

AGENDA
Chippewa Valley Regional Airport Commission
Friday, February 17, 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. January 20, 2023 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
 - Commissioner Appointments
 - Airport Community Outreach
 1. Discussion/Action

b. Airport Strategic Plan Update/Review

1. Discussion/Action

c. Project Summary

- AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY22
- AIP 49 – ARFF Building Reconstruct – FY22
- AIP 50 – Master Plan Update – FY 22
- AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22
- Airport Parking Equipment Replacement – FY22
- Corporate Hangar Construction – FY22
- South Hangar Construction – FY23

1. Discussion/Action

8. Previous Business: None.

9. New Business:

a. Approval of Contract for Airport Passenger Facility Application Assistance

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, January 20, 2023, 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 Hoelt

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

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, Bill Hilgedick, Chuck Hull and Barry Wells were present. Rick Bowe arrived at 7:33 a.m. and David Hirsch arrived at 7:37 a.m.
4. **Approval of Minutes:**
 - a. **December 16, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the December 16, 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. Francis, seconded by Com. Wells, the expense vouchers for November were approved as submitted.
(Ayes 5-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 noted that Jody Graffunder had presented on the Aerobatic Box proposal at the last Airport Neighborhood Association meeting.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted that the parking lot expansion gravel work was completed, but that a decision on whether to pave additional spaces will hold until spring.
- **2022 Airline Survey:** The Commission reviewed the 2022 Airline Survey results.
- **Aerobatic Box Letter:** The Airport Director discussed the letter that was submitted in support of the Aerobatic practice area.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** No update.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress. Completion expected for mid-March.
- **AIP 50 - Master Plan Update – FY22:** Open House scheduled for February 16th.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** The tree clearing is scheduled to begin the week of January 23rd. The Airport Director noted the options researched for replanting trees in the area to offset the removal of 130 acres of trees at CVRA. There are options to contribute to the 300 acres being planted in Clark County and also a possible option to contribute to the 50 acres being planted in Eau Claire County.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved contributing \$20,000 to the Clark County Tree replanting program.

(Ayes 5-Nayes 1)

- **Airport Parking Equipment Replacement – FY22:** No update.
- **Corporate Hangar Construction – FY22:** In progress. Completion expected for Spring 2023.
- **South Hangar Construction – FY22:** The South Ramp hangar project is out for bid and the multi-unit box hangar will be out for bid in the next couple of weeks.

8. **Previous Business: None**

- a. **Airport Recognition Program Quarter 4 - 2022 Award:** Commissioners selected the Chippewa Valley Regional Airport Maintenance Team as the Quarter 4 - 2022 Recognition Program recipient. They were nominated for their hard work and extra hours during some extremely challenging winter weather in December.

9. New Business:

a. ACDBE Plan and Goals for FFY 2023-2025

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the ACDBE Plan and Goals for FFY 2023-2025 as submitted.

(Ayes 6-Nayes 0)

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

On a motion by Com. Wells, seconded by Com. Hirsch, the Commission entered into closed session at 8:05 am and on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hirsch, Hull and Wells; Nayes: None.

Commissioners reviewed The Landline Company lease agreement and gave the Airport Director direction to proceed with The Landline Company lease agreement.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for February 17th, March 17th and April 21st.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:18 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

January Vouchers for approval February 17, 2023

A-Bridge	Air duct Repairs for Tempered Aircraft Air Supply	53510-248	\$823.00	
Cintas	Uniforms & Towels	53510-298	\$350.29	
City of Eau Claire	Airport Water/Sewer Charges - Q4	53510-221	\$15,928.68	2022
City of Eau Claire	ATCT Water/Sewer Charges - Q4	53515-221	\$258.62	2022
Contree	6,250 Gallon Vertical Tank for Deicer Liquid	53510-820	\$9,352.11	
Eau Claire County Highway Dept.	Parking Lot Expansion - Construction	53510-820	\$2,486.34	
Eau Claire County Highway Dept.	Plow Blades	53510-246	\$883.77	
Eau Claire County Highway Dept.	ATCT Generator Fuel	53515-248	\$203.43	
Frequentis	Replacement EPOSA Touchscreen for ATCT	53510-810	\$5,905.99	2022
JM Janitorial	Janitorial Services, January	53510-200	\$1,179.00	
Mead & Hunt	Terminal Exterior Tile Design	53510-820	\$769.20	
Nick's Mobile Welding	Gate Welding, Behind Menards Hangars	53510-248	\$75.00	
Parker Technology	Parking Intercom Calls, January & February	53510-200	\$561.60	
TAPCO	Parking Controls Replacement (90% balance paid)	53510-820	\$34,547.25	2022
Xcel Energy	Terminal Gas/Electric - January	53510-222/224	\$18,765.68	
Xcel Energy	ATCT Gas/Electric - January	53515-222/224	\$2,269.43	
<i>ITALICIZED items = Tower Expenses</i>				
TOTAL			\$93,536.39	

