

AGENDA
Chippewa Valley Regional Airport Commission
Friday, March 20, 2015, 7:30 a.m.
Airport Terminal Commissioners Meeting Room
3800 Starr Avenue, Eau Claire, WI

1. **Call To Order**
2. **Confirmation of Meeting Notice**
3. **Roll Call - Voice**
4. **Approval of Minutes**
 - a. **January 16, 2015 Regular Commission Meeting**
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 1. **Discussion/Action**
 - b. **Key Indicators:**
 - **Airline 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**
 - Draft Airport Newsletter
 - Runway 32 Approach Tree Removal
 - Eau Claire County Proclamation of National County Government Month
 - Office Remodel Update
 - FBO Lease Agreement
 - Chippewa Valley Airshow Booth
 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 1. **Discussion/Action**
 - c. **Project Summary- Matt Wagner**
 - **PFC Application**
 - **TWY A Reconstruct – Phase II**
 - **AIP 36 and 37 - Snow Removal Equipment and ALP Update**
 - **Taxiway C and South Hangar Area Taxilane Design**
 - **Tower Equipment Replacement**
 1. **Discussion/Action**

8. **Previous Business:**
 - a. **Proposed Closed Session pursuant to Wisconsin Stats. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons exist. *To wit: Consideration of Recommendation for Consultant Selection from Airport Development RFP***
 1. **Discussion/Action**
 - b. **Restaurant Listing Contract with Mid States Development**
 1. **Discussion/Action**
9. **New Business:**
 - a. **Draft Scope of Services Contract for T-Hangar Construction**
 1. **Discussion/Action**
 - b. **Wisconsin Aviation Conference**
 1. **Discussion/Action**
 - c. **Civil Air Patrol Annual Report and Lease Agreement**
 1. **Discussion/Action**
10. **Discuss Future Agenda Items:**
11. **Set Future Meeting Dates and Times:**
12. **Adjournment:**

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (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.

DRAFT

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, January 16, 2015, 7:30 a.m.
Airport Terminal Commissioners Meeting Room
3800 Starr Avenue, Eau Claire, WI**

MEMBERS PRESENT: Commissioners Rick Bowe, David Frederikson, CW King, John Manydeeds, Barry Wells, and Brittani Zammit

MEMBERS ABSENT: Commissioner Dave Duax

OTHERS PRESENT: Amy Michels-Mead & Hunt, Tara Holm-SkyWest, Jeff Husby-Hawthorne Aviation, Charity Speich-Airport Manager, Todd Norrell-Airport Maintenance Supervisor and Erin Wall-Office Associate.

1. **Call To Order:** Chair CW King called the meeting to order at 7:30 a.m.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, CW King, John Manydeeds, Barry Wells, and Brittani Zammit were present.
Commissioner Dave Duax was absent.
4. **Approval of Minutes**
 - a. **December 15, 2014 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the December 15, 2014 meeting were approved.
(Ayes 6-Nayes 0)
 - b. **January 7, 2015 Special Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the January 7, 2015 meeting were approved.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The Bauman Associates invoice was for training on the Peachtree Accounting software when the new Office Associate started.
The Bob Bruyette invoice was for replacing the furnace in the Fire Station that was continually in need of repairs.
The City of Eau Claire – City Stormwater charges did decrease since the previous quarter from \$11255.25 to \$10975.75. This was a result of the recent negotiations with the City on establishing a baseline calculation for stormwater fees.
The McCabe Construction invoice is the final construction invoice for the Fuel Farm Relocation project. The final requirement was getting a “spill prevention control and countermeasures plan” (SPCC) completed from them.

The Mead & Hunt invoice is the final invoice for the PFC Application. We have been in communication with the FAA and are now ready for the application to be submitted. The application is for ~\$825,000 and will cover us until around 2024.

The Revel Digital invoice is for the digital advertising that is done on the TV's in the terminal. The company that provides our advertising services will be reimbursing us for half of this invoice as they use the same TV's for their advertising.

On a motion by Com. Bowe, seconded by Com. Frederikson the expense vouchers were approved as submitted.

(Ayes 6-Nayes 0)

Regarding the Financial Report, an estimate column has been added this month. Based on estimates from the Airport Manager, the airport should exceed our revenue budget and come in under-budget for expenditures for the 2014 fiscal year. Next month's numbers should reflect roughly all of the 2014 expendables and receivables prior to the actual audit.

b. Key Indicators:

• **Airline Operations:**

Enplanements are down for the month and down for the year. At the headquarters meeting scheduled at SkyWest later this month, there will be discussion about the reliability issues with delays and cancellations.

• **Tower Operations**

Tower operations are up for the month and down for the year.

c. Hangar Occupancy

There are two T-hangars vacant. All box hangars are rented.

6. Public Comment Period:

Jeff Husby from Hawthorne Aviation noted that they will be adding another Citation 7 to their customer fleet in the next 30-60 days which will likely add 1 mechanic and 2 pilots to their team. They also purchased a new de-ice truck that will be delivered soon and will help to meet the larger demands with the increase in Menards flights.

7. Operational Matters

a. Airport Operations Report

- Restaurant Update: No updates but Mid States continues to show the space to prospective operators. Despite rumors from the public, NO offers have been received.
- Stormwater Variance Request: A variance/appeal will be filed with the City Utilities Appeals Board to correctly identify all the areas considered taxiways. There is a potential \$1,600/qtr. and \$6,600/yr. savings.
- The Airport Manager discussed the various results from the Airport Survey and the feedback from our consumers.

b. Airport Strategic Plan Update/Review

Our air service consultant has questioned, with regards to the SkyWest headquarters meeting coming up in St. George, UT, whether we would utilize the \$150,000 marketing grant from the US DOT to market air service. If we request the grant but do not use it, we cannot apply for the same one again. If we do not use the grant now, we can reapply later. Com. Bowe suggested passing on the grant at this time unless SkyWest is willing to work with us on a reasonable schedule, or is willing to contribute something in the form of significant fare concessions to attract local passengers.

c. Project Summary

Amy Michels from Mead & Hunt discussed the remaining items left to complete for the Twy A construction project and the Twy C design project. Twy A consists of a small punch list of electrical items and change order items that need completing.

8. Previous Business - No previous business to discuss.

9. New Business:

a. Request for Proposals for Airport Development Services

The Airport Manager discussed the recent Explorer Solutions presentation on development of the airport. Similar projects are or have been done in Oshkosh, Fond du Lac and Appleton. The Airport Manager spoke with the Economic Development Director for the City of Oshkosh and they very satisfied with the project they are working on with Explorer Solutions. Due to the large dollar amount involved, an RFP for airport development services is required. Com. Frederikson suggests moving forward at an expedited rate.

On a motion by Com. Frederikson, seconded by Com. Bowe, the request to proceed with the RFP was approved.

(Ayes 6-Nayes 0)

b. Approval to Proceed with Hangar F3 Repairs

The Airport Manager discussed the need to make insulation updates to this hangar in order for it to meet code and have the heat connected. It is the recommendation of the Airport Manager to proceed with a Thermal Barrier Coating over the foam insulation versus the sheet rocking options. We will procure 1-2 more Thermal Barrier Coating estimates; around \$12,000 or less is preferable to proceed.

On a motion by Com. Frederikson, seconded by Com. Bowe, the request to proceed with the repairs to the F3 hangar was approved.

(Ayes 6-Nayes 0)

c. Office Remodel Proposal

The Airport Manager discussed the quote she'd received to replace all of the office furniture, carpet and paint in the Airport Manager's Offices. The 1st estimate is around \$12,000 and the discussion showed a general consensus by the Commissioners that the updates would be worth the investment.

On a motion by Com. Bowe, seconded by Com. Wells, the request to proceed with the Airport Office Remodel was approved.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items – None.

11. Set Future Meeting Dates and Times:

The next Commission Meeting is scheduled for Friday, February 20th, 2015 at 7:30 a.m.

It was suggested that the Commissioners follow up the next meeting with a visit through the Maintenance shop for an overview of all of the equipment.

12. Adjournment:

On a motion by Com. Frederikson, seconded by Com. Bowe, the meeting was adjourned at 8:23 a.m.

