

AGENDA – Amended 1/18/23
Chippewa Valley Regional Airport Commission
Friday, January 20, 2023 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. December 16, 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
 - 2021 Airline Survey
 - Aerobatic Box Letter
 - Airport Community Outreach
 1. Discussion/Action

b. 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. Airport Recognition Program Quarterly Recipient**
1. Discussion/Action

9. New Business:

- a. ACDBE Plan and Goals for FFY 2023-2025**
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: Lease Agreement with The Landline Company**

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, December 16, 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: Shawn Styer-Hawthorne Aviation, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Specialist. Heather DeLuka-Airport Neighborhood Association, Amy Michels, Evan Barrett and Rob Simms-Mead & Hunt 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 and Barry Wells were present. David Hirsch and Chuck Hull arrived at 7:33 a.m.
4. **Approval of Minutes:**
 - a. **November 18, 2022 Regular Commission Meeting:**
 On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the November 18, 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 for November were approved as submitted.
(Ayes 4-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
 Airline Enplanements are down for the month and for the year.
 - **Car Rental Operations**
 Cars rented are down for the month and up for the year.
 - **Tower Operations**
 Tower Operations are down for the month and for the year.
 - c. **Hangar Occupancy:** There are currently three t-hangar vacancies.

6. **Public Comment Period:** Heather DeLuka inquired about what size aircraft typically fly into EAU and are those all listed in the Master Plan documents or are just some listed.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted some updates regarding advertising, implementing “Free Parking Fridays” in January and the changes to the seating reconfiguration in the terminal lobby and secured areas. Also noted was that the FBO has added security access control that we are splitting the cost of and that the final Security Plan was approved and we have badged more than 280 individuals. The Hangar 54 Grill will also be opening earlier on days with late morning departures. They have a quick menu for passengers/customers, as well.
- **Annual Airport Audit:** The Airport Director briefly discussed the Annual Airport Audit.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Sun Country inaugural flight will be held on December 1st.

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

- **Operational Review:** The Operational Review for December covered Air Terminal 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:** Discussed with Agenda Item 9a.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Pre-construction meeting was December 14th.
- **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:** In progress.

8. **Previous Business: None**

9. **New Business:**

- a. **Master Plan Kickoff Presentation and Discussion:** Rob Sims from Mead & Hunt discussed the upcoming Master Plan process and open house scheduled for February 16th, 2023.

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

11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for January 20th, February 17th, and March 17th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Francis, the meeting was adjourned at 8:39 am.

(Ayes 6-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary

December Vouchers for approval January 20, 2023

AECOM	Site investigation workplan study, 9/24/22-12/23/22	53510-299	\$3,945.00	
Bartingale Mechanical	ATCT Boiler Repairs	53515-248	\$813.02	
CBS Squared	Design/construction fees, 48x48 Hangars	53510-820	\$3,811.60	
Chippewa Valley Forklifts LLC	Forklift repairs, equipment unrepairable fully	53510-241	\$1,875.00	
Cintas	Uniforms & Towels	53510-298	\$344.00	
Eau Claire County Facilities Dept.	Parking Lot Salting/Sanding x2	53510-246	\$335.32	
Eau Claire County Highway Dept.	Parking Lot Expansion - Construction	53510-820	\$7,489.11	
Eau Claire County Voyager Card	Fuel for generators	53510-377	\$35.35	
Ewald's Hartford Ford LLC	Replacement airport ops vehicle, 2023 Ford Explorer	53510-810	\$34,926.00	
JM Janitorial	Janitorial Services, December	53510-200	\$1,098.00	
LAFORCE	Replacement door core & blank keys	53510-248	\$321.93	
Masters Building Solutions, Inc.	Replacement Belimo Actuator for Terminal HVAC	53510-248	\$365.00	
Mid-State Truck Service	Oshkosh Striker Exhaust Modification for new ARFF bldg	53510-241	\$1,215.90	
Mid-West Family - Clearwater Brands	WAXX Advertising - December	53510-327	\$720.00	
NASi	(4) Totes of Runway Deicer	53510-248	\$10,054.00	2023
Nick's Mobile Welding	FBO Fuel Truck Hangar Door Track Repairs	53510-248	\$1,308.60	
Tru-Lock & Security, Inc.	FBO Access Control Additions (bill 1/2 to Hawthorne)	53510-820	\$21,817.15	
Tru-Lock & Security, Inc.	Replacement Detex 500 Alarm Box - emergency exit	53510-248	\$450.00	2023
Xcel Energy	Terminal Gas/Electric - December	53510-222/224	\$21,576.57	
Xcel Energy	ATCT Gas/Electric - December	53515-222/224	\$2,461.48	
Webster Fencing	Parking Lot Expansion - Snow Removal Gates	53510-820	\$650.00	
Zarnoth Brush Works	MB5 Replacement Sweeper Brushes	53510-246	\$4,479.80	
	TOTAL		\$120,092.83	

