

AGENDA
Chippewa Valley Regional Airport Commission
Friday, November 20, 2015, 7:30 a.m.
Duax Commission 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. **October 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**
 - **Small Community Air Service Grant Update**
 - **FAA Certification Inspection**
 - **Airport Commission Winter Gathering**
 - 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 1. **Discussion/Action**
 - c. **Project Summary – Mead & Hunt**
 - **AIP 37 ALP Update**
 - **Taxiway C Reconstruction**
 - **T-Hangar Construction**
 - **South Hangar Area Taxilane Design**
 - **Tower Equipment Replacement**
 - 1. **Discussion/Action**

- 8. Previous Business:**
 - a. Revision to Airport Land Lease Guidelines**
 - 1. Discussion/Action**
- 9. New Business:**
 - a. Approval of Utility Easement for AT&T**
 - 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.

MINUTES

Chippewa Valley Regional Airport Commission
Friday, October 16th, 2015, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, David Frederikson, Chuck Hull, John Manydeeds and Barry Wells

MEMBERS ABSENT: Bill Hilgedick

OTHERS PRESENT: Christian Perreault-Explorer Solutions, Jeff Husby-Hawthorne Aviation, Matt Wagner & Amy Michels-Mead & Hunt, Jim Olson, Charity Speich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Wall-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Chuck Hull, John Manydeeds and Barry Wells were present
4. **Approval of Minutes**
 - a. **September 17th, 2015 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the September 17th, 2015 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 - The Bartingale invoice is for the annual preventative maintenance of the boilers in the K-Row. This inspection found that the boilers in Hangars K1 and K3 were in need of replacement. The Airport received 3 quotes for replacement and will be ordering from Bartingale and proceeding with the installation soon. The anticipated cost is \$2,500 per boiler.
 - The Lake Superior College invoice is for the initial ARFF Training for the new maintenance technician, Wil Ramey.
 - The Simplex invoices are for the Annual Fire Alarm and Sprinkler inspections at the terminal and in the tower.
 - The Wisconsin Aviation Hall of Fame invoice is for the sponsorship of Darrel Gibson's induction into the Hall of Fame.

On a motion by Com. Frederikson, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 6-Nayes 0)

b. Key Indicators

- **Airline Operations**

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

- **Tower Operations**

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

c. Hangar Occupancy

There is one T-Hangar available for rent. All box hangars are currently rented. There is a waiting list of six individuals for south facing hangers.

6. Public Comment Period: No comment.

7. Operational Matters

a. Airport Operations Report

- **Small Community Air Service Grant Update:** The Airport Director requested information from Sixel Consulting regarding details for the ads and marketing work being reimbursed under the SCASD grant. Sixel provided sample questions from the community meetings and surveys, fliers and advertisements.
- **Eau Claire Chamber Business Expo:** The Airport Director reminded the commission of the event scheduled for October 20th and invited them to attend or volunteer at the CVRA booth if they're available to do so.
- **Update on Status of Car Rental RFP and Lease Agreements:** The Airport Director indicated that the RFP was completed and that (3) Car Rental Companies will be onsite January 2016. Enterprise had the highest bid for the minimum monthly guarantee, Hertz was second and Avis/Budget was third. The high bidder gets the first choice for counter location and parking space locations.
- **FAA Certification Inspection:** The Airport Director noted that the annual inspection will be November 2nd & 3rd.
- **Restaurant Update:** The Airport Director notified the Commission that there have been several showings of the Restaurant space in the last month and that there is continued interest.

b. Airport Strategic Plan Update/Operational Review

There were no updates for the Strategic Plan or the Operational Review.

c. Project Summary

Matt Wagner from Mead & Hunt discussed work on the ALP update. They are taking all of the projects identified in the Master Plan and putting that into motion with the FAA and Bureau of Aeronautics to plan a strategy for completion.

The Twy C reconstruction project will be granted discretionary funding and the construction is slated for 2016.

The T-hangar construction and South Hangar Area Taxilane Design was reviewed with plans and maps being provided. The overview showing the design schematics outlines a storage unit and 5 units on the east side of the building, 5 units on the west side of the building and an ADA approved restroom on the south end of the building. The Commissioners inquired about changing the storage unit configuration, but ultimately decided to keep the plans as they were. The suggested

use of translucent paneling on the upper portions of the hangars doors was approved along with adding roof vents to eliminate a potential condensation issue. The door and hangar sizes were reviewed as were the style of doors and openers. The Commissioners agreed to the preliminary cost estimates and layout.

Mead & Hunt continues work on the Tower Equipment Replacement. They are working on negotiating final design and construction administration contract with the Bureau of Aeronautics.

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 Airport Development Committee Recommendation for Niche Clusters***

On a motion by Com. Manydeeds, seconded by Com. Wells, the Commission entered into closed session at 8:17am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Frederikson, Hull, Manydeeds and Wells. Nays: None.

The Commission reconvened in open session at 9:17am.

Commissioners reported in open session that they approved the Airport Development Committee’s Recommendation for the Niche Cluster and the Phase II contract with Explorer Solutions.

9. New Business:

- a. **Approval of Successor Airline Terminal Lease Agreement with SkyWest Airlines:**

The Airport Director noted that the current SkyWest lease is due for renewal 2/28/16. The new lease includes 3% annual increases in rent and landing fees. Additional terms of the 2-year lease were discussed.

On a motion by Com. Wells, seconded by Com. Francis, the Airline Terminal Lease Agreement with SkyWest Airlines was approved as submitted. (Ayes 6-Nays 0)

- b. **Jim Olson Land Lease Request:**

Jim Olson previously held a land lease for hangar J3 in the north hangar area. Hangar J3 blew down a few years ago and was not rebuilt. Mr. Olson spoke with Com. Bowe and the Airport Director about options for rebuilding including the south hangar area. Mr. Olson preferred construction in the former location in the north hangar area as the pad was still in place from the previous hangar.

The current land lease guidelines require any new hangar construction occur in the south hangar area. However, this is a unique circumstance because it is the only location on the north side where a pad for a hangar already exists. A provision was added to the lease agreement to require Mr. Olson to relocate his hangar within 120 days if the airport should need the space for any other reason. Commissioners also

discussed adding this provision to the land lease guidelines for any lease extensions or renewals in the north hangar area.

