

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, May 19, 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](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. **April 21, 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**
    - Clark County Forestry Letter
    - Airport Quarterly Report
    - Aecom Proposal
    - 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
- Corporate Hangar Construction – FY21
- South Hangar Construction – FY23
- Terminal Tile Replacement – FY23
- Terminal Parking Lot Addition – FY23

**1. Discussion/Action**

**8. Previous Business:**

- a. 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: Hangar Lease for New Hangar Construction**

**1. Discussion/Action**

**9. New Business:**

- a. Approval to Proceed with South Hangar Area Paving**

**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, April 21, 2023, 7:30 a.m.**  
**Airport Terminal Conference Room**  
**3800 Starr Ave, Eau Claire, WI**

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

**MEMBERS ABSENT:** David Hirsch

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

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:33 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoelt, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes:**
  - a. **February 17, 2023 Regular Commission Meeting:**

**On a motion by Com. Wells, seconded by Com. Hull, the minutes of the February 17, 2023, 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. Bowe, seconded by Com. Wells, the expense vouchers for February were approved as submitted.**  
*(Ayes 6-Nayes 0)*

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

Airline Enplanements are up for the months of February and March over 2022.
    - **Car Rental Operations**

Cars rented are up for the months of February and March over 2022.

- **Tower Operations**

Tower Operations are up for the months of February and March over 2022.

- c. **Hangar Occupancy:** There are currently three t-hangar vacancies and approximately a dozen names on the box hangar waiting lists. Two of the t-hangars have leases that will begin May 1<sup>st</sup>.

6. **Public Comment Period:** Heather DeLuka inquired about when the next Master Plan Public Meetings will take place. The next public meeting is currently scheduled for August.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Ownership and Operation Agreement:** The Airport Director noted that both the Eau Claire and Chippewa County Boards unanimously approved the next 5-year Airport Ownership and Operation Agreement. This agreement begins 1/1/2024 and the funding to the airport in the new agreement will not increase over the 2023 funding amount for the entire 5-year term of the new agreement.
- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Airport CY2022 Annual Report:** The Commission reviewed the Airport CY2022 Annual Report.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The April Operational Review was for Grounds Maintenance. Commissioners suggested sharing the snow removal priority list with hangar tenants.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Pavement removal and replacement is proposed to take place overnight during 1 weekend in June.
- **AIP 49 - ARFF Building Reconstruct– FY22:** Project is nearly completed with final inspections to be done in April.
- **AIP 50 - Master Plan Update – FY22:** In progress. The next public meeting is currently scheduled for August.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update.
- **Airport Parking Equipment Replacement – FY22:** Completed.
- **Corporate Hangar Construction – FY22:** In progress with the current schedule showing completion in early June.
- **South Hangar Construction – FY22:** The South Ramp hangar construction project is currently out for bid as is the multi-unit project.

- **Terminal Parking Lot Addition – FY22:**  
**On a motion by Com. Wells, seconded by Com. Bowe, the Commission approved proceeding with the proposal to pave the parking lot addition and install the infrastructure and equipment for the second exit lane.**  
*(Ayes 6-Nayes 0)*

**8. Previous Business:**

- Airport Recognition Program Quarter 1 - 2023 Award:** Commissioners selected Wyatt George from the Chippewa Valley Regional Airport as the Quarter 1 - 2023 Recognition Program recipient. He was nominated for going the extra mile to help retrieve some misplaced rental car keys.

**9. New Business:**

- Rally for Air Service Membership:** The Airport Director discussed the Rally for Air Service Membership and the benefits and description of the group.

**On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the Rally for Air Service Membership.**

*(Ayes 6-Nayes 0)*

- 2023 Airport Marketing Plan:** The Airport Director discussed the 2023 Airport Marketing Plan.

**On a motion by Com. Bowe, seconded by Com. Hull, the Commission approved the 2023 Airport Marketing Plan as submitted.**

*(Ayes 6-Nayes 0)*

**10. Discuss Future Agenda Items:** Hangar Project Bids and Mayo Lease

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for May 19<sup>th</sup>, June 16 and July 21.

**12. Adjournment:**

**On a motion by Com. Bowe, seconded by Com. Hoeft, the meeting was adjourned at 8:45 am.**

*(Ayes 6-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary

Advance Media	Digital Marketing, April	53510-327	\$5,932.67
CBS Squared	Design/construction fees, 48x48 Hangars	53510-820	\$12,736.40
CBS Squared	Design/construction fees, South Ramp Hangar	53510-820	\$36,033.31
Cintas	Uniforms & Towels	53510-298	\$360.55
<i>Data Center Systems, Inc.</i>	<i>ATCT A/C Headmaster Replacement IT Room</i>	<i>53515-248</i>	<i>\$1,000.00</i>
H & R Electric	Circuit/Motor Starter for De-icing Pump	53510-246	\$1,252.00
I Am Responding	Emergency Dispatch Services	53510-366	\$305.00
JM Janitorial	Janitorial Services, April	53510-200	\$909.00
Mead & Hunt	Terminal Exterior Tile Design	53510-820	\$980.00
Parker Technology	Parking Intercom Calls, May-Dec./April Overages	53510-200	\$1,405.12
Superior Forestry Service	Tree Planting Project, Clark County	53510-829	\$18,598.90
TAPCO	Parking Controls Replacement - FINAL	53510-820	\$10,000.00
WI Scale	Airline Scale Calibration	53510-248	\$263.91
Xcel Energy	Terminal Gas/Electric - April	53510-222/224	\$10,936.19
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - April</i>	<i>53515-222/224</i>	<i>\$1,929.55</i>
<i>ITALICIZED items = Tower Expenses</i>		<b>TOTAL</b>	<b><u>\$102,642.60</u></b>

