

AGENDA
Chippewa Valley Regional Airport Commission
Friday, September 20, 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 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. August 16, 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
 - Airline Transition Update
 - Aerobatic Practice Area Update
 - Airport 2023 Audit
 - Airport Community Outreach
 1. Discussion/Action

b. Airport Strategic Plan Update/Review

1. Discussion/Action

c. Project Summary

- AIP 51 – Master Plan Update
- AIP 56 - South Hangar Construction
- AIP 57/58 - Taxiway J, K and L Reconstruct
- Future AIP Project for Airfield Lighting and Navigational Aid Replacement
- Terminal Tile Replacement

1. Discussion/Action

8. Previous Business: N/A

9. New Business:

a. Volaire Aviation Consulting Services Agreement

1. Discussion/Action

b. Great Planes Aviation Ground Handling Agreement

1. Discussion/Action

10. Discuss Future Agenda Items

11. Set Future Meeting Dates and Times

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, August 16, 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: Ian Augustin & Nick Amundsen-Link Aviation, Rob Simms-Mead & Hunt, Darrel Gibson-Gibson Aviation, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Coordinator and other members of the public 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, Chuck Hull, Scott Smith and Barry Wells were present. Commissioner Wells left the meeting prior to the start of the Closed Session at 8:52 am.
4. **Approval of Minutes:**
 - a. **July 19, 2024 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the July 19, 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. Hull, the expense vouchers and credit card charges were approved as presented.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are down for the month and for the year.
 - **Car Rental Operations**

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

Tower Operations are up for the month and for the year.
 - c. **Hangar Occupancy:** There are two t-hangar vacancies.

6. **Public Comment:** Darrel Gibson from Gibson Aviation spoke in favor of the Commission upholding the Minimum Standards.

7. **Operational Matters:**

a. **Airport Operations Report**

- **AAAE Airport Board Orientation & Training Virtual Course:** The Airport Director noted an upcoming AAAE Airport Board Orientation & Training Virtual Course that the Commission is welcome to participate in.
- **Airport Quarter 2 Report:** Commissioners reviewed the Airport Quarter 2 Report.
- **Air Passenger Survey Semi-Annual Report:** Commissioners reviewed the Air Passenger Survey Semi-Annual Report.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events. The Flying Hamburger Social event is planned for August 20th at Hawthorne Aviation.

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

- **Operational Review:** The August Operational Review covered New Tenant Development.

c. **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** Rob Simms from Mead & Hunt reviewed the Master Plan Open House Presentation.
- **AIP 54 - ARFF Truck Replacement – FY23:** The new Oshkosh Striker ARFF truck is now in operation with the new F3 foam and work is in progress to transition the backup truck to the F3 foam which does not have intentionally added PFAS.
- **AIP 55 - Phase II Fence Final Construction – FY23:** The fence installation is completed overall and some punch list items and remaining access control issues are being addressed.
- **AIP 56 - South Hangar Construction – FY24:** The project has started.
- **AIP 57/58 Project for Taxilane J, K and L Reconstruct – FY24:** The BIL grant funds have been received and the project is expected to begin in the spring.
- **Terminal Tile Replacement – FY23:** The tile has been received and the installation is expected to begin in the coming weeks.

8. **Previous Business: None**

9. **New Business:**

- a. **Resolution to Amend 12.06.020 of the Eau Claire County Code: Fuel Flowage Fee**

On a motion by Com. Wells, seconded by Com. Francis, the Resolution to Amend Ordinance 12.06.020 of the Eau Claire County Code: Fuel Flowage Fee was approved as presented.

(Ayes 7-Nays 0)

- b. **Consideration of Proposal for Seasonal Airline Service:** Commissioners discussed the Proposal for Seasonal Airline Service.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved that the Airport Director pursue the proposal for Seasonal Airline Service with a maximum revenue guarantee of \$450,000.

(Ayes 6-Nayes 1)

- c. **Proposal from Link Aviation to Operate a Flight School and Aircraft Rental Business:** Ian Augustin and Nick Amundsen, Owners of Link Aviation, presented their Proposal to Operate a Flight School and Aircraft Rental Business. **On a motion by Com. Hoeft, seconded by Com. Hull, the Commission approved an Agreement, including a 1-year waiver of the specified minimum standards, with Link Aviation to operate a flight school and aircraft rental business.**

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: EV Charging Units & Assess Airport Fees

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for September 20, October 18 and November 15.

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

On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:52 am on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoeft, Hull & Smith; Nayes: None.

Commissioners returned to Open Session to take action. No Action was taken in Closed Session.

13. Adjournment:

On a motion by Com. Francis, seconded by Com. Smith, the meeting was adjourned at 9:12 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary

August Vouchers for approval September 20, 2024

Agenda Item 5a

BSI Signs - BCE	Fencing & Parking Lot Metal Signage	53510-246	\$605.46
Clifton Larson Allen	Annual PFC Audit	53510-213	\$3,500.00
Dinges Fire Company	SFFF Fire Fighting Foam (4) 55 Gallon Drums	53510-366	\$9,009.00
Greiner, Wolfgang	Hangar Rental Annual Pay Reimbursement	46344-000-600	\$550.48
JM Janitorial	Janitorial Services, August	53510-200	\$612.00
Kaplan Kirsch LLP	Attorney Fees for Airline Incentives Teams Conference	53510-212	\$206.00
State of WI - Dept. of Transportation	ARFF Truck Replacement - EAU1017	53510-829	\$43,159.08
State of WI - Dept. of Transportation	South Ramp Hangar Project - EAU1018	53510-829	\$7,007.57
State of WI - Dept. of Transportation	Phase II Fence Construction - EAU1021	53510-829	\$49,654.98
TAPCO	2nd Parking Lane Install & Software Licenses - FINAL	53510-820	\$61,483.00
Xcel Energy	Terminal Gas/Electric - July	53510-222/224	\$10,056.61
<i>Xcel Energy</i>	<i>ATCT Gas Only - July (electric billed earlier)</i>	53515-224	\$35.92
Xcel Energy	Terminal Gas/Electric - August (NO main buildings)	53510-222/224	\$1,666.54

ITALICIZED items = Tower Expenses**TOTAL** **\$186,941.18****August Credit Card Charges**