December Card Charges

INTUIT QUICKBOOKS ONLINE	Software Refund	53510-310	\$0.00	
AMAZON	SY Inaugural Kickoff Supplies	53510-327	\$28.31	
AMAZON	SY Inaugural Kickoff Supplies	53510-327	\$52.91	
STAPLES	Office Supplies	53510-310	\$53.61	
4IMPRINT- INC	SY Inaugural Kickoff Supplies - swag	53510-327	\$1,238.85	
TRANSPORTATION SECURITY	Badging Supplies/Fees	53510-310-650	\$300.00	
STAPLES	Office Supplies - Refund	53510-310	-\$41.49	
STAPLES	Office Supplies	53510-310	\$53.61	
WAL-MART #5373	SY Inaugural Kickoff Supplies	53510-327	-\$103.26	
GREAT LAKES CHAPTER AAAE	Membership	53510-324	\$35.00	2023
WAL-MART #5373	SY Inaugural Kickoff Supplies	53510-327	\$97.88	
WAL-MART #5373	SY Inaugural Kickoff Supplies	53510-327	\$103.26	
MENOMONIE CHAMBER	Membership	53510-324	\$315.00	2023
4IMPRINT- INC	SY Inaugural Kickoff Supplies - swag	53510-327	\$683.06	
EAU CLAIRE CHAMBER	Marketing	53510-327	\$80.00	
TRANSPORTATION SECURITY	Badging Supplies/Fees	53510-310-650	\$300.00	
SAMS CLUB #8185	SY Inaugural Kickoff Supplies	53510-327	\$74.88	
AAAE	Digicast Training	53510-340	\$1,254.00	2023
EAU CLAIRE CHAMBER	Marketing	53510-327	\$50.00	
CROWN AWARDS INC	Marketing	53510-327	\$8.05	
AMAZON	SY Inaugural Kickoff Supplies	53510-327	\$9.90	
AMAZON	SY Inaugural Kickoff Supplies	53510-327	\$84.95	
WAL-MART #5373	SY Inaugural Kickoff Supplies	53510-327	\$42.15	
HANGAR 54 GRILL	Marketing	53510-327	\$25.00	
GOLD CROSS ANSWERING SVC	Answering Service - Refund	53510-225	-\$110.70	
GOLD CROSS ANSWERING SVC	Answering Service - Error	53510-225	\$110.70	
GOLD CROSS ANSWERING SVC	Answering Service	53510-225	\$130.00	
WINDCAVE INC.	Merchant Fees	53510-200	\$95.00	
WASTE MGMT WM EZPAY	Refuse Fee	53510-297	\$56.50	
WASTE MGMT WM EZPAY	Refuse Fee	53510-297	\$56.50	
AMAZON	Office Supply	53510-310	\$88.34	
SMARTSIGN	Grounds	53510-246	\$196.23	
MENARDS EAU CLAIRE WEST	Building	53510-248	\$20.86	
TRU LOCK & SECURITY INC	Badging Supplies/Fees - keybox & lock	53510-310-650	\$451.90	
SWEET ART DESSERTS	SY Inaugural Kickoff Supplies	53510-327	\$293.83	
FLEET PRIDE 581 SVC	Grounds	53510-246	\$239.67	
GATOR GARB PROMOTIONS	SY Inaugural Kickoff Supplies - swag	53510-327	\$2,150.09	
O'REILLY AUTO PARTS 9055	Vehicle	53510-241	\$86.94	
TRU LOCK & SECURITY INC	Badging Supplies/Fees	53510-310-650	\$71.00	
MENARDS EAU CLAIRE WEST	Building	53510-248	\$369.99	
CCI SYSTEMS SUITE 201	ARFF Bldg Fiber	53510-820	\$800.00	
GPA GROUND SERVICES	Ground Handling Fees	53510-366-587	\$1,000.00	
FARM & FLT CHIPPEWA FALLS	Grounds	53510-246	\$60.98	
FLEET PRIDE 580	Grounds	53510-246	\$112.95	
MB COMPANIES	Grounds	53510-246	\$290.56	
	TOTAL		\$11,033.32	

