

## AGENDA

Chippewa Valley Regional Airport Commission  
Friday, December 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 906 9049 Password: nMKSpGTH497

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

### Audio conference:

1-415-655-0001 Access Code: 25999069049##

\*Please mute personal devices upon entry\*

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

1. Call To Order
2. Confirmation of Meeting Notice
3. Roll Call - Voice
4. Approval of Minutes
  - a. November 18, 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
    - Airline Transition Update
    - Annual Airport Audit

- Airport Community Outreach
  - 1. Discussion/Action**

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

- 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: None.**

**9. New Business:**

- a. Master Plan Kickoff Presentation and Discussion**
  - 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, November 18, 2022, 7:30 a.m.**  
**Airport Terminal Conference Room**  
**3800 Starr Ave, Eau Claire, WI**

**MEMBERS PRESENT:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, David Hirsch, Chuck Hull and Barry Wells were present.

**MEMBERS ABSENT:** Peter Hoeft

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Jody Graffunder-Hangar Tenant, Jason Dekan-Hangar Tenant, Jeff Husby-Hawthorne Aviation, Lucas Kline-Menards, Derek Smith-Midwest ATC, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Shawn Styer-Hawthorne Aviation, Heather DeLuka-Airport Neighborhood Association, Justin Hixton, Roger Bentlage and Matt Brandt joined via WebEx Virtual Meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, David Hirsch, Chuck Hull and Barry Wells were present. David Hirsch left at 9:00 a.m.
4. **Approval of Minutes:**
  - a. **September 16, 2022 Regular Commission Meeting:**

**On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the September 16, 2022, meeting were approved as submitted.**  
*(Ayes 6-Nayes 0)*
5. **CVRA Finance and Activity Reports:**
  - a. **Expense Vouchers, Credit Card Charges and Financial Report:**

**On a motion by Com. Francis, seconded by Com. Hull, the expense vouchers for September and October were approved as submitted.**  
*(Ayes 6-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**

Airline Enplanements are down for the months of September and October and down for the year through October but load factors remain high.
    - **Car Rental Operations**

Cars rented are up for the month and for the year.

- **Tower Operations**

Tower Operations are down for September and up for October and down for the year through October.

- c. **Hangar Occupancy:** There are currently three t-hangar vacancies.

**6. Aerobatic Box Presentation and Consideration of Request for Letter of Support:** Jody Graffunder provided a presentation and discussion related to the proposed addition of an Aerobatic Box at EAU.

- a. **Public Comment Opportunity Specific to Aerobatic Box Discussion:** Multiple individuals provided questions and discussion.

**On a motion by Com. Francis, seconded by Com. Hirsch, the Commission directed the Airport Director to submit a letter of support for the Aerobatic Box with the condition that the proposal be presented to the Airport Neighborhood Association.**

*(Ayes 5-Nayes 1)*

**7. Public Comment Period:** None

**8. Operational Matters:**

- a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted that the parking lot expansion has been graveled and curbed and will be paved in the spring. The Airport Security Plan is nearly completed and approved and more than 160 individuals have been badged so far under the new security plan.
- **FAA Annual Inspection:** The Airport Director noted that the inspection went very well and that there were no compliance issues.
- **Airport Quarterly Report:** The Commission reviewed the quarterly report.
- **Rent A Car Concession Agreement:** The agreement has been negotiated within the terms the Commission set and we are now working toward final execution.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Sun Country inaugural flight will be held on December 1<sup>st</sup>.

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

- **2020-2022: Plan Update:** No update.
- **Operational Review:** The Operational Review for November covered hangar leases and maintenance.

- c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** No update.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
- **AIP 50 - Master Plan Update – FY22:** The internal kickoff meeting will be held in November with a presentation to the Commission in December.



- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Pre-construction meeting scheduled for early December.
- **Airport Parking Equipment Replacement – FY22:** Most issues have been resolved with a few punch list items remaining.
- **Corporate Hangar Construction – FY22:** In progress.
- **South Hangar Construction – FY22:** Design work is in progress and is preparing for bid.

**9. Previous Business:**

- a. **Airport Recognition Program Quarter 3 - 2022 Award:** Commissioners selected Sam Youngquist from SkyWest Airlines as the Quarter 3 - 2022 Recognition Program recipient. He was nominated for going above and beyond to assist with a passenger that showed signs of dementia and was in distress.

**10. New Business:**

- a. **Resolution to Reapply for a Class B Liquor License for Hangar 54 Grill**  
**On a motion by Com. Francis, seconded by Com. Bowe, the Resolution to Reapply for a Class B Liquor License for Hangar 54 Grill approved as submitted.**  
*(Ayes 5-Nayes 0)*

**11. Discuss Future Agenda Items:** None

**12. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for December 16<sup>th</sup>, January 20<sup>th</sup>, 2023, and February 17<sup>th</sup>, 2023.

**13. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 9:09 am.**  
*(Ayes 5-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary

**November Vouchers for approval December 16, 2022**

A-Bridge LLC	Replacement Jet Bridge Cable	53510-248	\$3,200.00
Access Security	Davey Street Gate Access Control Assessment	53510-246	\$99.00
All Star Elevator	ATCT Annual Elevator Preventative Maintenance	53515-248	\$400.00
Aviation Security Consulting (ASC)	Security Upgrade Consultant Services, November	53510-299	\$6,985.33
Bartingale Mechanical	ATCT Boiler Repairs	53515-248	\$361.80
CBS Squared	Design/construction fees, 48x48 Hangars	53510-820	\$450.00
CBS Squared	Design/construction fees, South Ramp Hangar	53510-820	\$275.00
Chippewa Concrete, Inc.	Parking Lot Expansion - Curb/Gutter work	53510-820	\$12,911.64
Cintas	Uniforms & Towels	53510-298	\$339.06
Cutting Edge Drilling & Sawing	Parking Lot Expansion - Saw Cutting Manholes	53510-820	\$1,600.00
Design Tile LLC	Terminal Tile Repairs/Replacement	53510-248	\$4,487.00
Digicopy	Printing (250) Rack Cards	53510-313	\$126.50
Eau Claire County Highway Dept.	Parking Lot Expansion - Design/Engineering	53510-820	\$1,464.95
Everyday Surveying & Engineering	Parking Lot Expansion - Stormwater Pond Design	53510-820	\$1,713.39
Heath, Jeff	Lost Badge Fee Refund	48691-000-102	\$15.00
JM Janitorial	Janitorial Services, November	53510-200	\$1,089.00
LAFORCE	Replacement door cores, blank keys & door handle	53510-248	\$3,296.92
Menard, Inc.	Purchase of used Yale Lift Truck	53510-810	\$6,500.00
Parker Technology	Parking Intercom Calls, December	53510-200	\$264.90
State of Wisconsin	AIP 48 - Runway 4/22/Taxiway A Rehab	53510-829	\$13,279.01
State of Wisconsin	AIP 51 - Master Plan	53510-829	\$415.12
State of Wisconsin	SAP 70 - Final Fence Design	53510-829	\$825.45
Thaler Oil	2,000 Gallons of Gasohol Fuel	53510-377	\$5,621.00
Tru-Lock & Security	FBO Fire Panel Service Work	53510-248	\$208.75
Volaire Aviation	Air Service Development, December	53510-328	\$1,500.00
Volaire Aviation	Graphic Design/Marketing Work, Rack Card	53510-327	\$275.00
Xcel Energy	Terminal Gas/Electric - November	53510-222/224	\$14,895.48
Xcel Energy	ATCT Gas/Electric - November	53515-222/224	\$2,195.20
Zich, Charity	Sun Country Inaugural Flight Supplies	53510-327	\$47.76
	<b>TOTAL</b>		<b><u>\$81,642.26</u></b>

