

AGENDA
Chippewa Valley Regional Airport Commission
Friday, September 23, 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. **August 19, 2016 Regular Commission Meeting**
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 1. **Discussion/Action**
 - b. **Key Indicators:**
 - Airline Operations
 - Tower Operations
 1. **Discussion/Action**
 - c. **Hangar Occupancy**
 1. **Discussion/Action**
6. **Public Comment Period - (Maximum 2 minutes per person)**
7. **Operational Matters**
 - a. **Airport Operations Report**
 - Small Community Air Service Grant Update
 - 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: None.

9. New Business:

- a. Approval to Proceed with Mead and Hunt Contract for Preliminary Design Analysis for Runway 14/32 Reconstruction**
 - 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, August 19, 2016, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI**

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

MEMBERS ABSENT: Chuck Hull

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

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:31am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Mark Olson and Barry Wells were present.
4. **Approval of Minutes**
 - a. **July 15, 2016 Regular Commission Meeting:**
On a motion by Com. Wells, seconded by Com. Frederikson, the minutes of the July 15, 2016 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The John Deere invoice was for the replacement of a 20' pull behind mower that was in the budget for this year. The mower came in about \$5,500 under the budgeted amount.

The EVA International invoice was for I-Ramp sponsorship for the Airside International Event coordinated with Explorer Solutions.

The Xcel invoice was for the relocation of single phase cabling due to the significant lowering of Taxiway C. The Airport will be reimbursed for this under the Taxiway C project. Regarding receiving a reimbursement from Xcel for their customer over-billings, the Airport is likely to receive a refund in September or October, but the amount is still to be determined.

The Airport Director discussed that the Airport will be receiving approximately \$7,000 in revenue for the rental of the closure crosses and barricades used by the contractors during the runway construction projects. It is likely that around half of this revenue amount will be spent on purchasing and replacing some Taxiway signage identified as issues during a runway safety meeting.

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

b. Key Indicators

- **Airline Operations**

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

- **Tower Operations**

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

c. Hangar Occupancy

All hangars are currently rented. There are four names on the waiting list for the next available hangar and three names on the South Facing hangars waiting list.

6. Public Comment Period: No comment.**7. Operational Matters****a. Airport Operations Report**

- **Small Community Air Service Grant Update:** The Airport Director distributed and discussed the recent Airport Brochure Card update. There was also discussion regarding the Airport and Hangar 54 Grill postcard that will be going out soon as well as news appearances and future topics.
- **Regional Air Service Alliance (RASA):** The Airport Director was contacted by a group that is forming a RASA in an effort to combat the Pilot shortage and understand the factors that affect the air service options at regional airports. It was agreed that we participate in this organization for a year for the \$1,000 fee.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- **Quarterly Airport Finance and Operations Report:** The Airport Director discussed the report that is submitted to the Eau Claire and Chippewa County Boards.

b. Airport Strategic Plan Update/Review

- **Explorer Solutions Update:** Christian and Alex from Explorer Solutions spoke about the status on the I-RAMP project via a conference call. They discussed the status in relation to the funding and application as well as the status on area University participation. They should hear from UW-Stout very soon and will move forward with the project with them then or contact the UW Board of Regents or another University if necessary.
- **The monthly operations review covered Fuel Flowage, Landing Fees, Terminal Parking Fees, Terminal and Tower Maintenance and New Tenant Development.** There was discussion regarding whether to change the Fuel Flowage fees in an effort to increase GA traffic and positive feedback. The Commission agreed to keep the current fee structure in place at this time as the minimal fuel flowage fee was not likely to influence a pilot's fuel purchase.

c. Project Summary

- **AIP 37 ALP Update:** The project plans are in to the state for comments and then will go to the Airport Director and then the FAA for review.
- **Twy C Reconstruction:** The taxiway is set to open on August 24th.

- Tower Equipment Replacement: There will be a meeting on August 23rd with a demonstration of the replacement Airport Lighting Control and Monitoring System (ALCMS). The voice recorder has already been installed and the rest of the equipment should be installed mid-October.
- Runway 04 Threshold Relocation: The project is substantially complete and the contractors are completing the short punchlist of remaining items today. The NAVAID equipment has been turned over to the FAA and the flight check for runway procedures will take place in September.
- T-hangar and South Taxilane construction: The projects will have Construction Safety Phasing Plan (CSPP) submittal in mid-September.

8. Previous Business:

a. Draft Airport Operating and Capital Improvement Budget

The Airport Director and Commission reviewed the Draft Airport Operating and Capital Improvement Budget and discussed the revised pricing for replacing the roof on the Fire Station.

On a motion by Com. Frederikson, seconded by Com. Francis, the Airport Operating and Capital Improvement Budgets were approved with the addition of \$7,000 to the estimate for the Fire Station roof replacement.

(Ayes 6-Nayes 0)

b. Approval of Airport Strategic Plan 2016-2018

The Airport Director and Commission reviewed the Strategic Plan 2016-2018.

On a motion by Com. Wells, seconded by Com. Frederikson, the Airport Strategic Plan 2016-2018 was approved as submitted.

(Ayes 6-Nayes 0)

9. New Business: None

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting will take place on Friday, September 23rd at 7:30am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:00am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary

August vouchers for approval September 23, 2016

AGM Airfield Guidancesign Mfg.	(2) B2 Airfield Panels	53610-246	2,251.00
ARFF Specialists	Annual ARFF Training and Disaster Drill	53610-340	5,500.00
Airport Windsock Corp	Airfield windsocks	53610-246	259.02
Chippewa Falls Chamber	Annual Membership Dues 9/15/16-9/14/17	53610-324	240.00
Eau Claire Chamber	Annual Membership Dues 10/1/16-9/30/17	53610-324	361.20
Eau Claire Cty Hwy Dept	Diesel fuel for generators - 30 gal Terminal	53610-246	55.20
Eau Claire Cty Hwy Dept	Diesel fuel for generators - 72 gal Tower	<i>53615-248</i>	<i>132.01</i>
Explorer Solutions	Phase 2 Airport Devel Contract, 11 of 14	53610-200	8,928.57
Fahrner Asphalt Sealers, LLC	Replacement of FAA mandated surface painted hold signs for Rwy 32 at Twy E & C1	53610-246	3,750.00
Farrell Equipment	Airfield Patch	53610-246	106.20
Fleet Pride	Hydraulic hoses and hose ends for P19 Fire Truck	53610-241	28.08
G & K Services	Uniforms	53610-137	126.95
G & K Services	Bags & Towels	53610-298	16.00
Gold Cross	46 calls/3 email, August	53610-225	54.68
Heartland Business Systems	Replacement of (2) network switches	53610-810	17,280.00
Houck Transit	Bus Advertising - August through December	53610-327	625.00
Kosier Refrigeration	Repairs to restaurant glass front cooler and cooler/freezer drains	53610-299	518.16
Krueger Welding	Metal plate to cover hole in floor of F-4 hangar	53610-248	131.00
Mid-State Truck Service	P19 Repairs - pump replacement	53610-241	1,935.10
Mississippi Welders Supply	Welding tip, shop tool	53610-248	37.50
O'Reillys	Oil/Fuel/Hyd/Trans filters-JD Tractor, Kubota, '15 Ford trk & Plow trk; bulbs-Ford Escape	53610-241	224.02
O'Reillys	Oil/Fuel/Hydraulic/Transmission filters - Snow blowers, sweeper, mower	53610-241	415.48
Oshkosh	P19 parts - sleeve, gasket cover, relief valve ring & shipping	53610-241	289.39
Staples	Office supplies - copy paper, post-its, markers & notepads	53610-310	50.92
Tractor Central	Service work to remove stump jumper from Brush Hog mower	53610-246	365.40
University of Wisconsin - Stout	SCASD Grant Expense, Live streaming, live stats & game sponsorship	53610-327-001	2,800.00
Verizon	Cell phone - Maintenance Supervisor & Seasonal/Firehouse phones, August	53610-225	48.48
Viking Electric	Relay for Terminal Lighting	53610-248	90.00
Xcel Energy	Terminal Gas/Electric - August	53610-222/224	9,130.51
Xcel Energy	ATC Gas/Electric - August	<i>53615-222/224</i>	<i>1,736.27</i>
		TOTAL	\$57,486.14

BOLD items = SCASD Grant reimbursements

ITALICIZED items = Tower Expenses

Chippewa Valley Regional Airport

2016 BUDGET COMPARISON Estimated August 31, 2016

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 8/31/16 (66.67%)	Variance YTD	Balance Remaining For Year
Income			66.67%			
41110	Contrib From Eau Claire Cty	\$395,079	\$263,386.00	\$263,386.00	\$0.00	\$131,693.00
47330	Contrib From Chippewa Cty	\$128,981	\$85,987.33	\$128,981.00	\$42,993.67	\$0.00
Sub-Total Tax Revenue		\$524,060	\$349,373.33	\$392,367.00	\$42,993.67	\$131,693.00
46340-571	Advertising	\$5,000	\$3,333.33	\$3,333.28	(\$0.05)	\$1,666.72
46340-572	Air Terminal	\$106,739	\$71,159.33	\$75,948.21	\$4,788.88	\$30,790.79
46340-573	FAA	\$12,160	\$8,106.67	\$8,106.64	(\$0.03)	\$4,053.36
46340-574	FBO	\$130,095	\$86,730.00	\$90,120.43	\$3,390.43	\$39,974.57
43640-575	Fuel Flowage	\$125,000	\$83,333.33	\$89,424.88	\$6,091.55	\$35,575.12
46340-576	Hangars	\$135,685	\$90,456.67	\$94,253.56	\$3,796.89	\$41,431.44
46340-577	Landing	\$48,500	\$32,333.33	\$30,528.32	(\$1,805.01)	\$17,971.68
43640-578	Parking	\$145,000	\$96,666.67	\$92,611.66	(\$4,055.01)	\$52,388.34
46340-579	Rental Cars	\$85,723	\$57,148.67	\$73,696.78	\$16,548.11	\$12,026.22
46340-580	Restaurant	\$0	\$0.00	\$1,200.00	\$1,200.00	(\$1,200.00)
46340-581	Tie Downs	\$216	\$144.00	\$144.00	\$0.00	\$72.00
46340-583	Utility Revs	\$8,000	\$5,333.33	\$4,538.98	(\$794.35)	\$3,461.02
46340-584	Land Lease Revs	\$28,000	\$18,666.67	\$28,681.46	\$10,014.79	(\$681.46)
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$8,666.67	\$6,066.74	(\$2,599.93)	\$6,933.26
Sub-Total Operating Revenue		\$843,118	\$562,078.67	\$598,654.94	\$36,576.27	\$244,463.06
Sub-Total Taxes and Operating Rev.		\$1,367,178	\$911,452.00	\$991,021.94	\$79,569.94	\$376,156.06
46340-601	Other Revenue	\$5,000	\$3,333.33	\$11,125.88	\$7,792.55	(\$6,125.88)
46340-582	PFC	\$87,800	\$58,533.33	\$52,323.57	(\$6,209.76)	\$35,476.43
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	\$30,000.00	\$55,679.21	\$25,679.21	(\$10,679.21)
49210	Transfer Fr. Gen'l Fund	\$0	\$0.00	\$0.00	\$0.00	\$0.00
49300	Airport/ N/L Funds Applied	\$471,280	\$314,186.67	\$0.00	(\$314,186.67)	\$471,280.00
Sub-Total Other Revenue		\$609,080	\$406,053.33	\$119,128.66	(\$286,924.67)	\$489,951.34
TOTAL INCOME		\$1,976,258	\$1,317,505.33	\$1,110,150.60	(\$207,354.73)	\$866,107.40
Expenses						
53610-111	Salary Perm-Regular	\$311,288	\$207,525.33	\$216,339.76	\$8,814.43	\$94,948.24
-112	Salary Perm-OT	\$15,000	\$10,000.00	\$3,101.80	(\$6,898.20)	\$11,898.20
-120	Health Ins Incentive	\$1,200	\$800.00	\$900.00	\$100.00	\$300.00
-121	Salary Temp Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-136	PTO-ELB-Lump Sum Payout	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-137	Clothing Allowance	\$1,500	\$1,000.00	\$883.49	(\$116.51)	\$616.51
-141	Board & Comm Per Diem	\$3,500	\$2,333.33	\$2,672.44	\$339.11	\$827.56
-142	Cnty Brd & Comm Mile	\$700	\$466.67	\$456.96	(\$9.71)	\$243.04
-151	Social Security	\$24,961	\$16,640.67	\$15,976.25	(\$664.42)	\$8,984.75
-152	Retirement Emplr Share	\$21,535	\$14,356.67	\$12,262.37	(\$2,094.30)	\$9,272.63
-154	Hos & Health Ins	\$77,000	\$51,333.33	\$50,679.87	(\$653.46)	\$26,320.13
-155	Life Insurance	\$140	\$93.33	\$47.64	(\$45.69)	\$92.36
-158	Unemployment Comp	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$117,636	\$78,424.00	\$72,115.03	(\$6,308.97)	\$45,520.97
-212	Attorney Fees	\$7,000	\$4,666.67	\$1,176.00	(\$3,490.67)	\$5,824.00
-213	Accounting & Audit	\$3,500	\$2,333.33	\$0.00	(\$2,333.33)	\$3,500.00
-221	Water & Sewer	\$45,000	\$30,000.00	\$22,918.05	(\$7,081.95)	\$22,081.95
-222	Electric	\$89,211	\$59,474.00	\$61,481.02	\$2,007.02	\$27,729.98
-224	Gas & Fuel Oil	\$43,260	\$28,840.00	\$15,244.18	(\$13,595.82)	\$28,015.82
-225	Telephone & Telegraph	\$4,000	\$2,666.67	\$2,368.54	(\$298.13)	\$1,631.46
-227	Dataline/Internet	\$1,000	\$666.67	\$0.00	(\$666.67)	\$1,000.00
-241	Motor Vehicle Maint	\$12,500	\$8,333.33	\$4,833.41	(\$3,499.92)	\$7,666.59
-246	Grounds Maint	\$29,000	\$19,333.33	\$23,530.21	\$4,196.88	\$5,469.79
-248	Building Maint	\$26,000	\$17,333.33	\$20,672.02	\$3,338.69	\$5,327.98
-249	Service on Machines	\$500	\$333.33	\$0.00	(\$333.33)	\$500.00
-297	Refuse Collection	\$1,084	\$722.67	\$1,115.73	\$393.06	(\$31.73)
-298	Laundry Services	\$175	\$116.67	\$109.76	(\$6.91)	\$65.24
-299	Sundry Contract Services	\$0	\$0.00	\$16,503.94	\$0.00	\$0.00
-310	Office Supplies	\$600	\$400.00	\$251.38	(\$148.62)	\$348.62
-311	Postage and Box Rent	\$750	\$500.00	\$196.75	(\$303.25)	\$553.25

