

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, April 17, 2015, 7:30 a.m.**  
**Airport Terminal Conference 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. March 20, 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
    - Chippewa Valley Airshow Update
      1. Discussion/Action
  - b. Airport Strategic Plan Update/Review
    1. Discussion/Action
  - c. Project Summary- Matt Wagner
    - 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. Draft Scope of Services Contract for T-Hangar Construction
    1. Discussion/Action
  - b. City of Eau Claire Comprehensive Plan Update
    1. Discussion/Action

**c. Civil Air Patrol Lease Agreement**

**1. Discussion/Action**

**9. New Business: None.**

**10. Discuss Future Agenda Items:**

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

**12. Adjournment:**

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters 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.

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, March 20, 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, and Barry Wells

**MEMBERS ABSENT:** Commissioner Dave Duax and Brittani Zammit

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Corey Miller, Jon Kamstra and James Delaney-Civil Air Patrol, 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 am
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, CW King, John Manydeeds, and Barry Wells were present.  
Commissioners Dave Duax and Brittani Zammit were absent.
4. **Approval of Minutes**
  - a. **January 16, 2015 Regular Commission Meeting:**  
**On a motion by Com. Frederikson, seconded by Com. Manydeeds, the minutes of the January 16, 2015 meeting were approved.**  
*(Ayes 5-Nayes 0)*
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**

January Vouchers

The AAAE invoice is for membership in the US Contract Tower Association is once again a reduced rate from their normal \$2,500 rate.

The Mid States Truck invoice came in less than the \$30,000 estimate because they were able to replace parts instead of replacing the entire transfer case.

The Pomp's Tire invoice is for replacement of 4 tires on two front-end loaders. This expense was in the budget for this year.

The Sixel Consulting invoice is for fees related to working on pricing issues with United Airlines.

The WI Bureau of Aeronautics invoice is for the final closeout payment associated with AIP 33 which was for the master plan, drainage study, and Taxiway D design. The state admin fees that we were charges went over the estimated amount and there was also an amendment to Mead & Hunt's contract for a variety of items including work on the stormwater fees with the City of Eau Claire.

### February Vouchers

The Ewald invoice is for the replacement maintenance vehicle for the airport. This expense was in the budget for this year.

The Fireline invoices were for 5-year inspections at the Tower and Terminal.

The Kurth invoice is for new key drop boxes for the Car Rental counters. These replace the original wood ones done with the remodel that were essentially falling apart. The rental companies are reimbursing us for half of the cost.

The Power Plan/Nortrax invoice was for work on the John Deere Loader that's brakes had locked up. The equipment was stuck outside this winter and there was added expense needed just to get the equipment inside.

The Sixel Consulting invoice is for the previously approved presentation for the SkyWest Headquarters Meeting.

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

*(Ayes 5-Nayes 0)*

Comm. Frederikson inquired about the Seasonal Phone that we pay for part of the year. The Airport Manager clarified that because we are staffed with 2 maintenance personnel for much of winter season due to the need for snow removal, we maintain an extra phone during that time.

#### **b. Key Indicators:**

- **Airline Operations:**

Enplanements are down for the month and up slightly for the year. It should be noted that there were significantly less cancellations this year than last year.

- **Tower Operations**

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

#### **c. Hangar Occupancy**

There are no vacant T-hangars or box hangars. They are all currently rented.

### **6. Public Comment Period:**

No public comment.

### **7. Operational Matters**

#### **a. Airport Operations Report**

- **Draft Airport Newsletter:** The Commission thought the Newsletter layout and content were good. We will edit the "Questions" section to read "Questions or Suggestions" instead and proceed with a quarterly newsletter.
- **Runway 32 Approach Tree Removal:** The Airport Manager received notification from the FAA that we need to address reducing the height of an obstructing tree located at a residence on North Lane. The tree could affect night operations and in order to comply with the Height Limitation Zoning Ordinance, the Airport Manager offered to either have it cut back at the owner's expense or have it removed outright at the airport's expense. The home owner opted to have the

tree removed. The Airport Manager will proceed with any future removals using the same guidelines.

- Eau Claire County Proclamation of National County Government: The County board chair sent a notification to the Airport and Highway departments recognizing that the County proudly owns and operates those departments.
- Office Remodel Update: The new furniture has been ordered and along with the new paint and carpet, has been scheduled for installation the week of April 13<sup>th</sup>. The Airport Manager was able to negotiate a better price on the paint and carpet and opted for upgraded desks and furniture. Hopefully everything will come together nicely and be completed by the middle to end of that week and ready to unveil at the April Commission Meeting.
- Chippewa Valley Airshow Booth: The Airport Manager inquired as to if the commission would like to have a booth at the Airshow again this year. The commissioners agreed that a CVRA booth with a display would be beneficial and also suggested that SkyWest offer to collaborate with us and/or contribute some items for giveaways or drawings. The Airport Manager will discuss this with the Airline.
- Terminal Maintenance: The Airport Manager discussed the HVAC and boiler piping work that will be needed in the Terminal to replace old piping that has been leaking throughout the airport. A price has been negotiated with Bartingale for just under \$25,000 and work will begin after the boilers have been turned off for the winter season.
- Commission Appointments: Four citizen appointments (*2 in Eau Claire County and 2 in Chippewa County*) are up for renewal this year. Commissioner Frederikson (ECC) and Commissioner Bowe (CC) have agreed to remain in place, however, Commissioner King (CC) has chosen not to continue and Commissioner Duax (ECC) is unable to continue. The Chippewa County appointment may be filled by Scott Francis, a frequent flyer and strong supporter of CVRA, the airline service and the community. The Eau Claire County appointment will be advertised and addressed on the County Board Agenda in April.

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

The Airport Strategic Plan topic for last month was to review the Airport job descriptions and duties. Overviews of the CVRA employee's job descriptions and duties are included in the Commission Packets. This month's topic covers review the Grounds Maintenance breakdown and analysis. A tour of the maintenance facility was offered to look at the grounds maintenance equipment.

**c. Project Summary**

Amy Michels from Mead & Hunt discussed the remaining items left to complete for the Twy A Phase II construction and Twy C design projects. Twy A consists of a small punch list of electrical items and change order items that need completing. Twy C has design work in progress. Tower Equipment Replacement will be purchased this year but reimbursed by the FAA next year. The snow removal equipment has now all been received.

## 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***

**On a motion by Com. Wells, seconded by Com. Bowe, the Commission entered into closed session at 8:42 am on the following Roll Call Vote – Ayes: Com. Bowe, Frederikson, King, Manydeeds & Wells; Nays: None.**

The Commission reconvened in open session at 8:54 am.

**Commissioners reported in open session that they discussed options pertaining to the Consultant Selection from the Airport Development RFP and approved proceeding with Phase 1 of the proposal from Explorer Solutions.**

- b. **Restaurant Listing Contract with Mid States Development**

The Airport Manager discussed the expiration of the agreement with Mid States Development and whether pursuing a contract renewal or extension is in the best interest of the airport. There have been no new prospects from Mid States and the commission would like to proceed without an agreement with them at this time. The Airport Manager can still use him for a resource and will also contact the Restaurant Association for more prospects on our own. The Airport Manager recently received a hand-written proposal from an investor and will contact them to discuss.

**On a motion by Com. Frederikson, seconded by Com. Manydeeds, the request to proceed with not renewing with Mid States was approved.**  
*(Ayes 5-Nays 0)*

## 9. New Business:

- a. **Draft Scope of Services Contract for T-Hangar Construction**

The Airport Manager discussed the scope of work for new T-Hangar construction on the South end of the airport near the K-row. The airport will likely be getting the funds to construct Twy C this year and then build the hangars next year. The airport manager has had interest in hangars having 14' doors instead of the usual 12' doors and will look into cost differences with Mead & Hunt. Commissioners also suggested the Airport Manager look into adding some restroom facilities on this end of the airfield.

- b. **Wisconsin Aviation Conference**

The Airport Manager discussed the conference May 11<sup>th</sup>-13<sup>th</sup> in La Crosse. There is availability for a commissioner to attend the conference as well so if anyone would like to participate, please discuss with the Airport Manager.

**c. Civil Air Patrol Annual Report and Lease Agreement**

The Airport Manager discussed the current CAP lease that expires at the end of this year. That 5-year lease had a \$30 per month increase per year. There was discussion of moving them to a T-Hangar at a free rate. The Airport Manager recommended a rate of \$200 per month to stay in their current hangar. The \$200 is based on the normal monthly rental rate of the hangar which is \$360 per month less the cost of a t-hangar which is \$160 per month. The lease agreement would renew annually so the airport could rent at full price at some point should it be necessary. The Airport Manager will bring a draft lease agreement back to the airport commission for review.

**10. Discuss Future Agenda Items:**

Discussion of the CAP lease, the scope of work for the new T-Hangars and the Airport Manager's contract renewal.

