

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, January 15, 2016, 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. **December 17, 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**
    - 2015 Airline and General Aviation Survey Results
    - Volk Field Presentation – Jan 14 @ 7pm
    - Small Community Air Service Grant Update
    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: None.**

**9. New Business:**

- a. Approval of Resolution to Apply for a “Class B” Liquor License for Use by Hangar 54 Grill**
  - 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**  
**Thursday, December 17<sup>th</sup>, 2015, 7:30am**  
**Duax Commission Room**  
**3800 Starr Avenue, Eau Claire, WI**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Derek Motschenbacher-SkyWest, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Wall-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Chuck Hull, John Manydeeds and Barry Wells were present
4. **Approval of Minutes**
  - a. **November 20<sup>th</sup>, 2015 Regular Commission Meeting:**  
**On a motion by Com. Manydeeds, seconded by Com. Wells, the minutes of the November 20<sup>th</sup>, 2015 meeting were approved as submitted.**  
*(Ayes 7-Nayes 0)*
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**
    - The Revel Digital invoice is the advertising software used on the Terminal monitors. Media USA reimburses us for half of this invoice for advertising on the monitors.  
**On a motion by Com. Wells, seconded by Com. Manydeeds, the expense vouchers were approved as submitted.**  
*(Ayes 7-Nayes 0)*
  - b. **Key Indicators**
    - **Airline Operations**  
Airline operations are up for the month and down for the year. The Commissioners requested that the SkyWest General Manager provide on-time arrival numbers into Chicago for the next Commission meeting. Commissioners would also like to see the on time information reported the same as what is reported to the DOT.
    - **Tower Operations**  
Tower operations are up for the month and up for the year.

**c. Hangar Occupancy**

There will be two T-hangars available for rent at the end of December. All box hangars are currently rented and there is only a waiting list for south facing T-hangers at this time.

**6. Public Comment Period:** No comment.

**7. Operational Matters**

**a. Airport Operations Report**

- The Airport Director noted that on January 14<sup>th</sup>, 2016 at 7pm the Airport and the local EAA chapter will be hosting representatives from Volk Field to discuss their airspace expansion, sharing their airspace with non-military traffic, and services Volk Field can provide to transiting aircraft.
- Small Community Air Service Grant Update: The Airport Director provided some examples of the promotional activities and noted that they are working on putting together a “Lunch & Learn” event with SkyWest.

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

- The Airport Director discussed some of the information that had been collected from area airports regarding getting comparable pricing for their T-hangars. The Commission discussed the per-square-footage rates and anticipates a similar pricing schedule for the new hangars that will be built in 2016. The Airport Director will attempt to gather additional information on rates for hangars recently built.
- The December Operational Review has been postponed until January.

**c. Project Summary**

Amy Michels from Mead & Hunt discussed work on the ALP update and the Twy C reconstruction project. A change order will be submitted to the FAA to add C2 back into the project.

The T-hangar construction project is nearing completion on the design side.

The South Hangar Area Taxilane Design continues, but is on hold until the FAA approves a modification to standards for the hangar area.

Mead & Hunt continues work on the Tower Equipment Replacement. This work is under review with the FAA. They should review in within the next 30 days and then the project will go to bid.

**8. Previous Business**

**a. Revision to Airport Land Lease Guidelines**

The Airport Director discussed the proposed changes to the Airport Land Lease Guidelines. The Commission discussed options to amend the wording and determined that the rates for renting a hangar at the expiration of the each land lease should be addressed on a case-by-case basis.

**On a motion by Com. Francis, seconded by Com. Frederikson, the Revisions to Airport Land Lease Guidelines were approved as submitted excluding the section of text concerning charges for hangars at the end of a land lease.**

*(Ayes 7-Nayes 0)*

**9. New 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: Review of Proposals for Leasing Restaurant Space**

**On a motion by Com. Manydeeds, seconded by Com. Frederikson, the Commission entered into closed session at 8:31am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Frederikson, Hilgedick, Hull, Manydeeds and Wells.**

**Nays: None.**

The Commission reconvened in open session at 8:55am.

**Commissioners reported in open session that they approved for the Airport Director and Airport Commission Chair to negotiate the terms of the new Restaurant Lease and execute the lease agreement.**

**10. Discuss Future Agenda Items: None**

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

The next Commission Meeting is scheduled for Friday, January 15<sup>th</sup>, 2016 at 7:30am.

**12. Adjournment:**

**On a motion by Com. Frederikson, seconded by Com. Wells, the meeting was adjourned at 8:57 a.m.**

*(Ayes 7-Nays 0)*

**Respectfully Submitted,**

**Bill Hilgedick, Secretary**

**December vouchers for approval January 15, 2016**

American Assoc of Airport Executives	AAAE Digicast 1/1/16-12/31/16	53610-340	1,254.00	2016
Bartingale Mechanical	Boiler replacements in K1 & K3	53610-820	4,822.00	
Bartingale Mechanical	Parts for K2 & K4	53610-248	235.78	
Cummins Power	Replaced charger for battery in the tower	53615-248	934.08	
Eau Claire County Highway Dept	Sidewalk salt	53610-246	58.42	
Explorer Solutions	Phase II Airport Strategic Plan, 2nd installment	53610-200	8,928.57	
G&K Services	Uniforms	53610-137	130.00	
G&K Services	Bags & Towels	53610-298	16.00	
Genesis Lamp	Airfield and windsock lights	53610-246	357.30	
Gold Cross Answering Service	48 calls/4 emails - December	53610-225	56.54	
Mead & Hunt	Professional services 10-unit T-hangar, Nov.	53610-820	21,236.30	
Miller-Bradford & Risberg, Inc.	Belt for Case Loader	53610-241	49.35	
O'Reilly Auto Parts	Parts for brake replacement on 2010 Ford Escape	53610-241	122.63	
National Elevator Inspection Services	Annual Elevator Inspection	53615-248	97.90	
Simplex Grinnell	Alarm & Detection Monitoring 1/1/16-12/31/16	53615-248	457.94	2016
<b>Sixel</b>	Monthly Retainer, January	53610-327-001	4,000.00	2016
Southside Tire	Tire repairs for Oshkosh Plow	53610-246	332.78	
<b>Spectrum (Charter)</b>	TV ads, (2) spots during 12/23 Basketball game	53610-327-001	270.00	
Town Square Publications	EC Chamber of Commerce 2016 Brochures/Maps	53610-327	595.00	2016
Viking Electric Supply	Gate open push button for Hawthorne	53610-246	9.72	
Visit Eau Claire	Annual Membership Dues	53610-324	250.00	2016
Wisconsin Airport Management Assoc	WAMA membership dues 2016	53610-324	850.00	2016
		TOTAL	<b>\$45,064.31</b>	