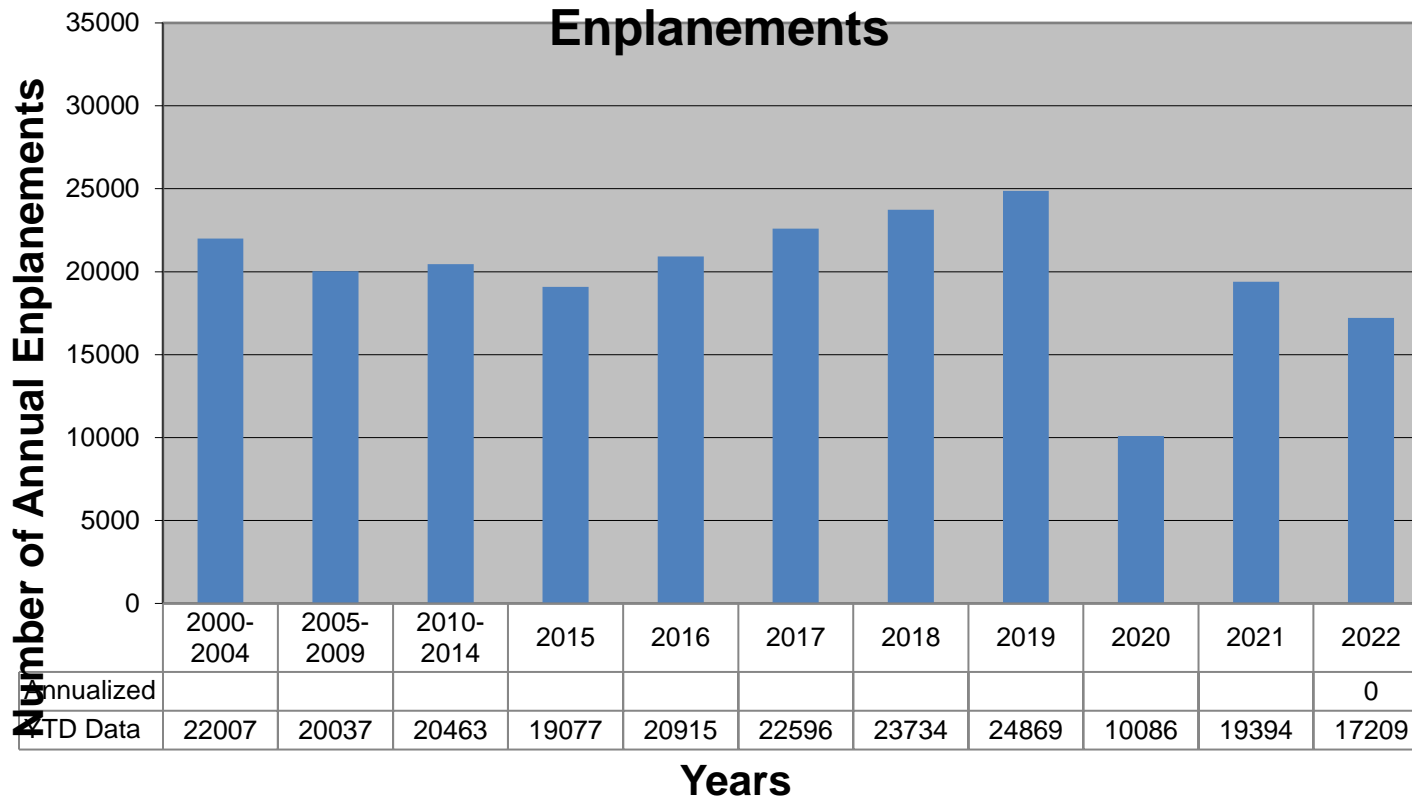
Chippewa Valley Regional Airport							
2022 BUDGET COMPARISON Estimated December 31, 2022							
#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 12/31/22 (100%)	Variance YTD	Balance Remaining For Year	Estimate
Income				100.00%			
41110	Contrib From Eau Claire Cty	\$403,020	\$403,020	\$403,020	\$0.00	\$0.00	\$403,020
43790	Contrib From Chippewa Cty	\$131,574	\$131,574	\$131,574	\$0.00	\$0.00	\$131,574
Sub-Total Tax Revenue		\$534,594	\$534,594.00	\$534,594.00	\$0.00	\$0.00	\$534,594
46341	Air Terminal	\$169,712	\$169,712	\$165,826	(\$3,885.78)	\$3,885.78	\$171,572
46342	FBO	\$142,061	\$142,061	\$128,186	(\$13,874.87)	\$13,874.87	\$128,186
46343	Airfield	\$136,981	\$136,981	\$121,792	(\$15,188.65)	\$15,188.65	\$121,792
46344	Hangars	\$239,003	\$239,003	\$245,264	\$6,260.71	(\$6,260.71)	\$245,264
46345	Parking	\$106,000	\$106,000	\$180,437	\$74,436.59	(\$74,436.59)	\$180,437
46346	Rental Cars	\$122,698	\$122,698	\$198,279	\$75,580.90	(\$75,580.90)	\$198,279
46349	Ground Handling	\$36,000	\$36,000	\$26,000	(\$10,000.00)	\$10,000.00	\$26,000
48902	Vehicle Fuel Reimbursement	\$18,000	\$18,000	\$28,269	\$10,268.58	(\$10,268.58)	\$28,269
48903	Equipment Rental	\$1,200	\$1,200	\$3,000	\$1,800.00	(\$1,800.00)	\$3,000
Sub-Total Operating Revenue		\$971,655	\$971,655	\$1,097,052	\$125,397.48	-\$125,397	\$1,102,799
Sub-Total Taxes and Operating Rev.		\$1,506,249.00	\$1,506,249.00	\$1,631,646.48	\$125,397.48	(\$125,397.48)	\$1,637,392.59
48691	Other Revenue	\$10,000	\$10,000	\$14,944	\$4,944.01	(\$4,944.01)	\$15,000
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00	\$0
48901	PFC	\$57,070	\$57,070	\$76,988	\$19,917.83	(\$19,917.83)	\$76,988
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	\$2,372,230	\$0	(\$2,372,230.00)	\$2,372,230.00	\$0
Sub-Total Other Revenue		\$2,439,300	\$2,439,300.00	\$91,931.84	(\$2,347,368.16)	\$2,347,368.16	\$91,988
TOTAL INCOME		\$3,945,549	\$3,945,549.00	\$1,723,578.32	(\$2,221,970.68)	\$2,221,970.68	\$1,729,380
Expenses							
53510-111	Salary Perm-Regular	\$403,178	\$403,178	\$378,228.71	(\$24,949.29)	\$24,949.29	\$403,178
-112	Salary Perm-OT	\$14,814	\$14,814	\$14,520.82	(\$293.18)	\$293.18	\$19,000
-114	Salary-On Call Pay	\$5,200	\$5,200	\$4,800.00	(\$400.00)	\$400.00	\$5,200
-121	Salary Temp Regular	\$9,978	\$9,978	\$6,636.86	(\$3,341.14)	\$3,341.14	\$8,500
-130	Employee Benefits	\$4,200	\$4,200	\$4,200.00	\$0.00	\$0.00	\$4,200
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-141	Board & Comm Per Diem	\$4,800	\$4,800	\$3,660.00	(\$1,140.00)	\$1,140.00	\$4,800
-142	Cnty Brd & Comm Mile	\$900	\$900	\$464.62	(\$435.38)	\$435.38	\$900
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-151	Social Security	\$33,883	\$33,883	\$29,150.43	(\$4,732.57)	\$4,732.57	\$34,000
-152	Retirement Emplr Share	\$26,039	\$26,039	\$23,733.23	(\$2,305.77)	\$2,305.77	\$27,000
-153	HSA Contribution	\$5,050	\$5,050	\$4,000.00	(\$1,050.00)	\$1,050.00	\$5,050
-154	Hos & Health Ins	\$110,506	\$110,506	\$63,757.31	(\$46,748.69)	\$46,748.69	\$75,000
-155	Life Insurance	\$135	\$135	\$85.38	(\$49.62)	\$49.62	\$135
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$40,500	\$40,500	\$18,948.98	(\$21,551.02)	\$21,551.02	\$20,000
-212	Attorney Fees	\$6,000	\$6,000	\$6,917.50	\$917.50	(\$917.50)	\$8,000
-213	Accounting & Audit	\$5,500	\$5,500	\$3,299.84	(\$2,200.16)	\$2,200.16	\$5,500
-221	Water & Sewer	\$57,067	\$57,067	\$43,430.47	(\$13,636.53)	\$13,636.53	\$58,000
-222	Electric	\$102,938	\$102,938	\$105,738.15	\$2,800.15	(\$2,800.15)	\$105,738
-224	Gas & Fuel Oil	\$38,728	\$38,728	\$53,070.78	\$14,342.78	(\$14,342.78)	\$53,071
-225	Telephone	\$4,000	\$4,000	\$3,092.12	(\$907.88)	\$907.88	\$4,000
-226	Cellular Phone	\$1,450	\$1,450	\$1,965.72	\$515.72	(\$515.72)	\$2,000
-227	Dataline/Internet	\$500	\$500	\$459.09	(\$40.91)	\$40.91	\$500
-241	Motor Vehicle Maint	\$15,000	\$15,000	\$13,435.36	(\$1,564.64)	\$1,564.64	\$15,000
-246	Grounds Maint	\$115,000	\$115,000	\$55,557.00	(\$59,443.00)	\$59,443.00	\$115,000
-248	Building Maint	\$30,000	\$30,000	\$40,618.21	\$10,618.21	(\$10,618.21)	\$42,000
-249	Service on Machines	\$500	\$500	\$0.00	(\$500.00)	\$500.00	\$0
-297	Refuse Collection	\$1,500	\$1,500	\$1,344.20	(\$155.80)	\$155.80	\$1,400
-298	Laundry Services	\$3,636	\$3,636	\$4,642.26	\$1,006.26	(\$1,006.26)	\$5,000
-299	Sundry Contract Services	\$55,000	\$55,000	\$156,249.85	\$101,249.85	\$0.00	\$193,740
-310	Office Supplies	\$600	\$600	\$1,332.51	\$732.51	(\$732.51)	\$1,400
-311	Postage and Box Rent	\$800	\$800	\$112.67	(\$687.33)	\$687.33	\$500
-313	Printing & Dup	\$750	\$750	\$599.25	(\$150.75)	\$150.75	\$750
-320	Ref Materials	\$500	\$500	\$218.40	(\$281.60)	\$281.60	\$218
-321	Publish Legal Notices	\$150	\$150	\$66.12	(\$83.88)	\$83.88	\$66
-324	Membership Dues	\$4,000	\$4,000	\$2,156.00	(\$1,844.00)	\$1,844.00	\$4,000
-327	Marketing	\$55,000	\$55,000	\$4,840.18	(\$50,159.82)	\$50,159.82	\$10,000
-328	Airline Recruitment	\$10,000	\$10,000	\$25,170.33	\$15,170.33	(\$15,170.33)	\$27,000
-340	Travel-Train, Conf & Misc.	\$18,000	\$18,000	\$15,010.39	(\$2,989.61)	\$2,989.61	\$18,000
-366	Fire fight supplies	\$4,500	\$4,500	\$989.59	(\$3,510.41)	\$3,510.41	\$1,000
-377	Vehicle Fuel	\$40,000	\$40,000	\$73,033.08	\$33,033.08	(\$33,033.08)	\$73,033

