

**AGENDA**  
**Chippewa Valley Regional Airport Commission**  
**Friday, October 28, 2016, 7:30 a.m.**  
**Airport Terminal Conference 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. **September 23, 2016 Regular Commission Meeting**
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**
    1. **Discussion/Action**
  - b. **Key Indicators:**
    - Airline Operations
    - Car Rental Operations
    - Tower Operations
    1. **Discussion/Action**
  - c. **Hangar Occupancy**
    1. **Discussion/Action**
6. **Public Comment Period - (Maximum 2 minutes per person)**
7. **Operational Matters**
  - a. **Airport Operations Report**
    - ACDBE Plan Update
    - Small Community Air Service Grant Update
    - Airport Community Outreach
    - TSA Pre-Check Mobile Enrollment October 24-28
    1. **Discussion/Action**
  - b. **Airport Strategic Plan Update/Review**
    - Explorer Solutions project update
    - Business Partner Meeting update
    1. **Discussion/Action**
  - c. **Project Summary – Mead & Hunt**
    - AIP 37 ALP Update
    - AIP 38 Taxiway C Reconstruction
    - AIP 39 Tower Equipment Replacement

- AIP 40 Runway 04 Threshold Relocation
- T-Hangar Construction
- South Hangar Area Taxiway Design

1. **Discussion/Action**

8. **Previous Business:**

- a. **Airport Loan Refinancing Options**

1. **Discussion/Action**

9. **New Business:**

- a. **Chippewa Valley Technical College Training Site**

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, September 23, 2016, 7:30am**  
**Duax Commission Room**  
**3800 Starr Avenue, Eau Claire, WI**

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

**MEMBERS ABSENT:** Barry Wells

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

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Chuck Hull, and Mark Olson were present.
4. **Approval of Minutes**
  - a. **August 19, 2016 Regular Commission Meeting:**  
 On a motion by Com. Francis, seconded by Com. Hull, the minutes of the August 19, 2016 meeting were approved as submitted.  
*(Ayes 6-Nays 0)*
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**

The AGM invoice was for the first order of signage for the B2/B# taxiway connectors as requested during runway safety meetings.

The ARFF Specialists invoice was for FAA required annual fire training. This included use of the mobile aircraft trainer for the disaster drill which is required by the FAA every three years.

The Fahrner Asphalt invoice was for repainting of the surface painted hold signs specifically required by the last FAA certification inspection.

The Heartland Business Systems invoice was for the budgeted replacement of two network switches in the terminal

The Kosier Refrigeration invoice was for cooler repairs in the restaurant. There should be one more invoice coming from Benedict Refrigeration and that should be the last of the airport covered restaurant expenses per their lease agreement.

Financial Report: The Airport Director noted that parking revenue will be under budget this year due largely to the Menards parker numbers decreasing since last year. The Rental Car revenue will be over budget due to the new lease agreements that started in January that raised the monthly minimum amounts as well as the addition of Enterprise/National onsite. PFC's are included through August.

**On a motion by Com. Olson, 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 down for the month and up for the year.

**c. Hangar Occupancy**

There will be two T-hangars vacant at the end of the month. All 4 names that were on the hangar waiting list passed on signing a lease at this time. There are 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 noted that the Skip the Drive and Save postcard with the restaurant coupon was recently mailed out and the restaurant has already received many coupons back. The Chippewa Falls and Eau Claire Chambers have also included a similar coupon in their most recent weekly email blasts.
- Hangar 54 Grill will be holding their Eau Claire Chamber of Commerce Ribbon Cutting ceremony on Wednesday, October 12<sup>th</sup> at 4pm.
- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date. The Airport Director and the head of the EAA made a mid-day news appearance on 9/21/16 to discuss the upcoming EAA Fly In/Chili Feed being held on 10/1/16. There was also discussion about the visit at CVTC between the Airport Director and Pat Mattson, a former St Cloud State Professor to discuss the potential for an aviation program locally. It did not appear that CVTC felt aviation programs would meet their mission of creating jobs at businesses in their service area.
- TSA Pre-Check Mobile Enrollment: CVRA will host a TSA Pre-Check Mobile Enrollment Event from October 24-28. There are currently appointment spaces for 250 applicants, but should those appointments fill up quickly, additional spaces will be added. Further information will be distributed through airport news and press releases as soon as the FAA gives the final authorization. Currently Green Bay and Minneapolis have the nearest Pre-Check facilities. The cost will be \$85 and it is good for 5 years.