WISCONSIN AIRPORT MGMT ASSOC	Travel/Training	53510-340	\$175.00
VOLAIRE AVIATION INC.	Air Service, July	53510-328	\$1,500.00
VOLAIRE AVIATION INC.	Q3 Digital Marketing	53510-327	\$300.00
DFW AIRPORT FTRC	Travel/Training	53510-340	\$1,100.00
USDA APHIS	Travel/Training	53510-340	\$1,262.00
WATERTECH OF AMERICA	Water Testing - TSA	53510-248	\$1,062.96
ADVANCE LOCAL MEDIA LLC	Digital Marketing, July	53510-327	\$2,700.00
WISCONSIN AIRPORT MGMT ASSOC	Travel/Training	53510-340	\$1,750.00
CHIPPEWA FALLS AREA CHAMBER	Membership	53510-324	\$285.00
FVTC FINANCIAL SERVICES	Travel/Training	53510-340	\$2,200.00
AMAZON	Building - refund	53510-248	-\$66.38
STAPLES	Office Supply	53510-310	\$39.33
AMAZON	Office Supply	53510-310	\$28.74
AMAZON	Janitorial	53510-248	\$41.96
FED EX463478957	Shipping - refund	53510-311	-\$35.43
GOLD CROSS ANSWERING SVC	Answering Service	53510-225	\$130.00
WINDCAVE INC	Merchant Fees	53510-200	\$100.00
TRU LOCK & SECURITY INC	Building	53510-248	\$39.00
STAPLES	Janitorial	53510-248	\$712.42
STAPLES	Office Supply	53510-310	\$14.09
TRU LOCK & SECURITY INC	Building - refund	53510-248	-\$39.00
CHIPPEWA VALLEY NEWSPAPER	Newspaper	53510-320	\$1.00
MENARDS EAU CLAIRE EAST	ARFF PPE Gear	53510-366	\$55.93
WD LARSON COMPANIES INC	Vehicles	53510-241	\$511.40
GILMAN TRACTOR & IMPLEMENT	Vehicles	53510-241	\$205.97
FARM & FLEET CF	Grounds	53510-246	\$159.98
FARM & FLEET CF	Vehicles	53510-241	\$119.76
TOTAL			<u>\$14,353.73</u>

Chippewa Valley Regional Airport

2024 BUDGET COMPARISON Estimated August 31, 2024

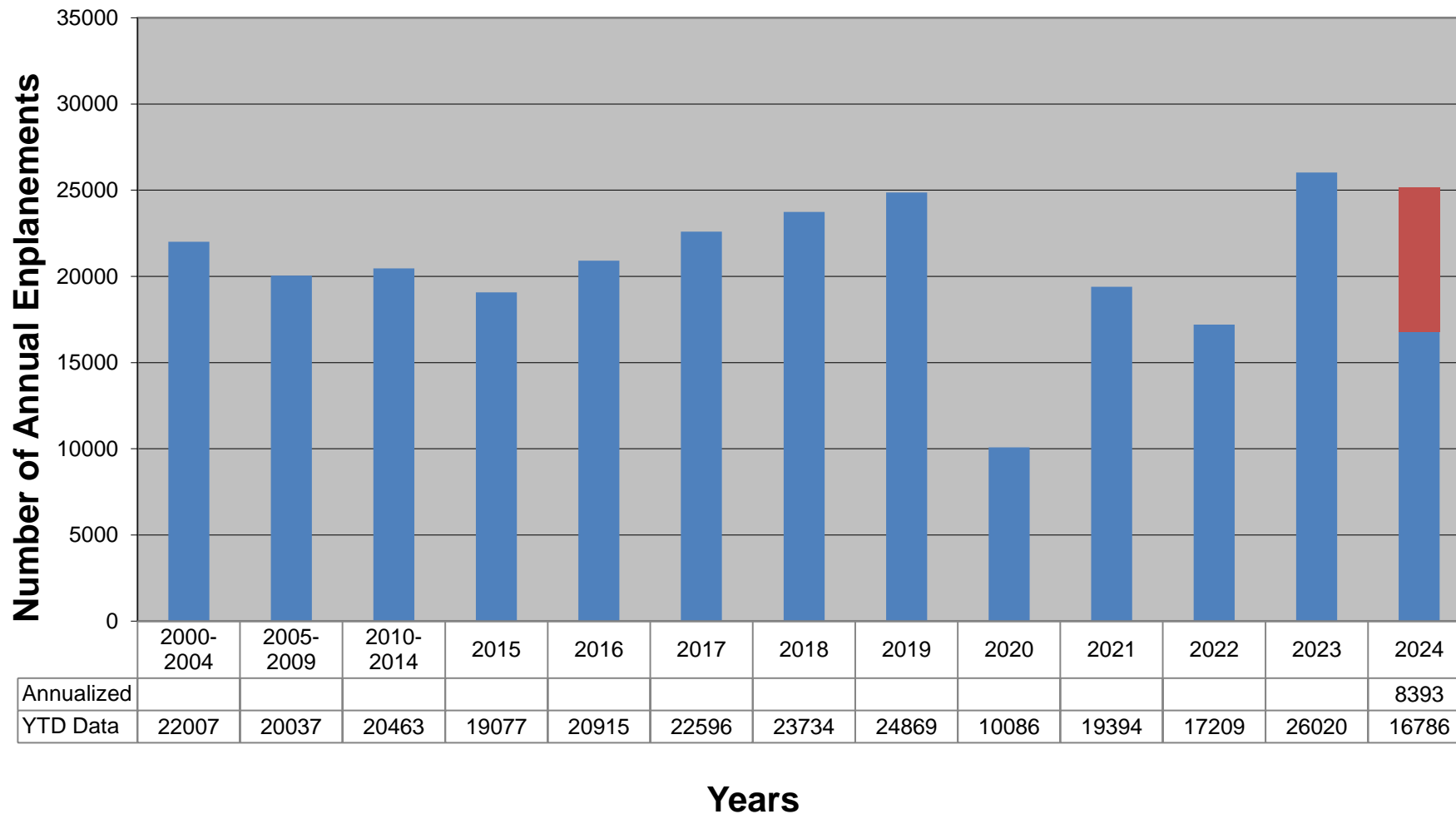
	Item	12 Month Budget 2024	Budget YTD Allocated	Actual as of 8/31/24 (66.67%)	Variance YTD	Balance Remaining For Year
Income			66.67%			
41110	Contrib From Eau Claire Cty	\$407,050	\$271,367	\$305,288	\$33,920.83	\$101,762.50
43790	Contrib From Chippewa Cty	\$132,890	\$88,593	\$66,445	(\$22,148.33)	\$66,445.00
Sub-Total	Tax Revenue	\$539,940	\$359,960.00	\$371,732.50	\$11,772.50	\$168,207.50
46341	Air Terminal	\$187,247	\$124,831	\$136,688	\$11,856.87	\$50,558.84
46342	FBO	\$226,602	\$151,068	\$156,530	\$5,462.36	\$70,071.68
46343	Airfield	\$107,000	\$71,333	\$103,455	\$32,122.02	\$3,544.65
46344	Hangars	\$258,845	\$172,563	\$201,548	\$28,984.73	\$57,296.89
46345	Parking	\$155,000	\$103,333	\$137,734	\$34,400.28	\$17,266.39
46346	Rental Cars	\$135,000	\$90,000	\$135,209	\$45,209.02	(\$209.02)
46347	Badging Revenue	\$1,500	\$0	\$2,903	\$2,903.00	(\$1,403.00)
46349	Ground Handling	\$0	\$0	\$0	\$0.00	\$0.00
48902	Vehicle Fuel Reimbursement	\$18,000	\$12,000	\$19,833	\$7,833.29	(\$1,833.29)
48903	Equipment Rental	\$1,200	\$800	\$900	\$100.00	\$300.00
Sub-Total	Operating Revenue	\$1,090,394	\$725,929	\$894,801	\$168,871.57	\$195,593
Sub-Total	Taxes and Operating Rev.	\$1,630,334.12	\$1,085,889.41	\$1,266,533.48	\$180,644.07	\$363,800.64
48691	Other Revenue	\$5,000	\$3,333	\$1,032	(\$2,301.63)	\$3,968.30
48900	Insurance Refunds	\$0	\$0	\$0	\$0.00	\$0.00
48901	PFC	\$74,360	\$49,573	\$48,755	(\$818.32)	\$25,604.99
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	\$856,679	\$0	(\$856,678.67)	\$1,285,018.00
Sub-Total	Other Revenue	\$1,364,378	\$909,585.33	\$483,786.71	(\$425,798.62)	\$880,591.29
TOTAL INCOME		\$2,994,712	\$1,995,474.75	\$1,750,320.19	(\$245,154.56)	\$1,244,391.93
Expenses						
53510-111	Salary Perm-Regular	\$442,900	\$295,267	\$307,562.88	\$12,296.21	\$135,337.12
-112	Salary Perm-OT	\$20,850	\$13,900	\$4,511.84	(\$9,388.16)	\$16,338.16
-114	Salary-On Call Pay	\$5,200	\$3,467	\$3,300.00	(\$166.67)	\$1,900.00
-121	Salary Temp Regular	\$12,218	\$8,145	\$3,513.30	(\$4,632.03)	\$8,704.70
-130	Employee Benefits	\$4,200	\$2,800	\$2,800.00	\$0.00	\$1,400.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-141	Board & Comm Per Diem	\$5,000	\$3,333	\$2,610.00	(\$723.33)	\$2,390.00
-142	Cnty Brd & Comm Mile	\$1,500	\$1,000	\$484.49	(\$515.51)	\$1,015.51
-151	Social Security	\$36,810	\$24,540	\$22,778.12	(\$1,761.88)	\$14,031.88
-152	Retirement Emplr Share	\$31,159	\$20,773	\$21,563.76	\$791.09	\$9,595.24
-153	HSA Contribution	\$5,250	\$3,500	\$3,000.00	(\$500.00)	\$2,250.00
-154	Hos & Health Ins	\$96,350	\$64,233	\$67,486.56	\$3,253.23	\$28,863.44
-155	Life Insurance	\$89	\$59	\$60.96	\$1.63	\$28.04
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-164	Dental Insurance	\$904	\$0	\$1,323.52	\$1,323.52	(\$419.52)
-165	Vision Insurance	\$0	\$0	\$92.16	\$92.16	(\$92.16)
-200	Contract Svcs	\$31,640	\$21,093	\$9,887.08	(\$11,206.25)	\$21,752.92
-212	Attorney Fees	\$6,500	\$4,333	\$5,261.00	\$927.67	\$1,239.00
-213	Accounting & Audit	\$6,000	\$4,000	\$3,500.00	(\$500.00)	\$2,500.00
-221	Water & Sewer	\$61,617	\$41,078	\$30,986.34	(\$10,091.43)	\$30,630.32
-222	Electric	\$118,450	\$78,967	\$65,731.42	(\$13,235.25)	\$52,718.58
-224	Gas & Fuel Oil	\$61,800	\$41,200	\$19,763.18	(\$21,436.82)	\$42,036.82
-225	Telephone	\$4,200	\$2,800	\$1,309.36	(\$1,490.64)	\$2,890.64
-226	Cellular Phone	\$2,500	\$1,667	\$1,255.85	(\$410.82)	\$1,244.15
-227	Dataline/Internet	\$500	\$333	\$22.17	(\$311.16)	\$477.83
-241	Motor Vehicle Maint	\$16,000	\$10,667	\$9,442.53	(\$1,224.14)	\$6,557.47
-246	Grounds Maint	\$110,000	\$73,333	\$18,826.89	(\$54,506.44)	\$91,173.11
-248	Building Maint	\$33,000	\$22,000	\$18,868.88	(\$3,131.12)	\$14,131.12
-249	Service on Machines	\$0	\$0	\$0.00	\$0.00	\$0.00
-297	Refuse Collection	\$1,900	\$1,267	\$996.12	(\$270.55)	\$903.88
-298	Laundry Services	\$5,000	\$3,333	\$3,620.38	\$287.05	\$1,379.62
-299	Sundry Contract Services	\$160,000	\$106,667	\$9,096.75	(\$97,569.92)	\$0.00
-310	Office Supplies	\$500	\$333	\$147.78	(\$185.55)	\$352.22

