

AGENDA
Chippewa Valley Regional Airport Commission
Friday, December 20, 2019, 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. **November 15, 2019 Regular Commission Meeting**
 1. **Discussion/Action**
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 1. **Discussion/Action**
 - b. **Key Indicators:**
 - **Airline Operations**
 - **Car Rental Operations**
 - **Tower Operations**
 1. **Discussion/Action**
 - c. **Hangar Occupancy**
 1. **Discussion/Action**
6. **Public Comment Period - (Maximum 2 minutes per person)**
7. **Operational Matters**
 - a. **Airport Operations Report**
 - **TSA New Equipment Update**
 - **Airport Community Outreach**
 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 - **Operational Review**
 1. **Discussion/Action**
 - c. **Project Summary – Mead & Hunt**
 - **AIP 43 Rwy 14/32 Rehabilitation**
 - **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation**
 - **AIP 45 Multi-Function Equipment Purchase**
 - **AIP 46 Airport Fence Replacement Project - 2021**
 - **AIP 47 ARFF Facility Improvements - 2022**
 - **State Aid Equipment Storage Building Addition Project**

- State Aid Equipment Procurement Project
 - State/Federal Exhibit A Map Update
 - Runway 04 Approach and Runway 14/32 Extension Analysis
1. **Discussion/Action**

8. Previous Business:

a. Airport Hangar Development

1. **Discussion/Action**

b. Airport Property Development

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, November 15, 2019, 7:30 am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull and Bert Moritz

MEMBERS ABSENT: Scott Francis, Peter Hoeft and Barry Wells

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Eau Claire County Board Supervisor, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull and Bert Moritz were present.
4. **Approval of Minutes:**
 - a. **October 18, 2019 Regular Commission Meeting:**

On a motion by Com. Moritz, seconded by Com. Bowe, the minutes of the October 18, 2019 meeting were approved as submitted.
(Ayes 4-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Bowe, seconded by Com. Hull, the expense vouchers were approved as submitted.
(Ayes 4-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Total airline passengers are up for the month and for the year.
 - **Car Rental Operations**

Car Rental Operations are up for the month and for the year.
 - **Tower Operations**

Tower Operations are down for the month and for the year.
 - c. **Hangar Occupancy:**

There are six T-hangars available in the north hangar area.

6. Public Comment Period:

- Heather DeLuka, Eau Claire County Board Supervisor for District 24, asked about the future Runway 14/32 expansion and the reasoning for the fence expansion project. Because the runway project is still in the exploratory phase, there is no official plan for when or where the runway expansion may happen. The fence expansion will be done in the future to accommodate added security measures and to help with wildlife management at the Airport. She also inquired about general information regarding the Air Traffic Control Tower usage.

7. Operational Matters:

a. Airport Operations Report

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities year to date. It was noted that the upcoming TSA PreCheck event scheduled for December 9-13 had all appointments filled. A second representative has been added to accommodate more scheduled appointments and walk-ins.

b. Airport Strategic Plan Update/Review: None.

- **Operational Review:** The November Operational Review covered Hangar Leases and Maintenance. These items were recently updated so no changes were needed at this time.

c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** The last of the surface grooving will be completed November 16th-18th. Sweeping will be done November 15th and 18th and the runway is scheduled to reopen on November 19th.
- **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation:** The contract for the project is with the State for review.

8. Previous Business: None.

9. New Business: None.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are scheduled for December 20th at 7:30 am and January 17th at 7:30 am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Hull, the meeting was adjourned at 7:58 am.

(Ayes 4-Nayes 0)

Respectfully Submitted,

Rick Bowe, Acting Secretary

Capital Advances Subject to Reimbursement

AIP #	Description	Total Project Cost	CVRA Approved Capital Investment	Funding Advanced subject to Reimbursement	Funding Reimbursement Source and Percentage (FAA/State/INS/etc)	Estimated Timing of Reimbursement	Reimbursement Received - Amount	Reimbursement Received Date
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)	100% Local	October-19		
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 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 39	Design/CA ATCT Equipment Replacement	\$2,790.00	\$2,790.00	\$2,650.50	FAA - 90%, State - 5%	December-18	\$2,745	10/16/2019
Comments:	This is for the purchase of a GPS unit for the tower that the FAA approved be reimbursed under AIP 39. Original estimate included shipping which we were not charged.							
AIP 40	Design Contract Rwy 04 Threshold Relocation	\$110,575.00	\$110,575.00	\$105,046.25	FAA - 90%, State - 5%	January-17		
AIP 40	Contractor Pay for PAPI road	(\$11,686.00)	(\$5,844.00)	(\$5,844.00)				
Comments:	FAA grant received. Waiting for state to update financial statements. Commission approved 50/50 pay to contractor for PAPI road on 5/26/17.							
AIP 41	FAA RWY 04 NAVAID Relocation Reimburseable Agreement #1	\$52,742.00	\$26,371.00	\$23,733.90	FAA	September-17		
AIP 41	FAA RWY 04 NAVAID Relocation Reimburseable Agreement #2	\$108,000.00	\$54,000.00	\$48,600.00	FAA	September-17		
Comments:	Both RA's 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				\$257,620.20				

