

AGENDA
Chippewa Valley Regional Airport Commission
Friday, March 15, 2024 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. February 19, 2024 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 Community Outreach
 1. Discussion/Action

b. Airport Strategic Plan Update/Review

1. Discussion/Action

c. Project Summary

- AIP 51 – Master Plan Update – FY22
- AIP 54 – ARFF Truck Replacement – FY23
- AIP 55 – Phase II Fence Final Construction – FY23
- AIP 57 - South Hangar Construction – FY24
- Future AIP Project for Taxilane J, K and L Reconstruct – FY24
- Terminal Tile Replacement – FY24

1. Discussion/Action

8. Previous Business:

a. Airport Hangar Waiting List Policy

1. Discussion/Action

9. New Business: None.

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
Monday, February 19, 2024, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: Bill Hilgedick and Peter Hoefl

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

1. **Call to Order:** Vice Chair Barry Wells called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, David Hirsch, Chuck Hull, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **January 19, 2024 Regular Commission Meeting:**

On a motion by Com. Smith, seconded by Com. Hull, the minutes of the January 19, 2024 meeting were approved as submitted.
(Ayes 5-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. Hirsch, the expense vouchers were approved as presented.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are down for the month. This is related to having less flights in January 2024 than January 2023.
 - **Car Rental Operations**

Cars rented are down slightly for the month.
 - **Tower Operations**

Tower Operations are up for the month.
 - c. **Hangar Occupancy:** There is one t-hangar vacancy.

6. **Public Comment Period:** Heather DeLuka inquired about how many homes are displaced for the Airshow and if she could get a list of those names. She would need to contact the Boy Scouts for that information.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Quarterly Report:** Commissioners reviewed the Airport Quarterly Report. This report includes early year-end data and should change slightly over the coming month.
- **Digital Advertising Campaign:** Commissioners reviewed the comments from our recent Digital Advertising Campaign.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The February Operational Review covered staffing. The Airport Director noted the progress of the Eau Claire County Compensation Project.

c. **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** In progress. A March or April public meeting will be scheduled soon.
- **AIP 54 - ARFF Truck Replacement – FY23:** In progress. The truck is expected to be delivered in May or June. The Airport Director discussed some updates on Fire Fighting Foam.
- **AIP 55 - Phase II Fence Final Construction – FY23:** Submittals are in progress and the construction should start in May.
- **AIP 56 - South Hangar Construction – FY24:** No Update
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** The project is expected to go to bid in late March.
- **Terminal Tile Replacement – FY23:** No update. Tile has been measured but not yet ordered. We are still waiting on an installation date.
- **Terminal Parking Lot Addition – FY23:** The parking lot addition work has been completed and the 2nd exit lane is now in operation.

8. **Previous Business:**

- a. **Airport Hangar Waiting List Policy:** The Airport Director and Commissioners discussed the proposed Airport Hangar Waiting List Policy. Some revisions will be added and the policy will be reviewed again next month.

9. New Business:

- a. **Approval of Federal Aviation Administration Passenger Facility Charge (PFC) Application 2024-04-C-00-EAU:** The Airport Director discussed the application for \$913,766 in passenger fee collections that will go through October 2031.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the Federal Aviation Administration Passenger Facility Charge (PFC) Application 2024-04-C-00-EAU as submitted.

(Ayes 5-Nayes 0)

- b. **2025 Chippewa Valley Air Show Contract:** The Airport Director and Commissioners discussed additional language for airport security and badge fees.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the 2025 Chippewa Valley Air Show Contract with modifications to Section G to reflect the requirement to follow TSA regulations and to charge a \$15.00 AOA Badge Fee for Air Show Volunteers.

(Ayes 5-Nayes 0)

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for March 15, April 19, and May 17.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Smith, the meeting was adjourned at 9:09 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

February Vouchers for approval March 15, 2024

Agenda Item 5a

AAAE	Annual Membership	53510-324	\$275.00	
AECOM	Site Investigation Services, 12/23	53510-299	\$11,195.00	2023
AECOM	Site Investigation Services, 1/24	53510-299	\$610.00	
Alvicia	(2000) Gallons of Gasohol Fuel	53510-377	\$5,920.00	
Cintas	Uniforms & Towels	53510-298	\$435.24	
Eau Claire County Highway Dept.	Sand Delivery/Salt Material/Delivery; Antifreeze	53510-246/241	\$1,566.03	
I Am Responding	Emergency Dispatch Services	53510-366	\$305.00	
JM Janitorial	Janitorial Services, February	53510-200	\$693.00	
Mead & Hunt	Terminal Exterior Tile Services	53510-299	\$447.60	
Mead & Hunt	Exit/Egress Door Study	53510-299	\$1,902.25	
Ruder Ware	Attorney Fees for FBO Lease Transfer	53510-212	\$420.00	
State of WI - Dept. of Transportation	AIP 51 - Master Plan Update	53510-829	\$2,144.28	
State of WI - Dept. of Transportation	Taxilanes Reconstruction - EAU1020	53510-829	\$35,744.65	
Woodford's Radiator	Truck #3 Replacement Radiator	53510-241	\$2,700.00	
Xcel Energy	Terminal Gas/Electric - February	53510-222/224	\$14,826.10	
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - February</i>	<i>53515-222/224</i>	<i>\$2,157.15</i>	
		TOTAL	<u>\$81,341.30</u>	