	Item	12 Month Budget 2024	Budget YTD Allocated	Actual as of 8/31/24 (66.67%)	Variance YTD	Balance Remaining For Year
-310-650	Badging	\$1,500	\$1,000	\$2,374.97	\$1,374.97	(\$874.97)
-311	Postage and Box Rent	\$800	\$533	\$60.71	(\$472.62)	\$739.29
-313	Printing & Dup	\$800	\$533	\$473.97	(\$59.36)	\$326.03
-315	Bank Service Charges	\$7,200	\$4,800	\$4,899.86	\$99.86	\$2,300.14
-320	Ref Materials	\$250	\$167	\$9.40	(\$157.27)	\$240.60
-321	Publish Legal Notices	\$150	\$100	\$0.00	(\$100.00)	\$150.00
-324	Membership Dues	\$4,000	\$2,667	\$3,131.00	\$464.33	\$869.00
-327	Marketing	\$60,000	\$40,000	\$29,380.25	(\$10,619.75)	\$30,619.75
-328	Airline Recruitment	\$20,000	\$13,333	\$7,500.00	(\$5,833.33)	\$12,500.00
-340	Travel-Train, Conf & Misc.	\$15,000	\$10,000	\$10,546.75	\$546.75	\$4,453.25
-366	Fire fight supplies	\$4,500	\$3,000	\$9,662.10	\$6,662.10	(\$5,162.10)
-377	Vehicle Fuel	\$50,000	\$33,333	\$26,976.06	(\$6,357.27)	\$23,023.94
-510	Insurance	\$82,332	\$54,888	\$66,647.89	\$11,759.89	\$15,684.11
-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	\$2,000	\$2,423.61	\$423.61	\$576.39
Sub-Total Operating Expense		\$1,531,568.66	\$1,020,443.11	\$803,889.89	(\$216,553.22)	\$727,678.77
53515-221	ATCT Water-Sewer-Strmwtr	\$1,129	\$753	\$547.56	(\$205.03)	\$581.32
-222	ATCT Electricity	\$20,600	\$13,733	\$10,786.98	(\$2,946.35)	\$9,813.02
-224	ATCT Gas & Fuel Oil	\$5,665	\$3,777	\$1,499.94	(\$2,276.73)	\$4,165.06
-225	ATCT Telephone	\$1,000	\$667	\$240.00	(\$426.67)	\$760.00
-248	ATCT Building Maintenance	\$15,000	\$10,000	\$6,122.72	(\$3,877.28)	\$8,877.28
Sub-Total Tower Expense		\$43,394	\$28,929.25	\$19,197.20	(\$9,732.05)	\$24,196.68
53610-810	Capital Equipment	\$0	\$0	\$0.00	\$0.00	\$0.00
-820	Capital Improvement	\$1,065,000	\$710,000	\$87,461.35	(\$622,538.65)	\$977,538.65
-829	Other Capital Improvement	\$354,750	\$236,500	\$177,546.51	(\$58,953.49)	\$177,203.49
59280-920	Transfer to General Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
58102-613	Principal/Trust Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
58202-613	Interest/Trust Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
Sub-Total Capital Expense		\$1,419,750	\$946,500.00	\$265,007.86	(\$681,492.14)	\$1,154,742.14
TOTAL EXPENSE		\$2,994,713	\$1,995,872	\$1,088,095	(\$907,777.41)	\$1,906,617.59
NET OPERATING INCOME		\$0	(\$398)	\$662,225.24		(\$662,225.66)
Cash Balance						
	Per 2021 Audit Report	3,096,503				
	Per 2022 Audit Report	3,174,668				
	Per 2023 Audit Report	2,982,706				