#	Item	12 Month Budget 2022	Budget YTD Allocated	Actual as of 12/31/22 (100%)	Variance YTD	Balance Remaining For Year	Estimate
-510	Insurance	\$74,116	\$74,116	\$74,644.40	\$528.40	(\$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	\$2,500	\$2,972.04	\$472.04	(\$472.04)	\$3,000
-310-650	Badging	\$0	\$0	\$3,181.06	\$3,181.06	(\$3,181.06)	\$5,000
-933	Bank Service Charges	\$0	\$0	\$6,714.07	\$6,714.07	(\$6,714.07)	\$6,714
	Sub-Total Operating Expense	\$1,306,918.00	\$1,306,918.00	\$1,253,046.98	(\$53,871.02)	\$53,871.02	\$1,441,237.73
53510-121	Sal Temp-Ground Handling	\$9,774	\$9,774	\$4,923.83	(\$4,850.17)	\$4,850.17	\$4,924
-122	Aircraft Handling OT	\$0	\$0	\$666.75	\$666.75	(\$666.75)	\$667
-151	Ground Handling FICA	\$747	\$747	\$427.71	(\$319.29)	\$319.29	\$428
-152	Ground Handling Retirement	\$0	\$0	\$13.50	\$13.50	(\$13.50)	\$14
-366	Ground Handling Supplies	\$2,000	\$2,000	\$0.00	(\$2,000.00)	\$2,000.00	\$1,000
	Sub-Total Ground Handling Expense	\$12,521	\$12,521.00	\$6,031.79	(\$6,489.21)	\$6,489.21	\$7,032
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$1,030	\$775.86	(\$254.14)	\$254.14	\$1,030
-222	ATCT Electricity	\$16,480	\$16,480	\$19,851.70	\$3,371.70	(\$3,371.70)	\$19,852
-224	ATCT Gas & Fuel Oil	\$4,120	\$4,120	\$4,027.61	(\$92.39)	\$92.39	\$4,028
-225	ATCT Telephone	\$1,500	\$1,500	\$720.00	(\$780.00)	\$780.00	\$1,500
-248	ATCT Building Maintenance	\$15,000	\$15,000	\$12,907.12	(\$2,092.88)	\$2,092.88	\$15,000
	Sub-Total Tower Expense	\$38,130	\$38,130.00	\$38,282.29	\$152.29	(\$152.29)	\$41,409
53610-810	Capital Equipment	\$0	\$0	\$59,538.48	\$59,538.48	(\$59,538.48)	\$59,538
-820	Capital Improvement	\$2,275,000	\$2,275,000	\$234,114.47	(\$2,040,885.53)	\$2,040,885.53	\$554,985
-829	Other Capital Improvement	\$312,980	\$312,980	\$78,492.15	(\$234,487.85)	\$234,487.85	\$418,318
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
	Sub-Total Capital Expense	\$2,587,980	\$2,587,980.00	\$372,145.10	(\$2,215,834.90)	\$2,215,834.90	\$1,032,842
	TOTAL EXPENSE	\$3,945,549	\$3,945,549.00	\$1,669,506.16	(\$2,276,042.84)	\$2,276,042.84	\$2,522,521
	NET OPERATING INCOME	\$0	\$0	\$54,072.16		(\$54,072.16)	-\$793,141
	<u>Cash Balance</u>						
	Per 2020 Audit Report	2,393,606					
	Per 2021 Audit Report	3,096,503					
	2022 Estimate	2,303,362					