**April Credit Card Charges**

ROCKBOT	Marketing	53510-327	30.00
AAAE	Membership	53510-324	275.00
AAAE	Tower Association Membership	53510-324	1500.00
VOLAIRE AVIATION INC.	Air Service, April	53510-328	1500.00
VOLAIRE AVIATION INC.	Marketing	53510-327	2000.00
VAN ERT ELECTRIC CO INC	Manhole work, Parking Lot Expansion	53510-820	2900.00
AMAZON	REFUND	53510-248	-149.99
EBAY	Vehicles	53510-241	93.72
USPS.COM POSTAL STORE	Postage	53510-311	23.75
STAPLES	REFUND	53510-248	-32.32
AMAZON	Office Equipment - chair	53510-813	150.96
AMAZON	Office Equipment - ARFF tv	53510-813	339.99
HANGAR 54 GRILL	Marketing	53510-327	25.00
THE WEBSTAIRANT STORE INC	Building	53510-248	43.86
PHOTO CARD SPECIALISTS	Building	53510-327	36.95
GOLD CROSS ANSWERING SVC	Answering Service	53510-225	120.00
ZIGGY'S VACUUM CENTER	Building	53510-248	49.95
WINDCAVE INC.	Merchant Fees	53510-200	95.00
DALCO ENTERPRISES	Building	53510-248	100.89
EAU CLAIRE CHAMBER	Marketing	53510-327	370.00
AMAZON	Office Equipment	53510-813	33.87
AMAZON	Marketing	53510-327	175.45
<i>PER MAR SECURITY</i>	<i>ATCT Monitoring</i>	<i>53515-248</i>	<i>177.03</i>
CHIPPEWA FALLS CHAMBER	Marketing	53510-327	550.00
DALCO ENTERPRISES	Building	53510-248	23.34
THE BED BATH & DRAPERY	Building	53510-248	200.00
NASSCO INC.	Janitorial	53510-248	272.89
HANGAR 54 GRILL	Marketing	53510-327	10.00
CROWN AWARDS INC	Marketing	53510-327	9.97
GOODIN COMPANY	Grounds	53510-246	5.37
BULBS DEPOT	Building	53510-248	162.05
KALBRO INC - PRESTOLITE	MB5 Starter	53510-241	408.24
MENARDS EAU CLAIRE EAST	Grounds	53510-246	5.59
MENARDS EAU CLAIRE EAST	Building	53510-248	2.91
MENARDS EAU CLAIRE EAST	Building	53510-248	49.66
BULBS DEPOT	Building	53510-248	162.05
STAPLES	Janitorial	53510-248	446.16
MENARDS EAU CLAIRE WEST	Vehicles	53510-241	74.94
MENARDS EAU CLAIRE WEST	Building	53510-248	63.94
WAUSAU EQUIPMENT CO	SnoGo Shear Pins	53510-246	871.67
MENARDS EAU CLAIRE EAST	Grounds	53510-246	32.67
MENARDS EAU CLAIRE WEST	Grounds	53510-246	21.78
CASPER'S TRUCK EQUIPMENT	Box Blade	53510-246	1020.00
SHERWIN WILLIAMS 703221	Building	53510-248	75.78
AMAZON	Building	53510-248	67.96
MCCOY CF - CHIPPEWA FALLS	Henke Plow Pins	53510-246	376.32
AMAZON	Building	53510-248	21.97
BULBS DEPOT	Terminal Bulbs	53510-248	314.15
		<b>TOTAL</b>	<b><u>\$15,108.52</u></b>