Chippewa Valley Regional Airport
Traffic Statistics
 August 2024

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2024	2023		2024	2023	
EAU-MSP	481	569		5341	6878	
EAU-RSW	0	0		6510	4425	
EAU-MCO	1042	337		4156	4664	
EAU-LAS	<u>0</u>	<u>822</u>		0	822	
CHARTERS Enplaned				<u>779</u>	<u>863</u>	
Total Enplaned	1523	1728	-12%	16786	17652	-5%
MSP-EAU	494	693		3867	6011	
RSW-EAU	0	0		8249	4604	
MCO-EAU	1017	345		4030	4533	
LAS-EAU	<u>0</u>	<u>689</u>		0	689	
CHARTERS Deplaned				<u>779</u>	<u>863</u>	
Total Deplaned	1511	1727	-13%	16925	16700	1%
Total Enplaned/Deplaned	3034	3455	-12%	33711	34352	-2%
<i>AIRLINE PERFORMANCE</i>	2024	2023		2024	2023	
Scheduled Flights/Landings	18	21	-14%	176	191	-8%
Canceled Flights						
Xnld for Wx	0	0		1	1	
Xnld for Mx	0	0		0	1	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>1</u>	<u>2</u>	
Total	0	0	#DIV/0!	2	4	-50%
Total Landings	18	21	-14%	174	187	-7%
Total Inbound Seats	3348	3906	-14%	32364	34782	

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Number of Cars Rented

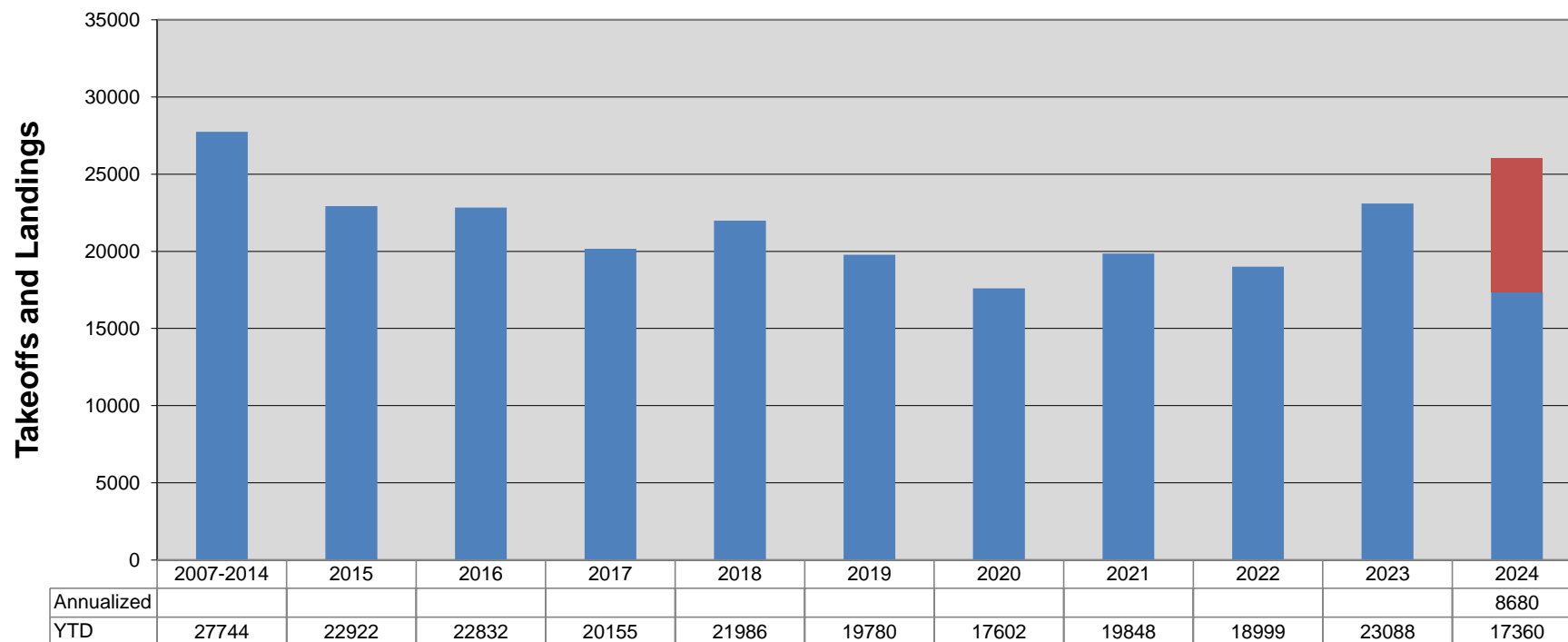
	<u>2024</u>	<u>2023</u>	24/23 % Diff.
January	378	379	0%
February	389	348	12%
March	457	486	-6%
April	455	417	17%
May	470	492	-4%
June	516	566	-9%
July	577	609	-5%
August	672	648	4%
September		525	-100%
October		533	-100%
November		471	-100%
December		485	-100%
YTD	3914	3945	-1%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 August 2024

		Month		% Diff.	Year to date		% Diff.
		2024	2023		2024	2023	
Itinerant	Air Carrier	41	39	5%	376	345	9%
	Commuter/ Air Taxi	215	171	26%	1364	1106	23%
	GA	1401	1347	4%	9869	9510	4%
Local	Military	56	77	-27%	406	321	26%
	GA	804	492	63%	5273	3910	35%
	Military	<u>10</u>	<u>48</u>	-79%	<u>72</u>	<u>88</u>	-18%
TOTAL		2527	2174	16%	17360	15280	14%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