(Ayes 6-Nayes 0)

Respectfully Submitted,

**Rick Bowe, Acting Secretary
Chippewa Valley Regional Airport Commission**

January vouchers for approval February 18, 2015

Agenda Item 5a

AAAE	2015 Contract - Tower Association	53610-324	1,500.00	
AAAE	Affiliate Membership Dues 5/1/15-4/30/16	53610-324	275.00	
Affordable Radiator	Replacement radiator for large sweeper	53610-246	890.00	
AUS Aramark	Uniforms	53610-137	251.66	
AUS Aramark	Bags & Towels	53610-298	16.68	
Dalco	Shop & Janitorial supplies	53610-248	584.38	
Eau Claire Cty Hwy Dept	Labor for sand delivery & 107.41 tons of sand	53610-246	1,239.92	2014
Garber Electric Motor Repair	CAP Hangar, replacement door motor	53610-248	283.29	
General Draft Service	Restaurant Beer line clean & service	53610-248	50.00	2014
Genesis Lamp	Airfield and windsock lights	53610-246	210.98	
Global Equipment	Pallet Racking - final invoice	53610-829	660.11	
Goodin Company	Replacement parts for water fountain, HVAC filters	53610-248	696.88	
Houck Advertising	January Bus Advertising	53610-327	125.00	
iHeartMedia-WBIZ	Radio advertisements 12/1/14-12/31/14	53610-327	283.00	2014
iHeartMedia-WBIZ	Radio advertisements 1/1/15-1/31/15	53610-327	857.00	
Mead & Hunt	Fuel Farm Relocation - final invoice	53610-829	2,400.13	2014
Mid-State Truck Service	Repair of transfer case & front diff on Oshkosh Plow truck	53610-241	10,600.60	2014
National Elevator Inspections	Tower Elevator Inspection	53615-248	89.00	tower
Pomp's Tire	Loader tires	53610-810	7,041.48	
Sixel Consulting	Airline Services - Consulting fees	53610-328	900.00	
Southside Tire	Tractor plow tire swaps	53610-241	41.00	
Southside Tire	Oshkosh plow tire swaps	53610-246	121.00	
State of WI - DSPS	Tower Operations Permit	53615-248	50.00	tower
Verizon	Maintenance, Seasonal & Firehouse phones	53610-225	68.46	
Xcel Energy	Terminal Gas/Electric - January 2015	53610-222/224	13,973.87	
Xcel Energy	ATC Gas/Electric - January 2015	53615-222/224	1,515.20	tower
WEAU TV 13	Jan. advertising - 22 spots	53610-327	1,150.00	
WI Bureau of Aeronautics	AIP 33 Final Payment	53610-829	10,315.32	2014
		TOTAL	\$56,189.96	

February vouchers for approval March 20, 2015

Agenda Item 5a

AUS Aramark	Uniforms	53610-137	163.80	
AUS Aramark	Bags & Towels	53610-298	11.12	
Bottom Line	1 Year Subscription	53610-320	65.00	
DS Electric	Multimeter - shop tool	53610-248	\$62.40	
DS Electric	Light ballast for Tower	53615-248	\$14.74	TOWER
Don Harstad Co.	Gate access spring set, prism & covering	53610-246	\$27.12	
Eau Claire Chamber	2015 Business Expo Booth	53610-327	\$460.00	
Entrance Technologies	Terminal Automatic door parts and repairs	53610-248	\$762.76	
Ewald's	Replacement airport operations vehicle, 2015 Ford F250	53610-810	\$27,604.50	
Ferguson Enterprises	Replacement maint. shop faucet	53610-248	\$16.69	
Fireline Sprinkler	Sprinkler and valve check - Terminal	53610-248	\$480.00	
Fireline Sprinkler	Sprinkler and valve check - Tower	53615-248	\$590.00	TOWER
Gold Cross	46 calls/4 emails	53610-225	\$5.69	
Houck Advertising	February Bus Advertising	53610-327	125.00	
iHeart Radio - WBIZ	86 spots/Radio Advertising	53610-327	\$370.00	
Kurth	(3) Stainless Steel Rental Car Drop Boxes	53610-248	\$870.00	
Mid-West Family Broadcasting	45 ads/Radio Advertising	53610-327	\$828.00	
Power Plan (Nortrax)	Replacement hose/service work on John Deer Loader	53610-246	\$2,309.37	
Schindler Elevator	Yearly Maintenance Contract	53615-248	\$420.24	TOWER
Sixel Consulting	SkyWest Headquarters Meeting	53610-328	\$5,978.76	
Van Ert Electric	CAP Hangar motor repairs	53610-248	\$312.00	
Xcel Energy	Terminal Gas/Electric - February 2015	53610-222/224	14,869.49	
Xcel Energy	ATC Gas/Electric - February 2015	53615-222/224	1,559.33	ATCT
WEAU	February TV Advertising	53610-327	\$1,150.00	
WXOW	February TV Advertising	53610-327	\$475.00	
WIL-KIL	Commercial contract ATC	53615-248	\$43.59	TOWER
		TOTAL	\$59,334.68	