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

- The monthly operations review covered FBO Leases and Maintenance. The only change was a rate increase on the 2010 FBO addition.
- There was discussion about the potential for refinancing current trust fund loans as the rates are quite favorable now. The Airport could also just wait until the County does their next annual borrow. The Airport Director will do some analysis to

determine if it is worth doing at the corresponding rates.

**c. Project Summary**

- AIP 37 ALP Update: The project plans will be distributed to the Airport Director today and will be sent to the FAA for review next week.
- Twy C Reconstruction: The project is substantially complete with some final paving areas to be completed soon.
- Tower Equipment Replacement: The Airport Lighting Control and Monitoring System (ALCMS) is currently having the factory test scheduled with install scheduled for November.
- Runway 04 Threshold Relocation: The project is substantially complete with some final painting to be completed soon. Procedure and Runway 04 threshold relocation publication is scheduled for 11/10/16.
- T-hangar and South Taxiway construction: The Construction Safety Phasing Plan (CSPP) will be provided to the FAA with 90% plans/specs expected at the end of September to distribute to the Airport Director and Bureau of Aeronautics.

**8. Previous Business: None**

**9. New Business: None**

**a. Approval to Proceed with Mead and Hunt Contract for Preliminary Design Analysis for Runway 14/32 Reconstruction**

The Airport Director and Commission discussed the Mead and Hunt Contract details. Contract negotiations to be completed by the Wisconsin Bureau of Aeronautics.

**On a motion by Com. Frederikson, seconded by Com. Hilgedick, Approval to Proceed with the Mead and Hunt Contract for Preliminary Design Analysis for Runway 14/32 Reconstruction was approved as submitted.**

*(Ayes 6-Nayes 0)*

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

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

The next regular Commission Meeting will take place on Friday, October 28<sup>th</sup> at 7:30am.