**November Credit Card Charges**

TRANSPORTATION SECURITY	Badging Supplies/Fees	53510-310-650	300.00
CITY OF EAU CLAIRE WI	Parking Lot Exp Permit	53510-820	1493.00
TRANSPORTATION SECURITY	Badging Supplies/Fees	53510-310-650	300.00
PARKER TECHNOLOGY	Parking Intercom Calls 10/22	53510-200	264.90
PARKER TECHNOLOGY	Parking Intercom Calls 11/22	53510-200	264.90
STAPLES	Office Supply	53510-310	56.05
THE BED BATH & DRAPERY	Secured Area Blinds	53510-248	2334.72
TRANSPORTATION SECURITY	Badging Supplies/Fees	53510-310-650	300.00
INTUIT QUICKBOOKS ONLINE	Accounting Software	53510-310	447.32
WIL-KIL PEST CONTROL	ATCT Annual Pest Control Agreement	53515-248	467.05
TRANSPORTATION SECURITY	Badging Supplies/Fees	53510-310-650	300.00
AMAZON	Marketing	53510-327	68.00
AMAZON	Badging Supplies/Fees	53510-310-650	9.48
AMAZON	Building	53510-248	21.47
AMAZON	Badging Supplies/Fees	53510-310-650	3.83
AMAZON	ATCT Building	53515-248	14.95
AMAZON	Building	53510-248	15.18
AMAZON	ARFF Supply - refund	53510-366	-17.99
APG WI LEADER TELEGRAM	Subscription	53510-320	218.40
HANGAR 54 GRILL	Marketing	53510-327	25.00
GOLD CROSS ANSWERING SVC	Answering Service	53510-225	120.00
WINDCAVE INC.	Merchant Fees	53510-200	95.00
AMAZON	Building	53510-248	124.82
WD LARSON COMPANIES INC	Def Fluid Cart	53510-241	429.60
PIERCE MFG	Vehicles	53510-241	146.34
VIKING ELEC - EAU CLAIRE	Terminal Lights	53510-248	411.00
ZORO TOOLS INC	ATCT Building	53515-248	28.69
CUMMINS INC	Vehicles	53510-241	170.24
<b>SP IKONIC KASES</b>	<b>Disputed charge</b>	53510-248	880.00
CED - 1942 DS	Building	53510-248	7.50
CED - 1942 DS	Building	53510-248	125.00
DALCO ENTERPRISES	Janitorial Supplies	53510-248	233.11
STAPLES	Janitorial Supplies	53510-248	544.72
NASSCO INC.	Janitorial Supplies	53510-248	298.31
3 RIVERS FIRE EQUIPMENT	Striker Nozzle	53510-241	813.20
MOTION INDUSTRIES	Building	53510-248	52.95
FARM & FLT CHIPPEWA FALLS	Building	53510-248	175.95
AIR COMMUNICATIONS OF WI	Grounds	53510-246	108.00
MENARDS EAU CLAIRE WEST	Building	53510-248	41.97
MENARDS EAU CLAIRE WEST	Vehicles	53510-241	21.98
GOODIN COMPANY	Building	53510-248	98.59
VIKING ELEC - EAU CLAIRE	Lighting Relay	53510-248	538.88
FARM & FLT CHIPPEWA FALLS	Vehicles	53510-241	22.87
PIERCE MFG	Vehicles	53510-241	291.54
STAPLES	Janitorial Supplies	53510-248	423.60
STAPLES	Office Supply	53510-310	12.28
WWW.SUPERBRIGHTLEDS.CO	ATCT Building	53515-248	119.96
	<b>TOTAL</b>		<b><u>\$13,222.36</u></b>

