

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, July 19, 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 written comment you must email**  
**[admin@chippewavalleyairport.com](mailto:admin@chippewavalleyairport.com) at least 60 minutes prior to**  
**the start of the meeting.**

1. **Call To Order**
2. **Confirmation of Meeting Notice**
3. **Roll Call - Voice**
4. **Approval of Minutes**
  - a. **June 26, 2024 Regular Commission Meeting**
  - b. **July 9, 2024 Special 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
- AIP 54 – ARFF Truck Replacement
- AIP 55 – Phase II Fence Final Construction
- AIP 56 - South Hangar Construction
- AIP 57/58 Project for Taxilane J, K and L Reconstruct
- Terminal Tile Replacement

**1. Discussion/Action**

**8. Previous Business:**

**a. Airport Recognition Program Quarterly Award**

**1. Discussion/Action**

**9. New Business:**

**a. Approval of the 2025 Airport Operations and Capital Improvement Budget**

**1. Discussion/Action**

**b. Request from Hawthorne Aviation to Subcontract for Charter and Maintenance Services**

**1. Discussion/Action**

**10. Discuss Future Agenda Items**

**11. Set Future Meeting Dates and Times**

**12. Closed Session**

**Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(8) 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: Request from Hawthorne Aviation to Subcontract for Charter and Maintenance Services**

**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: Confirmation of airport director performance review and goal setting**

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, June 26, 2024, 7:30 a.m.**  
**Airport Terminal Conference Room**  
**3800 Starr Ave, Eau Claire, WI**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mike Mooney and Melissa Galvan-Peterson-Volaire Aviation (virtually), Sue Schleppenbach-Great Planes Aviation, Shawn Styer-Hawthorne Aviation, Dan Templeton-Menard, Inc., Scott Rogers-Eau Claire Chamber, Allyson Wisniewski-Chippewa Falls Chamber, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor, Erin Switzer-Airport Administrative Coordinator and other members of the public and media were present, both in-person and virtually.

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 Kirk Dahl, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Scott Smith (left at 9:30 am) and Barry Wells were present.
4. **Approval of Minutes:**
  - a. **April 26, 2024 Regular Commission Meeting:**  
 On a motion by Com. Wells, seconded by Com. Hull, the minutes of the April 26, 2024 meeting were approved as submitted.  
*(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. Hoeft, the expense vouchers and credit card charges for April and May were approved as presented.  
*(Ayes 7-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**  
 Airline Enplanements are up for April, down for May and up for the year.
    - **Car Rental Operations**  
 Cars rented are up for April, down for May and up for the year.
    - **Tower Operations**  
 Tower Operations are up for April and May and for the year. Prior to May, the last time tower operations exceeded 3,000 was in August 2012.

**6. Summary of EAS Proposals**

- a. **Volaire Aviation Presentation:** Mike Mooney, the CVRA Air Service Consultant from Volaire Aviation, presented a summary of the two essential air service airline proposals that were received for EAU.

**7. Public Comment:** Many members of the public provided comments regarding the EAS Proposals.

**8. Previous Business: None**

**9. New Business:**

- a. **Request from Hawthorne Aviation to Subcontract for Flight Instruction and Aircraft Rental:** Commissioners reviewed the Hawthorne request to subcontract to Link Aviation as a result of the impending acquisition of Gibson Aviation.

**On a motion by Com. Wells, seconded by Com. Francis, the Commission approved the Hawthorne Aviation Subcontract request.**  
*(Ayes 7-Nayes 0)*

- b. **Airport Commission Annual Meeting:**

**On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the prior year financial statement.**  
*(Ayes 7-Nayes 0)*

**On a motion by Com. Smith, seconded by Com. Hoelt, Bill Hilgedick was re-elected as Chair, Barry Wells as Vice-Chair and Scott Francis as Secretary.**  
*(Ayes 7-Nayes 0)*

- c. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(8) 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: Deliberation of EAS Proposals**

**On a motion by Com. Hull, seconded by Com. Wells, the Commission entered into closed session at 8:45 am on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoelt, Hull, Smith & Wells; Nayes: None. The Airport Director, as well as Mike Mooney and Melissa Galvan-Peterson from Volaire Aviation were also in attendance.**

Commissioners returned from closed session at 9:58 am. Chair Hilgedick reported that the Commission did not take any action in closed session but requested further discussion with the airlines that submitted proposals. The Airport Director will set up a subsequent meeting in July for those discussions.

**10. Discuss Future Agenda Items: 2025 Preliminary Budget and the Airport Director Performance Evaluation**

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for July 19, August 16 and September 20.

**12. Adjournment:**

**On a motion by Com. Wells, seconded by Com. Hull, the meeting was adjourned at 9:59 am.**

*(Ayes 6-Nayes 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**

## MINUTES

**Chippewa Valley Regional Airport Commission  
Special Meeting  
Monday, July 8, 2024, 3:00 p.m.  
Airport Terminal Conference Room  
3800 Starr Ave, Eau Claire, WI**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mike Mooney and Melissa Galvan-Peterson-Volaire Aviation (virtually), Daniel Belmont-SkyWest, Grant Whitney (virtually) and Michael Garko-Sun Country, Charity Zich-Airport Director, Erin Switzer-Airport Administrative Coordinator and other members of the public and media were present, both in-person and virtually.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 3:00 pm
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Kirk Dahl, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Scott Smith and Barry Wells were present.
4. **Public Comment Period:** None
5. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(8) 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: Discussions with Airlines and Deliberation of EAS Proposals**

**On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 3:01 pm on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoeft, Hull, Smith & Wells; Nays: None. The Airport Director, Administrative Coordinator, Mike Mooney and Melissa Galvan-Peterson from Volaire Aviation were also in attendance. Representatives from SkyWest and Sun Country Airlines were present for their portion of the interview process.**

**Commissioners returned from closed session at 5:48 pm. Chair Hilgedick reported that the Commission had discussions with both airlines and deliberated the EAS Proposals but did not take any action in closed session.**

**6. Approval of Airline Letter of Support to US DOT for Essential Air Service Program**

Commissioners discussed the proposals received for EAS and which proposal to support to the US DOT.

**On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the SkyWest Airlines Letter of Support to the US DOT for the Essential Air Service Program on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoeft, Hull & Smith; Nays: Wells.**  
*(Ayes 6-Nays 1)*

**7. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 5:56 pm.**  
*(Ayes 7-Nays 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**

**June Vouchers for approval July 19, 2024**

Agenda Item 5a

|                                 |  |                      |                           |
|---------------------------------|--|----------------------|---------------------------|
| Alcivia                         | (3999) Gasohol & (3000) Diesel Fuel                  | 53510-377            | \$21,007.08               |
| Aspen Construction              | Hangar F3 Concrete Apron Repair; Bollard Install     | 53510-246            | \$3,090.00                |
| CBS Squared                     | Design/construction fees, South Ramp Hangar          | 53510-820            | \$1,265.00                |
| Cintas                          | Uniforms & Towels                                    | 53510-298            | \$337.70                  |
| City of Eau Claire              | Airport Water/Sewer Charges - Q2                     | 53510-221            | \$15,456.31               |
| <i>City of Eau Claire</i>       | <i>ATCT Water/Sewer Charges - Q2</i>                 | <i>53515-221</i>     | <i>\$276.20</i>           |
| Dann's Certified Testing        | Terminal Cross Connection Testing                    | 53510-248            | \$320.00                  |
| <i>Dann's Certified Testing</i> | <i>ATCT Cross Connection Testing</i>                 | <i>53515-248</i>     | <i>\$80.00</i>            |
| Ennis-Flint                     | Airfield Pain, (160) Gallons                         | 53510-246            | \$2,972.47                |
| JM Janitorial                   | Janitorial Services, June                            | 53510-200            | \$576.00                  |
| LAFORCE                         | Terminal/Tower Door Cores                            | 53510-248            | \$319.55                  |
| Masters Building Solutions      | 2024 Service Contract (1 of 2)                       | 53510-200            | \$1,815.00                |
| Vaudreuil, Chris                | Hangar Rental Annual Pay Reimbursement               | 46344-000-600        | \$920.07                  |
| Xcel Energy                     | Terminal Gas/Electric - K-6 June Elec. Only          | 53510-222/224        | \$74.40                   |
| <i>Xcel Energy</i>              | <i>ATCT Gas/Electric - May &amp; June Elec. Only</i> | <i>53515-222/224</i> | <i>\$2,425.02</i>         |
|                                 |  | <b>TOTAL</b>         | <b><u>\$50,934.80</u></b> |