Chippewa Valley Regional Airport
Traffic Statistics
 December 2022

<i>AIRLINE PASSENGERS</i>	Month		22/21 % Diff.	Year to date		22/21 % Diff.
	2022	2021		2022	2021	
EAU Enplaned	867	1676	-48%	16082	18566	-13%
CHARTERS Enplaned				<u>1127</u>	<u>828</u>	36%
Total Enplaned				17209	19394	-11%
EAU Deplaned	728	1771	-59%	16258	18945	-14%
CHARTERS Deplaned				<u>1127</u>	<u>828</u>	36%
Total Deplaned				17385	19773	-12%
Total Enplaned/Deplaned	1595	3447	-54%	34594	39167	-12%
Departure Load Factor	29%	63%		51%	53%	
Arrival Load Factor	24%	66%		51%	55%	
<i>AIRLINE PERFORMANCE</i>	2022	2021		2022	2021	
Scheduled Flights/Landings	17	59	-71%	504	726	-31%
Canceled Flights						
Xnld for Wx	1	5		11	32	
Xnld for Mx	0	0		1	0	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>2</u>	<u>1</u>	
Total	1	5	-80%	14	33	-58%
Total Landings	16	54	-70%	490	693	-29%

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Annualized											0
YTD Data	22007	20037	20463	19077	20915	22596	23734	24869	10086	19394	17209

Years

Number of Cars Rented

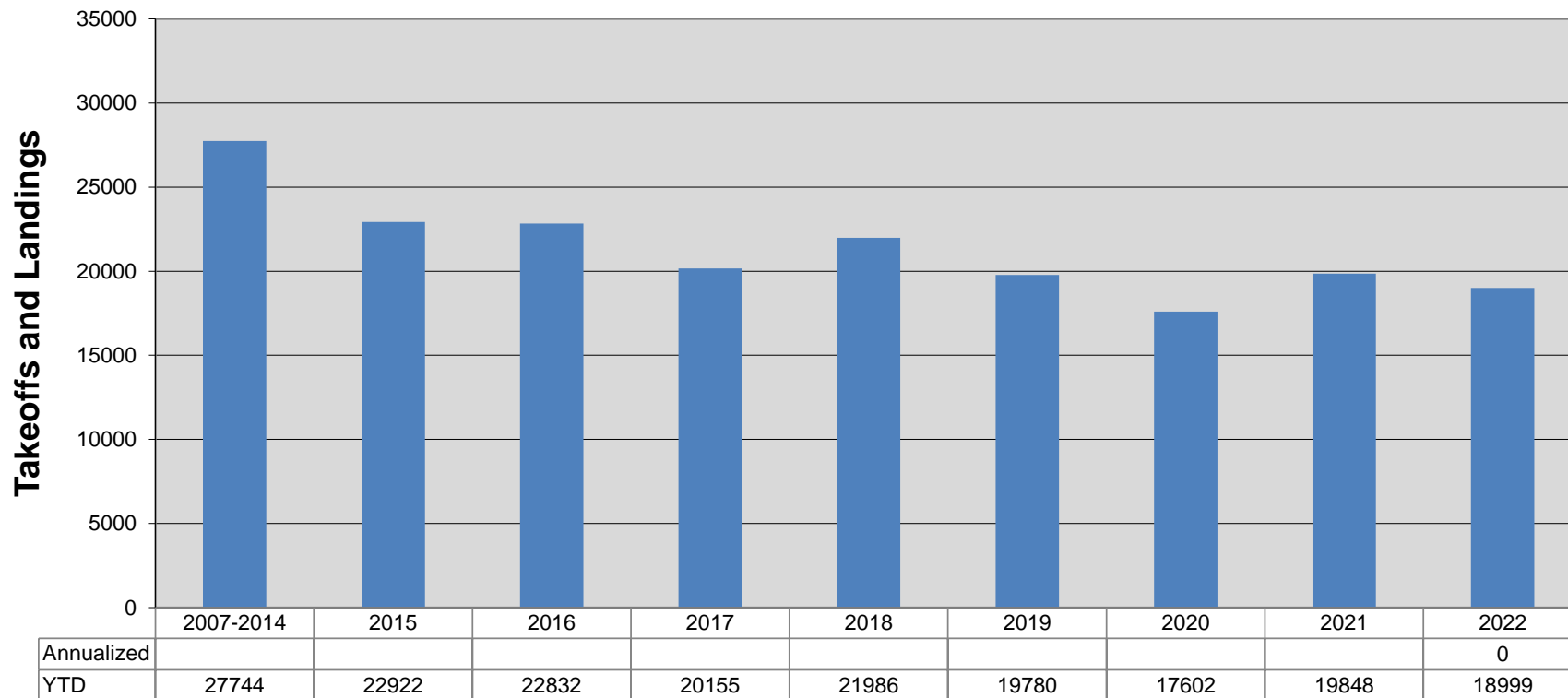
	<u>2022</u>	<u>2021</u>	22/21 % Diff.
January	366	276	33%
February	239	231	3%
March	455	369	23%
April	396	408	-3%
May	504	438	15%
June	503	421	19%
July	496	468	6%
August	519	508	2%
September	491	451	9%
October	481	456	5%
November	400	403	-1%
December	343	365	-6%
YTD	5193	4794	8%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 December 2022

		Month		% Diff.	Year to date		% Diff.
		2022	2021		2022	2021	
Itinerant	Air Carrier	37	4	825%	62	39	59%
	Commuter/ Air Taxi	89	216	-59%	1899	2684	-29%
	GA	564	726	-22%	12725	12642	1%
Local	Military	17	24	-29%	459	534	-14%
	GA	146	170	-14%	3752	3781	-1%
	Military	<u>6</u>	<u>8</u>	-25%	<u>102</u>	<u>168</u>	-39%
TOTAL		859	1148	-25%	18999	19848	-4%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

Q1 When traveling through EAU, how would you rate your satisfaction with the following?