**EAU CLAIRE COUNTY, WISCONSIN
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2023**

	Business-Type Activities - Enterprise Funds			Governmental
	Highway Department	Airport	Totals	Activities - Internal Service Funds
ASSETS				
Current Assets:				
Cash and Investments	\$ 250	\$ 3,050,257	\$ 3,050,507	\$ 3,154,505
Taxes Receivable	1,735,199	407,050	2,142,249	-
Accounts Receivable	55,538	95,031	150,569	40,350
Lease Receivable	-	60,593	60,593	-
Due from Other Governments	2,246,321	19,485	2,265,806	-
Prepaid Items and Other Assets	844,223	3,369	847,592	871,179
Total Current Assets	4,881,531	3,635,785	8,517,316	4,066,034
Restricted Assets:				
Escrow Accounts	-	-	-	360,232
Total Restricted Assets	-	-	-	360,232
Noncurrent Assets:				
Capital Assets	49,370,802	64,144,131	113,514,933	-
Less Accumulated Depreciation	(10,036,345)	(30,387,566)	(40,423,911)	-
Net Capital Assets in Service	39,334,457	33,756,565	73,091,022	-
Construction Work in Progress	-	16,402,567	16,402,567	-
Total Capital Assets	39,334,457	50,159,132	89,493,589	-
Deposit in Insurance Pool	-	-	-	999,731
Total Noncurrent Assets	39,334,457	50,159,132	89,493,589	999,731
Total Assets	44,215,988	53,794,917	98,010,905	5,425,997
DEFERRED OUTFLOWS OF RESOURCES				
Wisconsin Retirement System Pension Related	3,854,761	413,505	4,268,266	138,598
State Life Insurance Other Post Employment Benefit Related	81,595	6,072	87,667	6,321
Total Deferred Outflows of Resources	3,936,356	419,577	4,355,933	144,919
LIABILITIES				
Current Liabilities:				
Accounts Payable	707,708	90,996	798,704	69,726
Accrued Liabilities	184,932	20,236	205,168	5,016
Due to Other Governments	498,645	97,573	596,218	-
Due to Other Funds	1,598,254	-	1,598,254	-
Unearned Revenues	41,378	-	41,378	-
Current Portion of Long-Term Liabilities:				
Claims Payable	-	-	-	637,133
Accrued Employee Leave	160,951	34,133	195,084	-
Total Current Liabilities	3,191,868	242,938	3,434,806	711,875
Long-Term Liabilities (Net of Current Portion):				
Claims Payable	-	-	-	626,138
Accrued Employee Leave	107,300	22,755	130,055	-
Wisconsin Retirement System Net Pension Liability	1,027,497	110,219	1,137,716	36,944
State Life Insurance Net Other Post Employment Benefits Liability	213,966	15,925	229,921	16,577
Total Long-Term Liabilities	1,348,793	148,899	1,497,692	679,659
Total Liabilities	4,540,661	391,837	4,932,498	1,391,534
DEFERRED INFLOWS OF RESOURCES				
Succeeding Year's Property Taxes	1,735,199	407,050	2,142,249	-
Lease Receivable	-	52,490	52,490	-
Wisconsin Retirement System Pension Related	2,151,005	230,741	2,381,746	77,340
State Life Insurance Other Post Employment Benefit Related	157,346	11,710	169,056	12,188
Total Deferred Inflows of Resources	4,043,550	701,991	4,745,541	89,528
NET POSITION				
Net Investment in Capital Assets	38,964,459	50,137,960	89,102,419	-
Restricted:				
Insurance Escrow	-	-	-	360,232
Unrestricted	603,674	2,982,706	3,586,380	3,729,622
Total Net Position	\$ 39,568,133	\$ 53,120,666	92,688,799	\$ 4,089,854
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds			441,666	
Total Net Position of Business-Type Activities			\$ 93,130,465	

See accompanying Notes to Basic Financial Statements.

EAU CLAIRE COUNTY, WISCONSIN
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023

	Business-Type Activities - Enterprise Funds			Governmental
	Highway Department	Airport	Totals	Activities - Internal Service Funds
OPERATING REVENUES				
Charges for Services	\$ 4,350,948	\$ 1,110,972	\$ 5,461,920	\$ 12,821,529
Miscellaneous	-	132,037	132,037	-
Total Operating Revenues	<u>4,350,948</u>	<u>1,243,009</u>	<u>5,593,957</u>	<u>12,821,529</u>
OPERATING EXPENSES				
Operation and Maintenance	9,588,012	1,495,474	11,083,486	12,461,083
Depreciation	1,463,565	1,866,453	3,330,018	-
Claims	-	-	-	279,199
Total Operating Expenses	<u>11,051,577</u>	<u>3,361,927</u>	<u>14,413,504</u>	<u>12,740,282</u>
OPERATING INCOME (LOSS)	(6,700,629)	(2,118,918)	(8,819,547)	81,247
NONOPERATING REVENUES (EXPENSES)				
General Property Taxes	1,595,200	407,052	2,002,252	-
Other Taxes	2,457,580	-	2,457,580	-
Intergovernmental Grants	4,998,958	132,890	5,131,848	-
Investment Income	-	2,860	2,860	30,341
Miscellaneous Nonoperating Revenues	193,525	32,635	226,160	26,262
Gain on Disposal of Capital Assets	57,878	12,730	70,608	-
Total Nonoperating Revenues (Expenses)	<u>9,303,141</u>	<u>588,167</u>	<u>9,891,308</u>	<u>56,603</u>
INCOME (LOSS) BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS	2,602,512	(1,530,751)	1,071,761	137,850
TRANSFERS AND CAPITAL CONTRIBUTIONS				
Transfers In	7,415,643	-	7,415,643	-
Transfer Out	-	(20,000)	(20,000)	(166,105)
Capital Contributions to Governmental Activities	(7,093,994)	-	(7,093,994)	-
Capital Contributions and Grants	-	7,341,311	7,341,311	-
Total Transfers and Capital Contributions	<u>321,649</u>	<u>7,321,311</u>	<u>7,642,960</u>	<u>(166,105)</u>
CHANGE IN NET POSITION	2,924,161	5,790,560	8,714,721	(28,255)
Net Position - January 1	<u>36,643,972</u>	<u>47,330,106</u>	<u>83,974,078</u>	<u>4,118,109</u>
NET POSITION - DECEMBER 31	<u>\$ 39,568,133</u>	<u>\$ 53,120,666</u>	<u>\$ 92,688,799</u>	<u>\$ 4,089,854</u>
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds			<u>10,897</u>	
Change in Net Position of Business-Type Activities			<u>\$ 8,725,618</u>	
Net Position Business-Type Activities - January 1			\$ 84,404,845	
Change in Net Position - Business-Type Activities			<u>8,725,618</u>	
Net Position Business-Type Activities - December 31			<u>\$ 93,130,463</u>	

See accompanying Notes to Basic Financial Statements.