ITALICIZED items = Tower Expenses

**June Credit Card Charges**

|                               |                                  |                  |                           |
|-------------------------------|----------------------------------|------------------|---------------------------|
| SUMMIT FIRE PROTECTION        | Fire Extinguisher Inspections    | 53510-248        | 1735.40                   |
| VOLAIRE AVIATION INC.         | Air Service, May                 | 53510-328        | 1500.00                   |
| VOLAIRE AVIATION INC.         | Air Service, March               | 53510-328        | 1500.00                   |
| ADVANCE LOCAL MEDIA LLC       | Digital Marketing, May           | 53510-327        | 3800.00                   |
| DFW AIRPORT FTRC              | ARFF Training                    | 53510-340        | 1650.00                   |
| DSPS E SERVICE FEE COM        | Permit, service fees             | 53510-248        | 10.12                     |
| <i>DSPS E SERVICE FEE COM</i> | <i>Permit, service fees ATCT</i> | <i>53515-248</i> | <i>2.26</i>               |
| DSPS EPAY ISE                 | Permits                          | 53510-248        | 450.00                    |
| <i>DSPS EPAY ISE</i>          | <i>Permits, ATCT</i>             | <i>53515-248</i> | <i>100.00</i>             |
| AMAZON                        | ARFF Bags                        | 53510-366        | 200.94                    |
| AMAZON                        | Return                           | 53510-366        | -95.97                    |
| AMAZON                        | Return                           | 53510-248        | -79.52                    |
| WAL-MART                      | Marketing                        | 53510-327        | 10.44                     |
| DALCO ENTERPRISES             | Janitorial                       | 53510-248        | 217.85                    |
| AMAZON                        | ARFF Bags                        | 53510-366        | 89.07                     |
| STAPLES                       | Janitorial                       | 53510-248        | 572.20                    |
| AMAZON                        | Return                           | 53510-248        | -9.99                     |
| NEWEGG MARKETPLACE            | Return                           | 53510-366        | -49.37                    |
| SUN COUNTRY                   | ARFF Training                    | 53510-340        | 300.00                    |
| AMAZON                        | Return                           | 53510-366        | -104.97                   |
| SUN COUNTRY                   | ARFF Training                    | 53510-340        | 66.00                     |
| AMAZON                        | Grounds                          | 53510-248        | 45.00                     |
| HANGAR 54 GRILL               | Marketing                        | 53510-327        | 25.88                     |
| GOLD CROSS ANSWERING SVC      | Answering Service                | 53510-225        | 130.00                    |
| WINDCAVE INC                  | Merchant Fees                    | 53510-200        | 100.00                    |
| TRANSPORTATION SECURITY-TSC   | Badge Processing Fees            | 53510-310-650    | 300.00                    |
| PER MAR SECURITY              | Door Strike Replacement          | 53510-248        | 545.32                    |
| KURTH SHEET METAL             | Building                         | 53510-248        | 187.50                    |
| SUPER 8 DFW                   | ARFF Training                    | 53510-340        | 92.54                     |
| SUPER 8 DFW                   | ARFF Training                    | 53510-340        | 92.54                     |
| SUPER 8 DFW                   | ARFF Training                    | 53510-340        | 92.54                     |
| MSP AIRPORT PARKING           | ARFF Training                    | 53510-340        | 41.00                     |
| FREEDOM FLAG                  | Building                         | 53510-248        | 115.00                    |
| SOUTHSIDE TIRE CF             | Grounds                          | 53510-246        | 195.20                    |
| MENARDS EAU CLAIRE WEST       | Building                         | 53510-248        | 47.95                     |
| FARM & FLT CF                 | Grounds                          | 53510-246        | 183.98                    |
| FARRELL EQUIPMENT             | Grounds                          | 53510-246        | 239.96                    |
|                               |                                  | <b>TOTAL</b>     | <b><u>\$14,298.87</u></b> |



## Chippewa Valley Regional Airport

**2024 BUDGET COMPARISON Estimated June 30, 2024**

|                     | Item                         | 12 Month Budget 2024 | Budget YTD Allocated  | Actual as of 6/30/24 (50%) | Variance YTD         | Balance Remaining For Year |
|---------------------|------------------------------|----------------------|-----------------------|----------------------------|----------------------|----------------------------|
| <b>Income</b>       |                              |                      | 50.00%                |                            |                      |                            |
| 41110               | Contrib From Eau Claire Cty  | \$407,050            | \$203,525             | \$203,525                  | \$0.00               | \$203,525.00               |
| 43790               | Contrib From Chippewa Cty    | \$132,890            | \$66,445              | \$66,445                   | \$0.00               | \$66,445.00                |
| Sub-Total           | Tax Revenue                  | \$539,940            | \$269,970.00          | \$269,970.00               | \$0.00               | \$269,970.00               |
| 46341               | Air Terminal                 | \$187,247            | \$93,624              | \$101,708                  | \$8,084.61           | \$85,538.96                |
| 46342               | FBO                          | \$226,602            | \$113,301             | \$119,780                  | \$6,479.01           | \$106,822.06               |
| 46343               | Airfield                     | \$107,000            | \$53,500              | \$60,464                   | \$6,963.98           | \$46,536.02                |
| 46344               | Hangars                      | \$258,845            | \$129,422             | \$171,522                  | \$42,099.11          | \$87,323.32                |
| 46345               | Parking                      | \$155,000            | \$77,500              | \$117,803                  | \$40,303.18          | \$37,196.82                |
| 46346               | Rental Cars                  | \$135,000            | \$67,500              | \$86,570                   | \$19,069.88          | \$48,430.12                |
| 46347               | Badging Revenue              | \$1,500              | \$0                   | \$2,373                    | \$2,373.00           | (\$873.00)                 |
| 46349               | Ground Handling              | \$0                  | \$0                   | \$0                        | \$0.00               | \$0.00                     |
| 48902               | Vehicle Fuel Reimbursement   | \$18,000             | \$9,000               | \$13,947                   | \$4,946.78           | \$4,053.22                 |
| 48903               | Equipment Rental             | \$1,200              | \$600                 | \$700                      | \$100.00             | \$500.00                   |
| Sub-Total           | Operating Revenue            | \$1,090,394          | \$544,447             | \$674,867                  | \$130,419.54         | \$415,528                  |
| Sub-Total           | Taxes and Operating Rev.     | \$1,630,334.12       | \$814,417.06          | \$944,836.60               | \$130,419.54         | \$685,497.52               |
| 48691               | Other Revenue                | \$5,000              | \$2,500               | \$260                      | (\$2,240.10)         | \$4,740.10                 |
| 48900               | Insurance Refunds            | \$0                  | \$0                   | \$0                        | \$0.00               | \$0.00                     |
| 48901               | PFC                          | \$74,360             | \$37,180              | \$33,912                   | (\$3,267.58)         | \$40,447.58                |
| 43690-91            | Airport Grants               | \$0                  | \$0                   | \$434,000                  | \$434,000.00         | (\$434,000.00)             |
| 49210               | Transfer Fr. Gen'l Fund      | \$0                  | \$0                   | \$0                        | \$0.00               | \$0.00                     |
| 49300               | Airport Fund Balance Applied | \$1,285,018          | \$642,509             | \$0                        | (\$642,509.00)       | \$1,285,018.00             |
| Sub-Total           | Other Revenue                | \$1,364,378          | \$682,189.00          | \$468,172.32               | (\$214,016.68)       | \$896,205.68               |
| <b>TOTAL INCOME</b> |                              | <b>\$2,994,712</b>   | <b>\$1,496,606.06</b> | <b>\$1,413,008.92</b>      | <b>(\$83,597.14)</b> | <b>\$1,581,703.20</b>      |
| <b>Expenses</b>     |                              |                      |                       |                            |                      |                            |
| 53510-111           | Salary Perm-Regular          | \$442,900            | \$221,450             | \$233,284.81               | \$11,834.81          | \$209,615.19               |
| -112                | Salary Perm-OT               | \$20,850             | \$10,425              | \$4,100.79                 | (\$6,324.21)         | \$16,749.21                |
| -114                | Salary-On Call Pay           | \$5,200              | \$2,600               | \$2,600.00                 | \$0.00               | \$2,600.00                 |
| -121                | Salary Temp Regular          | \$12,218             | \$6,109               | \$2,398.47                 | (\$3,710.53)         | \$9,819.53                 |
| -130                | Employee Benefits            | \$4,200              | \$2,100               | \$2,100.00                 | \$0.00               | \$2,100.00                 |
| -136                | PTO-ELB-Lump Sum Payout      | \$0                  | \$0                   | \$0.00                     | \$0.00               | \$0.00                     |
| -141                | Board & Comm Per Diem        | \$5,000              | \$2,500               | \$1,800.00                 | (\$700.00)           | \$3,200.00                 |
| -142                | Cnty Brd & Comm Mile         | \$1,500              | \$750                 | \$326.91                   | (\$423.09)           | \$1,173.09                 |
| -151                | Social Security              | \$36,810             | \$18,405              | \$17,312.58                | (\$1,092.42)         | \$19,497.42                |
| -152                | Retirement Emplr Share       | \$31,159             | \$15,580              | \$16,429.08                | \$849.58             | \$14,729.92                |
| -153                | HSA Contribution             | \$5,250              | \$2,625               | \$3,000.00                 | \$375.00             | \$2,250.00                 |
| -154                | Hos & Health Ins             | \$96,350             | \$48,175              | \$50,614.92                | \$2,439.92           | \$45,735.08                |
| -155                | Life Insurance               | \$89                 | \$45                  | \$42.84                    | (\$1.66)             | \$46.16                    |
| -158                | Unemployment Comp            | \$0                  | \$0                   | \$0.00                     | \$0.00               | \$0.00                     |
| -164                | Dental Insurance             | \$904                | \$0                   | \$992.40                   | \$992.40             | (\$88.40)                  |
| -165                | Vision Insurance             | \$0                  | \$0                   | \$69.12                    | \$69.12              | (\$69.12)                  |
| -200                | Contract Svcs                | \$31,640             | \$15,820              | \$8,437.08                 | (\$7,382.92)         | \$23,202.92                |
| -212                | Attorney Fees                | \$6,500              | \$3,250               | \$5,055.00                 | \$1,805.00           | \$1,445.00                 |
| -213                | Accounting & Audit           | \$6,000              | \$3,000               | \$0.00                     | (\$3,000.00)         | \$6,000.00                 |
| -221                | Water & Sewer                | \$61,617             | \$30,808              | \$30,986.34                | \$178.01             | \$30,630.32                |
| -222                | Electric                     | \$118,450            | \$59,225              | \$44,940.83                | (\$14,284.17)        | \$73,509.17                |
| -224                | Gas & Fuel Oil               | \$61,800             | \$30,900              | \$19,642.46                | (\$11,257.54)        | \$42,157.54                |
| -225                | Telephone                    | \$4,200              | \$2,100               | \$1,269.36                 | (\$830.64)           | \$2,930.64                 |
| -226                | Cellular Phone               | \$2,500              | \$1,250               | \$899.73                   | (\$350.27)           | \$1,600.27                 |
| -227                | Dataline/Internet            | \$500                | \$250                 | \$0.00                     | (\$250.00)           | \$500.00                   |
| -241                | Motor Vehicle Maint          | \$16,000             | \$8,000               | \$9,363.60                 | \$1,363.60           | \$6,636.40                 |
| -246                | Grounds Maint                | \$110,000            | \$55,000              | \$16,632.29                | (\$38,367.71)        | \$93,367.71                |
| -248                | Building Maint               | \$33,000             | \$16,500              | \$14,466.59                | (\$2,033.41)         | \$18,533.41                |
| -249                | Service on Machines          | \$0                  | \$0                   | \$0.00                     | \$0.00               | \$0.00                     |
| -297                | Refuse Collection            | \$1,900              | \$950                 | \$996.12                   | \$46.12              | \$903.88                   |
| -298                | Laundry Services             | \$5,000              | \$2,500               | \$3,039.08                 | \$539.08             | \$1,960.92                 |
| -299                | Sundry Contract Services     | \$160,000            | \$80,000              | \$9,096.75                 | (\$70,903.25)        | \$0.00                     |
| -310                | Office Supplies              | \$500                | \$250                 | \$106.29                   | (\$143.71)           | \$393.71                   |