Answered: 34 Skipped: 0

	EXTREMELY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	EXTREMELY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Ticket Pricing	41.18% 14	23.53% 8	20.59% 7	5.88% 2	2.94% 1	5.88% 2	34	2.00
Local Airline Check-In Process	67.65% 23	20.59% 7	5.88% 2	0.00% 0	2.94% 1	2.94% 1	34	1.45
Local Airline Customer Service	67.65% 23	20.59% 7	2.94% 1	2.94% 1	2.94% 1	2.94% 1	34	1.48
Local Airline Reliability	52.94% 18	17.65% 6	14.71% 5	2.94% 1	8.82% 3	2.94% 1	34	1.94
Luggage Pick-Up	55.88% 19	20.59% 7	8.82% 3	2.94% 1	2.94% 1	8.82% 3	34	1.65
Overall Local Airline Experience	55.88% 19	26.47% 9	8.82% 3	2.94% 1	2.94% 1	2.94% 1	34	1.67
Terminal Facility	67.65% 23	20.59% 7	2.94% 1	0.00% 0	2.94% 1	5.88% 2	34	1.41
Terminal Signage	70.59% 24	20.59% 7	0.00% 0	2.94% 1	0.00% 0	5.88% 2	34	1.31
Terminal Restrooms	76.47% 26	17.65% 6	0.00% 0	0.00% 0	0.00% 0	5.88% 2	34	1.19
Parking Signage & Convenience	58.82% 20	20.59% 7	2.94% 1	2.94% 1	0.00% 0	14.71% 5	34	1.41
Parking Affordability	55.88% 19	23.53% 8	2.94% 1	2.94% 1	0.00% 0	14.71% 5	34	1.45
Restaurant Customer Service	35.29% 12	20.59% 7	2.94% 1	5.88% 2	0.00% 0	35.29% 12	34	1.68
Overall Airport Experience	58.82% 20	26.47% 9	5.88% 2	5.88% 2	0.00% 0	2.94% 1	34	1.58

#	COMMENTS:	DATE
1	Even though my luggage was lost. The people at the Eau Claire airport were very helpful.	12/21/2022 11:42 AM
2	Great airport & awesome restaurant. Rental car via Avis was super easy. I wish American would service EAU	11/10/2022 4:23 PM
3	Business travel will likely become impossible with Sun Country's schedule.	10/13/2022 8:14 AM
4	The prices could be more affordable, but the airport ticketing and gate staff are just wonderful! I am a nervous flier, and I am never able to check in online, but they help me every time to get	9/27/2022 7:23 AM

my boarding passes and get on my way. Thank you so much! And please keep flying to Chicago! That really helps me make connections.

5	Will continue to use the E.C. airport	9/22/2022 10:20 AM
6	Great people	7/1/2022 6:54 PM
7	It's great when we actually depart or arrive!	6/17/2022 4:50 PM
8	I haven't utilized EC airport services in many years as I prefer direct flights and frequently travel to St Paul/Mpls to travel via Sun Country.	6/6/2022 9:34 AM
9	I love the availability of a local airport. And the restaurant has great food!	5/19/2022 2:32 PM
10	The Eau Claire airport is lovely. The bathrooms are always clean and the local volunteer greeter is a nice touch. I would love to kill time having a drink in the airport restaurant before a flight, but they never seem to be open when I'm flying out.	5/19/2022 2:30 PM
11	I enjoy flying out of the airport. I'm concerned about what airlines will be coming in to provide service. I like SunCountry but 2 flights a week isn't much help. I do like that they would provide nonstop service to Orlando in season. Could 2 different airlines fly in? I like the airlines that provide services to Minneapolis and Chicago.	5/17/2022 3:53 PM
12	I absolutely love flying out of Eau Claire, my number one choice	5/16/2022 11:37 AM
13	Spring is the best personal here.	5/15/2022 6:31 PM
14	Ticket counter is empty, but the notification says ticketing counter opens 90 minutes before the departure. But no one is here at the counter, why do give false information? Thank You.	4/29/2022 8:01 AM
15	We live here and always enjoy coming and going from here!	4/21/2022 9:06 AM
16	We were happy with our experience flying out of Eau Claire. It was great to be arriving close to 10:00 pm and not have to drive for 2 hours to get home. I understand that the airline currently servicing Eau Claire is going to discontinue to do so. I would love to see Eau Claire find an airline that would fly to directly to Indianapolis.	3/25/2022 2:59 PM
17	Love Hangar 54. UA customer service is excellent.	1/27/2022 2:15 PM

Q2 What is the reason for your travel today?

Answered: 31 Skipped: 3

ANSWER CHOICES	RESPONSES	
Vacation	64.52%	20
Business	19.35%	6
School	3.23%	1
Military/Government	0.00%	0
Other (please specify)	12.90%	4
TOTAL		31

#	OTHER (PLEASE SPECIFY)	DATE
1	I live in Eau Claire, but work in Toronto	9/27/2022 7:23 AM
2	Thank You	4/29/2022 8:02 AM
3	Family visit	4/8/2022 8:30 AM
4	Family	3/14/2022 4:24 PM

Q3 When you travel, how often do you use the Chippewa Valley Regional Airport?

