

AGENDA
Chippewa Valley Regional Airport Commission
Friday, November 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. October 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
 - Airport Quarter 3 Report
 - Airport Community Outreach
 1. Discussion/Action

b. Airport Strategic Plan Update/Review

1. Discussion/Action

c. Project Summary

- AIP 49 – Corporate Hangar Construction – FY21
- AIP 51 – Master Plan Update – FY 22
- AIP 54 – ARFF Truck Replacement
- AIP 55 – Phase II Fence Final Construction
- AIP 56 - South Hangar Construction
- Future AIP Project for Taxilane J, K and L Reconstruct
- Terminal Tile Replacement
- Terminal Parking Lot Addition

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 and New Hangar Construction**

1. Discussion/Action

9. New Business:

- a. Resolution Abolishing the Airport Maintenance Technician I Position**

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 839-7335, (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, October 20, 2023, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

MEMBERS PRESENT: Commissioners Scott Francis, Bill Hilgedick, David Hirsch, Peter Hoeft, Chuck Hull, Scott Smith, and Barry Wells were present.

MEMBERS ABSENT: None

OTHERS PRESENT: Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Dan Templeton-Menards, 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 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, Bill Hilgedick, David Hirsch, Peter Hoeft, Chuck Hull, Scott Smith, and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **September 19, 2023 Regular Commission Meeting:**
 On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the September 19, 2023 meeting were approved as presented.
(Ayes 7-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 were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
 Airline Enplanements are up for the month and for the year.
 - **Car Rental Operations**
 Cars rented are up for the month and for the year.
 - **Tower Operations**
 Tower Operations are up for the month and for the year. The aerobatic box was activated for the first time this week.
 - c. **Hangar Occupancy:** There are currently no hangar vacancies.

6. **Public Comment Period:** Dan Templeton introduced himself as the new Aviation Business Manager for Menard, Inc. Heather DeLuka inquired about if the Airport could charge a sustainability fee for water and/or air pollution. She also noted that the Neighborhood Association is planning to have another Summer Sizzle event next summer.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Digital Advertising Campaign:** Commissioners reviewed comments from a recent social media video ad.
- **Airport Community Outreach:** Commissioners 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 - Corporate Hangar Construction – FY21:** No update.
- **AIP 51 - Master Plan Update – FY22:** No update.
- **AIP 53 - Phase I Construction and Phase II Design Wildlife Fence and Wildlife Study Recommendations – FY22:** No update.
- **AIP 54 - ARFF Truck Replacement – FY23:** No update.
- **AIP 55 - Phase II Fence Final Construction – FY23:** No update.
- **AIP 56 - South Hangar Construction – FY23:** The project has not yet gone out for bid and eligibility issues are being addressed.
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** No update.
- **Terminal Tile Replacement – FY23:** Value engineering pricing has been received and the alternate tile is less desirable than the originally quoted product.
- **Terminal Parking Lot Addition – FY23:** No update.

8. **Previous Business:**

- a. **Airport Recognition Program Quarterly Recipient:** Commissioners selected Katie Rassbach from Smokin' Rivet Airparts & Salvage as the Quarter 3 - 2023 Recognition Program recipient. She was nominated for going the extra mile.

9. **New Business:**

a. **Approval of GSA Terminal Space Lease**

On a motion by Com. Francis, seconded by Com. Hirsch, the Commission approved the 10-year GSA Terminal Space Lease as proposed.
(Ayes 7-Nayes 0)

b. **Resolution to Amend Section 12.10 of the Eau Claire County Code Regarding Flying Clubs**

On a motion by Com. Wells, seconded by Com. Hull, the Resolution to Amend Section 12.10 of the Eau Claire County Code Regarding Flying Clubs was approved as submitted.
(Ayes 7-Nayes 0)

- c. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, To wit: Amendment to Airport Director Employment Contract**

On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:02 am on the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hirsch, Hoeft, Hull, Smith and Wells; Nays: None.

Commissioners returned from closed session at 9:10 am. Chair Hilgedick reported that the Commission gave direction on potential contract amendments.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for November 17, December 15 and January 19, 2024.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:11 am.

(Ayes 7-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary

October Vouchers for approval November 17, 2023

AECOM	Site investigation workplan study, 9/23/23-10/27/23	53510-299	\$14,268.36
CBS Squared	Design/construction fees, South Ramp Hangar	53510-820	\$5,543.27
Chippewa Valley Energy	(1500) Gallons Gasohol; (2500) Gallons Diesel	53510-377	\$13,410.52
Cintas	Uniforms & Towels	53510-298	\$345.71
Cryotech	(4414) Gallons of Liquid Runway Deicer	53510-246	\$26,201.60
Eau Claire Sealcoat	Blacktop Crack Sealing	53510-246	\$9,908.12
Enterprise Rent A Car	Car Rental, ARFF Truck PreCon Visit, Neenah, WI	53510-340	\$87.13
Ennis-Flint, Inc.	Airfield/Pavement Paint	53510-246	\$2,873.67
Erect-A-Tube	(4) Hangar Door Motors & Assembly Parts	53510-820	\$27,038.24
George, Wyatt	Meal Reimbursement, ASOS Training	53510-340	\$101.15
JM Janitorial	Janitorial Services, October	53510-200	\$616.50
Mead & Hunt	Terminal Egress Study	53510-299	\$1,902.25
Monarch Paving	South Hangar Area Paving	53510-820	\$32,250.00
NASI	(10) Super Sacks of Solid Runway Deicer	53510-246	\$20,061.86
Northwest Enterprises	Shoes for Snowblower	53510-246	\$923.00
State of WI - Dept. of Transportation	AIP 51 - Master Plan Update	53510-829	\$1,508.65
Xcel Energy	Terminal Gas/Electric - October	53510-222/224	\$9,471.22
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - October</i>	<i>53515-222/224</i>	<i>\$1,725.85</i>
TOTAL			<u>\$168,237.10</u>