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

The next Commission Meeting is scheduled for Friday, April 17<sup>th</sup>, 2015 at 7:30 a.m.

**12. Adjournment:**

**On a motion by Com. Bowe, seconded by Com. Frederikson, the meeting was adjourned at 8:55 a.m.**

*(Ayes 5-Nayes 0)*

**Respectfully Submitted,**

**Rick Bowe, Acting Secretary**

**March vouchers for approval April 17 , 2015****Agenda Item 5a**

Advanced Card Technologies	Cleaner & cleaning cards for parking system	53610-246	155.35	
American Fence	Fence posts & caps for airport fence repairs	53610-246	123.48	
AUS Aramark	Uniforms	53610-137	135.78	
AUS Aramark	Bags & Towels	53610-298	11.44	
Bartingale	Terminal boiler repairs/maint; bled air/changed seal	53610-248	1,011.75	
Bob Bruyette	Furnace replacement in Hangar F-3	53610-248	235.00	
DS Electric	Terminal Bulb	53610-248	24.49	
General Communications	Light bar installation on 2015 F-250	53610-810	1,920.00	
Genesis Lamp	Airfield and windsock lights	53610-246	237.48	*
Gold Cross Answering Service	53 calls/9 emails	53610-225	\$56.81	
Green Star Insulation, LLC	Installation of spray foam in Hangar F-3	53610-820	12,500.00	
Houck Transit Advertising	March Bus Advertising	53610-327	125.00	
J.E. Fisher Group	Develop new preventative maintenance website	53610-248/246/241	1,000.00	*
Staples	Office Supplies	53610-310	462.92	
Two Way Communications	Installation of radio/antenna on 2015 F-250	53610-810	1,174.00	
WXOW	March TV Advertising - 49 spots	53610-327	\$475.00	
		TOTAL	<b>\$19,648.50</b>	



## Chippewa Valley Regional Airport

### 2015 BUDGET COMPARISON Estimated March 2015

#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 3/31/15 (25%)	Variance YTD	Balance Remaining For Year
<b>Income</b>			25.00%			
41110	Contrib From Eau Claire Cty	\$391,167	\$97,791.75	\$97,791.75	\$0.00	\$293,375.25
47330	Contrib From Chippewa Cty	\$127,704	\$31,926.00	\$63,852.00	\$31,926.00	\$63,852.00
Sub-Total Tax Revenue		\$518,871	\$129,717.75	\$161,643.75	\$31,926.00	\$357,227.25
46340-571	Advertising	\$5,000	\$1,250.00	\$1,784.52	\$534.52	\$3,215.48
46340-572	Air Terminal	\$108,724	\$27,181.00	\$27,570.09	\$389.09	\$81,153.91
46340-573	FAA	\$12,160	\$3,039.99	\$3,039.99	\$0.00	\$9,119.97
46340-574	FBO	\$128,839	\$32,209.75	\$29,834.67	(\$2,375.08)	\$99,004.33
43640-575	Fuel Flowage	\$107,500	\$26,875.00	\$35,917.60	\$9,042.60	\$71,582.40
46340-576	Hangars	\$133,436	\$33,359.00	\$32,729.43	(\$629.57)	\$100,706.57
46340-577	Landing	\$44,700	\$11,175.00	\$7,716.14	(\$3,458.86)	\$36,983.86
43640-578	Parking	\$155,000	\$38,750.00	\$38,861.08	\$111.08	\$116,138.92
46340-579	Rental Cars	\$90,000	\$22,500.00	\$14,977.89	(\$7,522.11)	\$75,022.11
46340-580	Restaurant	\$22,360	\$5,590.00	\$0.00	(\$5,590.00)	\$22,360.00
46340-581	Tie Downs	\$144	\$36.00	\$54.00	\$18.00	\$90.00
46340-583	Utility Revs	\$7,000	\$1,750.00	\$729.86	(\$1,020.14)	\$6,270.14
46340-584	Land Lease Revs	\$27,000	\$6,750.00	\$19,487.74	\$12,737.74	\$7,512.26
46340-586	Vehicle Fuel Reimbursement	\$25,000	\$6,250.00	\$3,915.19	(\$2,334.81)	\$21,084.81
Sub-Total Operating Revenue		\$866,863	\$216,715.74	\$216,618.20	(\$97.54)	\$650,244.76
Sub-Total Taxes and Operating Rev.		\$1,385,734	\$346,433.49	\$378,261.95	\$31,828.46	\$1,007,472.01
46340-601	Other Revenue	\$5,000	\$1,250.00	\$80.00	(\$1,170.00)	\$4,920.00
46340-582	PFC	\$89,995	\$22,498.75	\$13,104.20	(\$9,394.55)	\$76,890.80
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	\$37,500.00	\$0.00	(\$37,500.00)	\$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	\$91,563.00	\$0.00	(\$91,563.00)	\$366,252.00
Sub-Total Other Revenue		\$611,247	\$152,811.75	\$13,184.20	(\$139,627.55)	\$598,062.80
<b>TOTAL INCOME</b>		<b>\$1,996,981</b>	<b>\$499,245.24</b>	<b>\$391,446.15</b>	<b>(\$107,799.09)</b>	<b>\$1,605,534.81</b>
<b>Expenses</b>						
53610-111	Salary Perm-Regular	\$308,206	\$77,051.50	\$66,738.22	(\$10,313.28)	\$241,467.78
-112	Salary Perm-OT	\$17,000	\$4,250.00	\$1,506.90	(\$2,743.10)	\$15,493.10
-120	Health Ins Incentive	\$600	\$150.00	\$300.00	\$150.00	\$300.00
-137	Clothing Allowance	\$2,200	\$550.00	\$546.50	(\$3.50)	\$1,653.50
-141	Board & Comm Per Diem	\$4,500	\$1,125.00	\$325.00	(\$800.00)	\$4,175.00
-142	Cnty Brd & Comm Mile	\$800	\$200.00	\$58.14	(\$141.86)	\$741.86
-151	Social Security	\$24,878	\$6,219.50	\$5,018.86	(\$1,200.64)	\$19,859.14
-152	Retirement Emplr Share	\$22,114	\$5,528.50	\$4,264.24	(\$1,264.26)	\$17,849.76
-154	Hos & Health Ins	\$73,065	\$18,266.25	\$16,618.56	(\$1,647.69)	\$56,446.44
-155	Life Insurance	\$140	\$35.00	\$17.55	(\$17.45)	\$122.45
-212	Attorney Fees	\$7,000	\$1,750.00	\$1,008.00	(\$742.00)	\$5,992.00
-213	Accounting & Audit	\$3,500	\$875.00	\$0.00	(\$875.00)	\$3,500.00
-221	Water & Sewer	\$56,650	\$14,162.50	\$0.00	(\$14,162.50)	\$56,650.00
-222	Electric	\$85,862	\$21,465.50	\$15,077.18	(\$6,388.32)	\$70,784.82
-224	Gas & Fuel Oil	\$41,200	\$10,300.00	\$13,766.18	\$3,466.18	\$27,433.82
-225	Telephone & Telegraph	\$4,000	\$1,000.00	\$795.94	(\$204.06)	\$3,204.06
-227	Dataline/Internet	\$1,000	\$250.00	\$0.00	(\$250.00)	\$1,000.00
-241	Motor Vehicle Maint	\$12,000	\$3,000.00	\$372.25	(\$2,627.75)	\$11,627.75
-246	Grounds Maint	\$35,175	\$8,793.75	\$4,533.29	(\$4,260.46)	\$30,641.71
-248	Building Maint	\$25,000	\$6,250.00	\$7,279.32	\$1,029.32	\$17,720.68
-249	Service on Machines	\$500	\$125.00	\$0.00	(\$125.00)	\$500.00
-297	Refuse Collection	\$1,024	\$256.00	\$1,062.60	\$806.60	(\$38.60)
-298	Laundry Services	\$115	\$28.75	\$39.24	\$10.49	\$75.76
-310	Office Supplies	\$500	\$125.00	\$462.95	\$337.95	\$37.05
-311	Postage and Box Rent	\$600	\$150.00	\$107.11	(\$42.89)	\$492.89
-313	Printing & Dup	\$600	\$150.00	\$3.40	(\$146.60)	\$596.60
-320	Ref Materials	\$500	\$125.00	\$65.00	(\$60.00)	\$435.00
-321	Publish Legal Notices	\$200	\$50.00	\$0.00	(\$50.00)	\$200.00
-324	Membership Dues	\$4,000	\$1,000.00	\$2,565.00	\$1,565.00	\$1,435.00
-327	Marketing	\$185,000	\$46,250.00	\$7,485.94	(\$38,764.06)	\$177,514.06