|                                    | Item                       | 12 Month Budget 2024  | Budget YTD Allocated | Actual as of 6/30/24 (50%) | Variance YTD          | Balance Remaining For Year |
|------------------------------------|----------------------------|-----------------------|----------------------|----------------------------|-----------------------|----------------------------|
| -311                               | Postage and Box Rent       | \$800                 | \$400                | \$60.71                    | (\$339.29)            | \$739.29                   |
| -313                               | Printing & Dup             | \$800                 | \$400                | \$312.44                   | (\$87.56)             | \$487.56                   |
| -320                               | Ref Materials              | \$250                 | \$125                | \$0.00                     | (\$125.00)            | \$250.00                   |
| -321                               | Publish Legal Notices      | \$150                 | \$75                 | \$0.00                     | (\$75.00)             | \$150.00                   |
| -324                               | Membership Dues            | \$4,000               | \$2,000              | \$3,131.00                 | \$1,131.00            | \$869.00                   |
| -327                               | Marketing                  | \$60,000              | \$30,000             | \$25,122.02                | (\$4,877.98)          | \$34,877.98                |
| -328                               | Airline Recruitment        | \$20,000              | \$10,000             | \$7,500.00                 | (\$2,500.00)          | \$12,500.00                |
| -340                               | Travel-Train, Conf & Misc. | \$15,000              | \$7,500              | \$8,893.60                 | \$1,393.60            | \$6,106.40                 |
| -366                               | Fire fight supplies        | \$4,500               | \$2,250              | \$653.10                   | (\$1,596.90)          | \$3,846.90                 |
| -377                               | Vehicle Fuel               | \$50,000              | \$25,000             | \$26,943.39                | \$1,943.39            | \$23,056.61                |
| -510                               | Insurance                  | \$82,332              | \$41,166             | \$50,122.30                | \$8,956.30            | \$32,209.70                |
| -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               | \$1,500              | \$1,956.12                 | \$456.12              | \$1,043.88                 |
| -310-650                           | Badging                    | \$1,500               | \$750                | \$2,374.97                 | \$1,624.97            | (\$874.97)                 |
| -933                               | Bank Service Charges       | \$7,200               | \$3,600              | \$4,102.54                 | \$502.54              | \$3,097.46                 |
| <b>Sub-Total Operating Expense</b> |                            | <b>\$1,531,568.66</b> | <b>\$765,332.33</b>  | <b>\$631,175.63</b>        | <b>(\$134,156.70)</b> | <b>\$900,393.03</b>        |
| 53515-221                          | ATCT Water-Sewer-Strmwtr   | \$1,129               | \$564                | \$547.56                   | (\$16.88)             | \$581.32                   |
| -222                               | ATCT Electricity           | \$20,600              | \$10,300             | \$8,981.65                 | (\$1,318.35)          | \$11,618.35                |
| -224                               | ATCT Gas & Fuel Oil        | \$5,665               | \$2,833              | \$1,501.32                 | (\$1,331.18)          | \$4,163.68                 |
| -225                               | ATCT Telephone             | \$1,000               | \$500                | \$240.00                   | (\$260.00)            | \$760.00                   |
| -248                               | ATCT Building Maintenance  | \$15,000              | \$7,500              | \$2,702.59                 | (\$4,797.41)          | \$12,297.41                |
| <b>Sub-Total Tower Expense</b>     |                            | <b>\$43,394</b>       | <b>\$21,696.94</b>   | <b>\$13,973.12</b>         | <b>(\$7,723.82)</b>   | <b>\$29,420.76</b>         |
| 53610-810                          | Capital Equipment          | \$0                   | \$0                  | \$785.62                   | \$785.62              | (\$785.62)                 |
| -820                               | Capital Improvement        | \$1,065,000           | \$532,500            | \$8,388.35                 | (\$524,111.65)        | \$1,056,611.65             |
| -829                               | Other Capital Improvement  | \$354,750             | \$177,375            | \$73,991.07                | (\$103,383.93)        | \$280,758.93               |
| 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                     |
| <b>Sub-Total Capital Expense</b>   |                            | <b>\$1,419,750</b>    | <b>\$709,875.00</b>  | <b>\$83,165.04</b>         | <b>(\$626,709.96)</b> | <b>\$1,336,584.96</b>      |
| <b>TOTAL EXPENSE</b>               |                            | <b>\$2,994,713</b>    | <b>\$1,496,904</b>   | <b>\$728,314</b>           | <b>(\$768,590.48)</b> | <b>\$2,266,398.75</b>      |
| <b>NET OPERATING INCOME</b>        |                            | <b>\$0</b>            | <b>(\$298)</b>       | <b>\$684,695.13</b>        |                       | <b>(\$684,695.55)</b>      |
| Cash Balance                       |                            |                       |                      |                            |                       |                            |
|                                    | Per 2020 Audit Report      | 2,393,606             |                      |                            |                       |                            |
|                                    | Per 2021 Audit Report      | 3,096,503             |                      |                            |                       |                            |
|                                    | Per 2022 Audit Report      | 3,174,668             |                      |                            |                       |                            |
|                                    | 2023 Estimate              | 3,042,097             |                      |                            |                       |                            |

Chippewa Valley Regional Airport  
**Traffic Statistics**  
 June 2024

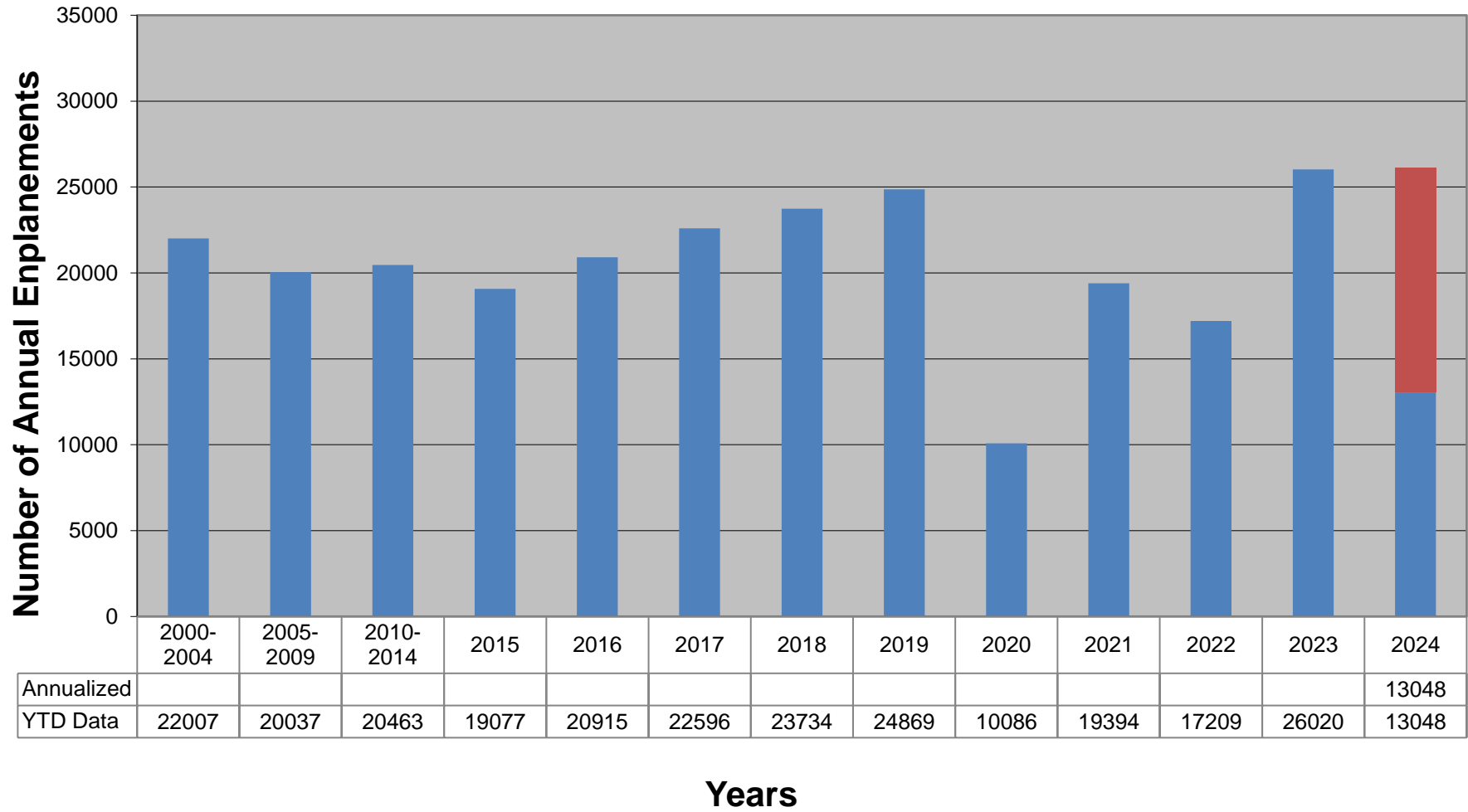
| AIRLINE PASSENGERS      | Month    |          | % Diff. | Year to date |            | % Diff. |
|-------------------------|----------|----------|---------|--------------|------------|---------|
|                         | 2024     | 2023     |         | 2024         | 2023       |         |
| EAU-MSP                 | 703      | 829      |         | 4118         | 5532       |         |
| EAU-RSW                 | 0        | 0        |         | 6510         | 4425       |         |
| EAU-MCO                 | 1459     | 1450     |         | 1691         | 2753       |         |
| EAU-LAS                 | <u>0</u> | <u>0</u> |         | 0            | 0          |         |
| CHARTERS Enplaned       |          |          |         | <u>729</u>   | <u>696</u> |         |
| Total Enplaned          | 2162     | 2279     | -5%     | 13048        | 13406      | -3%     |
| MSP-EAU                 | 652      | 880      |         | 2572         | 4404       |         |
| RSW-EAU                 | 0        | 0        |         | 8249         | 4604       |         |
| MCO-EAU                 | 1305     | 1354     |         | 1651         | 2946       |         |
| LAS-EAU                 | <u>0</u> | <u>0</u> |         | 0            | 0          |         |
| CHARTERS Deplaned       |          |          |         | <u>729</u>   | <u>696</u> |         |
| Total Deplaned          | 1957     | 2234     | -12%    | 13201        | 12650      | 4%      |
| Total Enplaned/Deplaned | 4119     | 4513     | -9%     | 26249        | 26056      | 1%      |

