

AGENDA
Chippewa Valley Regional Airport Commission
Friday, February 17, 2017, 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. **January 20, 2017 Regular Commission Meeting**
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 1. **Discussion/Action**
 - b. **Key Indicators:**
 - Airline Operations
 - Car Rental Operations
 - Tower Operations
 1. **Discussion/Action**
 - c. **Hangar Occupancy**
 1. **Discussion/Action**
6. **Public Comment Period - (Maximum 2 minutes per person)**
7. **Operational Matters**
 - a. **Airport Operations Report**
 - Small Community Air Service Grant Update
 - Airport Community Outreach
 - WAMA Legislative Day
 - TSA Pre-Check Temporary Enrollment Center
 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 1. **Discussion/Action**
 - c. **Project Summary – Mead & Hunt**
 - AIP 37 ALP Update
 - South Hangar Area Taxilane Design
 - T-Hangar Construction

1. Discussion/Action

8. Previous Business:

- a. **Airport Passenger and General Aviation Surveys**
 - 1. **Discussion/Action**

9. New Business:

- a. **Airport Terminal Advertising**
 - 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, January 20, 2017, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Barry Wells

MEMBERS ABSENT: Scott Francis and Mark Olson

OTHERS PRESENT: Amy Michels-Mead & Hunt, Jeff Husby-Hawthorne Aviation, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes**
 - a. **December 16, 2016 Regular Commission Meeting:**
On a motion by Com. Frederikson, seconded by Com. Hilgedick, the minutes of the December 16, 2016 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 - The AAAE digicast training subscription is a tool we use to meet FAA training requirements.
 - The Design Tile invoice is for tile repairs in the terminal and on the entrance signage. This was in the budget; however, the cost was slightly higher than anticipated due to additional tiles needing to be replaced.
 - The Houck Transit invoice is for the annual payment for Bus Advertising. We had previously paid on a monthly basis so this will cover all of 2017.
 - The Airport Director noted some items on the Financial Report that she expects to be over/under budget, but reminded the Commission that these are not official year end 2016 numbers.
On a motion by Com. Wells, seconded by Com. Hull, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators**
 - **Airline Operations**
Airline operations are up 12% for the month and 9% for the year. Cancellations are down over this time last year.

- **Car Rental Operations**

A year over year comparison for cars rented at the airport was discussed. The 2016 total rentals are estimated to come in over the year before.

- **Tower Operations**

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

- c. **Hangar Occupancy**

There are three T-hangars vacant and there are two names on the South Facing hangars waiting list.

6. Public Comment Period: No comment.

7. Operational Matters

- a. **Airport Operations Report**

- Small Community Air Service Grant Update: The Airport Director briefly discussed a digital and social media campaign based on the Sixel Consulting presentation from December. CVRA sponsored another UW-Stout Basketball game this week and the response was very positive.
- Airport Snow Removal Update: The Airport Director discussed the issues and processes taken regarding how the ice and snow removal were handled with the recent freezing conditions. Significant additional expenditures beyond normal winter operations were incurred as a result of the freezing rain.
- Restaurant Update: The Airport Director discussed the change in restaurant hours to no longer be open on Sundays.
- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- The Wisconsin Airport Management Association (WAMA) will be hosting a Legislative Day in Madison on March 7th. This will serve as a forum for aviation related topic discussion with state politicians. Commissioner Wells is planning to attend with the Airport Director.

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

- There was no Operational Review for January.
- Explorer Solutions Update: The Airport Director shared some details from the January Airline meetings that took place in Dallas and Atlanta. They will also be going to Washington, D.C. next week to take place in a presentation to the FAA related to the I-Ramp grant application. There was also discussion about the contract proposal received from Explorer Solutions for a Phase 3, Part 1 contract. Commissioners requested to see the timeline, details and spending amounts broken down for the next Commission meeting.

On a motion by Com. Frederikson, seconded by Com. Bowe, the Explorer Solutions Phase 3 – Part 1 Service Offer was approved as submitted.

(Ayes 5-Nayes 0)

c. Project Summary

- AIP 37 ALP Update: The ALP update is being reviewed by the FAA.
- South Hangar Area Taxiway Design: The project is in to the FAA for review and should come back soon. The bid opening is scheduled for March 23rd.
- T-hangar Construction: The plan will be going to the Eau Claire Planning Commission on February 6th for review and approval. The bid is then scheduled for late March/early April.

8. Previous Business:

a. Airport Passenger and General Aviation Surveys

The Airport Director discussed the survey responses and feedback from the Air Passenger and General Aviation surveys that have been collected since May of 2016. We have awarded more than \$1,600 in Hangar 54 Grill gift cards for survey respondents.

9. New Business: None

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting will take place on Friday, February 17, 2017 at 7:30am.

12. Adjournment:

On a motion by Com. Frederikson, seconded by Com. Wells, the meeting was adjourned at 8:29am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary

January vouchers for approval February 17, 2017

AAAE	U.S. Contract Tower Association Membership Dues 1/1/17-12/31/17	53610-324	\$1,500.00	
Bartingale	Boiler repairs in hangar K-1	53610-248	\$91.40	
Dalco	Floor scrubber squeegee bracket kit	53610-248	\$38.60	
Eau Claire Chamber of Commerce	Young Professional Advertisement 2/15/17	53610-327	\$35.00	
Eau Claire County Highway Dept	(55) gallons of Vehicle Oil	53610-241	\$415.06	2016
Eau Claire County Maintenance	County maintenance salting/sanding of Airport parking lots	53610-246	\$143.13	
Explorer Solutions	Airport Strategic Positioning Phase III Part 1, Installment 1 of 3	53610-200	\$5,750.00	
Fastenal	Bolts/nuts for plow trucks	53610-241	\$50.62	
Fleet Pride	Socket for snow blower	53610-246	\$35.40	
Fox 25/48	December TV advertising - 2 spots NCAA - WI Badger Big 10 Championship	53610-327	\$420.00	2016
G & K Services	Uniforms	53610-137	\$122.25	2016/2017
G & K Services	Bags & Towels	53610-298	\$16.00	
Gold Cross Answering Service	74 calls/5 emails - January	53610-225	\$73.28	
Houck Transit	Bus Advertising - Production Cost for ad change	53610-327	\$150.00	
Krueger Welding	Weld repairs to loader plow	53610-246	\$360.00	
Lakeland Overhead Door	Receiver for maint shop opener & repairs to SkyWest overhead garage door	53610-248	\$186.00	
Miller-Bradford & Risberg, Inc.	(2) Light assembly for case loader	53610-241	\$74.52	
National Elevator	2017 Tower Elevator Inspection	53615-248	\$89.00	
New Deal Delcing	NewDeal blend solid airfield deicer 2205 lbs (4) super sacks	53610-246	\$7,592.00	
O'Reilly Auto Parts	Tank heater/antifreeze/freeze plugs fire station generator; ignition switch Oshkosh	53610-248/241	\$121.82	
Per Mar Security Services	Security monitoring 2/1/17-4/30/17	53615-248	\$151.98	
Power Plan (Nortrax)	Rental of John Deere grader 1/17/17-1/18/17	53610-246	\$950.00	
Schindler Elevator Corp.	Service repairs for ATCT elevator	53615-248	\$332.80	
Sixel Constulting	Community visit to discuss use of remainder of SCASD grant funds	53610-327-001	\$659.10	
SKIDATA	Parking system parts - (12) plasticscrews, (20000) parking tickets & (4) prisms	53610-246	\$649.52	
Staples	Office supplies: Paper, staples, cleaning wipes, invite size envelopes	53610-310	\$50.69	
State of Wisconsin	Permit to Operate fee - ATCT Elevator	53615-248	\$50.00	
Syracuse Media Group	Airport Digital Marketing Campaign	53610-327-001	\$4,299.98	
Thaler Oil	Purchase of 7,000 gallons of diesel fuel	53610-377	\$15,340.50	
Verizon	Cell phones - Maint. Supervisor & Seas/Fire, Jan.	53610-225	53.47	
Xcel Energy	Terminal Gas/Electric - January	53610-222/224	14,036.45	
Xcel Energy	ATC Gas/Electric - January	53615-222/224	1,373.91	
		TOTAL	\$55,212.48	

BOLD items = SCASD Grant reimbursements

ITALICIZED items = Tower Expenses

Chippewa Valley Regional Airport

2016 BUDGET COMPARISON Estimated December 31, 2016

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 12/31/16 (100%)	Variance YTD	Balance Remaining For Year
Income			100.00%			
41110	Contrib From Eau Claire Cty	\$395,079	\$395,079.00	\$395,079.00	\$0.00	\$0.00
47330	Contrib From Chippewa Cty	\$128,981	\$128,981.00	\$128,981.00	\$0.00	\$0.00
Sub-Total Tax Revenue		\$524,060	\$524,060.00	\$524,060.00	\$0.00	\$0.00
46340-571	Advertising	\$5,000	\$5,000.00	\$4,999.92	(\$0.08)	\$0.08
46340-572	Air Terminal	\$106,739	\$106,739.00	\$107,152.17	\$413.17	(\$413.17)
46340-573	FAA	\$12,160	\$12,160.00	\$9,119.97	(\$3,040.03)	\$3,040.03
46340-574	FBO	\$130,095	\$130,095.00	\$130,018.63	(\$76.37)	\$76.37
43640-575	Fuel Flowage	\$125,000	\$125,000.00	\$132,909.08	\$7,909.08	(\$7,909.08)
46340-576	Hangars	\$135,685	\$135,685.00	\$135,415.46	(\$269.54)	\$269.54
46340-577	Landing	\$48,500	\$48,500.00	\$46,086.31	(\$2,413.69)	\$2,413.69
43640-578	Parking	\$145,000	\$145,000.00	\$144,304.23	(\$695.77)	\$695.77
46340-579	Rental Cars	\$85,723	\$85,723.00	\$109,581.18	\$23,858.18	(\$23,858.18)
46340-580	Restaurant	\$0	\$0.00	\$1,200.00	\$1,200.00	(\$1,200.00)
46340-581	Tie Downs	\$216	\$216.00	\$216.00	\$0.00	\$0.00
46340-583	Utility Revs	\$8,000	\$8,000.00	\$7,273.21	(\$726.79)	\$726.79
46340-584	Land Lease Revs	\$28,000	\$28,000.00	\$32,483.66	\$4,483.66	(\$4,483.66)
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$13,000.00	\$9,838.05	(\$3,161.95)	\$3,161.95
Sub-Total Operating Revenue		\$843,118	\$843,118.00	\$870,597.87	\$27,479.87	(\$27,479.87)
Sub-Total Taxes and Operating Rev.		\$1,367,178	\$1,367,178.00	\$1,394,657.87	\$27,479.87	(\$27,479.87)
46340-601	Other Revenue	\$5,000	\$5,000.00	\$18,139.99	\$13,139.99	(\$13,139.99)
46340-582	PFC	\$87,800	\$87,800.00	\$85,024.51	(\$2,775.49)	\$2,775.49
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	\$45,000	\$45,000.00	\$61,026.27	\$16,026.27	(\$16,026.27)
49210	Transfer Fr. Gen'l Fund	\$0	\$0.00	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$471,280	\$471,280.00	\$0.00	(\$471,280.00)	\$471,280.00
Sub-Total Other Revenue		\$609,080	\$609,080.00	\$164,190.77	(\$444,889.23)	\$444,889.23
TOTAL INCOME		\$1,976,258	\$1,976,258.00	\$1,558,848.64	(\$417,409.36)	\$417,409.36
Expenses						
53610-111	Salary Perm-Regular	\$311,288	\$311,288.00	\$319,569.80	\$8,281.80	(\$8,281.80)
-112	Salary Perm-OT	\$15,000	\$15,000.00	\$6,390.41	(\$8,609.59)	\$8,609.59
-114	Salary-On Call Pay	\$0	\$0.00	\$1,300.00	\$1,300.00	(\$1,300.00)
-120	Health Ins Incentive	\$1,200	\$1,200.00	\$1,250.00	\$50.00	(\$50.00)
-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	\$1,500	\$1,500.00	\$1,278.82	(\$221.18)	\$221.18
-141	Board & Comm Per Diem	\$3,500	\$3,500.00	\$3,917.44	\$417.44	(\$417.44)
-142	Cnty Brd & Comm Mile	\$700	\$700.00	\$667.08	(\$32.92)	\$32.92
-151	Social Security	\$24,961	\$24,961.00	\$23,955.89	(\$1,005.11)	\$1,005.11
-152	Retirement Emplr Share	\$21,535	\$21,535.00	\$18,361.34	(\$3,173.66)	\$3,173.66
-154	Hos & Health Ins	\$77,000	\$77,000.00	\$66,027.57	(\$10,972.43)	\$10,972.43
-155	Life Insurance	\$140	\$140.00	\$65.73	(\$74.27)	\$74.27
-158	Unemployment Comp	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$117,636	\$117,636.00	\$109,979.85	(\$7,656.15)	\$7,656.15
-212	Attorney Fees	\$7,000	\$7,000.00	\$1,963.50	(\$5,036.50)	\$5,036.50
-213	Accounting & Audit	\$3,500	\$3,500.00	\$3,500.00	\$0.00	\$0.00
-221	Water & Sewer	\$45,000	\$45,000.00	\$46,800.80	\$1,800.80	(\$1,800.80)
-222	Electric	\$89,211	\$89,211.00	\$95,631.40	\$6,420.40	(\$6,420.40)
-224	Gas & Fuel Oil	\$43,260	\$43,260.00	\$22,826.13	(\$20,433.87)	\$20,433.87
-225	Telephone & Telegraph	\$4,000	\$4,000.00	\$4,255.85	\$255.85	(\$255.85)
-227	Dataline/Internet	\$1,000	\$1,000.00	\$0.00	(\$1,000.00)	\$1,000.00
-241	Motor Vehicle Maint	\$12,500	\$12,500.00	\$9,087.60	(\$3,412.40)	\$3,412.40
-246	Grounds Maint	\$29,000	\$29,000.00	\$37,648.47	\$8,648.47	(\$8,648.47)
-248	Building Maint	\$26,000	\$26,000.00	\$25,758.29	(\$241.71)	\$241.71
-249	Service on Machines	\$500	\$500.00	\$0.00	(\$500.00)	\$500.00
-297	Refuse Collection	\$1,084	\$1,084.00	\$1,115.73	\$31.73	(\$31.73)
-298	Laundry Services	\$175	\$175.00	\$160.39	(\$14.61)	\$14.61
-299	Sundry Contract Services	\$0	\$0.00	\$16,857.53	\$0.00	\$0.00
-310	Office Supplies	\$600	\$600.00	\$302.29	(\$297.71)	\$297.71