ITALICIZED items = Tower Expenses**February Credit Card Charges**

UWEC CONTINUING EDUCATION	Marketing	53510-327	\$125.00
VOLAIRE AVIATION INC.	Air Service, January	53510-328	\$1,500.00
VOLAIRE AVIATION INC.	Marketing	53510-327	\$300.00
ADVANCE LOCAL MEDIA LLC	Digital Marketing, January	53510-327	\$3,200.00
HILL FARMS - MADISON	Training	53510-340	\$4.00
CVTC CONTINUING ED	Training	53510-340	\$438.00
CROWN AWARDS INC	Marketing	53510-327	\$7.89
HANGAR 54 GRILL	Marketing	53510-327	\$25.88
AMAZON	Building	53510-248	\$23.75
AMAZON	Building	53510-248	\$26.00
AMAZON	Marketing	53510-327	\$30.18
UPS - 1ZLTW8080304668447	Postage	53510-311	\$25.08
GOLD CROSS ANSWERING SVC	Telephone	53510-225	\$130.00
AED SUPERSTORE	Building	53510-248	\$136.06
AMAZON	Building	53510-248	\$9.59
WINDCAVE INC.	Merchant Fees	53510-200	\$95.00
AMAZON	Office Supply	53510-310	\$9.99
AMAZON	Building	53510-248	\$6.90
MENARDS EAU CLAIRE WEST	Building	53510-248	\$18.75
FARM & FLEET CF	Building	53510-248	\$41.97
SP BULB CENTER	Grounds	53510-246	\$44.78
BLUEGLOBES LLC	Airfield Lights	53510-246	\$987.39
PEAK TRADING CORP	Building	53510-248	\$207.15
MENARDS EAU CLAIRE WEST	Vehicle	53510-241	\$3.97
MENARDS EAU CLAIRE WEST	Building	53510-248	\$83.88
STANDARD SIGNS INC	Airfield Lights	53510-246	\$560.56
FARM & FLEET CF	Vehicle	53510-241	\$73.85
FARM & FLEET CF	Building	53510-248	\$17.98
O'REILLY 1774	Vehicle	53510-241	\$7.67
PETERBILT OF EAU CLAIRE	Vehicle	53510-241	\$195.06
AIRGAS LLC - NORTH N161	ARFF Supplies	53510-366	\$259.03
LED LIGHT EXPERT	Ramp Lights	53510-246	\$1,079.94
SAFE-FAST (EC)	Grounds	53510-246	\$74.73
AIRPORT WINDSOCK CORP	Windcones	53510-246	\$390.11
		TOTAL	<u>\$10,140.14</u>