| AIRLINE PERFORMANCE        | 2024     | 2023     |         | 2024     | 2023     |     |
|----------------------------|----------|----------|---------|----------|----------|-----|
| Scheduled Flights/Landings | 22       | 22       | 0%      | 136      | 148      | -8% |
| Canceled Flights           |          |          |         |          |          |     |
| Xnld for Wx                | 0        | 0        |         | 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> |     |
| <b>Total</b>               | 0        | 0        | #DIV/0! | 1        | 1        | 0%  |
| Total Landings             | 22       | 22       | 0%      | 135      | 147      | -8% |
| Total Inbound Seats        | 4092     | 4092     | 0%      | 25110    | 27342    |     |

**LANDLINE PASSENGERS**

| Leg O&D | Month | Total      |
|---------|-------|------------|
| EAU-MSP | June  | 132        |
| MSP-EAU | June  | <u>126</u> |
|         | TOTAL | 258        |

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



Number of Cars Rented

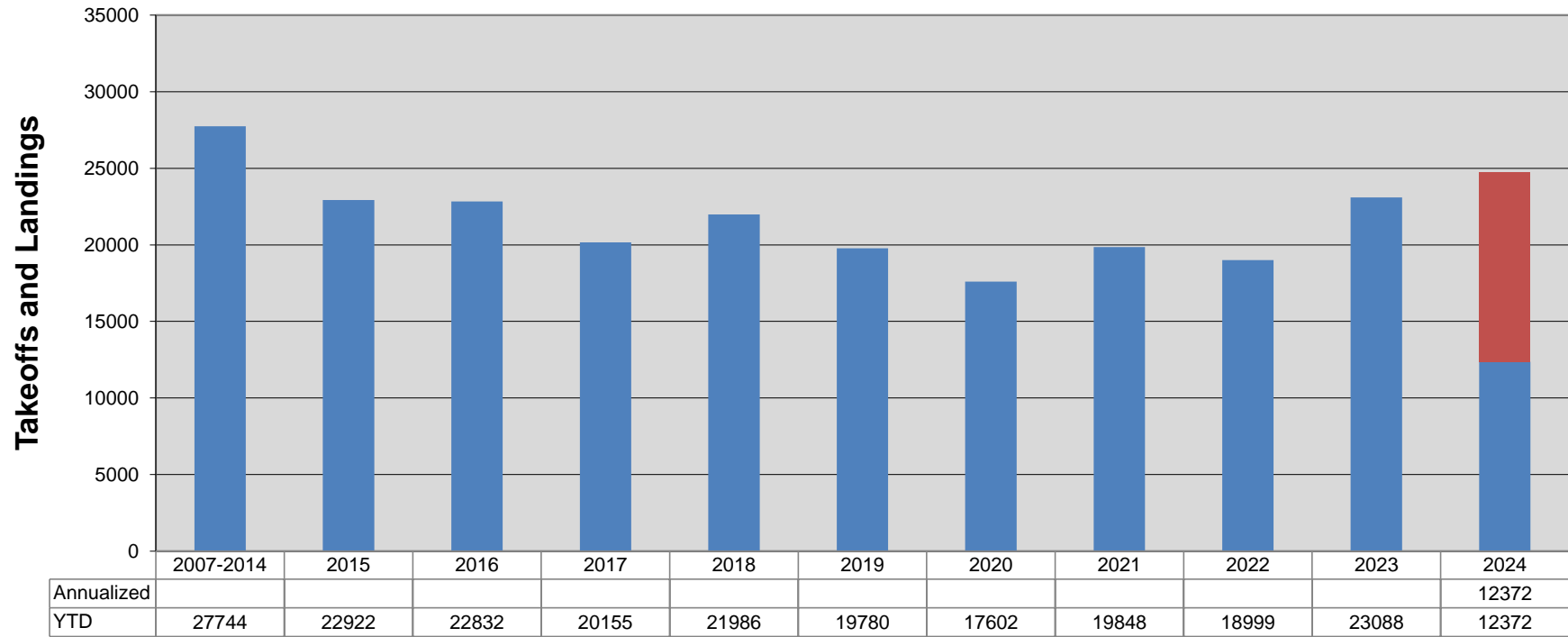
|            | <u>2024</u> | <u>2023</u> | 24/23 % Diff. |
|------------|-------------|-------------|---------------|
| January    | 378         | 379         | 0%            |
| February   | 389         | 348         | 12%           |
| March      | 457         | 486         | -6%           |
| April      | 455         | 417         | 17%           |
| May        | 470         | 492         | -4%           |
| June       | 516         | 566         | -9%           |
| July       |             | 609         | -100%         |
| August     |             | 648         | -100%         |
| September  |             | 525         | -100%         |
| October    |             | 533         | -100%         |
| November   |             | 471         | -100%         |
| December   |             | 485         | -100%         |
| <b>YTD</b> | <b>2665</b> | <b>2688</b> | <b>-1%</b>    |

Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 June 2024

|              |                        | <b>Month</b> |             | <b>% Diff.</b> | <b>Year to date</b> |             | <b>% Diff.</b> |
|--------------|------------------------|--------------|-------------|----------------|---------------------|-------------|----------------|
|              |                        | <b>2024</b>  | <b>2023</b> |                | <b>2024</b>         | <b>2023</b> |                |
| Itinerant    | Air Carrier            | 48           | 42          | 14%            | 293                 | 269         | 9%             |
|              | Communter/<br>Air Taxi | 165          | 165         | 0%             | 940                 | 755         | 25%            |
|              | GA                     | 1235         | 1440        | -14%           | 7095                | 6832        | 4%             |
|              | Military               | 78           | 29          | 169%           | 293                 | 193         | 52%            |
| Local        | GA                     | 841          | 592         | 42%            | 3695                | 2826        | 31%            |
|              | Military               | <u>6</u>     | <u>2</u>    | 200%           | <u>56</u>           | <u>34</u>   | 65%            |
| <b>TOTAL</b> |                        | 2373         | 2270        | 5%             | 12372               | 10909       | 13%            |

## 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
15. Mar 20 – EC Chamber Podcast
16. Mar 20 – Youth Ambassador Tour
17. Apr 4 – Airport Newsletter
18. Apr 5 – School Tour
19. Apr 10- LT Interview on Hangar Grant
20. Apr 10 – Banker with a Beer Podcast
21. Apr 11 – Leadership Eau Claire Tour
22. Apr 17 – Rosenbaum Meeting w/ Tower Mgr
23. Apr 19 – Axios Twin Cities Interview
24. May 11 – Pancake Breakfast and Fly-In
25. May 14 – Chippewa County Board
26. May 17 – Eau Claire County Board
27. June 3 – Airport Neighbor Fence Meeting
28. June 4 – UWEC Academy for Lifelong Learners
29. June 5 – LaCrosse Tribune Air Travel Interview
30. June 26 – EAS Website News Story and Social Media Outreach
31. June 26 – Airport Neighborhood Association Summer Sizzle
32. July 8 – EAS Media Statement and Interviews
33. July 9 – Spectrum News Interview