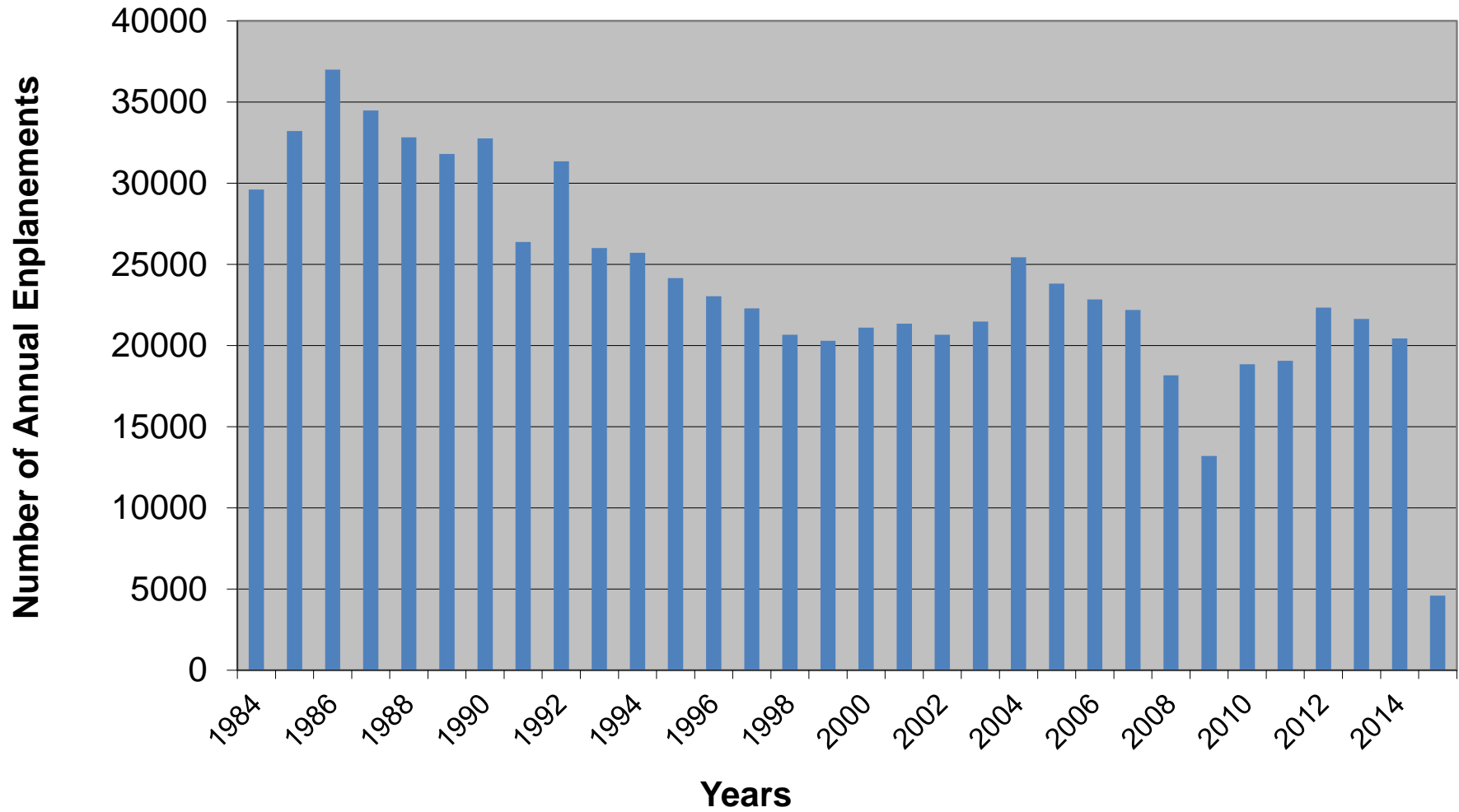
#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 3/31/15 (25%)	Variance YTD	Balance Remaining For Year
-328	Airline Recruitment	\$20,000	\$5,000.00	\$7,846.96	\$2,846.96	\$12,153.04
-340	Travel-Train & Conf	\$9,500	\$2,375.00	\$1,371.58	(\$1,003.42)	\$8,128.42
-366	Fire fight supplies	\$4,500	\$1,125.00	\$0.00	(\$1,125.00)	\$4,500.00
-377	Vehicle Fuel	\$60,000	\$15,000.00	\$17,094.61	\$2,094.61	\$42,905.39
-510	Insurance	\$36,000	\$9,000.00	\$1,778.76	(\$7,221.24)	\$34,221.24
-813	Office Equipment	\$3,000	\$750.00	\$0.00	(\$750.00)	\$3,000.00
	<b>Sub-Total Operating Expense</b>	<b>\$1,050,929.00</b>	<b>\$262,732.25</b>	<b>\$178,109.28</b>	<b>(\$84,622.97)</b>	<b>\$872,819.72</b>
53615-200	ATCT Contractual Services-Stat	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,000	\$250.00	\$0.00	(\$250.00)	\$1,000.00
-222	ATCT Electricity	\$15,480	\$3,870.00	\$1,706.89	(\$2,163.11)	\$13,773.11
-224	ATCT Gas & Fuel Oil	\$5,000	\$1,250.00	\$1,367.64	\$117.64	\$3,632.36
-225	ATCT Telephone	\$1,500	\$375.00	\$224.68	(\$150.32)	\$1,275.32
-248	ATCT Building Maintenance	\$15,000	\$3,750.00	\$1,366.49	(\$2,383.51)	\$13,633.51
	<b>Sub-Total Tower Expense</b>	<b>\$37,980</b>	<b>\$9,495.00</b>	<b>\$4,665.70</b>	<b>(\$4,829.30)</b>	<b>\$33,314.30</b>
53610-810	Capital Equipment	\$56,979	\$14,244.75	\$37,739.98	\$23,495.23	\$19,239.02
-820	Capital Improvement	\$697,164	\$174,291.00	\$12,500.00	(\$161,791.00)	\$684,664.00
-829	Other Capital Improvement	\$30,000	\$7,500.00	\$0.00	(\$7,500.00)	\$30,000.00
58100-613	Principal/Trust Fund	\$87,343	\$21,835.75	\$87,343.45	\$65,507.70	(\$0.45)
58200-613	Interest/Trust Fund	\$36,586	\$9,146.50	\$36,585.96	\$27,439.46	\$0.04
	<b>Sub-Total Capital Expense</b>	<b>\$908,072</b>	<b>\$227,018.00</b>	<b>\$174,169.39</b>	<b>(\$52,848.61)</b>	<b>\$733,902.61</b>
	<b>TOTAL EXPENSE</b>	<b>\$1,996,981</b>	<b>\$499,245.25</b>	<b>\$356,944.37</b>		<b>\$1,640,036.63</b>
	<b>NET OPERATING INCOME</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$34,501.78</b>		<b>(\$34,501.82)</b>
	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**  
 March 2015

	Month		% Diff.	Year to date		% Diff.
	2015	2014		2015	2014	
<b>AIRLINE PASSENGERS</b>						
UNITED Enplaned	1293	1715	-25%	4039	4319	-6%
CHARTERS Enplaned				<u>562</u>	<u>744</u>	-24%
Total Enplaned				4601	5063	-9%
UNITED Deplaned	1346	1368	-2%	3938	4239	-7%
CHARTERS Deplaned				<u>562</u>	<u>744</u>	-24%
Total Deplaned				4500	4983	-10%
<b>Total Enplaned/Deplaned</b>	<b>2639</b>	<b>3083</b>	<b>-14%</b>	<b>9101</b>	<b>10046</b>	<b>-9%</b>
<b>UNITED PERFORMANCE</b>	<b>2015</b>	<b>2014</b>		<b>2015</b>	<b>2014</b>	
Scheduled Flights/Landings	62	56	11%	118	118	0%
Canceled Flights						
Xnld for Wx	3	3		9	25	
Xnld for Mx	0	0		0	2	
<u>Xnld Other</u>	<u>1</u>	<u>0</u>		<u>1</u>	<u>2</u>	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>33%</b>	<b>6</b>	<b>29</b>	<b>-79%</b>
Total Landings	58	53	9%	112	89	26%
Completion Factor	94%	95%		94%	84%	
OnTime %	66%	82%		58%	69%	