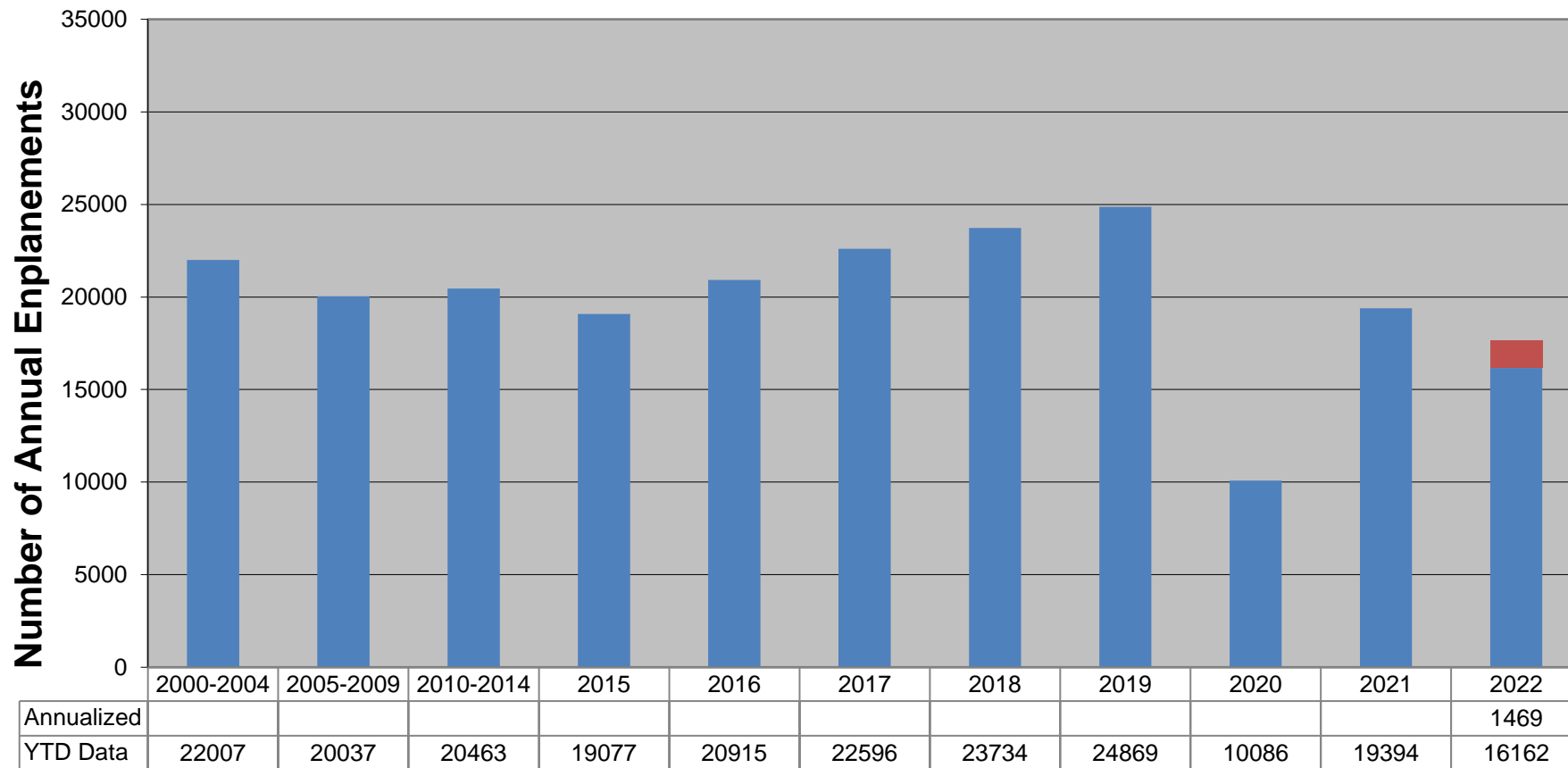
<b>Chippewa Valley Regional Airport</b>							
<b>2022 BUDGET COMPARISON Estimated November 30, 2022</b>							
#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 11/30/22 (91.67%)	Variance YTD	Balance Remaining For Year	Estimate
<b>Income</b>				91.67%			
41110	Contrib From Eau Claire Cty	\$403,020	\$369,435	\$369,435	\$0.00	\$33,585.00	\$403,020
43790	Contrib From Chippewa Cty	\$131,574	\$120,610	\$131,574	\$10,964.50	\$0.00	\$131,574
Sub-Total Tax Revenue		\$534,594	\$490,044.50	\$501,009.00	\$10,964.50	\$33,585.00	\$534,594
46341	Air Terminal	\$169,712	\$155,569	\$151,561	(\$4,007.85)	\$18,150.52	\$171,574
46342	FBO	\$142,061	\$130,223	\$107,826	(\$22,396.63)	\$34,235.05	\$118,216
46343	Airfield	\$136,981	\$125,566	\$113,092	(\$12,474.01)	\$23,889.09	\$120,000
46344	Hangars	\$239,003	\$219,086	\$228,716	\$9,629.57	\$10,287.35	\$239,716
46345	Parking	\$106,000	\$97,167	\$172,361	\$75,194.53	(\$66,361.20)	\$176,200
46346	Rental Cars	\$122,698	\$112,473	\$186,668	\$74,194.83	(\$63,970.00)	\$200,000
46349	Ground Handling	\$36,000	\$33,000	\$24,000	(\$9,000.00)	\$12,000.00	\$24,000
48902	Vehicle Fuel Reimbursement	\$18,000	\$16,500	\$25,691	\$9,190.82	(\$7,690.82)	\$25,000
48903	Equipment Rental	\$1,200	\$1,100	\$2,900	\$1,800.00	(\$1,700.00)	\$3,000
<b>Sub-Total Operating Revenue</b>		<b>\$971,655</b>	<b>\$890,684</b>	<b>\$1,012,815</b>	<b>\$122,131.26</b>	<b>-\$41,160</b>	<b>\$1,077,706</b>
<b>Sub-Total Taxes and Operating Rev.</b>		<b>\$1,506,249.00</b>	<b>\$1,380,728.25</b>	<b>\$1,513,824.01</b>	<b>\$133,095.76</b>	<b>(\$7,575.01)</b>	<b>\$1,612,299.75</b>
48691	Other Revenue	\$10,000	\$9,167	\$14,878	\$5,711.24	(\$4,877.91)	\$15,000
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00	\$0
48901	PFC	\$57,070	\$52,314	\$63,847	\$11,532.36	(\$6,776.53)	\$70,000
43690-91	Airport Grants	\$0	\$0	\$0	\$0.00	\$0.00	\$0
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$2,372,230	\$2,174,544	\$0	(\$2,174,544.17)	\$2,372,230.00	\$0
<b>Sub-Total Other Revenue</b>		<b>\$2,439,300</b>	<b>\$2,236,025.00</b>	<b>\$78,724.44</b>	<b>(\$2,157,300.56)</b>	<b>\$2,360,575.56</b>	<b>\$85,000</b>
<b>TOTAL INCOME</b>		<b>\$3,945,549</b>	<b>\$3,616,753.25</b>	<b>\$1,592,548.45</b>	<b>(\$2,024,204.80)</b>	<b>\$2,353,000.55</b>	<b>\$1,697,300</b>
<b>Expenses</b>							
53510-111	Salary Perm-Regular	\$403,178	\$369,580	\$346,604.81	(\$22,975.02)	\$56,573.19	\$403,178
-112	Salary Perm-OT	\$14,814	\$13,580	\$10,304.88	(\$3,274.62)	\$4,509.12	\$15,000
-114	Salary-On Call Pay	\$5,200	\$4,767	\$4,400.00	(\$366.67)	\$800.00	\$5,200
-121	Salary Temp Regular	\$9,978	\$9,147	\$5,418.94	(\$3,727.56)	\$4,559.06	\$8,500
-130	Employee Benefits	\$4,200	\$3,850	\$3,850.00	\$0.00	\$350.00	\$4,200
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-141	Board & Comm Per Diem	\$4,800	\$4,400	\$3,330.00	(\$1,070.00)	\$1,470.00	\$4,800
-142	Cnty Brd & Comm Mile	\$900	\$825	\$406.37	(\$418.63)	\$493.63	\$900
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-151	Social Security	\$33,883	\$31,059	\$26,325.44	(\$4,733.98)	\$7,557.56	\$33,883
-152	Retirement Emplr Share	\$26,039	\$23,869	\$21,539.44	(\$2,329.64)	\$4,499.56	\$26,039
-153	HSA Contribution	\$5,050	\$4,629	\$3,062.50	(\$1,566.67)	\$1,987.50	\$5,050
-154	Hos & Health Ins	\$110,506	\$101,297	\$58,765.88	(\$42,531.29)	\$51,740.12	\$75,000
-155	Life Insurance	\$135	\$124	\$85.38	(\$38.37)	\$49.62	\$135
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$40,500	\$37,125	\$17,226.18	(\$19,898.82)	\$23,273.82	\$20,000
-212	Attorney Fees	\$6,000	\$5,500	\$6,917.50	\$1,417.50	(\$917.50)	\$8,000
-213	Accounting & Audit	\$5,500	\$5,042	\$3,299.84	(\$1,741.83)	\$2,200.16	\$5,500
-221	Water & Sewer	\$57,067	\$52,311	\$43,430.47	(\$8,880.95)	\$13,636.53	\$58,000
-222	Electric	\$102,938	\$94,360	\$96,090.25	\$1,730.42	\$6,847.75	\$105,000
-224	Gas & Fuel Oil	\$38,728	\$35,501	\$35,411.75	(\$88.92)	\$3,316.25	\$43,000
-225	Telephone	\$4,000	\$3,667	\$2,972.12	(\$694.55)	\$1,027.88	\$4,000
-226	Cellular Phone	\$1,450	\$1,329	\$1,793.16	\$463.99	(\$343.16)	\$2,000
-227	Dataline/Internet	\$500	\$458	\$459.09	\$0.76	\$40.91	\$500
-241	Motor Vehicle Maint	\$15,000	\$13,750	\$8,448.69	(\$5,301.31)	\$6,551.31	\$15,000
-246	Grounds Maint	\$115,000	\$105,417	\$50,969.20	(\$54,447.47)	\$64,030.80	\$115,000
-248	Building Maint	\$30,000	\$27,500	\$32,659.91	\$5,159.91	(\$2,659.91)	\$30,000
-249	Service on Machines	\$500	\$458	\$0.00	(\$458.33)	\$500.00	\$0
-297	Refuse Collection	\$1,500	\$1,375	\$1,344.20	(\$30.80)	\$155.80	\$1,350
-298	Laundry Services	\$3,636	\$3,333	\$4,298.26	\$965.26	(\$662.26)	\$4,500
-299	Sundry Contract Services	\$55,000	\$50,417	\$152,304.85	\$0.00	\$0.00	\$189,795
-310	Office Supplies	\$600	\$550	\$516.86	(\$33.14)	\$83.14	\$600
-311	Postage and Box Rent	\$800	\$733	\$112.67	(\$620.66)	\$687.33	\$500
-313	Printing & Dup	\$750	\$688	\$472.75	(\$214.75)	\$277.25	\$750
-320	Ref Materials	\$500	\$458	\$0.00	(\$458.33)	\$500.00	\$750
-321	Publish Legal Notices	\$150	\$138	\$66.12	(\$71.38)	\$83.88	\$70
-324	Membership Dues	\$4,000	\$3,667	\$2,156.00	(\$1,510.67)	\$1,844.00	\$4,000
-327	Marketing	\$55,000	\$50,417	\$4,027.18	(\$46,389.49)	\$50,972.82	\$12,000
-328	Airline Recruitment	\$10,000	\$9,167	\$25,170.33	\$16,003.66	(\$15,170.33)	\$27,000
-340	Travel-Train, Conf & Misc.	\$18,000	\$16,500	\$15,010.39	(\$1,489.61)	\$2,989.61	\$18,000
-366	Fire fight supplies	\$4,500	\$4,125	\$1,007.58	(\$3,117.42)	\$3,492.42	\$1,500
-377	Vehicle Fuel	\$40,000	\$36,667	\$73,033.08	\$36,366.41	(\$33,033.08)	\$73,033