BOLDED ITEMS ARE CHANGES FROM PRIOR QUARTER

November Vouchers for approval December 20, 2019

Advance Media	November Marketing	53510-327	\$2,625.00
B & B Electric	Runway Closure X Generator repairs	53510-246	\$178.29
Bartingale	Water heater replacement for ATCT <i>(Capital)</i>	53510-820	\$5,125.00
Cintas	Uniforms & Towels	53510-298	\$277.79
Countryside Co-op	Purchase of 2,500 gallons of diesel fuel	53510-377	\$6,955.56
Eau Claire County Highway Dept.	Blacktop repair behind FBO Maint. Hangar	53510-246	\$1,832.03
Eau Claire County Highway Dept.	A/C repairs for Ford Escape	53510-241	\$864.02
Halliday Technologies	Annual Calibration of RT3 Friction Measuring Equip.	53510-246	\$2,405.30
McCoy Construction & Forestry	Replacement 16' Plow, Insurance Claim	53510-515	\$19,975.00
New Deal Delcing	(8) Super Sacks of Deicer	53510-246	\$15,959.00
State of WI - Dept. of Transportation	AIP 43 - Local Share	53510-829	\$22,406.63
State of WI - Dept. of Transportation	AIP 44/SAP 62 - Local Share	53510-829	\$16,943.21
Van Ert	Rwy 14/32/Twy C - Lightning Damage Repairs; Ins. Claim	53510-515	\$12,905.04
Verizon	Cell phones-Maint. Super/Seas/Fire, November	53510-225	\$84.49
<i>WIL-KIL Pest Control</i>	<i>Annual Tower Pest Control</i>	<i>53515-248</i>	<i>\$445.23</i>
Xcel Energy	Terminal Gas/Electric - November	53510-222/224	\$10,940.17
<i>Xcel Energy</i>	<i>ATCT Gas/Electric - November</i>	<i>53515-222/224</i>	<i>\$1,416.24</i>
	TOTAL		<u>\$121,338.00</u>

ITALICIZED items = Tower Expenses

November Credit Card Charges

STAPLES	Office Supplies	53510-310	46.75
STAPLES	Copier Paper	51451-310	36.92
HANGAR 54 GRILL	Marketing	53510-327	25.00
GOLD CROSS ANSWERING SERV	Telephone	53510-225	86.74
<i>INTERSTATE BATTERY SYS</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>180.95</i>
PETERBILT OF EAU CLAIRE	Filters for heavy equip. vehicles	53510-241	277.25
PETERBILT OF EAU CLAIRE	Vehicles	53510-241	37.70
<i>PETERBILT OF EAU CLAIRE</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>34.76</i>
MENARDS EAU CLAIRE WEST	Vehicles	53510-241	22.74
MENARDS EAU CLAIRE WEST	Building	53510-248	12.98
<i>MENARDS EAU CLAIRE WEST</i>	<i>ATCT Building</i>	<i>53515-248</i>	<i>7.94</i>
DALCO ENTERPRISES	Janitorial Supplies	53510-248	357.84
INTEGRO	Insurance Claim - Lighting Repairs	53510-515	1217.23
WERNER ELECTRIC VENTURES	Building	53510-248	39.88
INTERSTATE BATTERY SYS	Vehicles	53510-241	209.95
FARRELL EQUIPMENT&SUPPLY	Building	53510-248	69.98
WWW.EXITLIGHTCO.COM	Building	53510-248	25.00
FLEETPRIDE580	Grounds	53510-246	56.10
MENARDS EAU CLAIRE WEST	TSA Construction Materials	53510-248	407.24
MENARDS EAU CLAIRE WEST	Grounds	53510-246	11.19
SQ *PULSAR PRODUCTS	Grounds	53510-246	20.00
SQ *PULSAR PRODUCTS	Grounds	53510-246	20.00
A1 EXPRESS RENTAL CENTER	Building	53510-248	70.00
AIRGAS NORTH	Grounds	53510-246	136.89
MENARDS EAU CLAIRE WEST	Building	53510-248	66.68
<i>CUMMINS INC - E3</i>	<i>ATCT Battery Charger for Generator</i>	<i>53515-248</i>	<i>921.31</i>
O'REILLY AUTO PARTS 1774	Vehicles	53510-241	2.27
SHERWIN INDUSTRIES	Grounds	53510-246	218.99
AIRPORT LIGHTING COMPANY	Insurance Claim - Lighting Repairs	53510-515	2124.32
	TOTAL		<u>\$6,744.60</u>