On a motion by Com. Wells, seconded by Com. Manydeeds, the Land Lease Request was approved as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items:

Com. Francis recommended getting pricing for adding a timer to the heating system in the Jet Bridge so that the temperature would maintain throughout the winter and summer months without needing to be manually turned off/on.

11. Set Future Meeting Dates and Times:

The next Commission Meeting is scheduled for Friday, November 20th, 2015 at 7:30am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 9:21 a.m.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Barry Wells, Acting Secretary

October vouchers for approval November 20, 2015

Anderson Automotive	Repair of water pump on yellow pickup truck	53610-241	119.14
City of Eau Claire	Water/Storm Sewer Charges - Q3 - Terminal	53610-221	12,390.75
City of Eau Claire	Water/Storm Sewer Charges - Q3 - Tower	53615-221	224.90
Eau Claire County Highway Dept	Motor oil for Diesel vehicles	53610-241	492.29
Eau Claire Press Company	Leader Telegram Online advertising - October	53610-327-001	666.00
Explorer Solutions	Phase II Airport Strategic Plan, 1st installment	53610-200	8,928.57
Farrell Equipment	Concrete patch for Airfield pavement repairs	53610-246	406.45
Fireline Sprinkler	Time & material to replace (1) sprinkler head in terminal	53610-248	220.00
G&K Services	Uniforms	53610-137	60.44
G&K Services	Bags & Towels	53610-298	9.60
Genesis Lamp	Airfield and windsock lights	53610-246	595.92
Gold Cross Answering Service	36 calls/4 emails	53610-225	44.49
Halliday Technologies	Annual calibration & maintenance of HTI's RT3 equipment	53610-246	2,628.97
Houck Transit	October Bus Advertising	53610-327	125.00
L.F. George (d.b.a. Bobcat Plus)	Filters for Toolcat	53610-241	200.80
Lamar Companies	Digital Billboard ads in Chetek & Thorp	53610-327-001	1,075.00
Leader Telegram	1 year subscription,	53610-320	273.81
Marco Aviation - Tim Callahan	Refund for pre-paid hangar rent on cancelled lease	46340-000-576	1,228.93
Mead & Hunt	Professional services 10-unit T-hangar, Sept	53610-820	12,003.13
Mid-West Family Broadcasting	Oct Radio Advertising, WAXX = 7 ads, WIAL - 36 ads	53610-327-001	1,231.00
Oshkosh Corp	P19 Fire Truck Parts	53610-241	80.87
Sherwin Williams	Airfield painting supplies & repairs to painting equipment	53610-246	575.48
Simplex Grinnell	Wet sprinkler test in Tower	53615-248	484.20
Sixel	Monthly retainer SCASD; Nov.	53610-327-001	4,000.00
Spectrum Reach (Charter)	Production and online advertising	53610-327-001	880.00
Spectrum Reach (Charter)	TV ads, (2) spots during 9/28 Packer game	53610-327-001	230.00
Staples	Toner for fire station printer & wireless mouse	53610-310	75.48
Viking Electric	Lighting ballast for terminal	53610-248	17.58
Viking Electric	(2) 12"x12" covers for earth ground junction boxes	53615-248	142.64
Xcel Energy	Terminal Gas/Electric - September 2015	53610-222/224	7,876.15
Xcel Energy	ATC Gas/Electric - September 2015	53615-222/224	1,700.55
Winter Equipment Company	Snow plow truck equipment, Curb Runner	53610-246	188.47
YP	Directory Advertising 10/15-9/16	53610-225	234.00
Xcel Energy	Terminal Gas/Electric - October 2015	53610-222/224	\$6,828.69
Xcel Energy	ATC Gas/Electric - October 2015	53615-222/224	\$1,325.92