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 11/30/22 (91.67%)	Variance YTD	Balance Remaining For Year	Estimate
-510	Insurance	\$74,116	\$67,940	\$74,644.40	\$6,704.73	(\$528.40)	\$74,644
-515	Insurance Claims	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-615	Special Assessment	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-813	Office Equipment	\$2,500	\$2,292	\$2,972.04	\$680.37	(\$472.04)	\$3,000
-310-650	Badging	\$0	\$0	\$2,267.75	\$2,267.75	(\$2,267.75)	\$5,000
-933	Bank Service Charges	\$0	\$0	\$6,224.82	\$6,224.82	(\$6,224.82)	\$6,700
<b>Sub-Total Operating Expense</b>		<b>\$1,306,918.00</b>	<b>\$1,198,008.17</b>	<b>\$1,149,401.08</b>	<b>(\$48,607.09)</b>	<b>\$157,516.92</b>	<b>\$1,411,077.21</b>
53510-121	Sal Temp-Ground Handling	\$9,774	\$8,960	\$4,923.83	(\$4,035.67)	\$4,850.17	\$4,924
-122	Aircraft Handling OT	\$0	\$0	\$666.75	\$666.75	(\$666.75)	\$667
-151	Ground Handling FICA	\$747	\$685	\$427.71	(\$257.04)	\$319.29	\$428
-152	Ground Handling Retirement	\$0	\$0	\$13.50	\$13.50	(\$13.50)	\$14
-366	Ground Handling Supplies	\$2,000	\$1,833	\$0.00	(\$1,833.33)	\$2,000.00	\$0
<b>Sub-Total Ground Handling Expense</b>		<b>\$12,521</b>	<b>\$11,477.58</b>	<b>\$6,031.79</b>	<b>(\$5,445.79)</b>	<b>\$6,489.21</b>	<b>\$6,032</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$944	\$775.86	(\$168.31)	\$254.14	\$1,030
-222	ATCT Electricity	\$16,480	\$15,107	\$16,529.25	\$1,422.58	(\$49.25)	\$19,835
-224	ATCT Gas & Fuel Oil	\$4,120	\$3,777	\$2,693.38	(\$1,083.29)	\$1,426.62	\$3,232
-225	ATCT Telephone	\$1,500	\$1,375	\$720.00	(\$655.00)	\$780.00	\$1,500
-248	ATCT Building Maintenance	\$15,000	\$13,750	\$11,443.45	(\$2,306.55)	\$3,556.55	\$15,000
<b>Sub-Total Tower Expense</b>		<b>\$38,130</b>	<b>\$34,952.50</b>	<b>\$32,161.94</b>	<b>(\$2,790.56)</b>	<b>\$5,968.06</b>	<b>\$40,597</b>
53610-810	Capital Equipment	\$0	\$0	\$24,612.48	\$24,612.48	(\$24,612.48)	\$19,835
-820	Capital Improvement	\$2,275,000	\$2,085,417	\$205,547.75	(\$1,879,868.92)	\$2,069,452.25	\$526,419
-829	Other Capital Improvement	\$312,980	\$286,898	\$78,492.95	(\$208,405.38)	\$234,487.05	\$418,319
58102-613	Principal/Trust Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
58202-613	Interest/Trust Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
<b>Sub-Total Capital Expense</b>		<b>\$2,587,980</b>	<b>\$2,372,315.00</b>	<b>\$308,653.18</b>	<b>(\$2,063,661.82)</b>	<b>\$2,279,326.82</b>	<b>\$964,573</b>
<b>TOTAL EXPENSE</b>		<b>\$3,945,549</b>	<b>\$3,616,753.25</b>	<b>\$1,496,247.99</b>	<b>(\$2,120,505.26)</b>	<b>\$2,449,301.01</b>	<b>\$2,422,279</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>(\$0)</b>	<b>\$96,300.46</b>		<b>(\$96,300.46)</b>	<b>-\$724,979</b>
<u>Cash Balance</u>							
	Per 2020 Audit Report	2,393,606					
	Per 2021 Audit Report	3,096,503					
	2022 Estimate	2,371,524					

Chippewa Valley Regional Airport  
**Traffic Statistics**  
 November 2022

<i>AIRLINE PASSENGERS</i>	<b>Month</b>		22/21 % Diff.	<b>Year to date</b>		22/21 % Diff.
	<b>2022</b>	<b>2021</b>		<b>2022</b>	<b>2021</b>	
UNITED Enplaned	931	1838	-49%	15215	16890	-10%
CHARTERS Enplaned				<u>879</u>	<u>662</u>	33%
Total Enplaned				16094	17552	-8%
UNITED Deplaned	935	1967	-52%	15530	17174	-10%
CHARTERS Deplaned				<u>879</u>	<u>662</u>	33%
Total Deplaned				16409	17836	-8%
Total Enplaned/Deplaned	1866	3805	-51%	32503	35388	-8%
UA Departure Load Factor	0%	62%		53%	52%	
UA Arrival Load Factor	0%	67%		53%	54%	
<b><i>UNITED PERFORMANCE</i></b>	<b>2022</b>	<b>2021</b>		<b>2022</b>	<b>2021</b>	
Scheduled Flights/Landings	29	59	-51%	487	667	-27%
Canceled Flights						
Xnld for Wx	0	0		10	27	
Xnld for Mx	0	0		1	0	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>2</u>	<u>1</u>	
<b>Total</b>	0	0	#DIV/0!	13	28	-54%
Total Landings	29	59	-51%	474	639	-26%

## 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	491	451	9%
October	481	456	5%
November	400	403	-1%
December		365	-100%
YTD	<b>4850</b>	<b>4429</b>	10%

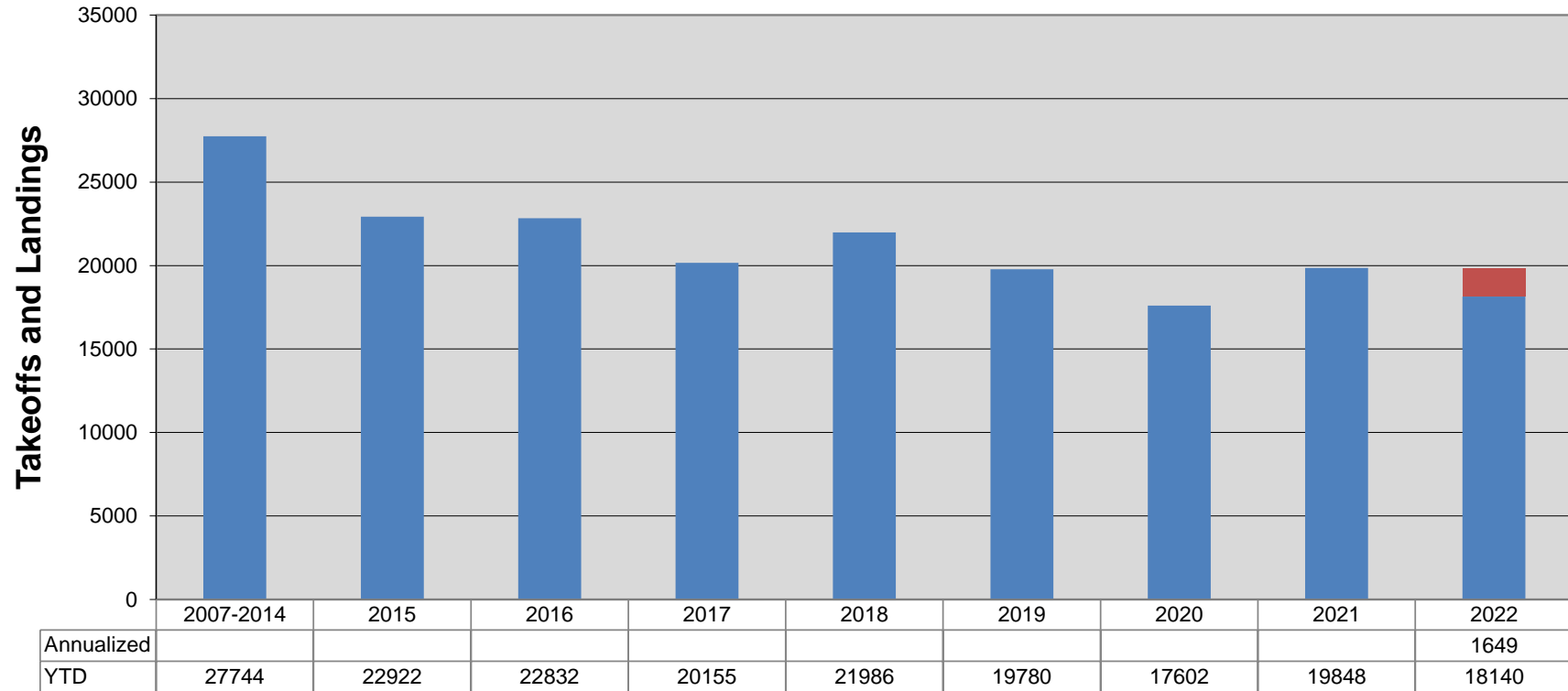
Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 November 2022