Chippewa Valley Regional Airport

2019 BUDGET COMPARISON Estimated November 30, 2019

#	Item	12 Month Budget 2019	Budget YTD Allocated	Actual as of 11/30/19 (91.67%)	Variance YTD	Balance Remaining For Year
Income			91.67%			
41110	Contrib From Eau Claire Cty	\$399,030	\$365,778	\$365,778.00	\$0.50	\$33,252.00
47330	Contrib From Chippewa Cty	\$130,271	\$119,415	\$130,271.00	\$10,855.92	\$0.00
Sub-Total Tax Revenue		\$529,301	\$485,192.58	\$496,049.00	\$10,856.42	\$33,252.00
46340-571	Advertising	\$5,500	\$5,042	\$5,195.77	\$154.10	\$304.23
46340-572	Air Terminal	\$113,645	\$104,174	\$102,354.85	(\$1,819.46)	\$11,289.85
46340-573	FAA	\$13,440	\$12,320	\$10,080.00	(\$2,240.00)	\$3,360.00
46340-574	FBO	\$126,195	\$115,679	\$116,734.47	\$1,055.89	\$9,460.34
43640-575	Fuel Flowage	\$114,100	\$104,592	\$119,929.38	\$15,337.71	(\$5,829.38)
46340-576	Hangars	\$138,169	\$126,655	\$144,810.97	\$18,156.05	(\$6,641.97)
46340-577	Landing	\$50,651	\$46,430	\$47,779.59	\$1,349.51	\$2,871.41
43640-578	Parking	\$130,000	\$119,167	\$178,150.71	\$58,984.04	(\$48,150.71)
46340-579	Rental Cars	\$115,000	\$105,417	\$142,111.34	\$36,694.67	(\$27,111.34)
46340-580	Restaurant	\$24,000	\$22,000	\$22,000.00	\$0.00	\$2,000.00
46340-581	Tie Downs	\$216	\$198	\$198.00	\$0.00	\$18.00
46340-583	Utility Revs	\$8,000	\$7,333	\$9,367.60	\$2,034.27	(\$1,367.60)
46340-584	Land Lease Revs	\$33,500	\$30,708	\$37,151.64	\$6,443.31	(\$3,651.64)
46340-586	Vehicle Fuel Reimbursement	\$10,000	\$9,167	\$16,977.46	\$7,810.79	(\$6,977.46)
Sub-Total Operating Revenue		\$882,416	\$808,880.88	\$952,841.78	\$143,960.90	(\$70,426.27)
Sub-Total Taxes and Operating Rev.		\$1,411,716.51	\$1,294,073.47	\$1,448,890.78	\$154,817.31	(\$37,174.27)
46340-601	Other Revenue	\$5,000	\$4,583	\$1,960.35	(\$2,622.98)	\$3,039.65
46340-582	PFC	\$83,410	\$76,459	\$91,041.68	\$14,582.51	(\$7,631.68)
46340-585	Airline Recruit Reimb	\$0	\$0	\$0.00	\$0.00	\$0.00
46340-515	Insurance Refunds	\$0	\$0	\$16,113.00	\$16,113.00	(\$16,113.00)
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 Fund Balance Applied	\$0	\$0	\$0.00	\$0.00	\$0.00
Sub-Total Other Revenue		\$88,410	\$81,042.50	\$109,115.03	\$28,072.53	(\$20,705.03)
TOTAL INCOME		\$1,500,127	\$1,375,115.97	\$1,558,005.81	\$182,889.84	(\$57,879.30)
Expenses						
53510-111	Salary Perm-Regular	\$343,286	\$314,679	\$308,140.49	(\$6,538.34)	\$35,145.51
-112	Salary Perm-OT	\$9,000	\$8,250	\$16,996.22	\$8,746.22	(\$7,996.22)
-114	Salary-On Call Pay	\$5,200	\$4,767	\$4,600.00	(\$166.67)	\$600.00
-121	Salary Temp Regular	\$5,000	\$4,583	\$7,966.62	\$0.00	(\$2,966.62)
-141	Board & Comm Per Diem	\$4,000	\$3,667	\$3,525.00	(\$141.67)	\$475.00
-142	Cnty Brd & Comm Mile	\$700	\$642	\$712.74	\$71.07	(\$12.74)
-150	Health Ins Incentive	\$1,200	\$1,100	\$1,000.00	(\$100.00)	\$200.00
-151	Social Security	\$27,730	\$25,419	\$24,777.26	(\$641.91)	\$2,952.74
-152	Retirement Emplr Share	\$19,566	\$17,936	\$19,739.99	\$1,804.49	(\$173.99)
-154	Hos & Health Ins	\$72,145	\$66,133	\$65,461.26	(\$671.66)	\$6,683.74
-155	Life Insurance	\$72	\$66	\$86.77	\$20.77	(\$14.77)
-158	Unemployment Comp	\$0	\$0	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$19,000	\$17,417	\$24,402.00	\$6,985.33	(\$5,402.00)
-212	Attorney Fees	\$6,000	\$5,500	\$2,966.00	(\$2,534.00)	\$3,034.00
-213	Accounting & Audit	\$4,900	\$4,492	\$3,000.00	(\$1,491.67)	\$1,900.00
-221	Water & Sewer	\$51,500	\$47,208	\$38,232.81	(\$8,975.52)	\$13,267.19
-222	Electric	\$98,940	\$90,695	\$85,542.36	(\$5,152.64)	\$13,397.64
-224	Gas & Fuel Oil	\$35,000	\$32,083	\$25,463.96	(\$6,619.37)	\$9,536.04
-225	Telephone	\$4,300	\$3,942	\$2,933.98	(\$1,007.69)	\$1,366.02
-226	Cellular Phone	\$0	\$0	\$930.34	\$930.34	(\$930.34)
-227	Dataline/Internet	\$500	\$458	\$18.17	(\$440.16)	\$481.83
-241	Motor Vehicle Maint	\$11,000	\$10,083	\$4,951.56	(\$5,131.77)	\$6,048.44
-246	Grounds Maint	\$50,000	\$45,833	\$115,322.20	\$69,488.87	(\$65,322.20)
-248	Building Maint	\$27,000	\$24,750	\$16,048.04	(\$8,701.96)	\$10,951.96
-249	Service on Machines	\$500	\$458	\$0.00	(\$458.33)	\$500.00
-297	Refuse Collection	\$1,300	\$1,192	\$1,254.00	\$62.33	\$46.00
-298	Laundry Services	\$1,850	\$1,696	\$1,766.78	\$70.95	\$83.22