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

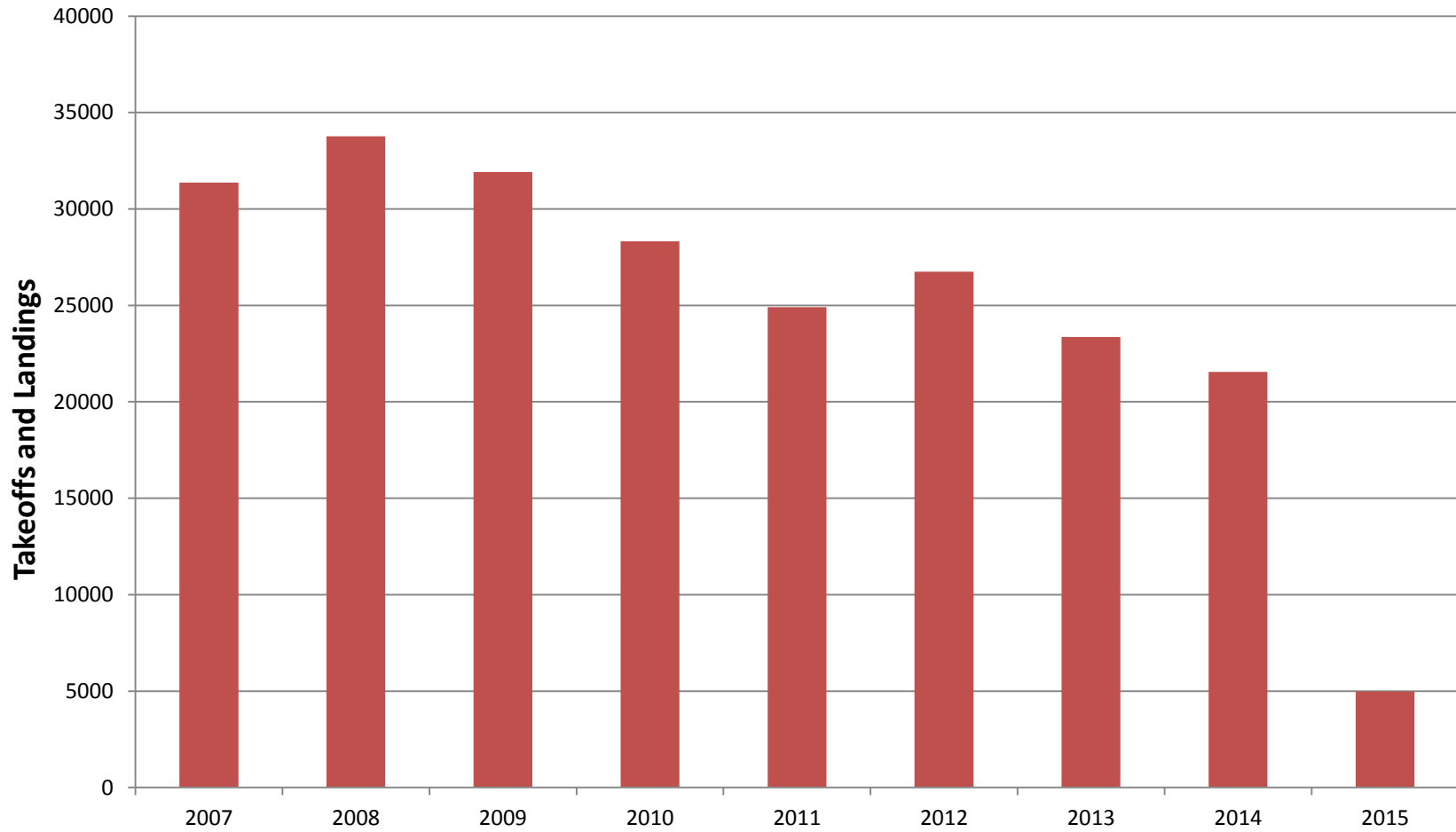


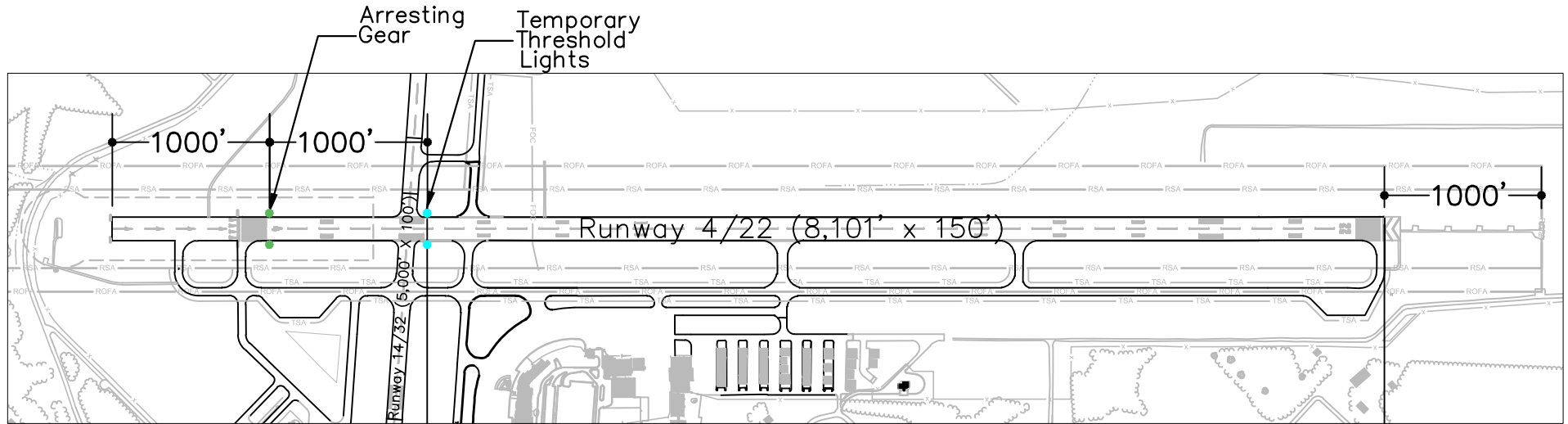
Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 March 2015

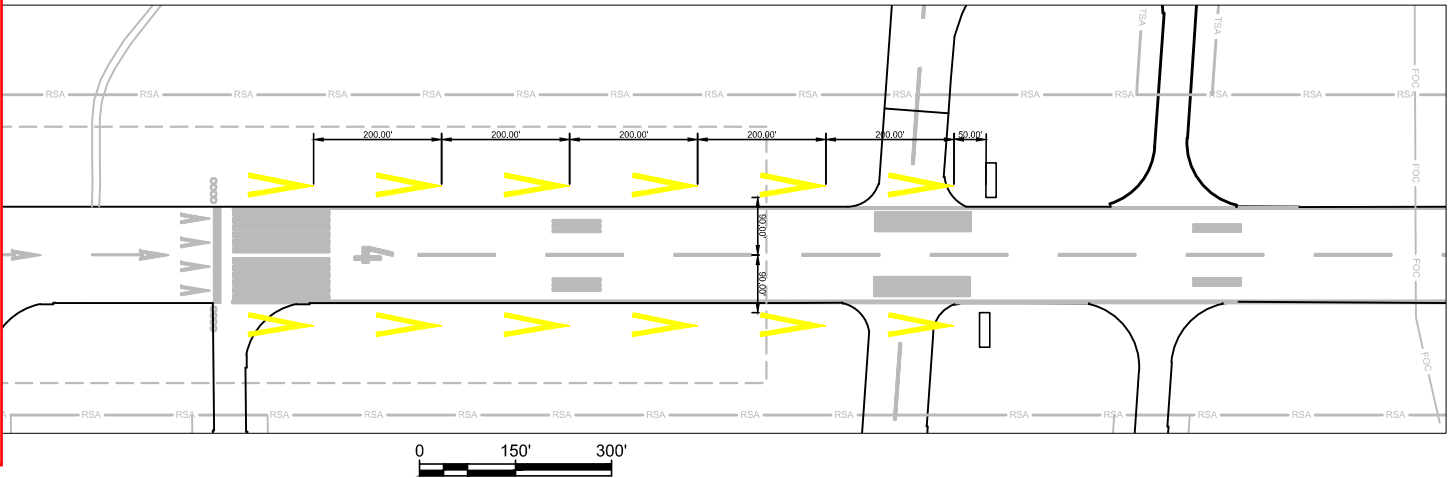
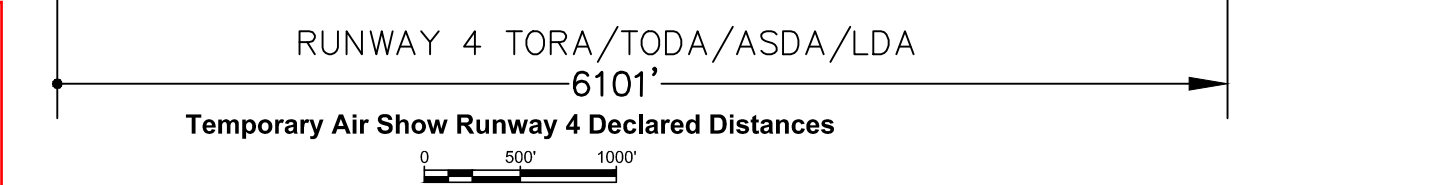
		<b>Month</b>		<b>% Diff.</b>	<b>Year to date</b>		<b>% Diff.</b>
		<b>2014</b>	<b>2013</b>		<b>2014</b>	<b>2013</b>	
Itinerant	Air Carrier	0	6	-100%	8	14	-43%
	Commuter/ Air Taxi	217	187	16%	563	446	26%
	GA	1183	1079	10%	3153	2948	7%
	Military	23	73	-68%	51	104	-51%
Local	GA	526	330	59%	1204	554	117%
	Military	<u>4</u>	<u>32</u>	-88%	<u>6</u>	<u>48</u>	-88%
<b>TOTAL</b>		1953	1707	14%	4985	4114	21%