**12. Adjournment:**

**On a motion by Com. Hilgedick, seconded by Com. Frederikson, the meeting was adjourned at 8:26am.**

*(Ayes 6-Nayes 0)*

**Respectfully Submitted,**

**Bill Hilgedick, Secretary**

## September vouchers for approval October 28, 2016

Affinitech	Camera for Airport Terminal Ramp	53610-810	701.35
B & B Electric	Service to main breaker in tower generator. Parts & labor.	53615-248	468.73
Bartingale Mechanical	Service repairs to Tower A/C system. Parts & labor.	53615-248	1,245.38
Benedict Refrigeration	Replaced ignition module on convection oven	53610-299	\$353.59
<b>Chippewa Falls Chamber of Commerce</b>	eNewsletter blasts 9/22/16 & 10/6/16	53610-327-001	100.00
City of Eau Claire	Q3 Water/Sewer/Stormwater Charges	53610-221	\$12,098.40
City of Eau Claire	Q3 Water/Sewer Charges - ATCT Tower	53615-221	\$225.30
Cummins N Power	Service to repair blown fuses on tower generator. Parts & labor.	53615-248	338.34
DS Electric	Bulbs for terminal lighting & terminal parking lot light poles	53610-248/246	144.05
<b>Eau Claire Chamber of Commerce</b>	Member to Member eblasts 9/23/16	53610-327-001	65.00
Eau Claire County	County Surveyor's Office work to update the hangar maps	53610-248	\$1,600.00
Explorer Solutions	Phase 2 Airport Devel Contract, 12 of 14	53610-200	8,928.57
Fastenal	Airfield sign anchors	53615-246	61.68
Fireline Sprinkler	Annual Sprinkler Inspection - Terminal	53610-248	330.00
Fireline Sprinkler	Annual Sprinkler Inspection - Tower	53615-248	440.00
Fireline Sprinkler	Added sprinkler head to baggage check-in area.	53610-248	669.16
Fleet Pride	Cylinders for sweeper/blower and for plow on Ford truck	53610-246	745.37
Freedom Flag	(3) American Flags	53615-246	192.00
G & K Services	Uniforms	53610-137	152.80
G & K Services	Bags & Towels	53610-298	18.63
<b>Gator Garb</b>	CVRA Logo items - Airplane stress relievers	53610-327-001	1,164.34
Genesis Lamp	(10) Airfield Lamp heat shrink kit	53610-246	\$95.02
Global Equipment Corp.	Chair rail for terminal	53610-248	147.00
Gold Cross Answering Service	34 calls/2 email, September	53610-225	46.62
L.F. George (Bobcat Plus)	Hydraulic/oil/fuel/air filters for Tool Cat	53610-246	176.75
Mead & Hunt	Professional services EAU CVRA 10-unit T-hangar, August	53610-820	1,846.64
<b>Menomonie Chamber of Commerce</b>	Member eNews blast 9/29/16 & October newsletter ad	53610-327-001	100.00
Miller-Bradford & Risberg, Inc.	O Rings for Case Loader	53610-241	4.34
O'Reilly Auto Parts	Gear lube & filter for mower, Filters for vehicles, equip & Term generator	53610-246/241/248	227.95
O'Reilly Auto Parts	Oil/Fuel/Coolant filters for Tower generator	53615-248	53.19
Per Mar Security Services	Security monitoring 11/1/16-1/31/17	53615-248	\$147.57
RTS Roofing	Roof repairs on Airport Fire Station Building	53610-248	227.82
Simplex Grinell	Fire alarm test and inspection - Terminal	53610-248	261.55
Simplex Grinell	Fire alarm test and inspection - Tower	53615-248	449.33
SKIDATA	Replacement of (2) Ethernet modules for parking system	53610-246	\$799.00
SKIDATA	Annual Maintenance contract 11/1/16-10/31/17	53610-200	8,316.00
Standard Sign - Lumacurve	Replacement airfield sign panels and tracks	53610-246	\$2,066.89
TJ Electric	Service call to check breaker issues in Tower.	53615-248	\$187.50
Verizon	Cell phone - Maint. Supervisor & Seasonal/Firehouse phones, Sept.	53610-225	45.87
Xcel Energy	Terminal Gas/Electric - September	53610-222/224	7,429.49
Xcel Energy	ATC Gas/Electric - September	53615-222/224	1,255.71
YP	Directory Advertising 10/16-9/17	53610-225	234.00
	TOTAL		<u>\$54,160.93</u>