**BOLD** items = SCASD Grant reimbursements

## Chippewa Valley Regional Airport

**2015 BUDGET COMPARISON Estimated December 31, 2015**

#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 12/31/15 (100%)	Variance YTD	Balance Remaining For Year
<b>Income</b>			100.00%			
41110	Contrib From Eau Claire Cty	\$391,167	\$391,167.00	\$391,167.00	\$0.00	\$0.00
47330	Contrib From Chippewa Cty	\$127,704	\$127,704.00	\$127,704.00	\$0.00	\$0.00
Sub-Total Tax Revenue		\$518,871	\$518,871.00	\$518,871.00	\$0.00	\$0.00
46340-571	Advertising	\$5,000	\$5,000.00	\$6,167.80	\$1,167.80	(\$1,167.80)
46340-572	Air Terminal	\$108,724	\$108,724.00	\$107,524.32	(\$1,199.68)	\$1,199.68
46340-573	FAA	\$12,160	\$12,159.96	\$12,159.96	\$0.00	\$0.00
46340-574	FBO	\$128,839	\$128,839.00	\$129,633.75	\$794.75	(\$794.75)
43640-575	Fuel Flowage	\$107,500	\$107,500.00	\$140,065.04	\$32,565.04	(\$32,565.04)
46340-576	Hangars	\$133,436	\$133,436.00	\$124,675.67	(\$8,760.33)	\$8,760.33
46340-577	Landing	\$44,700	\$44,700.00	\$43,040.64	(\$1,659.36)	\$1,659.36
43640-578	Parking	\$155,000	\$155,000.00	\$136,676.95	(\$18,323.05)	\$18,323.05
46340-579	Rental Cars	\$90,000	\$90,000.00	\$87,626.49	(\$2,373.51)	\$2,373.51
46340-580	Restaurant	\$22,360	\$22,360.00	\$0.00	(\$22,360.00)	\$22,360.00
46340-581	Tie Downs	\$144	\$144.00	\$216.00	\$72.00	(\$72.00)
46340-583	Utility Revs	\$7,000	\$7,000.00	\$6,330.27	(\$669.73)	\$669.73
46340-584	Land Lease Revs	\$27,000	\$27,000.00	\$29,054.03	\$2,054.03	(\$2,054.03)
46340-586	Vehicle Fuel Reimbursement	\$25,000	\$25,000.00	\$11,985.49	(\$13,014.51)	\$13,014.51
Sub-Total Operating Revenue		\$866,863	\$866,862.96	\$835,156.41	(\$31,706.55)	\$31,706.55
Sub-Total Taxes and Operating Rev.		\$1,385,734	\$1,385,733.96	\$1,354,027.41	(\$31,706.55)	\$31,706.55
46340-601	Other Revenue	\$5,000	\$5,000.00	\$22,118.32	\$17,118.32	(\$17,118.32)
46340-582	PFC	\$89,995	\$89,995.00	\$67,800.45	(\$22,194.55)	\$22,194.55
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	\$150,000.00	\$36,396.44	(\$113,603.56)	\$113,603.56
49210	Transfer Fr. Gen'l Fund	\$0	\$0.00	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$366,252	\$366,252.00	\$0.00	(\$366,252.00)	\$366,252.00
Sub-Total Other Revenue		\$611,247	\$611,247.00	\$126,315.21	(\$484,931.79)	\$484,931.79
<b>TOTAL INCOME</b>		<b>\$1,996,981</b>	<b>\$1,996,980.96</b>	<b>\$1,480,342.62</b>	<b>(\$516,638.34)</b>	<b>\$516,638.34</b>
<b>Expenses</b>						
53610-111	Salary Perm-Regular	\$308,206	\$308,206.00	\$294,753.01	(\$13,452.99)	\$13,452.99
-112	Salary Perm-OT	\$17,000	\$17,000.00	\$6,151.50	(\$10,848.50)	\$10,848.50
-120	Health Ins Incentive	\$600	\$600.00	\$1,200.00	\$600.00	(\$600.00)
-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	\$2,200.00	\$1,528.23	(\$671.77)	\$671.77
-141	Board & Comm Per Diem	\$4,500	\$4,500.00	\$3,675.00	(\$825.00)	\$825.00
-142	Cnty Brd & Comm Mile	\$800	\$800.00	\$635.46	(\$164.54)	\$164.54
-151	Social Security	\$24,878	\$24,878.00	\$22,459.17	(\$2,418.83)	\$2,418.83
-152	Retirement Emplr Share	\$22,114	\$22,114.00	\$18,255.65	(\$3,858.35)	\$3,858.35
-154	Hos & Health Ins	\$73,065	\$73,065.00	\$66,721.50	(\$6,343.50)	\$6,343.50
-155	Life Insurance	\$140	\$140.00	\$71.57	(\$68.43)	\$68.43
-158	Unemployment Comp	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$0	\$0.00	\$81,785.71	\$81,785.71	(\$81,785.71)
-212	Attorney Fees	\$7,000	\$7,000.00	\$4,061.00	(\$2,939.00)	\$2,939.00
-213	Accounting & Audit	\$3,500	\$3,500.00	\$2,200.00	(\$1,300.00)	\$1,300.00
-221	Water & Sewer	\$56,650	\$56,650.00	\$34,307.50	(\$22,342.50)	\$22,342.50
-222	Electric	\$85,862	\$85,862.00	\$74,680.26	(\$11,181.74)	\$11,181.74
-224	Gas & Fuel Oil	\$41,200	\$41,200.00	\$22,509.41	(\$18,690.59)	\$18,690.59
-225	Telephone & Telegraph	\$4,000	\$4,000.00	\$4,055.86	\$55.86	(\$55.86)
-227	Dataline/Internet	\$1,000	\$1,000.00	\$500.00	(\$500.00)	\$500.00
-241	Motor Vehicle Maint	\$12,000	\$12,000.00	\$5,019.56	(\$6,980.44)	\$6,980.44
-246	Grounds Maint	\$35,175	\$35,175.00	\$31,666.66	(\$3,508.34)	\$3,508.34
-248	Building Maint	\$25,000	\$25,000.00	\$24,031.67	(\$968.33)	\$968.33
-249	Service on Machines	\$500	\$500.00	\$0.00	(\$500.00)	\$500.00
-297	Refuse Collection	\$1,024	\$1,024.00	\$1,062.60	\$38.60	(\$38.60)
-298	Laundry Services	\$115	\$115.00	\$167.60	\$52.60	(\$52.60)
-299	Sundry Contract Services	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-310	Office Supplies	\$500	\$500.00	\$805.98	\$305.98	(\$305.98)
-311	Postage and Box Rent	\$600	\$600.00	\$587.79	(\$12.21)	\$12.21