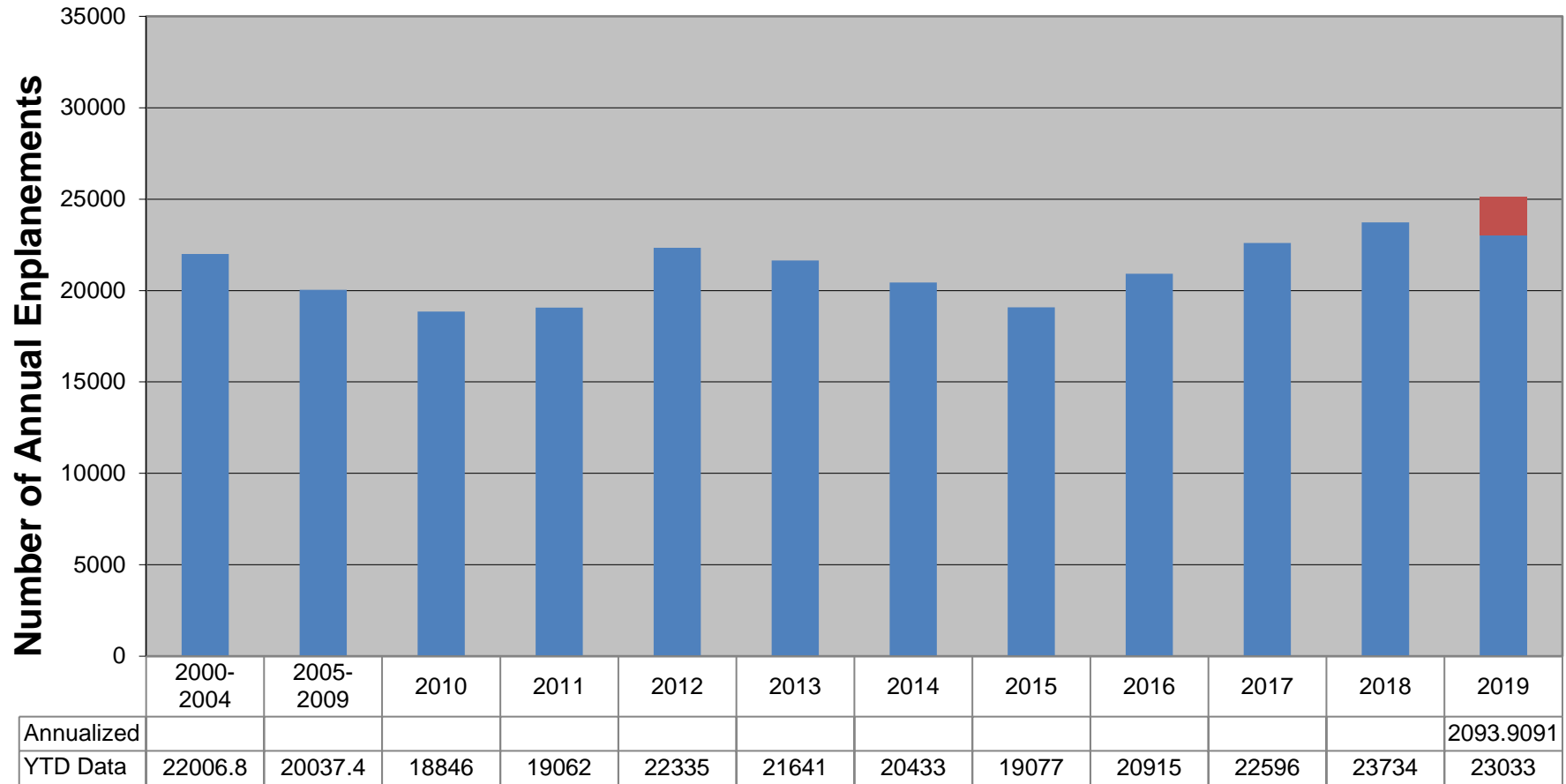
#	Item	12 Month Budget 2019	Budget YTD Allocated	Actual as of 11/30/19 (91.67%)	Variance YTD	Balance Remaining For Year
-299	Sundry Contract Services	\$500	\$458	\$0.00	\$0.00	\$0.00
-310	Office Supplies	\$600	\$550	\$279.86	(\$270.14)	\$320.14
-311	Postage and Box Rent	\$700	\$642	\$463.14	(\$178.53)	\$236.86
-313	Printing & Dup	\$750	\$688	\$576.37	(\$111.13)	\$173.63
-320	Ref Materials	\$500	\$458	\$315.00	(\$143.33)	\$185.00
-321	Publish Legal Notices	\$200	\$183	\$36.89	(\$146.44)	\$163.11
-324	Membership Dues	\$4,500	\$4,125	\$3,835.00	(\$290.00)	\$665.00
-327	Marketing	\$50,000	\$45,833	\$42,585.00	(\$3,248.33)	\$7,415.00
-328	Airline Recruitment	\$15,000	\$13,750	\$3,750.00	(\$10,000.00)	\$11,250.00
-340	Travel-Train, Conf & Misc.	\$14,000	\$12,833	\$14,883.80	\$2,050.47	(\$883.80)
-366	Fire fight supplies	\$4,500	\$4,125	\$1,719.64	(\$2,405.36)	\$2,780.36
-377	Vehicle Fuel	\$32,000	\$29,333	\$48,892.04	\$19,558.71	(\$16,892.04)
-510	Insurance	\$45,310	\$41,534	\$37,404.33	(\$4,129.84)	\$7,905.67
-515	Insurance Claims	\$0	\$0	\$37,670.83	\$37,670.83	(\$37,670.83)
-615	Special Assessment	\$76,000	\$69,667	\$75,708.00	\$6,041.33	\$292.00
-813	Office Equipment	\$1,500	\$1,375	\$0.00	(\$1,375.00)	\$1,500.00
Sub-Total Operating Expense		\$1,045,749.00	\$958,603.25	\$1,043,958.45	\$85,355.20	\$1,790.55
53515-221	ATCT Water-Sewer-Strmwtr	\$1,000	\$917	\$702.04	(\$214.63)	\$297.96
-222	ATCT Electricity	\$15,300	\$14,025	\$14,804.93	\$779.93	\$495.07
-224	ATCT Gas & Fuel Oil	\$4,000	\$3,667	\$2,191.22	(\$1,475.45)	\$1,808.78
-225	ATCT Telephone	\$1,500	\$1,375	\$960.00	(\$415.00)	\$540.00
-248	ATCT Building Maintenance	\$15,000	\$13,750	\$13,461.00	(\$289.00)	\$1,539.00
Sub-Total Tower Expense		\$36,800	\$33,733.33	\$32,119.19	(\$1,614.14)	\$4,680.81
53610-810	Capital Equipment	\$32,000	\$29,333	\$0.00	(\$29,333.33)	\$32,000.00
-820	Capital Improvement	\$22,000	\$20,167	\$5,125.00	(\$15,041.67)	\$16,875.00
-829	Other Capital Improvement	\$199,375	\$182,760	(\$123,958.42)	(\$306,718.84)	\$323,333.42
58102-613	Principal/Trust Fund	\$105,503	\$96,711	\$105,503.39	\$8,792.31	(\$0.39)
58202-613	Interest/Trust Fund	\$18,426	\$16,891	\$18,426.02	\$1,535.52	(\$0.02)
Sub-Total Capital Expense		\$377,304	\$345,862.00	\$5,095.99	(\$340,766.01)	\$372,208.01
TOTAL EXPENSE		\$1,459,853	\$1,338,198.58	\$1,081,173.63	(\$257,024.95)	\$378,679.37
NET OPERATING INCOME		\$40,274	\$36,917	\$476,832.18		(\$436,558.67)
Cash Balance						
	Per 2014 Audit Report	\$666,546				
	Per 2015 Audit Report	\$618,157				
	Per 2016 Audit Report	\$945,242				
	Per 2017 Audit Report	\$980,620				
	2018 Estimate	\$975,882				
	2019 Estimate	#REF!				