ITALICIZED items = Tower Expenses

October Credit Card Charges

ERBERT & GERBERT'S	Training	53510-340	\$59.99
ROCKBOT	Marketing	53510-327	\$30.00
CITY OF APPLETON PARKING	Training	53510-340	\$12.00
HILTON APPLETON	Training	53510-340	\$180.00
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
NEXSTAR	Marketing	53510-327	\$300.00
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
ADVANCE MEDIA NEW YORK	Digital Marketing, September	53510-327	\$4,416.00
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
STK*SHUTTERSTOCK	Marketing	53510-327	\$30.60
STAPLES	Building	53510-248	\$174.80
STAPLES	Building	53510-248	-\$174.80
AMAZON.COM	UPS Battery Backup Battery Replacements	53510-246	\$549.98
AMAZON.COM	Badging Supply	53510-310-650	\$55.77
UPS	Shipping	53510-311	\$22.77
FED EX	Shipping	53510-311	\$53.48
AMAZON.COM	ATCT Building	53515-248	\$111.96
HANGAR 54 GRILL	Marketing	53510-327	\$25.00
GOLD CROSS ANSWERING SVC	Telephone	53510-225	\$130.00
WINDCAVE INC.	Merchant Fees	53510-200	\$95.00
USPS.COM	Shipping	53510-311	\$7.75
WALMART SUPERCENTER	Training	53510-340	\$22.81
STAPLES	Office Supplies	53510-310	\$35.47
AMAZON.COM	Grounds	53510-246	\$70.68
GILMAN TRACTOR-SWIDERSKI	New Holland Tractor Filters	53510-241	\$368.47
CED 1942 DS ELECTRIC	ATCT Building	53515-248	\$54.42
CED 1942 DS ELECTRIC	Grounds	53510-246	\$45.18
AMERICAN FENCE CO	Grounds	53510-246	\$247.00
WD LARSON COMPANIES INC	Vehicles	53510-241	\$707.59
WD LARSON COMPANIES INC	ATCT Building	53515-248	\$59.03
WD LARSON COMPANIES INC	Building	53510-248	\$67.91
SHERWIN WILLIAMS	Paint Sprayer Pump	53510-246	\$1,900.00
BULBSDEPOT.COM	Building	53510-248	\$76.79
FARM & FLT CHIPPEWA FALLS	Vehicles	53510-241	\$105.29
FARM & FLT CHIPPEWA FALLS	Building	53510-248	\$24.90
SOUTHSIDE TIRE CF	Grounds	53510-246	\$15.18
MOTION INDUSTRIES	MB5 Plow/Broom Parts	53510-246	\$375.45
MOTION INDUSTRIES	ATCT Building	53515-248	\$9.52
MOTION INDUSTRIES	Grounds	53510-246	\$59.97
MENARDS EAU CLAIRE WEST	Building	53510-248	\$30.98
MENARDS EAU CLAIRE WEST	Grounds	53510-246	\$67.32
LF GEORGE - BOBCAT	Vehicles	53510-241	\$104.81
ECLIPSE POWDER COATING	Building	53510-248	\$95.00
FLEET PRIDE	Case Loader Cylinder	53510-246	\$371.89
GOODIN COMPANY	Grounds	53510-246	\$85.22
BLUEGLOBES LLC	Airfield Bulbs	53510-246	\$1,246.08
FARRELL EQUIPMENT	Building	53510-248	\$19.50
TOTAL			<u>\$12,530.36</u>

