

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, August 16, 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. July 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
    - AAAE Airport Board Orientation & Training Virtual Course
    - Airport Quarter 2 Report
    - Air Passenger Survey Semi-Annual 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
  - Future AIP Project for Taxilane J, K and L Reconstruct
  - Future AIP Project for Airfield Lighting and Navigational Aid Replacement
  - Terminal Tile Replacement

**8. Previous Business: None.**

**9. New Business:**

- a. Resolution to Amend 12.06.020 of the Eau Claire County Code: Fuel Flowage Fee**
  - 1. Discussion/Action**
- b. Consideration of Proposal for Seasonal Airline Service**
  - 1. Discussion/Action**
- c. Proposal from Link Aviation to Operate a Flight School and Aircraft Rental Business**
  - 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: Proposal from Link Aviation to Operate a Flight School and Aircraft Rental Business**

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, July 19, 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, Scott Smith and Barry Wells were present.

**MEMBERS ABSENT:** Chuck Hull

**OTHERS PRESENT:** Joe Hanson, Shawn Styer, Karin Rassbach & Cory Haupt-Hawthorne Aviation, Nick Fancher-PJS Holdings, Amy Michels-Mead & Hunt, Darrel Gibson-Gibson Aviation, Heather DeLuka-Airport Neighborhood Association, Jeff Husby, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Coordinator were present.

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, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
  - a. **June 26, 2024 Regular Commission Meeting:**  
 On a motion by Com. Hoeft, seconded by Com. Wells, the minutes of the June 26, 2024 meeting were approved as submitted.  
*(Ayes 6-Nayes 0)*
  - b. **July 8, 2024 Special Commission Meeting:**  
 On a motion by Com. Wells, seconded by Com. Smith, the minutes of the July 8, 2024 meeting were approved as submitted.  
*(Ayes 6-Nayes 0)*
5. **CVRA Finance and Activity Reports:**
  - a. **Expense Vouchers, Credit Card Charges and Financial Report:**  
 On a motion by Com. Francis, seconded by Com. Hoeft, the expense vouchers and credit card charges were approved as presented.  
*(Ayes 6-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**  
 Airline Enplanements are down slightly for June and up slightly for the year.
    - **Car Rental Operations**  
 Cars rented are down slightly for June and for the year.

- **Tower Operations**  
Tower Operations are up for the month and for the year.
- c. **Hangar Occupancy:** There is one t-hangar vacancy and another t-hangar will be available as of August 1.
6. **Public Comment:** Heather DeLuka from the Airport Neighborhood Association inquired about what will be reviewed at the August Master Plan meeting and when the public will be able to view the approved chapters.
7. **Previous Business:**
- a. **Airport Operations Report**
    - **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.
  - b. **Airport Strategic Plan Update/Review**
    - **Operational Review:** The July Operational Review covered Fuel Flowage Fees, Landing Fees, Terminal Parking Fees and Maintenance and Tower Facilities Maintenance.

#### **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** The next public meeting will take place on August 15<sup>th</sup>.
  - **AIP 54 - ARFF Truck Replacement – FY23:** The truck has been delivered and the ARFF staff will be trained on vehicle operations next week. The old ARFF truck will be cleaned of the old AFFF foam and set up to work with the new fluorine free foam soon.
  - **AIP 55 - Phase II Fence Final Construction – FY23:** The fence installation is completed overall. The pedestrian gates will be installed upon delivery and access control for the electric operated gates is in the process of being installed.
  - **AIP 56 - South Hangar Construction – FY24:** The project is scheduled to begin in August.
  - **AIP 57/58 Project for Taxilane J, K and L Reconstruct – FY24:** Bids have been opened and the grant applications have been submitted. Planning on a Spring 2025 start.
  - **Terminal Tile Replacement – FY23:** The tile is still on order and should arrive in late July. Installation planned as soon as the tile is available.
8. **New Business:**
- a. **Airport Recognition Program Quarterly Recipient:** Commissioners selected Max Tomaszoski from Hawthorne Aviation as the Quarter 2 - 2024 Recognition Program recipient. He was nominated for his solo handling of a diverted Sun Country flight.

**9. New Business:**

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

On a motion by Com. Francis, seconded by Com. Wells, the 2025 Airport Operations and Capital Improvement Budget was approved with the addition of Capital items for the local share of remaining BIL items, crack sealing and public parking near maintenance shop.

*(Ayes 6-Nayes 0)*

- b. **Request from Hawthorne Aviation to Subcontract for Charter and Maintenance Services.** Joe Hanson from Hawthorne Aviation and Nick Fancher from PJS Holdings discussed the proposal.

**10. Discuss Future Agenda Items:** Badging/Security Plan and Fuel Flowage Fees

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for August 16, September 20 and October 18.

**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**

On a motion by Com. Francis, seconded by Com. Smith, the Commission entered into closed session at 8:15 am on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoeft, Smith & Wells; Nayes: None.

The meeting was adjourned at 8:55 am.

Respectfully Submitted,

Scott Francis, Secretary

**July Vouchers for approval August 16, 2024**

Agenda Item 5a

<i>Badger State Inc.</i>	<i>ATCT I.T. Room - A/C Repairs</i>	53515-248	\$584.13
Buscherfeld, Mark	ARFF Training, Meal Reimbursement	53510-340	\$15.00
Cintas	Uniforms & Towels	53510-298	\$581.30
Frances, Dave	ARFF Training, Meal Reimbursements	53510-340	\$62.69
GenComm	ARFF Truck Radios, Equipment & Install	53510-829	\$3,733.81
George, Wyatt	ARFF Training, Meal Reimbursement	53510-340	\$15.00
JM Janitorial	Janitorial Services, July	53510-200	\$738.00
Kelly, Joe	Mosinee ARFF Training, Travel Reimbursements	53510-340	\$10.00
Lakeland Overhead Door	K-1 Overhead Door Repairs	53510-248	\$298.00
Lystrup, Scott	ARFF Training, Meal/Travel Reimbursements	53510-340	\$116.74
Norrell, Todd	ARFF Training, Meal Reimbursement	53510-340	\$13.70
<i>Summit Fire Protection</i>	<i>ATCT Annual Fire Inspection &amp; Monitoring 8/1/24-7/31/25</i>	53515-248	\$1,418.00
Summit Fire Protection	Terminal Annual Fire Inspection	53510-248	\$385.00
<i>Xcel Energy</i>	<i>ATCT Electric only - July</i>	53515-222	\$1,805.33
		<b>TOTAL</b>	<b><u>\$9,776.70</u></b>

ITALICIZED items = Tower Expenses

**July Credit Card Charges**

AMERICAN AIRLINES	ARFF Training	53510-340	\$618.96
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VOLAIRE AVIATION INC.	Air Service, June	53510-327	\$1,500.00
ADVANCE LOCAL MEDIA LLC	Digital Marketing, June	53510-327	\$2,700.00
SUPER 8	ARFF Training	53510-340	\$96.05
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AMAZON	Building	53510-248	\$66.38
GODADDY	Web Hosting	53510-227	\$22.17
STAPLES	Copy Paper	51451-310-381	\$41.49
STAPLES	Janitorial	53510-248	\$350.36
DALCO ENTERPRISES	Janitorial	53510-248	\$192.19
NASSCO INC.	Janitorial	53510-248	\$259.21
GOLD CROSS ANSWERING SVC	Answering Service	53510-225	\$120.00
AMAZON	Guidebooks	53510-320	\$13.80
WINDCAVE INC	Merchant Fees	53510-200	\$100.00
<i>PER MAR SECURITY</i>	<i>ATCT Elevator Monitoring</i>	53515-248	\$42.96
AMAZON	Guidebook credit	53510-320	-\$13.80
AMAZON	Guidebook	53510-320	\$9.40
SECURE FIRE AND SAFETY	ARFF Monitoring	53510-248	\$595.00
FEDEX	Freight	53510-311	\$35.43
CROWN AWARDS INC	Marketing	53510-327	\$8.23
AMAZON	Office Equipment	53510-813	\$76.99
EAU CLAIRE CHAMBER	Marketing	53510-327	\$50.00
CITY OF EAU CLAIRE WI	Water Testing - TSA	53510-248	\$600.00
EXIT LIGHT CO	Building	53510-248	\$24.75
FARRELL EQUIPMENT&SUPPLY	Grounds	53510-246	\$44.95
FARM & FLEET CF	Vehicles	53510-241	\$78.93
MTI	Grounds	53510-246	\$799.19
MENARDS EAU CLAIRE WEST	Building	53510-248	\$85.32
MENARDS EAU CLAIRE WEST	Grounds	53510-246	\$41.00
STANDARD SIGNS INC	Grounds	53510-246	\$704.00
		<b>TOTAL</b>	<b><u>\$9,977.97</u></b>