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 8/31/16 (66.67%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$600	\$400.00	\$409.02	\$9.02	\$190.98
-320	Ref Materials	\$600	\$400.00	\$256.00	(\$144.00)	\$344.00
-321	Publish Legal Notices	\$200	\$133.33	\$0.00	(\$133.33)	\$200.00
-324	Membership Dues	\$4,000	\$2,666.67	\$3,790.20	\$1,123.53	\$209.80
-327	Marketing	\$35,000	\$23,333.33	\$11,112.52	(\$12,220.81)	\$23,887.48
-327-001	Marketing Grant Expense	\$50,000	\$33,333.33	\$62,417.10	\$29,083.77	(\$12,417.10)
-328	Airline Recruitment	\$20,000	\$13,333.33	\$0.00	(\$13,333.33)	\$20,000.00
-330	Travel Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$12,500	\$8,333.33	\$7,821.56	(\$511.77)	\$4,678.44
-366	Fire fight supplies	\$4,500	\$3,000.00	\$1,195.00	(\$1,805.00)	\$3,305.00
-377	Vehicle Fuel	\$50,000	\$33,333.33	\$15,797.99	(\$17,535.34)	\$34,202.01
-510	Insurance	\$40,000	\$26,666.67	\$8,996.27	(\$17,670.40)	\$31,003.73
-615	Special Assessment	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$1,500	\$1,000.00	\$248.59	(\$751.41)	\$1,251.41
	Sub-Total Operating Expense	\$1,056,940.00	\$704,626.67	\$657,880.85	(\$46,745.82)	\$399,059.15
53615-200	ATCT Contractual Services-Sta	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$686.67	\$455.50	(\$231.17)	\$574.50
-222	ATCT Electricity	\$15,500	\$10,333.33	\$10,447.66	\$114.33	\$5,052.34
-224	ATCT Gas & Fuel Oil	\$4,500	\$3,000.00	\$1,431.37	(\$1,568.63)	\$3,068.63
-225	ATCT Telephone	\$1,500	\$1,000.00	\$735.75	(\$264.25)	\$764.25
-248	ATCT Building Maintenance	\$15,000	\$10,000.00	\$3,415.91	(\$6,584.09)	\$11,584.09
	Sub-Total Tower Expense	\$37,530	\$25,020.00	\$16,486.19	(\$8,533.81)	\$21,043.81
53610-810	Capital Equipment	\$101,350	\$67,566.67	\$70,644.50	\$3,077.83	\$30,705.50
-820	Capital Improvement	\$620,409	\$413,606.00	\$13,630.50	(\$399,975.50)	\$606,778.50
-829	Other Capital Improvement	\$36,100	\$24,066.67	\$13,606.39	(\$10,460.28)	\$22,493.61
58100-613	Principal/Trust Fund	\$94,394	\$62,929.33	\$94,394.00	\$31,464.67	\$0.00
58200-613	Interest/Trust Fund	\$29,535	\$19,690.00	\$29,535.41	\$9,845.41	(\$0.41)
	Sub-Total Capital Expense	\$881,788	\$587,858.67	\$221,810.80	(\$366,047.87)	\$659,977.20
	TOTAL EXPENSE	\$1,976,258	\$1,317,505.33	\$896,177.84		\$1,080,080.16
	NET OPERATING INCOME	\$0	(\$0)	\$213,972.76		(\$213,972.76)
	<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		Funding		Estimated Timing of Reimbursement	Reimbursement Received - Amount	Reimbursement Received Date
			Approved Capital Investment	Funding Advanced subject to Reimbursement	Reimbursement Source and Percentage (FAA/State/INS/etc)				
AIP 34	Phase I Taxiway A			\$147,440.53			September-17		
Comments:	Waiting for BOA/FAA closeout								
AIP 35	Phase II Taxiway A			\$44,206.46			September-17		
Comments:	Waiting for BOA/FAA closeout								
AIP 36	Snow Removal Equipment			\$19,557.83			December-16		
Comments:	Waiting for BOA/FAA closeout								
AIP 37	Airport Layout Plan Update			\$5,000.00			September-18		
Comments:	Should go to the FAA for review July 2016. FAA review usually takes 18 months.								
AIP 38	Taxiway C Reconstruction - Amendment to add in Twy C2			(\$9,085.00)					
Comments:	Amount due to adding Taxiway C2 back into the project								
AIP 38	Taxiway C Reconstruction - Xcel Energy			\$5,500.00					
Comments:	Reimbursement due from FAA project for Xcel Energy power line move. Likely use this to offset additional amount due for local share of Twy C2 addition.								
AIP 38	Taxiway C Reconstruction - Standard Signs			\$566.21					
Comments:	Reimbursement due from FAA for purchase of sign panels from Twy C2 addition (saved \$4,000 buying local versus through contractor). Likely use this to offset additional amount due for local share of Twy C2 addition.								
AIP 39	Design/CA ATCT Equipment Replacement	\$72,645.00	\$72,645.00	\$69,012.75	FAA - 90%, State - 5%		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								
TOTAL				\$478,084.73					