Chippewa Valley Regional Airport							
2023 BUDGET COMPARISON Estimated October 31, 2023							
	Item	12 Month Budget 2023	Budget YTD Allocated	Actual as of 10/31/23 (83.33%)	Variance YTD	Balance Remaining For Year	Estimate
Income				83.33%			
41110	Contrib From Eau Claire Cty	\$407,050	\$339,208	\$339,208	(\$0.00)	\$67,841.67	\$407,050
43790	Contrib From Chippewa Cty	\$132,890	\$110,742	\$132,890	\$22,148.33	\$0.00	\$132,890
Sub-Total Tax Revenue		\$539,940	\$449,950.00	\$472,098.33	\$22,148.33	\$67,841.67	\$539,940
46341	Air Terminal	\$166,319	\$138,599	\$156,191	\$17,591.34	\$10,128.50	\$190,564
46342	FBO	\$178,556	\$148,797	\$124,622	(\$24,174.42)	\$53,933.75	\$160,071
46343	Airfield	\$124,945	\$104,121	\$107,430	\$3,309.26	\$17,514.95	\$125,000
46344	Hangars	\$328,380	\$273,650	\$220,924	(\$52,726.33)	\$107,456.35	\$259,904
46345	Parking	\$149,000	\$124,167	\$148,533	\$24,366.13	\$467.20	\$168,000
46346	Rental Cars	\$80,000	\$66,667	\$172,861	\$106,194.62	(\$92,861.29)	\$201,000
46347	Badging Revenue	\$0	\$0	\$3,243	\$3,243.25	(\$3,243.25)	\$4,000
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00	\$0
48902	Vehicle Fuel Reimbursement	\$18,000	\$15,000	\$22,556	\$7,556.46	(\$4,556.46)	\$26,000
48903	Equipment Rental	\$1,200	\$1,000	\$1,000	\$0.00	\$200.00	\$1,200
Sub-Total Operating Revenue		\$1,046,400	\$872,000	\$957,361	\$85,360.33	\$89,040	\$1,135,739
Sub-Total Taxes and Operating Rev.		\$1,586,340.49	\$1,321,950.41	\$1,429,459.07	\$107,508.66	\$156,881.42	\$1,675,679.14
48691	Other Revenue	\$5,000	\$4,167	\$13,892	\$9,725.55	(\$8,892.22)	\$15,000
48900	Insurance Refunds	\$0	\$0	\$1,357	\$1,357.44	(\$1,357.44)	\$1,357
48901	PFC	\$65,850	\$54,875	\$72,185	\$17,309.77	(\$6,334.77)	\$90,000
43690-91	Airport Grants	\$350,000	\$291,667	\$0	(\$291,666.67)	\$350,000.00	\$0
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0.00	\$0.00	\$0
49300	Airport Fund Balance Applied	\$2,594,201	\$186,234	\$0	(\$186,234.17)	\$2,594,201.00	\$2,289,812
Sub-Total Other Revenue		\$3,015,051	\$536,942.50	\$87,434.43	(\$449,508.07)	\$2,927,616.57	\$2,396,169
TOTAL INCOME		\$4,601,391	\$1,858,892.91	\$1,516,893.50	(\$341,999.41)	\$3,084,497.99	\$4,071,849
Expenses							
53510-111	Salary Perm-Regular	\$411,642	\$343,035	\$330,352.14	(\$12,682.86)	\$81,289.86	\$411,642
-112	Salary Perm-OT	\$18,800	\$15,667	\$11,270.07	(\$4,396.60)	\$7,529.93	\$18,800
-114	Salary-On Call Pay	\$5,200	\$4,333	\$4,100.00	(\$233.33)	\$1,100.00	\$5,200
-121	Salary Temp Regular	\$11,352	\$9,460	\$9,133.04	(\$326.96)	\$2,218.96	\$12,000
-130	Employee Benefits	\$4,200	\$3,500	\$3,500.00	\$0.00	\$700.00	\$4,200
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-141	Board & Comm Per Diem	\$5,000	\$4,167	\$2,730.00	(\$1,436.67)	\$2,270.00	\$5,000
-142	Cnty Brd & Comm Mile	\$1,200	\$1,000	\$539.84	(\$460.16)	\$660.16	\$1,200
-151	Social Security	\$34,194	\$28,495	\$25,289.25	(\$3,205.75)	\$8,904.75	\$34,194
-152	Retirement Emplr Share	\$25,871	\$21,559	\$23,172.32	\$1,613.15	\$2,698.68	\$25,871
-153	HSA Contribution	\$4,500	\$3,750	\$4,000.00	\$250.00	\$500.00	\$4,500
-154	Hos & Health Ins	\$75,312	\$62,760	\$74,721.70	\$11,961.70	\$590.30	\$75,312
-155	Life Insurance	\$84	\$70	\$72.80	\$2.80	\$11.20	\$84
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-164	Dental Insurance	\$0	\$0	\$753.20	\$753.20	(\$753.20)	\$760
-200	Contract Svcs	\$31,820	\$26,517	\$17,655.86	(\$8,860.81)	\$14,164.14	\$23,820
-212	Attorney Fees	\$6,000	\$5,000	\$7,377.50	\$2,377.50	(\$1,377.50)	\$7,500
-213	Accounting & Audit	\$6,000	\$5,000	\$0.00	(\$5,000.00)	\$6,000.00	\$6,000
-221	Water & Sewer	\$59,822	\$49,852	\$42,736.62	(\$7,115.38)	\$17,085.78	\$58,000
-222	Electric	\$109,180	\$90,983	\$96,632.87	\$5,649.54	\$12,547.13	\$109,180
-224	Gas & Fuel Oil	\$55,620	\$46,350	\$27,696.25	(\$18,653.75)	\$27,923.75	\$55,620
-225	Telephone	\$4,000	\$3,333	\$2,750.00	(\$583.33)	\$1,250.00	\$4,000
-226	Cellular Phone	\$2,500	\$2,083	\$1,471.87	(\$611.46)	\$1,028.13	\$2,500
-227	Dataline/Internet	\$500	\$417	\$909.14	\$492.47	(\$409.14)	\$909
-241	Motor Vehicle Maint	\$15,000	\$12,500	\$11,202.01	(\$1,297.99)	\$3,797.99	\$15,000
-246	Grounds Maint	\$110,000	\$91,667	\$94,450.05	\$2,783.38	\$15,549.95	\$100,000
-248	Building Maint	\$32,000	\$26,667	\$35,269.41	\$8,602.74	(\$3,269.41)	\$40,000
-249	Service on Machines	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0
-297	Refuse Collection	\$1,800	\$1,500	\$1,437.98	(\$62.02)	\$362.02	\$1,438
-298	Laundry Services	\$4,040	\$3,367	\$3,346.62	(\$20.05)	\$693.38	\$4,500
-299	Sundry Contract Services	\$222,000	\$185,000	\$138,340.02	(\$46,659.98)	\$0.00	\$184,000
-310	Office Supplies	\$500	\$417	\$196.69	(\$219.98)	\$303.31	\$500
-311	Postage and Box Rent	\$800	\$667	\$84.38	(\$582.29)	\$715.62	\$500
-313	Printing & Dup	\$800	\$667	\$364.16	(\$302.51)	\$435.84	\$500
-320	Ref Materials	\$250	\$208	\$10.50	(\$197.83)	\$239.50	\$200
-321	Publish Legal Notices	\$150	\$125	\$30.00	(\$95.00)	\$120.00	\$150
-324	Membership Dues	\$4,000	\$3,333	\$3,683.00	\$349.67	\$317.00	\$4,000
-327	Marketing	\$85,000	\$70,833	\$43,296.27	(\$27,537.06)	\$41,703.73	\$75,000
-328	Airline Recruitment	\$15,000	\$12,500	\$12,000.00	(\$500.00)	\$3,000.00	\$15,000
-340	Travel-Train, Conf & Misc.	\$15,000	\$12,500	\$10,929.56	(\$1,570.44)	\$4,070.44	\$15,000
-366	Fire fight supplies	\$4,500	\$3,750	\$305.00	(\$3,445.00)	\$4,195.00	\$4,500