## Chippewa Valley Regional Airport

**2024 BUDGET COMPARISON Estimated July 31, 2024**

	Item	12 Month Budget 2024	Budget YTD Allocated	Actual as of 7/31/24 (58.33%)	Variance YTD	Balance Remaining For Year
<b>Income</b>			58.33%			
41110	Contrib From Eau Claire Cty	\$407,050	\$237,446	\$237,446	(\$0.00)	\$169,604.17
43790	Contrib From Chippewa Cty	\$132,890	\$77,519	\$66,445	(\$11,074.17)	\$66,445.00
Sub-Total	Tax Revenue	\$539,940	\$314,965.00	\$303,890.83	(\$11,074.17)	\$236,049.17
46341	Air Terminal	\$187,247	\$109,227	\$117,871	\$8,643.15	\$69,376.49
46342	FBO	\$226,602	\$132,185	\$138,154	\$5,969.68	\$88,447.87
46343	Airfield	\$107,000	\$62,417	\$65,725	\$3,308.59	\$41,274.74
46344	Hangars	\$258,845	\$150,993	\$187,970	\$36,977.17	\$70,874.85
46345	Parking	\$155,000	\$90,417	\$128,137	\$37,719.97	\$26,863.36
46346	Rental Cars	\$135,000	\$78,750	\$111,329	\$32,578.68	\$23,671.32
46347	Badging Revenue	\$1,500	\$0	\$2,703	\$2,703.00	(\$1,203.00)
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$10,500	\$17,688	\$7,187.61	\$312.39
48903	Equipment Rental	\$1,200	\$700	\$700	\$0.00	\$500.00
Sub-Total	Operating Revenue	<b>\$1,090,394</b>	<b>\$635,188</b>	<b>\$770,276</b>	<b>\$135,087.86</b>	<b>\$320,118</b>
Sub-Total	Taxes and Operating Rev.	<b>\$1,630,334.12</b>	<b>\$950,153.24</b>	<b>\$1,074,166.93</b>	<b>\$124,013.69</b>	<b>\$556,167.19</b>
48691	Other Revenue	\$5,000	\$2,917	\$391	(\$2,525.67)	\$4,609.00
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$74,360	\$43,377	\$42,341	(\$1,035.45)	\$32,018.78
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	\$749,594	\$0	(\$749,593.83)	\$1,285,018.00
Sub-Total	Other Revenue	<b>\$1,364,378</b>	<b>\$795,887.17</b>	<b>\$476,732.22</b>	<b>(\$319,154.95)</b>	<b>\$887,645.78</b>
<b>TOTAL INCOME</b>		<b>\$2,994,712</b>	<b>\$1,746,040.40</b>	<b>\$1,550,899.15</b>	<b>(\$195,141.25)</b>	<b>\$1,443,812.97</b>
<b>Expenses</b>						
53510-111	Salary Perm-Regular	\$442,900	\$258,358	\$270,643.89	\$12,285.56	\$172,256.11
-112	Salary Perm-OT	\$20,850	\$12,163	\$4,468.76	(\$7,693.74)	\$16,381.24
-114	Salary-On Call Pay	\$5,200	\$3,033	\$3,000.00	(\$33.33)	\$2,200.00
-121	Salary Temp Regular	\$12,218	\$7,127	\$3,031.38	(\$4,095.79)	\$9,186.62
-130	Employee Benefits	\$4,200	\$2,450	\$2,450.00	\$0.00	\$1,750.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$5,000	\$2,917	\$2,610.00	(\$306.67)	\$2,390.00
-142	Cnty Brd & Comm Mile	\$1,500	\$875	\$484.49	(\$390.51)	\$1,015.51
-151	Social Security	\$36,810	\$21,473	\$20,120.25	(\$1,352.25)	\$16,689.75
-152	Retirement Emplr Share	\$31,159	\$18,176	\$18,996.26	\$820.18	\$12,162.74
-153	HSA Contribution	\$5,250	\$3,063	\$3,000.00	(\$62.50)	\$2,250.00
-154	Hos & Health Ins	\$96,350	\$56,204	\$59,050.74	\$2,846.57	\$37,299.26
-155	Life Insurance	\$89	\$52	\$52.54	\$0.62	\$36.46
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-164	Dental Insurance	\$904	\$0	\$1,158.08	\$1,158.08	(\$254.08)
-165	Vision Insurance	\$0	\$0	\$80.64	\$80.64	(\$80.64)
-200	Contract Svcs	\$31,640	\$18,457	\$9,175.08	(\$9,281.59)	\$22,464.92
-212	Attorney Fees	\$6,500	\$3,792	\$5,055.00	\$1,263.33	\$1,445.00
-213	Accounting & Audit	\$6,000	\$3,500	\$0.00	(\$3,500.00)	\$6,000.00
-221	Water & Sewer	\$61,617	\$35,943	\$30,986.34	(\$4,956.71)	\$30,630.32
-222	Electric	\$118,450	\$69,096	\$54,580.55	(\$14,515.28)	\$63,869.45
-224	Gas & Fuel Oil	\$61,800	\$36,050	\$19,190.90	(\$16,859.10)	\$42,609.10
-225	Telephone	\$4,200	\$2,450	\$1,229.36	(\$1,220.64)	\$2,970.64
-226	Cellular Phone	\$2,500	\$1,458	\$944.73	(\$513.60)	\$1,555.27
-227	Dataline/Internet	\$500	\$292	\$0.00	(\$291.67)	\$500.00
-241	Motor Vehicle Maint	\$16,000	\$9,333	\$9,363.60	\$30.27	\$6,636.40
-246	Grounds Maint	\$110,000	\$64,167	\$16,632.29	(\$47,534.38)	\$93,367.71
-248	Building Maint	\$33,000	\$19,250	\$15,403.07	(\$3,846.93)	\$17,596.93
-249	Service on Machines	\$0	\$0	\$0.00	\$0.00	\$0.00
-297	Refuse Collection	\$1,900	\$1,108	\$996.12	(\$112.21)	\$903.88
-298	Laundry Services	\$5,000	\$2,917	\$3,390.63	\$473.96	\$1,609.37
-299	Sundry Contract Services	\$160,000	\$93,333	\$9,096.75	(\$84,236.58)	\$0.00
-310	Office Supplies	\$500	\$292	\$106.29	(\$185.38)	\$393.71