TOTAL \$67,565.22

Chippewa Valley Regional Airport

2015 BUDGET COMPARISON Estimated October 31, 2015

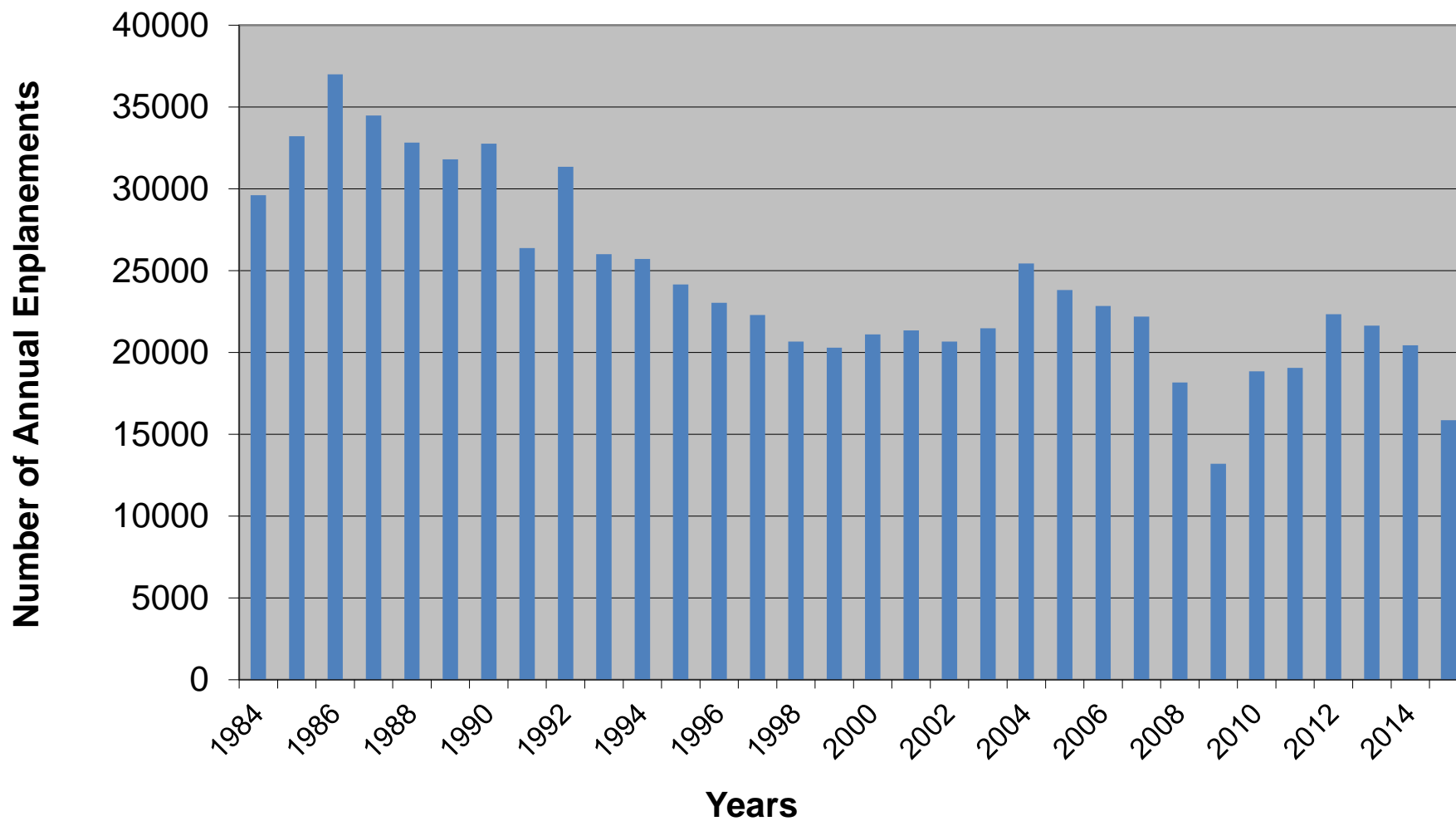
#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 10/31/15 (83.33%)	Variance YTD	Balance Remaining For Year
Income			83.33%			
41110	Contrib From Eau Claire Cty	\$391,167	\$325,972.50	\$325,972.50	\$0.00	\$65,194.50
47330	Contrib From Chippewa Cty	\$127,704	\$106,420.00	\$127,704.00	\$21,284.00	\$0.00
Sub-Total Tax Revenue		\$518,871	\$432,392.50	\$453,676.50	\$21,284.00	\$65,194.50
46340-571	Advertising	\$5,000	\$4,166.67	\$5,259.48	\$1,092.81	(\$259.48)
46340-572	Air Terminal	\$108,724	\$90,603.33	\$98,700.79	\$8,097.46	\$10,023.21
46340-573	FAA	\$12,160	\$10,133.30	\$9,119.97	(\$1,013.33)	\$3,039.99
46340-574	FBO	\$128,839	\$107,365.83	\$109,743.97	\$2,378.14	\$19,095.03
43640-575	Fuel Flowage	\$107,500	\$89,583.33	\$115,944.80	\$26,361.47	(\$8,444.80)
46340-576	Hangars	\$133,436	\$111,196.67	\$109,879.63	(\$1,317.04)	\$23,556.37
46340-577	Landing	\$44,700	\$37,250.00	\$35,229.76	(\$2,020.24)	\$9,470.24
43640-578	Parking	\$155,000	\$129,166.67	\$115,329.34	(\$13,837.33)	\$39,670.66
46340-579	Rental Cars	\$90,000	\$75,000.00	\$73,441.76	(\$1,558.24)	\$16,558.24
46340-580	Restaurant	\$22,360	\$18,633.33	\$0.00	(\$18,633.33)	\$22,360.00
46340-581	Tie Downs	\$144	\$120.00	\$180.00	\$60.00	(\$36.00)
46340-583	Utility Revs	\$7,000	\$5,833.33	\$5,531.94	(\$301.39)	\$1,468.06
46340-584	Land Lease Revs	\$27,000	\$22,500.00	\$26,507.06	\$4,007.06	\$492.94
46340-586	Vehicle Fuel Reimbursement	\$25,000	\$20,833.33	\$10,035.13	(\$10,798.20)	\$14,964.87
Sub-Total Operating Revenue		\$866,863	\$722,385.80	\$714,903.63	(\$7,482.17)	\$151,959.33
Sub-Total Taxes and Operating Rev.		\$1,385,734	\$1,154,778.30	\$1,168,580.13	\$13,801.83	\$217,153.83
46340-601	Other Revenue	\$5,000	\$4,166.67	\$21,230.37	\$17,063.70	(\$16,230.37)
46340-582	PFC	\$89,995	\$74,995.83	\$59,739.00	(\$15,256.83)	\$30,256.00
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	\$125,000.00	\$20,082.28	(\$104,917.72)	\$129,917.72
49210	Transfer Fr. Gen'l Fund	\$0	\$0.00	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$366,252	\$305,210.00	\$0.00	(\$305,210.00)	\$366,252.00
Sub-Total Other Revenue		\$611,247	\$509,372.50	\$101,051.65	(\$408,320.85)	\$510,195.35
TOTAL INCOME		\$1,996,981	\$1,664,150.80	\$1,269,631.78	(\$394,519.02)	\$727,349.18
Expenses						
53610-111	Salary Perm-Regular	\$308,206	\$256,838.33	\$235,660.30	(\$21,178.03)	\$72,545.70
-112	Salary Perm-OT	\$17,000	\$14,166.67	\$4,368.45	(\$9,798.22)	\$12,631.55
-120	Health Ins Incentive	\$600	\$500.00	\$1,000.00	\$500.00	(\$400.00)
-121	Salary Temp Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-137	Clothing Allowance	\$2,200	\$1,833.33	\$1,259.74	(\$573.59)	\$940.26
-141	Board & Comm Per Diem	\$4,500	\$3,750.00	\$2,625.00	(\$1,125.00)	\$1,875.00
-142	Cnty Brd & Comm Mile	\$800	\$666.67	\$457.98	(\$208.69)	\$342.02
-151	Social Security	\$24,878	\$20,731.67	\$17,828.33	(\$2,903.34)	\$7,049.67
-152	Retirement Emplr Share	\$22,114	\$18,428.33	\$14,752.50	(\$3,675.83)	\$7,361.50
-154	Hos & Health Ins	\$73,065	\$60,887.50	\$55,577.68	(\$5,309.82)	\$17,487.32
-155	Life Insurance	\$140	\$116.67	\$53.93	(\$62.74)	\$86.07
-158	Unemployment Comp	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$0	\$0.00	\$63,928.57	\$63,928.57	(\$63,928.57)
-212	Attorney Fees	\$7,000	\$5,833.33	\$3,483.50	(\$2,349.83)	\$3,516.50
-213	Accounting & Audit	\$3,500	\$2,916.67	\$2,200.00	(\$716.67)	\$1,300.00
-221	Water & Sewer	\$56,650	\$47,208.33	\$34,307.50	(\$12,900.83)	\$22,342.50
-222	Electric	\$85,862	\$71,551.67	\$61,607.93	(\$9,943.74)	\$24,254.07
-224	Gas & Fuel Oil	\$41,200	\$34,333.33	\$19,760.74	(\$14,572.59)	\$21,439.26
-225	Telephone & Telegraph	\$4,000	\$3,333.33	\$3,130.75	(\$202.58)	\$869.25
-227	Dataline/Internet	\$1,000	\$833.33	\$500.00	(\$333.33)	\$500.00
-241	Motor Vehicle Maint	\$12,000	\$10,000.00	\$4,498.95	(\$5,501.05)	\$7,501.05
-246	Grounds Maint	\$35,175	\$29,312.50	\$27,158.58	(\$2,153.92)	\$8,016.42
-248	Building Maint	\$25,000	\$20,833.33	\$23,061.88	\$2,228.55	\$1,938.12
-249	Service on Machines	\$500	\$416.67	\$0.00	(\$416.67)	\$500.00
-297	Refuse Collection	\$1,024	\$853.33	\$1,062.60	\$209.27	(\$38.60)
-298	Laundry Services	\$115	\$95.83	\$135.60	\$39.77	(\$20.60)
-299	Sundry Contract Services	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-310	Office Supplies	\$500	\$416.67	\$805.98	\$389.31	(\$305.98)
-311	Postage and Box Rent	\$600	\$500.00	\$539.52	\$39.52	\$60.48