		Month		% Diff.	Year to date		% Diff.
		2022	2021		2022	2021	
Itinerant	Air Carrier	3	8	-63%	25	35	-29%
	Commuter/ Air Taxi	153	238	-36%	1810	2468	-27%
	GA	870	977	-11%	12161	11916	2%
Local	Military	23	30	-23%	442	510	-13%
	GA	268	278	-4%	3606	3611	0%
	Military	<u>4</u>	<u>2</u>	100%	<u>96</u>	<u>160</u>	-40%
<b>TOTAL</b>		1321	1533	-14%	18140	18700	-3%



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



**Years**

**EAU CLAIRE COUNTY, WISCONSIN**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**DECEMBER 31, 2021**

	Business-Type Activities - Enterprise Funds			Governmental
	Highway Department	Airport	Totals	Activities - Internal Service Funds
<b>ASSETS</b>				
<b>Current Assets:</b>				
Cash and Investments	\$ 3,137,025	\$ 3,252,176	\$ 6,389,201	\$ 3,317,845
Taxes Receivable	1,635,199	403,020	2,038,219	-
Accounts Receivable	71,396	72,778	144,174	-
Due from Other Governmental Units	2,181,796	32,901	2,214,697	-
Prepaid Items and Other Assets	603,986	1,597	605,583	600,456
Total Current Assets	<u>7,629,402</u>	<u>3,762,472</u>	<u>11,391,874</u>	<u>3,918,301</u>
<b>Restricted Assets:</b>				
Escrow accounts	-	-	-	327,186
Wisconsin Retirement System Net Pension Asset	1,201,625	119,238	1,320,863	39,005
Total Restricted Assets	<u>1,201,625</u>	<u>119,238</u>	<u>1,320,863</u>	<u>366,191</u>
<b>Noncurrent Assets:</b>				
Capital Assets	18,345,407	60,604,844	78,950,251	-
Less Accumulated Depreciation	<u>(10,162,381)</u>	<u>(26,955,746)</u>	<u>(37,118,127)</u>	<u>-</u>
Net Capital Assets in Service	8,183,026	33,649,098	41,832,124	-
Construction Work in Progress	710,568	5,578,843	6,289,411	-
Total Capital Assets	<u>8,893,594</u>	<u>39,227,941</u>	<u>48,121,535</u>	<u>-</u>
Deposit in Insurance Pool	-	-	-	999,731
Total Noncurrent Assets	<u>8,893,594</u>	<u>39,227,941</u>	<u>48,121,535</u>	<u>999,731</u>
Total Assets	<u>17,724,621</u>	<u>43,109,651</u>	<u>60,834,272</u>	<u>5,284,223</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Wisconsin Retirement System Pension Related	1,980,913	196,567	2,177,480	64,300
State Life Insurance Other Post Employment Benefit Related	114,658	13,858	128,516	7,672
Total Deferred Outflows of Resources	<u>2,095,571</u>	<u>210,425</u>	<u>2,305,996</u>	<u>71,972</u>
<b>LIABILITIES</b>				
<b>Current Liabilities:</b>				
Accounts Payable	740,268	78,615	818,883	89,899
Accrued Liabilities	158,586	19,271	177,857	3,424
Accrued Interest Payable	2,427	-	2,427	-
Due to Other Governments	149,903	66,448	216,351	-
Unearned Revenues	54,483	10,044	64,527	-
<b>Current Portion of Long-Term Liabilities:</b>				
Capital Lease Payable	412,463	-	412,463	-
Claims Payable	-	-	-	656,916
Accrued Employee Leave	158,878	26,659	185,537	-
Total Current Liabilities	<u>1,677,008</u>	<u>201,037</u>	<u>1,878,045</u>	<u>750,239</u>
<b>Long-Term Liabilities (Net of Current Portion):</b>				
Claims Payable	-	-	-	980,110
Accrued Employee Leave	105,919	17,773	123,692	-
State Life Insurance Net Other Post Employment Benefits Liability	282,061	34,090	316,151	18,873
Total Long-Term Liabilities	<u>387,980</u>	<u>51,863</u>	<u>439,843</u>	<u>998,983</u>
Total Liabilities	<u>2,064,988</u>	<u>252,900</u>	<u>2,317,888</u>	<u>1,749,222</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Succeeding Year's Property Taxes	1,635,199	403,020	2,038,219	-
Wisconsin Retirement System Pension Related	2,632,007	261,175	2,893,182	85,435
State Life Insurance Other Post Employment Benefit Related	43,256	5,228	48,484	2,894
Total Deferred Inflows of Resources	<u>4,310,462</u>	<u>669,423</u>	<u>4,979,885</u>	<u>88,329</u>
<b>NET POSITION</b>				
Net Investment in Capital Assets	8,481,131	39,182,012	47,663,143	-
<b>Restricted:</b>				
Insurance Escrow	-	-	-	327,186
Restricted for Retirement System Pension Related	1,201,625	119,238	1,320,863	39,005
Unrestricted	3,761,986	3,096,503	6,858,489	3,152,453
Total Net Position	<u>\$ 13,444,742</u>	<u>\$ 42,397,753</u>	<u>55,842,495</u>	<u>\$ 3,518,644</u>
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds			305,073	
Total Net Position of Business-Type Activities			<u>\$ 56,147,568</u>	

See accompanying Notes to Financial Statements.