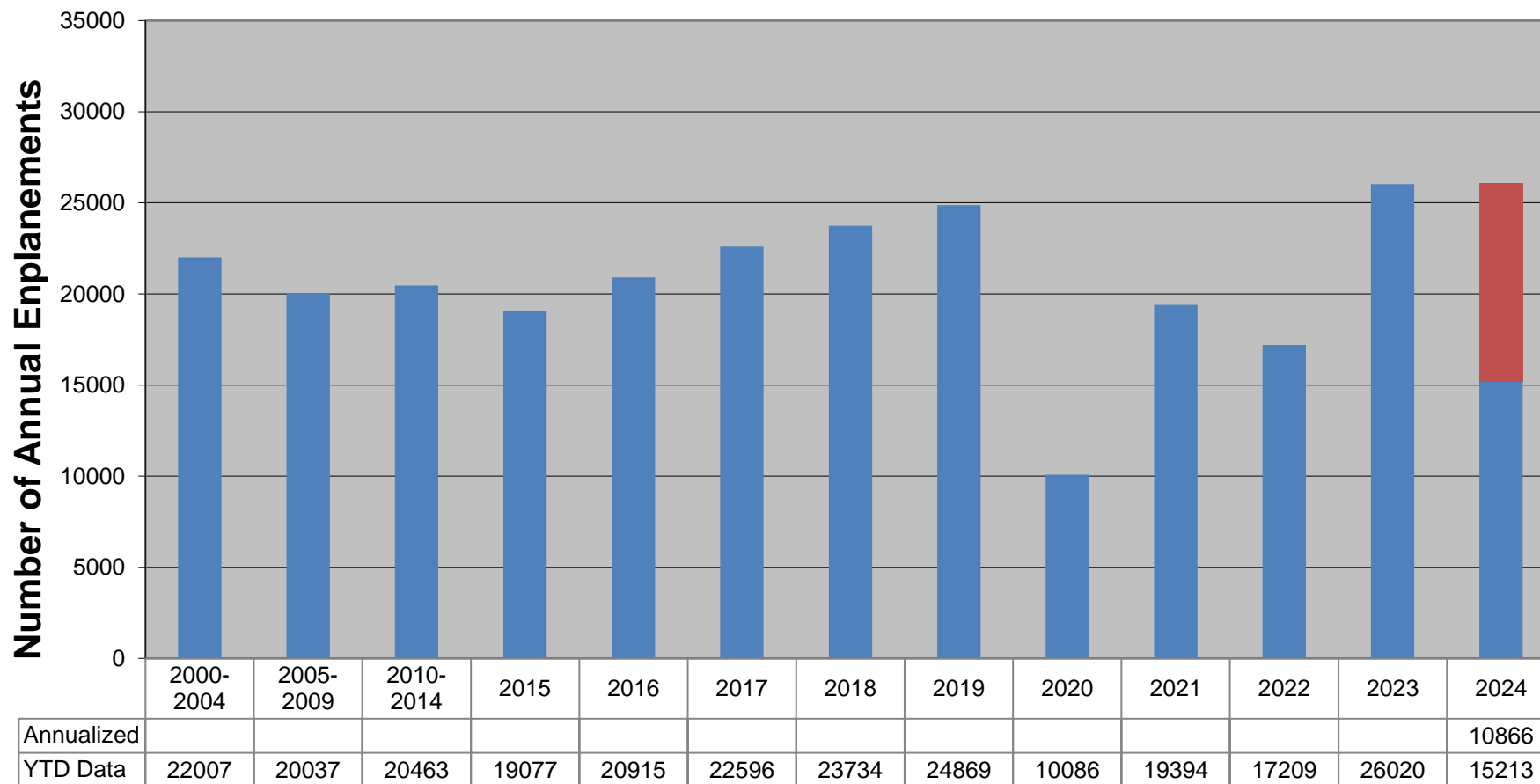
	Item	12 Month Budget 2024	Budget YTD Allocated	Actual as of 7/31/24 (58.33%)	Variance YTD	Balance Remaining For Year
-311	Postage and Box Rent	\$800	\$467	\$60.71	(\$405.96)	\$739.29
-313	Printing & Dup	\$800	\$467	\$473.97	\$7.30	\$326.03
-320	Ref Materials	\$250	\$146	\$0.00	(\$145.83)	\$250.00
-321	Publish Legal Notices	\$150	\$88	\$0.00	(\$87.50)	\$150.00
-324	Membership Dues	\$4,000	\$2,333	\$3,131.00	\$797.67	\$869.00
-327	Marketing	\$60,000	\$35,000	\$25,122.02	(\$9,877.98)	\$34,877.98
-328	Airline Recruitment	\$20,000	\$11,667	\$7,500.00	(\$4,166.67)	\$12,500.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$8,750	\$9,113.03	\$363.03	\$5,886.97
-366	Fire fight supplies	\$4,500	\$2,625	\$653.10	(\$1,971.90)	\$3,846.90
-377	Vehicle Fuel	\$50,000	\$29,167	\$26,966.06	(\$2,200.61)	\$23,033.94
-510	Insurance	\$82,332	\$48,027	\$50,122.30	\$2,095.30	\$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	\$1,750	\$1,956.12	\$206.12	\$1,043.88
-310-650	Badging	\$1,500	\$875	\$2,374.97	\$1,499.97	(\$874.97)
-933	Bank Service Charges	\$7,200	\$4,200	\$4,526.74	\$326.74	\$2,673.26
<b>Sub-Total Operating Expense</b>		<b>\$1,531,568.66</b>	<b>\$892,887.72</b>	<b>\$697,297.76</b>	<b>(\$195,589.96)</b>	<b>\$834,270.90</b>
53515-221	ATCT Water-Sewer-Strmwtr	\$1,129	\$659	\$547.56	(\$110.95)	\$581.32
-222	ATCT Electricity	\$20,600	\$12,017	\$10,786.98	(\$1,229.69)	\$9,813.02
-224	ATCT Gas & Fuel Oil	\$5,665	\$3,305	\$1,464.02	(\$1,840.56)	\$4,200.98
-225	ATCT Telephone	\$1,000	\$583	\$240.00	(\$343.33)	\$760.00
-248	ATCT Building Maintenance	\$15,000	\$8,750	\$6,122.72	(\$2,627.28)	\$8,877.28
<b>Sub-Total Tower Expense</b>		<b>\$43,394</b>	<b>\$25,313.10</b>	<b>\$19,161.28</b>	<b>(\$6,151.82)</b>	<b>\$24,232.60</b>
53610-810	Capital Equipment	\$0	\$0	\$0.00	\$0.00	\$0.00
-820	Capital Improvement	\$1,065,000	\$621,250	\$25,978.35	(\$95,271.65)	\$1,039,021.65
-829	Other Capital Improvement	\$354,750	\$206,938	\$77,724.88	(\$129,212.62)	\$277,025.12
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>\$828,187.50</b>	<b>\$103,703.23</b>	<b>(\$724,484.27)</b>	<b>\$1,316,046.77</b>
<b>TOTAL EXPENSE</b>		<b>\$2,994,713</b>	<b>\$1,746,388</b>	<b>\$820,162</b>	<b>(\$926,226.05)</b>	<b>\$2,174,550.27</b>
<b>NET OPERATING INCOME</b>		<b>\$0</b>	<b>(\$348)</b>	<b>\$730,736.88</b>		<b>(\$730,737.30)</b>
<b>Cash Balance</b>						
	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**  
 July 2024

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2024	2023		2024	2023	
EAU-MSP	742	777		4860	6309	
EAU-RSW	0	0		6510	4425	
EAU-MCO	1423	1574		3114	4327	
EAU-LAS	<u>0</u>	<u>0</u>		0	0	
CHARTERS Enplaned				<u>729</u>	<u>771</u>	
Total Enplaned	2165	2351	-8%	15213	15832	-4%
MSP-EAU	801	914		3373	5318	
RSW-EAU	0	0		8249	4604	
MCO-EAU	1362	1242		3013	4188	
LAS-EAU	<u>0</u>	<u>0</u>		0	0	
CHARTERS Deplaned				<u>729</u>	<u>771</u>	
Total Deplaned	2163	2156	0%	15364	14881	3%
Total Enplaned/Deplaned	4328	4507	-4%	30577	30713	0%
<i>AIRLINE PERFORMANCE</i>	<b>2024</b>	<b>2023</b>		<b>2024</b>	<b>2023</b>	
Scheduled Flights/Landings	22	22	0%	158	170	-7%
Canceled Flights						
Xnld for Wx	0	0		1	1	
Xnld for Mx	0	1		0	1	
<u>Xnld Other</u>	<u>1</u>	<u>2</u>		<u>1</u>	<u>2</u>	
<b>Total</b>	1	3	-67%	2	4	-50%
Total Landings	21	19	11%	156	166	-6%
Total Inbound Seats	3906	3534	11%	29016	30876	