#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 10/31/15 (83.33%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$600	\$500.00	\$435.54	(\$64.46)	\$164.46
-320	Ref Materials	\$500	\$416.67	\$514.81	\$98.14	(\$14.81)
-321	Publish Legal Notices	\$200	\$166.67	\$0.00	(\$166.67)	\$200.00
-324	Membership Dues	\$4,000	\$3,333.33	\$3,155.70	(\$177.63)	\$844.30
-327	Marketing	\$35,000	\$29,166.67	\$26,748.46	(\$2,418.21)	\$8,251.54
-327-001	Marketing Grant Expense	\$150,000	\$125,000.00	\$48,217.67	(\$76,782.33)	\$101,782.33
-328	Airline Recruitment	\$20,000	\$16,666.67	\$8,279.01	(\$8,387.66)	\$11,720.99
-330	Travel Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$9,500	\$7,916.67	\$7,438.50	(\$478.17)	\$2,061.50
-366	Fire fight supplies	\$4,500	\$3,750.00	\$0.00	(\$3,750.00)	\$4,500.00
-377	Vehicle Fuel	\$60,000	\$50,000.00	\$17,118.07	(\$32,881.93)	\$42,881.93
-510	Insurance	\$36,000	\$30,000.00	\$10,028.76	(\$19,971.24)	\$25,971.24
-615	Special Assessment	\$0	\$0.00	\$30,835.68	\$30,835.68	(\$30,835.68)
-813	Office Equipment	\$3,000	\$2,500.00	\$308.79	(\$2,191.21)	\$2,691.21
	Sub-Total Operating Expense	\$1,050,929.00	\$875,774.17	\$732,847.00	(\$142,927.17)	\$318,082.00
53615-200	ATCT Contractual Services-Sta	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,000	\$833.33	\$679.45	(\$153.88)	\$320.55
-222	ATCT Electricity	\$15,480	\$12,900.00	\$11,837.91	(\$1,062.09)	\$3,642.09
-224	ATCT Gas & Fuel Oil	\$5,000	\$4,166.67	\$1,982.60	(\$2,184.07)	\$3,017.40
-225	ATCT Telephone	\$1,500	\$1,250.00	\$895.38	(\$354.62)	\$604.62
-248	ATCT Building Maintenance	\$15,000	\$12,500.00	\$11,578.72	(\$921.28)	\$3,421.28
	Sub-Total Tower Expense	\$37,980	\$31,650.00	\$26,974.06	(\$4,675.94)	\$11,005.94
53610-810	Capital Equipment	\$56,979	\$47,482.50	\$39,334.67	(\$8,147.83)	\$17,644.33
-820	Capital Improvement	\$697,164	\$580,970.00	\$66,223.08	(\$514,746.92)	\$630,940.92
-829	Other Capital Improvement	\$30,000	\$25,000.00	\$5,740.00	(\$19,260.00)	\$24,260.00
58100-613	Principal/Trust Fund	\$87,343	\$72,785.83	\$87,343.45	\$14,557.62	(\$0.45)
58200-613	Interest/Trust Fund	\$36,586	\$30,488.33	\$36,585.96	\$6,097.63	\$0.04
	Sub-Total Capital Expense	\$908,072	\$756,726.67	\$235,227.16	(\$521,499.51)	\$672,844.84
	TOTAL EXPENSE	\$1,996,981	\$1,664,150.83	\$995,048.22		\$1,001,932.78
	NET OPERATING INCOME	\$0	(\$0)	\$274,583.56		(\$274,583.60)

Chippewa Valley Regional Airport
Traffic Statistics
 October 2015

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2015	2014		2015	2014	
UNITED Enplaned	1634	1550	5%	13993	15606	-10%
CHARTERS Enplaned				<u>1864</u>	<u>1728</u>	8%
Total Enplaned				15857	17334	-9%
UNITED Deplaned	1771	1402	26%	13998	15231	-8%
CHARTERS Deplaned				<u>1864</u>	<u>1728</u>	8%
Total Deplaned				15862	16959	-6%
Total Enplaned/Deplaned	3405	2952	15%	31719	34293	-8%
<i>UNITED PERFORMANCE</i>	2015	2014		2015	2014	
Scheduled Flights/Landings	63	63	0%	610	611	0%
Canceled Flights						
Xnld for Wx	0	5		20	49	
Xnld for Mx	0	0		2	6	
<u>Xnld Other</u>	<u>0</u>	<u>1</u>		<u>2</u>	<u>8</u>	
Total	0	6	-100%	24	63	-62%
Total Landings	63	57	11%	586	548	7%
Completion Factor	100%	90%		96%	90%	
OnTime %	56%	60%		58%	63%	