Chippewa Valley Regional Airport							
2024 BUDGET COMPARISON Estimated February 29, 2024							
	Item	12 Month Budget 2024	Budget YTD Allocated	Actual as of 2/29/24 (16.67%)	Variance YTD	Balance Remaining For Year	Estimate
Income			16.67%				
41110	Contrib From Eau Claire Cty	\$407,050	\$67,842	\$101,763	\$33,920.83	\$305,287.50	
43790	Contrib From Chippewa Cty	\$132,890	\$22,148	\$66,445	\$44,296.67	\$66,445.00	
Sub-Total Tax Revenue		\$539,940	\$89,990.00	\$168,207.50	\$78,217.50	\$371,732.50	\$0
46341	Air Terminal	\$187,247	\$31,208	\$33,780	\$2,571.88	\$153,467.40	\$0
46342	FBO	\$226,602	\$37,767	\$36,758	(\$1,009.25)	\$189,844.36	\$0
46343	Airfield	\$107,000	\$17,833	\$20,462	\$2,628.47	\$86,538.20	\$0
46344	Hangars	\$258,845	\$43,141	\$71,899	\$28,757.84	\$186,946.20	\$0
46345	Parking	\$155,000	\$25,833	\$41,269	\$15,436.10	\$113,730.57	\$0
46346	Rental Cars	\$135,000	\$22,500	\$22,844	\$343.53	\$112,156.47	\$0
46347	Badging Revenue	\$1,500	\$0	\$524	\$524.00	\$976.00	\$0
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00	\$0
48902	Vehicle Fuel Reimbursement	\$18,000	\$3,000	\$5,450	\$2,450.24	\$12,549.76	\$0
48903	Equipment Rental	\$1,200	\$200	\$200	\$0.00	\$1,000.00	\$0
Sub-Total Operating Revenue		\$1,090,394	\$181,482	\$233,185	\$51,702.81	\$857,209	\$0
Sub-Total Taxes and Operating Rev.		\$1,630,334.12	\$271,472.35	\$401,392.66	\$129,920.31	\$1,228,941.46	\$0.00
48691	Other Revenue	\$5,000	\$833	\$50	(\$783.53)	\$4,950.20	\$0
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00	\$0
48901	PFC	\$74,360	\$12,393	\$9,636	(\$2,757.28)	\$64,723.95	\$0
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	\$1,285,018	\$214,170	\$0	(\$214,169.67)	\$1,285,018.00	\$0
Sub-Total Other Revenue		\$1,364,378	\$227,396.33	\$9,685.85	(\$217,710.48)	\$1,354,692.15	\$0
TOTAL INCOME		\$2,994,712	\$498,868.69	\$411,078.51	(\$87,790.18)	\$2,583,633.61	\$0
Expenses							
53510-111	Salary Perm-Regular	\$442,900	\$73,817	\$70,064.94	(\$3,751.73)	\$372,835.06	\$497,775
-112	Salary Perm-OT	\$20,850	\$3,475	\$2,387.06	(\$1,087.94)	\$18,462.94	
-114	Salary-On Call Pay	\$5,200	\$867	\$800.00	(\$66.67)	\$4,400.00	
-121	Salary Temp Regular	\$12,218	\$2,036	\$776.17	(\$1,260.16)	\$11,441.83	
-130	Employee Benefits	\$4,200	\$700	\$700.00	\$0.00	\$3,500.00	
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00	
-141	Board & Comm Per Diem	\$5,000	\$833	\$660.00	(\$173.33)	\$4,340.00	
-142	Cnty Brd & Comm Mile	\$1,500	\$250	\$131.79	(\$118.21)	\$1,368.21	
-151	Social Security	\$36,810	\$6,135	\$5,261.02	(\$873.98)	\$31,548.98	
-152	Retirement Emplr Share	\$31,159	\$5,193	\$5,024.04	(\$169.13)	\$26,134.96	
-153	HSA Contribution	\$5,250	\$875	\$0.00	(\$875.00)	\$5,250.00	
-154	Hos & Health Ins	\$96,350	\$16,058	\$16,871.64	\$813.31	\$79,478.36	
-155	Life Insurance	\$89	\$15	\$14.28	(\$0.55)	\$74.72	
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00	
-164	Dental Insurance	\$904	\$0	\$330.88	\$330.88	\$573.12	
-165	Vision Insurance	\$0	\$0	\$23.04	\$23.04	(\$23.04)	
-200	Contract Svcs	\$31,640	\$5,273	\$3,503.58	(\$1,769.75)	\$28,136.42	
-212	Attorney Fees	\$6,500	\$1,083	\$420.00	(\$663.33)	\$6,080.00	
-213	Accounting & Audit	\$6,000	\$1,000	\$0.00	(\$1,000.00)	\$6,000.00	
-221	Water & Sewer	\$61,617	\$10,269	\$0.00	(\$10,269.44)	\$61,616.66	
-222	Electric	\$118,450	\$19,742	\$19,836.82	\$95.15	\$98,613.18	
-224	Gas & Fuel Oil	\$61,800	\$10,300	\$11,463.52	\$1,163.52	\$50,336.48	
-225	Telephone	\$4,200	\$700	\$130.00	(\$570.00)	\$4,070.00	
-226	Cellular Phone	\$2,500	\$417	\$214.98	(\$201.69)	\$2,285.02	
-227	Dataline/Internet	\$500	\$83	\$0.00	(\$83.33)	\$500.00	
-241	Motor Vehicle Maint	\$16,000	\$2,667	\$3,046.41	\$379.74	\$12,953.59	
-246	Grounds Maint	\$110,000	\$18,333	\$2,161.45	(\$16,171.88)	\$107,838.55	
-248	Building Maint	\$33,000	\$5,500	\$3,271.55	(\$2,228.45)	\$29,728.45	
-249	Service on Machines	\$0	\$0	\$0.00	\$0.00	\$0.00	
-297	Refuse Collection	\$1,900	\$317	\$0.00	(\$316.67)	\$1,900.00	
-298	Laundry Services	\$5,000	\$833	\$965.59	\$132.26	\$4,034.41	
-299	Sundry Contract Services	\$160,000	\$26,667	\$4,224.17	(\$22,442.50)	\$0.00	
-310	Office Supplies	\$500	\$83	\$68.29	(\$15.04)	\$431.71	
-311	Postage and Box Rent	\$800	\$133	\$9.73	(\$123.60)	\$790.27	
-313	Printing & Dup	\$800	\$133	\$0.00	(\$133.33)	\$800.00	
-320	Ref Materials	\$250	\$42	\$0.00	(\$41.67)	\$250.00	
-321	Publish Legal Notices	\$150	\$25	\$0.00	(\$25.00)	\$150.00	
-324	Membership Dues	\$4,000	\$667	\$1,631.00	\$964.33	\$2,369.00	
-327	Marketing	\$60,000	\$10,000	\$1,120.40	(\$8,879.60)	\$58,879.60	
-328	Airline Recruitment	\$20,000	\$3,333	\$0.00	(\$3,333.33)	\$20,000.00	
-340	Travel-Train, Conf & Misc.	\$15,000	\$2,500	\$1,795.00	(\$705.00)	\$13,205.00	

	Item	12 Month Budget 2024	Budget YTD Allocated	Actual as of 2/29/24 (16.67%)	Variance YTD	Balance Remaining For Year	Estimate
-366	Fire fight supplies	\$4,500	\$750	\$305.00	(\$445.00)	\$4,195.00	
-377	Vehicle Fuel	\$50,000	\$8,333	\$5,920.00	(\$2,413.33)	\$44,080.00	
-510	Insurance	\$82,332	\$13,722	\$5,064.80	(\$8,657.20)	\$77,267.20	
-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	\$3,000	\$500	\$785.62	\$285.62	\$2,214.38	
-310-650	Badging	\$1,500	\$250	\$2,074.97	\$1,824.97	(\$574.97)	
-933	Bank Service Charges	\$7,200	\$1,200	\$1,327.18	\$127.18	\$5,872.82	
	Sub-Total Operating Expense	\$1,531,568.66	\$255,110.78	\$172,384.92	(\$82,725.86)	\$1,359,183.74	\$497,775.00
53515-221	ATCT Water-Sewer-Strmwtr	\$1,129	\$188	\$0.00	(\$188.15)	\$1,128.88	
-222	ATCT Electricity	\$20,600	\$3,433	\$3,316.28	(\$117.05)	\$17,283.72	
-224	ATCT Gas & Fuel Oil	\$5,665	\$944	\$828.39	(\$115.78)	\$4,836.61	
-225	ATCT Telephone	\$1,000	\$167	\$0.00	(\$166.67)	\$1,000.00	
-248	ATCT Building Maintenance	\$15,000	\$2,500	\$230.43	(\$2,269.57)	\$14,769.57	
	Sub-Total Tower Expense	\$43,394	\$7,232.31	\$4,375.10	(\$2,857.21)	\$39,018.78	\$0
53610-810	Capital Equipment	\$0	\$0	\$0.00	\$0.00	\$0.00	
-820	Capital Improvement	\$1,065,000	\$177,500	\$5,642.75	(\$171,857.25)	\$1,059,357.25	
-829	Other Capital Improvement	\$354,750	\$59,125	\$37,888.93	(\$21,236.07)	\$316,861.07	
59280-920	Transfer to General Fund	\$0	\$0	\$0.00	\$0.00	\$0.00	
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	\$1,419,750	\$236,625.00	\$43,531.68	(\$193,093.32)	\$1,376,218.32	\$0
	TOTAL EXPENSE	\$2,994,713	\$498,968	\$220,292	(\$278,676.39)	\$2,774,420.84	\$497,775
	NET OPERATING INCOME	\$0	(\$99)	\$190,786.81		(\$190,787.23)	-\$497,775