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 12/31/16 (100%)	Variance YTD	Balance Remaining For Year
-311	Postage and Box Rent	\$750	\$750.00	\$326.19	(\$423.81)	\$423.81
-313	Printing & Dup	\$600	\$600.00	\$837.63	\$237.63	(\$237.63)
-320	Ref Materials	\$600	\$600.00	\$538.02	(\$61.98)	\$61.98
-321	Publish Legal Notices	\$200	\$200.00	\$0.00	(\$200.00)	\$200.00
-324	Membership Dues	\$4,000	\$4,000.00	\$4,790.20	\$790.20	(\$790.20)
-327	Marketing	\$35,000	\$35,000.00	\$21,404.45	(\$13,595.55)	\$13,595.55
-327-001	Marketing Grant Expense	\$50,000	\$50,000.00	\$66,499.79	\$16,499.79	(\$16,499.79)
-328	Airline Recruitment	\$20,000	\$20,000.00	\$0.00	(\$20,000.00)	\$20,000.00
-330	Travel Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$12,500	\$12,500.00	\$9,246.36	(\$3,253.64)	\$3,253.64
-366	Fire fight supplies	\$4,500	\$4,500.00	\$1,234.32	(\$3,265.68)	\$3,265.68
-377	Vehicle Fuel	\$50,000	\$50,000.00	\$20,358.74	(\$29,641.26)	\$29,641.26
-510	Insurance	\$40,000	\$40,000.00	\$21,540.27	(\$18,459.73)	\$18,459.73
-615	Special Assessment	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$1,500	\$1,500.00	\$248.59	(\$1,251.41)	\$1,251.41
Sub-Total Operating Expense		\$1,056,940.00	\$1,056,940.00	\$965,696.47	(\$91,243.53)	\$91,243.53
53615-200	ATCT Contractual Services-Stat	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$1,030.00	\$911.00	(\$119.00)	\$119.00
-222	ATCT Electricity	\$15,500	\$15,500.00	\$13,728.86	(\$1,771.14)	\$1,771.14
-224	ATCT Gas & Fuel Oil	\$4,500	\$4,500.00	\$2,051.11	(\$2,448.89)	\$2,448.89
-225	ATCT Telephone	\$1,500	\$1,500.00	\$1,096.70	(\$403.30)	\$403.30
-248	ATCT Building Maintenance	\$15,000	\$15,000.00	\$7,375.35	(\$7,624.65)	\$7,624.65
Sub-Total Tower Expense		\$37,530	\$37,530.00	\$25,163.02	(\$12,366.98)	\$12,366.98
53610-810	Capital Equipment	\$101,350	\$101,350.00	\$79,417.25	(\$21,932.75)	\$21,932.75
-820	Capital Improvement	\$620,409	\$620,409.00	\$15,477.14	(\$604,931.86)	\$604,931.86
-829	Other Capital Improvement	\$36,100	\$36,100.00	\$25,381.39	(\$10,718.61)	\$10,718.61
58100-613	Principal/Trust Fund	\$94,394	\$94,394.00	\$94,394.00	\$0.00	\$0.00
58200-613	Interest/Trust Fund	\$29,535	\$29,535.00	\$29,535.41	\$0.41	(\$0.41)
Sub-Total Capital Expense		\$881,788	\$881,788.00	\$244,205.19	(\$637,582.81)	\$637,582.81
TOTAL EXPENSE		\$1,976,258	\$1,976,258.00	\$1,235,064.68		\$741,193.32
NET OPERATING INCOME		\$0	\$0	\$323,783.96		(\$323,783.96)
<u>Cash Balance</u>						
	Per 2012 Audit Report	\$948,000				
	Per 2013 Audit Report	\$687,563				
	Per 2014 Audit Report	\$666,546				
	Per 2015 Audit Report	\$618,157				
	2016 Estimate	\$941,941				