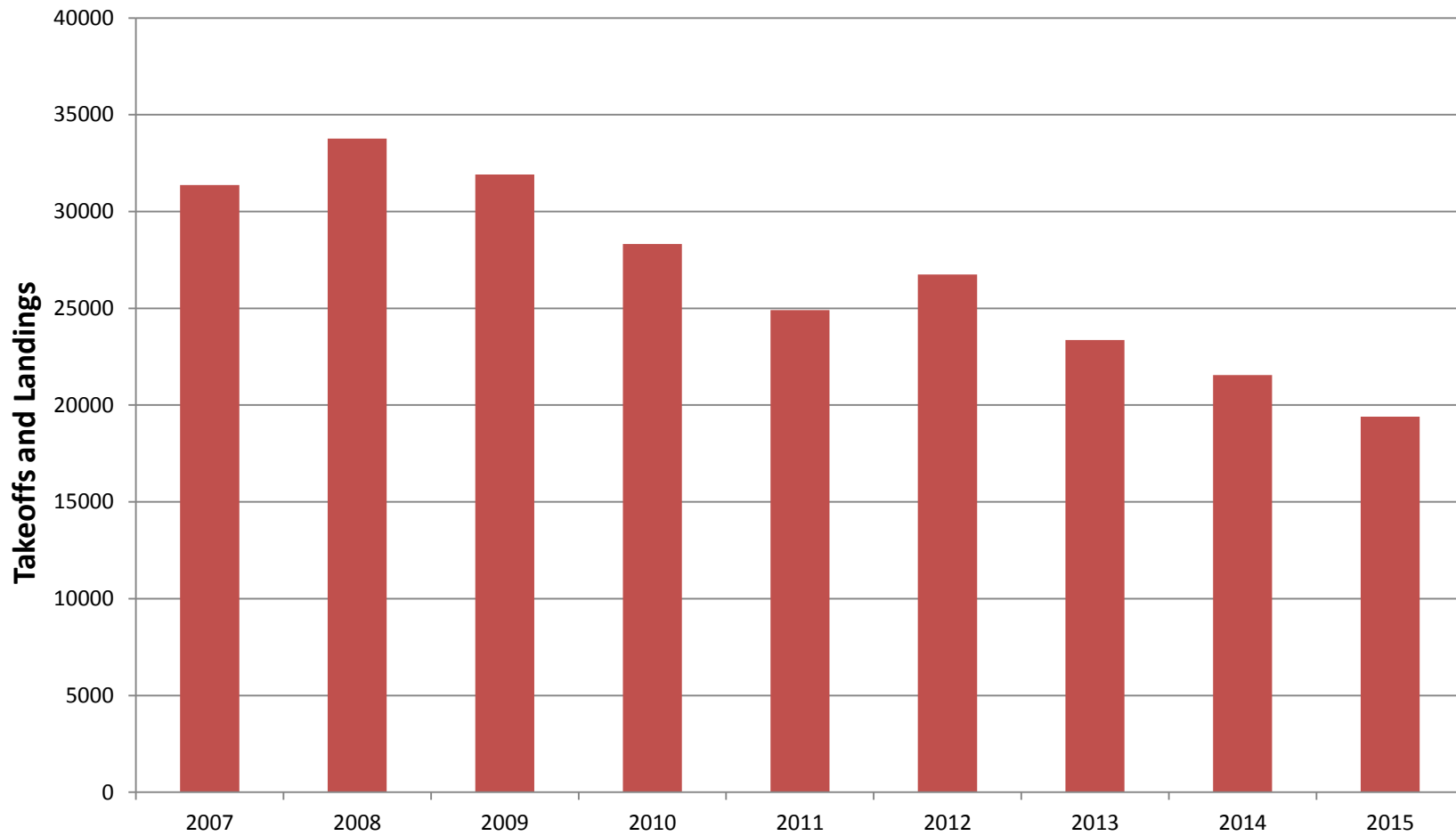
Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 October 2015

		Month		% Diff.	Year to date		% Diff.
		2015	2014		2015	2014	
Itinerant	Air Carrier	2	2	0%	26	32	-19%
	Commuter/ Air Taxi	244	175	39%	2255	1708	32%
	GA	1397	1318	6%	12475	12566	-1%
	Military	17	35	-51%	344	383	-10%
Local	GA	622	366	70%	4220	4036	5%
	Military	<u>6</u>	<u>2</u>	200%	<u>78</u>	<u>114</u>	-32%
TOTAL		2288	1898	21%	19398	18839	3%

Annual Air Traffic Control Tower Operations



Promotional Activities

Contest #1:

Prize Package:

- Roundtrip airfare for 2 from EAU-ORD departing on 12/10 and returning 12/12
- Two night hotel stay in Chicago courtesy of Chicago CVB or United Vacations
- One pair of tickets to the Brett Eldredge concert on 12/11
- Free Parking at the Chippewa Valley Regional Airport (as needed)

Contest Partners:

- Skywest Airlines
- Chicago CVB
- United Vacations
- Midwest Family Broadcasting

Overview:

Participants will be asked to like and follow the Chippewa Valley Regional Airport on social media (FB) for the official hour to call in to WAXX in order to be entered as a qualifier. This will continue throughout the contest and be promoted through live, on air reads during all day parts, :15 and :30 recorded promos, and email blasts. The on December 3rd, the grand prize winner will be randomly drawn and announced during the 8 am hour on WAXX.

Draft EAU One Sheet Hand Out



Chippewa Valley Regional Airport offers convenient one stop connections through Chicago to more than 124 destinations worldwide.



EAU-CHICAGO-ANYWHERE

Current Flight Schedule

From EAU to ORD

UA 5295	6:00 a.m.	7:21 a.m.
UA 5311	2:17 p.m.	3:38 p.m.