	Item	12 Month Budget 2023	Budget YTD Allocated	Actual as of 10/31/23 (83.33%)	Variance YTD	Balance Remaining For Year	Estimate
-377	Vehicle Fuel	\$50,000	\$41,667	\$47,338.71	\$5,672.04	\$2,661.29	\$47,500
-510	Insurance	\$78,369	\$65,308	\$58,038.63	(\$7,268.87)	\$20,330.37	\$78,369
-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	\$2,083	\$4,630.58	\$2,547.25	(\$2,130.58)	\$5,000
-310-650	Badging	\$0	\$0	\$6,648.03	\$6,648.03	(\$6,648.03)	\$7,000
-933	Bank Service Charges	\$7,200	\$6,000	\$5,054.33	(\$945.67)	\$2,145.67	\$7,200
	Sub-Total Operating Expense	\$1,521,706.40	\$1,268,088.67	\$1,163,520.40	(\$104,568.27)	\$358,186.00	\$1,471,649.12
53515-221	ATCT Water-Sewer-Strmwtr	\$1,096	\$913	\$777.13	(\$136.14)	\$318.79	\$1,096
-222	ATCT Electricity	\$19,570	\$16,308	\$17,887.12	\$1,578.79	\$1,682.88	\$20,000
-224	ATCT Gas & Fuel Oil	\$4,244	\$3,536	\$2,431.43	(\$1,104.90)	\$1,812.17	\$4,244
-225	ATCT Telephone	\$1,000	\$833	\$720.00	(\$113.33)	\$280.00	\$1,000
-248	ATCT Building Maintenance	\$15,000	\$12,500	\$10,143.95	(\$2,356.05)	\$4,856.05	\$15,000
	Sub-Total Tower Expense	\$40,910	\$34,091.27	\$31,959.63	(\$2,131.64)	\$8,949.89	\$41,340
53610-810	Capital Equipment	\$0	\$0	\$5,905.99	\$5,905.99	(\$5,905.99)	\$5,906
-820	Capital Improvement	\$2,795,000	\$2,329,167	\$331,368.41	(\$1,997,798.26)	\$2,463,631.59	\$2,244,239
-829	Other Capital Improvement	\$243,776	\$203,147	\$107,138.38	(\$96,008.29)	\$136,637.62	\$288,714
59280-920	Transfer to General Fund	\$0	\$0	\$20,000.00	\$20,000.00	(\$20,000.00)	\$20,000
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	\$3,038,776	\$2,532,313.33	\$464,412.78	(\$2,067,900.55)	\$2,574,363.22	\$2,558,859
	TOTAL EXPENSE	\$4,601,392	\$3,834,493	\$1,659,893	(\$2,174,600.46)	\$2,941,499.11	\$4,071,848
	NET OPERATING INCOME	\$0	(\$1,975,600)	(\$142,999.31)		\$142,998.88	\$0
	<u>Cash Balance</u>						
	Per 2020 Audit Report	2,393,606					
	Per 2021 Audit Report	3,096,503					
	Per 2022 Audit Report	3,174,668					
	2023 Estimate	884,856					