## Chippewa Valley Regional Airport

### 2023 BUDGET COMPARISON Estimated April 30, 2023

#	Item	12 Month Budget 2023	Budget YTD Allocated	Actual as of 4/30/23 (33.33%)	Variance YTD	Balance Remaining For Year
<b>Income</b>				33.33%		
41110	Contrib From Eau Claire Cty	\$407,050	\$135,683	\$135,683	(\$0.00)	\$271,366.67
43790	Contrib From Chippewa Cty	\$132,890	\$44,297	\$66,445	\$22,148.33	\$66,445.00
Sub-Total Tax Revenue		\$539,940	\$179,980.00	\$202,128.33	\$22,148.33	\$337,811.67
46341	Air Terminal	\$166,319	\$55,440	\$62,698	\$7,258.22	\$103,621.15
46342	FBO	\$178,556	\$59,519	\$40,852	(\$18,666.67)	\$137,704.00
46343	Airfield	\$124,945	\$41,648	\$42,926	\$1,277.29	\$82,019.56
46344	Hangars	\$328,380	\$109,460	\$131,381	\$21,920.90	\$196,999.20
46345	Parking	\$149,000	\$49,667	\$68,415	\$18,748.80	\$80,584.53
46346	Rental Cars	\$80,000	\$26,667	\$58,886	\$32,219.27	\$21,114.06
46347	Badging Revenue	\$0	\$0	\$1,360	\$1,360.00	(\$1,360.00)
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$6,000	\$9,047	\$3,047.46	\$8,952.54
48903	Equipment Rental	\$1,200	\$400	\$400	\$0.00	\$800.00
<b>Sub-Total Operating Revenue</b>		<b>\$1,046,400</b>	<b>\$348,800</b>	<b>\$415,965</b>	<b>\$67,165.29</b>	<b>\$630,435</b>
<b>Sub-Total Taxes and Operating Rev.</b>		<b>\$1,586,340.49</b>	<b>\$528,780.16</b>	<b>\$618,093.78</b>	<b>\$89,313.62</b>	<b>\$968,246.71</b>
48691	Other Revenue	\$5,000	\$1,667	\$655	(\$1,011.75)	\$4,345.08
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$65,850	\$21,950	\$30,177	\$8,226.86	\$35,673.14
43690-91	Airport Grants	\$350,000	\$116,667	\$0	(\$116,666.67)	\$350,000.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00
49300	Airport Fund Balance Applied	\$223,481	\$74,494	\$0	(\$74,493.67)	\$223,481.00
<b>Sub-Total Other Revenue</b>		<b>\$644,331</b>	<b>\$214,777.00</b>	<b>\$30,831.78</b>	<b>(\$183,945.22)</b>	<b>\$613,499.22</b>
<b>TOTAL INCOME</b>		<b>\$2,230,671</b>	<b>\$743,557.16</b>	<b>\$648,925.56</b>	<b>(\$94,631.60)</b>	<b>\$1,581,745.93</b>
<b>Expenses</b>						
53510-111	Salary Perm-Regular	\$411,642	\$137,214	\$131,831.29	(\$5,382.71)	\$279,810.71
-112	Salary Perm-OT	\$18,800	\$6,267	\$8,976.48	\$2,709.81	\$9,823.52
-114	Salary-On Call Pay	\$5,200	\$1,733	\$1,600.00	(\$133.33)	\$3,600.00
-121	Salary Temp Regular	\$11,352	\$3,784	\$3,452.04	(\$331.96)	\$7,899.96
-130	Employee Benefits	\$4,200	\$1,400	\$1,400.00	\$0.00	\$2,800.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$5,000	\$1,667	\$660.00	(\$1,006.67)	\$4,340.00
-142	Cnty Brd & Comm Mile	\$1,200	\$400	\$148.15	(\$251.85)	\$1,051.85
-150	Health Ins Incentive	\$0	\$0	\$0.00	\$0.00	\$0.00
-151	Social Security	\$34,194	\$11,398	\$10,388.18	(\$1,009.82)	\$23,805.82
-152	Retirement Emplr Share	\$25,871	\$8,624	\$9,542.28	\$918.61	\$16,328.72
-153	HSA Contribution	\$4,500	\$1,500	\$1,312.50	(\$187.50)	\$3,187.50
-154	Hos & Health Ins	\$75,312	\$25,104	\$29,197.00	\$4,093.00	\$46,115.00
-155	Life Insurance	\$84	\$28	\$29.68	\$1.68	\$54.32
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-164	Dental Insurance	\$0	\$0	\$301.28	\$301.28	(\$301.28)
-200	Contract Svcs	\$31,820	\$10,607	\$9,137.36	(\$1,469.31)	\$22,682.64
-212	Attorney Fees	\$6,000	\$2,000	\$0.00	(\$2,000.00)	\$6,000.00
-213	Accounting & Audit	\$6,000	\$2,000	\$0.00	(\$2,000.00)	\$6,000.00
-221	Water & Sewer	\$59,822	\$19,941	\$13,513.40	(\$6,427.40)	\$46,309.00
-222	Electric	\$109,180	\$36,393	\$39,045.11	\$2,651.78	\$70,134.89
-224	Gas & Fuel Oil	\$55,620	\$18,540	\$23,566.35	\$5,026.35	\$32,053.65
-225	Telephone	\$4,000	\$1,333	\$380.00	(\$953.33)	\$3,620.00
-226	Cellular Phone	\$2,500	\$833	\$444.22	(\$389.11)	\$2,055.78
-227	Dataline/Internet	\$500	\$167	\$0.00	(\$166.67)	\$500.00
-241	Motor Vehicle Maint	\$15,000	\$5,000	\$3,014.82	(\$1,985.18)	\$11,985.18
-246	Grounds Maint	\$110,000	\$36,667	\$22,349.88	(\$14,316.79)	\$87,650.12
-248	Building Maint	\$32,000	\$10,667	\$12,163.50	\$1,496.83	\$19,836.50
-249	Service on Machines	\$0	\$0	\$0.00	\$0.00	\$0.00
-297	Refuse Collection	\$1,800	\$600	\$1,437.98	\$837.98	\$362.02
-298	Laundry Services	\$4,040	\$1,347	\$1,272.77	(\$73.90)	\$2,767.23