From ORD to EAU

UA 5313	12:27 p.m.	1:47 p.m.
UA 5413	7:34 p.m.	8:54 p.m.

Why waste time and money?

Fly Chippewa Valley Regional Airport and enjoy the hassle free experience for yourself.

- Close in parking
- Quick, stress free security lines
- No need to drive



Making business travel more rewarding



United offers one of the most extensive networks in the world.



United PerksPlus awards your company with valuable points, providing the choice of two options to earn points every time your business travelers choose qualifying United, United Express or Participating flights:

- Book travel for your eligible company travelers through your travel agency partner, with your assigned unique company designator (Tour Code).
- Book travel at united.com or via United Reservations for your company's registered individual MileagePlus travelers.

Community and Corporate Outreach Activities

<u>Name</u>	<u>Business</u>	
Anne Hargrave-Thomas	OakLeaf Surgical Hospital	**Submitted information for dispersement to Physicians and staff
Amanda Olson	Xcel Energy	
Bonnie Phillips	Home Helpers & Direct Link	
Steve Dickoff	Marshfield Clinic-West District	
Cathy Marohl	City of Eau Claire, WI	
Wendy Kado	Silver Spring Foods, Inc.	**Submitted information for dispersement to employees/clients
Greg Haselwander	Haselwander Companies	
Mark Rowan	CDK-Global Inc.	
Gretchen Hudacek	Associated Bank	
Jeanny House	Co Active Coach	
Andy Neborak	Eau Claire Express	
Evlyn Carlisle	Simple Office Solutions	
Joel Buttel	Spectrum/Charter	
Bob McCoy	EAU Chamber	**Submitted morning flight information for newsletter update
Mike Jordan	CF Chamber	
Michele Wagener	Travel Leaders	
Denise Patricka	Higgins Travel	
Jerilyn Sahr	Chippewa County EDC	
Jackie Boos	Visit Eau Claire	
Neil Hodorowski	Volume One	
Frank Draxler	Eau Claire County	
	University of WI-EAU	**Ongoing
	University of WI-Stout	**Ongoing
	University of WI-ROTC	**Ongoing
	Military Contact for Basic Training Travel	**Ongoing

Feedback from On-site Meetings 9/23 and 9/24

1. Business one was extremely forthcoming with her hesitancy to use EAU, but her desire to do so to support the community.
 - a. Follow ups: Interested in private charter Information.
 - i. Information such as copy for inclusion on their website.
 - ii. Information such as copy for inclusion in their business newsletter.
2. Business two involved speaking with four travel coordinators for the company. The take away here was the education on the return of the early morning flight and disseminating that information to the public needs to be done ASAP. Very little is known about this.
 - a. Follow ups: Connect with United and make them aware of the company's preferred airline into Denver. Perhaps United sales rep can reach out and speak with travel coordinators to offer status match or other incentives to fly United into DEN.
3. Business three travels to regional conferences and prefers to fly EAU. It is a growing business with large territory. It is a franchise and the hdqtrs is in Cincinnati, OH. Occasionally, MKE/ORD is the middle ground for meetings with franchise holders.
 - a. Follow ups: None. Very supportive of EAU, but would like Airport to know Vending Machine is often unreliable in the airport.
4. Business four acknowledged their physicians are very interested in the international capability of ORD. Tries to fly potential physicians into EAU whenever they can. At least 50 visits per year by potential physicians in the district alone. He uses a travel agency in Stevens Point, WI under the "travel guard" platform for booking.
 - a. Follow ups: Discuss with company the other staff movements in general.
5. Business five has a Travel Policy and will work to send SCG an electronic copy. They book online vs. through an agency. The entity encourages individuals to use EAU because when you land you're home. EAU is also included in economic development information that is distributed to potential businesses.
 - a. Follow ups: Obtain copy of travel policy
6. Business six is a large manufacturer and producer used to frequent travel with both sales reps going out and potential customers/clients coming in to EAU. The company prefers to fly EAU, but was not aware the morning flight times switched back. No real cargo opportunity, but plenty of travel to PHL after acquiring new facility in Dublin, PA. They book directly online for themselves, and were interested in UA small business programs. Informed them of corporate parking programs and offered assistance with a travel policy if it made sense.
 - a. Follow ups: Send private charter Information.
 - i. Information such as copy for inclusion on their website (SCG)
 - ii. Information such as copy for inclusion in their newsletter (SCG)
7. Business seven takes 60 flights annually all across the country. He mainly uses CWA because of options, but would like to use EAU more. Informed him of corporate parking programs, small business programs with UA, and asked if would be interested in Mileage incentive programs airport could potentially do to lure customers back into trying EAU. He is interested in the UA PassPlus program allowing last minute travel from a bank of miles reducing cost of travel overall.
8. Business eight- (off the meeting schedule) - Not able to speak to them directly, but learned a great deal about their business, fares, how they price, etc....
9. Business nine is a strong advocate for EAU. Travels significantly internationally and loves ORD. He is a UA loyalist, but biggest concern is lack of food choices once at the airport. Contacted UW-Stout about interest in running CVRA restaurant as part of a hospitality program in

conjunction with UW-EAU. They were going to contact Charity directly. His other concern is the parking station does NOT take Am Ex which many business travelers utilize.

- a. Follow ups: Use information about restaurant potential to contact UW-Stout & EAU
 - i. See what it would take to be able to use Am Ex...
- 10. Business ten wasn't interested in speaking this time but interested in ways to get EAU top of mind for her agents and travelers.
- 11. Additional email correspondence with five businesses of varying industries to ascertain their level of satisfaction with the Airport and United. Educated them, when appropriate on small business programs that United offers.

