

AGENDA
Chippewa Valley Regional Airport Commission
Friday, July 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. **June 10, 2016 Regular Commission Meeting**
 - b. **June 23, 2016 Special Commission Meeting**
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 1. **Discussion/Action**
 - b. **Key Indicators:**
 - Airline Operations
 - Tower Operations
 1. **Discussion/Action**
 - c. **Hangar Occupancy**
 1. **Discussion/Action**
6. **Public Comment Period - (Maximum 2 minutes per person)**
7. **Operational Matters**
 - a. **Airport Operations Report**
 - Small Community Air Service Grant Update
 - Airport Community Outreach
 1. **Discussion/Action**
 - b. **Airport Strategic Plan Update/Review**
 1. **Discussion/Action**
 - c. **Project Summary – Mead & Hunt**
 - AIP 37 ALP Update
 - AIP 38 Taxiway C Reconstruction
 - AIP 39 Tower Equipment Replacement
 - Runway 04 Threshold Relocation
 - T-Hangar Construction
 - South Hangar Area Taxilane Design
 1. **Discussion/Action**

- 8. Previous Business:**
 - a. Airport Strategic Planning**
 - 1. Discussion/Action**

- 9. New Business:**
 - a. Draft Airport Operating and Capital Improvement Budget**
 - 1. Discussion/Action**

 - b. FAA Final Policy on Non-Aeronautical Use of Hangars**
 - 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, June 10, 2016, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Mark Olson

MEMBERS ABSENT: Scott Francis and Barry Wells

OTHERS PRESENT: Amy Michels-Mead & Hunt, Riley Loesel-‘Airstrip Attack’ Event Coordinator, 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 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Mark Olson were present.
4. **Approval of Minutes**
 - a. **May 20, 2016 Regular Commission Meeting:**

On a motion by Com. Hull, seconded by Com. Hilgedick, the minutes of the May 20, 2016 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The Southside Tire invoice is for tires that were replaced on the Ford Escape in December, but due to an error on their end, we were just recently billed.

The invoice for the Airport Director is for reimbursement for (20) \$20 gift cards from the Hangar 54 Grill for Passenger and General Aviation survey respondents that had inadvertently been charged to the wrong credit card.

The Financial Report has several May revenue items not reflected yet due to the early June meeting. The expenditures will be over budget on the Marketing Grant line by approximately \$25,000 because less funds were spent last year than anticipated leaving more funds available this year. Those expenditures will be offset by grant reimbursement of 91%.

On a motion by Com. Hilgedick, seconded by Com. Frederikson, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)

b. Key Indicators

- **Airline Operations**

Airline operations are up for the month and for the year. Commissioners discussed the price comparisons that were compiled for UA EAU, UA MSP & Delta MSP. The figures presented in May for UA were one-way fares and not roundtrip as originally presented. This was corrected with this month's analysis.

- **Tower Operations**

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

c. Hangar Occupancy

All hangars are currently rented. Some of the T-Hangar leases are short term. There is no waiting list other than for South Facing hangars.

6. Public Comment Period: No comment.

7. Operational Matters

a. Airport Operations Report

- Small Community Air Service Grant Update: The Airport Director provided an example of promotional material to showcase the benefits of flying from EAU. Sixel completed business meetings in the area last month and the overall feedback was quite positive. Companies were provided with information from United Airlines regarding their Corporate Mileage program in addition to information on benefits of flying local.
- The Airport had a booth at the recent Senior Americans Day event at UWEC where United/SkyWest donated the grand prize of (2) roundtrip tickets to Chicago. The overall feedback and reception from the attendees was quite positive.

b. Airport Strategic Plan Update/Review

- The next Strategic Planning Meeting will be held on June 23rd, 2016 from 7:30-11am.
- The May and June Strategic Plan Reviews included TSA, Fence Replacement and Technology as well as the Fire Station, Maintenance Building and Airline PFC's.

c. Project Summary

- The AIP 37 ALP Update project is in progress. The plans have been reviewed by the Airport Director and a revised set will be presented to the Commission at the strategic planning meeting.
- The Twy C reconstruction project began on May 31st. The pavement outside of the runway safety area has been fully removed with runway closures scheduled to begin on June 13.
- The Tower Equipment Replacement work continues. The ALCMS system submittal is being reviewed by the airport.
- The Runway 04 Threshold Relocation project went to bid the first week of June. Van Ert Electric appears to have won the bid with their price coming in just under the engineering estimate. The construction is scheduled to run from July

5th through the 29th. Paint removal and re-painting equate roughly half of the total project work.

- The T-hangar construction and Taxilane are being recommended for postponement until 2017 based on funding availability. Commissioners agreed this was the best course of action to minimize risk of funding reimbursement from the FAA.

8. Previous Business: None

9. New Business:

a. Airport Special Event Request

The Airport Director received a special event request to hold a drag race on Runway 14/32. The event organizer, Riley Loesel, discussed the details and plans for the event and answered questions and concerns from the Commissioners. Given the disruption airport users are already experiencing this summer with construction closures, the Commission does not see the benefit in pursuing the event at this time.

On a motion from Com. Olson, seconded by Com. Frederikson, the 'Airstrip Attack' event proposal was denied.

(Ayes 5-Nayes 0)

b. Eau Claire County Living Wage Ordinance

Commissioners reviewed the memo from Corporation Counsel regarding the proposed Eau Claire County Living Wage Ordinance. The opinion of Corporation Counsel was that the Living Wage Ordinance did not apply to the Airport other than a potential impact on wages of Airport employees.

c. Airport Commission Annual Meeting

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year. The upcoming strategic plan will cover the business plan for the coming year. The prior year financial statement is unaudited and subject to change pending the results of the audit.

On a motion from Com. Frederikson, seconded by Com. Hull, the move to accept the current slate of officers was approved.

(Ayes 5-Nayes 0)

On a motion from Com. Frederikson, seconded by Com. Hildedick, the 2015 Financial Statement was approved as submitted.

(Ayes 5-Nayes 0)

d. Proposed Closed Session pursuant to Wisconsin Stats. 19.85 (1)(e) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility. *To wit:*
Confirmation of airport manager performance evaluation

On a motion by Com. Hilgedick, seconded by Com. Hull, the Commission entered into closed session at 8:45am on the following Roll Call
Vote – Ayes: Com. Bowe, Frederikson, Hilgedick, Hull, and Olson.
Nayes: None.

The Commission reconvened in open session at 9:05am.

Commissioners reported in open session that they completed a review and discussion of the Airport Manager's Performance Review and have approved it to be submitted to HR for approval.

10. Discuss Future Agenda Items:

Draft of 2017 Airport Budget

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting will take place on Friday, July 15th at 7:30am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Hull, the meeting was adjourned at 9:07am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary

MINUTES

**Chippewa Valley Regional Airport Commission
Strategic Planning Meeting
Friday, June 23, 2016, 7:30am
Airport Terminal Conference Room
3800 Starr Avenue, Eau Claire, WI**

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Chuck Hull, Mark Olson and Barry Wells.

MEMBERS ABSENT: None

OTHERS PRESENT: Paul Strege and Amy Michels-Mead & Hunt, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

Call to Order: Chair Rick Bowe called the meeting to order at 7:30am.

Confirmation of Meeting Notice: The meeting was noticed.

1. Review Vision

The commission reviewed the current vision statement: *The Chippewa Valley Regional Airport will provide our users with a safe, efficient and welcoming operation while striving to meet the needs of the community we serve.* It was suggested that the words “current and future” be added to the statement to now read: *The Chippewa Valley Regional Airport will provide our users with a safe, efficient and welcoming operation while striving to meet the current and future needs of the community we serve.*

2. ALP Update

The Airport Director reviewed the current Airport Layout Plan (ALP) and future changes. The Commission discussed some of the updates to the ALP.

3. GA/Air Passenger Customer Satisfaction Survey

The Airport Director reviewed the latest General Aviation and Air Passenger survey results and the commission discussed possible ways to further promote the survey. There was also suggestion of adding TSA questions to the survey as well as putting some of the positive feedback responses on our website to continue promotion of the airport and the survey. The Airport has dispersed nearly 60 restaurant gift cards to survey participants.

4. SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

The Commission brainstormed Strengths, Weaknesses, Opportunities and Threats that fall under the nine Principles.

5. Review Principles, Associated Strategies and Update List of Action Items

6. Postponed to July Commission meeting. **Select top three Principles, top three Strategies, and top three Action items through voting process to develop 2016-2017 Strategic Plan**

Postponed to July Commission Meeting.

Set Future Meeting Dates and Times to continue Strategic Plan Discussion:

Further discussion regarding the Strategic Plan will take place at the end of the next regular Commission Meeting taking place on Friday, July 15th.

Adjournment:

On a motion by Com. Frederikson, seconded by Com. Francis, the meeting was adjourned at 10:38am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary

June vouchers for approval July 15, 2016

Arnette, John	One time payment to refund hangar rent (1/2 of June). Re-rented E-7 out.	46340-000-576	\$78.34
B & B Electric	Ramp lights - shorted out underground & had to rewire each pole	53610-248	\$479.18
Badger State Industries	Replacement door decals - No Smoking, No Firearms	53610-248	\$31.44
Bartingale Mechanical	Performed cross connection re-inspection and paperwork for Hawthorne	53610-248	\$90.20
Bartingale Mechanical	Restaurant water heater repairs - replaced capacitor on pump motor	53610-299	\$337.44
Bartingale Mechanical	Replacement of restaurant water heater w/ new Navien NPE240 unit	53610-299	\$3,605.00
Benedict Refrigeration	Replaced ignition module on convection oven	53610-299	\$470.22
D.S. Electric	Bulbs for vehicle parking area behind Menards hangars <i>(2nd half of order from May)</i>	53610-246	\$14.50
Explorer Solutions	Phase 2 Airport Devel Contract, 9 of 14	53610-200	\$8,928.57
Farrell Equipment	Concrete patch for airfield/pavement	53610-246	\$221.70
Fuel Service DJ's Mart	1,501 gallons of Gasohol Fuel	53610-377	\$3,030.49
G&K Services	Uniforms	53610-137	\$100.80
G&K Services	Bags & Towels	53610-298	\$12.80
Genesis Lamp	Airfield and windsock lights	53610-246	\$503.08
Gold Cross Answering Svc	53 calls/3 email, June	53610-225	\$59.02
Houck Transit	July Bus Advertising	53610-327	\$125.00
Kosier Refrigeration	Repairs to Restaurant ice machine and frozen beer cooler door	53610-299	\$555.00
Office Depot	Office supplies: Post-It Easel Pads (4), Easel markers	53610-310	\$84.44
Per Mar Security	Replaced door strike on outside kitchen storage door & wired	53610-248	\$218.00
Per Mar Security	Security monitoring 8/1/16-10/31/16	53615-248	\$147.57
Roto-Rooter	Septic work to clear sewer line in terminal	53610-248	\$210.00
Sherwin Williams	Yellow & white airfield paint and glass beads and supplies	53610-246	\$2,843.45
Sound Installation	Repaired Bogen airline PA system amplifier/Certified repair by Bogen	53610-248	\$300.00
Staples	Office supplies: Brother labels/labeling tape, holders, cleaning wipes, 3M strips	53610-310	\$54.83
Verizon	Cell phone - Maint. Supervisor, Seasonal & Firehouse phones, May	53610-225	\$46.07
Verizon	Cell phone - Maint. Supervisor, Seasonal & Firehouse phones, June	53610-225	\$48.13
Xcel Energy	Terminal Gas/Electric - May	53610-222/224	\$8,622.16
Xcel Energy	ATC Gas/Electric - May	53615-222/224	\$1,386.93
Xcel Energy	Terminal Gas/Electric - June	53610-222/224	\$8,540.02
Xcel Energy	ATC Gas/Electric - June	53615-222/224	\$1,672.46
	TOTAL		\$42,816.84