January Credit Card Charges

EAU CLAIRE CHAMBER	Marketing	53510-327	80.00
WISCONSIN AIRPORT MGMT	Annual Membership	53510-324	850.00
TECHNIBILT LTD - WANZL	(5) Baggage Carts	53510-299	2219.46
TECHNIBILT LTD - WANZL	Sales Tax Refund	53510-299	-115.71
VOLAIRE AVIATION INC.	Airline Marketing	53510-327	287.10
PHOTO CARD SPECIALISTS	Marketing	53510-327	115.95
STAPLES	Janitorial	53510-248	159.41
STAPLES	Office Supply	53510-310	64.18
STAPLES	Marketing	53510-327	5.50
STAPLES	Order Error (credited 2/6/23)	53510-248	2.57
STAPLES	Order Error (credited 2/6/23)	53510-248	226.52
AMAZON	Marketing	53510-327	65.99
HANGAR 54 GRILL	Marketing	53510-327	25.00
AMAZON	Janitorial	53510-248	102.96
HANGAR 54 GRILL	Marketing	53510-327	40.00
GOLD CROSS ANSWERING SVC	Answering Service	53510-225	130.00
CHIPPEWA FALLS CHAMBER	Conference	53510-340	25.00
WINDCAVE INC.	Merchant Fees	53510-200	95.00
AMAZON	Building	53510-248	29.99
STAPLES	Janitorial	53510-248	233.76
PER MAR SECURITY	ATCT Building	53515-248	177.03
CROWN AWARDS INC	Marketing	53510-327	10.61
STAPLES	Office Supply	53510-310	38.90
STAPLES	Janitorial	53510-248	147.96
SP IKONIC KASES	DISPUTED CHARGE, REFUND	53510-248	-880.00
FARM & FLEET CF	Building	53510-248	12.69
FARM & FLEET CF	Grounds	53510-246	70.98
MENARDS EAU CLAIRE WEST	Building	53510-248	2.99
MENARDS EAU CLAIRE WEST	Grounds	53510-246	7.98
MOTION INDUSTRIES	Grounds	53510-246	113.62
MCCOY CF - CHIPPEWA FALLS	Coupler for John Deere Loader	53510-241	1296.62
NUSS TRUCK & EQUIPMENT	Vehicle	53510-241	75.57
HEADCO INDUSTRIES INC.	Vehicle	53510-241	93.26
FARM & FLEET CF	Vehicle	53510-241	93.36
DALCO ENTERPRISES	Janitorial	53510-248	274.05
ALLSTATE PETERBILT	DEF Fluid	53510-241	299.74
AIRPORT LIGHTING COMPANY	Airfield Bulbs	53510-246	372.29
DALCO ENTERPRISES	Floor Scrubber Repairs	53510-248	736.60
SWEETART DESSERT	Marketing	53510-327	-15.33
JOHNSON CONTROLS FIRE	Alarm Monitoring	53510-248	457.94
FARM & FLEET CF	Vehicle	53510-241	101.98
FARM & FLEET CF	Building	53510-248	30.39
FARM & FLEET CF	Grounds	53510-246	4.99
MOTION INDUSTRIES	Grounds	53510-246	-113.62
BUREAU V. NAT. ELEVATOR	ATCT Building	53515-248	82.00
AMERICAN FENCE CO	Grounds	53510-246	200.00
WAUSAU EQUIPMENT COMPANY	Grounds	53510-246	34.38
MENARDS EAU CLAIRE WEST	Building	53510-248	18.99
O'REILLY AUTO PARTS 1774	Vehicle	53510-241	20.39
FLEET PRIDE	Cylinder for Case Loader	53510-241	404.58
TOTAL			\$8,813.62