Chippewa Valley Regional Airport

2017 BUDGET COMPARISON Estimated January 31, 2017

#	Item	12 Month Budget 2017	Budget YTD Allocated	Actual as of 1/31/17 (8.33%)	Variance YTD	Balance Remaining For Year
Income			8.33%			
41110	Contrib From Eau Claire Cty	\$395,079	\$32,923	\$32,923.00	(\$0.25)	\$362,156.00
47330	Contrib From Chippewa Cty	\$128,981	\$10,748	\$64,490.50	\$53,742.08	\$64,490.50
Sub-Total	Tax Revenue	\$524,060	\$43,671.67	\$97,413.50	\$53,741.83	\$426,646.50
46340-571	Advertising	\$5,000	\$417	\$0.00	(\$416.67)	\$5,000.00
46340-572	Air Terminal	\$109,453	\$9,121	\$7,200.24	(\$1,920.84)	\$102,252.76
46340-573	FAA	\$13,440	\$1,120	\$0.00	(\$1,120.00)	\$13,440.00
46340-574	FBO	\$130,481	\$10,873	\$10,004.68	(\$868.74)	\$120,476.32
43640-575	Fuel Flowage	\$131,150	\$10,929	\$9,017.36	(\$1,911.81)	\$122,132.64
46340-576	Hangars	\$135,745	\$11,312	\$17,644.84	\$6,332.76	\$118,100.16
46340-577	Landing	\$42,500	\$3,542	\$0.00	(\$3,541.67)	\$42,500.00
43640-578	Parking	\$130,000	\$10,833	\$1,443.60	(\$9,389.73)	\$128,556.40
46340-579	Rental Cars	\$93,000	\$7,750	\$7,298.31	(\$451.69)	\$85,701.69
46340-580	Restaurant	\$12,000	\$1,000	\$2,000.00	\$1,000.00	\$10,000.00
46340-581	Tie Downs	\$216	\$18	\$18.00	\$0.00	\$198.00
46340-583	Utility Revs	\$8,000	\$667	\$0.00	(\$666.67)	\$8,000.00
46340-584	Land Lease Revs	\$31,585	\$2,632	\$792.02	(\$1,840.06)	\$30,792.98
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$1,083	\$1,495.66	\$412.33	\$11,504.34
Sub-Total	Operating Revenue	\$855,570	\$71,297.50	\$56,914.71	(\$14,382.79)	\$798,655.29
Sub-Total	Taxes and Operating Rev.	\$1,379,630	\$114,969.17	\$154,328.21	\$39,359.04	\$1,225,301.79
46340-601	Other Revenue	\$5,000	\$417	\$10.00	(\$406.67)	\$4,990.00
46340-582	PFC	\$83,000	\$6,917	\$0.00	(\$6,916.67)	\$83,000.00
46340-585	Airline Recruit Reimb	\$0	\$0	\$0.00	\$0.00	\$0.00
46340-515	Insurance Refunds	\$0	\$0	\$0.00	\$0.00	\$0.00
43619	Airport Grants	\$0	\$0	\$0.00	\$0.00	\$0.00
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$668,565	\$55,714	\$0.00	(\$55,713.75)	\$668,565.00
Sub-Total	Other Revenue	\$756,565	\$63,047.08	\$10.00	(\$63,037.08)	\$756,555.00
TOTAL INCOME		\$2,136,195	\$178,016.25	\$154,338.21	(\$23,678.04)	\$1,981,856.79
Expenses						
53610-111	Salary Perm-Regular	\$319,161	\$26,597	\$19,290.87	(\$7,305.88)	\$299,870.13
-112	Salary Perm-OT	\$15,000	\$1,250	\$2,147.68	\$897.68	\$12,852.32
-114	Salary-On Call Pay	\$0	\$0	\$300.00	\$300.00	(\$300.00)
-120	Health Ins Incentive	\$1,200	\$100	\$50.00	(\$50.00)	\$1,150.00
-121	Salary Temp Regular	\$0	\$0	\$0.00	\$0.00	\$0.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0	\$0.00	\$0.00	\$0.00
-137	Clothing Allowance	\$1,339	\$112	\$122.25	\$10.67	\$1,216.75
-141	Board & Comm Per Diem	\$3,500	\$292	\$0.00	(\$291.67)	\$3,500.00
-142	Cnty Brd & Comm Mile	\$700	\$58	\$0.00	(\$58.33)	\$700.00
-151	Social Security	\$25,563	\$2,130	\$1,576.05	(\$554.20)	\$23,986.95
-152	Retirement Emplr Share	\$22,724	\$1,894	\$1,220.21	(\$673.46)	\$21,503.79
-154	Hos & Health Ins	\$74,000	\$6,167	\$5,179.14	(\$987.53)	\$68,820.86
-155	Life Insurance	\$100	\$8	\$6.03	(\$2.30)	\$93.97
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$60,500	\$5,042	\$5,750.00	\$708.33	\$54,750.00
-212	Attorney Fees	\$6,000	\$500	\$132.00	(\$368.00)	\$5,868.00
-213	Accounting & Audit	\$3,500	\$292	\$0.00	(\$291.67)	\$3,500.00
-221	Water & Sewer	\$47,380	\$3,948	\$0.00	(\$3,948.33)	\$47,380.00
-222	Electric	\$86,445	\$7,204	\$8,131.76	\$928.01	\$78,313.24
-224	Gas & Fuel Oil	\$40,800	\$3,400	\$5,904.69	\$2,504.69	\$34,895.31
-225	Telephone & Telegraph	\$4,000	\$333	\$96.46	(\$236.87)	\$3,903.54
-227	Dataline/Internet	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-241	Motor Vehicle Maint	\$10,000	\$833	\$136.13	(\$697.20)	\$9,863.87
-246	Grounds Maint	\$29,000	\$2,417	\$9,669.82	\$7,253.15	\$19,330.18
-248	Building Maint	\$26,000	\$2,167	\$846.17	(\$1,320.50)	\$25,153.83
-249	Service on Machines	\$500	\$42	\$0.00	(\$41.67)	\$500.00
-297	Refuse Collection	\$1,149	\$96	\$1,171.61	\$1,075.86	(\$22.61)
-298	Laundry Services	\$180	\$15	\$16.00	\$1.00	\$164.00
-299	Sundry Contract Services	\$0	\$0	\$0.00	\$0.00	\$0.00