Chippewa Valley Regional Airport
Traffic Statistics
 February 2024

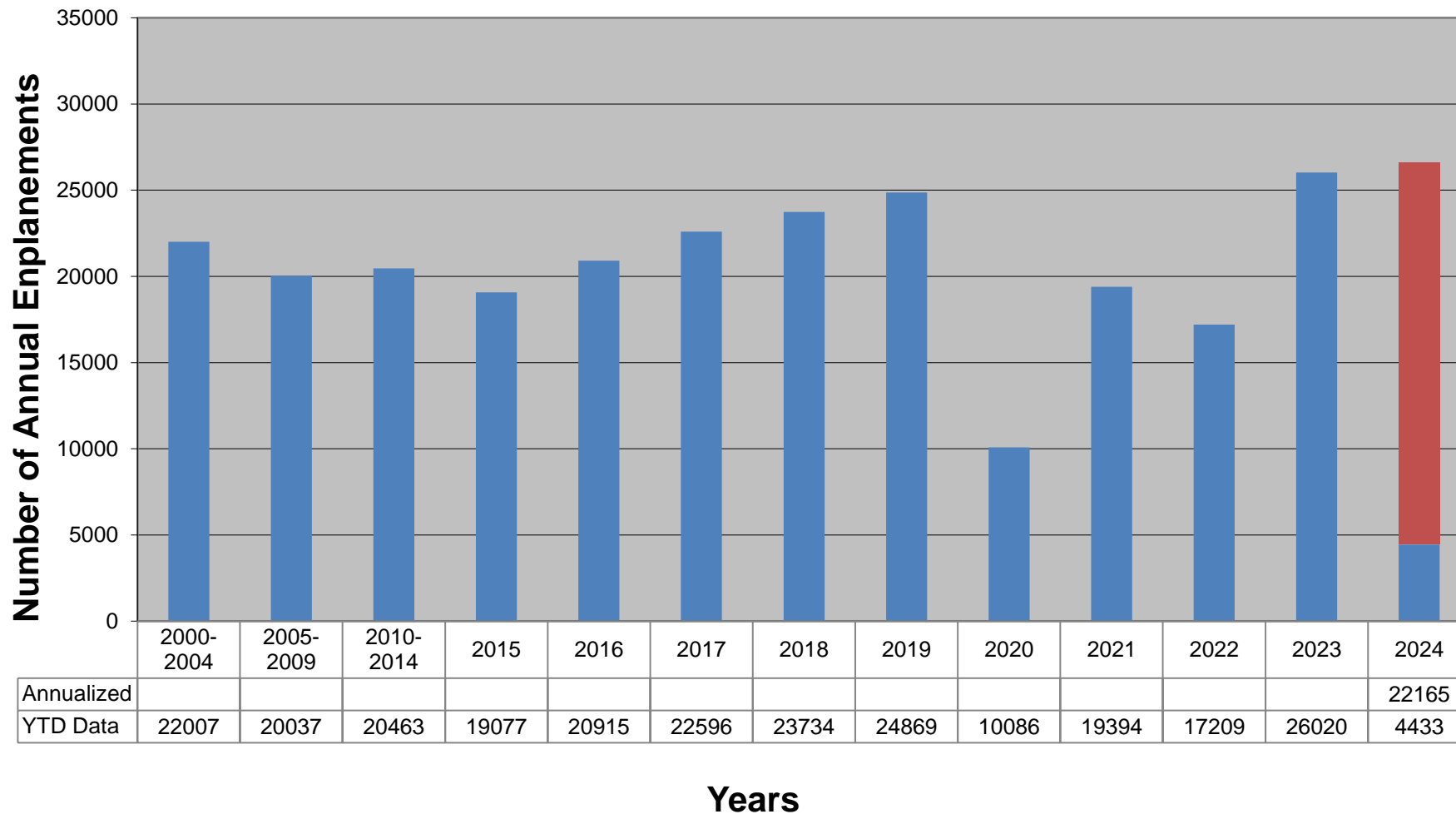
AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2024	2023		2024	2023	
EAU-MSP	556	705		1377	2125	
EAU-RSW	1382	1235		2701	2615	
EAU-MCO	0	0		0	0	
EAU-LAS	<u>0</u>	<u>0</u>		0	0	
CHARTERS Enplaned				<u>355</u>	<u>175</u>	
Total Enplaned	1938	1940	0%	4433	4915	-10%
MSP-EAU	514	788		915	1518	
RSW-EAU	1374	1059		2759	2495	
MCO-EAU	0	0		0	0	
LAS-EAU	<u>0</u>	<u>0</u>		0	0	
CHARTERS Deplaned				<u>355</u>	<u>175</u>	
Total Deplaned	1888	1847	2%	4029	4188	-4%
Total Enplaned/Deplaned	3826	3787	1%	8462	9103	-7%