#	Item	12 Month Budget 2015	Budget YTD Allocated	Actual as of 12/31/15 (100%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$600	\$600.00	\$558.64	(\$41.36)	\$41.36
-320	Ref Materials	\$500	\$500.00	\$514.81	\$14.81	(\$14.81)
-321	Publish Legal Notices	\$200	\$200.00	\$0.00	(\$200.00)	\$200.00
-324	Membership Dues	\$4,000	\$4,000.00	\$3,155.70	(\$844.30)	\$844.30
-327	Marketing	\$35,000	\$35,000.00	\$27,772.36	(\$7,227.64)	\$7,227.64
-327-001	Marketing Grant Expense	\$150,000	\$150,000.00	\$71,474.17	(\$78,525.83)	\$78,525.83
-328	Airline Recruitment	\$20,000	\$20,000.00	\$8,279.01	(\$11,720.99)	\$11,720.99
-330	Travel Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$9,500	\$9,500.00	\$7,438.50	(\$2,061.50)	\$2,061.50
-366	Fire fight supplies	\$4,500	\$4,500.00	\$0.00	(\$4,500.00)	\$4,500.00
-377	Vehicle Fuel	\$60,000	\$60,000.00	\$17,118.07	(\$42,881.93)	\$42,881.93
-510	Insurance	\$36,000	\$36,000.00	\$10,028.76	(\$25,971.24)	\$25,971.24
-615	Special Assessment	\$0	\$0.00	\$30,835.68	\$30,835.68	(\$30,835.68)
-813	Office Equipment	\$3,000	\$3,000.00	\$308.79	(\$2,691.21)	\$2,691.21
	<b>Sub-Total Operating Expense</b>	<b>\$1,050,929.00</b>	<b>\$1,050,929.00</b>	<b>\$880,377.18</b>	<b>(\$170,551.82)</b>	<b>\$170,551.82</b>
53615-200	ATCT Contractual Services-Stat	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,000	\$1,000.00	\$679.45	(\$320.55)	\$320.55
-222	ATCT Electricity	\$15,480	\$15,480.00	\$14,179.06	(\$1,300.94)	\$1,300.94
-224	ATCT Gas & Fuel Oil	\$5,000	\$5,000.00	\$2,306.75	(\$2,693.25)	\$2,693.25
-225	ATCT Telephone	\$1,500	\$1,500.00	\$1,078.58	(\$421.42)	\$421.42
-248	ATCT Building Maintenance	\$15,000	\$15,000.00	\$13,215.64	(\$1,784.36)	\$1,784.36
	<b>Sub-Total Tower Expense</b>	<b>\$37,980</b>	<b>\$37,980.00</b>	<b>\$31,459.48</b>	<b>(\$6,520.52)</b>	<b>\$6,520.52</b>
53610-810	Capital Equipment	\$56,979	\$56,979.00	\$40,415.89	(\$16,563.11)	\$16,563.11
-820	Capital Improvement	\$697,164	\$697,164.00	\$404,284.81	(\$292,879.19)	\$292,879.19
-829	Other Capital Improvement	\$30,000	\$30,000.00	\$5,740.00	(\$24,260.00)	\$24,260.00
58100-613	Principal/Trust Fund	\$87,343	\$87,343.00	\$87,343.45	\$0.45	(\$0.45)
58200-613	Interest/Trust Fund	\$36,586	\$36,586.00	\$36,585.96	(\$0.04)	\$0.04
	<b>Sub-Total Capital Expense</b>	<b>\$908,072</b>	<b>\$908,072.00</b>	<b>\$574,370.11</b>	<b>(\$333,701.89)</b>	<b>\$333,701.89</b>
	<b>TOTAL EXPENSE</b>	<b>\$1,996,981</b>	<b>\$1,996,981.00</b>	<b>\$1,486,206.77</b>		<b>\$510,774.23</b>
	<b>NET OPERATING INCOME</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$5,864.15)</b>		<b>\$5,864.11</b>

Chippewa Valley Regional Airport  
**Traffic Statistics**  
 December 2015

AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2015	2014		2015	2014	
UNITED Enplaned	1327	1573	-16%	16821	18548	-9%
CHARTERS Enplaned				<u>2256</u>	<u>1885</u>	20%
Total Enplaned				19077	20433	-7%
UNITED Deplaned	1368	1535	-11%	16856	18261	-8%
CHARTERS Deplaned				<u>2256</u>	<u>1885</u>	20%
Total Deplaned				19112	20146	-5%
Total Enplaned/Deplaned	2695	3108	-13%	38189	40579	-6%

<b>UNITED PERFORMANCE</b>	2015	2014		2015	2014	
Scheduled Flights/Landings	62	62	0%	732	733	0%
Canceled Flights						
Xnld for Wx	3	1		26	51	
Xnld for Mx	0	1		2	9	
<u>Xnld Other</u>	<u>0</u>	<u>1</u>		<u>2</u>	<u>9</u>	
<b>Total</b>	3	3	0%	30	69	-57%
Total Landings	59	59	0%	702	664	6%