Chippewa Valley Regional Airport
Traffic Statistics
 October 2023

AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2023	2022		2023	2022	
EAU-ORD	0	1129		0	14284	
EAU-MSP	720	0		8189	0	
EAU-RSW	0	0		4425	0	
EAU-MCO	0	0		4664	0	
EAU-LAS	<u>1247</u>	<u>0</u>		3156	0	
CHARTERS Enplaned				<u>1105</u>	<u>699</u>	
Total Enplaned	1967	1129	74%	21539	14983	44%

ORD-EAU	0	1188		0	14595	
MSP-EAU	521	0		7039	0	
RSW-EAU	0	0		4604	0	
MCO-EAU	0	0		4533	0	
LAS-EAU	<u>1423</u>	<u>0</u>		3236	0	
CHARTERS Deplaned				<u>1105</u>	<u>699</u>	
Total Deplaned	1944	1188	64%	20517	15294	34%

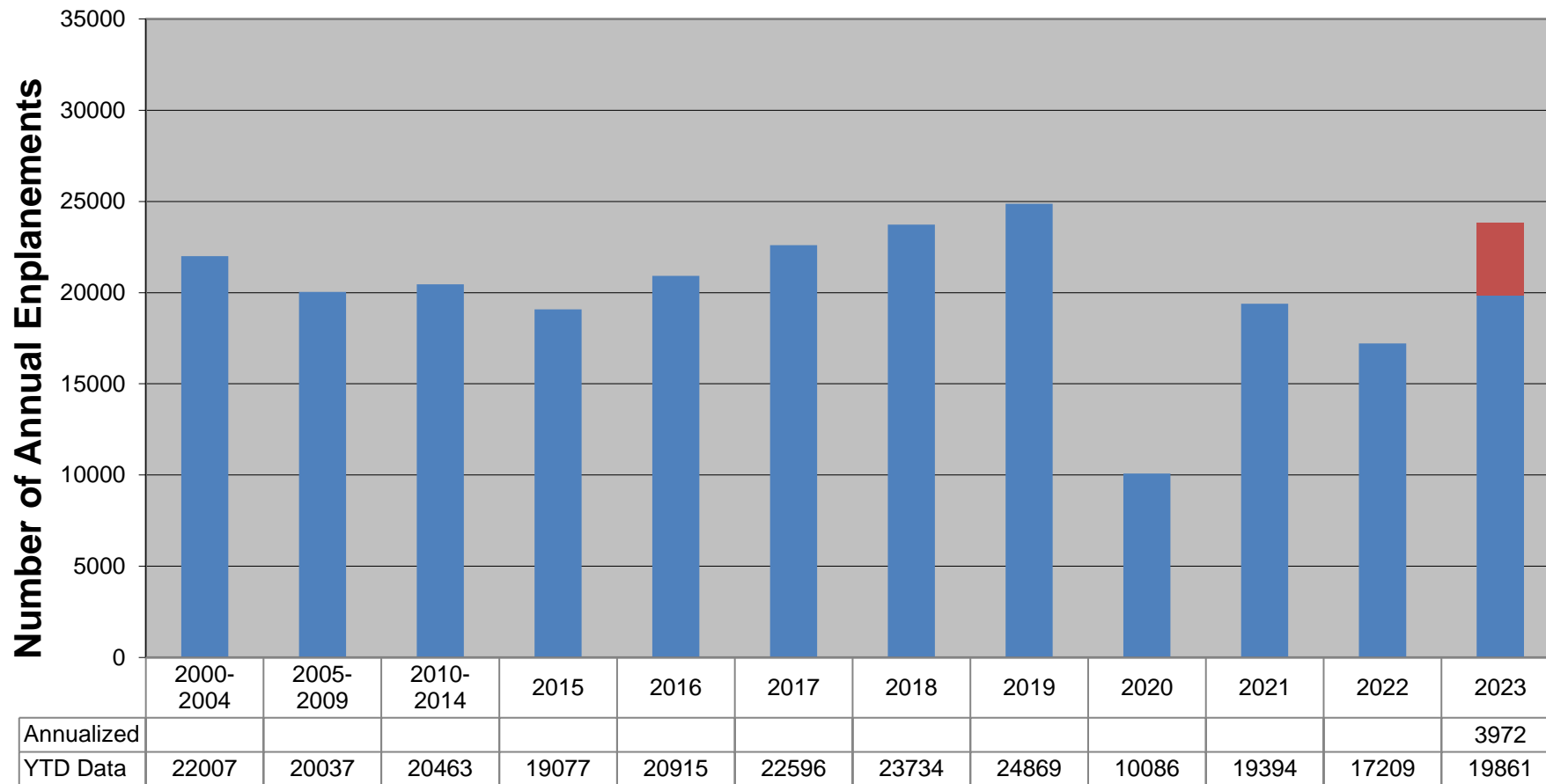
Total Enplaned/Deplaned	3911	2317	69%	42056	30277	39%
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AIRLINE PERFORMANCE	2023	2022		2023	2022	
Scheduled Flights/Landings	22	31	-29%	235	458	-49%
Canceled Flights						
Xnld for Wx	0	0		1	10	
Xnld for Mx	0	0		1	1	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>2</u>	<u>2</u>	
Total	0	0	#DIV/0!	4	13	-69%
Total Landings	22	31	-29%	231	445	-48%
Total Inbound Seats	4092	1550	164%	42966	22250	