AIRLINE PERFORMANCE	2024	2023		2024	2023	
Scheduled Flights/Landings	20	24	-17%	43	52	-17%
Canceled Flights						
Xnld for Wx	0	1		1	1	
Xnld for Mx	0	0		0	0	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	
Total	0	1	-100%	1	1	0%
Total Landings	20	23	-13%	42	51	-18%
Total Inbound Seats	3720	4278	-13%	7812	9486	

LANDLINE PASSENGERS

Leg O&D	Month	Total
EAU-MSP	Feb	234
MSP-EAU	Feb	<u>177</u>
	TOTAL	411

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Number of Cars Rented

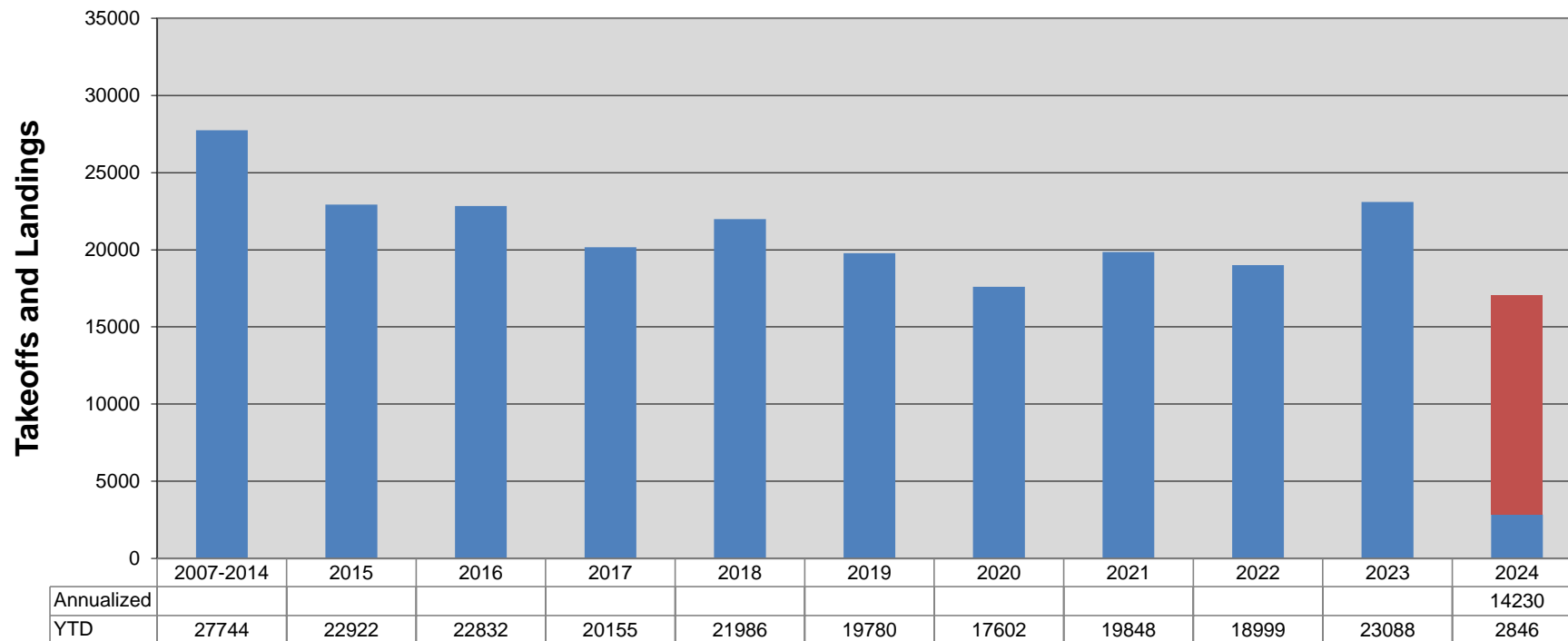
	<u>2024</u>	<u>2023</u>	24/23 % Diff.
January	378	379	0%
February	389	348	12%
March		486	-100%
April		417	17%
May		492	-100%
June		566	-100%
July		609	-100%
August		648	-100%
September		525	-100%
October		533	-100%
November		471	-100%
December		485	-100%
YTD	767	727	6%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 February 2024

		Month		% Diff.	Year to date		% Diff.
		2024	2023		2024	2023	
Itinerant	Air Carrier	45	36	25%	90	89	1%
	Communter/ Air Taxi	185	102	81%	292	161	81%
	GA	1144	1113	3%	1672	1689	-1%
Local	Military	45	51	-12%	58	68	-15%
	GA	518	546	-5%	710	706	1%
	Military	<u>8</u>	<u>14</u>	-43%	<u>24</u>	<u>20</u>	20%
TOTAL		1945	1862	4%	2846	2733	4%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

2024 Community/Stakeholder Outreach

1. Jan 4 – Airport Newsletter
2. Jan 4 – Kiwanis Club Presentation
3. Jan 8 – Airline PFC Meeting
4. Jan 10 – WEAU Interview
5. Jan 10 – Leader Telegram Interview
6. Jan 18 – Leadership Chippewa Falls
7. Jan 22 – Federal Legislative Update
8. Jan 23 – LE Phillips CDC Tour
9. Feb 2 – RSAT Invite
10. Feb 15 – Junior Achievement Tour
11. Feb 21 – Junior Achievement Tour
12. Feb 28 – Sun Country Hiring Event
13. Mar 6 – Junior Achievement Tour
14. Mar 8 – Email on Draft Hangar Waitlist Policy