Chippewa Valley Regional Airport

2015 BUDGET COMPARISON Estimated February 2015

#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 2/28/15 (16.67%)	Variance YTD	Balance Remaining For Year
Income			16.67%			
41110	Contrib From Eau Claire Cty	\$391,167	\$65,194.50	\$65,194.50	\$0.00	\$325,972.50
47330	Contrib From Chippewa Cty	\$127,704	\$21,284.00	\$63,852.00	\$42,568.00	\$63,852.00
Sub-Total Tax Revenue		\$518,871	\$86,478.50	\$129,046.50	\$42,568.00	\$389,824.50
46340-571	Advertising	\$5,000	\$833.33	\$853.26	\$19.93	\$4,146.74
46340-572	Air Terminal	\$108,724	\$18,120.67	\$25,183.27	\$7,062.60	\$83,540.73
46340-573	FAA	\$12,160	\$2,026.66	\$2,026.66	\$0.00	\$10,133.30
46340-574	FBO	\$128,839	\$21,473.17	\$29,834.67	\$8,361.50	\$99,004.33
43640-575	Fuel Flowage	\$107,500	\$17,916.67	\$14,104.72	(\$3,811.95)	\$93,395.28
46340-576	Hangars	\$133,436	\$22,239.33	\$26,990.41	\$4,751.08	\$106,445.59
46340-577	Landing	\$44,700	\$7,450.00	\$3,846.69	(\$3,603.31)	\$40,853.31
43640-578	Parking	\$155,000	\$25,833.33	\$22,668.93	(\$3,164.40)	\$132,331.07
46340-579	Rental Cars	\$90,000	\$15,000.00	\$7,937.64	(\$7,062.36)	\$82,062.36
46340-580	Restaurant	\$22,360	\$3,726.67	\$0.00	(\$3,726.67)	\$22,360.00
46340-581	Tie Downs	\$144	\$24.00	\$54.00	\$30.00	\$90.00
46340-583	Utility Revs	\$7,000	\$1,166.67	\$212.24	(\$954.43)	\$6,787.76
46340-584	Land Lease Revs	\$27,000	\$4,500.00	\$851.66	(\$3,648.34)	\$26,148.34
46340-586	Vehicle Fuel Reimbursement	\$25,000	\$4,166.67	\$2,421.89	(\$1,744.78)	\$22,578.11
Sub-Total Operating Revenue		\$866,863	\$144,477.16	\$136,986.04	(\$7,491.12)	\$729,876.92
Sub-Total Taxes and Operating Rev.		\$1,385,734	\$230,955.66	\$266,032.54	\$35,076.88	\$1,119,701.42
46340-601	Other Revenue	\$5,000	\$833.33	\$65.00	(\$768.33)	\$4,935.00
46340-582	PFC	\$89,995	\$14,999.17	\$7,105.70	(\$7,893.47)	\$82,889.30
46340-585	Airline Recruit Reimb	\$0	\$0.00	\$0.00	\$0.00	\$0.00
46340-515	Insurance Refunds	\$0	\$0.00	\$0.00	\$0.00	\$0.00
43619	Airport Grants	\$150,000	\$25,000.00	\$0.00	(\$25,000.00)	\$150,000.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0.00	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$366,252	\$61,042.00	\$0.00	(\$61,042.00)	\$366,252.00
Sub-Total Other Revenue		\$611,247	\$101,874.50	\$7,170.70	(\$94,703.80)	\$604,076.30
TOTAL INCOME		\$1,996,981	\$332,830.16	\$273,203.24	(\$59,626.92)	\$1,723,777.72
Expenses						
53610-111	Salary Perm-Regular	\$308,206	\$51,367.67	\$44,251.75	(\$7,115.92)	\$263,954.25
-112	Salary Perm-OT	\$17,000	\$2,833.33	\$1,411.48	(\$1,421.85)	\$15,588.52
-120	Health Ins Incentive	\$600	\$100.00	\$200.00	\$100.00	\$400.00
-137	Clothing Allowance	\$2,200	\$366.67	\$415.46	\$48.79	\$1,784.54
-141	Board & Comm Per Diem	\$4,500	\$750.00	\$325.00	(\$425.00)	\$4,175.00
-142	Cnty Brd & Comm Mile	\$800	\$133.33	\$58.14	(\$75.19)	\$741.86
-151	Social Security	\$24,878	\$4,146.33	\$3,369.53	(\$776.80)	\$21,508.47
-152	Retirement Emplr Share	\$22,114	\$3,685.67	\$2,861.84	(\$823.83)	\$19,252.16
-154	Hos & Health Ins	\$73,065	\$12,177.50	\$11,079.04	(\$1,098.46)	\$61,985.96
-155	Life Insurance	\$140	\$23.33	\$13.17	(\$10.16)	\$126.83
-212	Attorney Fees	\$7,000	\$1,166.67	\$315.00	(\$851.67)	\$6,685.00
-213	Accounting & Audit	\$3,500	\$583.33	\$0.00	(\$583.33)	\$3,500.00
-221	Water & Sewer	\$56,650	\$9,441.67	\$0.00	(\$9,441.67)	\$56,650.00
-222	Electric	\$85,862	\$14,310.33	\$15,077.18	\$766.85	\$70,784.82
-224	Gas & Fuel Oil	\$41,200	\$6,866.67	\$13,766.18	\$6,899.51	\$27,433.82
-225	Telephone & Telegraph	\$4,000	\$666.67	\$479.15	(\$187.52)	\$3,520.85
-227	Dataline/Internet	\$1,000	\$166.67	\$0.00	(\$166.67)	\$1,000.00
-241	Motor Vehicle Maint	\$12,000	\$2,000.00	\$71.39	(\$1,928.61)	\$11,928.61
-246	Grounds Maint	\$35,175	\$5,862.50	\$3,708.87	(\$2,153.63)	\$31,466.13
-248	Building Maint	\$25,000	\$4,166.67	\$5,623.97	\$1,457.30	\$19,376.03
-249	Service on Machines	\$500	\$83.33	\$0.00	(\$83.33)	\$500.00
-297	Refuse Collection	\$1,024	\$170.67	\$1,062.60	\$891.93	(\$38.60)
-298	Laundry Services	\$115	\$19.17	\$27.80	\$8.63	\$87.20
-310	Office Supplies	\$500	\$83.33	\$0.00	(\$83.33)	\$500.00
-311	Postage and Box Rent	\$600	\$100.00	\$61.48	(\$38.52)	\$538.52
-313	Printing & Dup	\$600	\$100.00	\$3.40	(\$96.60)	\$596.60
-320	Ref Materials	\$500	\$83.33	\$65.00	(\$18.33)	\$435.00
-321	Publish Legal Notices	\$200	\$33.33	\$0.00	(\$33.33)	\$200.00
-324	Membership Dues	\$4,000	\$666.67	\$2,565.00	\$1,898.33	\$1,435.00
-327	Marketing	\$185,000	\$30,833.33	\$6,438.20	(\$24,395.13)	\$178,561.80

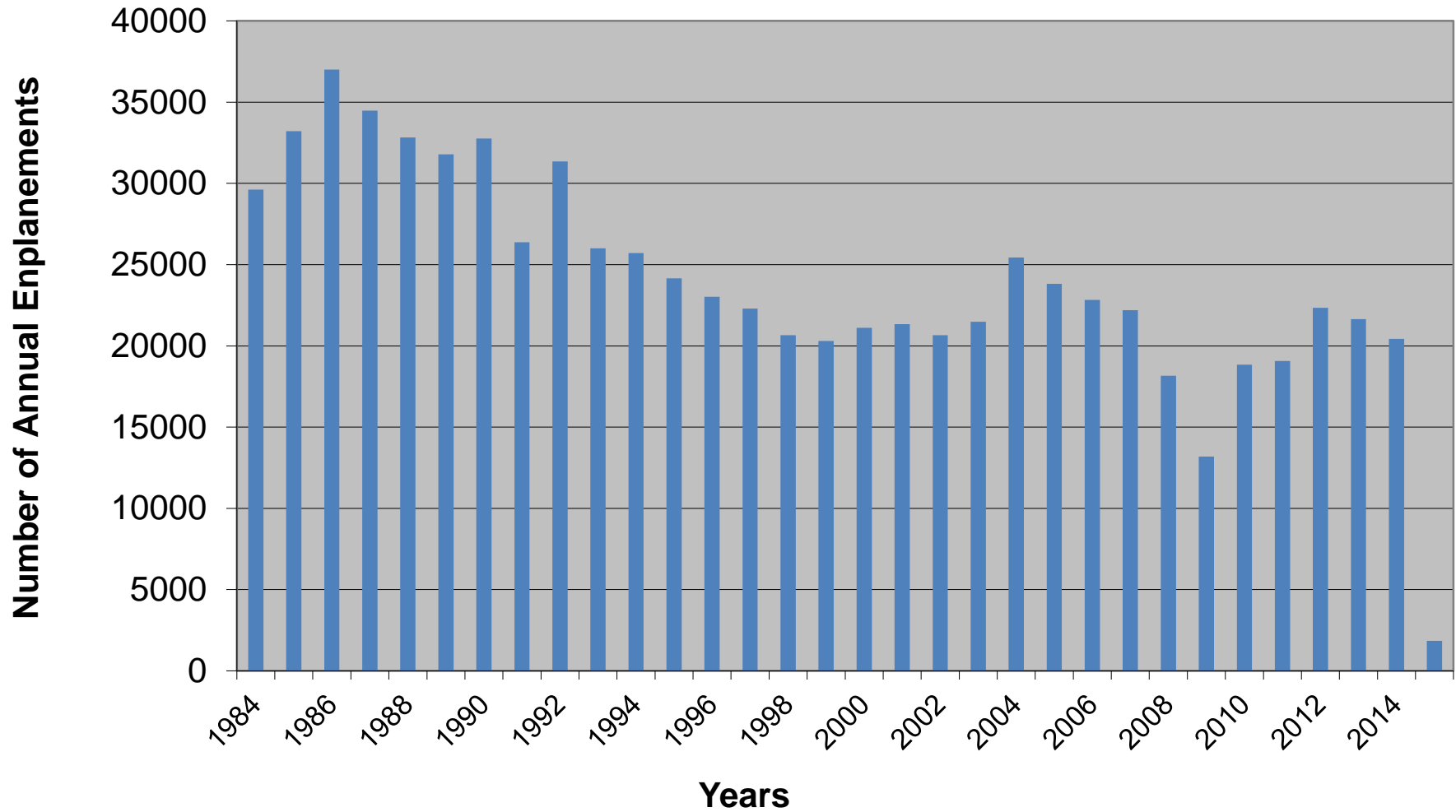
#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 2/28/15 (16.67%)	Variance YTD	Balance Remaining For Year
-328	Airline Recruitment	\$20,000	\$3,333.33	\$7,846.96	\$4,513.63	\$12,153.04
-340	Travel-Train & Conf	\$9,500	\$1,583.33	\$1,254.00	(\$329.33)	\$8,246.00
-366	Fire fight supplies	\$4,500	\$750.00	\$0.00	(\$750.00)	\$4,500.00
-377	Vehicle Fuel	\$60,000	\$10,000.00	\$16,035.20	\$6,035.20	\$43,964.80
-510	Insurance	\$36,000	\$6,000.00	\$1,778.76	(\$4,221.24)	\$34,221.24
-813	Office Equipment	\$3,000	\$500.00	\$0.00	(\$500.00)	\$3,000.00
	Sub-Total Operating Expense	\$1,050,929.00	\$175,154.83	\$140,165.55	(\$34,989.28)	\$910,763.45
53615-200	ATCT Contractual Services-Stat	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,000	\$166.67	\$0.00	(\$166.67)	\$1,000.00
-222	ATCT Electricity	\$15,480	\$2,580.00	\$1,706.89	(\$873.11)	\$13,773.11
-224	ATCT Gas & Fuel Oil	\$5,000	\$833.33	\$1,367.64	\$534.31	\$3,632.36
-225	ATCT Telephone	\$1,500	\$250.00	\$112.12	(\$137.88)	\$1,387.88
-248	ATCT Building Maintenance	\$15,000	\$2,500.00	\$1,350.88	(\$1,149.12)	\$13,649.12
	Sub-Total Tower Expense	\$37,980	\$6,330.00	\$4,537.53	(\$1,792.47)	\$33,442.47
53610-810	Capital Equipment	\$56,979	\$9,496.50	\$34,645.98	\$25,149.48	\$22,333.02
-820	Capital Improvement	\$697,164	\$116,194.00	\$0.00	(\$116,194.00)	\$697,164.00
-829	Other Capital Improvement	\$30,000	\$5,000.00	\$0.00	(\$5,000.00)	\$30,000.00
58100-613	Principal/Trust Fund	\$87,343	\$14,557.17	\$87,343.45	\$72,786.28	(\$0.45)
58200-613	Interest/Trust Fund	\$36,586	\$6,097.67	\$36,585.96	\$30,488.29	\$0.04
	Sub-Total Capital Expense	\$908,072	\$151,345.33	\$158,575.39	\$7,230.06	\$749,496.61
	TOTAL EXPENSE	\$1,996,981	\$332,830.17	\$303,278.47		\$1,693,702.53
	NET OPERATING INCOME	\$0	(\$0)	(\$30,075.23)		\$30,075.19
	Cash Balance					
	Per 2011 Audit Report	\$688,334				
	Per 2012 Audit Report	\$948,000				
	Per 2013 Audit Report	\$687,563				
	2014 Estimate	\$892,705				