LANDLINE PASSENGERS

Leg O&D	Month	Total
EAU-MSP	Oct	173
MSP-EAU	Oct	<u>110</u>
TOTAL		283

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Years

Number of Cars Rented

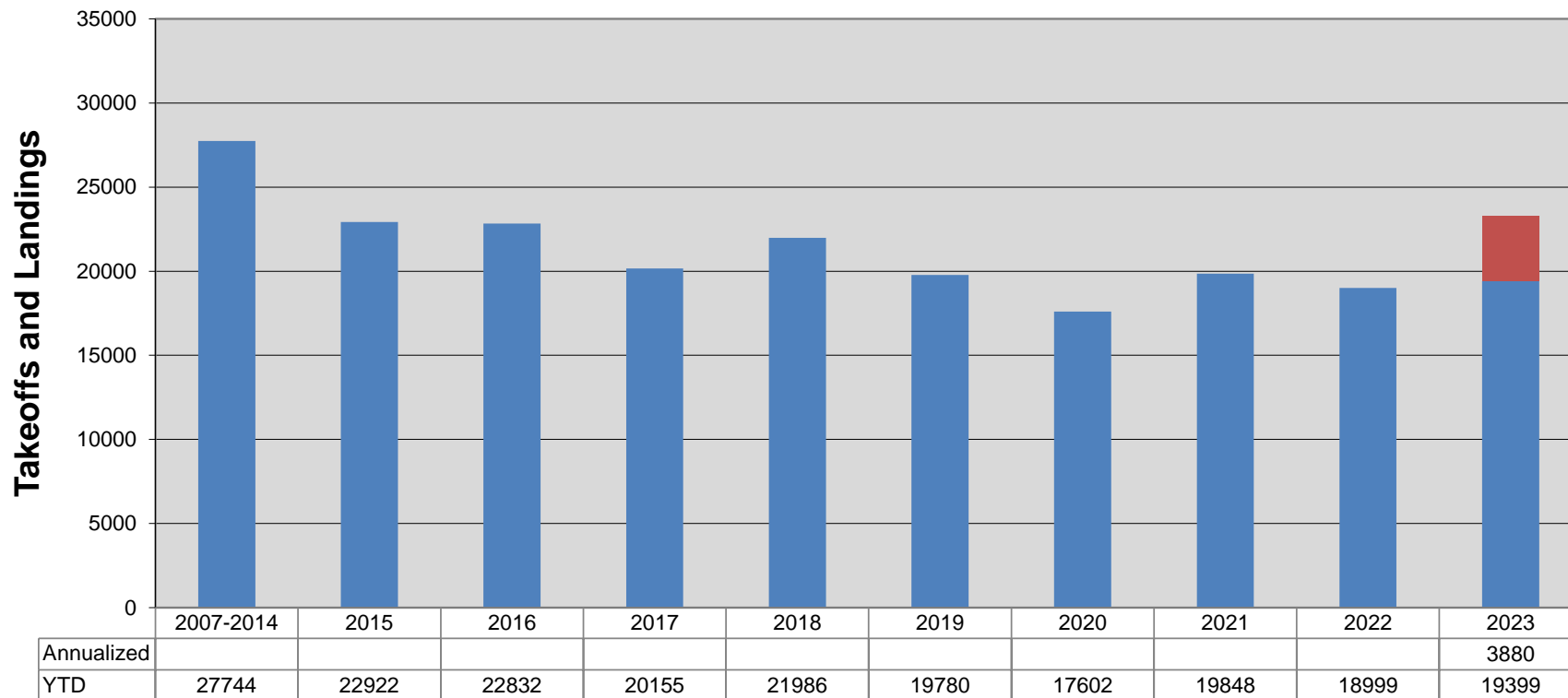
	<u>2023</u>	<u>2022</u>	23/22 % Diff.
January	379	366	4%
February	348	239	46%
March	486	455	7%
April	417	396	5%
May	492	504	-2%
June	566	503	13%
July	608	496	23%
August	647	519	25%
September	525	491	7%
October	533	481	11%
November			
December			
YTD	5001	4450	12%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 October 2023

		Month		% Diff.	Year to date		% Diff.
		2023	2022		2023	2022	
Itinerant	Air Carrier	50	0	#DIV/0!	438	22	1891%
	Commuter/ Air Taxi	134	152	-12%	1368	1657	-17%
	GA	1314	1526	-14%	11967	11291	6%
Local	Military	19	74	-74%	392	419	-6%
	GA	600	476	26%	5104	3338	53%
	Military	<u>18</u>	<u>22</u>	-18%	<u>130</u>	<u>92</u>	41%
TOTAL		2135	2250	-5%	19399	16819	15%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