Upcoming Events

Pancake Breakfast and Fly-In, May 11, 2024

Wisconsin Aviation Conference, Oct 2-4, 2024

Chippewa Valley Airshow, June 28-29, 2025

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Grounds Maintenance	Annual	Mar-24	<ul style="list-style-type: none"> - Continue with equipment upgrades as able. - Include the snow removal priority list in upcoming communication to airport tenants. <p style="text-align: right;">Agenda Item 7b</p>
Airfield Infrastructure			
Nav aids			
Approaches			
Runways			
Taxiway			
Aprons			
Snow Removal Process & Equipment			
Mowing Operations and Equipment			

Airfield Infrastructure including Runways, Taxiways, Aprons, Approaches and Nav aids

- Runway 22: This is the primary runway and the only runway with a precision approach or an Instrument Landing System. Aircraft can land with 200 foot ceilings and a ½ mile visibility. The airport owns and maintains a Precision Approach Path Indicator (PAPI) on this runway end.
- Runway 04: This is the second most utilized runway. This runway has a non-precision GPS approach with the lowest minimums being 200 feet ceiling and ¾ mile visibility. The FAA owns and maintains the PAPIs and Runway End Identifier Lights (REIL) on this runway. The threshold on Runway 04 was relocated in 2016, adding an additional 400' for landing on this runway. A 400' displacement still exists on this runway.
- Runway 04/22 was last completely reconstructed sometime in the early 1980's and an 800 ft. extension was added in the late 1990's on the Runway 22 end. An FAA funded project to complete some partial/full panel repairs, joint sealing and remarking occurred in 2022.
- A strategic plan action item is to study the cost/benefit of adding approach lights to Runway 04. This review will be done as part of our Master Plan update which is ongoing in 2023.
- Runway 14/32: This is our crosswind runway. Improvements to extend the life of this runway were completed in 2020.
- Currently only visual or circling approaches with higher minimums exist to this runway. The FAA will consider the possibility of GPS approaches to both runways once the Airport Layout Plan showing these approaches is approved. It is highly unlikely we will get very low minimums at this time on Runway 32 due to the large number of obstructions in the approach path. Runway 14 may be able to obtain lower minimums.
- Runway 14 has a PAPI and REIL and Runway 32 has a PAPI all owned and maintained by the airport. The FAA has indicated a REIL must be added to Runway 32. This will be added into a future FAA funded project but will be owned and maintained by the airport.
- Taxiway A: This taxiway is the full parallel taxiway serving Runway 04/22. It was reconstructed from taxiway C south to taxiway A4 in 2017. Taxiway A from taxiway C north and connector taxiways A1, A2 and A3 were rehabbed in 2017. Taxiway A lighting from B2 to A1 was replaced in 2020.
- Taxiway C: This taxiway is the full parallel taxiway to Runway 14/32. It was reconstructed from taxiway C2 to taxiway C1 in 2010 and from taxiway connector C2 to C4 in 2016.
- Taxiway E: This taxiway provides access from the south hangar area to runways 22 and 14/32. Taxiway E is in good condition with periodic remarking needed.
- Taxiway F: This taxiway provides access to runway 04 from the south hangar area. Taxiway F requires occasional crack sealing and remarking but is otherwise in good condition.
- Hangar Taxiways: The taxiways leading to our north hangar areas were reconstructed in 2005/06 and are in good condition, with the exception of taxilane J. The K/L-row taxilane was constructed in 2005 and the N-row in 2018. Rehab of the J-row taxilane and adjustment

of Taxilane K/L to meet FAA standards is planned for bidding in 2024. Occasional crack sealing is needed on all hangar taxiways.

- Terminal/FBO apron: All areas were joint sealed and partial/full panel repairs were completed in 2015. The north end of the apron had some asphalt portions removed and replaced in concrete and a concrete section was also added to the south end of the apron in 2014/15. The terminal area apron will be studied as part of the Master Plan to determine better flow for the larger Sun Country aircraft.
- Airfield Lighting: Projects to transition all remaining airfield lighting to LED are in the planning phase with plans to fund the projects in FFY25 and FFY26.

Mowing Operations

- Landside areas adjacent to sidewalks and roads are maintained at 3-6” grass height.
- Landside areas beyond about 20’ from roads and sidewalks are kept at 6-12”.
- Areas adjacent to airfield pavement are maintained at 3-6” grass height.
- Airfield areas beyond 12’ from pavement are kept at 6-18”.
- Remote areas that are able to be mowed are maintained on an annual or bi-annual basis. Additional mowing areas will be created with the fence project in 2023.

Mowing Equipment

Mowing equipment is not eligible for federal funds. The airport owns the following mowing equipment.

1. 2020 Toro Groundsmaster 4110 mower with a 10’6” finish deck
2. 2014 Tool Cat 5600 with a 72” finish deck
3. 2020 NewHolland T6.155 Tractor with John Deere 20’ wide pull behind deck (mower purchased in 2015)

Snow Removal Operations

- The annual airplane operation count for this airport requires a clearance time for Runway 04/22 and Taxiway A in one hour.
- Halliday Technologies RT3 Flight continuous friction measuring equipment (CFME) is used to conduct friction testing during winter operations. This device was purchased in 2014 and is a very consistent tool for providing friction testing.
- Notices to Airmen (NOTAMs) are issued by the airport maintenance staff using a digital format.
- Changing FAA requirements for reporting runway conditions has placed a greater focus on sweeping operations and use of chemicals to remove contaminants from the runway. The airport grounds maintenance budget has been adjusted in recent years to account for additional funds for chemicals and the airport recently purchased new equipment to facilitate greater sweeping capabilities.