Chippewa Valley Regional Airport

2023 BUDGET COMPARISON Estimated January 31, 2023

#	Item	12 Month Budget 2023	Budget YTD Allocated	Actual as of 1/31/23 (8.33%)	Variance YTD	Balance Remaining For Year
Income			8.33%			
41110	Contrib From Eau Claire Cty	\$407,050	\$33,921	\$0	(\$33,920.83)	\$407,050.00
43790	Contrib From Chippewa Cty	\$132,890	\$11,074	\$0	(\$11,074.17)	\$132,890.00
Sub-Total Tax Revenue		\$539,940	\$44,995.00	\$0.00	(\$44,995.00)	\$539,940.00
46341	Air Terminal	\$166,319	\$13,860	\$13,347	(\$512.80)	\$152,971.94
46342	FBO	\$178,556	\$14,880	\$10,213	(\$4,666.67)	\$168,343.00
46343	Airfield	\$124,945	\$10,412	\$11,141	\$728.82	\$113,804.35
46344	Hangars	\$328,380	\$27,365	\$44,860	\$17,495.45	\$283,519.69
46345	Parking	\$149,000	\$12,417	\$13,920	\$1,503.71	\$135,079.62
46346	Rental Cars	\$80,000	\$6,667	\$13,810	\$7,143.48	\$66,189.85
46347	Badging Revenue	\$0	\$0	\$50	\$50.00	(\$50.00)
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$1,500	\$4,172	\$2,671.79	\$13,828.21
48903	Equipment Rental	\$1,200	\$100	\$0	(\$100.00)	\$1,200.00
Sub-Total Operating Revenue		\$1,046,400	\$87,200	\$111,514	\$24,313.79	\$934,887
Sub-Total Taxes and Operating Rev.		\$1,586,340.49	\$132,195.04	\$111,513.83	(\$20,681.21)	\$1,474,826.66
48691	Other Revenue	\$5,000	\$417	\$31	(\$385.67)	\$4,969.00
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$65,850	\$5,488	\$0	(\$5,487.50)	\$65,850.00
43690-91	Airport Grants	\$350,000	\$29,167	\$0	(\$29,166.67)	\$350,000.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	\$0	\$0	\$0	\$0.00	\$0.00
Sub-Total Other Revenue		\$420,850	\$35,070.83	\$31.00	(\$35,039.83)	\$420,819.00
TOTAL INCOME		\$2,007,190	\$167,265.87	\$111,544.83	(\$55,721.04)	\$1,895,645.66
Expenses						
53510-111	Salary Perm-Regular	\$411,642	\$34,304	\$51,474.59	\$17,171.09	\$360,167.41
-112	Salary Perm-OT	\$18,800	\$1,567	\$5,591.30	\$4,024.63	\$13,208.70
-114	Salary-On Call Pay	\$5,200	\$433	\$600.00	\$166.67	\$4,600.00
-121	Salary Temp Regular	\$11,352	\$946	\$2,027.05	\$1,081.05	\$9,324.95
-130	Employee Benefits	\$4,200	\$350	\$350.00	\$0.00	\$3,850.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$5,000	\$417	\$660.00	\$243.33	\$4,340.00
-142	Cnty Brd & Comm Mile	\$1,200	\$100	\$131.33	\$31.33	\$1,068.67
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$34,194	\$2,850	\$4,295.55	\$1,446.05	\$29,898.45
-152	Retirement Emplr Share	\$25,871	\$2,156	\$3,864.58	\$1,708.66	\$22,006.42
-153	HSA Contribution	\$4,500	\$375	\$0.00	(\$375.00)	\$4,500.00
-154	Hos & Health Ins	\$75,312	\$6,276	\$7,299.25	\$1,023.25	\$68,012.75
-155	Life Insurance	\$84	\$7	\$14.84	\$7.84	\$69.16
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-164	Dental Insurance	\$0	\$0	\$75.32	\$75.32	(\$75.32)
-200	Contract Svcs	\$31,820	\$2,652	\$1,740.60	(\$911.07)	\$30,079.40
-212	Attorney Fees	\$6,000	\$500	\$0.00	(\$500.00)	\$6,000.00
-213	Accounting & Audit	\$6,000	\$500	\$0.00	(\$500.00)	\$6,000.00
-221	Water & Sewer	\$59,822	\$4,985	\$0.00	(\$4,985.20)	\$59,822.40
-222	Electric	\$109,180	\$9,098	\$10,089.18	\$990.85	\$99,090.82
-224	Gas & Fuel Oil	\$55,620	\$4,635	\$8,676.50	\$4,041.50	\$46,943.50
-225	Telephone	\$4,000	\$333	\$0.00	(\$333.33)	\$4,000.00
-226	Cellular Phone	\$2,500	\$208	\$45.00	(\$163.33)	\$2,455.00
-227	Dataline/Internet	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-241	Motor Vehicle Maint	\$15,000	\$1,250	\$5.00	(\$1,245.00)	\$14,995.00
-246	Grounds Maint	\$110,000	\$9,167	\$10,129.00	\$962.33	\$99,871.00
-248	Building Maint	\$32,000	\$2,667	\$1,273.00	(\$1,393.67)	\$30,727.00
-249	Service on Machines	\$0	\$0	\$0.00	\$0.00	\$0.00
-297	Refuse Collection	\$1,800	\$150	\$0.00	(\$150.00)	\$1,800.00
-298	Laundry Services	\$4,040	\$337	\$350.29	\$13.62	\$3,689.71