Chippewa Valley Regional Airport
Traffic Statistics
 November 2019

	Month		% Diff.	Year to date		% Diff.
	2019	2018		2019	2018	
AIRLINE PASSENGERS						
UNITED Enplaned	1760	1703	3%	20714	19591	6%
CHARTERS Enplaned				<u>2176</u>	<u>2457</u>	-11%
Total Enplaned				22890	22048	4%
UNITED Deplaned	1806	1589	14%	20277	19319	5%
CHARTERS Deplaned				<u>2176</u>	<u>2457</u>	-11%
Total Deplaned				22453	21776	3%
Total Enplaned/Deplaned	3566	3292	8%	45343	43824	3%
UA Departure Load Factor	63%	59%		64%	62%	
UA Arrival Load Factor	65%	56%		64%	60%	
UNITED PERFORMANCE	2019	2018		2019	2018	
Scheduled Flights/Landings	59	59	0%	669	659	2%
Canceled Flights						
Xnld for Wx	3	2		32	21	
Xnld for Mx	0	0		3	0	
Xnld Other	<u>0</u>	<u>0</u>		<u>2</u>	<u>2</u>	
Total	3	2	50%	37	23	61%
Total Landings	56	57	-2%	632	636	-1%
	2019	2018		2019	2018	
<u>EAU Arrival</u>						
Completion Factor	95%	97%		94%	96%	
OnTime %	73%	75%		69%	75%	
<u>EAU Departure</u>						
Completion Factor	95%	98%		95%	96%	
OnTime %	80%	88%		79%	84%	
<u>ORD Arrival</u>						
Completion Factor	95%	98%		95%	96%	
OnTime %	81%	88%		77%	79%	

All on time arrivals/departures follow DOT methodology.