- Airport maintenance personnel are responsible for determining airfield clearing priorities depending on conditions and time of day. The following priority list is used as a guide.
 - **Priority 1**
 - Runway 4/22
 - Parallel Taxiway Alpha and connectors A1 and A4
 - Mayo One Emergency Helicopter response pad
 - Air Carrier Ramp Area
 - FBO Ramp Area
 - ARFF station
 - ECFD Station 8 access road (per ECFD SOG)
 - Air Traffic Control Tower
 - Terminal Entrance Road and Parking Lot
 - **Priority 2**
 - Runway 14/32
 - Parallel Taxiway Charlie
 - Taxiway Bravo
 - K-row Access Road
 - Taxiways Echo and Foxtrot
 - **Priority 3**
 - NAVAID Access Roads
 - Perimeter Road past Station 8
 - North Hangar Area
 - South Hangar Area
 - Fuel Farm Area
 - South GA Ramp

Snow Removal Equipment

- Additional snow removal equipment purchases to replace aging equipment is planned for FAA funding in the next couple of years. Additional purchases to replace non-federally eligible equipment like a front end loader will likely be needed as well.
- One challenge with new equipment is ensuring the size of the equipment is able to fit into our existing maintenance facility. A new bay and expansion of the door on an existing bay was completed in 2021 to accommodate larger equipment.

<u>Type</u>	<u>Year, Make</u>	<u>Model</u>	<u>Size</u>
Truck/ Plow	1994 Ford Truck/ 1994 Frink Plow	L8000/ RAC 3351	14 ft.
Loader/ Sweeper/ Plow	1996 Case/ 1994 Sweepster/ 1996 Schmidt Plow	821B/ L3100BC16/ R4516H	4 yard/ 16 ft./ 16 ft.
Truck/ Plow/ Spreader	1999 Oshkosh Truck/ Blue Max Plow/ Swenson Tailgate Spreader	P Series/ BMP 1850HW/ SBD9	18 ft.
Plow	2008 Pro-Tech	IS20L	20 ft.
Plow	2014 Schmidt	R4516	16 ft.
Sander	2016 HiWay V Box	E-2020XT-12	6.3 yard
Blower/ Carrier Vehicle	2016 Bobcat Blower/ 2016 Bobcat Tool Cat	SB200x60/ 5600	60 inch
Loader/ Blower/ Sweeper/ Plow	2018 John Deere 2016 Sno Go 2018 Paladin/ 2020 Henke	644K/ MP-318/ 21493PH2-BLNK/ REL16.SVL	4 yard/ 2,500 ton/ 16 ft./ 16ft.
Tractor/ Plow/ Sweeper	2020 New Holland 2020 Arctic 1996 Sweepster	T6.155/ LD-15.5/	15 ft. plow 9 ft. sweeper
MTE	1999 Oshkosh Truck/ 1999 MB Sweeper/ 1997 Wausau Plow	H Series/ TTB-4600/ BMP 2250	20 ft./ 22 ft.
MTE	2021 MB	MB5	24 ft. plow/ 22 ft. broom

HANGAR WAITING LIST POLICY

Adopted: _____

Revised: _____

GENERAL

Hangars owned by the Chippewa Valley Regional Airport are intended for storage of registered and airworthy aircraft by the registered owner(s). This policy governs access and rental of CVRA owned hangars and the maintenance of the hangar waiting list. The hangar waiting list is the sole means by which the airport will fill upcoming vacancies.

Vacating hangars will only be offered to persons on any of the Hangar Waiting Lists, unless the available hangar doesn't have a waiting list or the current Lessee sells their aircraft and the new aircraft owner wishes to remain in the hangar. To be included on the hangar waiting list, a formal application must be completed and a non-refundable waiting list application fee must be received for each hangar option. The date of application will not be approved until the application fee has been received by the airport.

Upon signing a lease for any hangar, applicants must provide verification that they own or will own and will occupy the facility with a registered aircraft in airworthy condition within 60 days of hangar offer/acceptance. Applicants are solely responsible for maintaining current contact information with the airport to include address, phone number and email. There are no exceptions.

HANGAR WAITING LIST

1. Vacant hangars will be offered only to individuals on the hangar waiting list. There are eleven (11) types of hangars for which this policy applies to: Option 1 – C-row North; Option 2 – D/E-row North; Option 3 – G-row North; Option 4 – C-row South; Option 5 – D/E-row South; Option 6 – G-row South; Option 7 – N-row East; Option 8 – N-row West; Option 9 – K-row; Option 10 – F4; Option 11 – F3
2. Position on list: waiting list position rank is determined by date when application and fee were received by the airport.
 - a. Application: Prospective hangar applicants must complete the online hangar waiting list application form.
 - b. Application Fee: Hangar waiting list applicants must submit a \$25.00 non-refundable application fee for each hangar option selected on the application. The application fee will be applied to the first month hangar rent. Existing aircraft hangar tenants do not need to pay the application fee if they wish to move to a different hangar, unless they are removed from the list because they have passed on multiple waitlist hangar offers, in which the existing tenant will be required to pay the non-refundable application fee to put their name back on the waiting list. If an existing hanger tenant is removed from the waiting list, then subsequently pays the application fee, they will be placed in accordance with section 7 of this policy.
 - c. Select Hangar Preference: **Prior to selecting a hangar type, please review the hangar dimensions included as Attachment A to ensure the hangar will accommodate the**

aircraft to your satisfaction. Hangar preference can be changed at any time by filing a written request with the airport via mail or e-mail. A request to add a hangar type will place the applicant at the bottom of the list for the new hangar type requested. The applicant will stay in the same place on the list for any previously requested hangar types.

3. Positions on the hangar waiting list may not be transferred, traded, subletted, or sold.
4. Hangar offers shall be made chronologically (oldest date/time to the most recent). The airport will not enter into a hangar lease agreement with an applicant who is not able to meet the eligibility requirements at the time of offer, unless the applicant has indicated they will acquire and locate a registered airworthy aircraft within 60 days of signing the lease. Eligibility is determined by aircraft owner providing aircraft make/model and tail number information to the airport. The airport will verify this information through the FAA aircraft database.