#	Item	12 Month Budget 2017	Budget YTD Allocated	Actual as of 1/31/17 (8.33%)	Variance YTD	Balance Remaining For Year
-310	Office Supplies	\$600	\$50	\$50.69	\$0.69	\$549.31
-311	Postage and Box Rent	\$700	\$58	\$19.78	(\$38.55)	\$680.22
-313	Printing & Dup	\$600	\$50	\$0.00	(\$50.00)	\$600.00
-320	Ref Materials	\$550	\$46	\$0.00	(\$45.83)	\$550.00
-321	Publish Legal Notices	\$200	\$17	\$0.00	(\$16.67)	\$200.00
-324	Membership Dues	\$3,800	\$317	\$2,920.00	\$2,603.33	\$880.00
-327	Marketing	\$35,000	\$2,917	\$2,105.00	(\$811.67)	\$32,895.00
-327-001	Marketing Grant Expense	\$0	\$0	\$4,959.08	\$4,959.08	(\$4,959.08)
-328	Airline Recruitment	\$15,000	\$1,250	\$0.00	(\$1,250.00)	\$15,000.00
-330	Travel Regular	\$0	\$0	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$12,500	\$1,042	\$1,370.10	\$328.43	\$11,129.90
-366	Fire fight supplies	\$4,500	\$375	\$0.00	(\$375.00)	\$4,500.00
-377	Vehicle Fuel	\$30,000	\$2,500	\$15,340.50	\$12,840.50	\$14,659.50
-510	Insurance	\$45,000	\$3,750	\$1,818.68	(\$1,931.32)	\$43,181.32
-615	Special Assessment	\$0	\$0	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$1,000	\$83	\$0.00	(\$83.33)	\$1,000.00
Sub-Total Operating Expense		\$928,691.00	\$77,390.92	\$90,330.70	\$12,939.78	\$838,360.30
53615-200	ATCT Contractual Services-Sta	\$0	\$0	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$86	\$0.00	(\$85.83)	\$1,030.00
-222	ATCT Electricity	\$15,255	\$1,271	\$849.05	(\$422.20)	\$14,405.95
-224	ATCT Gas & Fuel Oil	\$4,080	\$340	\$542.86	\$202.86	\$3,537.14
-225	ATCT Telephone	\$1,500	\$125	\$0.00	(\$125.00)	\$1,500.00
-248	ATCT Building Maintenance	\$15,000	\$1,250	\$623.78	(\$626.22)	\$14,376.22
Sub-Total Tower Expense		\$36,865	\$3,072.08	\$2,015.69	(\$1,056.39)	\$34,849.31
53610-810	Capital Equipment	\$25,500	\$2,125	\$0.00	(\$2,125.00)	\$25,500.00
-820	Capital Improvement	\$852,000	\$71,000	\$0.00	(\$71,000.00)	\$852,000.00
-829	Other Capital Improvement	\$169,210	\$14,101	\$0.00	(\$14,100.83)	\$169,210.00
58100-613	Principal/Trust Fund	\$98,014	\$8,168	\$0.00	(\$8,167.83)	\$98,014.00
58200-613	Interest/Trust Fund	\$25,915	\$2,160	\$0.00	(\$2,159.58)	\$25,915.00
Sub-Total Capital Expense		\$1,170,639	\$97,553.25	\$0.00	(\$97,553.25)	\$1,170,639.00
TOTAL EXPENSE		\$2,136,195	\$178,016.25	\$92,346.39		\$2,043,848.61
NET OPERATING INCOME		\$0	\$0	\$61,991.82		(\$61,991.82)
<u>Cash Balance</u>						
	Per 2012 Audit Report	\$948,000				
	Per 2013 Audit Report	\$687,563				
	Per 2014 Audit Report	\$666,546				
	Per 2015 Audit Report	\$618,157				
	2016 Estimate	941,941				

Capital Advances Subject to Reimbursement

AIP #	Description	Total Project Cost	CVRA		Funding		Estimated Timing of Reimbursement	Reimbursement Received - Amount	Reimbursement Received Date
			Approved Capital Investment	Funding Advanced subject to Reimbursement	Reimbursement Source and Percentage (FAA/State/INS/etc)				
AIP 34	Phase I Taxiway A			\$147,440.53			September-17		
Comments:	Waiting for BOA/FAA closeout								
AIP 35	Phase II Taxiway A			\$44,206.46			September-17		
Comments:	Waiting for BOA/FAA closeout								
AIP 36	Snow Removal Equipment			\$19,557.83			December-16		
Comments:	Waiting for BOA/FAA closeout								
AIP 37	Airport Layout Plan Update			\$5,000.00			September-18		
Comments:	Went to the FAA for review October 2016. FAA review usually takes 18 months.								
AIP 38	Taxiway C Reconstruction - Amendment to add in Twy C2			(\$9,085.00)					
Comments:	Amount due to adding Taxiway C2 back into the project once FAA money is received for change order at closeout. State will hold \$52,000 from another project that is in overfunded status as AIP 38 is underfunded until FAA closeout due to Taxiway C2 change order.								
AIP 38	Taxiway C Reconstruction - Xcel Energy			\$5,500.00					
Comments:	Reimbursement due from FAA project for Xcel Energy power line move. Likely use this to offset additional amount due for local share of Twy C2 addition.								
AIP 38	Taxiway C Reconstruction - Standard Signs			\$566.21					
Comments:	Reimbursement due from FAA for purchase of sign panels from Twy C2 addition (saved \$4,000 buying local versus through contractor). Likely use this to offset additional amount due for local share of Twy C2 addition.								
AIP 39	Design/CA ATCT Equipment Replacement	\$72,645.00	\$72,645.00	\$69,012.75	FAA - 90%, State - 5%		January-17		
Comments:	Funds were moved to AIP 40 until grant was received for AIP 40. Now waiting for state to update financial statements.								
AIP 40	Design Contract Rwy 04 Threshold Relocation	\$110,575.00	\$110,575.00	\$105,046.25	FAA - 90%, State - 5%		January-17		
Comments:	FAA grant received. Waiting for state to update financial statements.								
AIP 41	FAA RWY 04 NAVAID Relocation Reimbursable Agreement #1	\$52,742.00	\$26,371.00	\$23,733.90	FAA		September-17		
Comments:	Reimbursed with FAA grant in 2017								
AIP 41	FAA RWY 04 NAVAID Relocation Reimbursable Agreement #2	\$108,000.00	\$54,000.00	\$48,600.00	FAA		September-17		
Comments:	Reimbursed with FAA grant in 2017								
AIP 41	South GA Hangar Taxilane Design	\$41,124.00	\$20,562.00	\$18,505.80	FAA		September-17		
Comments:	Reimbursed with FAA grant in 2017								
TOTAL				\$478,084.73					