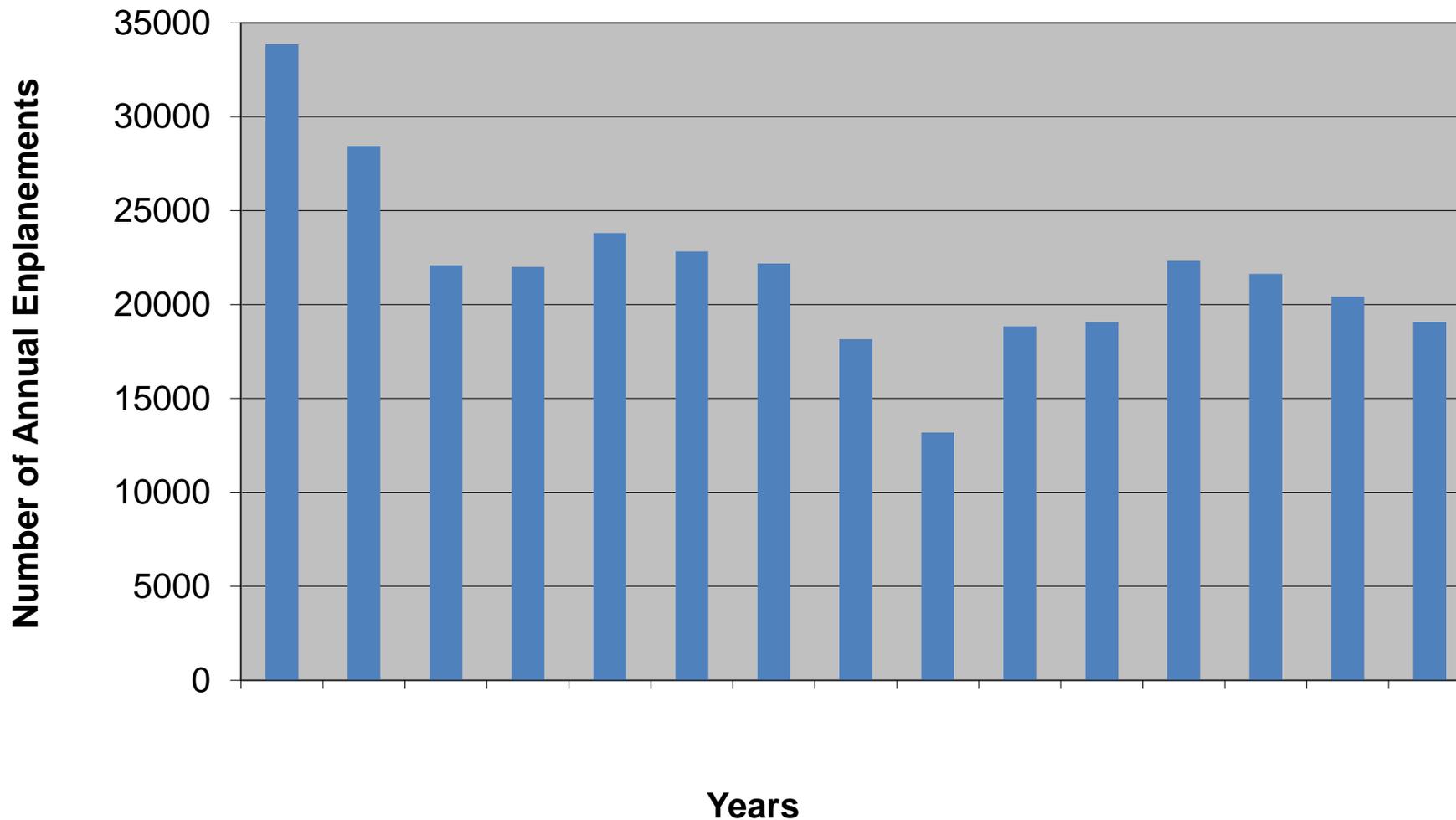
<u>EAU Arrival</u>						
Completion Factor	95%	95%		96%	91%	
OnTime %	0%	63%		75%	63%	

<u>EAU Departure</u>						
Completion Factor	0%					
OnTime %	0%					

<u>ORD Arrival</u>						
Completion Factor	95%					
OnTime %	84%					

All on time arrivals/departures follow DOT methodology.

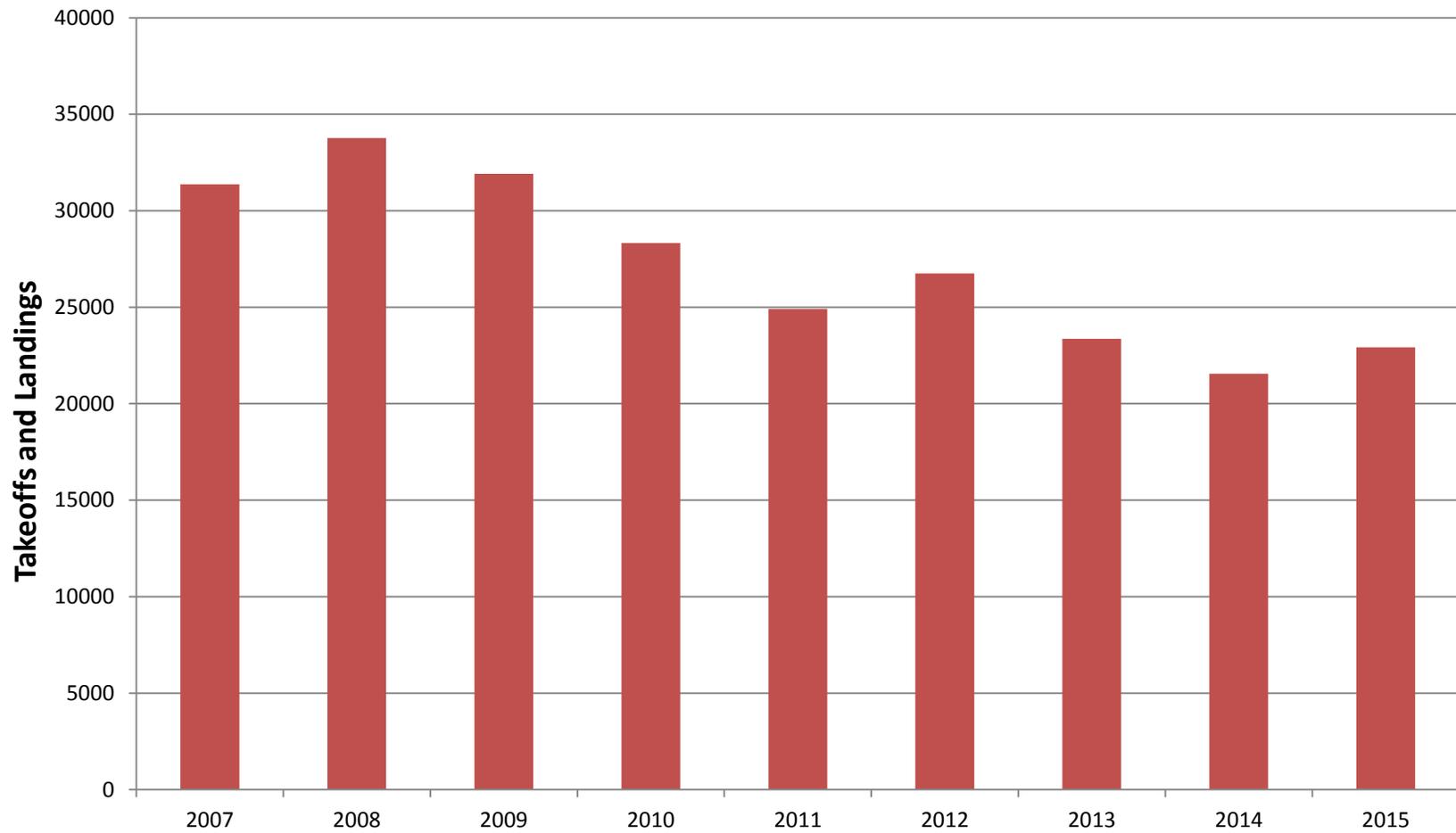
## Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



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

		Month		% Diff.	Year to date		% Diff.
		2015	2014		2015	2014	
Itinerant	Air Carrier	4	0	#DIV/0!	34	40	-15%
	Commuter/ Air Taxi	159	153	4%	2621	2054	28%
	GA	875	868	1%	14534	14379	1%
	Military	17	18	-6%	373	413	-10%
Local	GA	422	264	60%	5278	4544	16%
	Military	<u>4</u>	<u>10</u>	-60%	<u>82</u>	<u>124</u>	-34%
<b>TOTAL</b>		1481	1313	13%	22922	21554	6%