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



**Years**

Number of Cars Rented

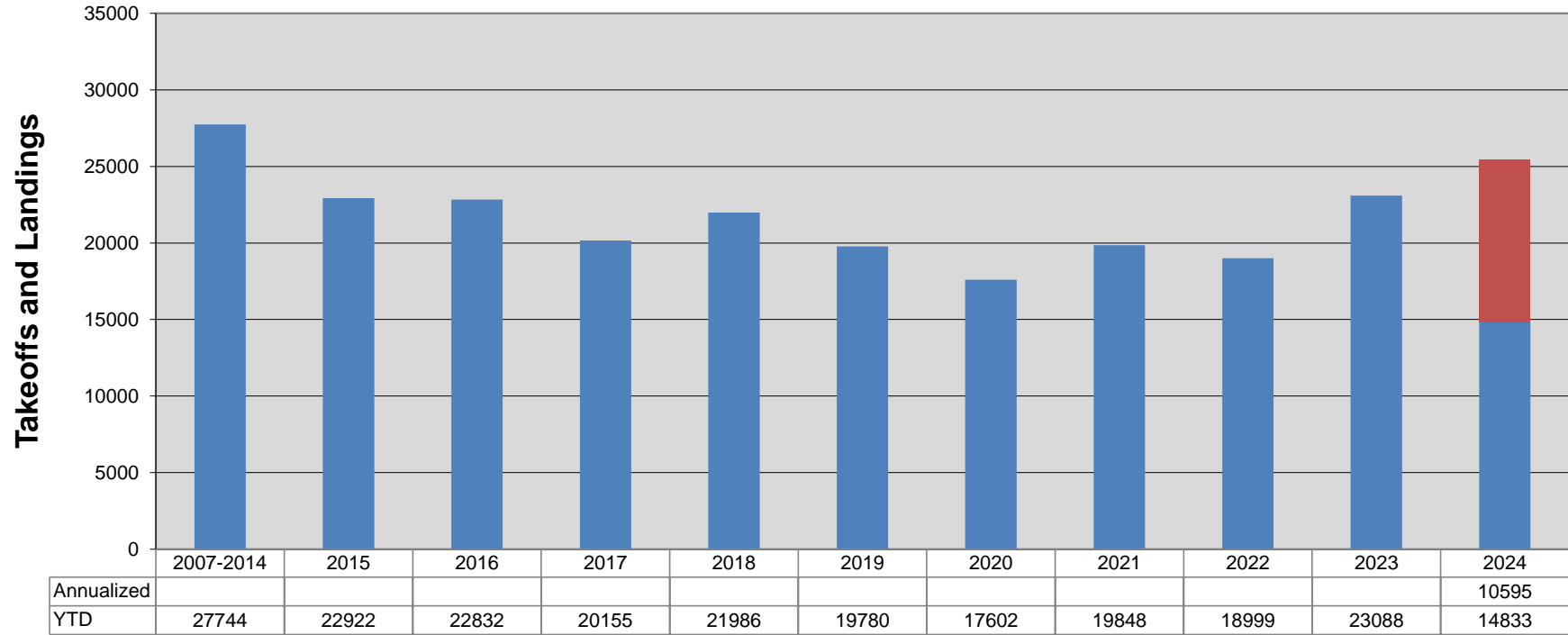
	<u>2024</u>	<u>2023</u>	24/23 % Diff.
January	378	379	0%
February	389	348	12%
March	457	486	-6%
April	455	417	17%
May	470	492	-4%
June	516	566	-9%
July	577	609	-5%
August		648	-100%
September		525	-100%
October		533	-100%
November		471	-100%
December		485	-100%
YTD	<b>3242</b>	<b>3297</b>	-2%

**Agenda Item 5b**

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

	Month		% Diff.	Year to date		% Diff.	
	2024	2023		2024	2023		
Itinerant	Air Carrier	42	37	14%	335	306	9%
	Commuter/ Air Taxi	209	180	16%	1149	935	23%
	GA	1373	1331	3%	8468	8163	4%
	Military	57	51	12%	350	244	43%
Local	GA	774	592	31%	4469	3418	31%
	Military	<u>6</u>	<u>6</u>	0%	<u>62</u>	<u>40</u>	55%
<b>TOTAL</b>	2461	2197	12%	14833	13106	13%	

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



**Years**



*Providing quality, innovative, and cost-effective services that safeguard and enhance well-being.*

## 2024 QUARTER 2 | CHIPPEWA VALLEY REGIONAL AIRPORT

### SELECTED PERFORMANCE MEASURES

Number of Revenue Passenger Enplanements/Deplanements	50,942
Aircraft Operations During Tower Hours	23,088

### SUMMARY OF CURRENT ACTIVITIES

- Airport Master Plan Update
- Bidding new South Ramp Hangar project
- Planning work for multiple future State and Federal funded projects
- Ongoing airport badging program
- New Airport PFC application
- Airport terminal exterior tile replacement
- Parking lot second exit lane construction coordination
- TSA lease renewal completed, work continues on FAA lease renewal
- Ongoing air service promotion
- County code amendment for flying club ordinance
- Determining impacts of WI Act 12
- Preparation for Winter operations
- Terminal area security improvement planning
- Completion of new lease for private hangar construction

### ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- Continued impacts to air service resulting from shortage of aviation workers
- Challenges with capital improvement projects due to high construction costs and material delays
- Potential Impacts of FAA Reauthorization Bill proposals being considered in Congress
- Change in WI personal property tax collections for privately owned hangars on airport property

### STRATEGIC INITIATIVES (GREEN / AMBER / RED)

Green = Action item complete / on-track to complete / making expected progress

Amber = Action item progress is paused / slower than expected / waiting

Red = Action item progress is not being made / off-track / not expected to be complete

Strategic Initiative - Identify opportunities to strengthen partnerships and collaboration (Green)

- Participated in neighborhood association summer event, hosted master plan public open houses and customer appreciation event.

Our Core Behaviors:

Proactive Ownership | Infinite Possibilities | Customer First | Stronger Together | Ardent Learners | Unwavering Respect

Strategic Initiative - Increase information and marketing of county services and programs (Green)

- Hosted community pancake breakfast, press releases on airport current events, actively update airport website and social media, and implement annual airport marketing plan

### GOALS FOR NEXT QUARTER

- Complete second exit lane project
- Complete application for new PFC collection
- Complete FAA lease renewal
- Award bids for South Ramp Hangar project
- Determine start date for construction on Phase II fence project
- Complete terminal area security improvements
- Complete terminal exterior tile replacement project
- Complete code amendment update for flying clubs
- Determine path forward to respond to changes from WI Act 12

Our Core Behaviors:

Proactive Ownership | Infinite Possibilities | Customer First | Stronger Together | Ardent Learners | Unwavering Respect

# Eau Claire County - Airport

## Quarterly Department Report - Summary

For Period Ending: Q2, 2024

Page: 1/1

Date Ran: 7/25/24

### 70 - Airport

Fund	Revenue:	Orig Budget 2024	Adj Budget 2024	Q1 2024	Q2 2024	Q3 2024	Q4 2024	YTD 2024	% of Budget
602	01-Tax Levy	407,050	407,050	101,763	101,763	0	0	203,525	50.00%
	04-Intergovernment Grants and Aid	132,890	132,890	66,445	434,000	0	0	500,445	376.59%
	06-Public Charges for Services	1,071,195	1,071,195	297,158	295,378	0	0	592,535	55.32%
	09-Other Revenue	98,560	98,560	18,231	23,085	0	0	41,317	41.92%
	11-Fund Balance Applied	1,285,018	3,145,112	0	0	0	0	0	0.00%

<b>Total Revenue - Airport</b>	<b>\$2,994,713</b>	<b>\$4,854,807</b>	<b>\$483,596</b>	<b>\$854,225</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,337,822</b>	<b>27.56%</b>
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Fund	Expenditures:	Orig Budget 2024	Adj Budget 2024	Q1 2024	Q2 2024	Q3 2024	Q4 2024	YTD 2024	% of Budget
602	01-Regular Wages	-460,318	-460,318	-89,995	-129,523	0	0	-219,517	47.69%
	02-OT Wages	-20,850	-20,850	-2,605	-1,472	0	0	-4,077	19.56%
	03-Payroll Benefits	-181,262	-181,262	-40,571	-47,523	0	0	-88,094	48.60%
	04-Contracted Services	-662,501	-669,056	-65,659	-84,441	0	0	-150,100	22.43%
	05-Supplies & Expenses	-164,700	-184,700	-27,716	-30,328	0	0	-58,044	31.43%
	07-Fixed Charges	-82,332	-82,332	-21,590	-28,532	0	0	-50,122	60.88%
	09-Equipment	-1,422,750	-3,256,289	-44,765	-37,526	0	0	-82,291	2.53%

<b>Total Expense - Airport</b>	<b>-\$2,994,713</b>	<b>-\$4,854,807</b>	<b>-\$292,901</b>	<b>-\$359,345</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$652,246</b>	<b>13.44%</b>
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<b>Net Surplus/(-Deficit) - Airport</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,695</b>	<b>\$494,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$685,576</b>
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# Q1 When traveling through EAU, how would you rate your satisfaction with the following?