BOLDDED ITEMS ARE CHANGES FROM PRIOR MONTH

Agenda Item 5b

Chippewa Valley Regional Airport
Traffic Statistics
 January 2017

<i>AIRLINE PASSENGERS</i>	Month		% Diff.
	2017	2016	
UNITED Enplaned	1765	1326	33%
CHARTERS Enplaned	<u>243</u>	<u>109</u>	
Total Enplaned	2008	1651	
UNITED Deplaned	1540	1170	32%
CHARTERS Deplaned	<u>243</u>	<u>109</u>	
Total Deplaned	1783	1413	
Total Enplaned/Deplaned	3791	3064	24%

<u>UNITED</u> PERFORMANCE	2017	2016	
Scheduled Flights/Landings	58	63	-8%
Canceled Flights			
Xnld for Wx	3	0	
Xnld for Mx	0	0	
<u>Xnld Other</u>	<u>1</u>	<u>0</u>	
Total	4	0	#DIV/0!
Total Landings	54	63	-14%

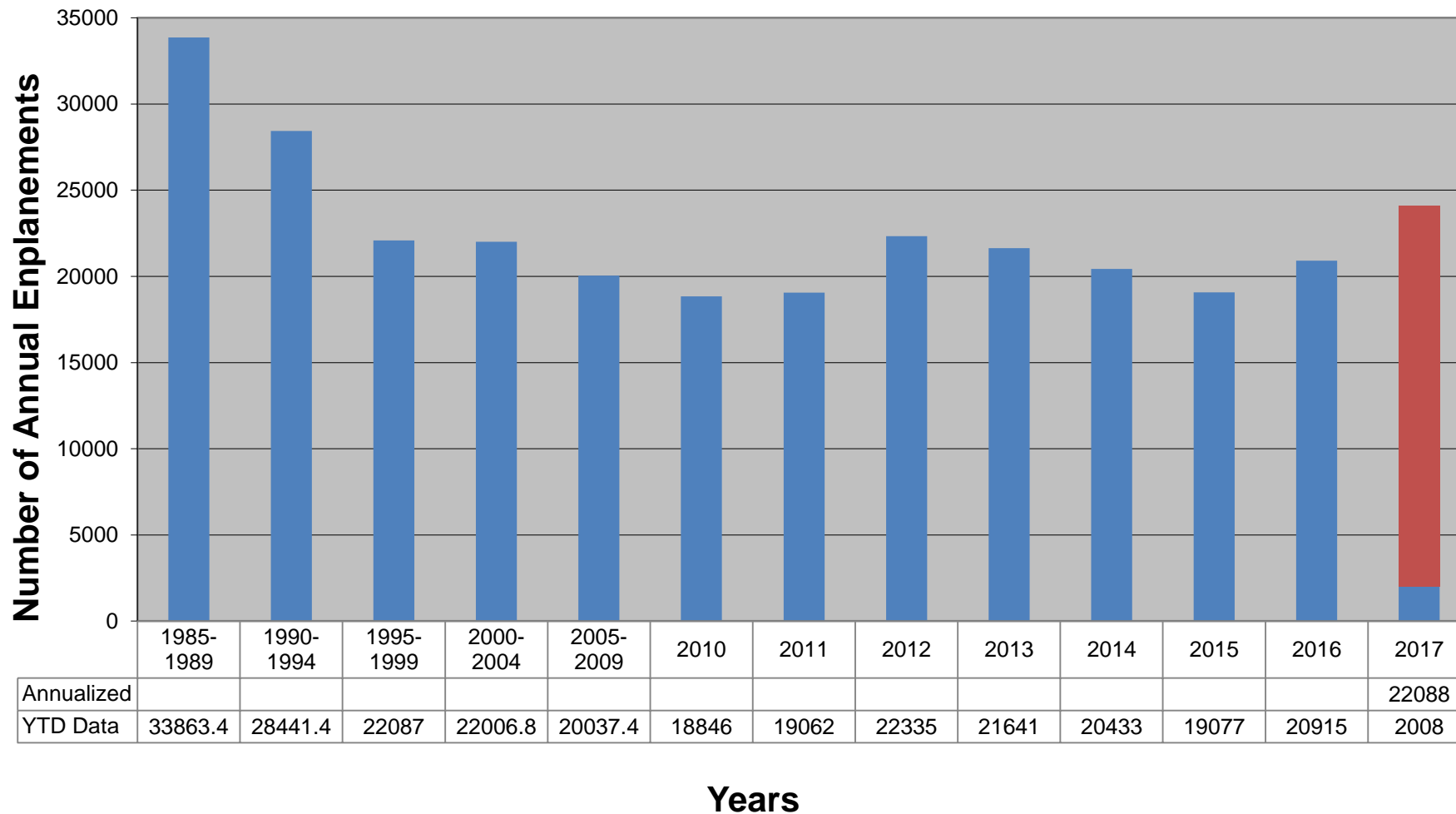
<u>EAU Arrival</u>			
Completion Factor	93%	100%	
OnTime %	83%	77%	

<u>EAU Departure</u>			
Completion Factor	93%	98%	
OnTime %	81%	85%	

<u>ORD Arrival</u>			
Completion Factor	93%	98%	
OnTime %	81%	87%	

All on time arrivals/departures follow DOT methodology.