Chippewa Valley Regional Airport
Traffic Statistics
 August 2016

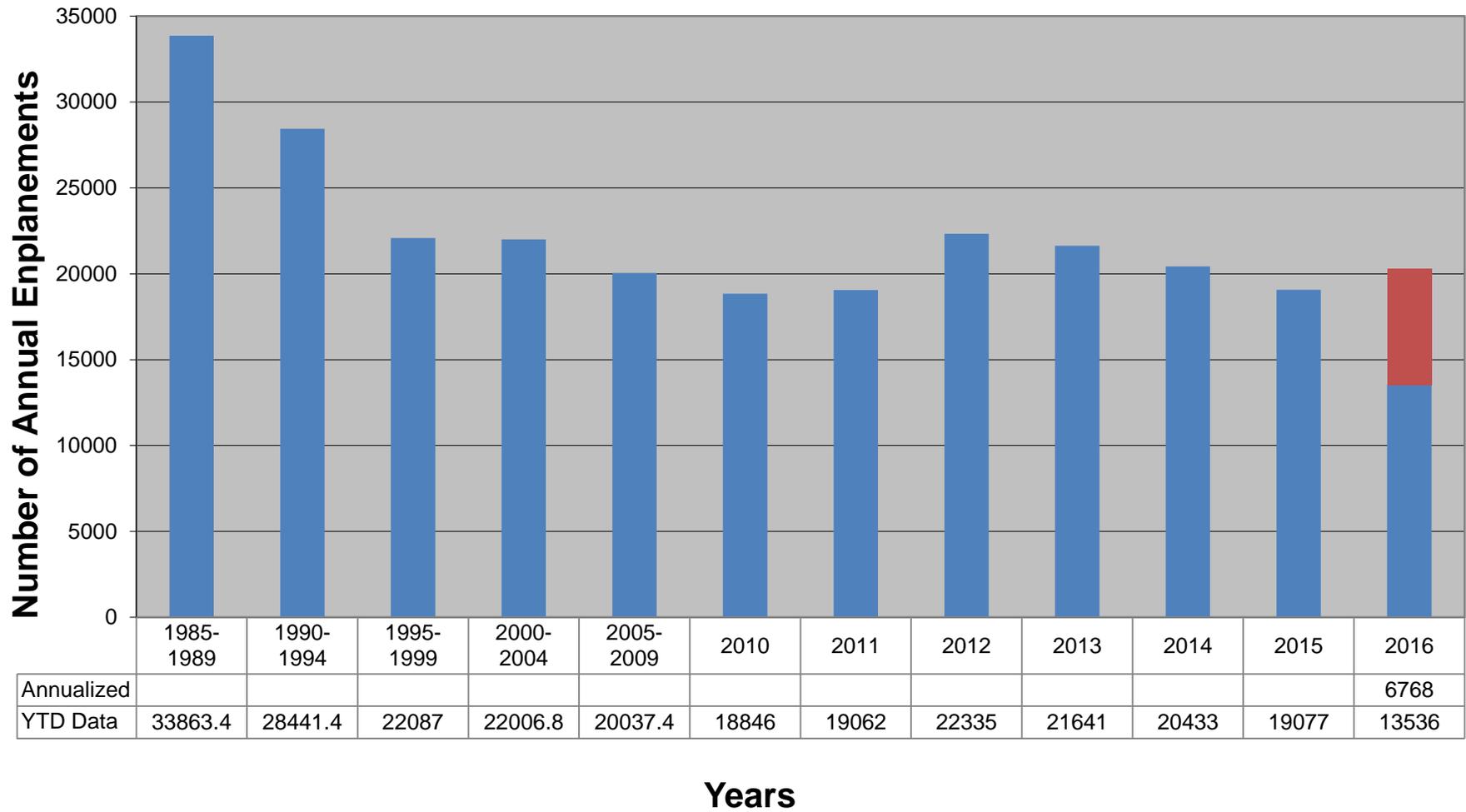
<i>AIRLINE PASSENGERS</i>	Month		% Diff.	Year to date		% Diff.
	2016	2015		2016	2015	
UNITED Enplaned	1798	1483	21%	12185	10865	12%
CHARTERS Enplaned				<u>1351</u>	<u>1547</u>	-13%
Total Enplaned				13536	12412	9%
UNITED Deplaned	1812	1535	18%	11829	10821	9%
CHARTERS Deplaned				<u>1351</u>	<u>1547</u>	-13%
Total Deplaned				13180	12368	7%
Total Enplaned/Deplaned	3610	3018	20%	26716	24780	8%

<i>UNITED PERFORMANCE</i>	2016	2015		2016	2015	
Scheduled Flights/Landings	58	62	-6%	460	487	-6%
Canceled Flights						
Xnld for Wx	1	2		14	20	
Xnld for Mx	0	0		0	2	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>2</u>	
Total	1	2	-50%	14	24	-42%
Total Landings	57	60	-5%	446	463	-4%

<u>EAU Arrival</u>						
Completion Factor	98%	97%		97%	95%	
OnTime %	76%	65%		81%	73%	
<u>EAU Departure</u>						
Completion Factor	100%	95%		97%	93%	
OnTime %	77%	65%		87%	78%	
<u>ORD Arrival</u>						
Completion Factor	100%	95%		96%	94%	
OnTime %	76%	66%		86%	76%	

All on time arrivals/departures follow DOT methodology.

Chippewa Valley Regional Airport Scheduled Air Carrier and Charter Enplanements



Airline Analysis	21 Day			14 Day			7 Day		
	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP	EAU	UA MSP	DL MSP
CUN - Cancun (#15) *	<u>\$440</u>	\$682	\$717	<u>\$509</u>	\$711	\$805	<u>\$400</u>	\$711	\$754
ORD - Chicago **	\$331	\$94	\$196	\$381	\$98	\$221	\$481	\$103	\$300
DEN - Denver **	\$341	\$137	\$210	\$375	\$284	\$245	<u>\$455</u>	\$565	\$396
LAS - Las Vegas **	\$513	\$359	\$312	<u>\$495</u>	\$453	\$397	\$637	\$461	\$630
EWR - Newark **	<u>\$433</u>	\$403	\$351	<u>\$541</u>	\$767	\$635	\$901	\$927	\$792
MCO - Orlando *	<u>\$359</u>	\$322	\$288	<u>\$384</u>	\$285	\$470	<u>\$458</u>	\$446	\$428
PHX - Phoenix *	\$422	\$286	\$256	\$494	\$326	\$296	<u>\$482</u>	\$518	\$528
IAD - Washington Dulles **	<u>\$367</u>	\$324	\$250	\$457	\$268	\$295	\$531	\$309	\$357

Los Angeles Basin LAX / BUR / SNA / ONT / LGB
 New York / Newark EWR / JFK / LGA / ISP / HPN
 Washington / Baltimore DCA / BWI / IAD
 Dallas / Ft. Worth DFW / DAL
 Southwest Florida RSW / PGD

9/7/16

All UA fares obtained from united.com & searched as 1 traveler/lowest 1-stop fare (where applicable) . DL fares from delta.com.
 (EAU only nonstop to Chicago; MSP UA nonstop to all BUT Cancun & Phoenix & MSP DL nonstop to all BUT Cancun.