Answered: 21 Skipped: 0

	EXTREMELY SATISFIED	SATISFIED	NEUTRAL	DISSATISFIED	EXTREMELY DISSATISFIED	N/A	TOTAL	WEIGHT AVERAGE
Ticket Pricing	38.10% 8	23.81% 5	23.81% 5	4.76% 1	0.00% 0	9.52% 2	21	
Local Airline Check-In Process	47.62% 10	28.57% 6	4.76% 1	4.76% 1	4.76% 1	9.52% 2	21	
Local Airline Customer Service	57.14% 12	19.05% 4	9.52% 2	4.76% 1	9.52% 2	0.00% 0	21	
Local Airline Reliability	38.10% 8	28.57% 6	14.29% 3	4.76% 1	4.76% 1	9.52% 2	21	
Luggage Pick-Up	33.33% 7	23.81% 5	9.52% 2	4.76% 1	4.76% 1	23.81% 5	21	
Overall Local Airline Experience	42.86% 9	33.33% 7	4.76% 1	9.52% 2	9.52% 2	0.00% 0	21	
Terminal Facility	61.90% 13	33.33% 7	0.00% 0	0.00% 0	4.76% 1	0.00% 0	21	
Terminal Signage	66.67% 14	28.57% 6	0.00% 0	0.00% 0	0.00% 0	4.76% 1	21	
Terminal Restrooms	66.67% 14	23.81% 5	0.00% 0	0.00% 0	0.00% 0	9.52% 2	21	
Parking Signage & Convenience	76.19% 16	14.29% 3	0.00% 0	0.00% 0	0.00% 0	9.52% 2	21	
Parking Affordability	57.14% 12	4.76% 1	4.76% 1	0.00% 0	0.00% 0	33.33% 7	21	
Restaurant Customer Service	52.38% 11	14.29% 3	0.00% 0	0.00% 0	0.00% 0	33.33% 7	21	
Overall Airport Experience	57.14% 12	23.81% 5	4.76% 1	9.52% 2	4.76% 1	0.00% 0	21	

#	COMMENTS:	DATE
1	I love the convince of Sun Country flying into eau	7/7/2024 12:09 PM
2	I love having sun country here with direct flights to Orlando. I wish they did that year round!!!	7/5/2024 9:57 PM
3	Not enough flight options with Sun Country.	6/26/2024 10:53 AM
4	Great experence everytime. Wish you could hear departures announcements in restaurant.	5/29/2024 7:12 AM

5	It's great to have service out of Eau Claire. The restaurant has a great menu and awesome Friday night fish.	5/7/2024 1:08 PM
6	What happened? Sun Country has the most unpredictable schedule. Being hauled on a bus to Minneapolis when we departed is not our idea of a flight. And we booked a flight into EAU back in August for our return home in April. Sun Country changed the departure time from RSW by 7½ hours. With this kind of service, we will be flying Delta this fall out of Minneapolis. Too bad for your airport and the car rental companies there but we need a better carrier to serve us.	3/30/2024 10:30 AM
7	Sue at check in is always amazing! I can't say enough about how accommodating she is with my 93 year old grandma. Katina in baggage was completely rude taking random bags off not letting the down the belt. I love flying EC being we live right here. But this past trip delays delayed our rental car being the rental place closed and poor customer service on return is was frustrating. Waiter at Hanger was amazing delaying my order until our baggage was available.	3/28/2024 7:57 PM
8	Cant get flights out of Eau Claire in time to make the MSP connection. I can take the flight into Eau Claire but its inconvenient because I then have to pay for a Lyft or Urber to go to Groome transportation's lot to get my car as you did not have a departure option that worked	2/22/2024 1:05 PM
9	This was my first airline transport in 30 years. I must admit everything went well for me. I'm a patient person so the misinformation I was given was handled by the staff members with urgency. Turns out, everything went as initially stated !! Job well done !	2/7/2024 7:55 PM

## Q2 What is the reason for your travel today?

Answered: 21 Skipped: 0

ANSWER CHOICES	RESPONSES
Vacation	85.71%
Business	4.76%
School	0.00%
Military/Government	0.00%
Other (please specify)	9.52%
TOTAL	

#	OTHER (PLEASE SPECIFY)	DATE
1	I'm a competitive waterskier with a ski coach in Orlando. I like to train with him monthly throughout the whole year.	7/5/2024 9:58 PM
2	Return home	3/30/2024 10:31 AM

## Q3 When you travel, how often do you use the Chippewa Valley Regional Airport?

Answered: 21 Skipped: 0

ANSWER CHOICES	RESPONSES
Always	14.29%
Usually	23.81%
Sometimes	19.05%
Rarely	14.29%
Never	4.76%
Other (please specify)	23.81%
<b>TOTAL</b>	

#	OTHER (PLEASE SPECIFY)	DATE
1	Usually when United was the CVRA carrier	6/26/2024 10:58 AM
2	We use the airport when we can. The Landline is great if the flight doesn't leave from Eau Claire.	5/7/2024 1:10 PM
3	Would you it exclusively but since the Sky West to O'Hare and United to RSW flights are gone we may as well return to Minneapolis.	3/30/2024 10:34 AM
4	Rarely as I have my car sitting at Groome as you did not have a good departure offering. This last time the flight back into EAU would have worked perfectly but I would have had to take a Lyft to get my car from Groome as you did not have an adequate departure time.	2/22/2024 1:07 PM
5	First time traveling	2/7/2024 7:57 PM

## Q4 When traveling through an airport other than the Chippewa Valley Regional Airport in the last 12 months, what airline did you most commor use?

Answered: 21 Skipped: 0

ANSWER CHOICES	RESPONSES
Delta Air Lines	19.05%
United Airlines	9.52%
Southwest Airlines	0.00%
Sun Country Airlines	66.67%
Other (please specify)	4.76%
<b>TOTAL</b>	

#	OTHER (PLEASE SPECIFY)	DATE
1	N.A.	2/7/2024 7:57 PM

## Q5 When you choose to fly from another airport, what is the top reason'

Answered: 21 Skipped: 0

ANSWER CHOICES	RESPONSES
Airline Loyalty Program	0.00%
Price	28.57%
Reliability	4.76%
Schedule	57.14%
Other (please specify)	9.52%
<b>TOTAL</b>	

#	OTHER (PLEASE SPECIFY)	DATE
1	Sun Country only flies directly to RSW when it is convenient for them. Doesn't matter what the passenger need is.	3/30/2024 10:34 AM
2	None at this time	2/7/2024 7:57 PM

**Q6 If cost is a primary reason for flying out of another airport, what price range below is the most you would be willing to pay over the lowest ticket price from another airport to fly out of the Chippewa Valley Regional Airport (round trip) rather than an alternate airport?**

Answered: 21 Skipped: 0

ANSWER CHOICES	RESPONSES
\$0	0.00%
\$50	38.10%
\$100	19.05%
\$150 or More	0.00%
N/A	42.86%
<b>TOTAL</b>	

**Q7 Do you have any recommendations on how we can provide better service on your next visit to the Chippewa Valley Regional Airport?**

Answered: 12 Skipped: 9

#	RESPONSES	DATE
1	Keep Sun Country Airlines	7/7/2024 12:11 PM
2	Fly to Orlando year round! Please keep sun country- it's our preferred airline, no matter where	7/5/2024 10:00 PM

	we are flying out of.	
3	None	6/26/2024 11:00 AM
4	none	6/24/2024 4:46 PM
5	Announcements of departures in restaurant	5/29/2024 7:15 AM
6	No	5/7/2024 1:13 PM
7	The airport itself is ok. The airport authority just needs to get a different carrier. Don't let Sun Country skim what they want off the top and leave the passengers with no options.	3/30/2024 10:35 AM
8	Train Katina on customer service.	3/28/2024 8:02 PM
9	Phone charging	3/6/2024 12:31 PM
10	Add better departure times that actually work with a MSP morning connection	2/22/2024 1:09 PM
11	no	2/9/2024 2:12 PM
12	None	2/7/2024 7:59 PM

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
34. July 11 – Airport Newsletter
35. Aug 1 – Master Plan Input Committee
36. Aug 12 – ARFF Truck Press Release

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>
New Tenant Development	Annual	Aug-24	<ul style="list-style-type: none"> <li>- Update contract with Volaire for air service retention/development.</li> <li>- Opportunity for Sun Country seasonal service.</li> <li>- Consider proposal for new flight school and aircraft rental business.</li> <li>- South Ramp Hangar in progress.</li> <li>- New airport owned box hangars in the South Hangar Area on hold due to high construction costs. Will continue to revisit in the future.</li> <li>- Some interest in new private hangar development in the South Hangar Area.</li> </ul>
Airline			
Aviation Business			
Non-Aviation Business			
Hangars			
FBO Lease and Maintenance	Annual	Sep-23	FBO leases /facilities were reviewed and no changes recommended

FACT SHEET

TO FILE NO. 24-25/057

A change is proposed to the fuel flowage fee charged on all aviation fuel pumped at the Airport. The fuel flowage fee has not changed in at least 18 years and the increase is being proposed to offset increased operational costs and decreased revenue from lower fuel sales.