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



<i>Airline Analysis</i>	<i>21 Day</i>			<i>14 Day</i>			<i>7 Day</i>		
	<i>EAU</i>	<i>UA MSP</i>	<i>DL MSP</i>	<i>EAU</i>	<i>UA MSP</i>	<i>DL MSP</i>	<i>EAU</i>	<i>UA MSP</i>	<i>DL MSP</i>
CUN - Cancun (#15) *	<u>\$689</u>	\$746	\$783	\$866	\$717	\$861	\$861	\$800	\$921
ORD - Chicago **	\$341	\$83	\$130	\$341	\$83	\$130	\$441	\$93	\$130
DEN - Denver **	\$330	\$138	\$136	\$374	\$180	\$178	<u>\$422</u>	\$368	\$366
LAS - Las Vegas **	<u>\$302</u>	\$264	\$246	<u>\$302</u>	\$301	\$246	<u>\$412</u>	\$370	\$356
EWR - Newark **	<u>\$418</u>	\$375	\$378	<u>\$464</u>	\$426	\$366	<u>\$629</u>	\$536	\$593
MCO - Orlando *	<u>\$382</u>	\$338	\$342	\$434	\$403	\$278	<u>\$518</u>	\$545	\$418
PHX - Phoenix *	<u>\$693</u>	\$604	\$618	\$659	\$661	\$505	\$674	\$774	\$518
IAD - Washington Dulles **	<u>\$300</u>	\$238	\$244	\$444	\$238	\$367	\$492	\$238	\$347

Los Angeles Basin LAX / BUR / SNA / ONT / LGB

New York / Newark EWR / JFK / LGA / ISP / HPN

Washington / Baltimore DCA / BWI / IAD

Dallas / Ft. Worth DFW / DAL

Southwest Florida RSW / PGD

2/7/17

All UA fares obtained from united.com & searched as 1 traveler/lowest 1-stop fare (where applicable) . DL fares from delta.com.

DL fares from delta.com (EAU only nonstop to Chicago; MSP UA & MSP DL usually all but Cancun are nonstop)

7 day = 7-13 days from report date; 14 day = 14-20 days from report date; 21 day = 21+ days from report date

*Cancun, Orlando, & Phoenix (leisure travelers) searched as Friday-Sunday travel

**Chicago, Denver, Las Vegas, Newark, & Dulles searched as Tuesday-Thursday travel

Underlined = EAU is within \$100 of lowest fare; **Lowest** is BOLD, underlined & italicized

Number of Cars Rented

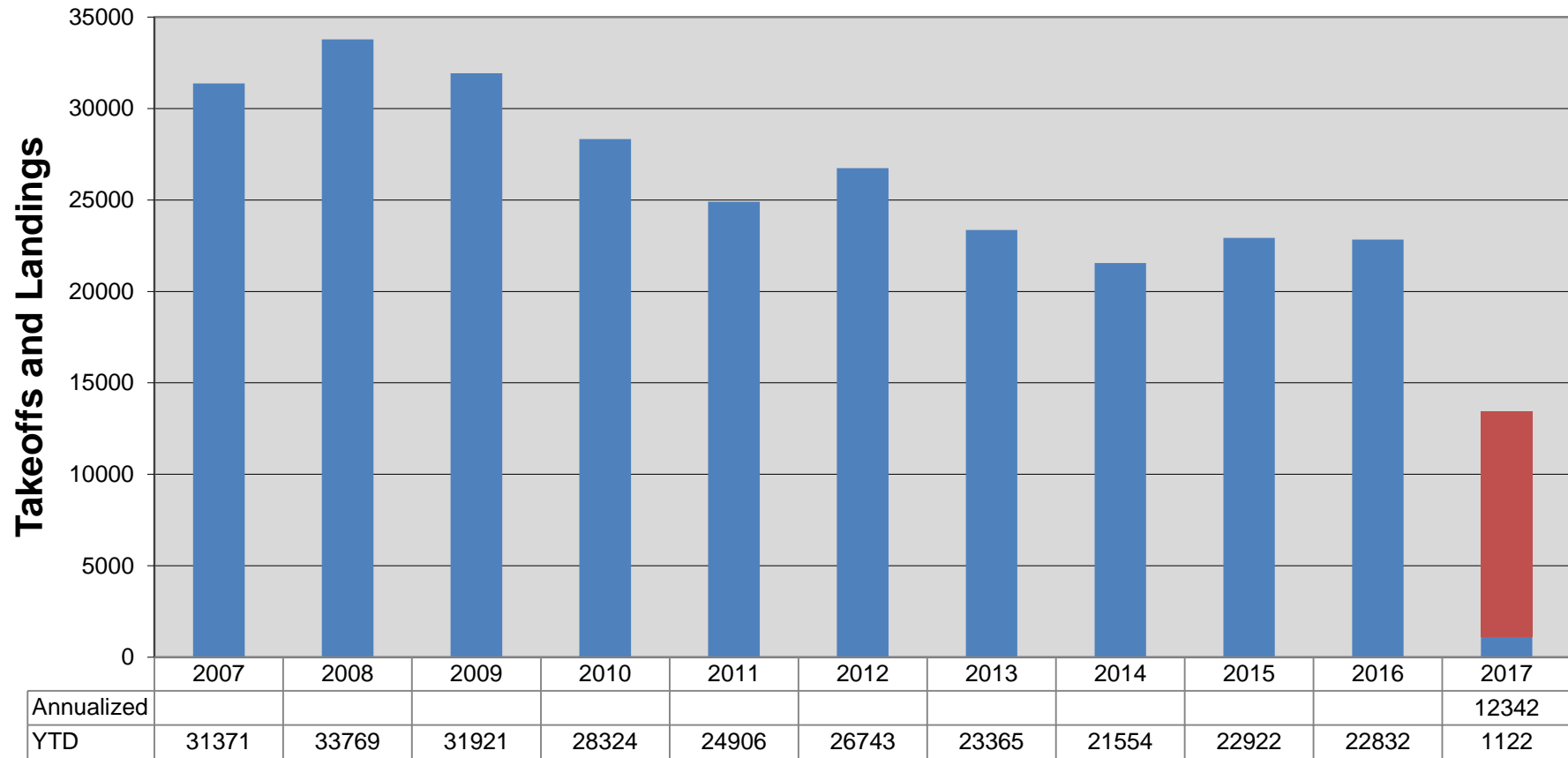
	<u>2016</u>	<u>2015</u>	
January	201	205	-2%
February	251	231	9%
March	255	269	-5%
April	276	260	6%
May	309	307	1%
June	347	363	-4%
July	373	368	1%
August	401	359	12%
September	320	288	11%
October	340	328	4%
November	285	205	39%
December	270	216	25%
	3628	3399	7%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
January 2017