Answered: 31 Skipped: 3

ANSWER CHOICES	RESPONSES	
Always	0.00%	0
Usually	32.26%	10
Sometimes	29.03%	9
Rarely	19.35%	6
Never	3.23%	1
Other (please specify)	16.13%	5
TOTAL		31

#	OTHER (PLEASE SPECIFY)	DATE
1	It's often cheaper to take a shuttle to Minneapolis and fly from there to Toronto. There are also more flight time options about of Minneapolis.	9/27/2022 7:24 AM
2	We plan on using the airport in EC from now on instead of the MSP airport.	9/22/2022 10:23 AM
3	When I come to area. Always EAU vs MSP	7/1/2022 6:55 PM
4	N/A	4/29/2022 8:03 AM
5	I used to use it all the time when I worked for Cray Research in the 80's and 90's. We then stopped, but decided it would be good to start again because of convenience.	3/25/2022 3:02 PM

Q4 When traveling through an airport other than the Chippewa Valley Regional Airport in the last 12 months, what airline did you most commonly use?

Answered: 31 Skipped: 3

ANSWER CHOICES	RESPONSES	
Delta Air Lines	35.48%	11
United Airlines	48.39%	15
Southwest Airlines	0.00%	0
Sun Country Airlines	9.68%	3
Other (please specify)	6.45%	2
TOTAL		31

#	OTHER (PLEASE SPECIFY)	DATE
1	American	11/10/2022 4:24 PM

2

American Airlines

1/27/2022 2:15 PM

Q5 When you choose to fly from another airport, what is the top reason?

Answered: 31 Skipped: 3

ANSWER CHOICES	RESPONSES
Airline Loyalty Program	3.23% 1
Price	35.48% 11
Reliability	12.90% 4
Schedule	29.03% 9
Other (please specify)	19.35% 6
TOTAL	31

#	OTHER (PLEASE SPECIFY)	DATE
1	Location	12/21/2022 11:43 AM
2	Close by	6/17/2022 4:51 PM
3	Direct flights	6/6/2022 9:36 AM
4	Convenient	5/21/2022 10:27 PM
5	n/a: I fly specifically To/From Eau Claire from Chicago, so the only time I fly there is when I am going to Eau Claire.	5/19/2022 2:31 PM
6	Distance	5/15/2022 6:33 PM

Q6 If cost is a primary reason for flying out of another airport, what price range below is the most you would be willing to pay over the lowest ticket price from another airport to fly out of the Chippewa Valley Regional Airport (round trip) rather than an alternate airport?

Answered: 31 Skipped: 3

ANSWER CHOICES	RESPONSES
\$0	9.68% 3
\$50	16.13% 5
\$100	41.94% 13
\$150 or More	12.90% 4
N/A	19.35% 6
TOTAL	31

Q7 Do you have any recommendations on how we can provide better service on your next visit to the Chippewa Valley Regional Airport?

Answered: 17 Skipped: 17

#	RESPONSES	DATE
1	No	12/21/2022 11:44 AM
2	Regular flights to business hubs.	10/13/2022 8:16 AM
3	Add another morning flight to Chicago AND lower your prices to Chicago by \$200 because that is how much more the ticket often is, and for \$100 more I can just take the Chippewa Valley Airport Shuttle.	9/27/2022 7:26 AM
4	none	9/22/2022 10:24 AM
5	Rental car pick up options. Pick up After hours.	7/1/2022 6:57 PM
6	No, the airport itself is marvelous	6/17/2022 4:54 PM
7	None	6/6/2022 9:38 AM
8	I used more when hub was Thru MSP. I won't use if international because Chicago customs is a nightmare	6/2/2022 9:01 AM
9	The service has been great. Although sometimes it would be nice to fly to Minneapolis for a connection rather than Chicago.	5/19/2022 2:36 PM
10	I would like opportunity to fly to either Minneapolis or Chicago	5/17/2022 3:56 PM
11	Pricing to be in line with MSP TSA to be more consistent. Sometimes they allow water. Sometimes not. Sometimes allow froszen. Sometimes not. The new waiver for 45 minutes or less is terrible. Two weeks in a row my luggage has been damaged on your flights and you want me to sign a waiver if I'm 44 minutes before my flight.	5/16/2022 4:26 PM
12	Not at this time, it is always so easy!	5/16/2022 11:38 AM
13	No you're doing an excellent job	5/15/2022 6:34 PM
14	Have someone at the counter	4/29/2022 8:03 AM
15	A fast food breakfast venue and a store for last minute items would be handy.	4/21/2022 9:09 AM
16	no	3/25/2022 3:03 PM
17	Too big :)	3/14/2022 4:25 PM



Chippewa Valley
REGIONAL AIRPORT

January 20, 2023

Federal Aviation Administration
MKE Flight Standards District Office
4915 S Howell Ave #4
Milwaukee, WI 53207

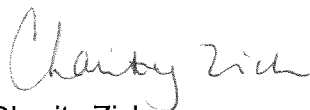
To Whom It May Concern:

At their regular meeting on November 18, 2022, the Chippewa Valley Regional Airport (EAU) Commission received a presentation from Mr. Jody Graffunder requesting a letter of support for his submission of a waiver request for an aerobatic practice area within the EAU Class D Airspace. As part of his presentation, Mr. Graffunder discussed his plans for the aerobatic practice area. Based on the initial information provided by Mr. Graffunder, the Chippewa Valley Regional Airport Commission took affirmative action to support Mr. Graffunder's plans to submit a waiver request for the aerobatic practice area.