#	Item	12 Month Budget 2023	Budget YTD Allocated	Actual as of 1/31/23 (8.33%)	Variance YTD	Balance Remaining For Year
-299	Sundry Contract Services	\$222,000	\$18,500	\$0.00	\$0.00	\$0.00
-310	Office Supplies	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-311	Postage and Box Rent	\$800	\$67	\$0.00	(\$66.67)	\$800.00
-313	Printing & Dup	\$800	\$67	\$0.00	(\$66.67)	\$800.00
-320	Ref Materials	\$250	\$21	\$0.00	(\$20.83)	\$250.00
-321	Publish Legal Notices	\$150	\$13	\$0.00	(\$12.50)	\$150.00
-324	Membership Dues	\$4,000	\$333	\$350.00	\$16.67	\$3,650.00
-327	Marketing	\$60,000	\$5,000	\$0.00	(\$5,000.00)	\$60,000.00
-328	Airline Recruitment	\$15,000	\$1,250	\$0.00	(\$1,250.00)	\$15,000.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$1,250	\$1,254.00	\$4.00	\$13,746.00
-366	Fire fight supplies	\$4,500	\$375	\$0.00	(\$375.00)	\$4,500.00
-377	Vehicle Fuel	\$50,000	\$4,167	\$0.00	(\$4,166.67)	\$50,000.00
-510	Insurance	\$78,369	\$6,531	\$5,013.00	(\$1,517.75)	\$73,356.00
-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	\$208	\$0.00	(\$208.33)	\$2,500.00
-310-650	Badging	\$0	\$0	\$0.00	\$0.00	\$0.00
-933	Bank Service Charges	\$7,200	\$600	\$254.67	(\$345.33)	\$6,945.33
Sub-Total Operating Expense		\$1,496,706.40	\$124,725.53	\$115,564.05	(\$9,161.48)	\$1,381,142.35
53515-221	ATCT Water-Sewer-Strmwtr	\$1,096	\$91	\$0.00	(\$91.33)	\$1,095.92
-222	ATCT Electricity	\$19,570	\$1,631	\$1,496.35	(\$134.48)	\$18,073.65
-224	ATCT Gas & Fuel Oil	\$4,244	\$354	\$773.08	\$419.45	\$3,470.52
-225	ATCT Telephone	\$1,000	\$83	\$0.00	(\$83.33)	\$1,000.00
-248	ATCT Building Maintenance	\$15,000	\$1,250	\$0.00	(\$1,250.00)	\$15,000.00
Sub-Total Tower Expense		\$40,910	\$3,409.13	\$2,269.43	(\$1,139.70)	\$38,640.09
53610-810	Capital Equipment	\$0	\$0	\$0.00	\$0.00	\$0.00
-820	Capital Improvement	\$545,000	\$45,417	\$10,121.31	(\$35,295.36)	\$534,878.69
-829	Other Capital Improvement	\$148,056	\$12,338	\$0.00	(\$12,338.00)	\$148,056.00
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		\$693,056	\$57,754.67	\$10,121.31	(\$47,633.36)	\$682,934.69
TOTAL EXPENSE		\$2,230,672	\$185,889	\$127,955	(\$57,934.54)	\$2,102,717.13
NET OPERATING INCOME		-\$223,481	(\$18,623)	(\$16,409.96)		(\$207,071.47)
<u>Cash Balance</u>						
	Per 2020 Audit Report	2,393,606				
	Per 2021 Audit Report	3,096,503				
	2022 Estimate	2,341,267				