Upcoming Events

- Master Plan Public Meeting, August 15, 2024  
Flying Hamburger Social, August 20, 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>   |
|---------------------------------------|------------------|--------------------|---|
| Fuel Flowage Fees                     | Annual           | Jul-23             | <p>- Parking fees were increased in 2022 with the replacement of the parking system.</p> <p>- Consider adjusting future airline lease to increase landing fees to account for lost revenue due to lack of fuel purchases.</p> |
| Landing Fees                          | Annual           |                    |   |
| Terminal Parking Fees and Maintenance | Annual           |                    |   |
| Public Parking Surfaces and Roads     |                  |                    |   |
| Tower Facilities Maintenance          | Annual           | Agenda Item 7b     |   |

| <u>2024</u>                | <u>EAU</u>         | <u>LSE</u>   | <u>RHI</u>         | <u>CWA</u>                                       |
|----------------------------|--------------------|--|--------------------|--|
| Signatory Landing Fees     | \$1.58/1,000 lbs   | \$3.86/1,000 lbs*  | \$4.00/1,000 lbs** | \$2.35/1,000 lbs                                 |
| Non-Signatory Landing Fees | \$1.69/1,000 lbs   | \$3.86/1,000 lbs   | \$4.00/1,000 lbs   | \$2.35/1,000 lbs                                 |
| Long Term Parking Fees     | \$7/day            | \$8/per day  | \$7/per day        | \$9/day  |
| Short Term Parking Fees    | First 4 Hours Free | First 20 min. free,<br>\$2/20-60 min., \$1 for<br>each add'l 1/2 hour,<br>\$11/per day | First 4 Hours Free | First 3 Hours Free,<br>\$1/hour<br>\$9 daily max |
| 100LL Fuel Flowage Fee     | \$.07/gallon       | \$.07/gallon   | \$.06/gallon       | \$.055/gallon                                    |
| Jet A Fuel Flowage Fee     | \$.08/gallon       | \$.07/gallon*  | \$.06/gallon       | \$.055/gallon                                    |

*\*Airlines are exempt from flowage fees because they pay a landing fee.*

*\*\*Airlines pay reduced flowage fee of \$.04/gallon.*

| 2024         | Name          | Company            | Accomplishment  | Monthly Winner |
|--------------|---------------|--------------------|---|----------------|
| <i>April</i> | Shawn Styer   | Hawthorne Aviation | I would like to nominate Shawn Styer for his willingness to go above and beyond to help the team at Sun Country when we have run into issues with deicing and equipment. With his help and quick response time, we have been able stay on-time, or very close, with our departure schedules.  | X              |
|              | -             |                    |   |                |
| <i>May</i>   | Gail Moore    | Midwest ATC        | We nominate tower controller Gail Moore to be honored through the CVRA recognition program. Gail was on duty during the May 11 pancake breakfast event. The traffic volume was extremely heavy, but no matter what happened, Gail kept her cool and managed everything with safety as the top priority. She treated all pilots in a very friendly and most professional manner. It was truly a job well done. | X              |
|              | Max Tomasoski | Hawthorne Aviation | Sunday May 26, a SunCountry flight was diverted to Eau Claire and Hawthorne was tasked to take care of it, Max single handedly dealt with the situation, including parking the plane, fueling it, getting air stairs to it, and even communicating with the pilots over the radio.  | -              |
| <i>June</i>  | -             |                    |   |                |

## Chippewa Valley Regional Airport

### DEPARTMENT MISSION

The Chippewa Valley Regional Airport will provide our users with a safe, efficient and welcoming operation while striving to meet the current and future needs of the communities we serve, by ensuring the Chippewa Valley is connected to the world.

### DEPARTMENT BUDGET HIGHLIGHTS

CVRA continues to add facilities that generate additional revenue for the airport. Another new hangar facility comes online in 2025 which will have a positive impact on 2025 revenue. Adjustments to lease rates are an ongoing multi-year effort to account for increases in operational expenses. Expenditures for 2025 are mainly steady over prior years with the exception of wage increases related to the recent County compensation project and ongoing expenses for the PFAS site investigation.

### STRATEGIC DIRECTION AND PRIORITY ISSUES

The current Airport Commission strategic plan set the following goals which we have worked to accomplish in prior year budgets and continues in this budget: Maintain high quality leadership and staff who work as a team; create a high level of airport business partner satisfaction; understand facility needs; promote the benefit and value of the Airport within the Community.

### TRENDS AND ISSUES ON THE HORIZON

- Demand for hangar space continues to be strong.
- Passenger demand for air travel continues to be high and the national shortage of pilots seems to have eased slightly, which will hopefully lead to additional interest in air service at CVRA
- High construction and operational costs continue to make it challenging to maintain and grow airport facilities.

### BUDGET CHANGES: REVENUES

- A new hangar will be completed in 2025 which will allow CVRA to capture at least a few months of additional revenue in 2025. Only three months of rent were conservatively planned given the unknown timing of construction completion.
- Airline related revenue comes from a variety of sources including facility rent, landing fees, fuel purchases and airline customer parking. A change in airlines has resulted in a flattening of some airline related revenue so additional rent is planned to offset the other revenue sources.

### BUDGET CHANGES: EXPENDITURES

- No major changes in operational expenditures outside of routine increases in costs of supplies and materials.
- Routine adjustments in capital expenditures based on facilities and equipment needs.

### POSITION CHANGES IN 2025

- No position changes requested in 2025.

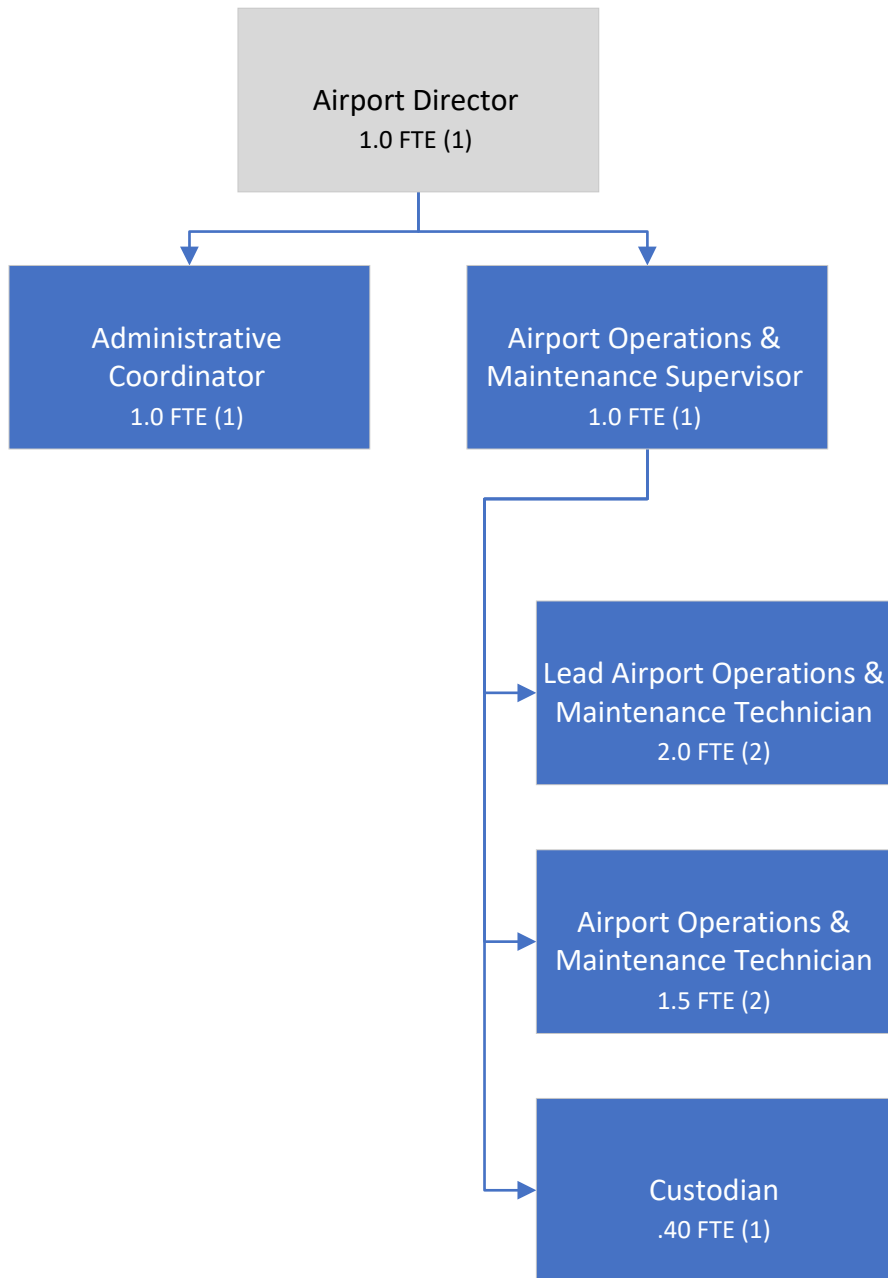
## Chippewa Valley Regional Airport

### KEY ASSUMPTIONS AND POTENTIAL RISKS

- The contract for airline service at CVRA is out for bid with the US DOT at the time of writing this narrative. Revenue assumptions have been made based on the performance of the current carrier in the last year, but a change in carrier could result in an increase or decrease in revenue.
- A major change in the local economy could have impacts on demand for general aviation facilities which could result in a decrease in hangar revenue.
- Many airport revenue sources are based on actual experience, not contract amounts, so budget numbers are estimates based on prior years.