		Month		% Diff.
		2017	2016	
Itinerant	Air Carrier	6	4	50%
	Commuter/ Air Taxi	172	156	10%
	GA	758	986	-23%
	Military	18	17	6%
Local	GA	168	356	-53%
	Military	<u>0</u>	<u>4</u>	-100%
TOTAL		1122	1523	-26%
Overflight		58	58	

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

2017 Community Outreach

1. Jan 10 Airline Presentation
2. Jan 11 Airline Presentation
3. Jan 18 UW Stout vs. UWEC Women's Basketball
4. Jan 19 Leadership Chippewa Falls
5. Jan 26 FAA Presentation
6. Jan 26 Federal Legislators Presentation
7. Jan 27 Ground Handler Presentation
8. Feb 1 Chippewa County EDC
9. Feb 1 Menomonie Chamber Banquet
10. Feb 1 UW Stout vs. UWEC Men's Basketball
11. Feb 2 Leadership Eau Claire Alumni Event
12. Feb 3 Leader Telegram Article
13. Feb 6 Airport Operations Press Release
14. Feb 7 WEAU Morning Interview

Wisconsin Airport Management Association



The Lieutenant Governor will be attending this year's Legislative Day on March 7th. Please register ASAP so the meetings with your legislators can be coordinated right away.

WAMA Legislative Day

The Wisconsin Airport Management Association will be hosting a Legislative Day in Madison on March 7, 2017. The Legislative Day will provide airports an opportunity to talk to their legislators about issues facing airports across the state and to network with other airports. We will set up the appointments with your legislator so all you have to do is register!

Not used to talking with legislators? Don't worry, we will provide you with the tools and the talking points! Planned topics include: State Statute Conflicts with Local Zoning, Mechanics Lien Legislation, and Economic Benefits of WI Airports. Opening and closing events will be held at the beautiful "Top of the Park" meeting room, located at the Best Western Plus Inn on the Park, 22 South Carroll Street, Madison, WI 53703.

The Agenda for the Legislative Day is as follows:

9am-10:30am	Welcome and Lobbying Tips
10:30am-12:30pm	Meetings with Legislators
12:30pm-1:30pm	Lunch
1:30pm-3:30pm	Meetings with Legislators
4:00pm-6:00pm	Evening Reception

Register now for the WAMA Legislative Day at <https://fs9.formsite.com/WIAMA/LegislativeDay/index.html>.

To ensure a successful first annual Legislative Day, we would like to offer (for this first year only) complimentary registration to all WAMA members and non-members. Complimentary registration is also open to WAMA Corporate Members (consultants and vendors).



Wisconsin Aviation Conference - Waukesha, WI - April 24-26, 2017

<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-16	- Fuel flowage fees and landing fees were found to be consistent with other airports surveyed and no changes were recommended.
Landing Fees	Annual	Jul-16	- Terminal Parking Fees have not been raised since prior to 2006. Commissioners discussed a \$1 per day increase but ultimately decided to stay with the \$5 per day rate.
Terminal Parking Fees and Maintenance Public Parking Surfaces and Roads	Annual	Jul-16	- Tower radios and other equipment is in need of upgrade and cab shades need replacement. Both are included in the 2016 budget.
Tower Facilities Maintenance	Annual	Jul-16	
New Tenant Development Airline Aviation Business Non-Aviation Business Hangars	Annual	Aug-16	- 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. - The current focus on aviation and non-aviation business development is with the Explorer Solutions contract. Grants are being worked on and submitted for funding the I-Ramp project and a second steering committee meeting is planned for October. A meeting is being planned in September with the City and County to review both zoning ordinances for future airport development. - The new 10 stall t-hangar on the south side of the airport has been delayed to 2017 due to FAA funding shortage. The Airport Director recently assisted Jim Olson with his application to the FAA for a new hangar on the North side of the Airport. Consideration should also be given to future new box hangar construction based on demand.
FBO Lease and Maintenance FBO Facilities	Annual	Sep-16	FBO leases/facilities were reviewed and no changes recommended.

<p>Hangar Leases and Maintenance Annual Nov-16</p> <p style="padding-left: 40px;">T-Hangars</p> <p style="padding-left: 40px;">Box Hangars</p> <p style="padding-left: 40px;">New hangar Development</p> <p style="padding-left: 40px;">Review Land Lease Guidelines</p> <p style="padding-left: 40px;">Review South Hangar Area Incentive</p>	<p>No action items were taken on this operational review.</p>
<p>Air Terminal Leases and Maintenance Annual Dec-16</p> <p style="padding-left: 40px;">Restaurant</p> <p style="padding-left: 40px;">TSA</p> <p style="padding-left: 40px;">FAA</p> <p style="padding-left: 40px;">Car Rentals</p> <p style="padding-left: 40px;">Terminal Area</p> <p style="padding-left: 40px;">Passenger Bridge</p> <p style="padding-left: 40px;">Passenger Services</p> <p style="padding-left: 40px;">Administrative Offices</p> <p style="padding-left: 40px;">Advertising Revenue Sources</p>	<p>Commissioners reviewed lease rates and maintenance for terminal leases. No changes were made.</p>
<p>Staffing Annual Feb-17</p> <p style="padding-left: 40px;">Numbers and position descriptions</p>	<p>Commissioners did not develop any action items related to staffing.</p>

**CVRA February 2017 Operational Review
Staffing (Number and Position Description)**

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