Fiscal Impact: The fee increase should provide an estimated \$20,000 per year in revenue based on 2023 fuel sales.

Respectfully Submitted,

Charity Zich  
Airport Director



1 Enrolled No. ORDINANCE File No. 24-25/057

2  
3 TO AMEND 12.06.020 OF THE CODE: FUEL FLOWAGE FEE

4  
5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6  
7 SECTION 1. That Section A. of Section 12.06.020 of the code be amended to read:

8  
9 12.06.020 Fuel flowage fee.

10 A. There shall be imposed upon the sale of aviation fuel at the airport a fuel flowage  
11 fee of ~~\$.080~~.10 per gallon for jet fuel and ~~\$.070~~.08 per gallon for 100LL fuel. The fee shall  
12 apply to the sale of all types and grades of aviation fuel and shall be based upon the total number  
13 of gallons delivered by bulk oil distributors.

14  
15 ENACTED:

	<b>Airport Commission</b>		
	AYE	NAY	ABSTAIN
16 17 18 19 _____ 20 Bill Hilgedick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 22 _____ 23 Barry Wells, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 25 _____ 26 Scott Francis, Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 28 _____ 29 Kirk Dahl, County Board Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30 31 _____ 32 Chuck Hull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33 34 _____ 35 Peter Hoeft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36 37 _____ 38 Scott Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

39  
40  
41  
42  
43 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Fuel Type	Cody, WY	Yellowstone, MT	Ennis, MT	Hamilton, MT	Long Island, NY	Cobb County, GA	Chicago Exec, IL	Sioux City, IA	Sarasota, FL	Tuscaloosa, AL	Wilkes-Barre, PA
Jet	\$ 0.12	\$ 0.10	\$ 0.04	\$ 0.07	\$ 0.07	\$ 0.21	\$ 0.28	\$ 0.09	\$ 0.09	\$ 0.06	\$ 0.06
AvGas	\$ 0.12	\$ 0.10	\$ 0.04	\$ 0.07	\$ 0.06	\$ 0.21	\$ 0.19	\$ 0.09	\$ 0.09	\$ 0.06	\$ 0.06
Airline		\$ 0.06		-							

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

## SUMMARY OF SUN COUNTRY AIRLINE PROPOSAL FOR SEASONAL FORT MYERS SERVICE

Context – For the past two years Sun Country has offered nonstop service from Eau Claire to Fort Myers during the winter months. In 2023Q1 this service carried 6,590 passengers, despite the Fort Myers area recovering from a hurricane in that timeframe. In 2024Q1 it carried 9,800 passengers.

The Eau Claire Essential Air Service (EAS) will be pivoting from Sun Country to United Express this coming December, with a return to nonstop regional jet service to Chicago.

Sun Country is willing to continue the Fort Myers service for this coming winter provided there is risk mitigation funding available. The carrier has requested a maximum of \$450,000 in funding to cover anticipated financial losses for service operation 2024 Q1.

Long Term Goal – Eau Claire is an EAS city, meaning the DOT will subsidize one local air service provider. That service will be to Chicago ORD, connecting to the United Airlines global network.

The Airport Board believes that there is opportunity to build on the Sun Country seasonal services to Fort Myers (winter), Orlando (Spring and Summer) and Las Vegas (Fall) and compliment the network carrier service to Chicago with nonstop leisure destination service from Eau Claire.

The Board believes such service can eventually be self-sustaining as the Twin Cities metroplex continues to grow and the only air service airport within the metroplex is MSP, where costs and congestion will continue to grow. This belief is also bolstered by Sun Country's own assertion that their future expansion plans include additional growth into Wisconsin.

The Sun Country proposal to operate Fort Myers service during 2025 Q1 is an opportunity to preserve nonstop low fare leisure air service at EAU and continue the process of making that service self-sustaining and adding seasonal destinations. It would be a first step in a long-term strategy to become a low fare leisure service portal on the eastern edge of the Twin Cities metroplex. Low fare leisure service benefits more than just local travelers. The community benefits as a whole by helping attract and retain local workforce. Low-fare service has a broad reach so it will also bring passengers from outside the community to the region to stay in hotels, eat at restaurants, buy gas, etc. Finally, such service has a magnet effect meaning a passenger that comes to the airport for the low fare service will take note of the legacy carrier service and the ease of using the service and eventually come back to the airport for network carrier service they would otherwise get at MSP. This will help the long term growth of our network service to ORD.

Proposal Specifics – The \$450,000 would be available to the carrier on a risk mitigation formula. The carrier would provide Eau Claire a target revenue per flight. Should the service in 2025 Q1 do exceptionally well and achieve that target revenue per flight on some or many of the flights, then the funding obligation will be less than \$450,000. Should the service perform poorly the entire \$450,000 would be paid out to the carrier for service in 2025 Q1. The service would include 20 roundtrips flights from late January into April and flights would be on Mondays and Fridays.

Sources of Funding – The Airport cannot, due to FAA rules, use airport revenue to provide risk mitigation to any airline. The Airport can and will in this case waive all its fees and carrier billable costs for the 2025 Q1 season. The funding can come from public entities such as cities and counties and from economic development or chamber sources, or from the private sector.



8/9/2024

Subject: Proposal to Expand Flight Instruction Services at Chippewa Valley Regional Airport

Dear Members of the Airport Commission,

Link Aviation is keen to initiate our flight instruction and aircraft rental services at Chippewa Valley Regional Airport. We plan to offer significant opportunities to the area that are not available today, including light sport instruction/rental and advanced flight simulators.

We believe there is significant potential to enhance the training and rental opportunities available to the local community and beyond. Currently, we are prepared to commence operation immediately, given the appropriate facilities, support and airport approval.

Safety is paramount to our operation; we have employed an Operations Manager as well as four Certified Flight Instructors with a combined experience of nearly 20,000 flight hours. Several more experienced Certified Flight Instructors have expressed an interest in joining our operation as soon as we're able to get up and running.

Our short-term plan involves sub-leasing hangar space out of an existing "K row" hangar, and leasing office space directly from the airport, which will allow us to establish a base of operations swiftly and efficiently.

Our long-term goals include expanding to our own hangar and leasing that space directly from the airport as well. We ask for the commission's support in the short term to allow us to operate the business. Every attempt to meet the [minimum standards](#) of the airport has been and will continue to be paramount to our operation.

#### Requests for Exceptions to the Minimum Standards

Due to our initial phase of operation relying on subleasing hangar space and leasing office space from the airport, we would request a waiver to the following minimum standards:

12.01.050 Operators and fixed base operators to provide certain services

## Request for Exception:

Since our initial operations rely on leasing office space from the airport, we will be utilizing the existing facilities for telephone facilities, computer weather information service, restrooms, hangar space, paved apron, and parking spaces. We will be providing telephone and computer weather information service for our employees and customers, but those will not be available directly to the public. It should be noted that the hangar we will be leasing includes a restroom directly within the hangar.

12.02/03/09.030 Aircraft Rental and Flight Training - Hours of Operation

## Clarification:

We will staff an Operations Manager and other employees in our leased office space at least 8 hours per day, 5 days per week. Additionally, we are available by a phone number (715-384-8908) with active forwarding/voicemail and by email ([info@linkaviation.com](mailto:info@linkaviation.com)) outside our regular business hours. Flight instruction may be scheduled with Certified Flight Instructors to occur up to 7 days a week, but we do not intend to regularly staff an Operations Manager at the airport beyond 5 days a week.