Agenda Item 5b

Chippewa Valley Regional Airport
Traffic Statistics
 February 2015

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2015	2014		2015	2014	
UNITED Enplaned	1322	1397	-5%	2746	2604	5%
CHARTERS Enplaned				<u>414</u>	<u>420</u>	-1%
Total Enplaned				3160	3024	4%
UNITED Deplaned	1346	1368	-2%	2610	2436	7%
CHARTERS Deplaned				<u>414</u>	<u>420</u>	-1%
Total Deplaned				3024	2856	6%
Total Enplaned/Deplaned	2668	2765	-4%	6184	5880	5%
<i>UNITED PERFORMANCE</i>	2015	2014		2015	2014	
Scheduled Flights/Landings	56	56	0%	118	118	0%
Canceled Flights						
Xnld for Wx	3	6		6	22	
Xnld for Mx	0	1		0	2	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>2</u>	
Total	3	7	-57%	6	26	-77%
Total Landings	53	49	8%	112	92	22%
Completion Factor	95%	88%		95%	78%	
OnTime %	52%	68%		53%	62%	

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements

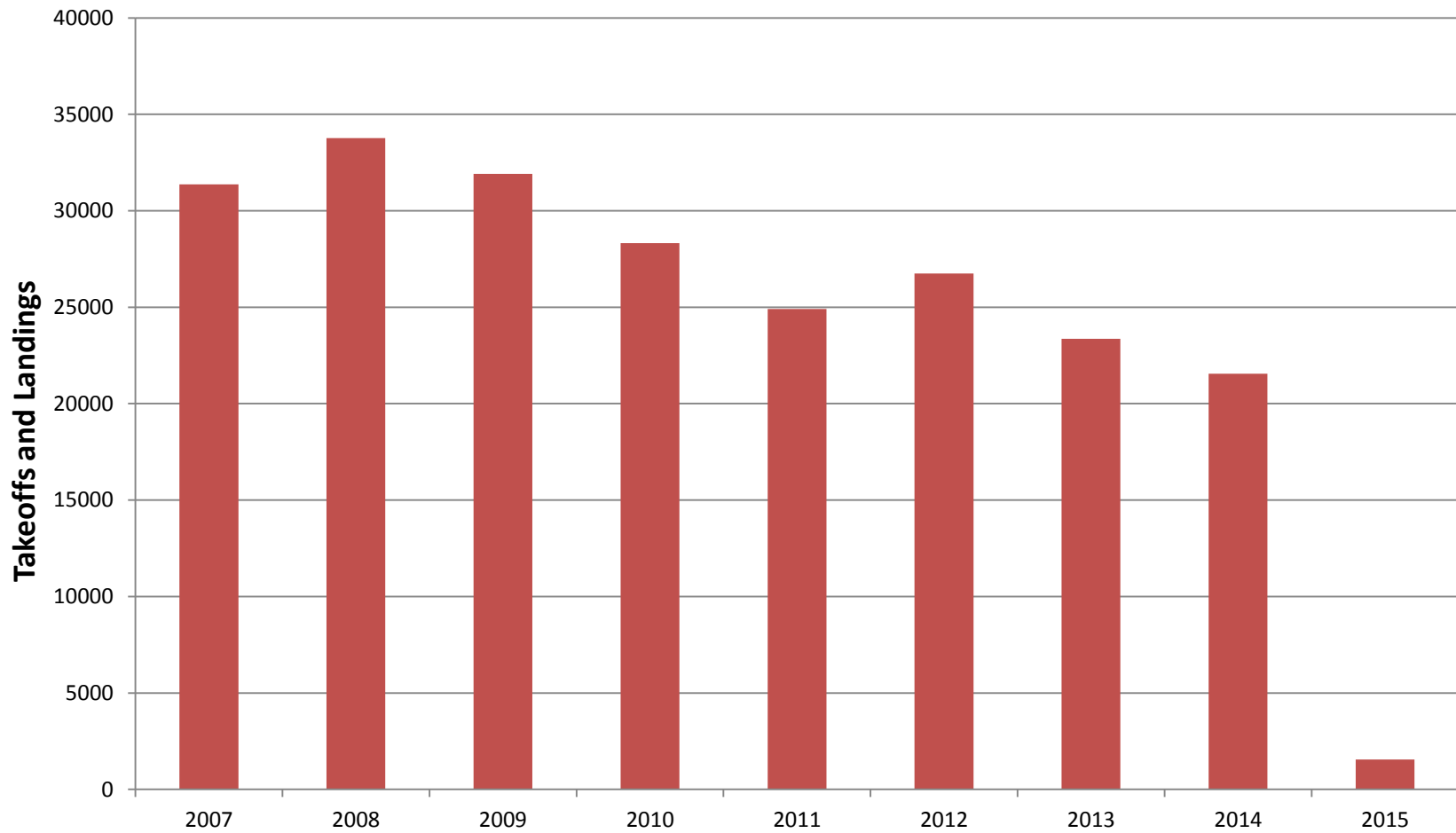


Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 February 2015

	Month		% Diff.	Year to date		% Diff.	
	2014	2013		2014	2013		
Itinerant	Air Carrier	2	2	0%	8	8	0%
	Commuter/ Air Taxi	175	121	45%	346	259	34%
	GA	948	820	16%	1970	1869	5%
	Military	15	17	-12%	28	31	-10%
Local	GA	350	136	157%	678	224	203%
	Military	<u>0</u>	<u>12</u>	-100%	<u>2</u>	<u>16</u>	-88%
TOTAL	1490	1108	34%	3032	2407	26%	