**EAU CLAIRE COUNTY, WISCONSIN
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023**

	Business-Type Activities - Enterprise Funds			Governmental Activities -
	Highway Department	Airport	Totals	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash Received from Customers	\$ 6,371,606	\$ 1,309,320	\$ 7,680,926	\$ 12,676,436
Cash Paid to Suppliers for Goods and Services	(4,687,412)	(840,460)	(5,527,872)	(12,502,399)
Claims Paid	-	-	-	(530,958)
Cash Paid for Employee Services	(6,153,367)	(608,657)	(6,762,024)	11,623
Net Cash Provided by (Used for) Operating Activities	(4,469,173)	(139,797)	(4,608,970)	(345,298)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
General Property Taxes	1,595,200	407,052	2,002,252	-
Other Taxes	2,457,580	-	2,457,580	-
Cash Received (Paid) from Other Funds	1,083,222	-	1,083,222	426
Transfer from/to Other Funds for Operating Activities	-	-	-	(166,105)
Operating Grants and Miscellaneous Revenue Received	5,075,936	165,525	5,241,461	-
Net Cash Provided by (Used for) Noncapital Financing Activities	10,211,938	572,577	10,784,515	(165,679)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Cash Received from Sale/Loss of Capital Assets	57,878	12,730	70,608	-
Cash Received from Lease of Asset	-	(26,246)	(26,246)	-
Transfers from Other Funds for Construction	7,415,643	-	7,415,643	-
Cash Payments for Construction Work in Progress	(5,392,218)	-	(5,392,218)	-
Cash Payments for Capital Assets	(730,074)	(601,446)	(1,331,520)	-
Infrastructure Construction Expense for Governmental Activities	(7,093,994)	-	(7,093,994)	-
Net Cash Provided by (Used for) Capital and Related Financing Activities	(5,742,765)	(614,962)	(6,357,727)	-
CASH FLOWS FROM INVESTING ACTIVITIES				
Investment income	-	(17,140)	(17,140)	56,603
NET CHANGE IN CASH AND CASH EQUIVALENTS	-	(199,322)	(199,322)	(454,374)
Cash and Cash Equivalents, January 1	250	3,249,577	3,249,827	3,969,111
CASH AND CASH EQUIVALENTS, DECEMBER 31	<u>\$ 250</u>	<u>\$ 3,050,255</u>	<u>\$ 3,050,505</u>	<u>\$ 3,514,737</u>

See accompanying Notes to Basic Financial Statements.

**EAU CLAIRE COUNTY, WISCONSIN
STATEMENT OF CASH FLOWS (CONTINUED)
PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023**

	Business-Type Activities - Enterprise Funds			Governmental Activities -
	Highway			Internal
	Department	Airport	Totals	Service Funds
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES:				
Operating Income (Loss)	\$ (6,700,629)	\$ (2,118,918)	\$ (8,819,547)	\$ 81,247
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Depreciation	1,463,565	1,866,453	3,330,018	-
Change in Wisconsin Retirement System (WRS) Net Pension Asset	1,587,823	167,710	1,755,533	54,965
Change in WRS Pension Related Deferred Outflow of Resources	(762,688)	(86,913)	(849,601)	(31,560)
Change in WRS Pension Related Deferred Inflow of Resources	15,746	1,825	17,571	1,261
Change in WRS Pension Related Liability	1,027,497	110,219	1,137,716	36,944
Change in State Life Insurance Net OPEB Liability	(92,137)	(8,909)	(101,046)	(7,268)
Change in State Life Insurance Related Deferred Outflow of Resources	(1,587,770)	(164,157)	(1,751,927)	(52,085)
Change in State Life Insurance Related Deferred Inflow of Resources	115,501	8,315	123,816	8,929
(Increase) Decrease in Assets:				
Accounts Receivable	(11,592)	(8,814)	(20,406)	(34,559)
Lease Receivable	-	24,140	24,140	-
Due from Other Governments	2,032,250	50,985	2,083,235	-
Prepaid Items	(185,043)	(1,765)	(186,808)	(110,534)
Increase (Decrease) in Liabilities:				
Accounts Payable	(1,816,070)	(59,598)	(1,875,668)	(41,316)
Accrued Liabilities	(14,355)	(2,236)	(16,591)	437
Due to Other Governments	433,387	79,275	512,662	-
Claims Payable	-	-	-	(251,759)
Accrued Employee Leave	25,342	2,591	27,933	-
Net Cash Provided by (Used for) Operating Activities	<u>\$ (4,469,173)</u>	<u>\$ (139,797)</u>	<u>\$ (4,608,970)</u>	<u>\$ (345,298)</u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS				
Current Assets - Cash and Investments	\$ 250	\$ 3,050,257	\$ 3,050,507	\$ 3,154,505
Restricted Assets - Escrow Accounts	-	-	-	360,232
CASH AND CASH EQUIVALENTS	<u>\$ 250</u>	<u>\$ 3,050,257</u>	<u>\$ 3,050,507</u>	<u>\$ 3,514,737</u>
STATEMENT OF CASH FLOWS				
NONCASH DISCLOSURE				
Capital Asset Additions Through Contributed Capital	<u>\$ -</u>	<u>\$ 7,341,311</u>	<u>\$ 7,341,311</u>	<u>\$ -</u>

See accompanying Notes to Basic Financial Statements.

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
37. Aug 16 – Master Plan Public Meeting
38. Aug 20 – Flying Hamburger Social/Customer Appreciation Event
39. Aug 26 – Senator Smith ARFF Building Tour
40. Sept 9 – Neighborhood Association Annual Meeting
41. Sept 11 – Air Service Press Release

Upcoming Events

Wisconsin Aviation Conference, Oct 2-4, 2024

Eau Claire Chamber Eggs and Issues, October 25, 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>
FBO Facilities			immediately. Maintenance language should be clarified when the opportunities arises.
Hangar Leases and Maintenance	Annual	Nov-23	- Hangars have been full with a waiting list for several years, but recently have 2-3 t-hangars vacant. New 48'x48' hangars and the larger 75'x75' hangars should be considered for future budgets as funding allows. - Land lease guidelines were updated in 2021. - New State rules for personal property tax will be a challenge in
T-Hangars			
Box Hangars			
New hangar Development			
Review Land Lease Guidelines			
Review South Hangar Area Incentive		Agenda Item 7b	