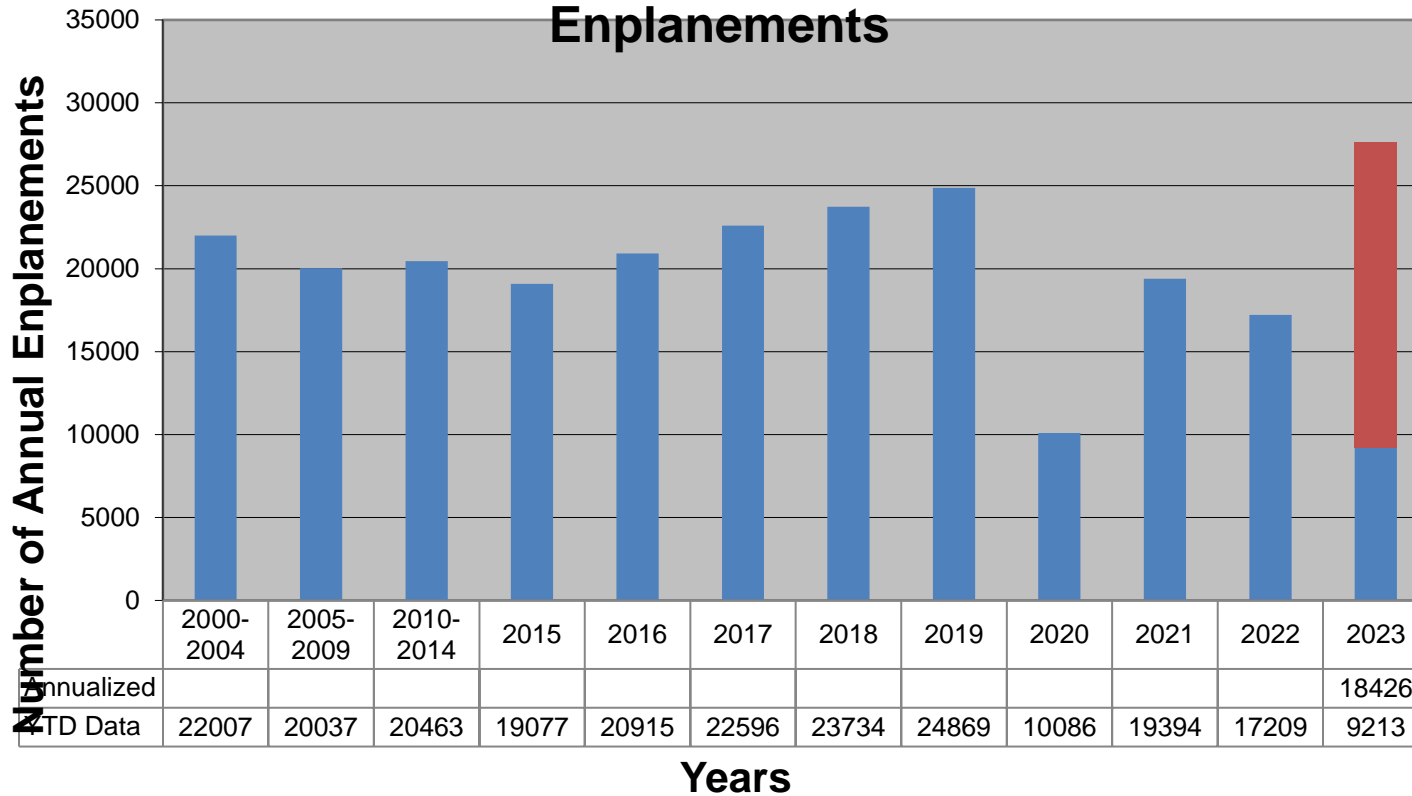
#	Item	12 Month Budget 2023	Budget YTD Allocated	Actual as of 4/30/23 (33.33%)	Variance YTD	Balance Remaining For Year
-299	Sundry Contract Services	\$222,000	\$74,000	\$7,900.64	\$0.00	\$0.00
-310	Office Supplies	\$500	\$167	\$73.79	(\$92.88)	\$426.21
-311	Postage and Box Rent	\$800	\$267	\$0.00	(\$266.67)	\$800.00
-313	Printing & Dup	\$800	\$267	\$0.00	(\$266.67)	\$800.00
-320	Ref Materials	\$250	\$83	\$0.00	(\$83.33)	\$250.00
-321	Publish Legal Notices	\$150	\$50	\$0.00	(\$50.00)	\$150.00
-324	Membership Dues	\$4,000	\$1,333	\$1,200.00	(\$133.33)	\$2,800.00
-327	Marketing	\$60,000	\$20,000	\$16,240.36	(\$3,759.64)	\$43,759.64
-328	Airline Recruitment	\$15,000	\$5,000	\$6,000.00	\$1,000.00	\$9,000.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$5,000	\$3,012.09	(\$1,987.91)	\$11,987.91
-366	Fire fight supplies	\$4,500	\$1,500	\$305.00	(\$1,195.00)	\$4,195.00
-377	Vehicle Fuel	\$50,000	\$16,667	\$27,069.00	\$10,402.33	\$22,931.00
-510	Insurance	\$78,369	\$26,123	\$18,965.21	(\$7,157.79)	\$59,403.79
-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	\$833	\$3,274.76	\$2,441.43	(\$774.76)
-310-650	Badging	\$0	\$0	\$904.00	\$904.00	(\$904.00)
-933	Bank Service Charges	\$7,200	\$2,400	\$2,089.86	(\$310.14)	\$5,110.14
<b>Sub-Total Operating Expense</b>		<b>\$1,496,706.40</b>	<b>\$498,902.13</b>	<b>\$412,198.98</b>	<b>(\$86,703.15)</b>	<b>\$1,084,507.42</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,096	\$365	\$261.68	(\$103.63)	\$834.24
-222	ATCT Electricity	\$19,570	\$6,523	\$6,399.80	(\$123.53)	\$13,170.20
-224	ATCT Gas & Fuel Oil	\$4,244	\$1,415	\$2,115.35	\$700.82	\$2,128.25
-225	ATCT Telephone	\$1,000	\$333	\$0.00	(\$333.33)	\$1,000.00
-248	ATCT Building Maintenance	\$15,000	\$5,000	\$4,916.40	(\$83.60)	\$10,083.60
<b>Sub-Total Tower Expense</b>		<b>\$40,910</b>	<b>\$13,636.51</b>	<b>\$13,693.23</b>	<b>\$56.72</b>	<b>\$27,216.29</b>
53610-810	Capital Equipment	\$0	\$0	\$0.00	\$0.00	\$0.00
-820	Capital Improvement	\$545,000	\$181,667	\$87,482.32	(\$94,184.35)	\$457,517.68
-829	Other Capital Improvement	\$148,056	\$49,352	\$41,827.64	(\$7,524.36)	\$106,228.36
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
<b>Sub-Total Capital Expense</b>		<b>\$693,056</b>	<b>\$231,018.67</b>	<b>\$129,309.96</b>	<b>(\$101,708.71)</b>	<b>\$563,746.04</b>
<b>TOTAL EXPENSE</b>		<b>\$2,230,672</b>	<b>\$743,557</b>	<b>\$555,202</b>	<b>(\$188,355.14)</b>	<b>\$1,675,469.75</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>(\$0)</b>	<b>\$93,723.39</b>		<b>(\$93,723.82)</b>