QUARTER 3 2023

Airport

SELECTED PERFORMANCE MEASURES	
Number of Revenue Passenger Enplanements/Deplanements	37,661
Aircraft Operations During Tower Hours	17,264
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Airport Master Plan Update ▪ Airport fence replacement project Phase II construction planning ▪ Bidding new South Ramp Hangar project ▪ Planning work for multiple future State and Federal funded projects ▪ Coordination for ongoing construction projects ▪ Ongoing airport badging program ▪ Work on new Airport PFC application ▪ Airport terminal exterior tile replacement ▪ BIL Grant Applications ▪ Parking lot second exit lane construction coordination ▪ TSA and FAA lease renewals ▪ Ongoing air service promotion ▪ County code amendment for flying club ordinance 	
ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS	
<ul style="list-style-type: none"> ▪ Continued impacts to air service resulting from shortage of aviation workers ▪ Challenges with capital improvement projects due to high construction costs and material delays ▪ Potential Impacts of FAA Reauthorization Bill proposals being considered in Congress ▪ Change in WI personal property tax collections for privately owned hangars on airport property 	
CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)	
<ul style="list-style-type: none"> ▪ Planning future pavement maintenance projects with highway ▪ State and Federal legislation advocacy with Wisconsin Airport Management Association 	
GOALS FOR NEXT QUARTER	
<ul style="list-style-type: none"> ▪ Complete second exit lane project ▪ Complete application for new PFC collection ▪ Complete terminal tile project ▪ Complete TSA and FAA lease renewals ▪ Award bids for South Ramp Hangar project ▪ Determine start date for construction on Phase II fence project ▪ Terminal area security improvements ▪ Complete terminal exterior tile replacement project ▪ Master Plan Public Meeting ▪ Complete code amendment update for flying clubss 	

Eau Claire County - Airport

Quarterly Department Report - Summary

For Period Ending: Q3, 2023

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	101,763	101,763	0	305,289	75.00%
	04-Intergovernment Grants and Aid	482,890	482,890	66,445	0	66,445	0	132,890	27.52%
	06-Public Charges for Services	1,027,201	1,027,201	214,548	315,038	263,663	0	793,248	77.22%
	09-Other Revenue	90,050	90,050	22,722	23,845	41,545	0	88,112	97.85%
	11-Fund Balance Applied	223,481	2,594,201	0	0	0	0	0	0.00%

Total Revenue - Airport		\$2,230,672	\$4,601,392	\$405,478	\$440,646	\$473,416	\$0	\$1,319,539	28.68%
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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	-113,440	-93,355	0	-294,263	68.72%
	02-OT Wages	-18,800	-18,800	-7,252	-2,436	-1,317	0	-11,005	58.54%
	03-Payroll Benefits	-150,361	-150,361	-36,942	-41,209	-39,563	0	-117,714	78.29%
	04-Contracted Services	-701,192	-701,192	-90,527	-92,043	-196,280	0	-378,850	54.03%
	05-Supplies & Expenses	-158,200	-183,200	-44,342	-29,473	-40,397	0	-114,212	62.34%
	07-Fixed Charges	-78,369	-78,369	-18,965	-25,121	-13,952	0	-58,039	74.06%
	09-Equipment	-695,556	-3,041,276	-25,463	-106,588	-208,671	0	-340,723	11.20%
	11-Other	0	0	-20,000	0	0	0	-20,000	0.00%

Total Expense - Airport		-\$2,230,672	-\$4,601,392	-\$330,960	-\$410,310	-\$593,536	\$0	-\$1,334,805	29.01%
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Net Surplus/(-Deficit) - Airport		\$0	\$0	\$74,518	\$30,336	-\$120,120	\$0	-\$15,266	
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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
36. May 23 – Runway Closure Email Notification
37. June 22 – Pilot Safety Email
38. July 3 – Quarterly Newsletter
39. July 19 – WQOW Fence Interview
40. July 21 – Runway Closure Tenant Notifications
41. Aug 1 – Chippewa Valley Musical Festival Terminal Filming
42. Aug 2 – ANA Summer Gathering
43. Aug 9 – LAS Media Advisory
44. Aug 11 – TSA Screening Tour
45. Aug 17 – Runway Closure Tenant Notification
46. Aug 18 – Master Plan Input Committee
47. Aug 18 – EAA Fencing Discussion

48. Aug 24 – Dream Flights @ Hawthorne
49. Aug 25 – Airport Improvement Magazine Interview
50. Aug 31 – FAA/BOA Tour
51. Sept 8 – South Hangar Area Construction Notification
52. Sept 11 – Airport Neighborhood Association Annual Meeting
53. Oct 2 – Airport Quarterly Newsletter
54. Oct 2 – Airport Magazine Interview
55. Oct 10 – Pilot Safety Email
56. Oct 13 – Tenant Snow Meeting

Upcoming Events

Master Plan Public Meeting, November 16, 2023

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Hangar Leases and Maintenance	Annual	Nov-23	<p>- Hangars have been full with a waiting list for several years, but recently have 2-3 t-hangars vacant. New 48'x48' hangars and the larger 75'x75' hangars should be considered for future budgets as funding allows.</p> <p>- Land lease guidelines were updated in 2021.</p> <p>- New State rules for personal property tax will be a challenge in</p>
T-Hangars			
Box Hangars			
New hangar Development			
Review Land Lease Guidelines			
Review South Hangar Area Incentive	Agenda	Item 7b	