## Annual Air Traffic Control Tower Operations

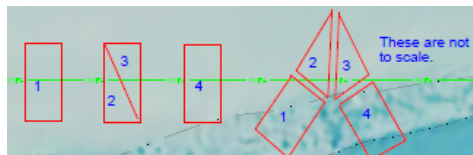




- Mark the threshold bar with plywood sheets painted white and anchored in the grass with spikes on each side of the relocated threshold. Six sheets of plywood placed side by side are needed on each side to provide an 8-foot by 24-foot threshold bar on each side.
- Install yellow painted chevron made from plywood sheets before the threshold bars on each side. Each chevron will consist of three 4-foot by 8-foot sheets of plywood with one sheet cut diagonal in half to form the point of the chevron.
- These markings are to be anchored in the grass with spikes.

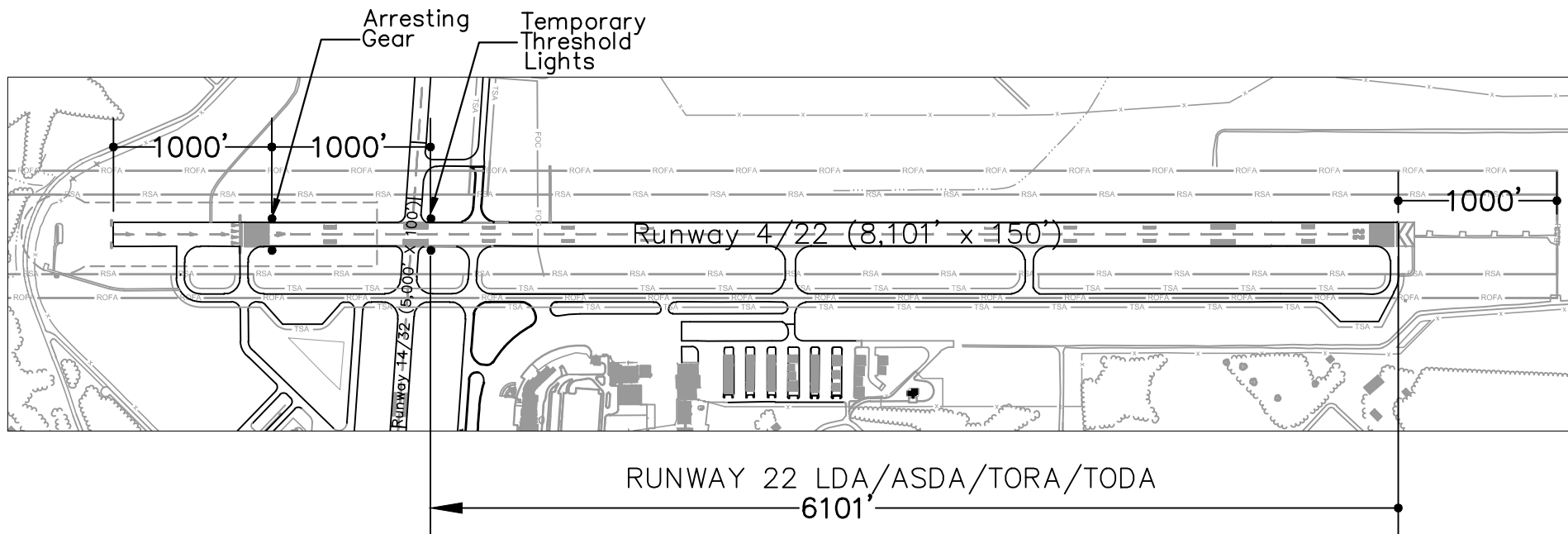


PREPARED BY:

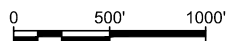


CHIPPEWA VALLEY REGIONAL AIRPORT (EAU)  
EAU CLAIRE/CHIPPEWA FALLS, WI





Temporary Air Show Runway 22 Declared Distances



PREPARED BY:



CHIPPEWA VALLEY REGIONAL AIRPORT (EAU)  
EAU CLAIRE/CHIPPEWA FALLS, WI





**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) for the Chippewa Valley Regional Airport (Owner), 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. The building will function for storage of small aircraft only. Features of the building include:

- Dimensions of each unit is approximately 45 feet wide at front x 22 feet 6 inches wide at back x 32 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 at each unit – 42 feet wide x 12 or 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 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
- Storage unit with man-door only at north end of hangar
- One communal restroom at south end of hangar to contain a toilet and lavatory

The T-hangar building will be located between taxi lanes M and N as indicated on the attached Mead and Hunt civil drawing. 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 and apron pavement around the hangar. Utility connections within 5 feet of the building will include underground water, sanitary and electrical lines. There will be no site landscaping.

A 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 **six (6) month** 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, plumbing 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.

### **Task 1 - Preliminary Design Phase**

The preliminary design phase will determine the general scope, basis of design, scale and the interfacing of the various civil, architectural, structural, plumbing 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 structural foundation and floor slab
- Preliminary development of the building's electrical system design to include a schematic layout of building utility systems for lighting, switches and power outlets.
- Preliminary development of the building's plumbing system design to include a schematic layout of the building's water and sanitary sewer lines.

- Complete FAA Form 7460.

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, structural and architectural plans and building elevations
- Building electrical system requirements shown on plans
- Building plumbing system requirements shown on plans
- Draft specifications
- Preliminary Opinion of Probable Construction Cost based on average square foot building costs of similar projects.
- FAA Form 7460.

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

### **Task 2 - 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 architectural performance documents for a pre-engineered hangar building
- Finalize engineering drawings for the civil, structural, plumbing 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 engineering plans/specifications to applicable governmental agencies for their review and approval. Pre-engineered building architectural 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/distribution and post documents to an FTP site. Bidders will assume the cost of printing.

### **Task 3 - 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.

#### **Task 4 - 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 two (2) visits at completion of construction to develop a punch list and a follow-up final inspection
  - Plumbing - one (1) visit during installation of under-slab piping.
  - 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.
- Review monthly Pay Applications from Contractor and recommend payments.

#### **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.

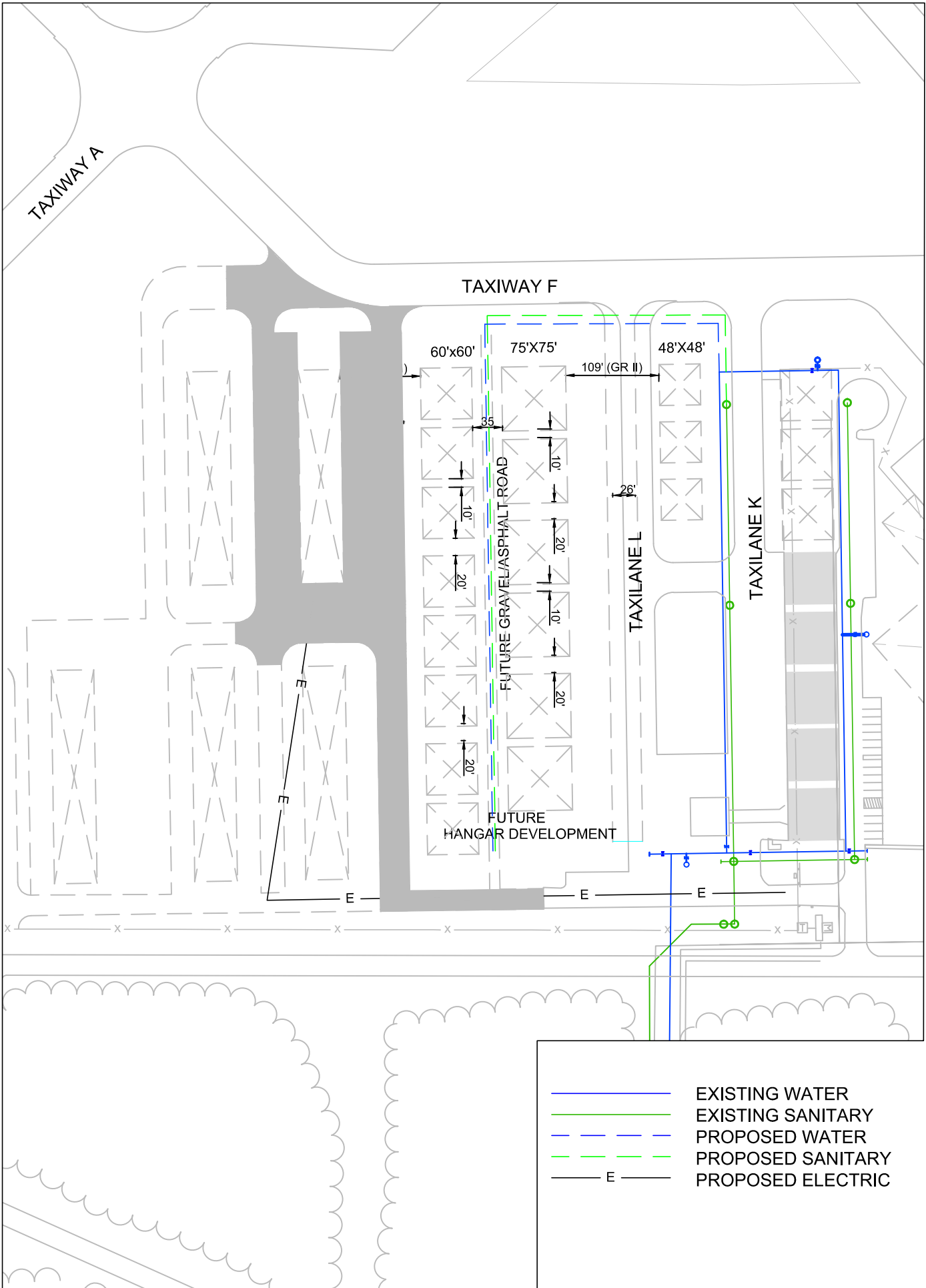
- Available data, drawings, and information related to the project
- Review of draft plans and specifications within a reasonable timeframe from date of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