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	\$165,981	(\$3,731.14)	\$3,731.14	\$171,114
46342	FBO	\$142,061	\$142,061	\$128,186	(\$13,874.87)	\$13,874.87	\$128,186
46343	Airfield	\$136,981	\$136,981	\$122,034	(\$14,947.36)	\$14,947.36	\$122,034
46344	Hangars	\$239,003	\$239,003	\$251,077	\$12,073.76	(\$12,073.76)	\$251,077
46345	Parking	\$106,000	\$106,000	\$180,726	\$74,725.73	(\$74,725.73)	\$180,726
46346	Rental Cars	\$122,698	\$122,698	\$198,271	\$75,572.59	(\$75,572.59)	\$198,272
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	\$1,103,542	\$131,887.29	-\$131,887	\$1,108,677
Sub-Total Taxes and Operating Rev.		\$1,506,249.00	\$1,506,249.00	\$1,638,136.29	\$131,887.29	(\$131,887.29)	\$1,643,271.21
48691	Other Revenue	\$10,000	\$10,000	\$15,048	\$5,048.41	(\$5,048.41)	\$15,048
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00	\$0
48901	PFC	\$57,070	\$57,070	\$87,871	\$30,800.64	(\$30,800.64)	\$87,871
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	\$2,402,230	\$2,402,230	\$0	(\$2,402,230.00)	\$2,402,230.00	\$0
Sub-Total Other Revenue		\$2,469,300	\$2,469,300.00	\$102,919.05	(\$2,366,380.95)	\$2,366,380.95	\$102,919
TOTAL INCOME		\$3,975,549	\$3,975,549.00	\$1,741,055.34	(\$2,234,493.66)	\$2,234,493.66	\$1,746,190
Expenses							
53510-111	Salary Perm-Regular	\$403,178	\$403,178	\$395,166.47	(\$8,011.53)	\$8,011.53	\$395,166
-112	Salary Perm-OT	\$14,814	\$14,814	\$16,564.20	\$1,750.20	(\$1,750.20)	\$16,564
-114	Salary-On Call Pay	\$5,200	\$5,200	\$5,000.00	(\$200.00)	\$200.00	\$5,000
-121	Salary Temp Regular	\$9,978	\$9,978	\$6,863.56	(\$3,114.44)	\$3,114.44	\$6,864
-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	\$3,990.00	(\$810.00)	\$810.00	\$3,990
-142	Cnty Brd & Comm Mile	\$900	\$900	\$515.00	(\$385.00)	\$385.00	\$515
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-151	Social Security	\$33,883	\$33,883	\$30,534.27	(\$3,348.73)	\$3,348.73	\$30,534
-152	Retirement Emplr Share	\$26,039	\$26,039	\$25,016.77	(\$1,022.23)	\$1,022.23	\$25,017
-153	HSA Contribution	\$5,050	\$5,050	\$4,000.00	(\$1,050.00)	\$1,050.00	\$4,000
-154	Hos & Health Ins	\$110,506	\$110,506	\$63,757.31	(\$46,748.69)	\$46,748.69	\$63,757
-155	Life Insurance	\$135	\$135	\$92.80	(\$42.20)	\$42.20	\$93
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-200	Contract Svcs	\$40,500	\$40,500	\$19,043.98	(\$21,456.02)	\$21,456.02	\$22,044
-212	Attorney Fees	\$6,000	\$6,000	\$6,917.50	\$917.50	(\$917.50)	\$7,500
-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	\$59,359.15	\$2,292.15	(\$2,292.15)	\$59,359
-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	\$3,762.12	(\$237.88)	\$237.88	\$4,000
-226	Cellular Phone	\$1,450	\$1,450	\$2,097.49	\$647.49	(\$647.49)	\$2,097
-227	Dataline/Internet	\$500	\$500	\$459.09	(\$40.91)	\$40.91	\$459
-241	Motor Vehicle Maint	\$15,000	\$15,000	\$13,522.30	(\$1,477.70)	\$1,477.70	\$15,000
-246	Grounds Maint	\$115,000	\$115,000	\$56,792.71	(\$58,207.29)	\$58,207.29	\$115,000
-248	Building Maint	\$30,000	\$30,000	\$41,009.06	\$11,009.06	(\$11,009.06)	\$42,000
-249	Service on Machines	\$500	\$500	\$0.00	(\$500.00)	\$500.00	\$0
-297	Refuse Collection	\$1,500	\$1,500	\$1,457.20	(\$42.80)	\$42.80	\$1,457
-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	\$0.00	\$0.00	\$156,250
-310	Office Supplies	\$600	\$600	\$1,202.89	\$602.89	(\$602.89)	\$1,400
-311	Postage and Box Rent	\$800	\$800	\$112.67	(\$687.33)	\$687.33	\$113
-313	Printing & Dup	\$750	\$750	\$599.25	(\$150.75)	\$150.75	\$599
-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	\$9,760.04	(\$45,239.96)	\$45,239.96	\$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	\$15,010
-366	Fire fight supplies	\$4,500	\$4,500	\$989.59	(\$3,510.41)	\$3,510.41	\$990
-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)	\$2,972
-310-650	Badging	\$0	\$0	\$4,303.96	\$4,303.96	(\$4,303.96)	\$4,304
-933	Bank Service Charges	\$0	\$0	\$6,224.82	\$6,224.82	(\$6,224.82)	\$6,225
Sub-Total Operating Expense		\$1,306,918.00	\$1,306,918.00	\$1,299,585.84	(\$7,332.16)	\$7,332.16	\$1,370,750.71
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	\$1,000.00	(\$1,000.00)	\$1,000.00	\$1,000
Sub-Total Ground Handling Expense		\$12,521	\$12,521.00	\$7,031.79	(\$5,489.21)	\$5,489.21	\$7,032
53515-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$1,030	\$1,034.48	\$4.48	(\$4.48)	\$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	\$960.00	(\$540.00)	\$540.00	\$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	\$38,780.91	\$650.91	(\$650.91)	\$41,409
53610-810	Capital Equipment	\$30,000	\$30,000	\$65,444.47	\$35,444.47	(\$35,444.47)	\$65,444
-820	Capital Improvement	\$2,275,000	\$2,275,000	\$277,600.83	(\$1,997,399.17)	\$1,997,399.17	\$598,472
-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		\$2,617,980	\$2,617,980.00	\$421,537.45	(\$2,196,442.55)	\$2,196,442.55	\$1,082,234
TOTAL EXPENSE		\$3,975,549	\$3,975,549.00	\$1,766,935.99	(\$2,208,613.01)	\$2,208,613.01	\$2,501,427
NET OPERATING INCOME		\$0	\$0	(\$25,880.65)		\$25,880.65	-\$755,236
<u>Cash Balance</u>							
	Per 2020 Audit Report	2,393,606					
	Per 2021 Audit Report	3,096,503					
	2022 Estimate	2,341,267					