# Airport

2024 FTE: 6.90



| <b>Commercial Airline Service</b>   |                    |             |             |             |                  |
|---|--------------------|-------------|-------------|-------------|------------------|
| The Chippewa Valley Regional Airport provides support for commercial air service operations. The commercial air service program includes everything having to do with facilitating, serving and maintaining commercial air service, including Aircraft Rescue and Firefighting, Federal Aviation Administration Airport Certification, Transportation Security Administration Airport Security Program, air service marketing and public relations, facilities and maintenance for the airfield, terminal building, air traffic control tower, parking lot and entrance road. |                    |             |             |             |                  |
| <b>OUTPUTS</b>  |                    | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>YTD* 2024</b> |
| Number of passenger enplanements/deplanements   |                    | 39,167      | 34,594      | 50,942      | 26,129           |
| Number of community presentations   |                    | 41          | 51          | 61          | 30               |
| <i>*YTD indicates Jan-Jun Results</i>   |                    |             |             |             |                  |
| <b>OUTCOMES</b>   | <b>Benchmark</b>   | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>YTD* 2024</b> |
| 80% of commercial passengers will report being satisfied or extremely satisfied with the airport controlled metrics on a customer satisfaction survey administered randomly.  | 80%                | 82%         | 88%         | 90%         | 81%              |
| Maintain percentage change in passenger enplanements at a level equal to or greater than the percentage change in the state average of regional airports.   | <u>2023</u><br>10% | 79%         | -12%        | 51%         | 1%               |
| Commercial air service will be promoted in the community 50 times throughout the year.  | 50 or more         | 41          | 51          | 61          | 30               |
| <i>*YTD indicates Jan-Jun Results</i>   |                    |             |             |             |                  |

| <b>General Aviation</b>   |                   |             |             |             |                  |
|---|-------------------|-------------|-------------|-------------|------------------|
| The Chippewa Valley Regional Airport provides the infrastructure necessary to facilitate general/corporate aviation operations. Examples: facilities and maintenance for the airfield, hangars, FBO facilities, air traffic control tower, parking lot and entrance road. |                   |             |             |             |                  |
| <b>OUTPUTS</b>  |                   | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>YTD* 2024</b> |
| Number of hangars rented for airport  |                   | 63 of 63    | 60 of 63    | 61 of 63    | 63 of 64         |
| Aircraft Operations   |                   | 19,848      | 18,999      | 23,088      | 12,372           |
| Gallons of Fuel   |                   | 1,163,738   | 1,070,834   | 802,515     | 360,180          |
| <i>*YTD indicates Jan-Jun Results</i>   |                   |             |             |             |                  |
| <b>OUTCOMES</b>   | <b>Benchmark</b>  | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>YTD* 2024</b> |
| 85% of airport owned hangars will be rented.  | 85%               | 100%        | 95%         | 97%         | 98%              |
| Maintain percentage change of aircraft operations at a level equal to or greater than the change in the state average of regional airports.   | <u>2023</u><br>9% | 13%         | -4%         | 22%         | 13%              |
| 80% of general aviation users will report being satisfied or extremely satisfied with the overall airport experience on a customer satisfaction survey administered randomly.   | 80%               | 87%         | 100%        | 100%        | N/A              |
| <i>*YTD indicates Jan-Jun Results</i>   |                   |             |             |             |                  |

| <b>Airport Partners</b>   |                  |             |             |             |                  |
|---|------------------|-------------|-------------|-------------|------------------|
| The Chippewa Valley Regional Airport provides the infrastructure necessary to facilitate airport partner businesses including car rentals, restaurant, and other miscellaneous non-aviation space rentals, including facilities and maintenance for the terminal building, parking lot and entrance road. |                  |             |             |             |                  |
| <b>OUTPUTS</b>  |                  | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>YTD* 2024</b> |
| Percentage of terminal space rented that is available to airport partners   |                  | 92%         | 92%         | 97%         | 97%              |
| Car rental concession fee revenue   |                  | \$153,033   | \$181,400   | \$190,013   | \$77,613         |
| <i>*YTD indicates Jan-Jun Results</i>   |                  |             |             |             |                  |
| <b>OUTCOMES</b>   | <b>Benchmark</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>YTD* 2024</b> |
| 70% of total space available for rental to airport partners will be rented during the year.   | 70%              | 92%         | 92%         | 97%         | 97%              |
| The current year concession fee earned from car rentals will be greater than or equal to the prior year.  | 5% or greater    | 19%         | 5%          | 5%          | TBD              |
| <i>*YTD indicates Jan-Jun Results</i>   |                  |             |             |             |                  |



## Chippewa Valley Regional Airport Overview of Revenues and Expenditures

| Revenues                          | 2023               | 2024               | 2024               | 2025               | %           |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|-------------|
|                                   | Actual             | Adjusted Budget    | Estimate           | Request            | Change      |
| 01-County Funding                 | \$407,052          | \$407,050          | \$407,050          | \$407,050          | 0%          |
| 04-Intergovernment Grants and Aid | \$7,474,201        | \$132,890          | \$566,890          | \$132,890          | 0%          |
| 06-Public Charges for Services    | \$1,143,606        | \$1,071,195        | \$1,141,929        | \$1,242,327        | 16%         |
| 09-Other Revenue                  | \$147,628          | \$98,560           | \$104,200          | \$110,830          | 12%         |
| 11-Fund Balance Applied           | -                  | \$1,285,018        | -                  | \$244,451          | -81%        |
| <b>Total Revenues:</b>            | <b>\$9,172,487</b> | <b>\$2,994,713</b> | <b>\$2,220,069</b> | <b>\$2,137,548</b> | <b>-29%</b> |

| Expenditures               | 2023               | 2024               | 2024               | 2025               | %           |
|----------------------------|--------------------|--------------------|--------------------|--------------------|-------------|
|                            | Actual             | Adjusted Budget    | Estimate           | Request            | Change      |
| 01-Regular Wages           | \$427,682          | \$460,318          | \$490,638          | \$516,236          | 12%         |
| 02-OT Wages                | \$12,866           | \$20,850           | \$10,000           | \$23,701           | 14%         |
| 03-Payroll Benefits        | \$197,457          | \$181,262          | \$191,769          | \$203,988          | 13%         |
| 04-Contracted Services     | \$628,625          | \$662,501          | \$621,152          | \$665,988          | 1%          |
| 05-Supplies & Expenses     | \$161,106          | \$164,700          | \$181,875          | \$172,975          | 5%          |
| 07-Fixed Charges           | \$1,938,313        | \$82,332           | \$82,332           | \$93,601           | 14%         |
| 09-Equipment               | (\$4,121)          | \$1,422,750        | \$2,372,995        | \$461,059          | -68%        |
| 11-Other                   | \$20,000           | -                  | -                  | -                  |             |
| <b>Total Expenditures:</b> | <b>\$3,381,928</b> | <b>\$2,994,713</b> | <b>\$3,950,761</b> | <b>\$2,137,548</b> | <b>-29%</b> |

|  |                    |            |                      |            |  |
|--|--------------------|------------|----------------------|------------|--|
| <b>Net Surplus/(Deficit)- Chippewa Valley Regional Airport</b> | <b>\$5,790,559</b> | <b>\$0</b> | <b>(\$1,730,692)</b> | <b>\$0</b> |  |
|--|--------------------|------------|----------------------|------------|--|

## Chippewa Valley Regional Airport Budget Analysis

|  | <b>2024<br/>Adjusted<br/>Budget</b> | <b>Cost to<br/>Continue<br/>Operations in<br/>2025</b> | <b>2025<br/>Requested<br/>Budget</b> |
|--|-------------------------------------|--|--------------------------------------|
| <b>01-County Funding</b>                 | \$407,050                           | -  | \$407,050                            |
| <b>04-Intergovernment Grants and Aid</b> | \$132,890                           | -  | \$132,890                            |
| <b>06-Public Charges for Services</b>    | \$1,071,195                         | \$171,132  | \$1,242,327                          |
| <b>09-Other Revenue</b>                  | \$98,560                            | \$12,270   | \$110,830                            |
| <b>11-Fund Balance Applied</b>           | \$1,285,018                         | (\$1,040,567)  | \$244,451                            |
| <b>Total Revenues</b>                    | <b>\$2,994,713</b>                  | <b>(\$857,165)</b>                                     | <b>\$2,137,548</b>                   |

|                                   |                    |                    |                    |
|-----------------------------------|--------------------|--------------------|--------------------|
| <b>01-Regular Wages</b>           | \$460,318          | \$55,918           | \$516,236          |
| <b>02-OT Wages</b>                | \$20,850           | \$2,851            | \$23,701           |
| <b>03-Payroll Benefits</b>        | \$181,262          | \$22,726           | \$203,988          |
| <b>04-Contracted Services</b>     | \$662,501          | \$3,487            | \$665,988          |
| <b>05-Supplies &amp; Expenses</b> | \$164,700          | \$8,275            | \$172,975          |
| <b>07-Fixed Charges</b>           | \$82,332           | \$11,269           | \$93,601           |
| <b>09-Equipment</b>               | \$1,422,750        | (\$961,691)        | \$461,059          |
| <b>11-Other</b>                   | -                  | -                  | -                  |
| <b>Total Expenditures</b>         | <b>\$2,994,713</b> | <b>(\$857,165)</b> | <b>\$2,137,548</b> |