**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
- 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 beyond five (5) feet.
- 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 including daily reporting or tracking of construction activities/observations.
- Costs for preparing a geotechnical report and site survey.

**END OF EXHIBIT A**



- EXISTING WATER
- EXISTING SANITARY
- - - PROPOSED WATER
- - - PROPOSED SANITARY
- E — PROPOSED ELECTRIC

**CVRA 10 Unit T-Hangar**  
Chippewa Valley Regional Airport  
Eau Claire, WI

**Mead & Hunt project number:**  
**Date:** 3/30/2015  
**Services:** Design, Construction Documents, Bid Assistance, and Construction Administration

**Prepared by:** Herb Jensen

	<b>FEE</b>	<b>% of Const*</b>
<b>TOTAL DESIGN THRU BIDDING</b>	<b>\$ 48,820.27</b>	<b>5%</b>
<b>TOTAL CONSTRUCTION ADMINISTRATION</b>	<b>\$24,689.48</b>	<b>2%</b>

<b>SUMMARY</b>	
Phase 1 - Preliminary Design	\$22,682.19
Expenses	\$367.00
<b>Total Phase 1</b>	<b>\$23,049.19</b>
Phase 2 - Construction Documents	\$21,271.24
Expenses	\$333.50
<b>Total Phase 2</b>	<b>\$21,604.74</b>
Phase 3 - Bid Assistance	\$4,019.09
Expenses	\$147.25
<b>Total Phase 3</b>	<b>\$4,166.34</b>
Phase 4 - Construction Administration	\$23,772.48
Expenses	\$917.00
<b>Total Phase 4</b>	<b>\$24,689.48</b>
<b>TOTAL FEES (Including Expenses)</b>	<b>\$73,509.75</b>

PHASE DESCRIPTION Activity/task	CLASSIFICATION: LABOR RATE:	PROJECT COORDINATOR	PROJECT MANAGER	PROJECT ARCHITECT	ARCHITECT	CIVIL ENGINEER	STRUCTURAL ENGINEER	PLUMBING ENGINEER	ELECTRICAL ENGINEER	ELECT/PLUMB TECH	QA/QC	CLERICAL	Associated expenses									
													Miles	Air Fares	Meals	Rooms	Rental car	PstgPhn	SubContr	Fees	Reprod	
		180	170	100	75	130	130	140	140	100	140	76	0.575	700	15	120	200	1	1	1	1	
<b>Project Admin / Project Management</b>																						
Project file setup			4																			
Project Management and Coordination			12																			
Project Accounting/Budget/Invoicing			4																			
Work Planning and Scheduling			1																			
Internal Team correspondence/documentation/coordination meetings			1	1	1	1	1	1	1													
Communication with FAA, WBOA, contractor, and Owner			1																			
Sub-total Hours		0	23	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-total		\$0	\$3,910	\$100	\$75	\$130	\$130	\$140	\$140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>1 Preliminary Design</b>	2 Weeks																					
Project Kick-off Meeting		6		6									180		2							
Review Geotech report						1	2															
Code study				2																		
Preliminary Design Documents																						100
Site Plan						8																
Floor Plan					4																	
Exterior Elevations					4																	
Typical wall sections					4																	
Draft Specifications		4				2	2	2	4													
MEP Systems						8	24	16	24													
Basic sizing of water service, sewer lateral, treatment and heating																						
Basic electrical service and lighting calcs and one-line diagrams													16									
Electrical and Plumbing Plans																						
Complete FAA Form 7460-1			2																			
30% Quality Control Review													3									
Preliminary opinion of probable construction costs			2	2		1	2	1	2													
(1) Preliminary Design Review & Sign-Off Mtg with Owner																						
Attendees travel time:		3		3									180		2							
Attendees meeting time: 2hr (on-site)		2		2																		
Meeting prep and follow up				1																		
Sub-total Hours	2 Weeks	11	8	16	12	20	30	19	30	16	3	0	0	360	0	4	0	0	0	0	0	100
Sub-total		\$1,980	\$1,360	\$1,600	\$900	\$2,600	\$3,900	\$2,660	\$4,200	\$1,600	\$420	\$0	\$0	\$207	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$100
<b>2 Construction Documents</b>	4 Weeks																					
Civil documents						8																
Architectural documents					24																	
Structural documents					8		24															
MEP documents								16	16	24												
Finalize Technical Specifications and Front-end			16																			
95% Quality Control Review						1	1	1					8									
Revise opinion of probable construction costs			1	2																		
(1) 95% Document Review & Sign-Off Mtg with Owner																						
Attendees travel time:		3		3										180		2						
Attendees meeting time: 2hrs (on-site)		2		2																		
Meeting prep and follow up (sched. coord., agenda, minutes, etc.)				1																		
Prep. & Deliver Issued for Bid documents					2																	
Respond to AHJ building permit questions					2																	200
Sub-total Hours	4 Weeks	5	17	10	34	9	25	17	16	24	8	0	0	180	0	2	0	0	0	0	0	200
Sub-total		\$900	\$2,890	\$1,000	\$2,550	\$1,170	\$3,250	\$2,380	\$2,240	\$2,400	\$1,120	\$0	\$0	\$104	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$200





## Community Facilities Plan

This chapter of the *Eau Claire Comprehensive Plan* describes the City's approach to providing major facilities and services except for sewer and water services, roads and transit, which are addressed in other plan chapters.

### Summary of Community Facilities Issues

The major community facilities issues are:

**1. Sharing Facilities and Services**

What should Eau Claire do, if anything, to increase its shared facilities and services?

**2. Retired Schools or Places of Public Worship**

How should schools or places of public worship that are closed be re-used within a neighborhood?

**3. Airport Master Plan**

Should the City incorporate the Airport Master Plan into the City's *Comprehensive Plan* and adjust its zoning ordinance?

**4. University Master Plan**

How should the City incorporate the University's Master Plan into the City's *Comprehensive Plan*?

## **Overview of the Community Facilities Plan**

Attractive public facilities are important to maintaining the confidence in the community of homeowners and business people. Schools, libraries, parks and other facilities are all highly valued by residents and are important factors in where to buy or rent a place to live.

These and other facilities and services will help sustain the community through the inevitable cycles of deterioration and reinvestment, so the City should invest in them as generously as it can. The public sector should provide leadership in developing facilities that exemplify quality in design, construction, and maintenance. Besides helping build a sustainable community, attractive public facilities also build community pride.

## **Goal and Objectives**

**Locate and maintain public facilities and services so as to support the goals of compact growth, neighborhood revitalization, and sustainable new neighborhood design.**

### **Objective 1 – Cost-Effective and High Quality Facilities**

Provide public facilities in a cost-effective manner and build them to a high standard of quality.

### **Objective 2 – Schools**

Coordinate urban growth, particularly new parks, with public elementary, middle and high schools.

### **Objective 3 – Airport**

**Expand the airport in a manner that does not harm the nearby neighborhood.**

### **Objective 4 – Police and Fire Services**

Continue to provide a high level of police and fire services.