BOLD items = SCASD Grant reimbursements*ITALICIZED* items = Tower Expenses

Chippewa Valley Regional Airport

2016 BUDGET COMPARISON Estimated June 30, 2016

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 6/30/16 (50%)	Variance YTD	Balance Remaining For Year
Income			50.00%			
41110	Contrib From Eau Claire Cty	\$395,079	\$197,539.50	\$197,539.50	\$0.00	\$197,539.50
47330	Contrib From Chippewa Cty	\$128,981	\$64,490.50	\$64,490.50	\$0.00	\$64,490.50
Sub-Total Tax Revenue		\$524,060	\$262,030.00	\$262,030.00	\$0.00	\$262,030.00
46340-571	Advertising	\$5,000	\$2,500.00	\$2,499.96	(\$0.04)	\$2,500.04
46340-572	Air Terminal	\$106,739	\$53,369.50	\$58,092.07	\$4,722.57	\$48,646.93
46340-573	FAA	\$12,160	\$6,080.00	\$6,079.98	(\$0.02)	\$6,080.02
46340-574	FBO	\$130,095	\$65,047.50	\$59,847.33	(\$5,200.17)	\$70,247.67
43640-575	Fuel Flowage	\$125,000	\$62,500.00	\$69,971.28	\$7,471.28	\$55,028.72
46340-576	Hangars	\$135,685	\$67,842.50	\$71,941.36	\$4,098.86	\$63,743.64
46340-577	Landing	\$48,500	\$24,250.00	\$19,438.31	(\$4,811.69)	\$29,061.69
43640-578	Parking	\$145,000	\$72,500.00	\$69,405.65	(\$3,094.35)	\$75,594.35
46340-579	Rental Cars	\$85,723	\$42,861.50	\$46,369.16	\$3,507.66	\$39,353.84
46340-580	Restaurant	\$0	\$0.00	\$1,200.00	\$1,200.00	(\$1,200.00)
46340-581	Tie Downs	\$216	\$108.00	\$108.00	\$0.00	\$108.00
46340-583	Utility Revs	\$8,000	\$4,000.00	\$3,385.84	(\$614.16)	\$4,614.16
46340-584	Land Lease Revs	\$28,000	\$14,000.00	\$25,675.44	\$11,675.44	\$2,324.56
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$6,500.00	\$4,946.42	(\$1,553.58)	\$8,053.58
Sub-Total Operating Revenue		\$843,118	\$421,559.00	\$438,960.80	\$17,401.80	\$404,157.20
Sub-Total Taxes and Operating Rev.		\$1,367,178	\$683,589.00	\$700,990.80	\$17,401.80	\$666,187.20
46340-601	Other Revenue	\$5,000	\$2,500.00	\$9,542.08	\$7,042.08	(\$4,542.08)
46340-582	PFC	\$87,800	\$43,900.00	\$35,095.65	(\$8,804.35)	\$52,704.35
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	\$22,500.00	\$36,136.91	\$13,636.91	\$8,863.09
49210	Transfer Fr. Gen'l Fund	\$0	\$0.00	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$471,280	\$235,640.00	\$0.00	(\$235,640.00)	\$471,280.00
Sub-Total Other Revenue		\$609,080	\$304,540.00	\$80,774.64	(\$223,765.36)	\$528,305.36
TOTAL INCOME		\$1,976,258	\$988,129.00	\$781,765.44	(\$206,363.56)	\$1,194,492.56
Expenses						
53610-111	Salary Perm-Regular	\$311,288	\$155,644.00	\$144,680.22	(\$10,963.78)	\$166,607.78
-112	Salary Perm-OT	\$15,000	\$7,500.00	\$2,460.04	(\$5,039.96)	\$12,539.96
-120	Health Ins Incentive	\$1,200	\$600.00	\$600.00	\$0.00	\$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	\$1,500	\$750.00	\$630.35	(\$119.65)	\$869.65
-141	Board & Comm Per Diem	\$3,500	\$1,750.00	\$1,577.44	(\$172.56)	\$1,922.56
-142	Cnty Brd & Comm Mile	\$700	\$350.00	\$222.36	(\$127.64)	\$477.64
-151	Social Security	\$24,961	\$12,480.50	\$10,721.04	(\$1,759.46)	\$14,239.96
-152	Retirement Emplr Share	\$21,535	\$10,767.50	\$8,179.45	(\$2,588.05)	\$13,355.55
-154	Hos & Health Ins	\$77,000	\$38,500.00	\$35,279.44	(\$3,220.56)	\$41,720.56
-155	Life Insurance	\$140	\$70.00	\$29.55	(\$40.45)	\$110.45
-158	Unemployment Comp	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$117,636	\$58,818.00	\$54,257.89	(\$4,560.11)	\$63,378.11
-212	Attorney Fees	\$7,000	\$3,500.00	\$819.00	(\$2,681.00)	\$6,181.00
-213	Accounting & Audit	\$3,500	\$1,750.00	\$0.00	(\$1,750.00)	\$3,500.00
-221	Water & Sewer	\$45,000	\$22,500.00	\$11,426.40	(\$11,073.60)	\$33,573.60
-222	Electric	\$89,211	\$44,605.50	\$43,896.49	(\$709.01)	\$45,314.51
-224	Gas & Fuel Oil	\$43,260	\$21,630.00	\$14,522.42	(\$7,107.58)	\$28,737.58
-225	Telephone & Telegraph	\$4,000	\$2,000.00	\$1,709.56	(\$290.44)	\$2,290.44
-227	Dataline/Internet	\$1,000	\$500.00	\$0.00	(\$500.00)	\$1,000.00
-241	Motor Vehicle Maint	\$12,500	\$6,250.00	\$2,243.23	(\$4,006.77)	\$10,256.77
-246	Grounds Maint	\$29,000	\$14,500.00	\$8,130.76	(\$6,369.24)	\$20,869.24
-248	Building Maint	\$26,000	\$13,000.00	\$12,606.51	(\$393.49)	\$13,393.49
-249	Service on Machines	\$500	\$250.00	\$0.00	(\$250.00)	\$500.00
-297	Refuse Collection	\$1,084	\$542.00	\$1,115.73	\$573.73	(\$31.73)
-298	Laundry Services	\$175	\$87.50	\$77.76	(\$9.74)	\$97.24
-299	Sundry Contract Services	\$0	\$0.00	\$15,985.78	\$0.00	\$0.00
-310	Office Supplies	\$600	\$300.00	\$116.02	(\$183.98)	\$483.98
-311	Postage and Box Rent	\$750	\$375.00	\$140.89	(\$234.11)	\$609.11

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 6/30/16 (50%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$600	\$300.00	\$235.90	(\$64.10)	\$364.10
-320	Ref Materials	\$600	\$300.00	\$256.00	(\$44.00)	\$344.00
-321	Publish Legal Notices	\$200	\$100.00	\$0.00	(\$100.00)	\$200.00
-324	Membership Dues	\$4,000	\$2,000.00	\$3,189.00	\$1,189.00	\$811.00
-327	Marketing	\$35,000	\$17,500.00	\$6,741.16	(\$10,758.84)	\$28,258.84
-327-001	Marketing Grant Expense	\$50,000	\$25,000.00	\$56,216.52	\$31,216.52	(\$6,216.52)
-328	Airline Recruitment	\$20,000	\$10,000.00	\$0.00	(\$10,000.00)	\$20,000.00
-330	Travel Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$12,500	\$6,250.00	\$2,268.54	(\$3,981.46)	\$10,231.46
-366	Fire fight supplies	\$4,500	\$2,250.00	\$0.00	(\$2,250.00)	\$4,500.00
-377	Vehicle Fuel	\$50,000	\$25,000.00	\$15,772.99	(\$9,227.01)	\$34,227.01
-510	Insurance	\$40,000	\$20,000.00	\$8,996.27	(\$11,003.73)	\$31,003.73
-615	Special Assessment	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$1,500	\$750.00	\$197.84	(\$552.16)	\$1,302.16
	Sub-Total Operating Expense	\$1,056,940.00	\$528,470.00	\$465,302.55	(\$63,167.45)	\$591,637.45
53615-200	ATCT Contractual Services-Stat	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$515.00	\$225.30	(\$289.70)	\$804.70
-222	ATCT Electricity	\$15,500	\$7,750.00	\$6,920.56	(\$829.44)	\$8,579.44
-224	ATCT Gas & Fuel Oil	\$4,500	\$2,250.00	\$1,368.83	(\$881.17)	\$3,131.17
-225	ATCT Telephone	\$1,500	\$750.00	\$540.82	(\$209.18)	\$959.18
-248	ATCT Building Maintenance	\$15,000	\$7,500.00	\$2,015.32	(\$5,484.68)	\$12,984.68
	Sub-Total Tower Expense	\$37,530	\$18,765.00	\$11,070.83	(\$7,694.17)	\$26,459.17
53610-810	Capital Equipment	\$101,350	\$50,675.00	\$30,608.37	(\$20,066.63)	\$70,741.63
-820	Capital Improvement	\$620,409	\$310,204.50	\$8,309.85	(\$301,894.65)	\$612,099.15
-829	Other Capital Improvement	\$36,100	\$18,050.00	\$13,606.39	(\$4,443.61)	\$22,493.61
58100-613	Principal/Trust Fund	\$94,394	\$47,197.00	\$94,394.00	\$47,197.00	\$0.00
58200-613	Interest/Trust Fund	\$29,535	\$14,767.50	\$29,535.41	\$14,767.91	(\$0.41)
	Sub-Total Capital Expense	\$881,788	\$440,894.00	\$176,454.02	(\$264,439.98)	\$705,333.98
	TOTAL EXPENSE	\$1,976,258	\$988,129.00	\$652,827.40		\$1,323,430.60
	NET OPERATING INCOME	\$0	\$0	\$128,938.04		(\$128,938.04)
	<u>Cash Balance</u>					
	Per 2012 Audit Report	\$948,000				
	Per 2013 Audit Report	\$687,563				
	Per 2014 Audit Report	\$666,546				
	2015 Estimate	\$635,369				