When a hangar matching an applicant's preference becomes available, the airport will send notification to all applicants requesting the option matching the available hangar. The notification will be made via email and text if a cell phone number is provided. The applicant must:

- a. Reply to the airport office within 48 hours of when the notification was made affirming interest in the hangar. From the pool of applicants who affirmed their interest, the airport will provide an offer to the applicant at the top of the waiting list. A lease must be signed within 5 business days of the airport providing the offer for the vacant hangar.
 - b. Aircraft Acquisition: The applicant must have an aircraft registered to them in the hangar within sixty (60) days from the date the airport executed the lease agreement. Failure to have an airworthy aircraft registered to the applicant in the hangar within 60 days of acquiring the hangar may result in:
 - i. Termination of the lease agreement and removal from the hangar,
 - ii. Applicant's removal from the hangar waiting list.
5. Non-contact, failure to respond, or a "not interested at this time" response to the request to affirm interest or the hangar offer shall be considered a "Pass-Over". Each hangar waiting list applicant is permitted three (3) refusals, or "Pass-Overs", for the hangar they listed on their application without losing their current place on the list. After the third "pass-over", the applicant's name will be removed from the list unless there are mitigating circumstances (e.g. homebuilder has not finished their project). Note: having an aircraft that does not fit in the offered vacant hangar will not be considered a pass-over.
 6. Once an applicant has accepted an offer and entered into a hangar lease agreement, they may place their name on the bottom of the list for a hangar of a different size without paying the deposit fee. If they have previously requested a larger hangar and their name is currently on the list for the larger hangar, their position will remain unchanged.
 7. Persons removed from the hangar waiting list may restore their names to the bottom of the waiting list by filling out a new application and paying a new application fee.

HANGAR WAITING LIST POLICY ATTACHMENT A

Hangar Waiting List Options

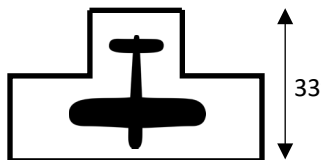
(listings below indicate the direction hangar door faces)

1. C-Row North (1248'-1680' square foot range, 44'x14' door opening)
2. D/E-Row North (All 1074' square feet, 41'x12' door opening)
3. G-Row North (997'-1712' square foot range, 41'x14' OR 52' door opening)
4. C-Row South (1232'-1663' square foot range, 44'x14' door opening)
5. D/E-Row South (All 1074' square feet, 41'x12' door opening)
6. G-Row South (1083'-1855' square foot range, 41'x14' OR 52' door opening)
7. N-Row East (All 1170' square feet, 44'x14' door opening)
8. N-Row West (All 1395' square feet, 44'x14' door opening)
9. K-Row West (All 3600' square feet, 54'x14' door opening)
10. F-3 South (3600' square feet, 54'x12' door opening)
11. F-4 South (2149' square feet, 39'x10' door opening)

Note: Options 1-8 are T-hangars. Options 9-11 are box hangars. Row C, D, E, F and G are located on the North end of the Airport. Rows K and N are located on the South end of the Airport. All CVRA owned T-hangars are unheated and all CVRA owned box hangars are heated. Utility expenses are included in T-hangar rent and utility expenses for box hangars are paid by the tenant. K-row hangars include water and a restroom.

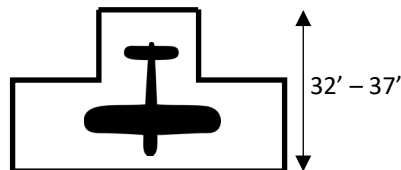
Options 2 & 5 - T-hangar dimensions

1074' square feet
12' door height
41' door opening



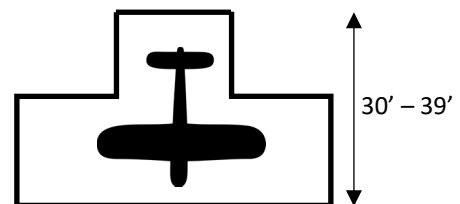
Options 7 & 8 - T-hangar dimensions

1170' to 1395' square feet range
14' door height
44' door opening

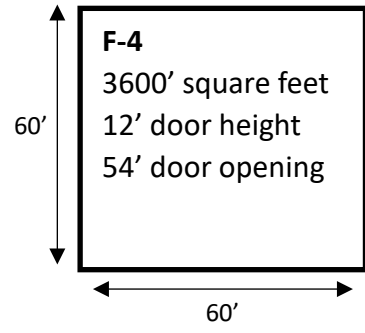
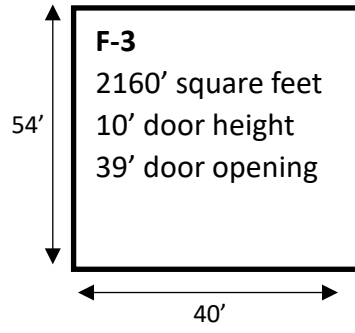
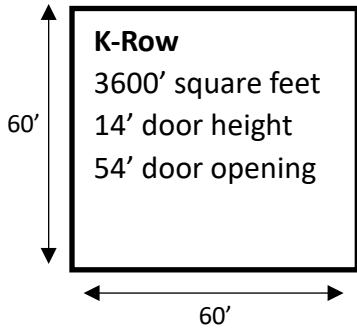


Options 1, 3, 4 & 6 - T-hangar dimensions

997' to 1855' square foot range
14' door height range
41' to 52' door opening range



Box hangar dimensions



North Area



South Area