### **Objective 5 – Other Facilities and Services**

Continue to cooperate with private companies and other units of government to provide necessary and desired facilities or services used by the broad community.

Coordinate the community review of any proposal to enlarge the campus into an adjacent residential neighborhood, seeking to improve the quality of the neighborhood and the vitality of the university.

The University has prepared and adopted a plan for the long-term physical growth and enhancement of its campus. However, the City regulates land use and development around the campus and, thus, has an interest in how the University acquires property and extends its facilities.

### **Objective 3 – Airport Growth**

#### **Improve the Chippewa Valley Regional Airport in a manner that does not harm the nearby neighborhood.**

The Chippewa Valley Regional Airport is located in the City and is jointly owned and operated by Chippewa and Eau Claire Counties. It is anticipated that number of flight operations will stay relatively flat or grow at a very slow rate over the next 10 to 20 years.

During 2008 to 2011, the passenger terminal building was expanded, renovated and reconfigured to better accommodate new security rules and provide an adequate secure passenger holding area. The project should adequately meet airport passenger needs for the plan's 20-year planning period.

In the *Airport Master Plan*, two alternative sites were identified for development of air cargo operations in the future. Both include cargo aircraft parking, a cargo logistics facility and ground vehicle parking. Alternative 1 is north of the general aviation hangars adjacent to Taxiway A with access via Hogarth Street. Alternative 2 is south of the airfield with access from 10<sup>th</sup> Avenue and Airport Road. Alternative 1 was preferred in the master plan.

The Airport Commission has requested that the City amend its *Comprehensive Plan* to allow for air cargo operations and other industrial activities not related to the airport. They also asked that the zoning be changed from P-Public to a new zone that is specific to the airport, similar to the zone administered by Eau Claire County, the owner of the airport. While there were no prospective tenants in 2014, airport representatives would like to retain the ability to consider this type of development if the opportunity is presented.

For the sake of flight safety, Eau Claire County administers Chapter 18.60 in its zoning ordinance, which restricts the height, setback, density and use of structures in four zones on and around the airport property, including lands in the City of Eau Claire or Chippewa County. Types of permitted on-airport land uses include, among others, air cargo facilities and intermodal facilities. The County Committee on Planning and Development receives a recommendation from the City of Eau Claire Community Development Department regarding any building or land use application on the airport property, all of which is within the City of Eau Claire.

**Policies**

**1. Compatible Expansion**

Encourage the Chippewa Valley Regional Airport to plan its facilities cooperatively with the City and give due consideration to the adjacent neighborhood.

Means of mitigating visual impacts include plantings and berms, building placement and façade treatments.

Any further airport improvements should be made contingent on additional actions that will safeguard or enhance the quality of the adjacent neighborhood.

**2. Airport Zoning**

Consider creating a new zoning district specific to the airport so that the airport’s rights and responsibilities can be clearly established as they pertain to on-airport land use and development.

This district would allow air cargo and intermodal facilities. It may also allow certain industrial activities not directly related to the airport, such as warehousing, that have limited traffic volumes and do not adversely affect adjacent neighborhoods. The new zoning district should establish minimum building setbacks and maximum heights, and include an administrative process in coordination with that of Eau Claire County.

The City’s conditional use permit process would be useful in these non-aeronautical reviews. Increased truck traffic to and from the airport for cargo operations may become a concern. The district should not contravene the flight safety provisions of Chapter 18.60 of the Eau Claire County Code, Airport Zoning.

**Objective 4 – Police and Fire Services**

**Continue to provide a high level of police and fire services.**

Police and fire services are two fundamental and costly services provided by the City of Eau Claire.

**Policies**

**1. Community Policing**

The Eau Claire Police Department will continue to build on the success it has had across the city with “community policing”.

**2. Cooperative Fire Services**

Seek economies through cooperation with Eau Claire and Chippewa Counties and the adjacent City of Altoona.

**3. Fire Station Locations and Facilities Plan**

Prepare a study in 2015 of fire station locations, facilities and staffing and the advisability of any changes. Submit the report to the City Council for their consideration.



The fire station near the airport will be one of the facilities studied.

## Plan Action Steps

The City will take the following steps to implement the recommendations of the Community Facilities Plan.

**Table 14-1**  
**Community Facilities Plan Actions**

Action	Timing
Prepare a study in 2016 of fire station locations, facilities and staffing and the advisability of any changes.	2016
Continue to cooperate with the Eau Claire School District for mutual benefit by locating schools and parks adjacent to one another.	Continuous
Consider adopting into this <i>Comprehensive Plan</i> by reference the 2011 <i>UW-EC Campus Master Plan</i> as the guidance for the properties owned by the University.	2016
Consider creating a new zoning district specific to the airport so that the airport's rights and responsibilities can be clearly established as they pertain to on-airport land use and development.	2016

**CHIPPEWA VALLEY REGIONAL AIRPORT  
I-3 HANGAR LEASE**

THIS, LEASE, made between the Chippewa Valley Regional Airport Commission (“Lessor”) and the Civil Air Patrol (“Lessee”).

The Lessor is a Commission organized under the authority of Wis. Stat. §114.14 and 2.05.660 G. of the Eau Claire County Code of General Ordinances, and is entering into this Lease consistent with its authority and on behalf of Eau Claire County.

WHEREAS, the Lessor has demised and leased to the Lessee certain premises situated on the Chippewa Valley Regional Airport, located in the City of Eau Claire, the County of Chippewa, Wisconsin which premises are known and described as hangar #I-3 together with such equipment, if any found therein and appurtenant thereto which premises are leased under the terms and conditions which follows:

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

1. **Airport Development.** Lessor reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance. If the development of the Airport requires the relocation of the Lessee, the Lessor agrees to provide a comparable location and agrees to relocate all buildings or provide similar facilities for the Lessee at no cost to the Lessee.
2. **Approach Protection.** The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against obstruction, together with the right to prevent the Lessee from erecting or permitting to be erected any building or other structure on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.
3. **Airplane Required.** On the commencement date of this Lease, the Lessee shall maintain an airplane on the premises. A Lessee who does not own or maintain an aircraft on the commencement date of this Lease, shall have sixty (60) days to obtain an aircraft, or get approval for an extension of this date. If at the end of said sixty (60) days Lessee has not obtained an airplane, Lessee agrees to vacate the premises. This may be left to the discretion of the Airport Manager. If a Lessee sells his/her aircraft or terminates a usage agreement, the above also applies. The Lessee is not to assign this Lease or sublet. The Lessor may request proof of aircraft ownership or usage rights from the Lessee during the term of this Lease.
4. **Term.** The term of this Lease shall be for one (1) year commencing on January 1, 2016.

5. **Rent.** The Lessee agrees to pay to the Lessor for the use of the premises, rights, and easements herein provided a monthly rental, payable in advance on or before the first day of each month in the amount of \$200 per month. The rental amount is based on the value of the hangar which is estimated at \$360 per month less the cost of a T-hangar which the Airport Commission was prepared to provide at no cost. Lease payments shall be made to Chippewa Valley Regional Airport and mailed to Chippewa Valley Regional Airport, 3800 Starr Avenue, Eau Claire, WI 54703. It is further agreed and understood, that in the event said Lessee defaults in the payment of rent as stipulated in this Lease, agents of the Lessor may enter upon the premises with legal process and take possession of any aircraft which may be stored on said described premises and retain possession of same until the rent is paid in full. Rental payments not received on or before the due date shall be subject to 2% surcharge thereupon for billing expenses.
6. **Electrical Service.** The Lessee shall have the hangar separately metered and maintain and pay the monthly charge for power for electrical service into the T-hangar. The Lessor shall provide reasonable amounts of exterior lighting during the hours of darkness. The Lessee shall use only such amounts of electrical current and connect only such devices into the electrical system as the Airport Manager approves. Preheaters and Tanis heaters are to be used only for a limited amount of time prior to flight and are not to be left on continually.
7. **Laws and Regulations.** The Lessee agrees to observe and obey during the term of this Lease all laws, ordinances, rules and regulations promulgated and enforced by Lessor, and by other property authority having jurisdiction over the conduct of operations at the Airport.
8. **Laws Applied.** This Lease shall be governed by and construed under the laws of the state of Wisconsin. This Lease is made at the CVRA and venue for any legal action to enforce the terms of this Lease shall be in Eau Claire County Circuit Court.
9. **Hold Harmless.** The Lessee agrees to hold the Lessor free and harmless from loss from each and every claim and demand of whatever nature made upon or on behalf of or by any person or persons for any wrongful act or omission for damages by reason of such acts or omissions.
10. **Indemnification.** The Lessee hereby agrees to indemnify, defend and hold harmless the Lessor and Eau Claire County, its appointed or elected officials, committee members, employees, agents and each of them for any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interests, attorneys' fees, costs and expenses of whatsoever kind or nature, in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any willful act, error or omission, fault or negligence by the Lessee, in fulfilling the terms of this Lease.
11. **Insurance.** The Lessee shall maintain a policy of general liability insurance with a company licensed to do business in Wisconsin in an amount of \$1,000,000 per occurrence for all damages arising out of bodily injury or property damage concerning the above-described premises during the entire term of this lease naming Lessor as an additional insured. Lessee shall provide Lessor with a certificate of said insurance or copy of insurance policy.