### Annual Air Traffic Control Tower Operations



**Q1 In what ZIP code is your home located?  
(enter 5-digit ZIP code; for example, 00544  
or 94305)**

Answered: 37 Skipped: 9

#	Responses	Date
1	48335	12/18/2015 7:04 PM
2	700025	12/13/2015 3:01 AM
3	00544	12/9/2015 6:09 PM
4	92103	12/7/2015 5:31 PM
5	47906	12/6/2015 9:04 PM
6	413512	12/6/2015 9:18 AM
7	48700	11/30/2015 3:51 AM
8	54736	11/25/2015 2:02 PM
9	38900	11/21/2015 10:11 PM
10	54729	11/10/2015 2:03 PM
11	31602	10/15/2015 12:13 PM
12	3624	10/10/2015 8:39 AM
13	df	10/6/2015 1:17 AM
14	94043	9/16/2015 10:19 PM
15	3000	8/26/2015 5:11 AM
16	54742	8/17/2015 7:46 AM
17	54701	8/11/2015 9:13 AM
18	55330	8/4/2015 11:07 AM
19	54701	7/28/2015 4:10 PM
20	85641	7/25/2015 11:28 AM
21	94305	7/24/2015 12:40 PM
22	54703	7/14/2015 11:29 AM
23	54742	6/14/2015 1:20 AM
24	m80pu	5/19/2015 11:10 PM
25	54701	5/14/2015 10:02 PM
26	00544	5/13/2015 5:18 AM
27	00782	5/1/2015 12:43 PM
28	94306	4/27/2015 4:19 PM
29	68100	4/3/2015 11:48 PM
30	60640	4/1/2015 12:13 PM
31	54729	3/19/2015 3:26 PM
32	54701	3/17/2015 7:23 PM
33	75015	3/11/2015 4:40 AM

54703 and 54701 = 6  
54729 = 2

34	54701	2/19/2015 1:16 PM
35	60290	1/20/2015 12:54 PM
36	21035	1/19/2015 1:03 PM
37	NW1 1EU	1/5/2015 5:09 AM

## Q2 How would you rate your experience with the following?

Answered: 23 Skipped: 23

	Excellent	Above Average	Average	Below Average	Poor	N/A	Total	Weighted Average
Ease of Ticket Purchase	54.55% 6	27.27% 3	18.18% 2	0.00% 0	0.00% 0	0.00% 0	11	1.64
Ticket Price	28.57% 6	4.76% 1	38.10% 8	9.52% 2	14.29% 3	4.76% 1	21	2.75
Parking Signage	26.32% 5	31.58% 6	36.84% 7	0.00% 0	0.00% 0	5.26% 1	19	2.11
Parking Convenience	45.00% 9	35.00% 7	15.00% 3	0.00% 0	0.00% 0	5.00% 1	20	1.68
Parking Affordability	35.00% 7	45.00% 9	15.00% 3	0.00% 0	0.00% 0	5.00% 1	20	1.79
Restrooms	35.00% 7	40.00% 8	15.00% 3	0.00% 0	5.00% 1	5.00% 1	20	1.95
Terminal Facility	35.00% 7	45.00% 9	15.00% 3	0.00% 0	0.00% 0	5.00% 1	20	1.79
Terminal Signage	35.00% 7	35.00% 7	25.00% 5	0.00% 0	0.00% 0	5.00% 1	20	1.89
Airline Check-In Process	40.00% 8	40.00% 8	15.00% 3	0.00% 0	0.00% 0	5.00% 1	20	1.74
Airline Customer Service	40.00% 8	30.00% 6	20.00% 4	5.00% 1	0.00% 0	5.00% 1	20	1.89
Airline Reliability	15.79% 3	21.05% 4	21.05% 4	10.53% 2	26.32% 5	5.26% 1	19	3.11
Luggage Pick-Up	22.73% 5	36.36% 8	27.27% 6	4.55% 1	0.00% 0	9.09% 2	22	2.15
Car Rental Availability	21.05% 4	15.79% 3	15.79% 3	5.26% 1	5.26% 1	36.84% 7	19	2.33
Car Rental Customer Service	26.32% 5	10.53% 2	21.05% 4	0.00% 0	5.26% 1	36.84% 7	19	2.17
Restaurant Cleanliness	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	2	0.00
Restaurant Customer Service	0.00% 0	0.00% 0	50.00% 1	0.00% 0	0.00% 0	50.00% 1	2	3.00
Overall Airport Experience	26.32% 5	31.58% 6	21.05% 4	15.79% 3	0.00% 0	5.26% 1	19	2.28

#	Other (please specify)	Date
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1	I was stuck in your airport for more than 6 hours on 8/10 and I can say it was by far the worst airport experience I have ever had. Had I known the flight was going to be 6 hours late I would have just gone home but instead we were stuck playing the guessing game as to when we were leaving. That, I know, is beyond your control but what is within your domain is the filth that you consider bathrooms. I have been to airports all over the world including some of the largest and your bathrooms were some of the worst. Second, why do you not offer any sort of news or entertainment on your TVs? It would be nice to watch something other than the same 5 advertisements over and over for 6 hours. Sure, most people have personal electronics but I for one get tired eyes looking at a small screen for hours at a time and there were several children on the flight who were using their parents electronics leaving them to stare at the blank wall thinking of the disgusting bathrooms. Finally, since nobody seems to be interested in putting a restaurant in your airport why not work with a company like Delivery Fix to offer your customers a food option? Thankfully I know of the service and assisted fellow passengers in getting food delivered but without me they would have been forced to go hungry. Perhaps you should send a representative to other airports and find out how to effectively operate one because this one is a failure.	8/11/2015 9:25 AM
2	United's scheduled flights are not reliable we need another airline so I can fly out of Eau Claire again	5/14/2015 10:03 PM
3	Need morning flight! The new time changes in March will definitely affect your business. Not having a restaurant on premises is ridiculous.	2/19/2015 1:18 PM

### Q3 What is the reason for your travel today?

Answered: 20 Skipped: 26

Answer Choices	Responses	
Vacation	55.00%	11
Business	30.00%	6
School	10.00%	2
Military/Government	5.00%	1
<b>Total</b>		<b>20</b>

#	Other (please specify)	Date
	There are no responses.	

### Q4 If you are a local resident, how many days will you be gone?

Answered: 15 Skipped: 31

Answer Choices	Responses	
1-3 days	13.33%	2
4-7 days	80.00%	12
2-3 weeks	6.67%	1
More than 3 weeks	6.67%	1
Not applicable	0.00%	0
<b>Total Respondents: 15</b>		

### Q5 How many airline trips do you take annually?

Answered: 19 Skipped: 27

Answer Choices	Responses
1-3 Trips	31.58% 6
4-10 Trips	52.63% 10
11-20 Trips	10.53% 2
More than 20 Trips	5.26% 1
<b>Total Respondents: 19</b>	