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Years

Airline Analysis	7 Day			14 Day			21 Day		
	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP
CUN - Cancun *	\$919	\$788	\$1,028	\$1,219	\$905	\$968	\$1,140	\$870	\$933
MCO - Orlando *	\$674	\$708	\$446	\$841	\$908	\$608	<u>\$501</u>	\$595	\$425
PHX - Phoenix *	\$699	\$436	\$321	\$1,022	\$962	\$560	\$569	\$436	\$352

Airline Analysis	Christmas Week			New Year's Week					
	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP			
ORD - Chicago **	\$476	\$237	\$306	<u>\$206</u>	\$270	\$280	<u>\$206</u>	\$235	\$292
DEN - Denver **	\$854	\$204	\$260	\$390	\$286	\$176	\$525	\$286	\$258
LAS - Las Vegas **	\$702	\$210	\$596	<u>\$423</u>	\$402	\$327	\$743	\$762	\$390
EWR - Newark **	\$930	\$546	\$536	<u>\$511</u>	\$464	\$417	\$574	\$642	\$448
IAD - Washington Dulles **	<u>\$804</u>	\$716	\$796	<u>\$443</u>	\$461	\$350	<u>\$457</u>	\$611	\$393

Christmas Week

New Year's Week

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

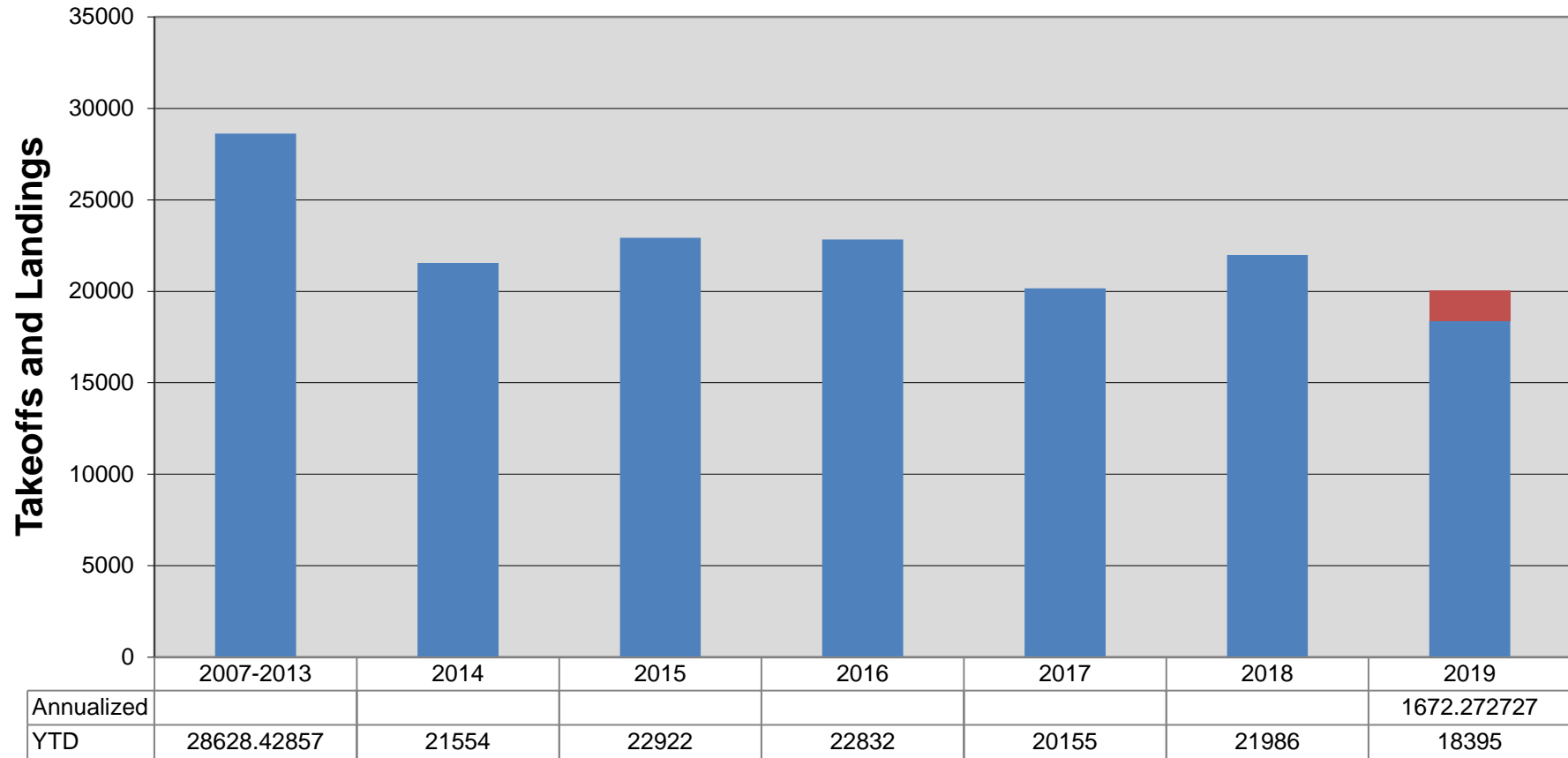
	<u>2019</u>	<u>2018</u>	
January	345	299	15%
February	361	308	17%
March	433	341	27%
April	455	321	42%
May	533	355	50%
June	622	425	46%
July	690	577	20%
August	703	570	23%
September	617	510	21%
October	553	481	15%
November	509	393	30%
December		348	-100%
YTD	5821	4580	27%

Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 November 2019

		Month		% Diff.	Year to date		% Diff.
		2019	2018		2019	2018	
Itinerant	Air Carrier	2	10	-80%	41	53	-23%
	Commuter/ Air Taxi	211	196	8%	2307	2283	1%
	GA	780	802	-3%	12145	12786	-5%
Local	Military	2	11	-82%	301	421	-29%
	GA	270	348	-22%	3539	4940	-28%
	Military	<u>0</u>	<u>0</u>	#DIV/0!	<u>62</u>	<u>54</u>	15%
TOTAL		1265	1367	-7%	18395	20537	-10%

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

1. Jan 1 – Airport Newsletter
2. Jan 2 – Leader Telegram Interview
3. Jan 9 – Airport Operations Press Release
4. Jan 17 – WEAU Interview on Government Shutdown
5. Jan 19 – UWEC vs. UW Stout Basketball Games
6. Feb 12 – LT Pre-Check Story
7. Feb 13 – LT Airport Winter Storm Impacts
8. Feb 19 – City of EC Economic Dev Tour
9. Feb 20 – WEAU and WQOW Stories on Weather Impacts
10. Mar 12 – Polka Dot Powerhouse Meeting
11. Mar 13 – Airport Business Partner Meeting
12. Mar 26 – Chippewa Valley Spirit Awards
13. Mar 28 – WAMA Legislative Day
14. Apr 1 – Airport Newsletter
15. Apr 10 – Eau Claire Chamber Real Life Academy
16. Apr 15 – Wings for All Meeting
17. Apr 17 – United Way Event
18. Apr 17 – Eau Claire Chamber Annual Meeting
19. Apr 18 – Leadership Chippewa Falls
20. Apr 18 – Chippewa Falls Middle School Career Fair
21. Apr 25 – Radio Station Promotion
22. May 1 – Chippewa County Economic Development Committee Meeting
23. May 2 – Career Venture Career Fair
24. May 3 – UWEC Apex Group Tour
25. May 10 – CCEDC Annual Meeting and Golf Outing
26. May 14 – Business View Magazine Interview
27. May 20 – WEAU Interview
28. May 23 – CAP Tower Tour
29. May 30 – Rep. James Tour
30. Jun 8 – EAA Pancake Breakfast and Young Eagles
31. Jun 12 – Wings for All Media Advisory
32. Jun 28 – Ageless Aviation Dream Flights
33. Jul 1 – Airport Newsletter
34. Jul 12 – Wings for All Press Release
35. Jul 12 – AD Volunteer at the Fair
36. Jul 13 – Wings for All Event
37. Jul 17 – Aviation Summer Institute Airport Tour
38. Jul 25 – UWEC Student Tour
39. Jul 31 – County Staff Tour
40. Aug 1 – Business at the Airport
41. Aug 12/13 – Airport Disaster Drill Press Release and Interviews
42. Aug 14 – Runway Safety Meeting
43. Oct 1 – Airport Newsletter
44. Nov 12 – Chippewa Valley Airshow Blue Angels Preseason Visit

Upcoming Events

Agenda Item 7a

March 23-27, 2020: TSA Pre-Check Enrollment

April 6, 2020: Business at the Airport

May 16, 2020: EAU Wings for All

May 30, 2020: United Way Plane Pull - Tentative

June 13-14, 2020: Chippewa Valley Airshow

October 5-9, 2020: TSA Pre-Check Enrollment

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Air Terminal Leases and Maintenance Restaurant TSA FAA Car Rentals Terminal Area Passenger Bridge Passenger Services Administrative Offices Advertising Revenue Sources	Annual	Dec-19	<p>Commissioners reviewed lease rates and maintenance for terminal leases. No changes were made.</p> <p>Commissioners also reviewed options for LED lighting replacement in the terminal and agreed it was a good investment and an architecturally pleasing option should be selected when replacement occurs.</p>