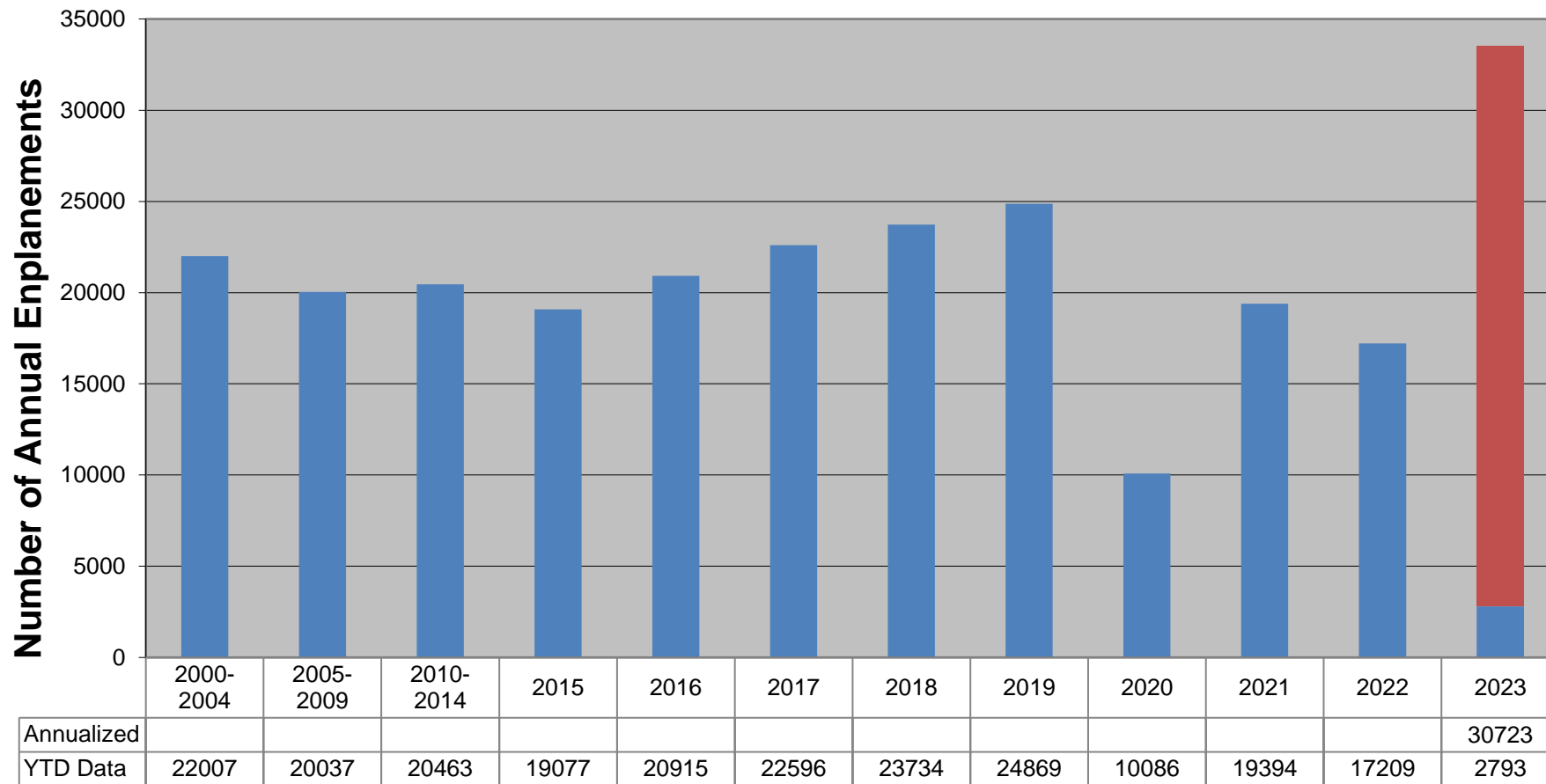
Agenda Item 5b

Chippewa Valley Regional Airport
Traffic Statistics
 January 2023

<i>AIRLINE PASSENGERS</i>	Month		% Diff.
	2023	2022	
SUN COUNTRY Enplaned	2618	1752	49%
CHARTERS Enplaned	<u>175</u>	<u>158</u>	11%
Total Enplaned	2793	1910	46%
SUN COUNTRY Deplaned	2166	1617	34%
CHARTERS Deplaned	<u>175</u>	<u>158</u>	11%
Total Deplaned	2341	1775	32%
Total Enplaned/Deplaned	5134	3685	39%