The Airport Commission support did come with the request that Mr. Graffunder make a presentation to the Airport Neighborhood Association which he did on January 19, 2023. Mr. Graffunder was able to answer a majority of the questions posed to him by the airport neighbors in attendance. The information provided by Mr. Graffunder and his pledge to do his best to minimize any noise impacts to airport neighbors seemed to reassure those in attendance that the aerobatic practice area would have minimal impact to the neighbors.

On behalf of the Airport Commission, I look forward to the opportunity to continue to be involved as the waiver process progresses. Please don't hesitate to contact me if I can be of any assistance.

Sincerely,



Charity Zich
Airport Director

2023 Community/Stakeholder Outreach

1. Jan 3 – Leader Telegram Interview
2. Jan 5 - Airport Newsletter
3. Jan 9 – Airport Neighborhood Assoc Meeting
4. Jan 12 – Master Plan Public Meeting Communication
5. Jan 17 – EC County Board Meet and Greet
6. Jan 18 – Aviation Explorer Program with Sun Country
7. Jan 19 – Leadership Chippewa Falls

Upcoming Events

Aviation Explorer Post Presentation, February 1, 2023

Chippewa Chamber Women to Women Luncheon, March 17, 2023

Pancake Breakfast, Spring 2023

2022	Name	Company	Accomplishment	Monthly Winner
<i>October</i>	Youa Vang	SkyWest	<p>I would like to nominate Youa Vang for the October Employee Recognition Program. During this time of airline transition Youa has been nothing short of a true professional. She continues to dedicate herself to ensure the passengers arriving and departing EAU are well served in every way. She has consistently been the welcoming and friendly face of SkyWest and has represented the Chippewa Valley Regional Airport in all the best ways possible. She has been instrumental in ensuring our customers will be well taken care during the transition and has done a tremendous job keeping her staff well informed and properly trained even with the uncertainty that is forthcoming. I can always count on Youa to have the answers to sometimes complex situations and she consistently handles adversity with a smile and a solution.</p> <p>Thank you Youa for your years of dedication to the CVRA.</p>	X
<i>November</i>	Patrick Boos	CVRA	<p>Due to a mechanical problem, a charter flight was delayed a day and the new return time was on a Saturday afternoon when we did not have scheduled staffing. Patrick was willing to adjust his schedule for that day to provide ARFF coverage, get the flight in and assist with the parking lot. The flight arrived even later than planned and Patrick had to stay into the evening. Thank you for going the extra mile. Patrick.</p>	X
<i>December</i>	Maintenance Team	CVRA	<p>The weather over a 10 day period in December was extremely challenging and the airport maintenance team put in more than 200 extra hours combined to ensure the airport remained open and operational. Thank you for putting in the extra hours!</p>	-
	Todd Norrell	CVRA	<p>I would like to nominate Todd for the Employee Recognition for December. Todd has been integral to our success during the first month of Sun Country operations in EAU. He spent many hours of his personal time discussing options to make our push-back and deicing procedures safer and easier, eventually suggesting a solution that we eventually implemented. Todd also came in to work, on his day off, to fix an urgent issue with the jetbridge.</p>	X



**AIRPORT CONCESSION
DISADVANTAGED BUSINESS
ENTERPRISE PLAN
AND
ACDBE GOALS FOR
FFY 2023-2025**

ACDBE POLICY STATEMENT

Chippewa Valley Regional Airport has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program in accordance with regulations of the United States Department of Transportation (USDOT), 49 CFR Part 23 for Concessionaires wishing to participate on Concession contracts at the Chippewa Valley Regional Airport.

The Airport has received Federal financial assistance from the United States Department of Transportation, and as a condition of receiving this assistance, Chippewa Valley Regional Airport therefore submits this policy statement as its assurance that it will comply with 49 CFR Part 23 and Part 26 where applicable.

Chippewa Valley Regional Airport is committed to the elimination of discrimination and will continue to make a concerted effort to foster the participation of Airport Concession Disadvantaged Business Enterprise (ACDBE) firms in Airport concession contracts awarded by the Airport. To maintain the integrity of our program we will ensure that only firms which fully meet the eligibility standards contained in 49 CFR Part 23 are permitted to participate in the Airport's ACDBE program.

As the Chair of the Chippewa Valley Regional Airport Commission, I pledge to continue our policy of ensuring that ACDBEs, as defined in 49 CFR Part 23 have an equal opportunity in receiving and participating in Airport Concession contracts. I further pledge to continue our policy of ensuring non-discrimination in the award and administration of all Airport concession contracts.

We are committed to creating a level playing field on which ACDBEs can compete fairly and successfully for Airport concession contracts. The Airport is also sensitive to the need for ensuring that our ACDBE program is narrowly tailored in accordance with applicable law and will ensure that only those ACDBE firms that meet 49 CFR Part 23 are eligible for participation as an ACDBE at our Airport.

The Airport is also committed to the creation of viable and successful ACDBE firms and will strive to develop ACDBE firms so that they can compete successfully for Airport concession contracts. We are also committed to the policy of providing flexibility to our Airport in establishing and implementing the ACDBE Concession Program in accordance with federal rules and guidelines.

The Airport Commission has ensured that the ACDBE Program is administered in accordance with federal regulations and has designated the Airport Director, Charity Zich

as the ACDBE Liaison Officer (ACDBELO). In that capacity, she is responsible for implementing all aspects of the ACDBE program. Implementation of the ACDBE program is accorded the same priority as compliance with all other legal obligations incurred by the Airport in its financial assistance agreements with the United States Department of Transportation.

As the Chair of the Airport Commission, I have directed the Airport Director to disseminate this policy statement to all the components of the Airport. As required by Airport Concession regulations we will also inform the ACDBE and non-ACDBE business communities that perform work for us on Airport Concession contracts about the policies governing the Airport's ACDBE program.

Bill Hilgedick, Chairman
Chippewa Valley Regional Airport Commission

Date: _____

The full program and goals can be found at <https://www.chippewavalleyairport.com/about-the-airport/acdbe-program-19493>