Capital Advances Subject to Reimbursement

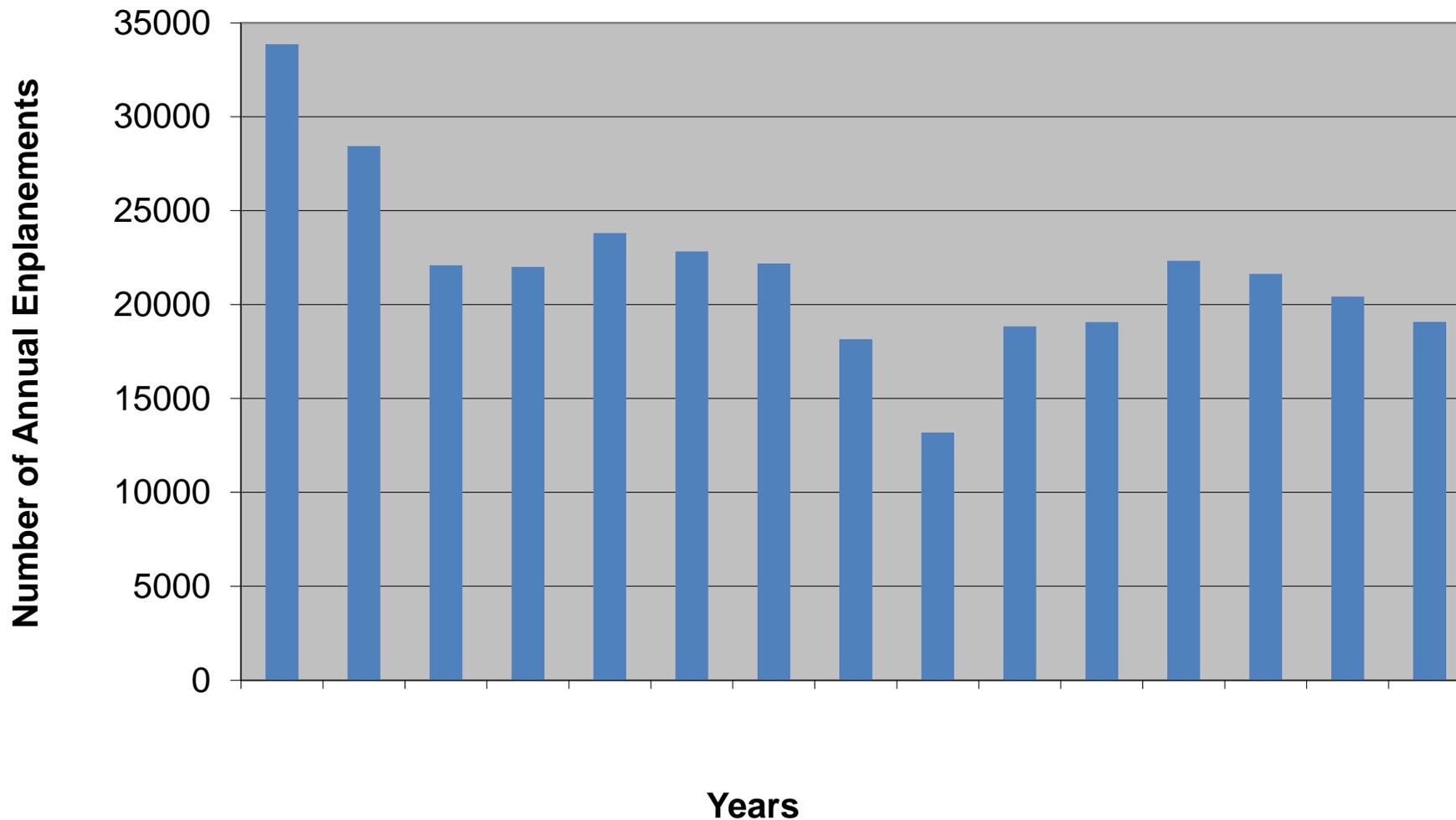
AIP #	Description	Total Project Cost	CVRA Approved Capital Investment	Funding Advanced subject to Reimbursement	Funding Reimbursement Source and Percentage (FAA/State/INS/etc)	Estimated Timing of Reimbursement	Reimbursement Received - Amount	Reimbursement Received Date
AIP 34	Phase I Taxiway A			\$147,440.53		December-16		
Comments:	Waiting for BOA/FAA closeout							
AIP 35	Phase II Taxiway A			\$44,206.46		December-16		
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:	Should go to the FAA for review July 2016. FAA review usually takes 18 months.							
AIP 38	Taxiway C Reconstruction			(\$9,085.00)				
Comments:	Do you only want to track amount reimbursed or also track any additional amount due by airport at project closeout?							
AIP 39	Design/CA ATCT Equipment Replacement	\$72,645.00	\$72,645.00	\$69,012.75	FAA - 90%, State - 5%	August-16		
Comments:	Funds are currently moved to AIP 40 until grant is received for AIP 40.							
AIP 40	Design Contract Rwy 04 Threshold Relocation	\$110,575.00	\$110,575.00	\$105,046.25	FAA - 90%, State - 5%	August-16		
Comments:	Awaiting FAA grant.							
AIP 41	FAA RWY 04 NAVAID Relocation Reimbursable Agreement #1	\$52,742.00	\$26,371.00	\$23,733.90	FAA	August-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	August-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	August-17		
Comments:	Reimbursed with FAA grant in 2017							
	Hangar 54 reimbursement for Kosier Refrigeration invoice	\$171.00	\$171.00	\$171.00	Hangar 54	June-16	\$171.00	6/21/2016
Comments:	Cooler door left open							
TOTAL				\$472,018.52				

Chippewa Valley Regional Airport
Traffic Statistics
 June 2016

<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2016	2015		2016	2015	
UNITED Enplaned	1657	1355	22%	8661	7779	11%
CHARTERS Enplaned				<u>1040</u>	<u>1256</u>	-17%
Total Enplaned				9701	9035	7%
UNITED Deplaned	1593	1287	24%	8405	7585	11%
CHARTERS Deplaned				<u>1040</u>	<u>1256</u>	-17%
Total Deplaned				9445	8841	7%
Total Enplaned/Deplaned	3250	2642	23%	19146	17876	7%
<u>UNITED PERFORMANCE</u>	2016	2015		2016	2015	
Scheduled Flights/Landings	56	60	-7%	345	363	-5%
Canceled Flights						
Xnld for Wx	0	3		9	16	
Xnld for Mx	0	2		0	2	
<u>Xnld Other</u>	<u>0</u>	<u>1</u>		<u>0</u>	<u>2</u>	
Total	0	6	-100%	9	20	-55%
Total Landings	56	54	4%	336	343	-2%
<u>EAU Arrival</u>						
Completion Factor	100%	90%		97%	95%	
OnTime %	91%	72%		82%	75%	
<u>EAU Departure</u>						
Completion Factor	100%	90%		97%	93%	
OnTime %	95%	73%		88%	81%	
<u>ORD Arrival</u>						
Completion Factor	100%	90%		96%	94%	
OnTime %	93%	68%		88%	79%	

All on time arrivals/departures follow DOT methodology.

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements

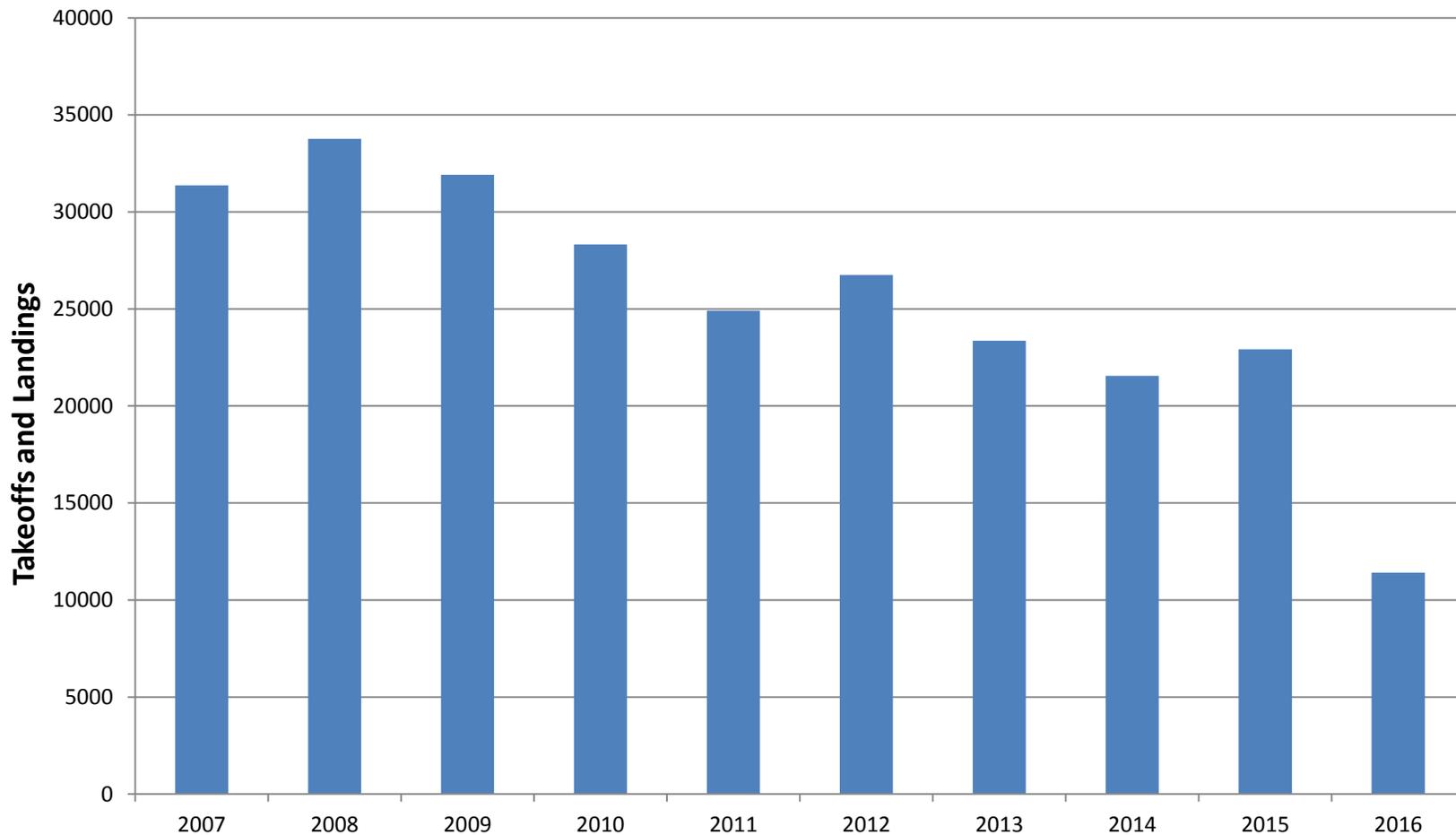


Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 June 2016

		Month		% Diff.	Year to date		% Diff.
		2016	2015		2016	2015	
Itinerant	Air Carrier	4	2	100%	19	20	-5%
	Commuter/ Air Taxi	255	217	18%	1204	1279	-6%
	GA	1484	1216	22%	7010	6817	3%
	Military	51	52	-2%	160	187	-14%
Local	GA	582	296	97%	2998	2047	46%
	Military	<u>8</u>	<u>20</u>	-60%	<u>22</u>	<u>52</u>	-58%
TOTAL		2384	1803	32%	11413	10402	10%

Annual Air Traffic Control Tower Operations



Late May-June Developments

Airline Coordination:

With the loss of a marketing contact at SkyWest in April of this year, the corporate and community outreach portion of the strategy was temporarily put on hold in terms of initiatives previously discussed. However, SkyWest promoted a new representative to the lead position and contact was made to identify what the strategy no ticket giveaways and airline support would be moving forward. After discussion with McKinnley, the path forward appears to be status quo when requesting tickets and promotional support. Outreach activities, to include a community visit from an airline representative was also discussed. Feedback was positive regarding a Fall visit to the community. The first choice for a visit would be to have a SkyWest marketing representative visit EAU on a day trip if possible, and hosting a corporate event. If that is not possible, the possibility of a video conference session was discussed, with SkyWest open to that as well. Once a handful of dates are identified, SkyWest will be able to provide a more firm answer.