<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-15	<p>- Fuel flowage fees and landing fees were found to be consistent with other airports surveyed and no changes were recommended.</p> <p>- 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.</p> <p>- Tower radios and other equipment is in need of upgrade and cab shades need replacement. Both are included in the 2015 budget.</p>
Landing Fees	Annual	Jul-15	
Terminal Parking Fees and Maintenance	Annual	Jul-15	
Public Parking Surfaces and Roads	Annual	Jul-15	
Tower Facilities Maintenance	Annual	Jul-15	
New Tenant Development	Annual	Aug-15	<p>- We are currently working with Sixel Consulting on marketing and community outreach efforts through the Small Community Air Service Development grant to grow air service. We periodically reach out and make presentations to Allegiant Airlines. They are interested in the marketing but have chosen not to pursue it thus far.</p> <p>- The current focus on aviation and non-aviation business development is with the Explorer Solutions contract. A presentation on three niche clusters will be made at the September airport commission meeting. Work also continues on City/County zoning for future non-avit development.</p> <p>- A contract has been approved for design of a new 10 stall t-hangar on the south side of the airport. Construction is expected to begin next Spring. Consideration should also be given to future new box hangar construction.</p>
Airline			
Aviation Business			
Non-Aviation Business			
Hangars			
FBO Lease and Maintenance	Annual	Sep-15	FBO leases/facilities were reviewed and no changes recommended.
FBO Facilities			
Hangar Leases and Maintenance	Annual	Nov-15	No changes were recommended in 2014 review by the Commission.
T-Hangars			
Box Hangars			
New hangar Development			
Review Land Lease Guidelines			
Review South Hangar Area Incentive			

CHIPPEWA VALLEY REGIONAL AIRPORT COMMISSION
South Hangar Area Development Incentive

Adopted July 19, 2013

The Chippewa Valley Regional Airport Commission wishes to encourage private hangar development in the South Hangar Area at the Airport. As such, they have created an incentive policy for private hangar development in that area. The incentive is as follows:

- The first five private hangar tenants who sign a lease agreement for hangar construction shall receive the first five years of their land lease at no cost.
- This incentive applies regardless of the size of hangar as long as the hangar meets the Airport's long term development goals for the South Hangar Area.
- The land lease rate for year 6 of the lease shall be based on the current rate in the initial year of construction plus CPI adjustments for the first five years of the lease agreement.

CHIPPEWA VALLEY REGIONAL AIRPORT COMMISSION LAND LEASE GUIDELINES

*Final 7-17-08
Rev. 1 11-20-15*

CVRA encourages private development of hangars and aviation related facilities on the airport property and will endeavor to support such development, consistent with the Airport's operational objectives. Any exceptions to these guidelines may be considered by the airport commission.

Land Lease Guidelines

In accordance with the Airport long-term objectives, it is desired that all new private hangars be constructed in the south development area. In the event that a lease is granted for a new or existing (including renewals or extensions) hangar in the north hangar area, the lease shall include the following provision:

Lessor at its sole discretion, 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 Lessee agrees to remove all buildings at no cost to the Lessor within 120 days of receiving notice from Lessor. Lessee understands that this Agreement is subordinate to provisions and requirements of any existing and future agreements between the Lessor and the United States relative to the development, operation or maintenance of the Airport.

New Construction of Privately Owned Hangars

- Must meet minimum standards and construction guidelines as established by the airport commission.
- Land Lease Rates are established annually by the airport commission and shall be used for determining the base rent of any new land lease.
- Each Lease shall provide for periodic adjustments as established from time to time by the airport commission. The basis for the adjustment shall be clearly defined within the lease, in accordance with the guideline in place at the time the lease is negotiated and agreed upon.
- All Land Leases shall be "Triple Net Leases" – tenants are responsible for utility, insurance, taxes, and related costs directly associated with site leased.
- Private Hanger Owners pay:
 - Blacktop from taxiway to hanger
 - Prorated share of all utility and infrastructure cost, not funded by FAA
- Term of Lease shall not exceed 40 years. Tenants will be encouraged to sign a 20 year lease with an option for a sufficient duration for the amortization of the investment, not to exceed 20 years.

- Tenants are required to pay for all associated utility and applicable infrastructure cost of utility installation in advance of construction or remodel of an existing facility.
- Leases are transferable and assignable provided notice is given to the Airport Manager prior to the sale of any hangar
- Lease rates and adjustments as set forth in the lease are continued upon sale of hangar if the original lease is transferred.
- Building rent is based on building footprint total square footage area plus parking area if additional parking area is designated in the lease agreement.
- Hangers must be used primarily for aircraft storage and other use shall not conflict with airport policies.
- Hangars are encouraged to be used for aeronautical purposes.
- Hangers may not be used for the storage of aircraft owned by someone other than the hangar owner unless the storage is free of charge or prior approval is given by the Airport Manager.
- The Lessee may not remove any structure or facility located on the leased premises. It is the intent of the commission to obtain ownership of the hangar at the end of the lease period.

Land Leases on Existing Privately-Owned Hangers

- Existing Land Lease terms shall be honored through the termination date of each lease.
- If permitted by the existing lease, leases may be transferred or assigned, provided notice is given to the Airport Manager prior to the sale of any hangar.
- Lease rates and adjustments shall be determined by the terms set forth in the existing lease.
- New Owners will be subject to the existing lease terms and conditions, and all applicable airport or FAA regulations.
- Requests for any alterations to existing leases are subject to the discretion of the airport manager with approval of the Airport Commission. Any alteration of the existing lease shall require the leaseholder to sign a new lease agreement reflecting current land lease practices as approved by the Commission.
- Hangers may not be used for the storage of aircraft owned by someone other than the hangar owner unless the storage is free of charge or prior approval is given by the Airport Manager.
- The Lessee may not remove any structure or facility located on the leased premises, [except when the airport requires hangar relocation prior to the end of the term of the lease.](#) It is the intent of the commission to obtain ownership of the hangar at the end of the lease period.

AT&T - WISCONSIN GENERAL EASEMENT

DOCUMENT NUMBER

UT # Ease # R/W #

For a valuable consideration of one dollar (\$1.00), receipt of which is hereby acknowledged, the undersigned (Grantor) hereby grant and convey to Wisconsin Bell, Inc. d/b/a AT&T - Wisconsin, a Wisconsin Corporation, and its affiliates and licensees, successors and assigns (collectively "Grantees") an easement in, under, over, upon and across the Easement Area (described below), for the purposes of and in order to construct, reconstruct, modify, supplement, maintain, operate and/or remove facilities for the transmission of signals used in the provision of communication, video and/or information services and/or any other services or uses for which such facilities may be used including, but not limited to cables, wires, pedestals or other above-ground cable or wire enclosures, marker posts and signs, support pads and other related or useful equipment, fixtures, appurtenances and facilities, together with the right to have commercial electrical service extended across the Property (described below) and Easement Area to provide service to such facilities and the right of ingress and egress across the Property and the Easement Area for the purpose of access to and use of the easement granted herein.