Annual Air Traffic Control Tower Operations



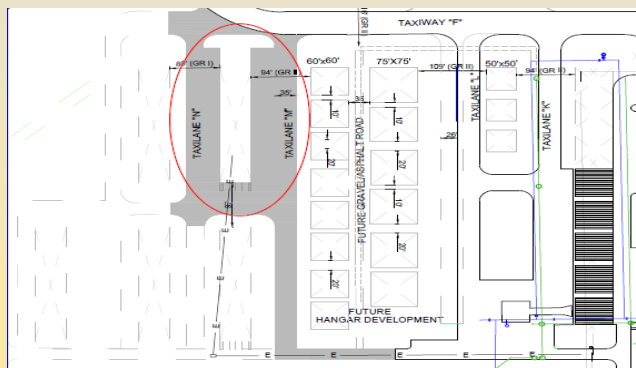
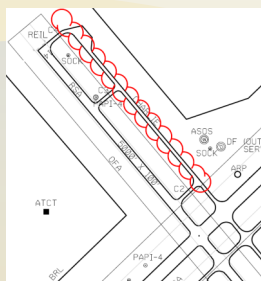
Newsletter Information

This is the first edition of the Chippewa Valley Regional Airport quarterly newsletter. The newsletter was developed in an effort to provide timely and useful information to persons using the airport. Suggestions for future editions are welcome. The newsletter will publish in January, April, July, and October.

Upcoming Events and Projects

Multiple projects are planned over the next year and a half. Which projects are completed will depend on funding availability.

Taxiway C Reconstruction—This project will involve reconstructing taxiway C from taxiway C2 to C4 and will include the addition of energy efficient LED lighting. The project will require a closure of Runway 14/32 while work is being done adjacent to the runway.



South Hangar Area Development (including new T-hangar construction)—Plans for continued development of the south hangar area are in progress. This work will include construction of new hangar taxiways and a new t-hangar complex.

Runway 32 REILS—FAA has a congressional mandate for commercial service airports to have vertical guidance, distance-to-go signs, runway-end identifier lights (REIL) and runway friction treatment. CVRA currently does not have REILs on runway 32 so that project has been added to our capital improvement plan.

Stay Connected: <https://www.chippewavalleyairport.com>

<https://www.facebook.com/ChippewaValleyRegionalAirport>

Schedule Change

The new United Express schedule went into effect March 5th. See our website for more details.

Questions?

Contact the airport office at 715.839.6241 or email: admin@chippewavalleyairport.com.

ATCT Tips

Text

Flight Instruction

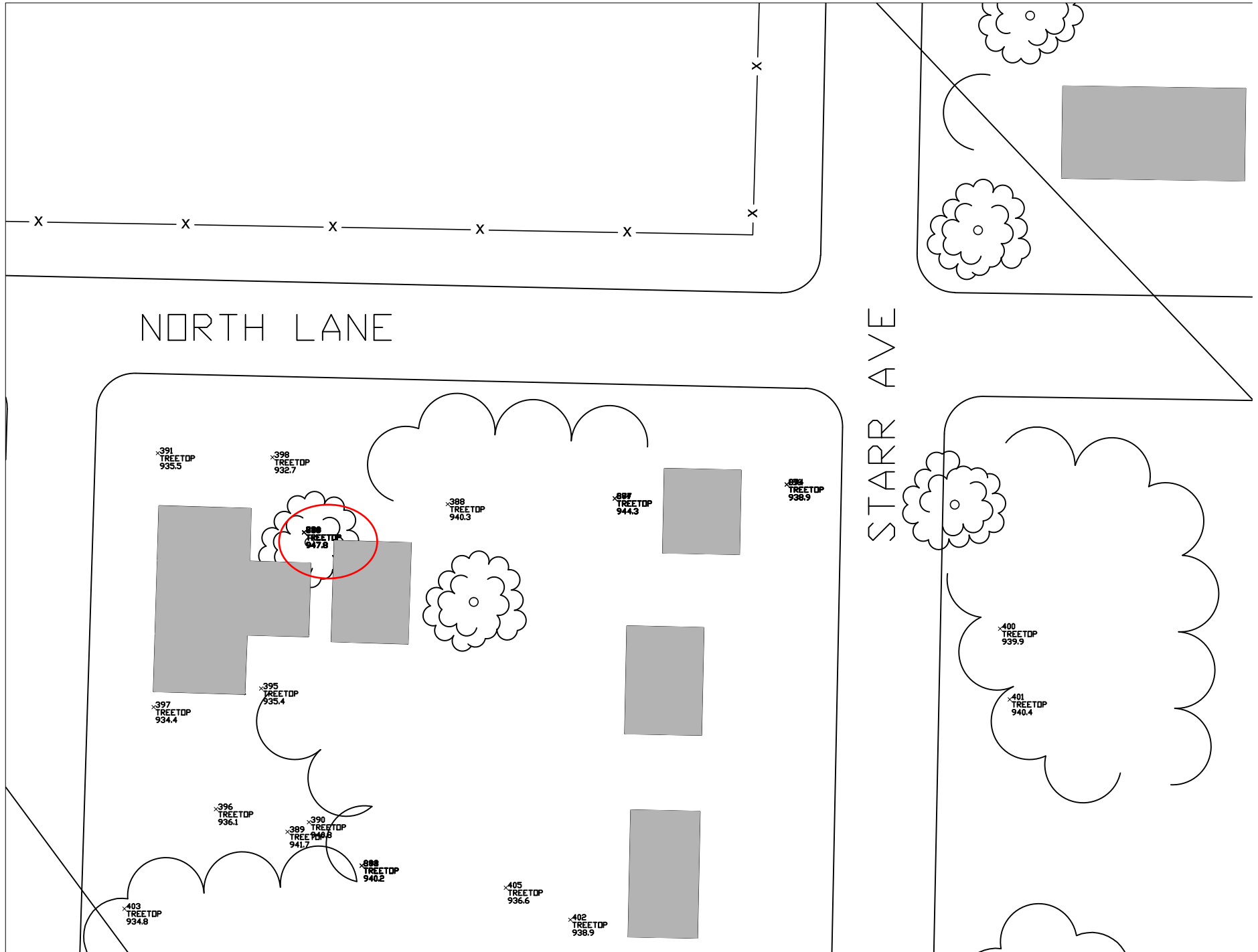
Believe it or not, better weather is on the way! If you are looking for flight instruction, Hawthorne Aviation has two Certified Flight Instructors available. Contact Hawthorne Aviation to make an appointment with their CFI's. 715.835-3181

- Paul Anderson
- John VanDeVoort

Chippewa Valley Airshow

The Chippewa Valley airshow featuring the US Navy Blue Angels will be held July 4-5, 2015. The airshow will impact airfield operations starting with Runway 14/32 closed on Monday, June 29. The airport will be closed to unscheduled operations July 2 (1200-1400 and 1500-1630) and July 3-5 (1155-1700). Please check NOTAM's during the airshow week for current information.





PROCLAMATION

NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2015
“Counties Moving America Forward: The Keys are Transportation and Infrastructure”

WHEREAS, counties move America forward by building infrastructure and maintaining roads and bridges; and

WHEREAS, Eau Claire County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties President Riki Hokama’s “Transportation and Infrastructure” initiative, NACo is encouraging counties to focus on how they have improved their communities through road projects, new bridges, building new facilities, and other public works activities; and

WHEREAS, in order to remain healthy, vibrant, safe, and economically competitive, America’s counties provide transportation and infrastructure services that play a key role in everything from residents’ daily commutes to shipping goods around the world; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve; and

WHEREAS, Eau Claire County proudly owns the Chippewa Valley Regional Airport, provides 421 miles of county roads, and maintains 72 bridges; and

NOW, THEREFORE, BE IT RESOLVED THAT I, Gregg Moore, Eau Claire County Board Chair, do hereby proclaim April 2015 as National County Government Month.