**CVRA September 2024 Operational Review
FBO Lease and Maintenance**

<u>Facility</u>	<u>Size</u>	<u>Term</u>	<u>2023 Annual Rent</u>	<u>Maintenance</u>	<u>Misc.</u>
1987 Facility	18,000 sq. ft.	Expires Sept. 30, 2027	\$19,760.04	Airport makes major repairs like replacing HVAC, roof siding, windows, FBO makes all other repairs.	Facility maintenance clarified with Addendum 2 to FBO agreement.
2002 Facility	26,250 sq. ft.	Hawthorne has 2 additional five year options so the lease could be extended to 2037. If the options are exercised, rent increases by 1.5% over prior year.	\$69,853.68	FBO does all maintenance.	The airport had a state trust fund loan for this hangar that was paid off early in August 2020.
Truck Hangar	3,960 sq. ft.		\$6,000	Airport makes major repairs like replacing HVAC, roof siding, windows, FBO makes all other repairs.	Facility maintenance clarified with Addendum 2 to FBO agreement.
2010 Addition	2,100 sq. ft.		\$27,126.84	Airport makes major repairs like replacing HVAC, roof siding, windows, FBO makes all other repairs.	1.5% annual rent increase starting in 2016. The airport paid for the local share of the cost of this addition in exchange for a higher rent payment.
Tie Downs	6		\$216	Airport maintains.	
Fuel Farm	2 - 12,000 gallon tanks 1 - 20,000 gallon tank		\$5,100	FBO does all maintenance on the three tanks owned by them. The airport maintains the site around the tanks.	\$50 rent increase per tank per year on the 12,000 gallon tanks. FBO took over utilities in 2018 in lieu of payment on 20,000 gallon tank.
2022 Maintenance Hangar	25,500 sq. ft.	Expires 2042	\$97,545.48	FBO does all maintenance.	Periodic increases per lease schedule.

Possible Comparable Airports

<u>Airport Code</u>	<u>City, State</u>	<u>Airport Name</u>	<u>CY23 Enplanments</u>	<u>CY23 Operations</u>
1 CWA	Mosinee, WI	Central Wisconsin Regional	84775	12921
2 LSE	La Crosse, WI	La Crosse Regional	43667	21277
3 GCK	Garden City, KS	Garden City Regional	27856	16335
4 SUX	Sioux City, IA	Sioux Gateway	27099	25735
5 BJI	Bemidji, MN	Bemidji Regional	24762	No Tower
6 CMX	Hancock, MI	Houghton County Memorial	23355	No Tower
7 RHI	Rhineland, WI	Rhineland/Onieda County	20986	No Tower
8 STC	St. Cloud, MN	St. Cloud Regional	19554	42687
9 DBQ	Dubuque, IA	Dubuque Regional	16474	72067
EAU	Eau Claire, WI	Chippewa Valley Regional	25856	24753
<u>Other airports for consideration</u>				
SPI	Springfield, IL	Abraham Lincoln Capital	50513	29326
SAW	Gwinn, MI	Marquette/Sawyer Regional	42660	18140
DIK	Dickinson, ND	Dickinson Theodore Roosevelt Regional	24057	No Tower
IMT	Iron Mountain, MI	Ford Airport	17961	No Tower
BRD	Brainerd, MN	Brainerd Lakes Regional	16218	No Tower
ESC	Escanaba, MI	Delta County Airport	15659	No Tower
INL	International Falls, MN		13277	No Tower

10.5 Deliverables

Deliverables will include a summary of options for enhancements to the Ordinance and implementation of the Ordinance. Inclusion of this deliverable in the master plan document will be at the discretion of EAU staff as it may be more useful as a standalone document for later use. Land uses will be discussed within the master plan while a HLZO map will be provided to the Airport for their use.

11 Financial & Implementation Plan

Finances drive the ability to plan, implement, and operate facilities and improvements. Quantifying the expense and revenue of facilities, operations, and properties identifies available funding and required financing. The comparison of the financial characteristics of improvement alternatives gives guidance to the selection of preferred alternatives, and to the development of the Airport's Capital Improvement Plan (CIP). This data will also be used to develop a benchmarking survey of Airport rates and charges in comparison to other airports. Financial efforts are expected to include the following.

11.1 Financial Data Collection

The objective of this task is to gather documents to evaluate existing conditions related to the financial management of Airport operations and capital development, as well as confirm the structure, constraints, requirements, and opportunities for financing the Master Plan CIP. An inventory review will be prepared regarding financial and legal information related to governance, current financial condition with regard to maintenance and operating expenses, current debt, grant status, lease agreements, and other Airport user agreements which affect the financial management of the Airport, and which will affect the financial reasonableness of implementing the Master Plan CIP.

The documents gathered will be used to complete the financial analysis described in this Scope of Services. The approach for conducting this task includes the following key steps:

- Meet with the Airport Director to gain an understanding of the legal documents and agreements which affect financial management of the Airport.
- The Airport will provide the following documents, along with any additional documents identified during the interview, which Mead & Hunt will review on a preliminary basis:
 - Historical, detailed (account-by-account) financial statements and audit reports for the past five years
 - Detailed year-to-date financial statements for the current year with remaining budget amounts
 - Most recent operating and capital budgets
 - Current capital improvement and major maintenance programs
 - Official statements for any outstanding debt issues
 - Rates and charges schedules
 - Lease agreements
 - Rental car and other ground transportation agreements
 - Other Airport lease, concession, and privilege agreements
 - FAA, state, and local grant records
 - Passenger Facility Charges (PFC) quarterly reports for the past five years

Deliverables for this task include a written description of the Airport financial management structure which will include a discussion of the constraints and regulations under which the Airport is required to operate.

11.2 Financial Analysis

The objective of this task is to evaluate the estimated gap between the existing financial status of the Airport and the projected capital improvement costs to implement the proposed Master Plan CIP. This task will also identify potential funding resources required for implementation of the selected Master Plan CIP. This task beginning will be contingent on the development of the CIP by the consultant and it being agreed upon by the Airport.

The approach for preparing the Financial Analysis will be based on existing conditions and activity forecasts and will include the following key steps:

- Review the aviation demand projections and alternative development concepts from the draft Master Plan.
- Review preliminary development costs and schedules for the CIP to consider possible revisions in the development scope and timing.
- Develop 10-year projections of non-airline operating revenues through review of historical non-airline revenue trends from tax levies, car rentals, general aviation, FBO activities, fuel flowage, hangar leases, commercial/industrial and other leases. Interview Airport management to develop appropriate non-airline revenue assumptions.
- Develop 10-year projections of capital improvement expenditures through review of the selected total 20-year CIP project list with construction cost estimates, escalation rates, and scheduling of expenditures to determine the annual need for capital funding. Interview Airport management to develop appropriate projection assumptions.
- Identify funding sources (including federal and state grants, PFCs, CFCs, economic development funds, debt funding, net revenues, bank financing, state infrastructure bank loans, and other alternative funding sources).
- Develop summary projections of funding sources, funding requirements, and other information to provide a basis for assessing the CIP. Revenue and capital funding projections will be compared with operating and maintenance expense and capital expenditure projections to identify a balanced approach for developing and funding operations and the program.
- Conduct a teleconference with Airport staff to review and discuss the preliminary financing schedules.
- Identify other potential capital funding resources that the Airport may want to utilize.