**EAU CLAIRE COUNTY, WISCONSIN**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**YEAR ENDED DECEMBER 31, 2021**

	Business-type Activities - Enterprise Funds			Governmental
	Highway Department	Airport	Totals	Activities - Internal Service Funds
<b>OPERATING REVENUES</b>				
Charges for Services	\$ 3,777,800	\$ 1,028,576	\$ 4,806,376	\$ 10,907,658
Miscellaneous	-	149,295	149,295	-
Total Operating Revenues	<u>3,777,800</u>	<u>1,177,871</u>	<u>4,955,671</u>	<u>10,907,658</u>
<b>OPERATING EXPENSES</b>				
Operation and Maintenance	8,179,690	1,107,097	9,286,787	8,874,003
Depreciation	1,036,774	1,733,286	2,770,060	-
Claims	-	-	-	1,073,199
Total Operating Expenses	<u>9,216,464</u>	<u>2,840,383</u>	<u>12,056,847</u>	<u>9,947,202</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(5,438,664)</u>	<u>(1,662,512)</u>	<u>(7,101,176)</u>	<u>960,456</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
General Property Taxes	1,635,200	403,020	2,038,220	-
Other Taxes	2,473,691	-	2,473,691	-
Intergovernmental Grants	7,425,114	796,670	8,221,784	-
Investment Income	-	-	-	34,244
Miscellaneous Nonoperating Revenues	31,137	-	31,137	-
Interest Expense	(13,880)	-	(13,880)	-
Total Nonoperating Revenues (Expenses)	<u>11,551,262</u>	<u>1,199,690</u>	<u>12,750,952</u>	<u>34,244</u>
<b>INCOME (LOSS) BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS</b>	<u>6,112,598</u>	<u>(462,822)</u>	<u>5,649,776</u>	<u>994,700</u>
<b>TRANSFERS AND CAPITAL CONTRIBUTIONS</b>				
Transfers In	5,887,888	-	5,887,888	-
Capital Contributions to Governmental Activities	(11,253,887)	-	(11,253,887)	-
Capital Contributions and Grants	30,000	2,102,632	2,132,632	-
Total Transfers and Capital Contributions	<u>(5,335,999)</u>	<u>2,102,632</u>	<u>(3,233,367)</u>	<u>-</u>
<b>CHANGE IN NET POSITION</b>	<u>776,599</u>	<u>1,639,810</u>	<u>2,416,409</u>	<u>994,700</u>
Net Position, January 1	<u>12,668,143</u>	<u>40,757,943</u>	<u>53,426,086</u>	<u>2,523,944</u>
<b>NET POSITION, DECEMBER 31</b>	<u>\$ 13,444,742</u>	<u>\$ 42,397,753</u>	<u>\$ 55,842,495</u>	<u>\$ 3,518,644</u>
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds			<u>121,368</u>	
Change in Net Position of Business-Type Activities			<u>\$ 2,537,777</u>	
Net Position Business-Type Activities - January 1			<u>\$ 53,609,791</u>	
Change in Net Position - Business-Type Activities			<u>2,537,777</u>	
Net Position Business-Type Activities - December 31			<u>\$ 56,147,568</u>	

See accompanying Notes to Financial Statements.

**EAU CLAIRE COUNTY, WISCONSIN  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2021**

	Business-Type Activities - Enterprise Funds			Governmental
	Highway Department	Airport	Totals	Activities - Internal Service Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Cash Received from Customers	\$ 2,786,416	\$ 1,329,765	\$ 4,116,181	\$ 10,878,641
Cash Paid to Suppliers for Goods and Services	(1,211,962)	(664,696)	(1,876,658)	(8,959,239)
Claims Paid	-	-	-	(1,361,091)
Cash Paid for Employee Services	(6,846,261)	(517,870)	(7,364,131)	(13,589)
Net Cash Provided by (Used for) Operating Activities	(5,271,807)	147,199	(5,124,608)	544,722
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
General Property Taxes	4,108,891	403,020	4,511,911	-
Repayment of Due to Other Funds	-	-	-	(23,369)
Operating Grants and Miscellaneous Revenue Received	7,510,734	786,633	8,297,367	-
Net Cash Provided by (Used for) Noncapital Financing Activities	11,619,625	1,189,653	12,809,278	(23,369)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Cash Received for Capital Contributions	30,000	-	30,000	-
Cash Received from Sale/Loss of Capital Assets	52,351	-	52,351	-
Transfers from Other Funds for Construction	5,887,888	-	5,887,888	-
Cash Payments for Capital Assets	(1,525,944)	(409,926)	(1,935,870)	-
Cash Payments for Principal on Debt	(450,320)	-	(450,320)	-
Cash Payments for Interest on Debt	(17,078)	-	(17,078)	-
Infrastructure Construction Expense for Governmental Activities	(11,253,887)	-	(11,253,887)	-
Net Cash Provided by (Used for) Capital and Related Financing Activities	(7,276,990)	(409,926)	(7,686,916)	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Investment income	-	-	-	34,244
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(929,172)	926,926	(2,246)	555,597
Cash and Cash Equivalents, January 1	4,066,197	2,325,250	6,391,447	3,089,434
<b>CASH AND CASH EQUIVALENTS, DECEMBER 31</b>	<u>\$ 3,137,025</u>	<u>\$ 3,252,176</u>	<u>\$ 6,389,201</u>	<u>\$ 3,645,031</u>

See accompanying Notes to Financial Statements.

**EAU CLAIRE COUNTY, WISCONSIN  
STATEMENT OF CASH FLOWS (CONTINUED)  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2021**

	Business-Type Activities - Enterprise Funds			Governmental
	Highway Department	Airport	Totals	Activities - Internal Service Funds
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES:</b>				
Operating Income (Loss)	\$ (5,438,664)	\$ (1,662,512)	\$ (7,101,176)	\$ 960,456
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Depreciation	1,036,774	1,733,286	2,770,060	-
Chagne in Wisconsin Retirement System (WRS) Net Pension Asset	(570,134)	(53,668)	(623,802)	(20,288)
Chagne in WRS Pension Related Deferred Outflow of Resources	(509,524)	(43,787)	(553,311)	(20,688)
Chagne in WRS Pension Related Deferred Inflow of Resources	(27,098)	(3,174)	(30,272)	606
Chagne in State Life Insurance Net OPEB Liability	58,229	6,778	65,007	(2,287)
Chagne in State Life Insurance Related Deferred Outflow of Resources	739,886	64,708	804,594	29,352
Chagne in State Life Insurance Related Deferred Inflow of Resources	2,965	312	3,277	(915)
(Increase) Decrease in Assets:				
Accounts Receivable	210,227	(7,720)	202,507	-
Due from Other Governments	(1,201,611)	159,614	(1,041,997)	1,975
Prepaid Items	60,342	(1,597)	58,745	(30,336)
Increase (Decrease) in Liabilities:				
Accounts Payable	566,251	(73,341)	492,910	(85,892)
Accrued Liabilities	6,019	4,463	10,482	631
Due to Other Governments	(127,191)	11,785	(115,406)	-
Claims Payable	-	-	-	(287,892)
Accrued Employee Leave	(78,278)	12,052	(66,226)	-
Net Cash Provided by (Used for) Operating Activities	<u>\$ (5,271,807)</u>	<u>\$ 147,199</u>	<u>\$ (5,124,608)</u>	<u>\$ 544,722</u>
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS</b>				
Current Assets - Cash and Temporary Investments	\$ 3,137,025	\$ 3,252,176	\$ 6,389,201	\$ 3,317,845
Restricted Assets - Cash and Temporary Investments	-	-	-	327,186
<b>CASH AND TEMPORARY INVESTMENTS PER STATEMENT OF CASH FLOWS</b>	<u>\$ 3,137,025</u>	<u>\$ 3,252,176</u>	<u>\$ 6,389,201</u>	<u>\$ 3,645,031</u>
<b>NONCASH DISCLOSURE</b>				
Capital Asset Additions Through Contributed Capital	<u>\$ -</u>	<u>\$ 2,102,632</u>	<u>\$ 2,102,632</u>	<u>\$ -</u>

See accompanying Notes to Financial Statements.

