kidnapping or hostage taking • Rape or aggravated sexual abuse • Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon • Extortion • Armed or felony unarmed robbery • Distribution of or intent to distribute a controlled substance • Felony arson • Felony involving a threat • Felony involving: burglary, theft, bribery, willful destruction of property, importation or manufacture of a controlled substance, dishonesty, fraud or misrepresentation, possession or distribution of stolen property, aggravated assault and illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year • Violence at international airports • Conspiracy or attempt to commit any of these criminal acts |
|---|---|

I certify that in the last 10 years I have not been convicted of any of the above named disqualifying offenses. I further certify that I will notify the Chippewa Valley Regional Airport within 24 hours of a conviction of any of the above offenses. I will disclose to the airport within 24 hours if convicted of any qualifying that occurs while I have unescorted access authority.

Applicant's Full Name (Printed): _____ Signature: _____ Date: _____

SECTION II: APPLICANT INFORMATION

Full Last Name		Full First Name			Full Middle Name		
Maiden Name, Name Changes, or Aliases (if applicable)					Social Security Number		
Current Mailing Address				City	State	Zip Code	
Phone Number		E-Mail Address			Country of Birth		
State or Territory of Birth	Country of Citizenship	Driver's License Number		State	Expiration (MM/YY)		
Date of Birth (MM/DD/YYYY)	Height (ft/in)	Weight (lbs)	Gender	Hair Color	Eye Color	Race	
Employer/Affiliation		If born outside of the United States or its territories, you must provide associated documentation numbers applicable to the following below:					
Alien Registration Number				Non-Immigrant VISA and Control Number			
I-94 Arrival/Departure Number				Certificate of Naturalization Number			
Certification of Birth/Birth Abroad				Certification of U.S Citizenship			

SECTION III: ID RULES & REQUIREMENTS

1. I will comply with the access control system in place and use my ID each time I enter a restricted area. While I am in a restricted area, I will display my ID visibly above the waist.
2. I will challenge those persons found in restricted areas that are not displaying proper identification and will immediately report such individuals to the City of Eau Claire Police Department or Airport Administration.
3. I will not permit unauthorized persons to enter restricted areas without challenging those persons and notifying the City of Eau Claire Police Department or Airport Administration.
4. I will not permit others to enter/"piggyback" through doors and gates I have accessed unless they are under my escort.
5. I will not escort any person who has been issued a Chippewa Valley Regional Airport SIDA or AOA badge.
6. I will ensure that persons under my escort in restricted areas remain within my sight and control at all times.
7. I will not leave any open or unsecured gate unattended.
8. I will not leave any door or gate unsecured after use.
9. I will enter only those areas I am authorized to enter.
10. I will not use my ID to bypass TSA screening when departing on flights from the Chippewa Valley Regional Airport terminal.
11. I will not permit other persons to use or wear my ID.
12. Should my SIDA or AOA badge become lost, stolen, or mutilated, I will make a report immediately to my supervisor and Airport Administration.
13. If my badge expires, I will immediately return it to the Airport ID Badging Office either for renewal or surrender as appropriate.
14. The ID badge is the property of the Chippewa Valley Regional Airport and I will surrender it to the airport operator on demand or upon termination.
15. I understand all of these rules, those covered in my airport security class, and that violation of one or more of these rules may lead to fines or criminal charges and/or suspension or revocation of my ID.
16. I will comply with all federally issued Security Directives (SD) and failure to comply may result in monetary fines and/or suspension or revocation of my ID.
17. If my Airport ID Badge is revoked due to a violation of Airport Security Requirements, I understand that my information will be added to the Centralized Revocation Database (CRD) for a period of 5 years.
18. SIDA Airport ID Badge Holders Screening Notice: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.
19. I will not post photos of my badge online.

Applicant's Full Name (Printed): _____ Signature: _____ Date: _____

SECTION IV: CERTIFICATION

The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 or Title 18 of the United States Code). I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Intelligence and Analysis (IA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598-6010. I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Applicant's Full Name (Printed): _____ Signature: _____ Date: _____

Birth Date: _____ Social Security Number: _____

NOTE: A copy of the criminal record received from the FBI will be provided to you upon receipt of a written request to the Airport Security Coordinator. Please write for all inquiries and questions about CHRC results:

49 CFR Part 1542 Employees (Non-Air Carrier):
Airport Security Coordinator
Chippewa Valley Regional
3800 Starr Avenue
Eau Claire, WI 54703

49 CFR Part 1544 Employees (Air Carrier):
Notify your Air Carrier

SECTION V: AUTHORIZED SIGNATORY

Company/Affiliation/Hangar	Authorized Signatory Name	Phone Number
Address (Street, City, State, Zip Code)		
Authorized Signatory Email Address		

Badge Type:

- SIDA/SECURED/STERILE (RED)
 AOA (BLUE)

Privileges

- Escort Authority Required
 Is the Authorized Signatory

Further Privilege Justification (if applicable):

Driver Training Types: None Non-Movement Area

I certify that this applicant is actively affiliated with the above listed entity, and requires unescorted access to the Security Identification Display Area (SIDA)/Secured Area or AOA at the Chippewa Valley Regional Airport. This individual applicant acknowledges the security responsibilities under 49 CFR 1540.105(a). I understand that the applicant's Airport Identification Media will be returned promptly upon request, termination, or when access is no longer needed.

Applicant's Full Name (Printed): _____ Signature: _____ Date: _____

*****FOR OFFICE USE ONLY*****

ID Number:	P.I.N.	Rap Back (If Applicable)	Rap Back Valid To: ____/____/____
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Fingerprint Record Transmitted/Taken:

I.D. Verification/Authorization to Work: Type #1: _____ Type#2: _____

Signature: _____ Date: _____

Second Check of Paperwork: _____

Fingerprint Response Received: Approved Denied Initials: _____ Date: _____ CHRC# _____

TSA Threat Assessment Received: Approved Denied Initials: _____ Date: _____

Notification of Authorization: Approved Denied Initials: _____ Date: _____

I certify that the listed applicant satisfactorily completed airport security training.

Signature: _____ Date: _____

I certify that the listed applicant has completed the above selected Chippewa Valley Regional Airport driver's training.

Signature: _____ Date: _____

Badge Issued:

Date Issued: _____ Issued By: _____ Expiration: _____

Date Returned: _____ Received By: _____ Date Lost: _____

Reason for Badge Returned: _____

SECTION VI: PRIVACY ACT NOTICE

The Privacy Act of 1974
5 U.S.C. 522 a(e)(3)

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397, (November 22, 1943) as amended.

Purpose: The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor system including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT's Automated Biometrics Identification System (IDENT).

DHS will also maintain a national, centralized revocation database of individuals who have had airport- or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522 a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and FBI's Blanket Routine Uses.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information will result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

I have read and understand this Privacy Act Notice.

Applicant's Full Name (Printed): _____

Signature: _____ Date: _____

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security