11.3 Benchmarking Survey

Ten airports of similar size and role will be surveyed using a year of analysis of 2021. The number of airports included in the results of the survey is contingent on airport participation. Airport financial data will be provided by Airport staff for use in benchmarking against the surveyed airports. It is anticipated that the following categories of information will be requested in the survey:

- Airport Information (including operational and activity)

- Airline use agreement type
- Enplanements
- O&D percentage
- Aircraft operations
- Airport sponsor employees
- Number of boarding gates
- Airport Revenue (including landing fees and nonaeronautical revenue)
 - Aeronautical revenue
 - Passenger landing fees
 - Terminal rent
 - Apron fees
 - Other passenger aeronautical fees
 - Cargo landing fees
 - Other landing fees
 - FBO revenue
 - Cargo and hangar rents
 - Fuel sales/fuel flowage fees
 - TSA security reimbursements
 - Other aeronautical revenue
 - Non-aeronautical revenue
 - Ground leases
 - Terminal – food and beverage
 - Terminal – retail sales
 - Terminal – other services
 - Rental car
 - Parking
 - Ground transportation
 - Contributions from municipalities
- Airport Operating Expenses (including personnel and supply expenses)
 - Personnel compensation and benefits
 - Communications and utilities
 - Supplies and materials
 - Contractual service
 - Insurance claims and settlements
 - Annual debt service
 - Payments to municipalities
 - Depreciation

The survey will request the most current data from each airport. Any financial data that is not available for the year of analysis will be adjusted for inflation using the U.S. Consumer Price Index. This data will be used to assess each airport for:

- Airline revenue per enplanement

- Airline revenue as a % of total
- General Aviation operations as a % of total
- Passenger-related revenue per enplanement
- FBO/GA revenue per GA operation
- FBO/GA revenue as a % of total
- FBO/GA operations as a % of total
- Enplanements per employee
- Operating expense per enplanement
- Employees per gate
- Operating expense per gate
- Enplanements per gate

A sensitivity analysis will be conducted on the landing fee and the terminal rent that will demonstrate the impact from independent increases in either rate. The methods, analysis, and findings will be included as part of the financial chapter of the master plan and will serve as a reference for the Airport.

11.4 Deliverables

Deliverables will include a written summary of the above tasks for the Master Plan CIP in the form of an excel document that can be updated in subsequent years. A color-coded drawing of the CIP projects by development phase will also be provided that corresponds to funding details and justification for the first 10 years of the total 20-year CIP. The written summary will include text and tables suitable for inclusion as a separate chapter in the final Master Plan document. The Benchmarking Survey will be delivered in a spreadsheet format to enable data sorting by the Airport.

12 Airport Layout Plan Update

An Airport Layout Plan (ALP) will be created that accurately reflects existing conditions and shows recommended airport development over the 20-year planning period. The ALP will be a new drawing set created in AutoCAD. Mead & Hunt will provide PDF and AutoCAD electronic files to the FAA and BOA at the conclusion of the study.

12.1 ALP Sheet Preparation

Preparation of the ALP will be based on the findings of the previous tasks. The ALP will comply with the latest FAA guidance and will also be updated to reflect new checklist requirements contained in Standard Operating Procedures (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*, issued in 2013. The Airport Layout Plan will consist of 22" x 34" sheets, containing sufficient data to obtain approval from the BOA and FAA. The ALP sheets will include the following individual drawings:

- Title & Approval Sheet
- Existing Airport Layout Drawing
- Future Airport Layout Drawing
- Airport Data Sheet
- Airport Airspace Drawing – Plan and Profile View
- Inner Portion of Approach Surface Drawings



CONSULTING SERVICES AGREEMENT

This Consultancy Agreement (the “Agreement”) is made and entered into by and between Volaire Aviation, Inc. (the “Consultant”) and the **Chippewa Valley Regional Airport** (the “Airport”) (Here after referred to individually as a “Party” and collectively as “the Parties”).

1. Engagement and Services

(a) Engagement. The Airport hereby engages the Consultant to provide and perform the services set forth in this section of the agreement (the “Services”), and the Consultant hereby accepts the engagement.

(b) Term. This agreement will begin October 1, 2024, and be in effect for 24 calendar months with an optional one year (12 month) extension.

(c) Scope of Work. Consultant will complete the following projects at the direction of the Airport according to the professional services fee structure in this document.

1) **Business case document development for recruiting air service.**

Consultant will maintain a comprehensive business case document for incumbent and prospective airlines to review. The document will outline the airport market air service metrics and assist the prospective airline with decisions related to providing EAS or non-EAS services that are viable for both the airport and the airline.

2) **Conference calls with airlines, politicians, DOT or community.**

Consultant will support the Airport on conference calls with airlines, politicians, DOT or community leaders related to air service recruitment and incumbent air service performance. Any reasonable follow up items for the consultant from the call are included.

3) **One annual community visit in person or via zoom (if needed).**

Consultant will visit community for in-person presentation of state of the industry information, market detail, and other pertinent information for community meetings at Airport’s request.

4) **Meeting with airline or bus planners at airline HQs or via zoom.**

Consultant will facilitate a meeting between the Airport and a prospective or incumbent airline or bus company, either at their respective headquarters or via zoom.

5) **Competitive pricing review.**

The consultant will review pricing, as needed, in top 10 markets at a maximum of once per quarter.

2. **Consultancy Fees and Expenses**

(a) **Fee Schedule.** Consultant will perform any or all of the work options only at the direction of the Airport. Airport will pay the Consultant \$2,000 per month between 10/1/24 – 12/31/24; \$1,750 between 1/1/25 – 9/30/25; \$1,850 between 10/1/25 – 9/30/26 with an option of an additional year for \$1,950 for 10/1/26 – 9/30/27. Retainer includes consultant performing all work options outlined in Scope of Work as directed by the Airport.

(b) **Expenses.** Consultant shall be entitled to reimbursement for expenses reasonably incurred in the performance of the Services, upon submission and approval of written statements in accordance with the then regular procedures of the Airport. Reasonable expenses include, but are not limited to, travel (airfare, hotel, rental car, and meals), printing of materials and use of iPads in an airline meeting. Consultant will invoice all expenses at cost plus a 10% administrative fee.

(c) **Payment.** The Consultant shall submit to the Airport invoices detailing the Services performed, expenses, and the amount due. All such invoices shall be due and payable within thirty (30) calendar days after receipt thereof by the Airport. Consultant can impose a \$100 late fee for proper invoices not paid within 30 days.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement by their authorized representatives as of the date first written above.

Signed for and on behalf of
Chippewa Valley Regional Airport

Signed for and on behalf of
Voltaire Aviation, Inc.

By: Charity Zich
Title: Airport Manager

By: Michael Mooney
Title: Managing Partner