RETURN ADDRESS:
Matthew D. Grimm
AT&T - Wisconsin
2005 Pewaukee Rd.
Waukesha, WI 53188

PARCEL NUMBER:

The Property is legally described as:

The Easement Area is legally described as: See Exhibit "A"; incorporated into and made a part hereof, by reference.

Address:

The Grantor represents and warrants to the Grantee that Grantor is the true and lawful owner of the Property and has full right and power to grant and convey the rights conveyed herein.

Grantee hereby agrees to restore all property disturbed by its activities in use of the easement to the condition existing prior to the disturbance.

Grantee shall have the right to remove or trim such trees and brush in the Easement Area as is necessary to exercise the rights conveyed herein.

The Grantor shall not construct improvements in the Easement Area or change the finish grade of the Easement Area without the consent of the Grantee.

This Easement is binding upon and shall inure to the benefit of the heirs, successors, assigns, and licensees of the parties hereto.

SIGNED THIS _____ DAY OF _____, 20____.

GRANTOR:

GRANTOR:

(Signature)

(Signature)

(Printed)

(Printed)

ACKNOWLEDGMENT

State of Wisconsin)
)
County of)

I, _____, being a notary public in and for the state and county aforesaid, do hereby certify that

personally known to me to be the same persons whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, 20 ____.

Notary Public

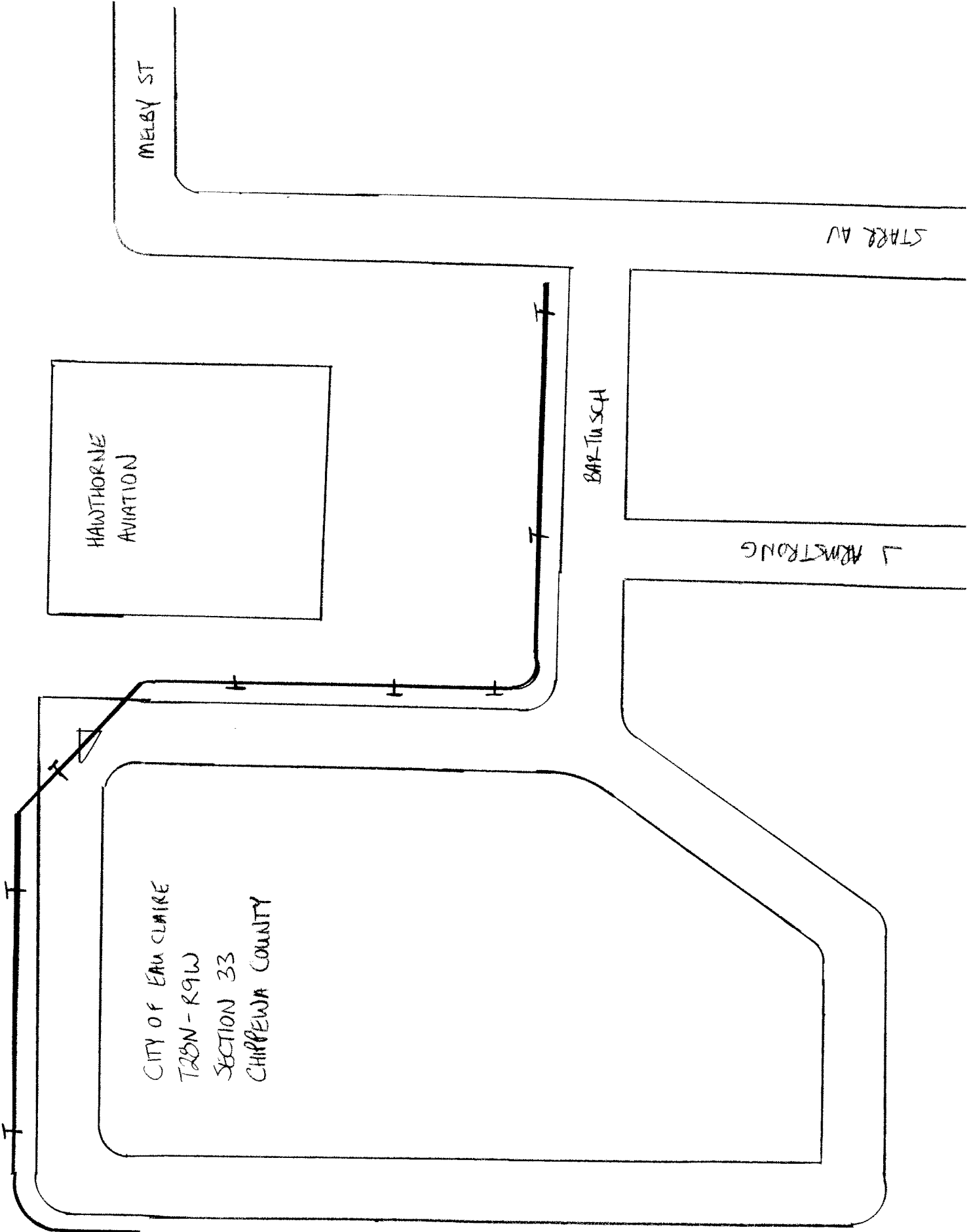
My Commission expires:_____

This document was drafted by Gerald A. Friederichs, Wis. Bar Member No. 1014144, AT&T Services, Inc. Room 03A400 N17W24300 Riverwood Dr. Waukesha, WI. 53188.

Insertions by: Dan Boettcher, MI-TECH SERVICES, INC.

7

PROPOSED FIBER ROUTE



HAWTHORNE
AVIATION

CITY OF EAU CLAIRE
T28N - R9W
SECTION 33
CHIPPewa COUNTY

STARK AV

BAR-TUSCH

HAWTHORN

CHIPPewa VALLEY REGIONAL AIRPORT