CVRA December 2019 Operational Review

Air Terminal Leases and Maintenance

Facility	Term	2020 Rates	Maintenance and Utilities	Misc.
Restaurant	5 Years Expires December 31, 2020	\$2,000/mo.	- Restaurant maintains and replaces kitchen equipment. Restaurant pays for seperately metered gas and electric for leased space and reimburses airport for water usage. Restaurant pays for trash services - Airport pays for heat/air and maintains public areas such as restrooms, parking lot, sidewalks, etc.	- Hangar 54 has the first right of refusal for another 5 year term beyond 2020. - Lease includes vending.
TSA	10 years Expires September 30, 2020	\$23.22/sq.ft. (rent - \$16.57 OE - \$6.65)	- Airport pays for all utilties; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	Space is relatively new and no major maintenance issues.
FAA	5 years Expires September 30, 2021	\$21/sq.ft.	- Airport pays for all utilties; maintains public areas such as restrooms, parking lot, sidewalks, etc.	FAA can terminate with 30 days notice.
Airline	2 years Expires January 31, 2020	\$26.64/sq.ft.	- Airport pays for all utilties; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc. - Use of passenger boarding bridge is included in the lease rate.	- SkyWest also pays landing fees of \$1.39/1,000 MGLW. Non-leasing airlines pay \$1.49/1,000 lbs. MGLW
Car Rentals	5 years Expires December 31, 2020	\$23.90/sq.ft. plus 10% of gross sales or minimum monthly guarantee whichever is greater	- Airport pays for all utilties; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	- Car Rentals also pay \$106/mo. for 24 parking spaces. - Space is relatively new and no major maintenance issues. - Minimum Monthly Guarantees: Hertz - \$2,010; Enterprise - \$2,683.36; Avis/Budget - \$1,800
Mead & Hunt	3 years Expires December 31, 2019	\$15.22/sq.ft.	- Airport pays for all utilties; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	- Mead & Hunt may relocate to smaller office space.
Advertising & Ground Service Agreements		Customers pay \$250-650/year; 2019 = 12+ advertisers	Airport pays for electricity and all equipment needed for the advertising monitors; Airport also maintains advertisements on Airport website.	- The airport recently took over the advertising sales. We discontinued service with our current software provider and moved to a free system the county uses which saved about \$850/yr. The County system isn't working as planned so we are researching other options. - A contract is required to do business at the airport which includes ground transportation companies picking up passengers. We are slowly getting all ground transportation operators under contract by offering advertising opportunities as part of their contract.
Terminal Area				- Overall is in good shape due to recent remodel. - UNSECURED AREA TERMINAL SEATING REUPHOLSTERED SPRING 2019 - LED LIGHTING UPDATED THROUGHOUT SOME OF THE TERMINAL AREA SPRING 2019 - Tiles on the columns at the terminal main entrance and on the entrance sign are starting to peel off. We are working on replacement options. MAINTENANCE MADE TEMPORARY TILE REPAIRS TO ENTRANCE SIGN SUMMER 2019
Admin Offices				Remodeled in 2015.



Department of Administration

Randy B. Scholz, County Administrator

Agenda Item 8b

December 3, 2019

TO: Chippewa County Clerks

Town of Anson

Town of Arthur

Town of Auburn

Town of Birch Creek

Town of Bloomer

Town of Cleveland

Town of Colburn

Town of Cooks Valley

Town of Delmar

Town of Eagle Point

Town of Edson

Town of Estella

Town of Goetz

Town of Hallie

Town of Howard

Town of Lafayette

Town of Lake Holcombe

Town of Sampson

Town of Sigel

Town of Sigel

Town of Wheaton

Town of Woodmohr

Village of Boyd

Village of Cadott

Village of Lake Hallie

Village of New Auburn

City of Bloomer

City of Cornell

City of Eau Claire

City of Stanley

City of Chippewa Falls

FR: Randy Scholz, County Administrator

RE: Invitation to Express Interest in Chippewa County Business Park Planning

Chippewa County is actively exploring the potential development of a new business park to help continue industrial growth and diversification in Chippewa County. In October 2018, the County Board approved Resolution 62-18 authorizing the County Administrator to hire a consultant to assist the Economic Development Committee with developing a feasibility study/strategic plan for such a business park. On July 31, 2019, the Economic Development Committee awarded the contract to Ady Advantage, an economic development and site selection consultancy based in Madison. Ady Advantage held the project initiation meeting on November 15, 2019 where they met with members of the Ady Hoc Feasibility Study Committee.

Based in part on the success of the current Lake Wissota Business Park, the Consultant noted that the feasibility of a new business park will understandably be based on multiple, interrelated factors, such as the likely demand by industries, the availability and readiness of sites for development, and the willingness of communities to partner with the County on a potential business park. The Ad Hoc Committee's initial recommendation, which may change based on market demand and/or supply, is that the Consultant look for available sites of 200 or more contiguous acres. Additional requirements of the site will be forthcoming later in the process after the Consultant conducts numerous activities designed to identify both the targeted industries of any new business park and their business requirements.

At the meeting in November, the Ad Hoc Committee requested that the County reach out to each community within Chippewa County, at this very early stage of the process, to ensure that all communities, villages, etc. within the County are both aware of Chippewa County's intentions and invite you to express your interest, if any, in partnering with the County on such an initiative.

To that end, I would like to ask that you bring this topic before your elected officials.

Please respond to me by no later than noon on December 19, 2019

We are looking for a preliminary indication of your potential interest so that Chippewa County and our consultant may consider all possible locations for a future business park.

Specifically, please let me know if you are interested in potentially partnering with Chippewa County on a future business park in your jurisdiction. Your response is non-binding at this preliminary stage. If we do not hear from you by this date, we will assume that your answer is a "no."

If You Have an Interest in Potentially Partnering

If your answer is “yes” (or “maybe”), the next step will be for our Consultant and a designee from Chippewa County to visit with a representative from your community on January 6th or 7th.

During that confidential meeting, we will share a topline overview of Chippewa County’s goals for a future business park and then lead a discussion with you on the following topics:

1. What sites are or could be available to develop a business park, keeping in mind the expected minimum size of 200 or more contiguous acres?
2. What resources or support would your community be willing to partner with the County on? (Examples might include both financial and non-financial support such as utility servicing, incentives, engineering support, etc.)

Thank you in advance for your interest in this potential initiative.

Sincerely,



Randy Scholz
County Administrator

cc: Janet Ady, Ady Advantage President and CEO
Leigh Darrow, County Board Chair
Steve Gerrish, Economic Development Committee Chair
Charlie Walker, CCEDC Director