Chippewa Valley Regional Airport  
**Traffic Statistics**  
 April 2023

<i>AIRLINE PASSENGERS</i>	<b>Month</b>		% Diff.	<b>Year to date</b>		% Diff.
	<b>2023</b>	<b>2022</b>		<b>2023</b>	<b>2022</b>	
EAU-ORD	0	1537		0	6985	
EAU-MSP	876	0		2970	0	
EAU-RSW	451	0		4425	0	
EAU-MCO	<u>348</u>	<u>0</u>		348	0	
CHARTERS Enplaned				<u>594</u>	<u>596</u>	
Total Enplaned	1675	1537	9%	8337	7581	10%
ORD-EAU	0	1357		0	6744	
MSP-EAU	531	0		2893	0	
RSW-EAU	785	0		4604	0	
MCO-EAU	<u>369</u>	<u>0</u>		369	0	
CHARTERS Deplaned				<u>594</u>	<u>596</u>	
Total Deplaned	1685	1357	24%	8460	7340	15%
<b>Total Enplaned/Deplaned</b>	<b>3360</b>	<b>2894</b>	<b>16%</b>	<b>16797</b>	<b>14921</b>	<b>13%</b>
<i>AIRLINE PERFORMANCE</i>	<b>2023</b>	<b>2022</b>		<b>2023</b>	<b>2022</b>	
Scheduled Flights/Landings	24	52	-54%	103	222	-54%
Canceled Flights						
Xnld for Wx	0	2		1	8	
Xnld for Mx	0	0		0	0	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>2</u>	
<b>Total</b>	<b>0</b>	<b>2</b>	<b>-100%</b>	<b>1</b>	<b>10</b>	<b>-90%</b>
Total Landings	24	50	-52%	102	212	-52%
Total Inbound Seats	4464	2500	79%	18972	10600	
<i>LANDLINE PASSENGERS</i>						
<u>Leg O&amp;D</u>	<u>Month</u>	<u>Total</u>				
EAU-MSP	April	302				
MSP-EAU	April	<u>261</u>				
	<b>TOTAL</b>	<b>563</b>				

## Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Annualized												18426
YTD Data	22007	20037	20463	19077	20915	22596	23734	24869	10086	19394	17209	9213

**Years**

Number of Cars Rented

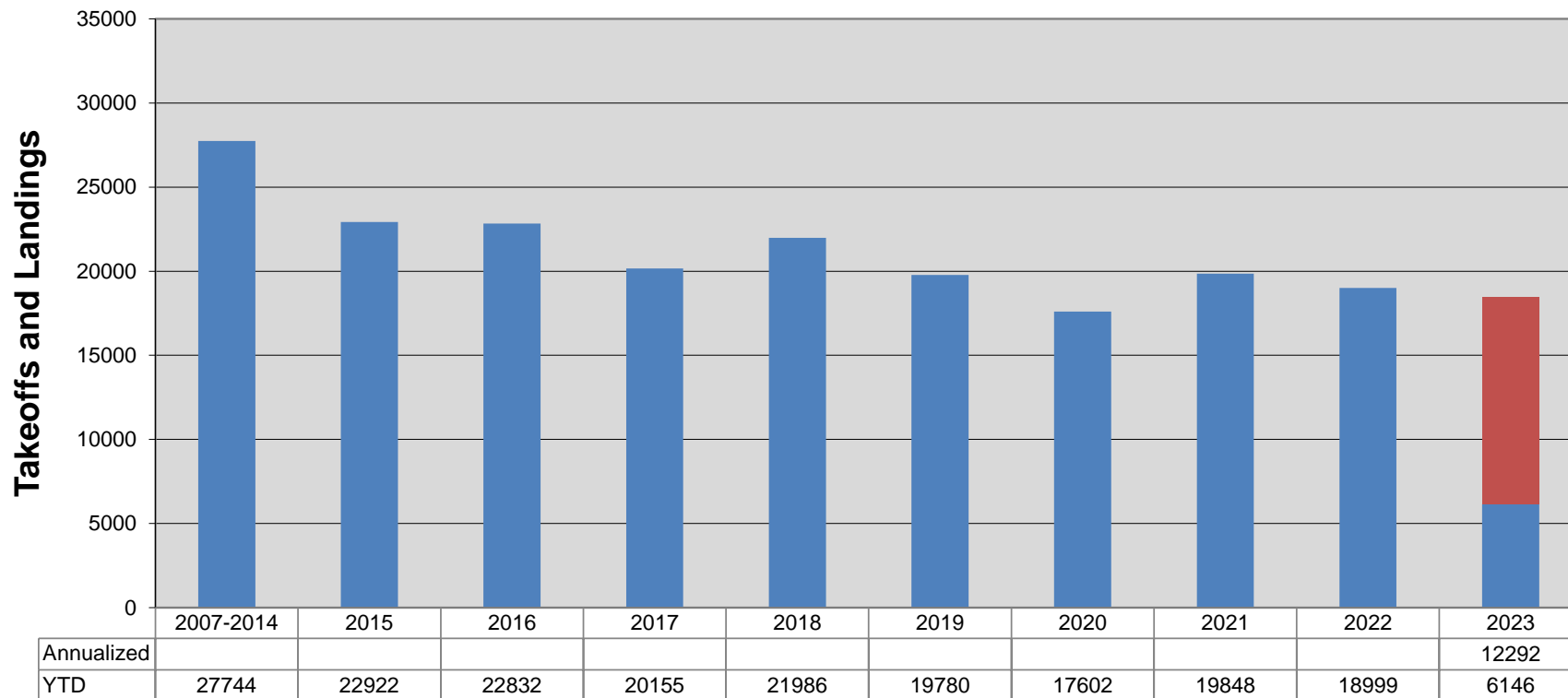
	<u>2023</u>	<u>2022</u>	23/22 % Diff.
January	379	366	4%
February	348	239	46%
March	486	455	7%
April	417	396	5%
May			
June			
July			
August			
September			
October			
November			
December			
YTD	<b>1630</b>	<b>1456</b>	12%

Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 April 2023

		Month		% Diff.	Year to date		% Diff.
		2023	2022		2023	2022	
Itinerant	Air Carrier	43	4	975%	182	18	911%
	Commuter/ Air Taxi	144	120	20%	428	641	-33%
	GA	1062	882	20%	3784	3280	15%
Local	Military	23	30	-23%	118	119	-1%
	GA	414	132	214%	1604	880	82%
	Military	<u>4</u>	<u>6</u>	-33%	<u>30</u>	<u>12</u>	150%
<b>TOTAL</b>		1690	1174	44%	6146	4950	24%

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



**Years**



## FORESTRY and PARKS DEPARTMENT

CLARK COUNTY COURTHOUSE  
517 COURT ST., ROOM 103, NEILLSVILLE, WISCONSIN 54456  
715-743-5140  
[www.clarkcountywi.gov](http://www.clarkcountywi.gov)

May 11, 2023

Chippewa Valley Regional Airport  
Attn: Charity Zich  
3800 Starr Ave  
Eau Claire, WI 54703

Dear Chippewa Valley Regional Airport Commission,

On behalf of the Clark County Forestry & Parks Department and supervising Committee, I would like to thank you for your generous donation and support towards our tree planting program. Your foresight and dedication to maintaining and enhancing our local forest ecosystems is something to be proud of. While many organizations and companies talk about protecting the environment, it is often difficult to identify where they are making a difference. Your contribution towards the planting of 242,000 tree seedlings on 300 acres of publicly owned lands is a substantial investment for future generations that will continue to enjoy our local forests. Furthermore, your contribution helps ease the pain of ever increasing budget constraints for a very rural county and community.

Thank you again, and if you would like visit some of the sites, We would be more than happy to give you a tour and answer any questions you may have. Please, don't hesitate to reach out to the department.

With great thanks and appreciation,

A handwritten signature in cursive script that reads "Curtiss Lindner".

Curtiss Lindner  
Administrator



QUARTER 1 2023

# Airport

<b>SELECTED PERFORMANCE MEASURES</b>	
Number of Revenue Passenger Enplanements/Deplanements	13,949
Aircraft Operations During Tower Hours	4,456
<b>SUMMARY OF CURRENT ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>▪ Airport Master Plan Update</li> <li>▪ Airport fence replacement project Phase I construction</li> <li>▪ Completing punch list for parking system replacement</li> <li>▪ Planning work for multiple State and Federal funded projects</li> <li>▪ Bidding for 2023 hangar construction</li> <li>▪ Coordination for ongoing construction projects</li> <li>▪ Airport Security Plan updates</li> <li>▪ Ongoing airport badging program</li> <li>▪ New air service marketing</li> <li>▪ Work on new Airport PFC application</li> <li>▪ Airport Operating Agreement Renewal</li> <li>▪ Bidding for Airport fire truck and ancillary equipment</li> <li>▪ Airport terminal exterior tile replacement</li> <li>▪ Updating new system for tracking repairs and preventative maintenance</li> <li>▪ Airport fence replacement project Phase II plans and specifications</li> </ul>	
<b>ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS</b>	
<ul style="list-style-type: none"> <li>▪ Continued impacts to air service resulting from shortage of aviation workers</li> <li>▪ Challenges with capital improvement projects due to high construction costs and material delays</li> <li>▪ Concerns about the impact of fuel price and interest rates on general aviation activity</li> </ul>	
<b>CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>▪ Highway assistance with parking lot expansion</li> <li>▪ Coordinate using Facilities program for tracking repairs and preventative maintenance</li> <li>▪ State and Federal legislation advocacy with Wisconsin Airport Management Association</li> </ul>	
<b>GOALS FOR NEXT QUARTER</b>	
<ul style="list-style-type: none"> <li>▪ Complete parking expansion</li> <li>▪ Finalize grant applications for 2023 hangar construction</li> <li>▪ Finalize lease negotiations for new hangar construction</li> <li>▪ Air service promotion</li> <li>▪ Complete ARFF building project</li> <li>▪ Finalize grant application for replacement Airport fire truck</li> <li>▪ Complete application for new PFC collection</li> <li>▪ Bid airport fence replacement project Phase II construction</li> </ul>	