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

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

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

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

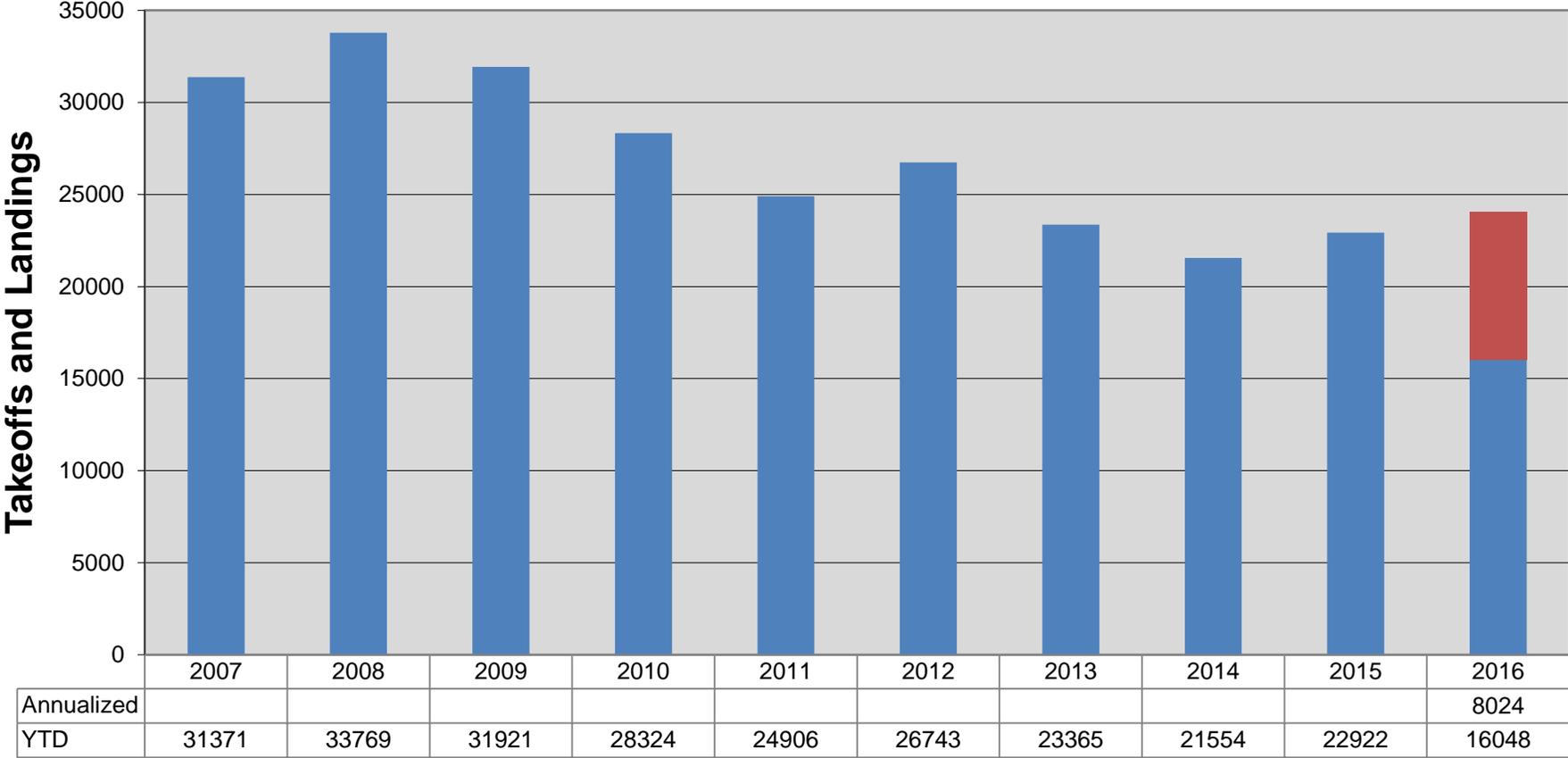
Agenda Item 5b

Chippewa Valley Regional Airport
Air Traffic Operations Statistics
 August 2016

	Month		% Diff.	Year to date		% Diff.	
	2016	2015		2016	2015		
Itinerant	Air Carrier	0	2	-100%	21	22	-5%
	Commuter/ Air Taxi	239	245	-2%	1685	1763	-4%
	GA	1527	1357	13%	10085	9770	3%
	Military	21	32	-34%	221	290	-24%
Local	GA	438	634	-31%	4010	3060	31%
	Military	<u>4</u>	<u>0</u>	#DIV/0!	<u>26</u>	<u>68</u>	-62%
TOTAL	2229	2270	-2%	16048	14973	7%	
Overflight	127	129		1089	988		

Operations are only counted during tower hours of 5:30 am-8:30 pm.

Chippewa Valley Regional Airport Annual Air Traffic Control Tower Operations



Years

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
42. July 14-15 Optimist Club Volunteering
43. July 19 Eau Claire Chamber meeting
44. July 20 WEAU noon interview
45. July 25 Group Health Committee Meeting

46. July 27 Group Health Board Meeting
47. Aug 3 WQOW interview
48. Aug 4 Business at the Airport
49. Aug 9 WEAU morning show
50. Aug 23 Leadership Eau Claire Alumni Lunch
51. Aug 23 UWEC Forum with Nursing Department
52. Aug 24 UWEC Forum with Business, Education, Health, and Human Sciences Dept.
53. Aug 24 Group Health Board Meeting
54. Aug 25 UWEC Forum with Arts and Sciences Department
55. Aug 25 Disaster Drill Media Event
56. Sept 1 Tower Tour
57. Sept 6 Meeting with CVTC to discuss Aviation programs
58. Sept 17 Optimist Volunteering @ Oktoberfest