Airport Brochure:

With the opening of Hangar 54 and a number of modifications happening at the airport, the rack card used for dissemination to the community needs to be updated. A draft will be available for review no later the July 12th. The intent is to keep the size the same for easily placement, but to update the information and to provide a more modern look that is in line with the ads the airport is currently running.

Cost Comparison Piece:

A cost comparison asset was developed for use on a variety of mediums. The information, if printed, can be a two sided postcard size collateral piece with the front focusing on how EAU can save you money and back showcasing some of the airport tenants. The ability to modify this and format it into a postcard size mailer is great. The option to ask the new restaurant if they would like to include a discount coupon is also possible which would draw attention to the new offering and get them in the door.

The image shows two promotional cards for Chippewa Valley Regional Airport. The left card is titled "Fly EAU. Relax. Go Local." and features the airport logo, SkyWest, and United logos. It includes a "4 DAYS" parking savings offer and lists benefits like "Save Money," "Save Time," and "Save Hassle." The right card is titled "WHAT'S NEW AT EAU?" and features the airport logo, Hangar 54, and Hawthorne Aviation logos. It includes a "CAR RENTAL SERVICES" section with logos for Avis, Budget, Enterprise, National, and Hertz.

Miscellaneous Items:

Airport staff participated in numerous outreach activities as well; the most visible being the WEAU station interview. The airport will be participating in events such as this live interview to promote the airport and airline service every month through the end of the year. Conversations with airport entities such as the TSA, will be accomplished as a means of identifying talking points and correct messaging to educate the public on airport travel. This will enhance not only the visibility of the airport, but also work to humanize the passenger experience by sharing tips and tricks for traveling.

2016 Community Outreach

1. Jan 7 Restaurant Press Release
2. Jan 12 Chippewa County Board Presentation
3. Jan 14 Host Pilot Meeting
4. Jan 19 Community Communications Committee
5. Jan 21 Leadership Chippewa Falls
6. Jan 27 UAS Press Release
7. Feb 3 Menomonie Chamber Banquet
8. Feb 9 Tower/Airport Tour
9. Feb 11 Chamber Transportation Funding Event
10. Feb 22 Chippewa Chamber Business After Hours
11. Feb 26 Explorer Solutions Committee Meeting
12. Mar 8 ChiHi STEAM Event
13. Mar 10 United Way Event
14. Mar 10 EAA 509 Construction Presentation
15. Mar 15 Eau Claire Chamber Community Communications Committee
16. Mar 16 Community TV Interview
17. Mar 30 Junior Achievement Career Fair
18. Apr 5 Mayo One Pilot Construction Update
19. Apr 14 I-Ramp Steering Committee Presentation
20. Apr 19 Eau Claire Chamber Annual Meeting
21. Apr 19 Mennonite School Tour
22. Apr 28 North High Job Shadow
23. May 3 Wisconsin Aviation Conference
24. May 5 Career Venture
25. May 10 New Commissioner Tour
26. May 12 Tenant Snow Meeting
27. May 17 Community Communications Committee
28. May 17 Eau Claire Energy Youth Ambassadors Tour
29. May 18 Tower Tour
30. May 18 Air Service Calls – JAMF and Darley
31. May 19 Transportation Development Association Meeting Intro
32. May 19 Air Service Call - Leinenkugels
33. May 20 CCEDC Annual Meeting @ Hawthorne
34. May 25 Group Health Cooperative Board Meeting
35. May 26 WQOW Interview on Security Wait Times
36. June 1 Chippewa County Economic Development Committee Presentation
37. June 7 Senior Americans Day Booth
38. June 15 Altoona Outdoor Adventures school tour
39. June 21 WEAU Morning Show Interview
40. June 22 Group Health Cooperative Board Meeting
41. June 23 Lismore Grand Opening

<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	

	<u>EAU</u>	<u>LSE</u>	<u>RHI</u>	<u>CWA</u>	<u>Master Plan Peer Airports Average (2012)</u>
Signatory Landing Fees	\$1.29/1,000 lbs	\$2.50/1,000 lbs*	\$2/1,000 lbs	\$2.14/1,000 lbs	\$1.18/1,000 lbs
Non-Signatory Landing Fees	\$1.34/1,000 lbs	\$3.75/1,000 lbs	\$2.75/1,000 lbs	\$2.14/1,000 lbs	
Long Term Parking Fees	\$5/day	\$7/per day	\$6/per day	\$7/day	\$3.86/day
				Free up to 45 min	
Short Term Parking Fees	\$0/day	\$2.00/hr \$10 daily max	\$.25/hour (meters)	\$1/hour \$7 daily max	
100LL Fuel Flowage Fee	\$.07/gallon	\$.07/gallon	\$.03/gallon	\$.05/gallon	\$.07/gallon
Jet A Fuel Flowage Fee	\$.08/gallon	\$.07/gallon*	\$.01/gallon	\$.05/gallon	\$.07/gallon

*Signatory airlines are exempt from flowage fees because they pay a landing fee

1. Please rank EACH Strategic Plan Principle (red boxes) on a scale of 1-9 with most important being 1.

2. UNDER each Strategic Plan Principle, please rank each Strength, Weakness, Opportunity, and Threat on a scale with 1 being the most important to you (if there are 5 options, rank from 1 to 5; 3 options, 1 to 3, etc)

Rank		Rank		Rank	
26	Principle: PUBLIC RELATIONS	18	Principle: SERVICE	29	Principle: ECONOMIC DEVELOPMENT
Strategies: Community, Corporate, General Aviation, Airlines, General		Strategies: Active, Welcoming, Comprehensive, Convenient, Valuable		Strategies: Awareness, On-Site, Economic Development Tool	
STRENGTHS (1-5)		STRENGTHS (1-7)		STRENGTHS (1-3)	
11	Customer service	30	All jet airline service	12	Business travel
27	Greeter program	11	All weather full service airport	14	Availability of land for development/hangar
13	Relationship with tenants	24	Full service FBO	16	Large corporate operator
22	Access to local media/relationship	14	Customer service		
32	Tours of the airport for the community	30	Restaurant Addition		
		45	Greeter program		
		41	Car rental options		
WEAKNESSES (1-3)		WEAKNESSES (1-3)		WEAKNESSES (1-2)	
9	Perception of airline reliability	9	Inconvenient flight times	11	Promotion of commercial development
16	Inconvenient flight times	16	FBO focus on business travel/corporate	10	Current zoning/Lack of cohesion between City and County
17	Promotion of commercial development	17	Fuel price		
OPPORTUNITIES (1-7)		OPPORTUNITIES (1-6)		OPPORTUNITIES (1-8)	
12	Promotion of costs, flying local (marketing)	13	Additional service (West)	20	Development of airport property
26	Midwest regional marketing	13	Additional routes, flight times	29	Development of non-aero revenue (profit centers)
41	Age friendly training for staff	27	Growth of FBO flight training	34	Growth of FBO flight training
31	Host additional community events	24	Self service fuel	31	Involvement with the City
32	Greater utilization of meeting space	37	Age friendly training for staff	21	New hangar development, corporate hangar
37	Aviation training program	33	Aviation training program	43	Host additional community events
13	Enhance visibility with EDC, business leaders, board rep spot?			45	Aviation training program
				29	Enhance visibility with EDC, business leaders, board rep spot?
THREATS (1-3)		THREATS (1-6)		THREATS (1-2)	
8	Loss of EAS	29	Pilot shortage	11	Local tax, funding
15	Local tax, funding	20	Aircraft Fleet Changes (retirement of CRJ-200)	10	Loss of major corporate tenant
19	Loss of major corporate tenant	9	Loss of EAS		
		17	Local tax, funding		
		37	Explorer Solutions		
		35	TSA regulations		

Rank		Rank		Rank	
20	Principle: BUSINESS	59	Principle: ENVIRONMENT	32	Principle: FACILITIES
Strategies: Progressive, Profitable, Consistant, Responsible		Strategies: Fueling, Deicing, Facilities, Maintenance		Strategies: Corporate Hangars, General Aviation Hangars, Long-Term, Terminal, Modern	
STRENGTHS (1-9)		STRENGTHS		STRENGTHS (1-3)	
32	Business travel			8	All weather full service airport
36	Operating agreement with 2 Counties			17	Operating agreement with 2 Counties
15	Financial position			17	Restaurant Addition
31	Availability of land for development/hangar				
30	Relationship with tenants				
54	Car rental options				
22	Proactive leadership				
56	Relationship with other airports in the state				
39	Large corporate operator				
WEAKNESSES (1-4)		WEAKNESSES		WEAKNESSES (1-4)	
16	FBO focus on business travel/corporate			25	Length of crosswind runway
20	Small staff size/staff availability			16	Fuel price
18	Fuel price			15	Age of hangars
16	Age of hangars			14	Age of snow removal equipment
OPPORTUNITIES (1-11)		OPPORTUNITIES (1-3)		OPPORTUNITIES (1-8)	
22	Additional service (West)	13	Self service fuel	15	I-RAMP Project
19	Additional routes, flight times	11	Energy efficient, sustainability	27	Self service fuel
57	Reduce reliance on local funding (County)	18	Aviation training program	20	New hangar development, corporate hangar
33	Development of non-aero revenue (profit centers)			42	Risk assessment
46	Growth of FBO flight training			39	Greater utilization of meeting space
44	Involvement with the city			25	Attract corporate traffic
56	Host additional community events			42	Aviation training program
58	Greater utilization of meeting space			34	Enhance visibility with EDC, business leaders, board rep spot?
23	Attract corporate traffic				
41	Partner with CVTC for fire training				
52	Aviation training program				
THREATS (1-7)		THREATS		THREATS (1-3)	
37	Pilot shortage	9	Local tax, funding	16	Aircraft Fleet Changes (retirement of CRJ-200)
14	Loss of EAS	12	Wildlife control	15	Local tax, funding
22	Local tax, funding			11	Loss of federal funding, primary entitlement
42	Explorer Solutions (Return on Investment)				
18	Loss of federal funding, primary entitlement				
39	TSA regulations				
24	Loss of major corporate tenant				