**CVRA November 2023 Operational Review
Hangar Leases and Maintenance**

<u>Facility</u>	<u>Number</u>	<u>Size</u>	<u>2023 Rent</u>	<u>Maintenance</u>	<u>Misc.</u>
T-Hangars	50	Ranges from 1,000 to 1,700 sq ft	Most hangars rent at \$164 or \$172/mo. Largest hangar is \$297, plus sales tax. Annual CPI escalator.	Airport maintains and rent includes electricity. Tenant clears snow within 2 feet of door.	Annual pay discount of \$100 for airport owned hangars and \$50 for storage units was implemented for 2019. Six of the C-Row hangar door motors have been replaced and others will be replaced as needed. Metal panels on some of the hangar doors are in need of replacement.
K-row	5	3,600 sq ft	K2-5 \$794.13/mo. K6-7 - \$871.38/mo. Plus sales tax.	Airport maintains and tenant pays electricity, gas and water. Tenant clears snow within 2 feet of door.	A \$50/mo. discount for a 5 yr. or more lease was approved by the Airport Commission in January 2021 in recognition of the reduced administrative expense and financial risk of a longer term lease. The \$50 discount requires the tenant to keep renewing for five year terms after the 1st five year term is complete.
F3 and F4	2	2,160-3,600 sq ft	\$417-636/mo. Plus sales tax.	Airport maintains and tenant pays electricity and gas. Tenant clears snow within 2 feet of door.	Hangar F4 received some major repairs in 2016 and Hangar F3 is in good condition. The roof on hangar F4 was sealed in 2022.
I-3 - Civil Air Patrol	1	2,592 sq ft	\$221.70/mo.	Airport maintains and tenant pays electricity and gas. Tenant clears snow within 2 feet of door.	The roof on this hangar is in the 2022 budget for sealing but postponed for future budget.
Land Leases	17	Ranges from 24,000 (Menards) to 2,800 sq ft	Private hangar rates range from \$.11-\$.34/sq.ft. Corporate (Menards) leases range from \$.13-\$0.49/sq.ft.	Tenant maintains and pays electricity and gas. Tenant clears snow within 2 feet of door. Airport plows snow after 2 feet.	South Hangar Incentive - To encourage new private hangar development, the first five private hangar tenants who sign a lease agreement for new hangar construction shall receive the first five years of their land lease at no cost. The first hangar construction to receive the incentive was built in 2021 and a second will likely be under construction late 2023 or 2024.

FACT SHEET

TO FILE NO. _____

This resolution abolishes the Airport Maintenance Tech I position at the Chippewa Valley Regional Airport.

The original intent with this position was to distinguish the positions from when a Maintenance Technician becomes ARFF (Aircraft Rescue & Fire Fighting) certified, resulting in an increased title, acknowledgement of the earned certifications as well as an increase in grade and pay. It accomplished this by going from a Maintenance Technician I (pre-ARFF certified) to Maintenance Technician II (post-certified), which is an essential part of their job responsibilities. Since it is not a direct requirement of employment eligibility, but rather an essential recommendation for maintaining operations, Eau Claire County will move to incorporate this within the original offer as a contingency of hire vs. having them be separate and adjusting immediately after earning. This will allow us to recruit for open positions at the higher wage rate and increase our ability to draw in more of the talent pool while still incentivizing this job responsibility function.

Fiscal Impact: There is limited fiscal impact as all existing Maintenance Tech I employees are on-call and would be moved to the nearest hourly rate in the Maintenance Tech II pay grade. In the new compensation paygrid, the fiscal impact of the two roles is approximately \$1.52/hr for each new hire and is already planned in the budget.

Respectfully Submitted,

Charity Zich

Charity Zich
Airport Director

Enrolled No.

RESOLUTION

File No. 23-24/048

ABOLISHING THE MAINTENANCE TECHNICIAN I POSITION AT THE CHIPPEWA VALLEY REGIONAL AIRPORT

WHEREAS, the Airport recently assessed job descriptions and compared the job descriptions to the operational needs of the Airport; and

WHEREAS, there are currently no FTE assigned to the Airport Maintenance Technician I position; and

WHEREAS, the current operational needs of the Airport better align with the job description of the Airport Maintenance Technician II position; and

WHEREAS, abolishing the Maintenance Technician I position and shifting all on-call personnel to the Maintenance Technician II position best supports the long term operational needs of the Chippewa Valley Regional Airport.

NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby approves abolishing the Airport Maintenance Technician I position.

ADOPTED:

Handwritten signatures: Cary Grc (via web) JW, Robin J Leary, James Ahnning, Diane Zook, John Lofstak

Committee on Finance and Budget
Dated this 16th day of October, 2023.

5 aye 0 nay

Handwritten signatures: Cary Grc (via web) JW, Katherine Schneider (via web) JW, [unclear], [unclear]

Committee on Human Resources
Dated this 16th day of October, 2023.

4 aye 0 nay

Airport Commission

Dated this ____ day of October, 2023.

CZ/yk