# Eau Claire County - Airport

## Quarterly Department Report - Summary

For Period Ending: Q1, 2023

Page: 1/1

Date Ran: 4/28/23

### 70 - Airport

Fund	Revenue:	Orig Budget 2023	Adj Budget 2023	Q1 2023	Q2 2023	Q3 2023	Q4 2023	YTD 2023	% of Budget
602	01-Tax Levy	407,050	407,050	101,763	0	0	0	101,763	25.00%
	04-Intergovernment Grants and Aid	482,890	482,890	66,445	0	0	0	66,445	13.76%
	06-Public Charges for Services	1,027,201	1,027,201	214,548	0	0	0	214,548	20.89%
	09-Other Revenue	90,050	90,050	22,722	0	0	0	22,722	25.23%
	11-Fund Balance Applied	223,481	223,481	0	0	0	0	0	0.00%

<b>Total Revenue - Airport</b>	<b>\$2,230,672</b>	<b>\$2,230,672</b>	<b>\$405,478</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$405,478</b>	<b>18.18%</b>
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Fund	Expenditures:	Orig Budget 2023	Adj Budget 2023	Q1 2023	Q2 2023	Q3 2023	Q4 2023	YTD 2023	% of Budget
602	01-Regular Wages	-428,194	-428,194	-87,468	0	0	0	-87,468	20.43%
	02-OT Wages	-18,800	-18,800	-7,252	0	0	0	-7,252	38.58%
	03-Payroll Benefits	-150,361	-150,361	-36,942	0	0	0	-36,942	24.57%
	04-Contracted Services	-701,192	-701,192	-90,527	0	0	0	-90,527	12.91%
	05-Supplies & Expenses	-158,200	-158,200	-44,342	0	0	0	-44,342	28.03%
	07-Fixed Charges	-78,369	-78,369	-18,965	0	0	0	-18,965	24.20%
	09-Equipment	-695,556	-695,556	-25,463	0	0	0	-25,463	3.66%

<b>Total Expense - Airport</b>	<b>-\$2,230,672</b>	<b>-\$2,230,672</b>	<b>-\$310,960</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$310,960</b>	<b>13.94%</b>
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<b>Net Surplus/(-Deficit) - Airport</b>	<b>\$0</b>	<b>\$0</b>	<b>\$94,518</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$94,518</b>
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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
12. Feb 8 – EAA Fence Meeting
13. Feb 13 – ECC Parks and Forest Committee Meeting
14. Feb 16 – Master Plan Open House
15. Mar 1 – WAMA/TDA Fly-In
16. Mar 6 – Chippewa Herald Interview
17. Mar 7 – Sun Country Meeting
18. Mar 13 – Airport Neighborhood Association Meeting
19. Mar 14 – Runway Safety Action Team Meeting
20. Mar 16 – Chippewa Chamber Women to Women Panel
21. Apr 11 – Airport Newsletter
22. Apr 11 – ECC Administration Committee
23. Apr 11 – CC Executive Committee
24. Apr 13 – ECC Finance and Budget Committee
25. Apr 18 – Chippewa County Board Meeting
26. Apr 18 – Eau Claire County Board Meeting
27. Apr 21 – MCO Inaugural Flight Kickoff
28. Apr 24 – Boy Scout Tour
29. Apr 26 – ChiHi Virtual Tours
30. Apr 27 – School Tour
31. May 6 – Pancake Breakfast
32. May 8 – Airport Post Season Snow Meeting
33. May 9 – CCEDC Job Fair in Terminal Parking Lot
34. May 11 – WAMA Legislative Day
35. May 15 – School Tour

Upcoming Events

LAS Inaugural Flight, August 11

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Airport Security	Annual	May-23	Agenda Item 7b
Perimeter Fence	Annual		
Technology	Annual		
			No action items were taken on this operational review.