#	Other (please specify)	Date
	There are no responses.	

### Q6 When you travel, how often do you use the Chippewa Valley Regional Airport?

Answered: 17 Skipped: 29

Answer Choices	Responses
Always	5.88% 1
Most of the Time	11.76% 2
Sometimes	29.41% 5
Rarely	35.29% 6
Never	17.65% 3
<b>Total Respondents: 17</b>	

#	Other (please specify)	Date
1	Prices are too high for flights out of EC. It is cheaper typically to drive to Minneapolis and park	7/14/2015 11:31 AM
2	I used to use CVRA all the time but after too many nights in Chicago last year compliments of United Sky West not having a flight crew I now make the drive to MSP	5/14/2015 10:06 PM

### Q7 If cost is a primary reason for flying out of another airport, what price range below is the most you would be willing to pay over the lowest ticket price from another airport to fly out of the Chippewa Valley Regional Airport (round trip) rather than an alternate airport?

Answered: 16 Skipped: 30

Answer Choices	Responses
\$0	6.25% 1
\$50	37.50% 6
\$100	50.00% 8
\$150 or more	6.25% 1

Total Respondents: 16

**Q8 Please rank the items below in order of importance when making flight decisions. Use a scale of 1 to 6 with 1 being the MOST important and 6 being the LEAST important.**

Answered: 18 Skipped: 28

	1	2	3	4	5	6	7	Total	Score
Cost of Flight	52.94% 9	17.65% 3	5.88% 1	5.88% 1	5.88% 1	11.76% 2	0.00% 0	17	5.71
Time/Schedule of Flight	29.41% 5	47.06% 8	11.76% 2	5.88% 1	5.88% 1	0.00% 0	0.00% 0	17	5.88
Connection Times	6.25% 1	12.50% 2	62.50% 10	12.50% 2	6.25% 1	0.00% 0	0.00% 0	16	5.00
Jet Service	0.00% 0	0.00% 0	6.25% 1	43.75% 7	6.25% 1	43.75% 7	0.00% 0	16	3.13
Airline Choices	0.00% 0	12.50% 2	0.00% 0	18.75% 3	62.50% 10	6.25% 1	0.00% 0	16	3.50
Airline Reliability	5.88% 1	11.76% 2	17.65% 3	11.76% 2	11.76% 2	41.18% 7	0.00% 0	17	3.65
Airline Frequent Flyer Program	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00

**Q9 What other airports have you used for your air travel to/from the Chippewa Valley in the last 12 months?**

Answered: 13 Skipped: 33

Answer Choices	Responses
Minneapolis-St. Paul International, Minneapolis, MN (MSP)	84.62% 11
Central Wisconsin, Mosinee, WI (CWA)	23.08% 3
La Crosse Municipal, La Crosse, WI (LSE)	7.69% 1
Duluth International, Duluth, MN (DLH)	0.00% 0
General Mitchell International Airport, Milwaukee, WI (MKE)	7.69% 1
<b>Total Respondents: 13</b>	

#	Other (please specify)	Date
1	Rochester, MN; O'Hare; Rockford, IL	7/14/2015 11:32 AM

**Q10 Are there any additional services you would like to see available at the Chippewa Valley Regional Airport?**

Answered: 7 Skipped: 39

#	Responses	Date
1	Great complete facilities, just poor flight choices	8/17/2015 7:52 AM
2	Clean bathrooms Anything other than the same 5 advertisements on the TVs Food options	8/11/2015 9:27 AM
3	Additional flights (more per day) to additional locations would be great. Possibly add another airline option too?	7/28/2015 4:19 PM
4	Additional airline options would be my first desire. United out of O'Hare is a horrible experience with frequent significant delays and gate changes at that airport. Also the terminal United uses for the EC flight is the least convenient at O'Hare.	7/14/2015 11:34 AM
5	One plane per week to Florida	6/14/2015 1:25 AM
6	Detroit, MSP	5/14/2015 10:07 PM
7	I was extremely disappointed in your airport yesterday. I was dropped off at the airport by a local taxi service only to find out the flight would be delayed, by what would end up being almost 9 hours! You offer no restaurant, no entertainment besides the same 5 ads running on your tvs over and over, no desk area to get my work done, wireless internet that is slow and vending machines that sell nothing but garbage. I would have had better options at the local jailhouse than I had at your airport. PLEASE update your facility!	1/20/2015 1:08 PM

**Q11 If you would like to be entered in a drawing for a \$25 gift certificate, please provide your name and email address:**

Answered: 3 Skipped: 43

**Q1 In what ZIP code is your home located?  
(enter 5-digit ZIP code; for example, 00544  
or 94305)**

Answered: 1 Skipped: 0

#	Responses	Date
1	55438	12/21/2015 12:24 PM

**Q2 How would you rate your satisfaction  
with the following services available at the  
Chippewa Valley Regional Airport?**

Answered: 1 Skipped: 0

	Extremely Satisfied	Somewhat Satisfied	Satisfied	Somewhat Dissatisfied	Extremely Dissatisfied	N/A	Total	Weighted Average
Availability of Fueling	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00
Fuel Prices	0.00% 0	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	2.00
T-Hangar Rental Rates	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
T-Hangar Quality	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
T-Hangar Value for the Money	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Box Hangar Rental Rates	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Box Hangar Quality	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Box Hangar Value for the Money	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Quality of Flight Instruction	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Flight Instructor Rates	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Quality of Aircraft Maintenance	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00
Aircraft Maintenance Rates	0.00% 0	0.00% 0	100.00% 1	0.00% 0	0.00% 0	0.00% 0	1	3.00
FBO Facilities	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00
FBO Customer Service	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00
Airport Communication with Tenants	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00

Airfield Maintenance	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00
Airport Snow Removal	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	1	0.00
Air Traffic Control Tower	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00
Overall Airport Experience	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1	1.00

#	Other (please specify)	Date
1	Great FBO, accommodating on after hours maintenance issue. Hats off the to team at Hawthorne.	12/21/2015 12:26 PM

### Q3 Airport Owned Hangars. Please answer yes or no to the following questions.

Answered: 1 Skipped: 0

	Yes	No	N/A	Total	Weighted Average
Do you think the Airport needs to build additional T-hangars?	0.00% 0	0.00% 0	100.00% 1	1	0.00
Do you think the Airport needs to build additional box hangars?	0.00% 0	0.00% 0	100.00% 1	1	0.00
If the Airport built new hangars would you be willing to pay more money to rent a newer hangar?	0.00% 0	0.00% 0	100.00% 1	1	0.00
If you do not own an aircraft or base your aircraft at another airport is this because of a lack of hangar space?	0.00% 0	0.00% 0	100.00% 1	1	0.00

#	Other (please specify)	Date
1	Wish your on field Restaurant was open. Was a very nice addition to the Airport	12/21/2015 12:27 PM

### Q4 Airport Land Leases. Please answer the following questions only if you own or have considered building a hangar at the Chippewa Valley Regional Airport.