12.03.025 Flight Training - Airport Facilities

## Request for Exception:

Since our initial operations rely on sub-leasing hangar space, and leasing office space from the airport, we will not currently be leasing the minimum required ground space.

Given approval, we will be entering into the following leases and spaces:

- Office Space – Airport Rental Counter and Office (233 sq ft.)
- Office Space – Portion of Current Badging Office (~ 233 sq ft.)
- “K Row” Hangar – 3600 sq ft.

We intend to use this combination of spaces to staff our operation, provide space for advanced aircraft simulators, and store our two current aircraft with room for two additional aircraft. Based on demand for light sport instruction in the area, we’ve already ordered an additional light sport aircraft that will be delivered in October 2024 for a total of three aircraft operating by late Fall 2024.

12.09.010 Airport Facilities – Multiple Facilities Providers

## Request for exception:

Related to the requests for exception to 12.03.025, 12.01.050, we’d like to request an

exception to the minimum square footage, lounge, and restroom requirements since we will be leasing space directly from the airport.

Closing

Expanding flight instruction at Chippewa Valley Regional Airport aligns with our broader mission to promote aviation education and safety. We are confident that our presence will attract more aviation enthusiasts and prospective pilots to the airport, thereby stimulating economic activity and fostering a robust aviation community.

We would welcome the opportunity to discuss our proposal further and explore how Link Aviation can collaborate with the airport commission to achieve mutual goals. Please feel free to reach out to us at (630) 724-7444 or [ian@linkaviation.com](mailto:ian@linkaviation.com) to arrange a meeting at your earliest convenience.

Thank you for considering our proposal. We look forward to the possibility of contributing to the continued success and growth of Chippewa Valley Regional Airport.

Warm regards,

Ian Augustin



Nick Amundsen



Owners

Link Aviation



Chippewa Valley  
REGIONAL AIRPORT

To: Chippewa Valley Regional Airport Commission  
From: Charity Zich, Airport Director  
Subject: Review of Airport Minimum Standards for Link Aviation  
Date: August 12, 2024

Link Aviation has requested to operate a Flight School and Aircraft Rental service at the Chippewa Valley Regional Airport. There is not currently hangar space available for rent from the Airport that meets the minimum standards. As a short term solution, Link Aviation is proposing to lease both terminal office space (one car rental counter and one office near Gate C) and sublease a hangar in the K-row to meet some of the standards and they have requested a waiver for the standards they cannot meet. The Airport Commission has the authority to approve a waiver if they desire per Section 12.01.070 of the Eau Claire Code. I've included a summary below with the applicable sections of the minimum standards, but the full minimum standards can also be found at the following link [Title 12 \(eauclairecounty.gov\)](https://www.eauclairecounty.gov).

The Airport Minimum Standards for Flight Instruction and Aircraft Rental require the following:

1. 12.01.040 - Aviation insurance. **Standard will be met prior to starting operations, insurance is in progress.**
2. 12.01.050 –
  - a. Telephone facilities and computer weather information service for public use, if applicable; **Standard met with either terminal or hangar leased space.**
  - b. hot and cold running water, with at least one restroom and fully heated; **Standard met with both the terminal office space and K-row hangar sublease.**
  - c. heated hangar; **Standard met with Hangar K-row sublease.**
  - d. paved apron within the leased premises to accommodate aircraft movement from the operations building from the operations building to the taxiways and runways; **Standard not met because paved apron not included in standard hangar lease agreements.**
  - e. paved parking, ten spaces minimum for operators under 12.04 and 12.09. **Standard met with parking space available at the terminal and at the K-row.**
3. 12.02.010/12.03.020 – a minimum of two properly certified aircraft with at least one capable of IFR flight and at least one 4-place or larger. **Standard met with Cessna 172 (N1724K) and RV12.**

4. 12.02.020A&B/12.03.020A&B – Operators shall lease a minimum of 5,000 sq. ft. of ground space and within that space at least 3,600 sq. ft. should include a building erected by the operator or leased from the Airport (county) for aircraft storage, offices, customer lounge and restrooms. **Standard not met. Link Aviation is not leasing 5,000 sq.ft. of ground space, a portion of the space they are leasing is not directly leased from the airport, and/or they have not erected their own building. Link Aviation is subleasing 3,600 sf of hangar space in an airport owned hangar and approximately 400 sf of office space from the airport in the terminal.**
5. 12.02.030 – Operators shall be available to respond to customers for a minimum of 8 hours per day, 6 days per week. **Standard met with Operations Manager onsite for 8 hours per day 5 days per week and phones forwarded virtually to other staff on days Manager is not onsite.**
6. 12.02.040/12.03.040 – At least one CFI or CFII employed and on duty during business hours. **Standard met with 4 CFI's employed.**
7. 12.09.010 – Classroom and briefing room shall be provided as part of the square footage. **Standard met using leased office space in the terminal.**



## LINK AVIATION OPERATOR'S AGREEMENT

This Agreement is made and entered into by and between the Chippewa Valley Regional Airport Commission (“Commission”) organized under the authority of Wis. Stat. § 114.14 and Section 2.05.660 of the Eau Claire County Code of General Ordinances and Link Aviation (“Operator”). The Airport is entering into this Agreement consistent with its authority and on behalf of Eau Claire County.

WHEREAS, the Commission operates an airport known as the Chippewa Valley Regional Airport (“Airport”) owned by Eau Claire County; and

WHEREAS, the Commission has developed minimum standards for operators wishing to provide aeronautical services at the Airport and Operator desires to provide a flight training and aircraft rental business that is subject to the Airport Minimum Standards; and

WHEREAS, the Operator has an agreement with \_\_\_\_\_ to use space intended for Operator to provide desired services; and

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, Commission does hereby grant and demise unto the Operator the following premises, rights, and easements on and to the airport upon the following terms and conditions:

1. **Scope.** This Agreement authorizes the Operator to conduct business activities at the Airport for operation of a flight training program and aircraft rental subject to any required FAA certification. This Agreement does not create any rights to use Airport property that isn’t otherwise available to the public.
2. **Airport Development.** Commission reserves the right to further develop or improve the airport as it sees fit, regardless of the desires, views, or consent of the Operator, and without interference or hindrance.
3. **Approach Protection.** The Commission reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against obstruction, together with the right to prevent the Operator from erecting or permitting to be erected any building or other structure on the airport which, in the opinion of the Commission, would limit the usefulness of the airport or constitute a hazard to aircraft.
4. **Airplane Required.** On the commencement date of this Agreement, the Operator shall maintain aircraft meeting the minimum standards for flight training. An Operator who does not own or maintain aircraft meeting the minimum standards, they shall have thirty (30) days to obtain an aircraft, or get approval for an extension of this date. This 30-day time period may be extended at the discretion of the Airport Director. If an Operator sells its aircraft or terminates a usage agreement, the above also applies. The Operator is **not**

authorized to assign this Agreement. The Airport may request proof of aircraft ownership or usage rights from the Operator during the term of this Agreement.

5. **Term.** The term of this Agreement shall be for a period of one (1) year commencing on     , 20  24. This agreement shall be automatically extended at the then current rates established by the Commission for one (1) month periods unless either the Airport or the Operator provides a written notice of termination to the other party at least thirty (30) days prior to the end of the initial term or any extension term.
6. **Fees. TBD.**
7. **Laws and Regulations.** The Operator agrees to observe and obey during the term of this Agreement all laws, ordinances, rules and regulations promulgated and enforced by the Commission, and by other proper authority having jurisdiction over the conduct of operations at the airport.
8. **Jurisdiction and Venue.** The laws of the State of Wisconsin shall govern this Contract and executed amendments thereto. Venue for all legal proceedings arising out of this Contract, or breach thereof, shall be exclusively in Eau Claire Circuit Court, Eau Claire, Wisconsin.
9. **Indemnification.** The Operator hereby agrees to indemnify, defend and hold harmless the Airport, Commission and Eau Claire County, its appointed or elected officials, committee members, employees, agents and each of them for any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature, in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any willful act, error or omission, fault or negligence by the Operator, in fulfilling the terms of this Agreement.
10. **Insurance.** Insurance coverage shall be reviewed annually and any increased coverage amounts or types shall be reasonable and shall be paid by the Operator.
  - A. The relationship of the Operator to the Airport, Commission, and Eau Claire County shall be that of an independent contractor. Nothing in this Agreement shall be construed so as to deem the Operator, its employees or agents as employees of the Airport. The Operator shall carry worker's compensation coverage for its employees and agents as required by state law and shall furnish the Airport certificates as proof of such coverage. The Operator has no authority to incur any obligation for or on behalf of the Airport.
  - B. The Operator shall obtain and maintain insurance from a reputable company authorized to do business in the state of Wisconsin, coverage as required for a flight training program and aircraft rental under the Airport Minimum Standards.