Rank	Principle: SAFETY	Rank	Principle: SITE PLANS	Rank	Principle: STAFF
39		53		39	
<i>Strategies: Maintenance, Security, All Weather, Personnel</i>		<i>Strategies: Thoughtful, Up-To-Date, Inclusive, Future</i>		<i>Strategies: Progressive, Management, Capable, Leadership, Affordable</i>	
STRENGTHS		STRENGTHS		STRENGTHS (1-2)	
	All weather full service airport			7	Proactive leadership
				14	Relationship with other airports in the state
WEAKNESSES (1-3)		WEAKNESSES (1-3)		WEAKNESSES	
20	Length of crosswind runway	19	Length of crosswind runway		Small staff size/staff availability
14	Small staff size/staff availability	8	Age of hangars		
8	Age of snow removal equipment	15	Current zoning/Lack of cohesion between City and County		
OPPORTUNITIES (1-3)		OPPORTUNITIES (1-6)		OPPORTUNITIES (1-2)	
13	Risk assessment	12	I-RAMP Project	10	Partner with CVTC for fire training
14	Partner with CVTC for fire training	23	Development of airport property	11	Aviation training program
15	Aviation training program	27	Development of non-aero revenue (profit centers)		
		24	Self service fuel		
		26	New hangar development, corporate hangar		
		35	Aviation training program		
THREATS (1-3)		THREATS		THREATS (1-3)	
10	Local tax, funding		Local tax, funding	13	Local tax, funding
17	TSA regulations			9	Loss of federal funding, primary entitlement
15	Wildlife control			20	TSA regulations

Budget 2017

Draft July 15, 2016

Item #	Item Name	Notes
Income		
46340-571	Advertising	Contract with MediaUSA for 30% of sales or \$5,000, whichever is greater. Current contract expires December 31, 2016.
-572	Air Terminal	<ul style="list-style-type: none"> • SkyWest \$79,649/yr – Expires Jan. 31, 2018 • TSA \$23,050/yr - Expires October 2020 • Mead & Hunt \$6,754/yr – Expires December 31, 2016
-573	FAA	\$13,440/yr. - ESTIMATE Current lease expires September 2016.
-574	FBO	1987 Lobby/Hangar Facility - \$19,760/yr 2002 Maintenance Facility - \$69,854/yr. 60'x66' Hangar Facility - \$6,000/yr. Fuel Farm - \$4,400/yr. rent plus \$5,300/yr. for fuel farm reimbursement 2013-2017. Hawthorne assumes utilities in 2018. 2010 Addition: \$24,442.09/yr. <ul style="list-style-type: none"> • All leases run until September 30, 2027. • 1.5% annual increase to 2010 addition starts January 1, 2016. 2002 Maintenance Facility Insurance Premium – Est. \$725
-575	Fuel Flowage	Jet A: 1,600,000 @ \$.08 = \$128,000 100LL: 45,000 @ \$.07 = \$3,150
-576	Hangars	39 T-Hangars: \$79,940/yr (no increase over 2016 based on CPI) K1-5, F3, F4, CAP: \$55,805 (no increase over 2016 based on CPI)
-577	Landing	SkyWest: 626 per year @ \$61.43 per landing = ~\$38,000 per yr Charters: 24 per year @\$188 per landing = ~\$4,500 No GA landing fees effective 7/31/2011.
-578	Parking	Vehicles parking in airport parking lot. The general parking charge has been \$5 per calendar day since February/March 2006.
-579	Rental Cars	Minimum Guarantee: Hertz - \$2,010/mo., Avis - \$1,500/mo. Enterprise - \$1,983.36 or 10% whichever is greater. 2017.: Hertz, Budget, Avis office rent and parking: \$424.74/mo., \$97/mo car parking Avis Car Wash Facility: \$1,538/yr.
-580	Restaurant	Budget amount per the terms of the lease agreement.
-581	Tie Downs	\$18/mo. Charged to the FBO.
-582	PFC	Airport receives \$4.39 per passenger enplaned. Estimated 18,900 passenger enplanements for 2017.
-583	Utility Revs	Reimbursement for utilities from K-row and F3-F4.
-584	Land Lease Revs	14 land leases at various rates \$9,185 Menards ~ \$22,400
-586	Vehicle Fuel Reimbursement	Reimbursement for fuel used by Hawthorne, Menards, SkyWest and Avis. Estimated based on prior year usage.
-601	Other Revenue	Miscellaneous Revenue

Agenda Item 9a

Expense		
53610-111	Salary Perm-Regular	<ul style="list-style-type: none"> Budget for 6 FTE. Airport manager, office associate, Maintenance Supervisor, 1 FT maintenance, and 1 FT and 2 PT custodian/maintenance technicians. <p>This includes a step increase and a 1% COLA adjustment as an estimate. This amount may change based on the results of the final County budget.</p>
-112	Salary Perm-OT	<ul style="list-style-type: none"> Based on prior years.
-120	Health Ins Incentive	<ul style="list-style-type: none"> County provides an incentive for employees who could take a family or single health plan but do not. \$75 per month for taking single when you could have family. \$100 per month for not taking any insurance.
-133	Longevity Pay	<ul style="list-style-type: none"> Additional compensation for long term employees. Discontinued in 2012.
-137	Clothing Allowance	Re-bid in 2015. G&K contract runs through 2017. Estimated 3% increase.
-141	Board & Comm Per Diem	Per diem for citizen and county board members per county code.
-142	County Brd & Comm Mile	Mileage for citizen and county board members.
-151	Social Security	7.65% of total wages (regular and OT).
-152	Retirement Emplr Share	This includes 6.6% for the employers contribution to WRS.
-153	Empl Ret Pd by Co	No expense to the Airport per the new State rules on WRS.
-154	Hos & Health Ins	This includes a 5% estimated increase in health insurance over 2016. No actual numbers yet from the health insurance company so this is strictly an estimate.
-155	Life Insurance	The County pays 20% of the basic life insurance cost for anyone who takes the insurance. This includes no increase per the direction of the county.
-158	Unemployment Comp	We don't budget for this.
-200	Contract Services	<p>\$50,000 - Explorer Solutions Phase III (10 months @ \$5,000/mo.)</p> <p>\$8,500 - Skidata, Inc. parking system annual maintenance contract and software upgrade</p> <p>\$2,000 – Master Building Solutions, Inc. HVAC controls annual maintenance contract</p>
-212	Attorney Fees	Charges for Corporation Counsel.
-213	Accounting & Audit	We pay a percentage of the cost of the County audit. A portion of the management letter should address the airport. The airport is also required to get a separate PFC Audit
-221	Water & Sewer	City water and sewer charges for all airport buildings except tower. Estimated 3% increase per County recommendation.
-222	Electricity	All airport buildings except tower. Increase 1.7% per recommendation.
-224	Gas & Fuel Oil	All airport buildings except tower. Increase 2% per recommendation.

Agenda Item 9a

-225	Telephone & Telegraph	Cell Phones(\$1,000 per year), Telephones(\$20 per mo. per line), Long Distance
-227	Dataline/Internet	Web hosting and domain name fees.
-241	Motor Vehicle Maint	Maintenance for airport equipment including operations vehicles, snow removal equipment and fire trucks.
-246	Grounds Maint	Airfield lights, sand, cutting edges, equipment, etc. Last year lowered budget and relocated maintenance agreement for the parking lot controls and HVAC to Contract Services account.
-248	Building Maint	40 T-Hangars, 8 box hangars, terminal, Hawthorne hangar, maintenance building and ARFF building.
-249	Service on Machines	Service contract on copy machine.
-297	Refuse Collection	Trash and Recycling collection fees. Three year contract started 2014. 3% increase over 2016 per Advanced Disposal.
-298	Laundry Services	Cleaning rags for the terminal and maintenance shop. Contracted with G&K.
-310	Office Supplies	Paper, toner, etc.
-311	Postage and Box Rent	FedEx and miscellaneous postage.
-313	Printing & Dup	Letterhead, envelopes, etc.
-320	Reference Materials	Chippewa Herald and Leader-Telegram subscription.
-321	Publish Legal Notices	Position vacancy advertising and other legal ads.
-324	Membership Dues	AAAE (\$275), GLC AAAE (\$35), Eau Claire Chamber (\$351), Chippewa Chamber (\$240), Menomonie Chamber (\$279), Visit Eau Claire (\$250), WAMA (\$850), Contract Tower Association (\$1,500)
-327	Marketing	Airport promotion and advertising.
-328	Airline Recruitment	Airline retention and other airline recruitment.
-340	Travel-Train & Conf	WAMA Conference, AAAE annual conference, initial and recurrent ARFF training, etc.
-366	Fire fight supplies	Gear, foam, etc.
-377	Vehicle Fuel	For all airport equipment plus FBO/airline/Menard tugs. Decrease due to lower price of fuel.
-510	Insurance	Airport Liability=\$8,000 General Liability=\$3,400 Auto=\$7,800 Property=\$14,000 Workers Compensation=\$9,200 Fuel Tanks/Environmental=\$1,700 Boiler=\$900
-615	Special Assessment	Any assessments by a municipality for road work, etc.
-813	Office	Computers, printers, etc.

Agenda Item 9a

	Equipment	
53610-810	Capital Equipment	<ul style="list-style-type: none"> • Capital Equipment projects funded locally. See capital budget spreadsheet.
-820	Capital Improvement	<ul style="list-style-type: none"> • T-Hangar Construction and other miscellaneous local projects. See capital budget spreadsheet.
-829	Other Capital Improvement	<ul style="list-style-type: none"> • Local share of federal projects. See capital budget spreadsheet.
53615-200	ATCT-Contracted Serv	<ul style="list-style-type: none"> • 100% FAA funded starting April 2008.
-225	ATCT-Telephone	Fax and telephone. Shout lines are covered by the FAA.
-248	ATCT-Building Maint.	Pest control, annual radio inspection, elevator inspection, fire alarm and elevator monitoring, general building maintenance, etc.
58100-613	Principal/Trust Fund	Principal payments on money borrowed. <ul style="list-style-type: none"> • State Trust Fund loan for K-row hangars (Payoff 2023) - \$36,124.04 • State Trust Fund Loan for Hawthorne 2002 maintenance facility (Payoff 2022) - \$61,890.44
58200-613	Interest/Trust Fund	Interest Payments on money borrowed. <ul style="list-style-type: none"> • K-row loan(Payoff 2023) - \$10,617.84 • Heartland bldg(Payoff 2022) - \$15,297.09