<i>SUN COUNTRY PERFORMANCE</i>	2023	2022	
Scheduled Flights/Landings	28	61	-54%
Canceled Flights			
Xnld for Wx	0	2	
Xnld for Mx	0	0	
<u>Xnld Other</u>	<u>0</u>	<u>2</u>	
Total	0	4	-100%
Total Landings	28	57	-51%
Scheduled Seats	5208	3050	

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Years

Number of Cars Rented

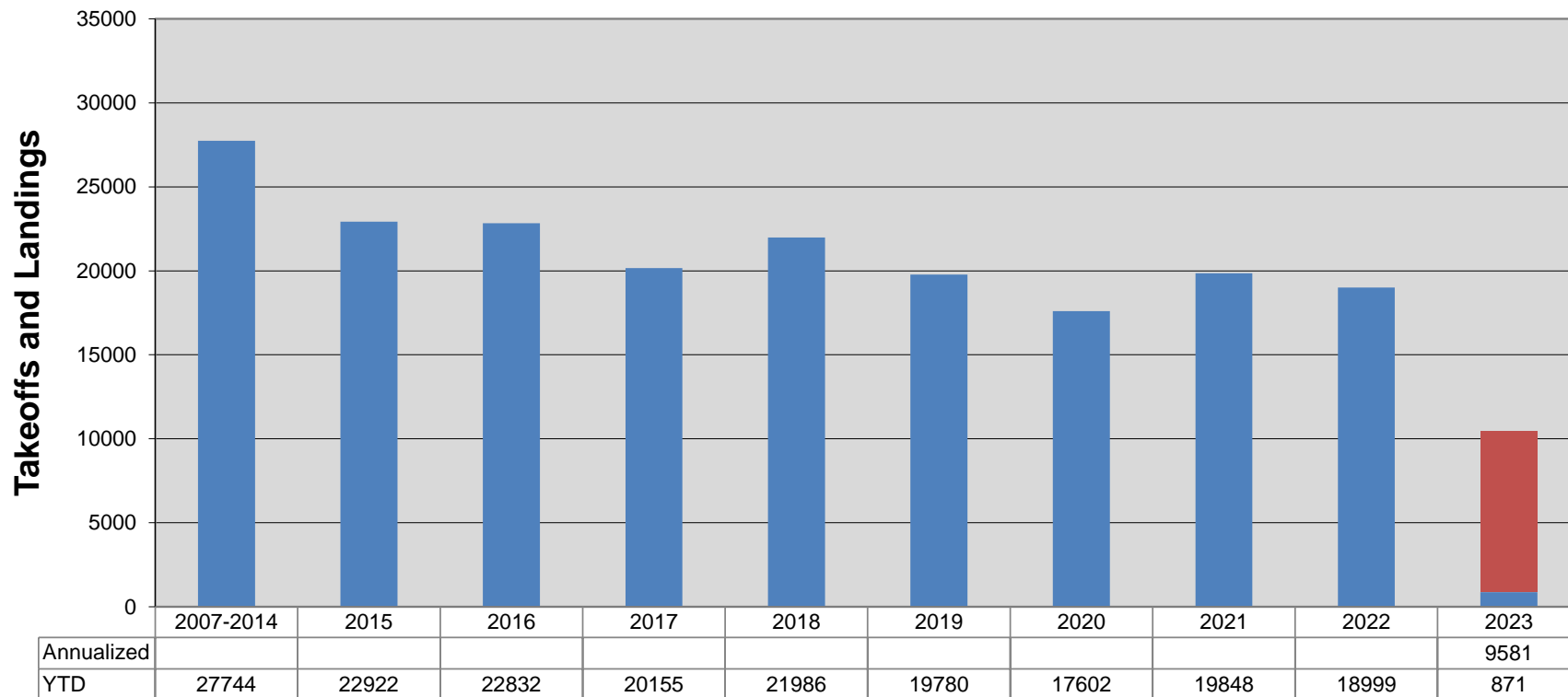
	<u>2023</u>	<u>2022</u>	23/22 % Diff.
January	379	366	4%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
YTD	379	366	4%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 January 2023

		Month		% Diff.
		2023	2022	
Itinerant	Air Carrier	53	2	2550%
	Commuter/ Air Taxi	59	205	-71%
	GA	576	748	-23%
	Military	17	29	-41%
Local	GA	160	310	-48%
	Military	<u>6</u>	<u>0</u>	#DIV/0!
TOTAL		871	1294	-33%
Overflight		56	141	

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years



CHIPPEWA COUNTY SEEKS CITIZEN APPOINTMENT FOR AIRPORT COMMISSION

Chippewa County is soliciting candidates to fill a citizen vacancy on the seven-member Chippewa Valley Regional Airport Commission. The Airport Commission is the vested authority for the construction, improvement, maintenance, operation and promotion of the airport. Interested candidates shall reside in Chippewa County and have an understanding of airports and be interested in aeronautics. In addition, commissioners shall not have a financial interest in the Airport of more than \$15,000 in any year as set forth in Wis. Stat. §946.13.