Gregg Moore, Chair
Eau Claire County Board of Supervisors

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Fuel Flowage Fees	Annual	Jul-14	- Fuel flowage fees and landing fees were found to be consistent with other airports surveyed and no changes were recommended. - Terminal Parking Fees have not been raised since prior to 2006. Commissioners felt a \$1 per day increase to \$6 per day was warranted and should be included in the 2014 budget. They also suggested a weekly max of \$35. - Tower radios and other equipment is in need of upgrade and cab shades need replacement. Both are included in the 2015 budget.
Landing Fees	Annual	Jul-14	
Terminal Parking Fees and Maintenance	Annual	Jul-14	
Public Parking Surfaces and Roads			
Tower Facilities Maintenance	Annual	Jul-14	
New Tenant Development	Annual	Aug-14	A committee was formed to review the airport development plan. A final draft will be returned to the Commission for approval. The Airport Manager is working with the Eau Claire County EDC to get a map put together showing the sites.
Airline			
Aviation Business			
Non-Aviation Business			
Hangars			
FBO Lease and Maintenance	Annual	Sep-14	FBO leases/facilities were reviewed and no changes recommended.
FBO Facilities			
Hangar Leases and Maintenance	Annual	Nov-14	No changes were recommended by the Airport Commission.
T-Hangars			
Box Hangars			
New hangar Development			
Air Terminal Leases and Maintenance	Annual	Dec-14	Commissioners reviewed lease rates and maintenance for terminal leases. The Commission would like to pursue a remodel of the airport administration offices as they were the only area in the terminal not touched in the remodel project. The Airport Manager will work on pricing and bring it back to the Commission for approval.
Restaurant			
TSA			
FAA			
Car Rentals			
Terminal Area			
Passenger Bridge			
Passenger Services			
Administrative Offices			
Advertising Revenue Sources			
Staffing	Annual	Feb-15	

Numbers and position descriptions		
Grounds Maintenance	Annual	Mar-15
Airfield Infrastructure		
Nav aids		
Approaches		
Runways		
Taxiway		
Aprons		
Snow Removal Process & Equipment		
Mowing Operations and Equipment		
Airport Security	Annual	May-15
Perimeter Fence	Annual	May-15
Technology	Annual	May-15
Fire Station	Annual	Jun-15
Maintenance Shop Maintenance	Annual	Jun-15
Airline PFC's	Annual	Jun-15
PFC Application		
PFC Rate		

For Each Operational Area create a log and document the review date and specific details including for each opportunities top improve efficiency, repair or replace equipment, enhance safety, and establish objectives and resources or capital needed, time frames for implementation.

**CVRA February 2015 Operational Review
Staffing (Number and Position Description)**

<u>Position</u>	<u>Number</u>	<u>Position Summary</u>
Airport Manager	1	Administers, promotes, and supervises the operation, maintenance, and long range planning of the Chippewa Valley Regional Airport to ensure high standards of safety and security for its users and the cost-effective and financially sound operation of the facility. On-call 24-7
Maintenance Supervisor	1	Provides supervision, planning, direction and assistance to maintenance and custodial staff to maintain Airport buildings and grounds, equipment, machinery, and furnishings in good repair and in a clean, orderly, and safe condition. This position is required to train on aircraft rescue and firefighting equipment and respond in an emergency. Shift: 7:30am-4pm (M-F)/On-call 24-7
Custodian/Maintenance Technician	2 FT/2 PT	Performs maintenance and custodial duties to insure Airport facilities and equipment are in good repair and in a clean, orderly and safe condition. This position is also required to train on aircraft rescue and firefighting equipment and respond in an emergency. Shifts: 4am-8am (M-F), 1:30pm-12am (Th-Su), 4:30am-12pm (Sa-Su) and 3:30pm-12am (M-W), 2nd Part Time floats for vacation/sick coverage and night coverage
Office Associate 3	1	Under limited supervision, performs responsible administrative/clerical support to assist the Airport Manager and Airport administrative office to ensure that the office operates efficiently. Ensures fiscal, contractual, and operational documentation are accurate and timely. Maintains records in compliance with regulations and requirements.

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

- Runway 22: This is the primary runway and the only runway with a precision approach or an Instrument Landing System. Aircraft can land with 200 foot ceilings and a ½ mile visibility. The airport owns and maintains a Precision Approach Path Indicator (PAPI) on this runway end.
- Runway 04: This is the second most utilized runway. This runway has a non-precision GPS approach with the lowest minimums being 200 feet ceiling and ¾ mile visibility. The FAA owns and maintains the PAPIs and Runway End Identifier Lights (REIL) on this runway.
- Runway 04/22 is in need of a full length and width joint replacement and partial/full panel repairs. This project is on our capital improvement plan and will prolong the life of the runway. However, this project will cause significant disruption to use of the runway.
- Runway 14/32: This is our crosswind runway. Currently only visual or circling approaches with higher minimums exist to this runway. The FAA is currently analyzing the possibility of GPS approaches to both runways. It is highly unlikely we will get very low minimums at this time on Runway 32 due to the large number of obstructions in the approach path. Runway 14 may be able to obtain lower minimums. Runway 14 has a PAPI and REIL and Runway 32 has a PAPI all owned and maintained by the airport. The FAA has indicated a REIL must be added to Runway 32. This will be added in to a future FAA funded project but will be owned and maintained by the airport.
- We are currently working to contract with Mead & Hunt to do borings on runway 14/32 to determine what repairs need to be completed on the runway. An temporary asphalt wedge was put on this runway many years ago when Runway 04/22 was reconstructed to build runway 14/32 up to meet the newly constructed Runway 04/22. The soil borings should help us determine what the long term fix will be to replace this temporary wedge. This runway is also in need of a full length/width joint seal and partial/full panel repairs.
- Taxiway A: This taxiway is the full parallel taxiway serving Runway 04/22. It has recently been reconstructed from taxiway C south to taxiway F. Taxiway A from taxiway C north is in need of joint replacement and partial/full panel repairs.
- Taxiway C: This taxiway is the full parallel taxiway to Runway 14/32. It has been reconstructed from taxiway C2 east to taxiway C1 in the last 5 years. This years project will likely fund reconstruction of taxiway C from taxiway C2 west to taxiway C4.
- Taxiway E: This taxiway provides access from the south hangar area to runways 22 and 14/32. It is in good condition.
- Taxiway F: This taxiway provides access to runway 04 from the south hangar area. It is in mostly good condition and needs occasional crack sealing.
- Hangar Taxiways: The taxiways leading to our hangar areas were reconstructed in the last 10 years and are in good condition. They also need occasional crack sealing.
- Terminal/FBO apron: All areas were recently joint sealed and partial/full panel repairs were completed. The north end of the apron recently had some asphalt portions removed and replaced in concrete and a concrete section was also added to the south end of the apron.

Mowing Operations

- Landside areas adjacent to sidewalks and roads is maintained at 3-6” grass height.
- Landside areas beyond about 20’ from roads and sidewalks are kept at 6-12”.
- Areas adjacent to airfield pavement are maintained at 3-6” grass height.
- Airfield areas beyond 12’ from pavement are kept at 6-18”.
- Remote areas that are able to be mowed are maintained on an annual or bi-annual basis.
- Areas that were clear cut back in 2006 and 2013 are in need of stump removal and grading so that we are able to keep those areas mowed and prevent tree growth. This is a recommendation in our wildlife hazard management plan.

Mowing Equipment

Mowing equipment is not eligible for federal funds.