## Chippewa Valley Regional Airport

**2016 BUDGET COMPARISON Estimated September 30, 2016**

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 9/30/16 (75%)	Variance YTD	Balance Remaining For Year
<b>Income</b>			75.00%			
41110	Contrib From Eau Claire Cty	\$395,079	\$296,309.25	\$296,309.25	\$0.00	\$98,769.75
47330	Contrib From Chippewa Cty	\$128,981	\$96,735.75	\$128,981.00	\$32,245.25	\$0.00
Sub-Total Tax Revenue		\$524,060	\$393,045.00	\$425,290.25	\$32,245.25	\$98,769.75
46340-571	Advertising	\$5,000	\$3,750.00	\$3,749.94	(\$0.06)	\$1,250.06
46340-572	Air Terminal	\$106,739	\$80,054.25	\$84,876.28	\$4,822.03	\$21,862.72
46340-573	FAA	\$12,160	\$9,120.00	\$9,119.97	(\$0.03)	\$3,040.03
46340-574	FBO	\$130,095	\$97,571.25	\$100,094.98	\$2,523.73	\$30,000.02
43640-575	Fuel Flowage	\$125,000	\$93,750.00	\$100,355.76	\$6,605.76	\$24,644.24
46340-576	Hangars	\$135,685	\$101,763.75	\$105,981.92	\$4,218.17	\$29,703.08
46340-577	Landing	\$48,500	\$36,375.00	\$31,246.56	(\$5,128.44)	\$17,253.44
43640-578	Parking	\$145,000	\$108,750.00	\$92,722.56	(\$16,027.44)	\$52,277.44
46340-579	Rental Cars	\$85,723	\$64,292.25	\$82,426.76	\$18,134.51	\$3,296.24
46340-580	Restaurant	\$0	\$0.00	\$1,200.00	\$1,200.00	(\$1,200.00)
46340-581	Tie Downs	\$216	\$162.00	\$162.00	\$0.00	\$54.00
46340-583	Utility Revs	\$8,000	\$6,000.00	\$4,915.99	(\$1,084.01)	\$3,084.01
46340-584	Land Lease Revs	\$28,000	\$21,000.00	\$30,752.50	\$9,752.50	(\$2,752.50)
46340-586	Vehicle Fuel Reimbursement	\$13,000	\$9,750.00	\$6,811.49	(\$2,938.51)	\$6,188.51
Sub-Total Operating Revenue		\$843,118	\$632,338.50	\$654,416.71	\$22,078.21	\$188,701.29
Sub-Total Taxes and Operating Rev.		\$1,367,178	\$1,025,383.50	\$1,079,706.96	\$54,323.46	\$287,471.04
46340-601	Other Revenue	\$5,000	\$3,750.00	\$13,495.88	\$9,745.88	(\$8,495.88)
46340-582	PFC	\$87,800	\$65,850.00	\$52,327.96	(\$13,522.04)	\$35,472.04
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	\$33,750.00	\$55,679.21	\$21,929.21	(\$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	\$353,460.00	\$0.00	(\$353,460.00)	\$471,280.00
Sub-Total Other Revenue		\$609,080	\$456,810.00	\$121,503.05	(\$335,306.95)	\$487,576.95