<u>Operational Area</u>	<u>Frequency</u>	<u>Next Review</u>	<u>Notes from Last Review and Areas for Improvement</u>
Fuel Flowage Fees	Annual	Jul-16	- Fuel flowage fees and landing fees were found to be consistent with other airports surveyed and no changes were recommended.
Landing Fees	Annual	Jul-16	- Terminal Parking Fees have not been raised since prior to 2006. Commissioners discussed a \$1 per day increase but ultimately decided to stay with the \$5 per day rate.
Terminal Parking Fees and Maintenance Public Parking Surfaces and Roads	Annual	Jul-16	- Tower radios and other equipment is in need of upgrade and cab shades need replacement. Both are included in the 2016 budget.
Tower Facilities Maintenance	Annual	Jul-16	
New Tenant Development Airline Aviation Business Non-Aviation Business Hangars	Annual	Aug-16	- We are currently working with Sixel Consulting on marketing and community outreach efforts through the Small Community Air Service Development grant to grow air service. We periodically reach out and make presentations to Allegiant Airlines. They are interested in the marketing but have chosen not to pursue it thus far. - The current focus on aviation and non-aviation business development is with the Explorer Solutions contract. Grants are being worked on and submitted for funding the I-Ramp project and a second steering committee meeting is planned for October. A meeting is being planned in September with the City and County to review both zoning ordinances for future airport development. - The new 10 stall t-hangar on the south side of the airport has been delayed to 2017 due to FAA funding shortage. The Airport Director recently assisted Jim Olson with his application to the FAA for a new hangar on the North side of the Airport. Consideration should also be given to future new box hangar construction based on demand.
FBO Lease and Maintenance FBO Facilities	Annual	Sep-16	FBO leases/facilities were reviewed and no changes recommended.

**CVRA September 2016 Operational Review
FBO Lease and Maintenance**

Facility	Size	Term	2016 Annual Rent	Maintenance	Misc.
1987 Facility	18000 sq. ft.	Expires Sept. 30, 2027 Hawthorne has 2 additional five year options so the lease could be extended to 2037. If the options are exercised, rent increases by 1.5% over prior year.	\$19,760.04	FBO makes incidental repairs, all major repairs are paid for by the airport.	
2002 Facility	26250 sq. ft.		\$69,853.68	FBO does all maintenance.	The airport has a state trust fund loan for this hangar and the lease was written so that the amount of the payment covered the debt service only. In 2014, the the loan was refinanced and shortened the term. Final payment will be March 15, 2022 and the rate stays the same after final debt service payment.
Truck Hangar	3960 sq. ft.		\$6,000	Heartland makes incidental repairs, all major repairs are paid for by the airport.	
2010 Addition	2100 sq. ft.		\$24,080.88	FBO makes incidental repairs, all major repairs are paid for by the airport.	1.5% rent increase starting in 2016. The airport paid for the local share of the cost of this addition in exchange for a higher rent payment.
Tie Downs	6		\$216	Airport maintains.	
Fuel Farm - old	2 - 12,000 gallon tanks		\$4,300	FBO does all maintenance on the three tanks owned by them.	\$50 rent increase per tank per year
Fuel Farm - new	1 - 20,000 gallon tank		\$5,300/yr. for 5 years	The airport maintains the site around the tanks.	After 5 years, FBO takes over the fuel farm electric bill for all of their tanks in lieu of a rent payment on the 20,000 gallon tank. Last payment is July 2017
Proposed Land Lease	28,500 sq. ft. 150 ft x 170 ft plus vehicle parking area of 150 x 20		Expires sometime in 2055 depending on lease execution.	\$11,454.15 or \$.4019/sq.ft.	FBO maintains the structures and facilities occupied by it and the surrounding premises including the additional 28 parking spaces.

Exhibit A - Aviation Services Design Engineering Work Scope

Chippewa Valley Regional Airport Preliminary Design for Runway 14-32 Rehabilitation

September 20, 2016

Project Description:

The work included in this contract includes the preliminary design for the rehabilitation for crosswind Runway 14-32 at the Chippewa Valley Regional Airport. The purpose of this effort is to examine the existing condition of the Runway and to provide a recommended course of action based on best practices for airport pavement rehabilitation.

Background

Runway 14-32 was originally constructed in 1946 at 4,100 feet long by 100 feet wide in order to accommodate the arrival of DC-3's as part of the Northwest Airline fleet offering service to Minneapolis with connections to other destinations. The original runway was constructed with 9-inches of concrete over an aggregate base course layer. In 1967 it was determined that a new Runway 4-22 would be constructed to better align with local conditions as well as allow for a longer runway. Runway 4-22 was subsequently overlaid in the mid 1980's with an additional 8-inches of concrete over the existing 8-inches of concrete. In order to transition the higher profile on Runway 4-22 at the intersection with Runway 14-32, bituminous wedge sections were used starting at the intersection and transitioning several hundred feet.

According to record information the wedge sections are comprised of variable depth base course over the underlying original pavement with the top surface of variable depth bituminous. This "sandwich" section is not allowed according to FAA pavement design procedures nor is it recommended due to pavement stability reasons. Additionally, in the 1980's, larger turbine aircraft were being proposed as part of a reliever program which necessitated a 900 foot bituminous extension onto the northwest end of the runway. Although the reliever program was intended to only be a temporary situation and the pavement extension was hastily installed by 1999 the bituminous pavement was still open to traffic but was in poor to failed condition. This section of pavement was subsequently replaced in 1999 with new 9-inch section of P-501 concrete pavement.

The work included in this effort will begin by evaluating the existing condition of the pavement in accordance with FAA Advisory Circulars 150/5380-6C and 150-5380-7B and providing a report based on the findings. It is noted that during a routine safety inspection in November 2015, the safety inspector issued a Letter of Correction concerning Runway 14-32 pavement noting the bituminous areas of the runway are exhibiting surface deterioration with vegetative growth being prominent on the entire runway surface. The Letter of Correction recommends corrective action as soon as practical (*see attached LOC*).

Work Scope

The scope of work for the aforementioned project is described in the following sections, organized as Phase I (Preliminary Design) including a Preliminary Engineering Report that provides recommendations.