The role of the Commission is to have complete and exclusive control and management of the Airport. The Commission is charged with the safe and efficient operation and with the promotion and development of the Airport in such a manner as will facilitate and contribute to the economic well-being and growth of the Chippewa Valley Region. More specifically, the Commission will seek and promote the widest availability and use of scheduled air services, provide for the needs of general aviation and seek to encourage the development of aeronautical related enterprises on its available lands. Concurrently, the Commission will educate and inform the general populace of the Airport's services and contributions and maintain the highest standards of public relations. The Commission will also seek to minimize the tax burden on Eau Claire and Chippewa Counties by exercising fiscal prudence, maintaining fees and charges consistent with the norm of similar Wisconsin Transport Category airports and encouraging maximum utilization of the Airport's facilities and services consistent with its capacities.

Interested Chippewa County residents are required to submit a completed application form to the County Administrator's Office by Friday, February 24, 2023. [Application forms](#) are available on the County's website or you may call the County Administrator's office at 715-726-4597 to request an application.

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
8. Feb 1 – EAA Explorer Post Presentation
9. Feb 2 – Landline Media Event
10. Feb 2 – Rotary Presentation
11. Feb 6 – Hawthorne Corporate Hangar Press Release

Upcoming Events

WAMA/TDA Fly-In March 1, 2023

Chippewa Chamber Women to Women Luncheon, March 17, 2023

Pancake Breakfast, May 6, 2023

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Staffing	Annual	Feb-23	<ul style="list-style-type: none"> - Significant changes were made to job descriptions starting January 1, 2022 to better reflect current position duties and provide some growth opportunities to the maintenance team. - On-call ground handler continues to be a challenge to get shifts filled. Commissioners agreed AD should work with HR to make necessary adjustments to get positions filled.
Numbers and position descriptions		Agenda Item 7b	

**CVRA February 2023 Operational Review
Staffing (Number and Position Description)**

<u>Position</u>	<u>Number</u>	<u>Position Summary</u>
Airport Director	1	Administers, promotes, and supervises the operation, maintenance, and long range planning of the Chippewa Valley Regional Airport to ensure high standards of safety and security for its users and the cost-effective and financially sound operation of the facility. On-call 24-7
Administrative Specialist I	1	Under limited supervision, performs responsible administrative/clerical support to assist the Airport Director and Airport administrative office to ensure that the office operates efficiently. Ensures fiscal, contractual, and operational documentation are accurate and timely. Maintains records in compliance with regulations and requirements. The position is trained to assist with airport security coordinator duties and coordinates ground handling operations.
Maintenance Supervisor	1	Provides supervision, planning, direction and assistance to maintenance and custodial staff to maintain Airport buildings and grounds, equipment, machinery, and furnishings in good repair and in a clean, orderly, and safe condition. This position is required to train on aircraft rescue and firefighting equipment and respond in an emergency. Shift: 7:30am-4pm (M-F)/On-call 24-7
Lead Maintenance Tech	2FT	Leads the operation in the absence of the maintenance supervisor; provides oversight of custodian or custodian contractor; completes training and acts as Alternate Airport Security Coordinator; performs maintenance and custodial duties to insure Airport facilities and equipment are in good repair and in a clean, orderly and safe condition; ensures federal aviation regulations are followed. This position is also required to train on aircraft rescue and firefighting equipment and respond in an emergency. Shifts: 1:30pm-12am (Th-Su), 4:30am-12pm (Sa-Su) and 3:30pm-12am (M-W).
Maintenance Tech II	1 FT/1 PT/ 2 On Call	Performs maintenance and custodial duties to insure Airport facilities and equipment are in good repair and in a clean, orderly and safe condition. This position is also required to train on aircraft rescue and firefighting equipment and respond in an emergency. The part time shift for this position is 4am-8am (M-F) and the new full time position will work nights and every other weekend. This position was expanded in 2019 to also include on-call workers that are ARFF trained and can help year round.
Maintenance Tech I	2 On Call/ Seasonal	Performs maintenance and custodial duties to insure Airport facilities and equipment are in good repair and in a clean, orderly and safe condition. This on-call position was created to assist with snow removal and special projects. These positions are not ARFF trained.
Custodian	1 PT	Performs custodial duties to maintain the Airport terminal, grounds, and other Airport buildings in a clean, orderly, and safe condition. Primary focus is on airport terminal. This is a part time position limited to 16 hours per week.