## Chippewa Valley Regional Airport

### Revenue Assumptions

|  | 2023      | 2024    | 2024     | 2025    |                               |                    |
|--|-----------|---------|----------|---------|-------------------------------|--------------------|
| Revenue Source                           | Actual    | Budget  | Estimate | Request | Assumptions                   | Confidence Level % |
| Property Taxes                           | 407,052   | 407,050 | 407,050  | 407,050 | County funding request        | 100%               |
| Airport Grants                           | 7,341,311 | -       | 434,000  | -       | Not budgeting in 2025         | 100%               |
| Contrib Fr Chippewa County               | 132,890   | 132,890 | 132,890  | 132,890 | Per Contract                  | 100%               |
| Air Terminal/Sun Country                 | 92,305    | 95,097  | 95,097   | 126,000 | Per Contract                  | 100%               |
| Air Terminal/ Tsa                        | 31,070    | 24,332  | 35,063   | 35,335  | Per Contract                  | 100%               |
| Air Terminal/ Mead & Hunt                | 2,310     | 2,379   | 2,379    | 2,451   | Per Contract                  | 100%               |
| Air Terminal/ Landline Co - Operation Fe | 2,040     | 1,500   | 250      | -       | Not budgeting in 2025         | 100%               |
| Air Terminal/ Landline Co - Pfc          | 20,975    | 15,000  | 8,400    | -       | Not budgeting in 2025         | 100%               |
| Air Terminal/ Faa                        | 13,440    | 13,440  | 19,411   | 19,517  | Per Contract                  | 100%               |
| Air Terminal/ Restaurant                 | -         | 30,000  | -        | -       | Not budgeting in 2025         | 100%               |
| Lease Revenue - Hangar 54                | 26,246    | -       | 30,000   | 33,000  | Per Contract                  | 100%               |
| Air Terminal/ Advertising                | 6,347     | 3,500   | 5,100    | 3,500   | Estimate based on prior years | 90%                |
| Air Terminal/ Utility Revenues           | 3,606     | 2,000   | 2,000    | 2,500   | Estimate based on prior years | 90%                |
| Fbo                                      | 161,090   | 226,386 | 226,386  | 227,893 | Per contract                  | 100%               |
| Fbo/ Tie Downs                           | 216       | 216     | 216      | 216     | Per contract                  | 100%               |
| Airfield/ Fuel Flowage                   | 63,637    | 55,000  | 60,000   | 73,000  | Estimate based on prior years | 70%                |
| Airfield/ Landing                        | 68,047    | 52,000  | 52,000   | 57,788  | Estimate based on prior years | 70%                |
| Hangars                                  | 198,188   | 198,245 | 198,245  | 242,098 | Estimate based on prior years | 80%                |
| Hangars/ Land Lease Revenue              | 44,728    | 44,600  | 46,582   | 47,000  | Per contract                  | 100%               |
| Hangars/ Utility Revenue                 | 14,058    | 16,000  | 14,000   | 15,000  | Estimate based on prior years | 70%                |
| Parking/ Menards                         | 10,979    | 5,000   | 10,800   | 10,800  | Estimate based on prior years | 50%                |
| Parking/ Terminal                        | 173,934   | 150,000 | 180,000  | 180,000 | Estimate based on prior years | 80%                |

## Chippewa Valley Regional Airport

### Revenue Assumptions

|                            | 2023               | 2024               | 2024               | 2025               |                               |                    |
|----------------------------|--------------------|--------------------|--------------------|--------------------|-------------------------------|--------------------|
| Revenue Source             | Actual             | Budget             | Estimate           | Request            | Assumptions                   | Confidence Level % |
| Rental Cars/ Avis          | 145,314            | 100,000            | 105,000            | 110,056            | Estimate based on prior years | 80%                |
| Rental Cars/ Enterprise    | 58,689             | 35,000             | 45,000             | 50,173             | Estimate based on prior years | 80%                |
| Badging Revenue            | 6,388              | 1,500              | 6,000              | 6,000              | Estimate based on prior years | 50%                |
| Lease Interest Income      | 2,860              | -                  | -                  | -                  |                               | 0%                 |
| Sale Of Capital Assets     | 12,730             | -                  | -                  | -                  |                               | 0%                 |
| Other Revenue              | 1,553              | 5,000              | 5,000              | 15,000             | Estimate based on prior years | 70%                |
| Insurance Refunds          | 1,357              | -                  | -                  | -                  |                               | 0%                 |
| Pfc Fees                   | 101,923            | 74,360             | 80,000             | 74,630             | Estimate based on prior years | 70%                |
| Vehicle Fuel Reimbursement | 25,130             | 18,000             | 18,000             | 20,000             | Estimate based on prior years | 80%                |
| Equipment Rental           | 2,075              | 1,200              | 1,200              | 1,200              | Estimate based on prior years | 90%                |
| Fund Balance Applied       | -                  | 1,285,018          | -                  | 244,451            | Use of fund balance           | 100%               |
| <b>TOTAL</b>               | <b>\$9,172,487</b> | <b>\$2,994,713</b> | <b>\$2,220,069</b> | <b>\$2,137,548</b> |                               |                    |

## Chippewa Valley Regional Airport Grant Funding

|                            | 2023               | 2024             | 2024             | 2025             |                       |
|----------------------------|--------------------|------------------|------------------|------------------|-----------------------|
| Revenue Source             | Actual             | Budget           | Estimate         | Request          | Grant Details         |
| Airport Grants             | 7,341,311          | -                | 434,000          | -                | Not budgeting in 2025 |
| Contrib Fr Chippewa County | 132,890            | 132,890          | 132,890          | 132,890          | Per Contract          |
| <b>TOTAL</b>               | <b>\$7,474,201</b> | <b>\$132,890</b> | <b>\$566,890</b> | <b>\$132,890</b> |                       |

## Chippewa Valley Regional Airport

### Contracted Services Summary

|                           | 2023             | 2024             | 2024             | 2025             |
|---------------------------|------------------|------------------|------------------|------------------|
| Expenditure Type          | Actual           | Budget           | Estimate         | Request          |
| Professional Services     | 178,615          | 172,500          | 148,000          | 173,000          |
| Utility Services          | 245,934          | 279,361          | 271,152          | 275,788          |
| Repairs And Maintenance   | 199,906          | 205,640          | 196,000          | 210,700          |
| Other Contracted Services | 4,170            | 5,000            | 6,000            | 6,500            |
| <b>Total</b>              | <b>\$628,625</b> | <b>\$662,501</b> | <b>\$621,152</b> | <b>\$665,988</b> |

## Chippewa Valley Regional Airport

### Contracted Services Detail

|   | 2023             | 2024             | 2024             | 2025             |   |                           |
|---|------------------|------------------|------------------|------------------|---|---------------------------|
| Expenditure                             | Actual           | Budget           | Estimate         | Request          | Description   | Expenditure Type          |
| Airport/ Contracted Services            | 24,264           | 31,640           | 25,000           | 27,700           | HVAC Maintenance, Janitorial, RT3 Calibration, Parking System Expense | Repairs And Maintenance   |
| Airport/ Attorney Fees                  | 9,523            | 6,500            | 12,000           | 10,000           | Attorney Fees for various contracts                                   | Professional Services     |
| Airport/ Accounting & Audit             | 5,799            | 6,000            | 6,000            | 6,000            | Airport share of county audit and airport pfc audit                   | Professional Services     |
| Airport/ Water-Sewer-Stormwater         | 57,588           | 61,617           | 61,617           | 64,698           | Water/Sewer/Stormwater  | Utility Services          |
| Airport/ Electricity                    | 116,941          | 118,450          | 118,450          | 118,450          | Electricity   | Utility Services          |
| Airport/ Gas & Fuel Oil                 | 37,004           | 61,800           | 55,000           | 55,000           | Gas and Fuel Oil  | Utility Services          |
| Airport/ Telephone                      | 3,670            | 4,200            | 4,000            | 4,000            | Office Telephone  | Utility Services          |
| Airport/ Cellular Phone                 | 2,177            | 2,500            | 2,500            | 2,500            | Cellular Phone  | Utility Services          |
| Airport/ Data Line/Internet             | 909              | 500              | 500              | 500              | Internet  | Utility Services          |
| Airport/ Motor Vehicle Maint            | 14,970           | 16,000           | 16,000           | 18,000           | Maintenance for airport licensed vehicles                             | Repairs And Maintenance   |
| Airport/ Grounds Maint                  | 105,984          | 110,000          | 100,000          | 110,000          | Snow removal, mowing, pavement maintenance, etc.                      | Repairs And Maintenance   |
| Airport/ Building Maint                 | 42,732           | 33,000           | 40,000           | 40,000           | Maintenance of all airport owned buildings, except the tower          | Repairs And Maintenance   |
| Airport/ Refuse Collection              | 1,438            | 1,900            | 1,000            | 1,500            | Garbage and Recycling   | Utility Services          |
| Airport/ Laundry Svcs-Uniforms & Towels | 4,170            | 5,000            | 6,000            | 6,500            | Uniforms, rugs and cleaning towels                                    | Other Contracted Services |
| Airport/ Sundry Cont Serv               | 163,294          | 160,000          | 130,000          | 157,000          | PFAS Site Investigation, USDA Contract and ACDBE Update               | Professional Services     |
| Airport Atct/ Water-Sewer-Stormwater    | 1,031            | 1,129            | 1,085            | 1,140            | Water/Sewer/Stormwater  | Utility Services          |
| Airport Atct/ Electricity               | 21,100           | 20,600           | 21,000           | 22,000           | Electricity   | Utility Services          |
| Airport Atct/ Gas & Fuel Oil            | 3,115            | 5,665            | 5,000            | 5,000            | Gas and Fuel Oil  | Utility Services          |
| Airport Atct/ Telephone                 | 960              | 1,000            | 1,000            | 1,000            | Office Telephone  | Utility Services          |
| Airport Atct/ Building Maint            | 11,956           | 15,000           | 15,000           | 15,000           | Maintenance for Air Traffic Control Tower                             | Repairs And Maintenance   |
| <b>TOTAL</b>                            | <b>\$628,625</b> | <b>\$662,501</b> | <b>\$621,152</b> | <b>\$665,988</b> |   |                           |