PHASE I – Preliminary Design

~~Task A. Property Survey~~ - Not in Contract (NIC)

Task B. Design Surveys

1. Topographical Surveying
 - 1.1 Coordination to collect existing data and utilities
This task includes data collection such as review of as-builts and available existing survey information in order to gather information on existing topography and utility information. Coordination will be done with survey field crews to establish survey limits and coordination, survey schedule and available survey control information.
 - 1.2 Survey control
Survey control will be established and used for design surveys. The Consultant shall provide a drawing showing the location of the existing or established control for the project. The Consultant shall perform necessary bench loop and traverse procedures to verify accuracy of vertical and horizontal control points.
 - 1.3 Field work
Limits of survey work are shown on an attached site plan (see attached sketch).
 - 1.4 Convert survey data for design software
This work includes analyzing the topographical surveying data and preparing the data for use with computer modeling. Included are the following separate tasks:
 - Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing
 - Verify survey data from previous projects with latest field survey
 - Verify surveyor horizontal and vertical control
 - Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences and other miscellaneous entities
 - Generate three-dimensional contour model from the DTM
 - Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features
2. Pavement Condition Survey
 - 2.1 Field investigation of existing runway pavement condition
This task includes inspecting the runway and documenting the various levels of distress found on the original sections and wedge areas of Runway 14-32. The various distress will be documented in the preliminary engineering report as well as photographs showing the various pavement distress.

2.2 Compile Report of findings

The data found during the field investigation shall be compiled and input into a report of findings that provides an assessment of existing pavement conditions as well as a recommendation to address the distressed pavement. Existing runway pavement cores will be analyzed as part of this task.

Task C. Geotechnical Investigation and Report Not in Contract (NIC)

~~1. Geotechnical Investigation~~

~~1.1 Coordination and scheduling of geotechnical work~~

~~Exploratory pavement cores and soil borings will be required along the south end of Runway 32 to Taxiway A. Then skipping over the new pavement at the intersection with Runway 4-22 and then starting again at the bituminous section north of Runway 4-22 to Taxiway C3. This amounts to about 4,000 LF and approximately 20 soil coring/boring locations along Runway 14-32. A boring location sketch will be prepared and distributed to the soil boring crew as part of this effort, with the boring locations being located and marked by Mead & Hunt. The geotechnical information will provide required design information related to pavement thickness, subgrade soils and aggregates, as well as drainage and frost susceptibility parameters.~~

~~1.2 Provide airfield escort~~

~~The Consultant will provide the geotechnical crew escort services to and from the boring site as well as any needed escort services during the geotechnical investigation. Additionally, the Consultant will communicate the geotechnical investigation with the Airport and Air Traffic Control Tower.~~

Task D. Update Airport Layout Plan (ALP) Not in Contract (NIC). Assumes Runway Footprint will not change.

Task E. Property Plan Sheet Not in Contract (NIC)

Task F. Meetings

1. The Consultant will arrange and lead a preliminary design review/scoping meeting at the Airport. The Consultant will produce drawings and handouts as needed for the purpose of conducting the meeting. The purpose of the meeting shall be to review project parameters and review preliminary project cost estimates.

Task G. Coordination

This task involves those activities required for defining the scope of project administration and project closeout work, including (but not limited to) the following activities:

1. Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with BOA and/or FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the Sponsor. This also includes coordination with subconsultants for scopes and fees, coordination with DBE firms, filling out the appropriate DBE commitment forms, preparing the Consultant-Sponsor contract and preparing subconsultant contracts.

2. Grant Application and Administration Assistance

This task item includes the incremental work necessary to include the work covered under this scope of service in the same federal grant. The Application may be prepared after the project design has been completed and the bids accepted or the FAA may require the Application to be completed early during the design phase. Assistance with the Application may include the following:

- Prepare Federal 424 form
- Prepare Project Funding Summary
- Prepare Program Narrative, discussing the Purpose and Need of the work and the Method of Accomplishment
- Prepare Preliminary Estimate
- Prepare the Sponsors Certifications (Attachments 1, 2, 3, 4, and 5)
- Attach the current Grant Assurances (check with FAA for current copy)
- Prepare an exhibit to be submitted with application
- Obtain photographs of project site to be submitted with application

The Consultant will submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor will forward to the FAA for further processing.

3. Federal Grant Closeout

This task item includes the incremental work necessary to include the work covered under this scope of service in the same federal grant closeout report. Assist BOA in preparing the FAA Project Financial Closeout Forms and Report and submit to the BOA/Sponsor for submittal at the conclusion of the project.

Task H. Preliminary Cost Estimates

1. Prepare Preliminary Cost Estimates
 - 1.1 Calculate estimated preliminary quantities.
The Consultant will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.
 - 1.2 Prepare preliminary cost estimate for recommendation.

Task I. Preliminary Engineering Report

1. Prepare Preliminary Engineering Report
As part of this task, a preliminary engineering report will be prepared. The FAA project manager relies on the engineer's design report to assist with their evaluation of AIP eligibility and conformance to FAA operational safety requirements.
To help facilitate this review, this report will follow the FAA recommended format:

- Introduction
- Project Background/Purpose and Need
- Considerations for Airport Operational Safety (reference FAA AC 150/5370-2F)
- Pavement Condition Index (reference FAA AC 150/5380-6C & 150/5380-7C)
- Design Geometrics (reference FAA AC 150/5300-13A)
- Pavement Design Analysis (reference FAA AC 150/5320-6E)
- Life Cycle Cost Analysis for Pavement Types
- Electrical Considerations
- Pavement Marking Considerations
- Design Recommendations
- Potential for Disadvantaged Business Enterprise (DBE) Participation
- Construction Estimates
- Project Schedule Summary

This task also involves addressing and responding to FAA's comments on report and subsequent changes or updates to the report as a result of the comments.

~~Task J. Exhibit "A" Map~~ - Not in Contract (NIC)

1. ~~If the project consists of the modifications to the Airport boundary, this task will include the updating of the Airports Exhibit A map and submitting to the BOA and sponsor.~~

~~Task K. FAA Pavement Design Forms~~ - Not in Contract (NIC). To be included with final design.**Task L. Obtain Environmental Permits (Prepare CatEx Checklist)**

1. The Consultant will assist the BOA with preparation of a Categorical Exclusion (CatEx) Checklist Document for the Runway 14-32 Rehabilitation project.
 - 1.1 Coordination

This subtask will involve coordination with FAA and the BOA in an effort to complete a Categorical Exclusion Checklist for this project. The project area falls within the original footprint of the existing runway area therefore it is anticipated that a new CatEx form will be completed for project.

1.2 Environmental documentation

The Consultant and BOA shall coordinate the environmental documentation that will be needed for the project and process and BOA will submit the document. For the purposes of this scope, we will assume this will be a Categorical Exclusion and shall coordinate with the BOA representative. This subtask will involve preparation of the CatEx Checklist for the project. The format for this document will follow the procedures as set forth in Federal Aviation Administration (FAA) Order 5050.4B. Copies of the final document will be distributed to the FAA for review and finding. If there are any impacts which require extensive research the additional work shall be done under a separate agreement.