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
40. Oct 11 – Airport Newsletter
41. Nov 1 - Runway Closure Notification
42. Nov 3 – Rotary Presentation
43. Nov 7 – FBLA Student Tour
44. Nov 9 – TSA EAU 20<sup>th</sup> Anniversary
45. Nov 9 – Congressional Update
46. Nov 10 – AAUW Presentation
47. Nov 15 – Northstar Middle School Tour

- 48. Dec 1 – SY Inaugural Flight
- 49. Dec 7 – Aviation Explorer Post Meeting

Upcoming Events

Sun Country RSW Inaugural Flight, December 19, 2022  
Pancake Breakfast, Spring 2023

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Air Terminal Leases and Maintenance	Annual	Dec-21	<p>Commissioners reviewed lease rates and maintenance for terminal leases. No changes were made in 2021.</p> <p>Restaurant lease extended through 2025.</p> <p>An RFP for car rental leases will need to be completed in 2022.</p> <p>Tiles on terminal exterior need replacement. Hoping to replace with infrastructure funds.</p>
Restaurant			
TSA			
FAA			
Car Rentals			
Terminal Area			
Passenger Bridge			
Passenger Services			
Administrative Offices			
Advertising Revenue Sources			



CVRA December 2022 Operational Review

Air Terminal Leases and Maintenance

Facility	Term	2022 Rates	Maintenance and Utilities	Misc.
Restaurant	Expires December 31, 2025	\$2,250/mo.	<ul style="list-style-type: none"> <li>- Restaurant maintains and replaces kitchen equipment. Restaurant pays for separately metered gas and electric for leased space and reimburses airport for water usage. Restaurant pays for trash services</li> <li>- Airport pays for heat/air and maintains public areas such as restrooms, parking lot, sidewalks, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Lease includes vending.</li> <li>- Next lease renewal will likely require an RFP due to FAA regulations for concession agreements.</li> </ul>
TSA	Expires September 30, 2023	\$24.11/sq.ft. (rent - \$17.46 OE - \$6.65)	- Airport pays for all utilities; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	TSA has sent a solicitation for offer for a successor agreement. It requires a time consuming response which needs to be started soon.
FAA	5 years Expired September 30, 2021	\$21/sq.ft.	- Airport pays for all utilities; maintains public areas such as restrooms, parking lot, sidewalks, etc.	Agreement is currently month to month. Per FAA they are short staffed and unsure when they will get back to us with a renewal. They will likely be requesting to downsize their lease footprint.
Airline	Expires November 30, 2024	\$28.26/sq.ft.	<ul style="list-style-type: none"> <li>- Airport pays for all utilities; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.</li> <li>- Use of passenger boarding bridge is included in the lease rate.</li> </ul>	- Sun Country also pays landing fees of \$1.49/1,000 MGLW.
Car Rentals	1 year Expires December 31, 2023	\$23.90/sq.ft. plus 10% of gross sales	- Airport pays for all utilities; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	<ul style="list-style-type: none"> <li>- This is a short term extension to see how the new airline impacts car rental utilization.</li> <li>- For this renewal only, no parking fees and no minimums.</li> </ul>
Mead & Hunt	Expires December 31, 2025	\$15.60/sq.ft.	- Airport pays for all utilities; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	- Mead & Hunt relocated to smaller office space effective July 2020.
Advertising & Ground Service Agreements	Annual Contracts	Advertisers pay \$250-650 annually	Airport pays for electricity and all equipment needed for the advertising monitors; Airport also maintains advertisements on Airport website which was fully updated in 2020.	<ul style="list-style-type: none"> <li>- A contract is required to do business at the airport which includes ground transportation companies picking up passengers.</li> <li>- 2022 = 16 advertisers/ground trans agreements</li> </ul>
Terminal Area				<ul style="list-style-type: none"> <li>- LED lighting replacement continues as time and money allows.</li> <li>- Tiles on the columns at the terminal main entrance and car rental entrance will be replaced in 2023.</li> <li>- New door access to the secured was completed in 2022.</li> <li>- Depending on the success of Sun Country, we may need to consider additional terminal seating, second TSA security lane, and expanded secured passenger waiting area.</li> </ul>
Admin Offices				Remodeled in 2015.

CHIPPEWA VALLEY REGIONAL AIRPORT



# Master Plan Kickoff

Airport Commission - Meeting #1

December 16<sup>th</sup>, 2022 – 7:30 a.m.

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# Introductions

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# Agenda

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- **Master Plan Overview**
  - Purpose/Process/Schedule
- **Master Plan Focus Areas**
- **Initial Master Plan Sections**
  - Inventory
  - Aviation Forecasts
  - Critical Aircraft
- **Open House Format**
- **Next Steps**

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# Master Plan Overview

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# Master Plan - Purpose

→ **A Master Plan identifies and explains the following:**

- Capital projects needed now and in the future (next 20 years)
- Inter-relationship of proposed projects
- Long-term comprehensive perspective for decisions

→ **Audience**

- Federal and State agencies
- Local stakeholders
- General public

## CHIPPEWA VALLEY REGIONAL AIRPORT

# Master Plan - Process

### 1. INVENTORY

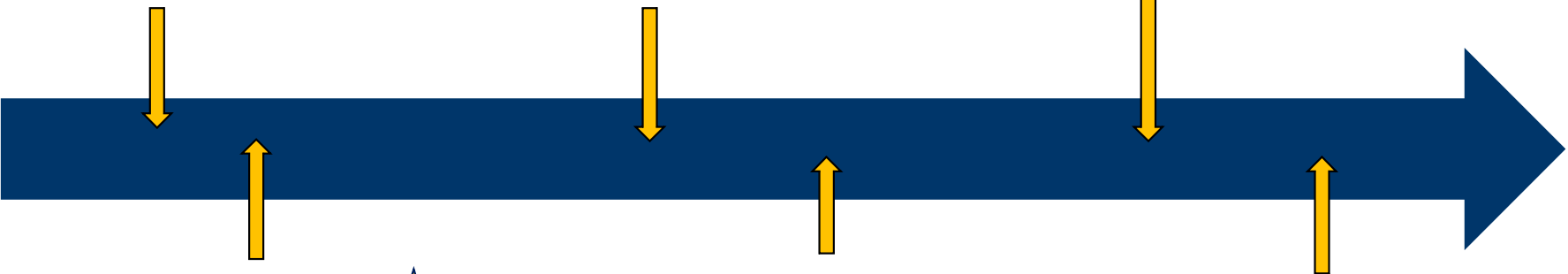
Documents existing Airport conditions, facilities, and context.

### 3. FACILITY REQUIREMENTS

Identifies needs for key facilities (runways, taxiways, hangars, etc.).

### 5. IMPLEMENTATION PLAN

Identifies phasing plan, required regulatory approvals, and capital funding sources.



### 2. FORECASTS

Predicts number of future passengers, aircraft types, takeoffs, landings, and based aircraft.



### 4. ALTERNATIVES ANALYSIS

Develops concepts for meeting facility requirements and recommends preferred solutions.

### 6. AIRPORT LAYOUT PLAN UPDATE

Depicts recommended future projects.



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# Master Plan – Schedule (subject to change)

Project Elements	2022		2023										2024							
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Inventory	■		■		■															
Forecasts	■		■		■															
FAA Forecast Review/Approval					■															
GIS Obstruction Survey Data							■													
Facility Requirements					■															
Alternatives Analysis								■												
Implementation Plan														■						
Airport Layout Plan Update														■						
FAA Airport Layout Plan Review/Approval																	■			
<b>Milestones</b>																				
Working Papers					■									■						
Airport Status Meetings					■									■						
Master Plan Input Committee (up to 4)					■									■						
Airport Commission Meetings (up to 6)		■					■								■				■	□
FAA/MnDOT Virtual Coordination Meetings (up to 6)							■								■				■	
General Public Meetings (up to 5)				■										□	■					□
Draft Master Plan Report																				
Final Master Plan Report																				■
Draft Airport Layout Plan Submittal																			■	
Final Airport Layout Plan Submittal																				■
Grant Closeout																				■



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# Master Plan Focus Areas



Environmental Impacts

Instrument Approaches

Surrounding Zoning

GA & Cargo Facilities

Airfield Infrastructure

Focus Areas

Local Impacts

Image Landsat / Copernicus





Vehicle Parking  
& Circulation

Deicing

Taxiway Layout

Aircraft Maneuvering

Focus Areas

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# Initial Master Plan Sections