- C. General Requirements.
- (1) Certificates of Insurance shall be furnished to the Airport Director and shall include the Airport, Commission, and Eau Claire County as an additional insured.
  - (2) Insurance shall be continuously in force.
  - (3) Policies shall contain a provision that coverage will not be cancelled or materially changed unless 30 days prior written notice is given to the Airport Director.
- D. The policies of insurance hereunder shall be subject to approval by the Corporation Counsel for Eau Claire County as to legal form and shall contain a provision that the same not be cancelled or materially changed before the expiration of its terms except upon fifteen (15) days written notice to the Airport Director.
- E. The Operator shall immediately notify the Airport of the cancellation or termination of any insurance policy issued in compliance with this section. The cancellation or other termination of any insurance policy issued in compliance with this section, and the failure of the Operator to obtain replacement policies within a reasonable time, shall be grounds for termination of this Agreement. Airport shall have the right to suspend Operator's operations until replacement policies have been approved and are in full force and effect.
11. **Hazardous Materials Control.** Operator agrees no hazardous materials or substances shall be stored on the Premises except as approved in applicable Federal, State or Local regulations and statutes. Operator agrees no hazardous materials or substances shall be discharged into the Airport sewer system, drainage lines or on Airport property except as permitted by the Airport Director and approved in applicable Federal, State or Local regulations and statutes.
12. **Use.** Operator will maintain structures and facilities occupied by it and the surrounding premises in good order and make such repairs as are necessary. Operator shall not perform any acts or carry on any practices which might damage the premises or be a nuisance to the Airport and shall keep the premises under its control clean and free from rubbish and trash at all times. Any damage to Airport property caused by the Operator shall be repaired by the Operator at Operator's sole expense. Operator shall not conduct any business activities at the Airport that are not explicitly authorized by this Agreement and the Airport. Operator's right to conduct business activities is non-exclusive and Airport has the right to authorize other entities to conduct the same business activities as the Operator at the Airport's sole discretion.
13. **Hours of Operations.** Operator agrees to maintain operations during a schedule of hours that meet the requirements of the minimum standards. Hours of operation shall not be

reduced below the minimum standards without consent of the Airport Director, except during any period when the airport is closed by any lawful authority restricting the use in such a manner as to interfere with use by the Operator for its business operation.

14. **Right to Inspect.** The Airport reserves the right to enter upon the premises utilized by the Operator at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this Agreement.
15. **Signs.** Operator agrees no signs or advertising matter may be erected without the consent of the Airport.
16. **Default.** If Operator shall violate any term of this Agreement, including terms of an approved waiver, or shall fail to keep any of its covenants after written notice to cease such violation and shall fail to correct such violation within thirty (30) days, the Airport may, at Airport's sole discretion, terminate the Agreement and any waiver (if applicable).
17. **Transfer.** Operator may not, at any time during the term of this Agreement, assign, delegate, or transfer this Agreement or any interest therein, without the prior written consent of the Airport.
18. **Minimum Standards.** Operator, unless specifically waived in writing, shall be responsible for complying with all provisions of the Airport Minimum Standards as contained in Title 12 of the Eau Claire County Code of General Ordinances. Operator shall comply with any waiver(s) approved by the Commission with an approved waiver wholly incorporated into this Agreement by reference.
19. **Subordination Clause.** This Agreement shall be subordinate to the provisions of any existing or future agreement between the Airport and the United States, relative to the development, operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. This Agreement shall be subordinate to any Federal Aviation Administration ("FAA") Grant Assurances regardless of the impact on the expenditure of federal or state funds for the development of the airport.
20. **Security Requirements.** The Operator agrees to assist the Airport in complying with the Federal Airport/Air Carrier Security requirements CFR 1542/1544. The Operator shall strictly comply with the Airport security requirements including vehicle use policies and procedures, badging of personnel requiring access to the Airport Operations Area (AOA), escorting of non-badged personnel, gate access requirements including compliance with all posted signage, and immediate notification to the Airport of any violations to security procedures or malfunctions of Airport gates. Vehicles are strictly prohibited to travel anywhere other than areas authorized by the Airport Director.
21. **Non-Discrimination.** Operator agrees to operate the flight training business for the use and benefit of the public and to furnish good, prompt and efficient service adequate to meet

all of the demands for its service at the airport. Operator in the conduct of any aeronautical activity for furnishing services to the public at the airport, shall furnish services on a fair, equal and not unjustly discriminatory basis to all users, and shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided the Operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner or term of employment on the basis of age, race, creed, color, sex, national origin, or ancestry, disability as defined in Section 504 and the Americans with Disabilities Act (ADA), arrest or conviction record (consistent with s. 111.32 s. HSS 83.12(3), and s. HSS 83.13(6), sexual orientation, political affiliation, marital status, or military participation. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

22. **Taxes and Assessments.** Operator shall pay all taxes or assessments that may be levied against the Operator.
23. **Notices.** Notices required or deemed advisable under this Agreement shall be placed in writing and delivered personally or by registered or certified mail upon the Airport to: Airport Director, Chippewa Valley Regional Airport, 3800 Starr Avenue, Eau Claire, Wisconsin, 54703; and upon the Operator to: Link Aviation, LLC, C/O Ian Augustin, S4558 Bartusch Road, Eau Claire, WI 54701 & Nick Amundsen, S4443 Rygg Road, Eau Claire, WI 54701, info@linkaviation.com, (715) 384-8908, [www.linkaviation.com](http://www.linkaviation.com).
24. **Waiver of Breaches.** No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.
25. **Binding upon Successors and Assigns.** Any reference to the rights or provisions or obligations of the Airport and the Operator as applied to this Agreement shall be binding upon successors and assigns of the Airport and the Operator.
26. **Section Headings.** The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
27. **Modification to Agreement.** There shall be no modifications to this Agreement, except in writing, signed by both parties.
28. **Severability.** Should any section or any part of any section of this Agreement be rendered void, invalid, or unenforceable by a court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any part of any section in this Agreement.

29. **Integration of Agreement.** The entire Agreement of the parties is contained herein, and this Agreement supersedes all previous Agreements, whether written or oral and all negotiations as well as any previous Agreements presently in effect between the Operator and the Airport.

30. **Authority to Enter into Agreement.** By signing below, the parties affirm and acknowledge that they have read and understand this Agreement and its Attachments, if any, consisting of eight (8) typewritten pages; they have authority to enter into this Agreement on behalf of the Entity, Corporation, or County they are signing for; they are knowingly, freely, and voluntarily entering into this Agreement; and that they accept and agree to be bound by the terms and conditions of this Agreement and its Attachments as outline in this Agreement.

**MAKE & MODEL OF AIRCRAFT TO BE STORED:**

\_\_\_\_\_

**AIRCRAFT REGISTRATION NUMBER:**

\_\_\_\_\_

**NAME OF INSURANCE COMPANY:**

\_\_\_\_\_

**ADDRESS OF INSURANCE COMPANY:**

\_\_\_\_\_

**EFFECTIVE DATE OF COVERAGE:**

\_\_\_\_\_

**EXPIRATION DATE:**

\_\_\_\_\_

**INSURANCE CERTIFICATE ATTACHED**

**AIRPORT:**

By: \_\_\_\_\_ (Signature)

Name (Typed): Charity Zich

Title (Typed): Airport Director

\_\_\_\_\_  
(Date)

**OPERATOR:**

By: \_\_\_\_\_ (Signature)

Name (Typed): \_\_\_\_\_

Title (Typed): Owner

\_\_\_\_\_  
(Date)