Answered: 1 Skipped: 0

	Yes	No	N/A	Total	Weighted Average
Do you think there is adequate space available to build a hangar at the Airport?	0.00% 0	0.00% 0	100.00% 1	1	0.00
Are the land lease rates comparable to other similar sized airports?	0.00% 0	0.00% 0	100.00% 1	1	0.00
Is your land lease a good value for the money?	0.00% 0	0.00% 0	100.00% 1	1	0.00
Do you think the terms for constructing a hangar at the Airport are reasonable?	0.00% 0	0.00% 0	100.00% 1	1	0.00

#	Other (please specify)	Date
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There are no responses.
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**Q5 Please provide any additional suggestions you feel would improve the general aviation experience at the Chippewa Valley Regional Airport. If you would like to be entered in a drawing for a \$25 gift certificate, please list your name and email address.**

Answered: 1 Skipped: 0

**New Developments**

**Airline Partner Briefing:**

SkyWest is investigating the possibility of a "sale/window fare" for the Chippewa Valley Regional Airport area. Revenue management team is being consulted with to confirm or deny the option. If the airline is able to do so, Sixel marketing team will determine the avenue and messaging with which to disseminate that information.

SkyWest is exploring the availability of personnel to either visit the Chippewa Valley Regional Airport area or participate in a video conference chat with the local business community. It may involve a combination of United personnel as well as SkyWest's Corporate Communication team.

**Community Outreach Option:**

The Eau Claire Chamber of Commerce is willing to partner with the airport to provide a morning coffee break to educate the business community on the benefits of flying local on United. The thought is pair any potential SkyWest/United visit or video conference together with this option to attract more individuals to the meeting.

**University of Wisconsin-Stout:**

Athletic partnership options exist and the dates for single game on-site activation tables are being explored. A potential contest with any of the tickets included in the package and an on-site airline ticket giveaway is being negotiated.

Admissions and Marketing at UW-Stout however, are not interested in including extra information in their packets to potential students or on their website. The thought was to include a more in depth "getting here" section to the site to showcase how easy parents would be able to visit their child when they attend the university.

**Chippewa Valley Regional Airport Packets:**

Discussion ensued over compiling specific airport packets of information to distribute to regional businesses. The information contained in the packet would have the finalized one-sheeter, United business program flyers, tenant information such as charter flight information and the new restaurant information all coupled with an introductory letter. This can easily be assembled. The delay is waiting on whether SkyWest will be able to be in attendance so Sixel staff can time another community visit around both items for cost savings.

## Phase 2 Overview

### Billboard Platform:

#### *Lamar:*

Board Location: Eau Claire, WI located at HWY 312 roughly .1 miles East of I-94 N/S E/1 (near Peterbuilt)

Dates: Beginning 1/11/16 for 8 weeks

Illuminated: yes

Estimated views per week: 86,076 per week or for EAU campaign, a total of 688,608

Board Location: Eau Claire, WI located at 2153 SOUTH HASTINGS WAY S/F

Dates: Beginning 2/7/16 for 4 weeks

Illuminated: yes-DIGITAL BOARD

Estimated views per week: 100,053 views per spot

Dwell time of ad: 6 seconds

Number of spots on billboard: 6 total spots

Guaranteed spots per day for EAU: 2,220 spots

### Radio Platform:

#### *Midwest Family Broadcasting:*

462 commercials on six stations (84 spots per station)

Dates: Beginning the week of 1/18 through the week of 2/20

182 Monday through Sunday from 5 am -8pm

70 Monday-Sunday 8pm through midnight

210 Simulcast streaming commercials



#### *iHeartRadio*

192 spots on WMEQ-Classic Rock

Dates: Beginning the week of 2/1 through the week of 3/7

48 spots per week for gross rating points of 72.4/week

### TV Platform:

WEAU-NBC

\*may include weather app sponsorship. Details still being finalized.

Charter/Spectrum Cable

December 23rd University of WI Badgers vs. Green Bay Game

:30 TV spot

Local Online News Platform:

*Leader-Telegram Online*

33,000 impressions per month guaranteed at leadertelegram.com which is 4% share of voice

Dates: Beginning January through March 31st

Banner sizes: 728 x 90 and 300 x 600 on the Home and News pages of the online site

3 pencil push down ads (1 per month in January, February, March)

Digital/Non-Traditional Platform:

*Spectrum-Charter Communications*

Targeted Display Ads- Guaranteed 800,000 shown to business/leisure travel intenders

Beginning January 4 through March 31st

*Spectrum-Charter Communications*

Geo-Fencing ads- Guaranteed 250,000 impressions targeted to Western WI at specific locations

Dates: January and February 2016

**The following is feedback from accounts that I contacted via phone. These accounts were on the original target list but did not respond to the Chamber request for visits in September**

With all the following accounts, I discussed the benefits of utilizing EAU, ease of parking, close to home and associated savings. I also talked about UA corporate perks program and ways to potentially save by utilizing the business programs.

Business one

This is a small office but they do have a couple of business travelers. They do try to utilize EAU whenever possible.

-Follow up: Send info on UA corporate programs

Business two

1 individual handles all travel for this office. Does have significant amount of business travel. Does check EAU, but generally times do not work and price is usually significantly higher even considering gas and parking expense in driving to MSP. However, she will continue to EAU first.

-Follow up: anecdotal evidence for UA/OO pricing

Business three

This company does not have much business travel, however, they do want to support the community. They do check EAU to see if schedule/price fit needs when they do need to travel.

Business four

This company only has 15 employees and each generally book their own travel. However, they do work with Travel Leaders. They do check EAU and will utilize depending on schedule/price.

Business five

All travelers book on line. HR Director is who we would need to talk to discuss travel patterns and get further information. She was not available, however was open to receiving additional information on EAU for her review.

-Follow up: Send info on UA corporate programs.

Business six –

Books all travel through an on-site travel department at HDQ location in Westlake, Ohio . Called Tim (who is contact at this office) to ensure he was aware of the benefits of booking EAU.

-Follow up: contact Westlake, headquarters to ensure UA corporate business programs are in place.

Business seven

Spoke with individuals who advised the company does not have any business travel. She did say she and others in the firm do try to utilize EAU for their personal travel when possible.

Business eight

I spoke with person who does all travel arrangements and she advised they always check for flights out of EAU as that is preferred airport. Happy to speak about travel opportunities.