1. Kubota F2560 mower with a 72” finish deck
2. 2014 Tool Cat 5600 with a 72” finish deck
3. 1996 John Deere 7400 tractor with Bush Hog model 220RW 20’ wide pull behind deck

Snow Removal Operations

- The annual airplane operations for this airport requires a clearance time for runway 04/22 and taxiway Alpha in one hour.
- Airport maintenance personnel are responsible for determining airfield clearing priorities depending on conditions and time of day. This priority list is used as a guide.
 - **Priority 1**
 - Runway 4/22
 - Parallel Taxiway Alpha and connectors A1 and Twy F
 - Mayo One Emergency Helicopter response pad
 - Air Carrier Ramp Area
 - FBO Ramp Area
 - ARFF station
 - ECFD Station 8 access road (per ECFD SOG)
 - Air Traffic Control Tower
 - Terminal Entrance Road and Parking Lot
 - **Priority 2**
 - Runway 14/32
 - Parallel Taxiway Charlie
 - Taxiway Bravo
 - K-row Access Road
 - Taxiways Echo and Foxtrot
 - **Priority 3**
 - NAVAID Access Roads
 - Perimeter Road past Station 8
 - North Hangar Area
 - K-row hangars
 - Fuel Farm Area
 - South GA Ramp

Snow Removal Equipment List

1.	<u>Truck</u>	<u>1998 Oshkosh</u>	<u>P Series</u>	_____	<u>AIP 16</u>
2.	<u>Truck</u>	<u>1994 Ford</u>	<u>L8000</u>	_____	<u>AIP 11</u>
3.	<u>Loader</u>	<u>1994 John Deere</u>	<u>644G</u>	<u>4 yard</u>	<u>AIP 11</u>
4.	<u>Loader</u>	<u>1996 Case</u>	<u>821B</u>	<u>4 yard</u>	<u>AIP 14</u>
5.	<u>Tractor</u>	<u>1996 John Deere</u>	<u>7400</u>	_____	<u>No</u>
6.	<u>Sweeper</u>	<u>1994 Sweepster</u>	<u>L3100BC16</u>	<u>16 ft.</u>	<u>AIP 14</u>
7.	<u>Sweeper</u>	<u>1996 Sweepster</u>	_____	<u>9 ft.</u>	<u>No</u>
8.	<u>Plow</u>	<u>1998 Blue Max</u>	<u>BMP 185HW</u>	<u>18 ft.</u>	<u>AIP 16</u>
9.	<u>Plow</u>	<u>2014 Schmidt</u>	<u>R4516</u>	<u>16 ft.</u>	<u>AIP 36</u>
10.	<u>Plow</u>	<u>1996 Schmidt</u>	<u>R4516H</u>	<u>16 ft.</u>	<u>AIP 14</u>
11.	<u>Plow</u>	<u>1994 Frink</u>	<u>RAC 3351</u>	<u>14 ft.</u>	<u>AIP 11</u>
12.	<u>Plow</u>	<u>2008 Pro-Tech</u>	<u>IS20L</u>	<u>20 ft.</u>	<u>AIP 29</u>
13.	<u>Sander</u>	<u>HiWay V Box</u>	<u>E-2020XT-12</u>	<u>6.3 yard</u>	<u>AIP 36</u>
14.	<u>Sander/ Spreader</u>	<u>Swenson Tailgate</u>	<u>SBD9</u>	_____	<u>AIP 16</u>
15.	<u>Blower</u>	<u>Sno Go</u>	<u>MP-318</u>	<u>2,500 ton</u>	<u>AIP 36</u>
16.	<u>Blower/ Carrier</u>	<u>Bobcat/ *Bobcat Tool Cat</u>	<u>SB200x60 5600</u>	<u>60 inch</u>	<u>AIP 36 AIP 36</u>

*The Tool Cat also includes the following non-FAA funded attachments: 68" angle broom, 60" bucket, and sand/salt spreader.

Airport Development RFP		
Target Aerospace Cluster - Industry Study Plan		
	Scores <i>(Rank from 1-5 with 5 being high and 1 being low)</i>	
	Explorer Solutions	Place Dynamics
6.1 <i>A narrative detailing how the consultant proposes to undertake the Study, based on the outline in Section 5.0 and the scope in Section 7.0, to include a detailed work plan including proposed methodology and a proposed timeline including key milestones for receiving input or approval from the Airport or others.</i>	19	11
6.2 <i>Description of the consultant's firm, expertise, background (including background related to aerospace industry), firm size, office locations and office that will be responsible for managing and performing work. Include website and social media abilities.</i>	18	11
6.3 <i>Description of ability to implement a project resulting from planning phases.</i>	19	10
6.4 <i>Names, qualifications, and experience of the staff and/or sub-contractors to be assigned to the Study. Please include resumes of key personnel (no more than 2 pages per person).</i>	18	15
6.5 <i>A brief summary of why the consultant believes his/her firm is qualified to undertake the Study.</i>	18	12
6.6 <i>Names and contact information for clients for whom the consultant has provided similar services over the past five years.</i>	19	15
6.7 <i>Confirmation that a representative of the consultant's firm will be prepared to attend an initial interview with the project oversight subcommittee, if so invited.</i>	20	18
TOTAL SCORE	131	92

DRAFT COPY

Exhibit A Contract for Architectural Consultation Services *Scope of Services*

Chippewa Valley Regional Airport Eau Claire, Wisconsin

10-Unit Aircraft Hangar Building

This document includes a general description of the scope of work Mead and Hunt, Inc. (Consultant) will provide for the Preliminary Design, Construction Documents, Bidding and Construction Administration Phases for a 10-Unit T-Hangar Building (Project) at the Chippewa Valley Regional Airport, located in Eau Claire, Wisconsin.

Project Understanding

The project site is the Chippewa Valley Regional Airport. The project involves constructing a new 10-unit pre-engineered T-hangar building and related site development. Building will function for storage of small aircraft only. Features of the building include:

- Dimensions of approximately 45 feet wide at front x 22 feet 6 inches wide at back x 23 feet deep
- Steel frame with uninsulated metal panel walls
- Insulated sloped standing seam metal roof with gutters and downspouts
- Sealed concrete floors
- Bi-fold hangar door – 42 feet wide x 14 feet high
- Full height metal panel demising walls between units
- Building systems – interior lighting and power only. Project will not include data/comm lines, HVAC system, toilet facilities or floor drains.
- Building to be designed to not require a fire sprinkler system (if building exceeds 12,000 square feet, a fire separation wall may be required).
- Signage at each unit
- One unit to be designed to be ADA accessible

Site/Civil engineering will be limited to the building pad and pavement within 20 feet of the pad to include grading and drainage of the immediate area, apron pavement around the hangar doors and connection to electric power line as described in attached Mead and Hunt civil drawing –Option 1. T-hangar building will be located between Taxilanes M and N as indicated on the drawing. There will be no site landscaping.

Site survey and geotechnical investigation will be completed by Consultant as part of the adjacent taxilane engineering project.

Consultant will be responsible for providing special materials testing services during construction.

Project Schedule

Efforts related to the preliminary design is anticipated to take approximately (2) two weeks from receipt of a signed contract. Construction documents for this project are anticipated to take approximately (6) six weeks following approval of the preliminary design. The bidding phase will take approximately (3) three weeks followed by a nine (9) week construction period.

Scope of Services

The consultant will provide structural engineering for the design of the building's foundation and floor slab only to serve as the basis of design for the bidding phase. Performance documents will be developed by the Consultant for a clear span pre-engineered metal building to be bid by pre-engineered building manufacturers. Final design and engineering of the metal building will be the responsibility of the metal building manufacturer who will also be responsible for signing and sealing those building construction documents for permitting. Consultant will provide civil, architectural, structural and electrical engineering services for the project.

The Scope of Services includes preliminary design, construction documents, bidding and construction administration services for the project to include the following:

Project Management

This task provides project administration and coordination throughout the course of this project and will involve communicating project progress and issues with the Owner, coordinating with the team's activities, checking documents, communicating with local and state agencies, organizing project information, administering invoices and managing the project budget.

Preliminary Design Phase

The preliminary design for the Project will determine the general scope, basis of design, scale and the interfacing of the various civil, architectural, structural and electrical components of the completed project. The primary objective is to develop a clearly defined design with a comprehensive scope and preliminary budget and schedule. This phase will include the following elements:

- Kick-off meeting and review of existing site conditions.
- Review of applicable building codes and applying code requirements to plans.
- Preliminary development of building floor plan, building elevations indicating door and window locations, typical wall sections and exterior finishes based on a pre-engineered building system.
- Preliminary development of the building's electrical system design to include a schematic layout of building utility systems for lighting, switches and power outlets.

Consultant will meet with the Owner at the Airport for one preliminary design presentation meeting to review and sign-off on the preliminary design.

Preliminary Design deliverables to be submitted for Owner's review and approval to include the following:

- Building civil and architectural plans and building elevations
- Building electrical system requirements shown on plans
- Draft specifications
- Preliminary Opinion of Probable Construction Cost based on average square foot building costs of similar projects.

Owner's review comments will be incorporated into the construction documents.