12. **Lessor Not Responsible for Fire or Tornado Insurance.** It is understood and agreed that the Lessor is not required to carry either fire or tornado insurance on said hangar and shall not be liable to Lessee for any damage to any property whatsoever of Lessee or of any other person stored in said hangar by reason of damage to or destruction of the contents thereof, by fire, tornado, windstorm or explosion.
13. **Use.** The Lessee shall use the leased premises exclusively for the storage of aircraft owned or leased and operated by the Lessee and the necessary tools, equipment, and parts acquired for the services of said aircraft. Storage of non-aviation items is prohibited without written approval of the Airport Manager.

If non-aviation items are stored within the hangar, the Lessor will be held harmless for any damage to said items. Under no circumstances will the Lessor be held responsible or liable for loss or damage to the non-aviation contents of the hangar. All non-aviation items must meet local fire codes. No insurance coverage will be provided by the Lessor for non-aviation storage of items in hangars.

No equipment shall be stored outside of the premises. Lessee shall not perform any acts or carry on any practices which might damage the premises or be a nuisance to other Lessees at the CVRA, and shall keep the premises under its control, clean and free from rubbish and trash at all times. Specifically, Lessee shall not store any combustible materials on or about the premises other than the usual oil and fuel contained in the aircraft and lubricants required for the service of the aircraft. Lessee may maintain and repair the aircraft, owned, leased and/or operated by it on its premises by its own employees or mechanics. Lessee may not permit maintenance or repair of any other aircraft but its own on the leased premises.

The Lessee shall close hangar doors and turn the lights off when the hangar is unattended. The Lessee shall be solely responsible for any damages resulting from leaving hangar doors open. **No** aircraft shall be operated within the hangar.

14. **Right to Inspect.** Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement
15. **Exterior Building Maintenance.** The Lessor shall perform routine repairs and maintenance on the exterior and roof of, and the grounds adjacent to the leased premises. Lessee shall promptly report to the Lessor any such need for maintenance that Lessee observes.
16. **Interior Building Maintenance.** The Lessee agrees to perform general maintenance functions in the interior of the hangar and to maintain the same in good order and repair during the term of this Lease. The Lessee, with respect to a hangar equipped with electrically operated doors, shall routinely inspect the door cable for tension or wear and shall report any malfunction, unusual noise, or unusual operation that he might observe in the course of operations to the Lessor. The Lessee agrees to surrender his/her hangar, together with such equipment if any found therein and appurtenant thereto at the commencement of the Lease, upon the termination of this Lease, in like condition as



when received, ordinary wear and tear, acts of God or the elements accepted. Upon the Lessee's failure to do so, the Lessor may clean and/or otherwise repair the premises without notice to the Lessee at the Lessee's expense. The Lessee further agrees that no flammable material shall be stored in his hangar, other than the usual oil and fuel contained in aircraft tanks and engines and lubricants required for the service of his aircraft.

17. **Snow and Debris Removal.** The Lessor shall keep the blacktop aprons and taxiways reasonably free and clear of ice, snow and debris to within two (2) feet of the bi-fold doors so that Lessee may have reasonably safe passage between the runway and hangar. Snow removal in hangar areas shall commence when the airport operational areas are cleared of snow to insure the safe movement on runways and taxiways.
18. **Alterations.** The Lessee shall not make any alterations to the hangar without the written consent of the Lessor and then only in strict compliance with any such written consent. At the termination of the leasehold such improvements or alterations shall become the property of the Lessor unless otherwise agreed upon.
19. **Keys.** The Airport Manager shall maintain a key for each hangar for purposes of maintenance, repairs and inspections. The Lessee shall be permitted two (2) keys. Lessee may get additional keys at the airport office for a charge of five dollars (\$5.00) per key. Keys shall not be duplicated by the Lessee. The Lessee may allow other persons to have keys to his hangar **at no personal liability to Lessor**. At the termination of this Lease, all keys shall be returned to the Airport Manager.
20. **Signs.** Lessee agrees no signs or advertising matter may be erected without the consent of the Lessor.
21. **Default.** Failure on the part of the Lessee to pay the rent hereunder within thirty (30) days after same shall become due shall authorize Lessor, at its option and without legal proceedings, to declare this Lease void, cancel the same, and re-enter and take possession of the premises. Also, if Lessee shall violate any of the restrictions in this Lease, or shall fail to keep any of its covenants after written notice to cease such violation and shall fail to correct such violation within thirty (30) days, the Lessor may at once, if it so elects, terminate the same and take possession of the premises.
22. **Lease Transfer.** Lessee may not, at any time during the time of this Lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the Lessor. The Lessor shall have the first option to purchase at the termination of the Lease.
23. **Subordination Clause.** The Lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States, relative to the operation of maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport.
24. **Commercial Business Prohibited.** No commercial business whatsoever, of any kind or nature shall be conducted in or from the hangar.

25. **Security Requirements.** The Lessee agrees to assist the airport in complying with the Federal Airport Air Carrier Security requirements CFR 1542/1544. Lessee agrees not to operate any vehicle other than an aircraft on the Aircraft Operations Area of the airport. This includes taxiways and aircraft ramp areas beyond the hangar area.
26. **Non-Discrimination.** The Lessee hereby agrees, on behalf of himself, his successors, heirs and assigns, that (a) no person on the grounds of race, sex, color or national origin shall be excluded from participation in or be denied the benefits which are the subject of this Lease; (b) that in the construction of any improvements over or under the real property of the said leasehold, no person shall on the grounds of race, sex, color or national origin, be excluded from participation in, or be denied the benefits of or otherwise be subjected to discrimination; (c) the Lessee shall use the leasehold in such a manner which is consistent with all requirements imposed by or pursuant to Title 39, Code of Federal Regulation, Department of Transportation, Subtitle A., Office of Secretary, Part 21, Non-discrimination in Federally Assisted Programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964 and amendments thereof. The Lessee further agrees and understands that breach of any or all of the above cited non-discrimination evidence shall be cause for the County of Eau Claire to declare the Lease or contract to be null and void and to re-enter and repossess the premises, to the exclusion and expulsion of the Lessee.
27. **Notices.** Notices required or deemed advisable under this Agreement shall be placed in writing and delivered personally or by registered or certified mail upon the Lessor to: Airport Manager, Chippewa Valley Regional Airport, 3800 Starr Avenue, Eau Claire, Wisconsin, 54703; and upon the Lessee to: Wing Commander, Wisconsin Civil Air Patrol Wisconsin Headquarters, Dept. of Military Affairs Bldg., 2400 Wright Street, Madison, WI 53704-2572.
28. **Waiver of Breaches.** No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.
29. **Binding upon Successors and Assigns.** Any reference to the rights or provisions or obligations of the Lessor and the Lessee as applied to this Lease shall be binding upon successors and assigns of the Lessor and the Lessee.
30. **Section Headings.** The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
31. **Modification to Agreement.** There shall be no modifications to this Agreement, except in writing, signed by both parties.
32. **Savings Clause.** In the event that any provisions of this Lease shall be held invalid or unenforceable, no other provision of this Lease shall be affected by such holding, and all of the remaining provisions of this Lease shall continue in full force and effect pursuant to the terms hereof.

33. **Integration of Agreement.** The entire agreement of the parties is contained herein, and this Agreement supersedes all previous agreements, where written or oral and all negotiations as well as any previous agreements presently in effect between the Lessee and the County relating to the subject matter.

**MAKE & MODEL OF AIRCRAFT TO BE STORED:** Cessna 182

**AIRCRAFT REGISTRATION NUMBER:** \_\_\_\_\_

**NAME OF INSURANCE COMPANY:** \_\_\_\_\_

**ADDRESS OF INSURANCE COMPANY:** \_\_\_\_\_

**EFFECTIVE DATE OF COVERAGE:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

Both parties hereto having read and understood the entirety of this Lease consisting of six (6) typewritten pages hereby affix their duly authorized signatures.

**CHIPPEWA VALLEY REGIONAL  
AIRPORT COMMISSION (LESSOR):**

**CIVIL AIR PATROL  
(LESSEE):**

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

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

Name (Typed): Charity Speich

Name (Typed): Colonel Clarence Peters

Title (Typed): Airport Manager

Title (Typed): Wing Commander

Chippewa Valley Regional Airport

Wisconsin Civil Air Patrol Headquarters

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

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