<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			

<p>Hangar Leases and Maintenance</p> <ul style="list-style-type: none"> <li>T-Hangars</li> <li>Box Hangars</li> <li>New hangar Development</li> <li>Review Land Lease Guidelines</li> <li>Review South Hangar Area Incentive</li> </ul>	<p>Annual</p>	<p>Nov-15</p>	<ul style="list-style-type: none"> <li>- Commissioners indicated the t-hangar lease term should include a 30 day termination option after the initial term.</li> <li>- Commissioners indicated a policy on what happens to privately owned hangars after they revert back to the airport should be developed and included in the land lease guidelines.</li> <li>- Commissioners requested that hangar lease rates be reviewed from other airports to determine a rate for the new t-hangars to be constructed in Spring 2016.</li> </ul>
<p>Air Terminal Leases and Maintenance</p> <ul style="list-style-type: none"> <li>Restaurant</li> <li>TSA</li> <li>FAA</li> <li>Car Rentals</li> <li>Terminal Area</li> <li>Passenger Bridge</li> <li>Passenger Services</li> <li>Administrative Offices</li> <li>Advertising Revenue Sources</li> </ul>	<p>Annual</p>	<p>Dec-15</p>	<p>Commissioners reviewed lease rates and maintenance for terminal leases. The Commission would like to pursue a remodel of the airport administration offices as they were the only area in the terminal not touched in the remodel project. The Airport Manager will work on pricing and bring it back to the Commission for approval.</p>

CVRA December 2015 Operational Review

Air Terminal Leases and Maintenance

Facility	Term	2016 Annual Rate Per Sq Ft	Maintenance and Utilities	Misc.
Restaurant	5 Years Expires December 31, 2020	\$1,200 flat rate paid by January 16, 2016	Restaurant maintains and replaces kitchen equipment. Restaurant pays for separately metered gas and electric for leased space and reimburses airport for water usage. Restaurant pays for trash services Airport pays for heating and air conditioning and maintains public areas such as restrooms, parking lot, sidewalks, etc.	- 60 day notice to terminate prior to the end of the initial 2 year term. - Airport maintains equipment for 3 months after restaurant opens. - Lease includes vending.
TSA	10 years Expires September 30, 2020	\$22.84 (rent - \$17.85 OE - \$4.99)	Airport pays for all utilities; 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, 2016	\$19	Airport pays for all utilities; maintains public areas such as restrooms, parking lot, sidewalks, etc.	Space was remodeled with the terminal project and no major maintenance issues.
Airline	2 years Expires December 31, 2017	\$24.38	Airport pays for all utilities; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc. Use of passenger boarding bridge is also included in the lease rate.	- SkyWest lease space is relatively new and no major maintenance issues. - A new lease for 2016-2018 has already been executed with SkyWest. - SkyWest also pays landing fees of \$1.25/1,000 MGLW which averages about \$3,500/mo. Non-leasing airlines pay \$1.321/1,000 lbs. MGLW
Car Rentals	5 years Expires December 31, 2020	\$21.24/sq.ft. plus 10% of gross sales or minimum monthly guarantee whichever is greater	Airport pays for all utilities; cleans and maintains leased space; maintains public areas such as restrooms, parking lot, sidewalks, etc.	- Car Rentals also pay \$94/mo. for 24 parking spaces. - Space is relatively new and no major maintenance issues. - Minimum Monthly Guarantees: Hertz - \$2,010; Enterprise \$1,750.02; Avis/Budget - \$1,500
Vending	Expires February 29, 2016	Commission 25% on beverage 21% on food ~\$1,400/yr.	Airport pays for electricity but no maintenance of equipment.	Restaurant takes over vending at the end of February 2016 as part of the restaurant lease agreement.
Advertising	5 years Expires December 31, 2016	\$5,000/yr. or 30% of sales whichever is greater	Airport pays for electricity and half of the annual software fee.	This includes the phone board at baggage claim, kiosks in the lobby and the four monitors located through out the terminal.
Terminal Area				- Overall is in good shape due to recent remodel. - A new carpet extractor is in 2015 budget to help with additional floor space from the remodel. POSTPONED to 2016. - A maintenance agreement for HVAC should be considered. UPDATE: A service agreement for HVAC controls is now in place. - A few tiles in the lobby need to be replaced due to normal wear and tear. UPDATE: Included in 2016 budget.
Admin Offices				Remodeled in 2015.

**FACT SHEET**

**TO FILE NO. 15-16/117**

This resolution is adopted annually by the county board. It directs the county concessionaire, Hangar 54 Grill, LLC d/b/a Hangar 54 Grill, pursuant to Wis. Stat. § 125.51(5)(b)2., to make an annual application to the City of Eau Claire for a “Class B: Fermented Malt Beverages License” and to the State of Wisconsin for a “Class B: Intoxicating Liquor License” for use at the Chippewa Valley Regional Airport.

Respectfully submitted,

Keith R. Zehms  
Corporation Counsel

KRZ:yk

4 -TO APPLY FOR A "CLASS B" INTOXICATING LIQUOR LICENSE  
5 FOR USE BY THE RESTAURANT AND LOUNGE, CHIPPEWA VALLEY  
6 REGIONAL AIRPORT, UNDER SECTION 125.51(5)(b) 2., WIS. STATS-

7 WHEREAS, Eau Claire County is leasing its Airport Terminal Restaurant and Lounge to  
8 Hangar 54 Grill, LLC d/b/a Hangar 54 Grill; and  
9

10 WHEREAS, Section 125.51(5)(b) 2., Wis. Stats., provides that counties which own an  
11 airport in actual operation may, by Resolution of the Board of Supervisors, apply annually for a  
12 "Class B" Intoxicating Liquor License for use on the airport premises, which application shall be  
13 on behalf of the County's concessionaire; and  
14

15 WHEREAS, the applications are to be made to the State of Wisconsin as to the "Class B"  
16 Intoxicating Liquor License and to the City of Eau Claire as to the "Class B" Fermented Malt  
17 Beverages License; and  
18

19 WHEREAS, Hangar 54 Grill, LLC d/b/a Hangar 54 Grill constitutes the concessionaire  
20 for purposes of the application by Eau Claire County for the said licenses; and  
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22 WHEREAS, licenses for the year commencing with January 1, 2016, should be procured  
23 for the purpose of facilitating operation of the Airport Restaurant and Lounge; and  
24

25 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of  
26 Supervisors that pursuant to Section 125.51(5)(b) 2., Wis. Stats., the county concessionaire,  
27 Hangar 54 Grill, LLC d/b/a Hangar 54 Grill is hereby directed to make an application to the City  
28 of Eau Claire for a "Class B" Fermented Malt Beverages License and to the State of Wisconsin  
29 for a "Class B" Intoxicating Liquor License for use at the Chippewa Valley Regional Airport,  
30 commencing with January 1, 2016.  
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32 ENACTED BY:

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Chippewa Valley Airport Commission

46 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.