Chippewa Valley Regional Airport								
2017 BUDGET COMPARISON - Draft 7-15-16								
						YR 2016		
Income/Expense		Actual	Actual	Actual	Budget	Actual	YR 2016	Budget
#	Item	2013	2014	2015	YR 2016	6 mos	Estimate	2017
Income								
41110	Contrib From Eau Claire Co	\$387,294	\$391,167	\$391,167	\$395,079	\$197,540	\$395,079	395,079
47330	Contrib From Chippewa Co	\$126,440	\$127,704	\$127,704	\$128,981	\$64,491	\$128,981	128,981
Sub-Total Tax Revenue		\$513,734	\$518,871	\$518,871	\$524,060	\$262,030	\$524,060	\$524,060
46340-571	Advertising	\$4,058	\$4,704	\$6,168	\$5,000	\$2,500	\$5,000	5,000
46340-572	Air Terminal	\$110,701	\$108,648	\$108,882	\$106,739	\$58,092	\$106,739	109,453
46340-573	FAA	\$12,160	\$12,160	\$12,160	\$12,160	\$6,080	\$12,160	13,440
46340-574	FBO	\$129,387	\$129,631	\$129,634	\$130,095	\$59,847	\$130,095	130,481
43640-575	Fuel Flowage	\$115,783	\$122,352	\$141,297	\$125,000	\$69,971	\$135,000	131,150
46340-576	Hangars	\$118,322	\$130,990	\$127,329	\$135,685	\$71,941	\$135,685	135,745
46340-577	Landing	\$43,439	\$44,741	\$47,049	\$48,500	\$19,438	\$44,000	42,500
43640-578	Parking	\$150,454	\$150,147	\$132,962	\$145,000	\$69,406	\$135,000	130,000
46340-579	Rental Cars	\$92,638	\$97,853	\$94,210	\$85,723	\$46,369	\$95,000	95,000
46340-580	Restaurant	\$23,468	\$14,000	\$0	\$0	\$1,200	\$1,200	12,000
46340-581	Tie Downs	\$144	\$156	\$216	\$216	\$108	\$216	216
46340-583	Utility Revs	\$8,216	\$9,177	\$8,624	\$8,000	\$3,386	\$8,000	8,000
46340-584	Land Lease Revs	\$17,305	\$26,852	\$28,987	\$28,000	\$25,675	\$31,549	31,585
46340-586	Vehicle Fuel Reimbursement	\$36,133	\$17,214	\$14,238	\$13,000	\$4,946	\$13,000	13,000
Sub-Total Operating Revenue		\$862,206	\$868,624	\$851,754	\$843,118	\$438,961	\$852,644	\$857,570
Sub-Total Taxes and Operating Rev.		\$1,375,940	\$1,387,495	\$1,370,625	\$1,367,178	\$700,991	\$1,376,704	\$1,381,630
46340-601	Other Revenue	\$27,298	\$9,386	\$22,639	\$5,000	\$9,542	\$5,000	5,000
46340-582	PFC	\$88,720	\$84,883	\$78,940	\$87,800	\$35,096	\$83,283	83,000
46340-585	Airline Recruit Reimb	\$0	\$0	\$0	\$0	\$0	\$0	0
46340-515	Insurance Refunds	\$0	\$2,989	\$0	\$0	\$0	\$0	0
43619	Airport Grants	\$0	\$0	\$59,793	\$45,000	\$36,137	\$90,000	0
49210	Transfer Fr. Gen'l Fund	\$0	\$0	\$0	\$0	\$0	\$0	0
49300	Airport/ N/L Funds Applied	\$306,547	\$0	\$31,177	\$471,280	\$0	\$0	0
Sub-Total Other Revenue		\$422,565	\$97,257	\$192,549	\$609,080	\$80,775	\$178,283	\$88,000
TOTAL INCOME		\$1,798,505	\$1,484,753	\$1,563,175	\$1,976,258	\$781,765	\$1,554,987	\$1,469,630
Expenses								
53610-111	Salary Perm-Regular	\$284,496	\$300,535	\$299,682	\$311,288	\$144,680	\$311,288	318,500
-112	Salary Perm-OT	\$23,370	\$12,015	\$6,579	\$15,000	\$2,460	\$10,000	10,000
-120	Health Ins Incentive	\$600	\$900	\$1,200	\$1,200	\$600	\$1,200	1,200
-121	Salary Temp Regular	\$6,021	\$5,595	\$0	\$0	\$0	\$0	0
-136	PTO-ELB-Lump Sum Payout	\$0	\$11,204	\$0	\$0	\$0	\$0	0
-137	Clothing Allowance	\$1,920	\$2,252	\$1,528	\$1,500	\$630	\$1,300	1,339
-141	Board & Comm Per Diem	\$4,250	\$3,850	\$3,675	\$3,500	\$1,577	\$3,500	3,500
-142	Cnty Brd & Comm Mile	\$619	\$695	\$635	\$700	\$222	\$700	700
-151	Social Security	\$23,481	\$23,809	\$22,847	\$24,961	\$10,721	\$24,579	\$25,130
-152	Retirement Emplr Share	\$20,178	\$20,698	\$18,543	\$21,535	\$8,179	\$21,848	\$22,338
-154	Hos & Health Ins	\$46,834	\$67,263	\$72,722	\$77,000	\$35,279	\$70,000	70,000
-155	Life Insurance	\$64	\$73	\$72	\$140	\$30	\$100	100
-158	Unemployment Comp	\$0	\$0	\$0	\$0	\$0	\$0	0
-200	Contract Services	\$0	\$16,817	\$81,786	\$117,636	\$54,258	\$117,636	60,500
-212	Attorney Fees	\$6,066	\$6,474	\$4,061	\$7,000	\$819	\$6,000	6,000
-213	Accounting & Audit	\$3,500	\$3,500	\$2,200	\$3,500	\$0	\$3,500	3,500
-221	Water & Sewer	\$48,939	\$52,271	\$45,199	\$45,000	\$11,426	\$46,000	47,380
-222	Electric	\$83,501	\$83,057	\$82,513	\$89,211	\$43,896	\$85,000	86,445
-224	Gas & Fuel Oil	\$31,722	\$38,998	\$25,778	\$43,260	\$14,522	\$40,000	40,800
-225	Telephone & Telegraph	\$3,908	\$3,759	\$4,294	\$4,000	\$1,710	\$4,000	4,000
-227	Dataline/Internet	\$1,384	\$515	\$500	\$1,000	\$0	\$500	500
-241	Motor Vehicle Maint	\$9,846	\$20,865	\$5,195	\$12,500	\$2,243	\$10,000	10,000
-246	Grounds Maint	\$48,396	\$27,353	\$32,197	\$29,000	\$8,130	\$29,000	29,000
-248	Building Maint	\$19,425	\$27,447	\$24,516	\$26,000	\$12,607	\$25,000	25,000
-249	Service on Machines	\$0	\$0	\$0	\$500	\$0	\$500	500
-297	Refuse Collection	\$1,004	\$1,004	\$1,063	\$1,084	\$1,116	\$1,116	1,149
-298	Laundry Services	\$84	\$120	\$168	\$175	\$78	\$175	180
-299	Sundry Contract Services	\$3,821	\$7,577	\$0	\$0	\$15,986	\$15,000	0
-310	Office Supplies	\$350	\$473	\$806	\$600	\$116	\$600	600
-311	Postage and Box Rent	\$796	\$863	\$679	\$750	\$141	\$700	700
-313	Printing & Dup	\$331	\$411	\$682	\$600	\$236	\$600	600
-320	Ref Materials	\$419	\$492	\$515	\$600	\$256	\$550	550
-321	Publish Legal Notices	\$124	\$74	\$0	\$200	\$0	\$200	200
-324	Membership Dues	\$3,830	\$3,643	\$3,156	\$4,000	\$3,189	\$4,000	3,800
-327	Marketing	\$25,111	\$34,833	\$28,628	\$35,000	\$6,741	\$35,000	35,000
-327-001	Marketing Grant Expense	\$0	\$0	\$71,474	\$50,000	\$56,217	\$82,000	0
-328	Airline Recruitment	\$600	\$7,400	\$8,279	\$20,000	\$0	\$15,000	15,000
-330	Travel Regular	\$0	\$0	\$0	\$0	\$0	\$0	0
-340	Travel-Train & Conf	\$7,422	\$12,244	\$7,439	\$12,500	\$2,269	\$12,500	12,500

Income/Expense		Actual	Actual	Actual	Budget	YR 2016	YR 2016	Budget
#	Item	2013	2014	2015	YR 2016	Actual 6 mos	Estimate	2017
-366	Fire fight supplies	\$1,582	\$0	\$0	\$4,500	\$0	\$4,500	4,500
-377	Vehicle Fuel	\$60,077	\$55,842	\$17,118	\$50,000	\$15,773	\$30,000	30,000
-510	Insurance	\$34,653	\$38,263	\$40,444	\$40,000	\$8,996	\$40,000	45,000
-615	Special Assessment	\$0	\$67,508	\$30,836	\$0	\$0	\$0	0
-813	Office Equipment	\$1,365	\$2,970	\$309	\$1,500	\$198	\$1,000	1,000
<i>Sub-Total Operating Expense</i>		\$810,090	\$963,658	\$947,313	\$1,056,940	\$465,302	\$1,054,591	\$917,212
53615-200	ATCT Contractual Services-St	\$0	\$0	\$0	\$0	\$0	\$0	0
-221	ATCT Water-Sewer-Strmwtr	\$655	\$1,023	\$904	\$1,030	\$225	\$1,000	1,030
-222	ATCT Electricity	\$13,664	\$14,455	\$15,169	\$15,500	\$6,921	\$15,000	15,255
-224	ATCT Gas & Fuel Oil	\$3,791	\$3,834	\$2,607	\$4,500	\$1,369	\$4,000	4,080
-225	ATCT Telephone	\$1,372	\$1,374	\$1,171	\$1,500	\$541	\$1,500	1,500
-248	ATCT Building Maintenance	\$12,631	\$9,200	\$13,228	\$15,000	\$2,016	\$15,000	15,000
<i>Sub-Total Tower Expense</i>		\$32,115	\$29,886	\$33,079	\$37,530	\$11,071	\$36,500	\$36,865
53610-810	Capital Equipment	\$0	\$19,036	\$44,212	\$101,350	\$30,608	\$85,000	32,000
-820	Capital Improvement	\$639,693	\$16,607	\$408,901	\$620,409	\$8,310	\$43,396	835,000
-829	Other Capital Improvement	\$206,698	\$204,192	\$5,740	\$36,100	\$13,606	\$20,000	169,210
58100-613	Principal/Trust Fund	\$58,266	\$0	\$87,343	\$94,394	\$94,394	\$94,394	98,014
58200-613	Interest/Trust Fund	\$51,643	\$22,846	\$36,586	\$29,535	\$29,535	\$29,535	25,915
<i>Sub-Total Capital Expense</i>		\$956,300	\$262,681	\$582,783	\$881,788	\$176,454	\$272,325	\$1,160,139
TOTAL EXPENSE		1,798,505	\$1,256,224	\$1,563,175	\$1,976,258	\$652,827	\$1,363,416	\$2,114,216
NET OPERATING INCOME		0	228,528	0	\$0	\$128,938	\$191,571	-\$644,586
Cash Balance								
	Per 2012 Audit Report	\$948,000						
	Per 2013 Audit Report	\$687,563						
	Per 2014 Audit Report	\$666,546						
	2015 Estimate	\$635,369						
	2016 Estimate	826,940						
	YE 2017 Estimate	182,353						