## 2025-2029 Chippewa Valley Regional Airport Capital Budget

| Year  |  | Project | Project Funding Sources |                     |                     |          |                   |                   |
|---|--|---------|-------------------------|---------------------|---------------------|----------|-------------------|-------------------|
|   |  |         | Total Cost              | FAA Entitlement     | FAA Discretionary   | FAA AIG  | Wisconsin DOT     | Local             |
| <b>FY2025 - Capital Equipment (810)</b>         |  |         |                         |                     |                     |          |                   |                   |
| SA  | Acquire Replacement Front End Loader and Snow Plow   |         | \$ 300,000              | -                   | -                   | -        | \$ 240,000        | \$ 60,000         |
|   | <b>2025 Total Project Costs - Account 810</b>  |         | <b>\$ 300,000</b>       | <b>\$ -</b>         | <b>\$ -</b>         | <b>-</b> | <b>\$ 240,000</b> | <b>\$ 60,000</b>  |
| <b>FY2025 - Capital Improvement (820)</b>       |  |         |                         |                     |                     |          |                   |                   |
| Local   | Hangar F3 Roof Repairs   |         | \$ 12,000               | -                   | -                   | -        | -                 | \$ 12,000         |
| Local   | Terminal Window Seal Replacement   |         | \$ 8,000                | -                   | -                   | -        | -                 | \$ 8,000          |
| Local   | Upgrade Access Control Panels and Readers  |         | \$ 30,000               | -                   | -                   | -        | -                 | \$ 35,000         |
|   | <b>Year 2024 Total Project Costs - Account 820</b>   |         | <b>\$ 50,000</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>-</b> | <b>-</b>          | <b>\$ 55,000</b>  |
| <b>FY2025 - Other Capital Improvement (829)</b> |  |         |                         |                     |                     |          |                   |                   |
| SA  | Replacement Beacon (Equipment is not fed-eligible)   |         | \$ 21,000               | -                   | -                   | -        | \$ 10,500         | \$ 10,500         |
| AIP   | Reimburse Design and Construct Airfield Lighting Phase I - Runway 04/22, Runway 14/32, Twy C, E, F, Rotating Beacon, and Vault Equipment |         | \$ 3,361,184            | \$ 1,000,000        | \$ 2,025,066        | -        | \$ 168,059        | \$ 168,059        |
| SA  | Design Airfield Lighting Phase II - Airfield Guidance Signs and Runway Visual/Vertical Guidance Systems                                  |         | \$ 250,000              | -                   | -                   | -        | \$ 125,000        | \$ 125,000        |
| SA  | Design and Construct Runway 04 Perimeter Road  |         | \$ 250,000              | -                   | -                   | -        | \$ 200,000        | \$ 50,000         |
|   | <b>Year 2025 Total Project Costs</b>   |         | <b>\$ 3,861,184</b>     | <b>\$ 1,000,000</b> | <b>\$ 2,025,066</b> | <b>-</b> | <b>\$ 493,059</b> | <b>\$ 343,059</b> |



## 2025-2029 Chippewa Valley Regional Airport Capital Budget

|               |   | Project Funding Sources |                     |                   |                     |                   |                   |
|---------------|---|-------------------------|---------------------|-------------------|---------------------|-------------------|-------------------|
| Year          | Project   | Total Cost              | FAA Entitlement     | FAA Discretionary | FAA AIG             | Wisconsin DOT     | Local             |
| <b>FY2026</b> |   |                         |                     |                   |                     |                   |                   |
| AIP           | Reimburse Design and Construct Airfield Lighting Phase II - Airfield Guidance Signs and Runway Visual/Vertical Guidance Systems | \$ 1,488,047            | \$ 1,339,241        | -                 | -                   | \$ 74,403         | \$ 74,403         |
| AIP           | Design Airfield Lighting Phase III - Install Apron Edge Lights and Windcones  | \$ 150,000              | -                   | -                 | -                   | \$ 75,000         | \$ 75,000         |
|               | <b>Year 2026 Total Project Costs</b>  | <b>\$ 1,638,047</b>     | <b>\$ 1,339,241</b> | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ 149,403</b> | <b>\$ 149,403</b> |
| <b>FY2027</b> |   |                         |                     |                   |                     |                   |                   |
| AIP           | Design SRE Equipment (1 sweeper to replace Ford Truck/move sander to new truck) and Airfield Markings                           | \$ 50,000               | \$ 45,000           | -                 | -                   | \$ 2,500          | \$ 2,500          |
| AIP           | Design Airport Marking Removal and Repainting   | \$ 50,000               | \$ 45,000           | -                 | -                   | \$ 2,500          | \$ 2,500          |
| AIP           | Wildlife Assessment and Plan  | \$ 40,000               | \$ 36,000           | -                 | -                   | \$ 2,000          | \$ 2,000          |
| AIP           | Stormwater Pollution Prevention Plan (SWPPP)  | \$ 55,000               | \$ 49,500           | -                 | -                   | \$ 2,750          | \$ 2,750          |
| AIP           | Reimburse Design and Construct Airfield Lighting Phase III - Install Apron Edge Lights and Windcones                            | \$ 593,951              | \$ 534,555          | -                 | -                   | \$ 29,698         | \$ 29,698         |
|               | <b>Year 2027 Total Project Costs</b>  | <b>\$ 788,951</b>       | <b>\$ 710,055</b>   | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ 39,448</b>  | <b>\$ 39,448</b>  |
| <b>FY2028</b> |   |                         |                     |                   |                     |                   |                   |
| AIP           | Design Taxiway A 75' (FY24 AIG)   | \$ 221,000              | -                   | -                 | \$ 198,900          | \$ 11,050         | \$ 11,050         |
| SA            | Design Tower Equipment Replacement  | \$ 150,000              | -                   | -                 | -                   | \$ 75,000         | \$ 75,000         |
| AIP           | Reimburse Design and Acquire SRE Equipment (1 sweeper to replace Ford Truck/move sander to new truck)                           | \$ 875,000              | \$ 787,500          | -                 | -                   | \$ 43,750         | \$ 43,750         |
| SA            | Acquire SRE Equipment (1 plow for new truck)  | \$ 50,000               | -                   | -                 | -                   | \$ 25,000         | \$ 25,000         |
| AIP           | Reimburse Design and Construct Airfield Marking Removal and Repainting  | \$ 361,100              | \$ 324,990          | -                 | -                   | \$ 18,055         | \$ 18,055         |
|               | <b>Year 2028 Total Project Costs</b>  | <b>\$ 1,657,100</b>     | <b>\$ 1,112,490</b> | <b>\$ -</b>       | <b>\$ 198,900</b>   | <b>\$ 172,855</b> | <b>\$ 172,855</b> |
| <b>FY2029</b> |   |                         |                     |                   |                     |                   |                   |
|               | Reimburse Design and Construct Tower Equipment Replacement  | \$ 1,450,000            | \$ 1,305,000        | -                 | -                   | \$ 72,500         | \$ 72,500         |
| AIP           | Construct Taxiway A 75' (FY24 and FY25 AIG)   | \$ 2,000,000            | -                   | -                 | \$ 1,800,000        | \$ 100,000        | \$ 100,000        |
|               | <b>Year 2029 Total Project Costs</b>  | <b>\$ 3,450,000</b>     | <b>\$ 1,305,000</b> | <b>\$ -</b>       | <b>\$ 1,800,000</b> | <b>\$ 172,500</b> | <b>\$ 172,500</b> |


**GLOBAL AVIATION SERVICES**

2221 Smithtown Avenue | Ronkoncoma, NY 11779  
 Phone: 916-281-7688 www.hawthorne.aero

July 12<sup>th</sup>, 2024

Ms. Charity Zich  
 Airport Director  
 Chippewa Valley Regional Airport  
 3800 Starr Ave  
 Eau Claire, WI 54703

**RE: Request for Airport's Consent to Sale of Heartland Aviation, LLC**

Dear Ms. Zich,

We are pleased to inform you that Hawthorne Global Aviation Services, LLC ("Hawthorne") has a purchase agreement in place with PJS Holdings LLC (owned by Nick Fancher), where Hawthorne has agreed to sell Heartland Aviation, LLC ("Heartland"), which contains substantially all of the assets related to Heartland's charter, MRO and flight school operations, pursuant to a Membership Interest Purchase Agreement, dated July 9, 2024 (the "Transaction").

This letter is meant to provide you with notice of the Transaction and constitutes a request for the Chippewa Valley Regional Airport Commission (the "Commission") to review this request at the July 19<sup>th</sup> Commission board meeting (as we are attempting to close the Transaction expeditiously by August 1, 2024) and provide its written consent and acknowledgment based on the following:

1. The Heartland Aviation, LLC entity will continue for MRO and charter operations.
2. Heartland will continue to provide the required minimum standard services as a SASO for MRO, charter and flight school (if Gibson or another approved 3<sup>rd</sup> party stop performing flight school services).
3. Eau Claire FBO, LLC will provide the other FBO minimum standard services.

I would like to personally thank you for your support and partnership. If you have any questions regarding the Transaction or this letter, please contact me at: TGoetz@hawthorne.aero or 918-859-0942. We thank you in advance for your prompt cooperation and look forward to hearing from you.

Sincerely,

HAWTHORNE GLOBAL AVIATION  
 SERVICES, LLC

By: \_\_\_\_\_  
 Name: Tyson Goetz  
 Title: Chief Executive Officer