Construction Documents Phase

Subject to approval of the Preliminary Design phase and authorization to proceed, construction document drawings and specifications will be generated for bidding by general contractors.

The following Construction Documents services will be provided:

- Finalize drawings for civil, architectural, structural and electrical components of the project.
- Finalize technical specifications and specifications front-end.
- Submit 95% complete pre-final construction documents to Owner for review.
- Refine Opinion of Probable Construction Cost
- Conduct construction documents Owner review meeting to obtain Owner approval. Incorporate Owner comments into documents.
- At the completion of the Construction Documents phase, deliver copies of the 100% complete plans and specifications to the Owner.
- Submit signed and sealed plans/specifications to applicable governmental agencies for their review and approval. Pre-engineered building drawings to be sealed and submitted separately by successful pre-engineered building supplier.
- Plan distribution – prior to bidding phase, deliver an electronic copy of the bid documents to commercial printer for printing and distribution and post documents to an FTP site. Bidders will assume the cost of printing.

Bidding Phase

Subject to approval of the construction documents and authorization to proceed with the Bidding Phase, Consultant will assist the Owner with the bidding process.

Bidding Phase services to be provided include:

- Attend a scheduled pre-bid meeting at the Airport
- Answer questions from sub-contractors and provide clarifications of the bidding documents.
- Review requests for substitutions of specified materials and advise Owner as to acceptability of substituted materials/equipment.
- If required, prepare and distribute addenda to plan holders.

- Attend bid opening meeting.

Construction Administration Phase

During the construction period, Mead & Hunt will provide limited construction observation and administration services for the hangar project to include:

- Attend a pre-construction meeting with the general contractor.
- Review shop drawings, test reports and submittals specified in the Contract Documents.
- Respond to Requests for Information (RFIs) 10 maximum.
- Prepare Change Orders as required.
- Provide on-site Construction Observation site visits:
 - Structural – one (1) site visit during foundation/slab construction to observe compliance with the construction documents.
 - Architectural –two (2) site visits during construction to observe compliance with the construction documents for the project at approximately 50% and 75% completion plus one (1) visit at completion of construction for final inspection and review of punch list prepared by Contractor.
 - Electrical - one (1) visit at completion of construction for final inspection and review of punch list.
- Prepare construction progress documentation to consist of reports of observation on days that Consultant is on-site.

Project Closeout

This project is intended to be partially funded using a state airport improvement grant. Therefore, the Consultant will assist in assembling the required final closeout documentation as required by the State. Included in this effort are:

- Final punch list
- Operation and maintenance manuals
- Record Drawings
- Project closeout documentation

Responsibilities of Owner

Our scope of services and compensation are based on the Owner performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Available data, drawings, and information related to the project
- Review of draft plans and specifications within a reasonable timeframe from date of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

Items Not Included in Scope of Services

The following items are not included in this basic services proposal and would be considered as additional services to the agreement as authorized by the Owner. Compensation for these services would be in addition to the basic services fee:

- Detailed design drawings or technical specifications for the hangar structure and enclosure
- Daily reporting or tracking of construction activities/observations.
- Grant administration assistance
- Meetings beyond those indicated in the scope of services.
- Hazardous materials investigation or mitigation efforts. If hazardous materials are found in the work, the Owner shall contract separately to mitigate and/or have them removed.
- Extension of utilities to the building site.
- Landscape design and specification of plants and ground cover.
- Changes in project scope, construction budget or project schedule.
- Construction Administration services beyond those indicated herein.

END OF EXHIBIT A

The 60th Annual Wisconsin Aviation Conference
will be held May 11-13, 2015 in La Crosse.

Conference Program

(tentative – other ideas are invited)

- **FAA Update** (1st General Session) – Session description will be coordinated and provided by FAA later.
- **Wisconsin State of the Industry** (2nd General Session) – Session description will be coordinated and provided by FAA later.

Concurrent Sessions

- **Non-Aeronautical Use of Hangars** – What it really means for airports and aircraft users. Recently the FAA undertook a policy review regarding airport grant assurance obligations and responsibilities to limit hangar use to aircraft versus boats, campers and other non-aeronautical uses. What were the findings and how will this new policy affect airports and aircraft owners? Proposed as concurrent professional session.
- **Maintaining Airports of Every Size** – Stop agonizing over airport maintenance concerns. Unique maintenance equipment, procedures and even funding mechanisms applicable to most airports, regardless of size, will be shared for getting the job done more efficiently.
- **Air Service** – Develop or Face Decline and Defeat. An update by industry experts, including strengths, weaknesses, opportunities and threats affecting Wisconsin Airports. Concurrent Session.
- **Flying made easier? Pilot Retention** – Rusty pilot program and 3rd Class Medical Exemptions. Learn about industry efforts to generate greater interest and the ability to continue flying through various programs and recent exemption to medical requirements.
- **Creative Solutions** – General aviation's more common problems.
- **Mechanic Liens** – Concerns and a way forward. What is the real issue, plain and simple; what it means to aircraft owners, FBOs and the aviation industry. Plus options addressing this industry concern.
- **Airport Revenues and Relationships** – Small airports have limited opportunities? Or do they, what are airports doing to diversify and generate revenues from new business relationships.

- **Managing the Life Blood of Aviation** – Access to, storage of and pricing of aviation fuel is potentially the life blood of your airport. Learn what airports are doing to reduce their cost of operations and position the airport to prosper in the years ahead.
- **Executive Overflight** – Issues and Resources for Airport Operator and Commissioners. Introduction to the top 12 issues affecting general aviation owners and their representatives; plus answers and resources!

General Session

The looming pilot shortage and potential loss of local air service

How real is the much discussed pilot shortage? Is it a function of airline cost containment, air service consolidation or what? Who are the potential winners and losers... and how will this impact local air service?

This session will provide thought provoking information, opinions. It will help paint a picture of the opportunities and concerns of those who have a vested interest in producing pilots (e.g. FBOs and flight schools) or responsible for securing and developing local air service (e.g. airport managers, commissioners and community leaders).

Dear Ms. Speich:

After our in-person meeting, I looked into last year's fund raising activities and discovered that the squadron had not completed any fund raising activities. I believe this to be a cause and effect from some growing pains that the squadron was going through during that time. And after speaking with others, it turns out that there had been numerous formal and in-formal discussions about fund raisings.

While I cannot go back and change the past, I can try and shed some light on the future of the squadron as I see it and give you a brief glimpse into my plans for the direction the squadron will be taking.

This year I have made it a goal to, at a minimum, host at least 3 fund raising events. These events will include a simple brat stand, a repeat of a previous successful golf outing, along with upcoming air show participation. In addition, I am working on grant requests from Excel Energy and Walmart. Just this week, a new member had suggested a very interesting approach to the county board.

While all of these are nice, I personally do not see how the squadron will be able to acquire enough funds to buy a hangar by the end of the 2015 calendar year. Therefore, we must start now and look at what the options there are for the Eau Claire Composite Squadron of Civil Air Patrol (EAU/CAP) and its hopeful future with the Chippewa Valley Regional Airport.

Civil Air Patrol, like most other volunteer service organizations, relies heavily on work done by its volunteers, especially at the local levels. Because of this, I need to look at what is fiscally more responsible for us and how that the organization can slow the outgoing flow of funds out of our bank account.

While most of us would like to see the aircraft that we have been provided by US Air Force to stay at the Chippewa Valley Regional Airport, we need to look at all options that are open to us.

I feel that if EAU/CAP and the Chippewa Valley Regional Airport work together, we can both benefit greatly as most other CAP units and airports that work together do.

I know that right now 2016 seems like a ways off, but I am not one that likes to put things off until the last moment. I believe that advance planning and a road map are necessary for any organization's success and so I would like to get the ball rolling and see what is on the table as far as hangar space and options that EAU/CAP has at the Chippewa Valley Regional Airport so I can take it back to my members and we can make an informed decision.

Thank you in advance and I look forward to working with you and the airport commission this year.

P.S. Im working on the ops that you sent me, I still need to fill a few positions and once I do I will update it and forward it to you.



Capt. Corey Miller, CAP

WI-161 Squadron Commander

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