Airport Rates and Charges Adjustments (\$) - FY2016

Tenant	2013	2014	2015	2016	2017	
	+3.2% (11 CPI)	+2% (12 CPI)	+1.4% (13 CPI)	+1.5% (14 CPI)	+0% (15 CPI -.5%)	
Restaurant	24,000 MAG	24,000 MAG 12,000 TI Reimb 2,500 5 mos. deposit	24,363.60 MAG 12,360 TI Reimb	100/mo.	1,000/mo.	
FAA Airway Facilities (640 sq.ft.)	1013.33/mo. 19/sq ft	1013.33/mo. 19/sq ft	1013.33/mo. 19/sq ft	1013.33/mo. 19/sq ft	1,120/mo. 21/sq.ft.	lease needs to be negotiated
TSA	2350.97/mo.	2350.97/mo.	2380.26/mo. - 9 mo. 1887.67/mo. - 3 mo. 20.35/sq ft - 9 mos.	1887.67/mo.	1920.80/mo.	
rent and utility (\$17.85+\$4.60)	20/sq ft	20/sq ft	22.45/sq.ft - 3 mos. 7.96/sq.ft. - 9 mos.	22.45/sq.ft.	22.84/sq.ft.	actual is \$22.84 rent - \$17.85
Tenant Improvement	7.96/sq.ft.	7.96/sq.ft.	\$0 after 9 mos.	paid off in 2015	paid off in 2015	OE - \$4.99
FBO						
Lobby/Hangar	1646.67/mo.	1646.67/mo.	1646.67/mo.	1646.67/mo.	1646.67/mo.	
Maint. Facility	5821.14/mo.	5821.14/mo.	5821.14/mo.	5821.14/mo.	5821.14/mo.	
2010 Addition	1977.08/mo.	1977.08/mo.	1977.08/mo.	2006.74/mo.	2036.84/mo.	
Hangar (old A4)	500/mo.	500/mo.	500/mo.	500/mo.	500/mo.	
Fuel Farm	4000/yr.	4100/yr. + 5300/yr	4200/yr. + 5300/yr	4300/yr. + 5300/yr	4300/yr. + 5300/yr	
Rental Cars						
Space rent	377.38/mo.	388.70/mo.	400.36/mo.	412.37/mo.	424.74/mo.	
Ready Rows	85/mo	88/mo.	91/mo.	94/mo.	97/mo.	
					Avis/Budget - 1,500/mo. Enterprise/Natl - 1,983.36	
Minimum Monthly Guarantee	Avis/Hertz- 850	Avis/Hertz- 850	Avis/Hertz- 850	Avis/Hertz/ Budget - 850	Hertz - 2,010	
Avis Car Wash Facility	Budget - 1,850 1367/yr	Budget - 1,850 1408/yr	Budget - 1,850 1450/yr	\$1494/yr	1538/yr.	
Airline - SkyWest						
Space rent	\$22.53/sq.ft.	\$22.98/sq.ft.	\$23.67/sq.ft.	\$24.38/sq.ft.	\$25.11/sq.ft.	
Landing fee	\$6,133.79/mo. 1.19	\$6,074.38/mo. 1.21	\$6,256.77/mo. 1.25	\$6,444.45/mo. 1.29	\$6,637.41/mo. 1.33	Expires Jan. 31, 2018
- per landing weight, 1,000 lbs.						
Terminal Offices						
Space rent	\$12.90/sq.ft.	\$13.16/sq. ft.	\$13.34/sq.ft.	\$13.54/sq.ft.	\$13.54/sq.ft.	
	12.88/sq.ft	13.27/sq.ft	13.67/sq.ft	14.08/sq.ft.	14.08/sq.ft.	
Mead & Hunt	\$6,178.32/yr	\$6,365.35/yr	\$6,557.23/yr	\$6,753.89/yr	\$6,753.89/yr	lease needs to be negotiated
Hangars						
- T-hangar	See Hangar	See Hangar	See Hangar	See Hangar	See Hangar	
- Sq. w/heat	Spreadsheet.	Spreadsheet.	Spreadsheet.	Spreadsheet.	Spreadsheet.	
- Sq. heat&water	See Spreadsheet	2% Increase	1.4% Increase	1.5% Increase	0% Increase	
- Civil Air Patrol Exp. 12/15	90/mo.	120/mo.	150/mo.	200/mo.	200/mo.	
- Exp. Air. Assoc. Mar-94	1.00/yr	1.00/yr	1.00/yr	1.00/yr	1.00/yr	
- plus \$305.44/yr. 8/96-40yrs. For club room + community service hours						
Land Lease (hangars)						
- unimproved	.29/sq.ft.	.30/sq.ft.	.304/sq.ft.	.309/sq.ft.	.309/sq.ft.	Discuss for 2017 budget a private land lease
- improved						
Landing Fees						
Non-Signatory	\$1.28	\$1.303	\$1.321	\$1.34	\$1.38	Any aircraft charged landing fees other than SkyWest.
-Per 1,000 lbs. Landing weight						
Pay Parking Lot						
- Daily	5/day	5/day	5/day	5/day	5/day	
- Violation	5/day	5/day	5/day	5/day	5/day	
- Corporate	1/day	1/day	1/day	1/day	1/day	
Fuel Flowage Fee						
- Jet A fuel	.08/gal	.08/gal	.08/gal	.08/gal	.08/gal	
- 100LL fuel	.07/gal	.07/gal	.07/gal	.07/gal	.07/gal	

Base rate per square foot	\$1.7011	Adjustments for North & South Facing			Monthly Increase	Rate per SF
		South Face	102.5%	North Face		
T-HANGAR	SQ. FT.	RATE 2015 Per Month	RATE 2016 Per Month	RATE 2017 Per Month	Monthly Increase	Rate per SF
C-01	1680.6	\$240.60	\$244.20	\$244.20	\$0.00	\$1.7437
C-02	1249.1	\$178.82	\$181.50	\$181.50	\$0.00	\$1.7437
C-03	1248.8	\$178.78	\$181.45	\$181.45	\$0.00	\$1.7437
C-04	1254.1	\$179.54	\$182.23	\$182.23	\$0.00	\$1.7437
C-05	1458.2	\$208.76	\$211.89	\$211.89	\$0.00	\$1.7437
C-06	1663.1	\$226.48	\$229.88	\$229.88	\$0.00	\$1.6586
C-07	1238.2	\$168.62	\$171.14	\$171.14	\$0.00	\$1.6586
C-08	1232.1	\$167.79	\$170.30	\$170.30	\$0.00	\$1.6586
C-09	1236.7	\$168.41	\$170.93	\$170.93	\$0.00	\$1.6586
C-10	1451.4	\$197.65	\$200.61	\$200.61	\$0.00	\$1.6586
D-01	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
D-02	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
D-03	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
D-04	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
D-05	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
D-06	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
D-07	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
D-08	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
D-09	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
D-10	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
E-01	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
E-02	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
E-03	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
E-04	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
E-05	1074.5	\$153.83	\$156.13	\$156.13	\$0.00	\$1.7437
E-06	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
E-07	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
E-08	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
E-09	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
E-10	1074.5	\$146.32	\$148.51	\$148.51	\$0.00	\$1.6586
G-01	1855.8	\$265.67	\$269.65	\$269.65	\$0.00	\$1.7437
G-02	1083.7	\$155.14	\$157.47	\$157.47	\$0.00	\$1.7437
G-03	1085.2	\$155.35	\$157.68	\$157.68	\$0.00	\$1.7437
G-04	1090.5	\$156.12	\$158.46	\$158.46	\$0.00	\$1.7437
G-05	1109.8	\$158.89	\$161.26	\$161.26	\$0.00	\$1.7437
G-06	1712.4	\$233.19	\$236.68	\$236.68	\$0.00	\$1.6586
G-07	1090.9	\$148.55	\$150.78	\$150.78	\$0.00	\$1.6586
G-08	1098.3	\$149.56	\$151.80	\$151.80	\$0.00	\$1.6586
G-09	1075.7	\$146.49	\$148.68	\$148.68	\$0.00	\$1.6586
G-10	997.4	\$135.82	\$137.85	\$137.85	\$0.00	\$1.6586
D Row North Stor	518.0	\$69.11	\$70.15	\$70.15	\$0.00	\$1.6251
D Row South Stor	518.0	\$69.11	\$70.15	\$70.15	\$0.00	\$1.6251
E Row North Stor	518.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0000
E Row South Stor	518.0	\$69.11	\$70.15	\$70.15	\$0.00	\$1.6251
		\$81,949.09	\$83,176.36	\$83,176.36		
		<u>-\$2,798.28</u>	<u>-\$3,235.80</u>	<u>-\$2,335.8</u>	G1	
		\$79,150.81	\$79,940.56	\$79,940.56		

BOX HANGARS

<u>HANGAR</u>	<u>SQ. FT.</u>	<u>RATE 2013</u> <u>Per Month</u>	<u>RATE 2014</u> <u>Per Month</u>	<u>RATE 2015</u> <u>Per Month</u>	<u>RATE 2016</u> <u>Per Month</u>	<u>RATE 2017</u> <u>Per Month</u>						
F-04	3600	550	6600	\$561	6732	\$568.85	\$6,826.20	\$577.38	\$6,928.56	\$577.38	\$6,928.56	
F-03	2160	\$2/sq ft		367.2	4406.4	372.34	4468.08	\$377.93	\$4,535.16	\$377.93	\$4,535.16	
K-Row Monthly	3600	684		697.68	8372.16	707.45	8489.40	718.06	8616.72	718.06	8616.72	
		714 through Apr/728.28		728.28 through Apr/742.85		742.85 through Apr/757.70		757.70 through Apr/772.86				
K1	3600	through Dec 634	8682.24	through Dec 7608	8855.88	through Dec 647.68	9033	through Dec 668.06	9213.68	772.86	9274.32	Lease expires April 30, 2017
K2	3600	0		647.68	7772.16	657.45	7889.4	668.06	8016.72	668.06	8016.72	Rate reduced by \$50 per month for long term lease
K3	3600			647.68	7772.16	657.45	7889.4	668.06	8016.72	668.06	8016.72	Rate reduced by \$50 per month for long term lease
K4	3600	634	7608	647.68	7772.16	657.45	7889.4	668.06	8016.72	668.06	8016.72	Rate reduced by \$50 per month for long term lease
K5	3600	684	8208	697.68	8372.16	707.45	8489.4	718.06	8616.72	718.06	8616.72	Rated will decrease by \$50/mo if long term lease is sigr
CAP				120	1440	150	1800	200	2400	200	2400	
TOTAL			38706.24		46390.92		\$54,284.88		\$55,744.28		\$55,804.92	