## CHIPPEWA VALLEY REGIONAL AIRPORT

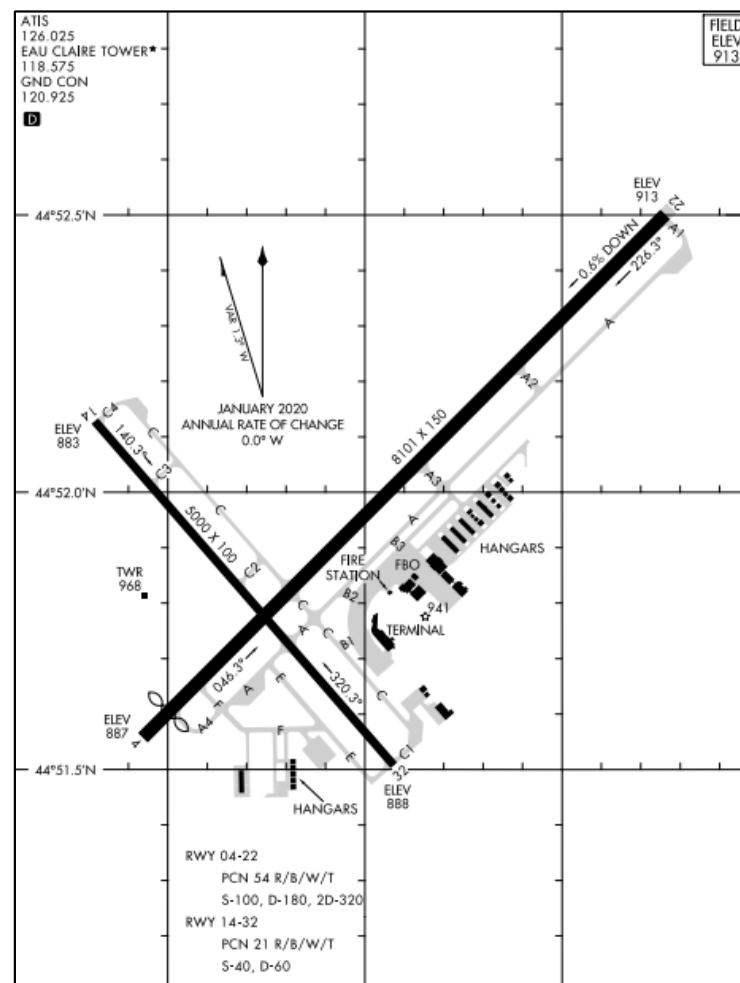
# Inventory

### ➔ What is here?

- This chapter catalogues the Airport's existing conditions

### ➔ Inventory Purpose

- Establishes everyone is on the same page
- Can bring unfamiliar readers up to speed



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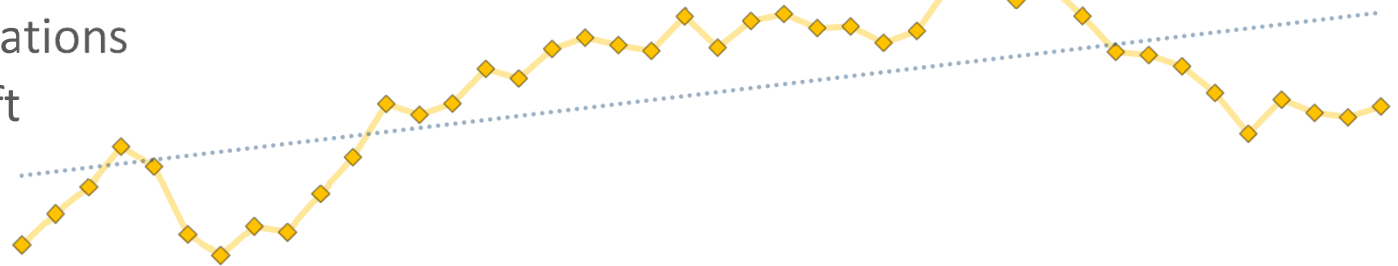
# Aviation Forecasts

## ➤ Forecasting Purpose

- Planning support and funding justification to FAA
- Only chapter of Master Plan that requires FAA approval

## ➤ Activity Types

- Passenger Enplanements
- Aircraft Operations
- Based Aircraft
- Fleet Mix
- Air Cargo



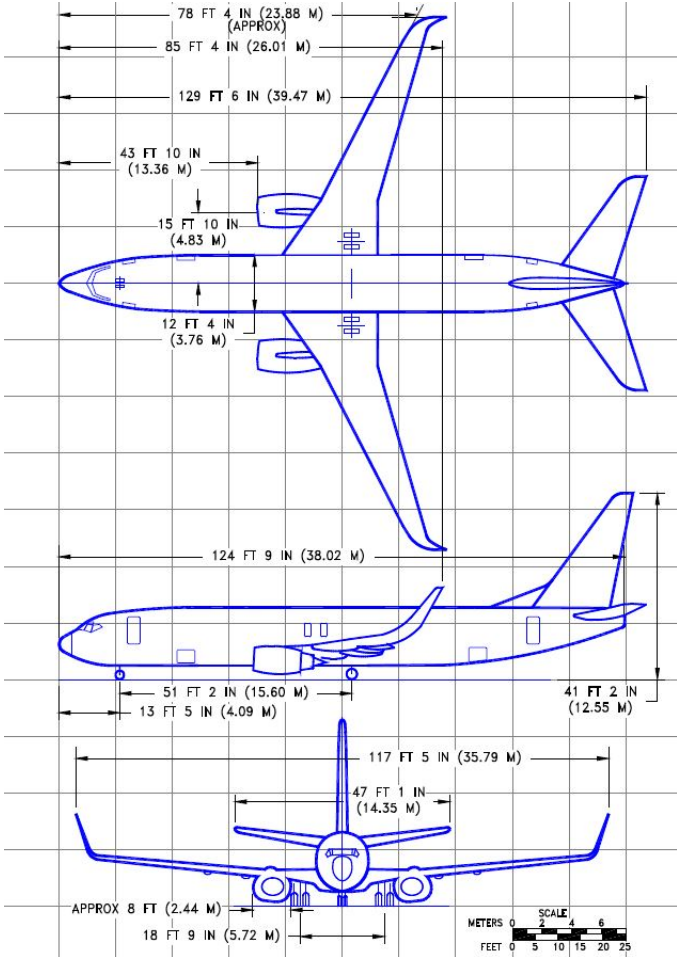


# Critical Aircraft

- The design characteristics of many facilities are based on the aircraft intended to use them: the “critical aircraft”
- Critical aircraft are grouped into families based on their size and approach speed

Aircraft Approach Category (AAC)		Airplane Design Groups (ADG)		
AAC	Approach Speed	ADG	Tail Height	Wingspan
A	< 91 knots	I	< 20 feet	< 49 feet
B	≥ 91 knots, < 121 knots	II	20 – 29 feet	49 – 78 feet
C	≥ 121 knots, < 141 knots	III	30 – 44 feet	79 – 117 feet
D	≥ 141 knots, < 166 knots	IV	45 – 59 feet	118 – 170 feet
E	≥ 166 knots	V	60 – 65 feet	171 – 213 feet
		VI	66 – 79 feet	214 – 261 feet

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# Public Open House



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# Public Open House

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- **Scheduled for February 16<sup>th</sup>**
- **Will introduce attendees to the Master Planning effort**
- **Format**
  - Initial Presentation
  - Stations with graphics for further discussion

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Next Steps

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# Next Steps

- ➔ **Open House: February 16<sup>th</sup>**
- ➔ **MPIC meeting: March**
- ➔ **Chapters 1 and 2 scheduled for Spring**

Project Elements	2022						
	Nov	Dec	Jan	Feb	Mar	Apr	May
Inventory	█						
Forecasts	█						
FAA Forecast Review/Approval					█		
GIS Obstruction Survey Data							█
Facility Requirements					█		
Alternatives Analysis							
Implementation Plan							
Airport Layout Plan Update							
FAA Airport Layout Plan Review/Approval							
<b>Milestones</b>							
Working Papers					█		
Airport Status Meetings					█		
Master Plan Input Committee (up to 4)					█		
Airport Commission Meetings (up to 6)		█				█	
FAA/MnDOT Virtual Coordination Meetings (up to 6)						█	
General Public Meetings (up to 5)				█			
Draft Master Plan Report							
Final Master Plan Report							
Draft Airport Layout Plan Submittal							
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Grant Closeout							