~~Task M. Prepare Wetland Mitigation Plan~~ Not in Contract (NIC)

Not In Contract:

- Any hazardous materials investigation or mitigation
- Development of any preliminary plans or specifications
- Any final design or bidding documents
- Any construction services

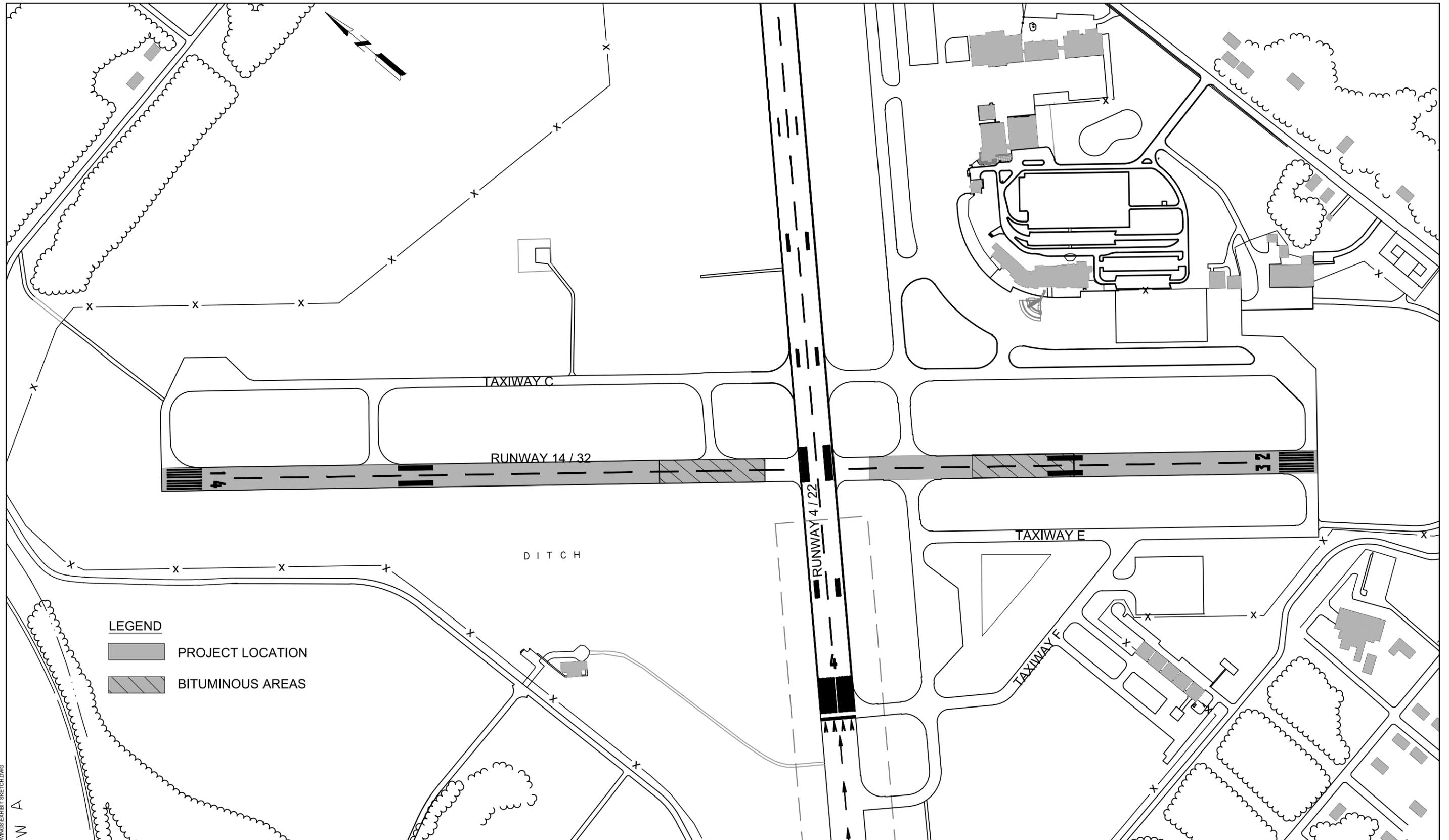
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EXHIBIT B. DESIGN ENGINEERING SERVICES ESTIMATE

AIRPORT: Chippewa Valley Regional
 PROJECT DESCRIPTION: Preliminary Design for Runway 14-32 Rehabilitation
 MEAD & HUNT PROJECT NUMBER: 2309919-141718.01
 ESTIMATED PROJECT COST:

DATE: 9/20/2016
 BY: MSW

PHASE I	DIRECT LABOR COST	OVERHEAD ON LABOR @ 1.8342	FEE @ 10%	TOTAL LABOR COST	EXPENSES	TOTAL
TASK A. PROPERTY SURVEYS (NIC)						
TASK B. DESIGN SURVEYS	\$3,834.00	\$7,032.32	\$1,086.63	\$11,952.95	\$795.00	\$12,748
TASK C. GEOTECHNICAL INVESTIGATION AND REPORT (NIC)						
TASK D. UPDATE AIRPORT LAYOUT PLAN (ALP) (NIC)						
TASK E. PROPERTY PLAN SHEET (NIC)						
TASK F. MEETINGS	\$768.00	\$1,408.67	\$217.67	\$2,394.34	\$303.75	\$2,698
TASK G. COORDINATION	\$855.00	\$1,568.24	\$242.32	\$2,665.56		\$2,666
TASK H. PRELIMINARY COST ESTIMATES	\$1,749.00	\$3,208.02	\$495.70	\$5,452.72		\$5,453
TASK I. PRELIMINARY ENGINEERING REPORT	\$6,848.00	\$12,560.60	\$1,940.86	\$21,349.46	\$75.00	\$21,424
TASK J. EXHIBIT "A" MAP (NIC)						
TASK K. FAA PAVEMENT DESIGN FORMS (NIC)						
TASK L. PREPARE CATEX CHECKLIST	\$94.00	\$172.41	\$26.64	\$293.05		\$293
TASK M. PREPARE WETLAND MITIGATION PLAN (NIC)						
SUBTOTAL:	\$14,148.00	\$25,950.26	\$4,009.82	\$44,108.08	\$1,173.75	\$45,282
PHASE I TASKS TOTAL COST						\$45,282



LEGEND
 [Solid Grey Box] PROJECT LOCATION
 [Hatched Box] BITUMINOUS AREAS

CHIPPEWA VALLEY REGIONAL AIRPORT
 DRAFT



ATTACHMENT C

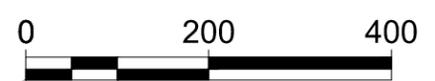


EXHIBIT 1

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