	A	B	C	D	E	F	G	H
1	2017 EAU Capital Improvement Plan 6-16 Draft							
3	Project Funding Sources							
4								
5	Year	Project	Total Cost	FAA Entitlement	FAA Discretionary	Wisconsin DOT	Local	
6								
7	FY2017 - Capital Equipment (810)							
8	Local	Install new switch at the tower and run cable which will connect the tower to the county network and put our cameras and door access on county network.	\$ 7,000					\$ 7,000
9	Local	Replace terminal carpet extractor	\$ 6,000					\$ 6,000
10	Local	Replace cameras at terminal and tower	\$ 6,000					\$ 6,000
11	Local	Replace Oshkosh Windshield	\$ 2,500					\$ 2,500
12	Local	Replace rusting quarter panels on 2010 Ford Escape	\$ 2,000					\$ 2,000
13	Local	Replace John Deere Tractor Tires	\$ 2,500					\$ 2,500
14	Local	Replace Case Loader Tires	\$ 6,000					\$ 6,000
15	2017 Total Project Costs - Account 810		\$ 32,000	\$ -	\$ -	\$ -		\$ 32,000
16								
17	FY2017 - Capital Improvement (820)							
18	Local	T-Hangar Construction including restrooms Design/CA \$92,331.75 Construction Estimate 6-19-15 \$771,475	\$ 821,000	\$ -	\$ -	\$ -		\$ 821,000
19	Local	Remove and Replace tile on entrance sign	\$ 5,500					\$ 5,500
20	Local	Replace boilers in K2 and K4 hangars	\$ 8,500					\$ 8,500
21	Year 2017 Total Project Costs - Account 820		\$ 835,000	\$ -	\$ -	\$ -		\$ 835,000
22								
23	FY2017 - Other Capital Improvement (829)							
24	AIP41	Reimburse RA#1 for PAPI/REIL Relocation	\$ 52,742	\$ 47,468		\$ (23,733.90)		\$ (23,733.90)
25	AIP41	Reimburse RA#2 for PAPI/REIL Relocation	\$ 108,000	\$ 97,200	\$ -	\$ (48,600.00)		\$ (48,600.00)
26	AIP41	Reimburse South Hangar Taxilane Design (\$41,124)	\$ 41,124	\$ 37,012		\$ (18,505.80)		\$ (18,505.80)
27	AIP41	Construct S Hangar Taxilane (\$325,000 estimate 3-16) CA South Hangar Area Taxilanes (\$50,000)	\$ 375,000	\$ 337,500	\$ -	\$ 18,750.00		\$ 18,750.00
28	AIP41	Reimburse Airfield Pavement Rehab (Crack seal perimeter road, maintenance building, and tower)(Alt 1 to AIP35)	\$ 71,556	\$ 64,400	\$ -	\$ (32,200.20)		\$ (32,200.20)
29	AIP41	Rwy 14/32 Preliminary Design	\$ 50,000	\$ 45,000		\$ 2,500		\$ 2,500
30	AIP41	Purchase ARFF Turnout Gear and SCBA	\$ 50,000	\$ 45,000	\$ -	\$ 2,500		\$ 2,500
31	AIP41	Joint seal and panel repairs Taxiway A and Panel Repairs 04/22	\$ 70,000	\$ 63,000	\$ -	\$ 3,500		\$ 3,500
32	AIP41	Purchase Snow Removal Equipment (replace 1994 JD loader and new 16 ft. hydraulic sweeper)	\$ 300,000	\$ 270,000	\$ -	\$ 15,000		\$ 15,000
33	AIP42	Runway 14/32 Design (reimbursed in 2018)	\$ 250,000					\$ 250,000
34	2017 Total Project Costs - Account 829		\$ 1,368,422	\$ 1,006,580	\$ -	\$ (80,790)		\$ 169,210

	A	B	C	D	E	F	G	H
35								Agenda Item 8a
36	FY2018							
37	AIP42	Reimburse Design Runway 14/32 Rehab		\$ 250,000	\$ 225,000	\$ -	\$ 12,500	\$ (112,500)
38	AIP42	Rwy 14/32 Approach Clearing and Design		\$ 100,000	\$ 90,000	\$ -	\$ 5,000	\$ 5,000
39	AIP42	Reconstruct Runway 14/32		\$ 7,000,000	\$ 685,000	\$ 5,615,000	\$ 350,000	\$ 350,000
40		Year 2018 Total Project Costs		\$ 7,350,000	\$ 1,000,000	\$ 5,615,000	\$ 367,500	\$ 242,500
41								
42	FY2019							
43	AIP43	Install Wildlife Fencing		\$ 1,500,000	\$ 1,000,000	\$ 350,000	\$ 75,000	\$ 75,000
44	AIP43	Wildlife Study Recommendations		\$ 250,000	\$ -	\$ 225,000.00	\$ 12,500	\$ 12,500
45		Year 2019 Total Project Costs		\$ 1,750,000	\$ 1,000,000	\$ 575,000	\$ 87,500	\$ 87,500
46								
47	FY2020							
48	AIP44	Renovate ARFF Station		\$ 2,000,000	\$ 1,000,000	\$ 800,000	\$ 100,000	\$ 100,000
49		Year 2020 Total Project Costs		\$ 2,000,000	\$ 1,000,000	\$ 800,000	\$ 100,000	\$ 100,000
50								
51	FY2021							
52	AIP45	Joint Seal and Panel Repair Runway 04/22		\$ 300,000	\$ 270,000	\$ -	\$ 15,000	\$ 15,000
53	AIP45	TSA Exit Lane Improvements		\$ 300,000	\$ 270,000	\$ -	\$ 15,000	\$ 15,000
54	AIP45	SRE Equipment		\$ 511,111	\$ 460,000	\$ -	\$ 25,556	\$ 25,556
55		Year 2021 Total Project Costs		\$ 1,111,111	\$ 1,000,000	\$ -	\$ 55,556	\$ 40,556

airport law alert

FAA Issues Revised Final Policy Regarding Non-Aeronautical Use of Airport Hangars

Federally obligated airport sponsors are required to make their airports available for aviation use, and may not permit airport property designated for aeronautical purposes, including aircraft hangars, to be used for non-aeronautical purposes without prior FAA approval. See FAA Order 5190.6B, Ch. 22 (Sept. 20, 2009). On June 15, 2016, the FAA published a notice of final policy on the non-aeronautical use of airport hangars (“Final Policy”). See 81 Fed. Reg. 38906 (June 15, 2016). The Final Policy, whose purpose is to “provide a clear and standardized guide for airport sponsors and FAA compliance staff,” 81 Fed. Reg. at 38907, amends a proposed policy statement that the FAA published in July 2014 clarifying the FAA’s position regarding permitted and prohibited use of airport hangars (“Proposed Policy”). See 79 Fed. Reg. 42483 (July 22, 2014).

The Final Policy comes after there was considerable industry criticism of the Proposed Policy as being insensitive to the role of airport sponsors and placing airports in the role as policemen of airport tenants. Among the most significant changes, the Final Policy no longer relies on the terms “incidental”, “de minimis”, or “insignificant” to describe the limitations on permissible non-aeronautical uses of airport hangars. **Instead, the FAA simply describes the standard for permissible non-aeronautical use as any use that does not interfere with aeronautical activities.** The Final Policy contains a list of impermissible activities, which include non-aeronautical uses that impede the movement of aircraft movement or access, or displace aeronautical contents of the hangar. Final Policy at 38910. Non-aeronautical business or municipal agency functions in hangars are also prohibited without FAA permission, as are storage of items that are in violation of airport rules and regulations, lease provisions, building codes, or local ordinances. Final Policy at 38910. Vehicles are permitted to be parked in hangars, but only while the owner is using stored aircraft. Final Policy at 38910. **The Final Policy does not expressly designate kitchens or lounge areas as *per se* prohibited, but does state that hangars may not be used as residences.**

In recognition that temporary non-aeronautical use of hangars may sometimes be appropriate, the Final Policy allows airport sponsors to seek **prior blanket approval from the sponsor’s local FAA Office of Airports for month-to-month non-aeronautical leases where there is no aeronautical demand for hangars.** In order to obtain such blanket approval, an airport sponsor must submit a month-to-month hangar leasing plan under which such leases require tenants to vacate hangars upon a 30-day notice from the airport sponsor that the hangar is needed for aeronautical purposes. Airport sponsors must also provide the FAA with “(1) an inventory of aeronautical and non-aeronautical land/uses; (2) information on vacancy rates; (3) the sponsor’s procedures for accepting new requests for aeronautical use; and (4) assurance that facilities can be returned to aeronautical use when there is renewed aeronautical demand for hangar space.” Final Policy at 38910. In addition to blanket approval, the Final Policy also notes that airport sponsors may seek individual prior approval for three-to-five-year interim non-aeronautical leases. Final Policy at 38910. In every case where the lease involves non-aeronautical uses, **the airport sponsor is required to charge non-aeronautical fair market rates.** Final Policy at 38910. **The Final Policy also suggests that airport sponsors include provisions in hangar leases that require an automatic increase in rates to fair market value in the event that a tenant uses its hangar for**

non-aeronautical purposes. Final Policy at 38911. While all of these provisions provide sponsors with some flexibility, the agency has not established a formal procedure (or, importantly, a timeline) for securing approvals.

In response to criticism from experimental aircraft organizations, the Final Policy clarifies that the FAA considers construction of amateur-built and kit-built aircraft to be an aeronautical use of hangar space. The majority of the 2,400 comments received on the Proposed Policy concerned tenants' ability to lease hangars for these types of aircraft construction. While the Final Policy clarifies that this type of use is generally permitted, it urges airport sponsors to enter into leases whose terms require construction benchmarks in order to ensure timely completion. Final Policy at 38911. The Final Policy also states that airport sponsors are not required to construct special facilities or to upgrade existing facilities for aircraft construction needs. Final Policy at 38911.

The Final Policy retains provisions from the Proposed Policy establishing that the FAA's hangar policy "neither creates nor constitutes a right to store non-aeronautical items in hangars" and that "[a]irport sponsors may restrict or prohibit storage of non-aeronautical items." Final Policy at 38911. The Final Policy retains language that continues to place airport sponsors in the role of enforcer of the Policy: it states that airport sponsors "should have a program to routinely monitor use of hangars and take measures to eliminate and prevent unapproved non-aeronautical use of hangars." Final Policy at 38911. The Final Policy also states that "[t]he FAA may disapprove an AIP grant for hangar construction if there are existing hangars at the airport being used for non-aeronautical purposes." Final Policy at 38911. Although airport sponsors commented on some of the compliance, enforcement, and liability issues raised by these statements in the Proposed Policy, the FAA has left them largely unaltered.

Responding to other comments, the FAA reiterates in the notice and in the Final Policy itself that the prohibition regarding non-aeronautical use of airport hangars applies regardless of the type of leasehold. Final Policy at 38908, 38910. Even hangars that are privately owned and constructed are subject to the Final Policy.

Perhaps in recognition of the uncertainty and additional responsibilities created by the Policy, the FAA commits to posting frequently asked questions and answers regarding the Final Policy on its [website](#). The Final Policy becomes effective July 1, 2017.

Kaplan Kirsch & Rockwell assisted many airports in commenting on the Proposed Policy and would be happy to help clients in implementing procedures for compliance with the Policy. Please contact [Peter Kirsch](#) or [Christian Alexander](#) for further information or to discuss your own situation.

Kaplan Kirsch & Rockwell publishes Airport Law Alerts to announce late-breaking developments in airport-related legislation, regulation, and policy for use by our clients and colleagues.