<b>TOTAL INCOME</b>		<b>\$1,976,258</b>	<b>\$1,482,193.50</b>	<b>\$1,201,210.01</b>	<b>(\$280,983.49)</b>	<b>\$775,047.99</b>
<b>Expenses</b>						
53610-111	Salary Perm-Regular	\$311,288	\$233,466.00	\$240,240.42	\$6,774.42	\$71,047.58
-112	Salary Perm-OT	\$15,000	\$11,250.00	\$3,538.37	(\$7,711.63)	\$11,461.63
-120	Health Ins Incentive	\$1,200	\$900.00	\$900.00	\$0.00	\$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	\$1,125.00	\$883.49	(\$241.51)	\$616.51
-141	Board & Comm Per Diem	\$3,500	\$2,625.00	\$3,002.44	\$377.44	\$497.56
-142	Cnty Brd & Comm Mile	\$700	\$525.00	\$522.24	(\$2.76)	\$177.76
-151	Social Security	\$24,961	\$18,720.75	\$17,798.43	(\$922.32)	\$7,162.57
-152	Retirement Emplr Share	\$21,535	\$16,151.25	\$13,622.13	(\$2,529.12)	\$7,912.87
-154	Hos & Health Ins	\$77,000	\$57,750.00	\$50,679.87	(\$7,070.13)	\$26,320.13
-155	Life Insurance	\$140	\$105.00	\$53.67	(\$51.33)	\$86.33
-158	Unemployment Comp	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-200	Contract Svcs	\$117,636	\$88,227.00	\$81,043.60	(\$7,183.40)	\$36,592.40
-212	Attorney Fees	\$7,000	\$5,250.00	\$1,438.50	(\$3,811.50)	\$5,561.50
-213	Accounting & Audit	\$3,500	\$2,625.00	\$0.00	(\$2,625.00)	\$3,500.00
-221	Water & Sewer	\$45,000	\$33,750.00	\$35,016.45	\$1,266.45	\$9,983.55
-222	Electric	\$89,211	\$66,908.25	\$68,416.60	\$1,508.35	\$20,794.40
-224	Gas & Fuel Oil	\$43,260	\$32,445.00	\$15,738.09	(\$16,706.91)	\$27,521.91
-225	Telephone & Telegraph	\$4,000	\$3,000.00	\$2,889.48	(\$110.52)	\$1,110.52
-227	Dataline/Internet	\$1,000	\$750.00	\$0.00	(\$750.00)	\$1,000.00
-241	Motor Vehicle Maint	\$12,500	\$9,375.00	\$5,151.89	(\$4,223.11)	\$7,348.11
-246	Grounds Maint	\$29,000	\$21,750.00	\$27,649.67	\$5,899.67	\$1,350.33
-248	Building Maint	\$26,000	\$19,500.00	\$17,644.49	(\$1,855.51)	\$8,355.51
-249	Service on Machines	\$500	\$375.00	\$0.00	(\$375.00)	\$500.00
-297	Refuse Collection	\$1,084	\$813.00	\$1,115.73	\$302.73	(\$31.73)
-298	Laundry Services	\$175	\$131.25	\$109.76	(\$21.49)	\$65.24
-299	Sundry Contract Services	\$0	\$0.00	\$16,857.53	\$0.00	\$0.00
-310	Office Supplies	\$600	\$450.00	\$251.38	(\$198.62)	\$348.62
-311	Postage and Box Rent	\$750	\$562.50	\$253.55	(\$308.95)	\$496.45