**CVRA Strategic Plan**

**May 2023 Operational Review**

**Airport Security, Perimeter Fence, Technology**

Airport Security

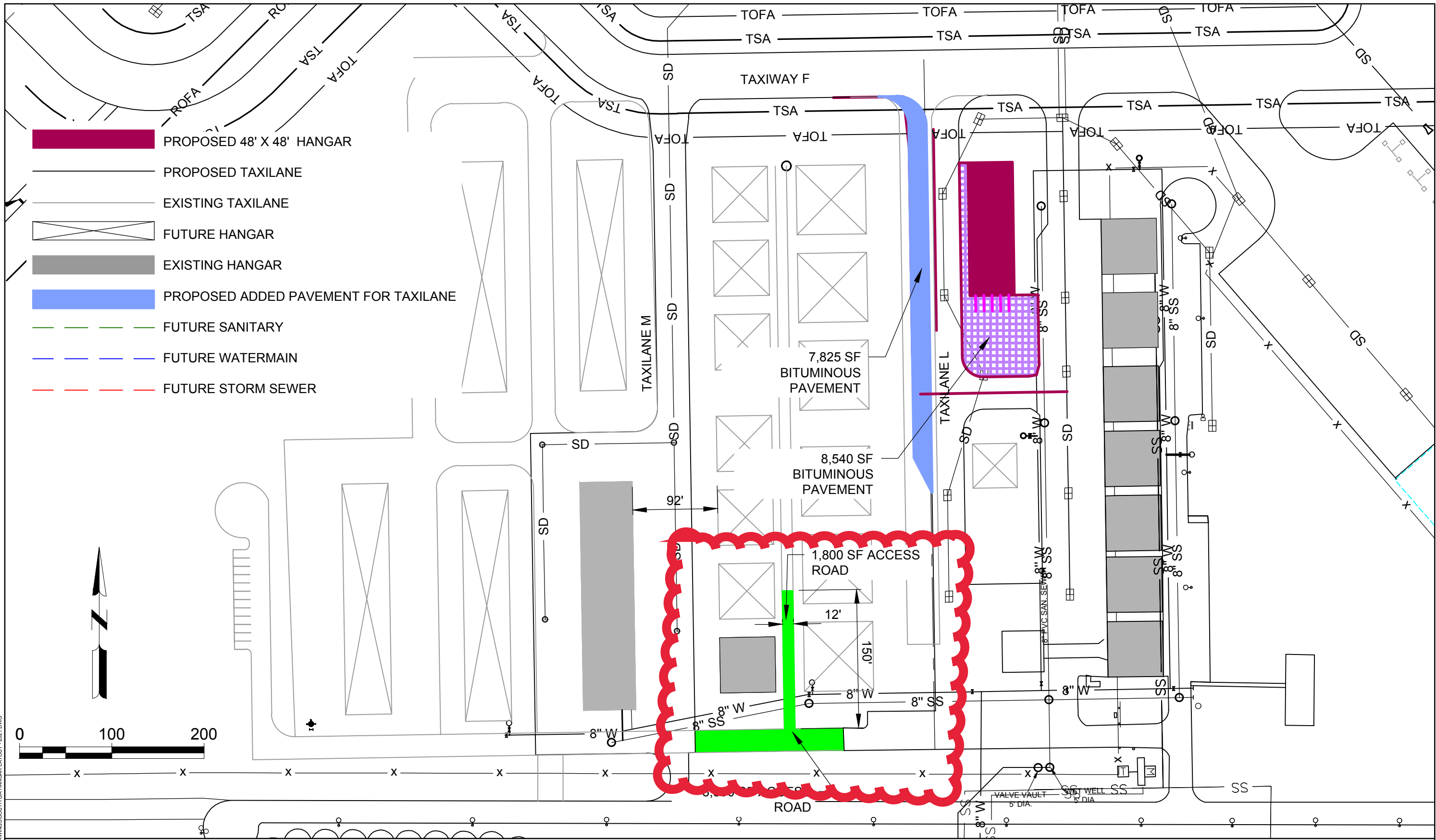
- In accordance with Transportation Security Regulations, the airport has upgraded its security program over the last year as a result of the increased aircraft size for our current airline. This security program upgrade has taken a significant amount of additional staff effort to develop and maintain. Badging efforts, in particular, are ongoing. We continue to consider the thought of additional staff support for maintenance of our security program and may need to include that in future budgets.
- TSA regulated airports are required to have an Airport Security Coordinator available 24/7. The Airport Director, Maintenance Supervisor, one Maintenance person and the Airport Office Associate are currently trained as Airport Security Coordinators.

Perimeter Fence

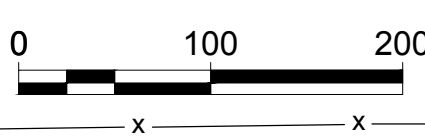
- The perimeter fence is currently 6' high in most locations. Phase I of a project to increase the size of the fence is ongoing and a second phase is out for bid.
- The new fence is 10' high with 3 strands of barbed wire at the top and 2' of fence buried. This fence is per FAA specifications and is being constructed as a result of a Wildlife Hazard Assessment by the USDA.
- Phase II of the fence project will include a card access system at some drive and pedestrian gates and will remove code/remote access. All gates and gate operators will also be replaced with Phase II of the fence project.
- Continuous updates to the project will be available on the airport website until the project is complete at [Upcoming Airport Projects | Airport News | Eau Claire County \(eau-claire.wi.us\)](#).
- A new Wildlife Hazard Assessment and Wildlife Management Plan will be started under an FAA grant after the fence project is complete.

Technology

- The airport terminal and firestation have been networked with Eau Claire County for several years. The necessary fiber connection was recently installed to provide the ATCT with access to the county network. With the fence project we plan to bring the airport maintenance shop onto the county network.
- Airport camera systems are operated on Eau Claire County platforms which saves the airport money by not requiring us to maintain our own server.
- Much of the equipment in the terminal and the tower are starting to get dated and need replacement. We need to budget annually to be constantly upgrading software, servers, cameras, etc.



- PROPOSED 48' X 48' HANGAR
- PROPOSED TAXILANE
- EXISTING TAXILANE
- FUTURE HANGAR
- EXISTING HANGAR
- PROPOSED ADDED PAVEMENT FOR TAXILANE
- FUTURE SANITARY
- FUTURE WATERMAIN
- FUTURE STORM SEWER



5/23/2022 1:46:35 PM X:\2209891921\015\01TECH\CAD\DRAWINGS\SOUTH GA HANGAR LAYOUT - 2021.DWG



MAY 2022

ACCESS ROAD AND TAXILANE L EXPANSION

SUBJECT