#	Item	12 Month Budget 2016	Budget YTD Allocated	Actual as of 9/30/16 (75%)	Variance YTD	Balance Remaining For Year
-313	Printing & Dup	\$600	\$450.00	\$690.54	\$240.54	(\$90.54)
-320	Ref Materials	\$600	\$450.00	\$256.00	(\$194.00)	\$344.00
-321	Publish Legal Notices	\$200	\$150.00	\$0.00	(\$150.00)	\$200.00
-324	Membership Dues	\$4,000	\$3,000.00	\$3,790.20	\$790.20	\$209.80
-327	Marketing	\$35,000	\$26,250.00	\$11,988.88	(\$14,261.12)	\$23,011.12
-327-001	Marketing Grant Expense	\$50,000	\$37,500.00	\$63,846.44	\$26,346.44	(\$13,846.44)
-328	Airline Recruitment	\$20,000	\$15,000.00	\$0.00	(\$15,000.00)	\$20,000.00
-330	Travel Regular	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-340	Travel-Train & Conf	\$12,500	\$9,375.00	\$7,903.48	(\$1,471.52)	\$4,596.52
-366	Fire fight supplies	\$4,500	\$3,375.00	\$1,210.15	(\$2,164.85)	\$3,289.85
-377	Vehicle Fuel	\$50,000	\$37,500.00	\$15,797.99	(\$21,702.01)	\$34,202.01
-510	Insurance	\$40,000	\$30,000.00	\$8,996.27	(\$21,003.73)	\$31,003.73
-615	Special Assessment	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-813	Office Equipment	\$1,500	\$1,125.00	\$248.59	(\$876.41)	\$1,251.41
	<b>Sub-Total Operating Expense</b>	<b>\$1,056,940.00</b>	<b>\$792,705.00</b>	<b>\$719,546.32</b>	<b>(\$73,158.68)</b>	<b>\$337,393.68</b>
53615-200	ATCT Contractual Services-Sta	\$0	\$0.00	\$0.00	\$0.00	\$0.00
-221	ATCT Water-Sewer-Strmwtr	\$1,030	\$772.50	\$680.80	(\$91.70)	\$349.20
-222	ATCT Electricity	\$15,500	\$11,625.00	\$11,671.46	\$46.46	\$3,828.54
-224	ATCT Gas & Fuel Oil	\$4,500	\$3,375.00	\$1,463.28	(\$1,911.72)	\$3,036.72
-225	ATCT Telephone	\$1,500	\$1,125.00	\$827.79	(\$297.21)	\$672.21
-248	ATCT Building Maintenance	\$15,000	\$11,250.00	\$6,923.93	(\$4,326.07)	\$8,076.07
	<b>Sub-Total Tower Expense</b>	<b>\$37,530</b>	<b>\$28,147.50</b>	<b>\$21,567.26</b>	<b>(\$6,580.24)</b>	<b>\$15,962.74</b>
53610-810	Capital Equipment	\$101,350	\$76,012.50	\$71,345.85	(\$4,666.65)	\$30,004.15
-820	Capital Improvement	\$620,409	\$465,306.75	\$15,477.14	(\$449,829.61)	\$604,931.86
-829	Other Capital Improvement	\$36,100	\$27,075.00	\$13,606.39	(\$13,468.61)	\$22,493.61
58100-613	Principal/Trust Fund	\$94,394	\$70,795.50	\$94,394.00	\$23,598.50	\$0.00
58200-613	Interest/Trust Fund	\$29,535	\$22,151.25	\$29,535.41	\$7,384.16	(\$0.41)
	<b>Sub-Total Capital Expense</b>	<b>\$881,788</b>	<b>\$661,341.00</b>	<b>\$224,358.79</b>	<b>(\$436,982.21)</b>	<b>\$657,429.21</b>
	<b>TOTAL EXPENSE</b>	<b>\$1,976,258</b>	<b>\$1,482,193.50</b>	<b>\$965,472.37</b>		<b>\$1,010,785.63</b>
	<b>NET OPERATING INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$235,737.64</b>		<b>(\$235,737.64)</b>
	<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	Funding Source and Percentage (FAA/State/INS/etc)	Estimated Timing of Reimbursement	Reimbursement Received - Amount	Reimbursement Received Date
			Approved Capital Investment	Advanced subject to Reimbursement				
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:	<b>Went to the FAA for review October 2016. FAA review usually takes 18 months.</b>							
AIP 38	Taxiway C Reconstruction - Amendment to add in Twy C2			(\$9,085.00)				
Comments:	<b>Amount due to adding Taxiway C2 back into the project once FAA money is received for change order at closeout. State will hold \$52,000 from another project that is in overfunded status as AIP 38 is underfunded until FAA closeout due to Taxiway C2 change order.</b>							
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%	<b>January-17</b>		
Comments:	<b>Funds were moved to AIP 40 until grant was received for AIP 40. Now waiting for state to update financial statements.</b>							
AIP 40	Design Contract Rwy 04 Threshold Relocation	\$110,575.00	\$110,575.00	\$105,046.25	FAA - 90%, State - 5%	January-17		
Comments:	<b>FAA grant received. Waiting for state to update financial statements.</b>							
AIP 41	FAA RWY 04 NAVAID Relocation Reimbursable Agreement #1	\$52,742.00	\$26,371.00	\$23,733.90	FAA	<b>September-17</b>		
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	<b>September-17</b>		
Comments:	Reimbursed with FAA grant in 2017							
AIP 41	South GA Hangar Taxilane Design	\$41,124.00	\$20,562.00	\$18,505.80	FAA	<b>September-17</b>		
Comments:	Reimbursed with FAA grant in 2017							
TOTAL				\$478,084.73				

**BOLDDED ITEMS ARE CHANGES FROM PRIOR MONTH**

Chippewa Valley Regional Airport  
**Traffic Statistics**  
 September 2016

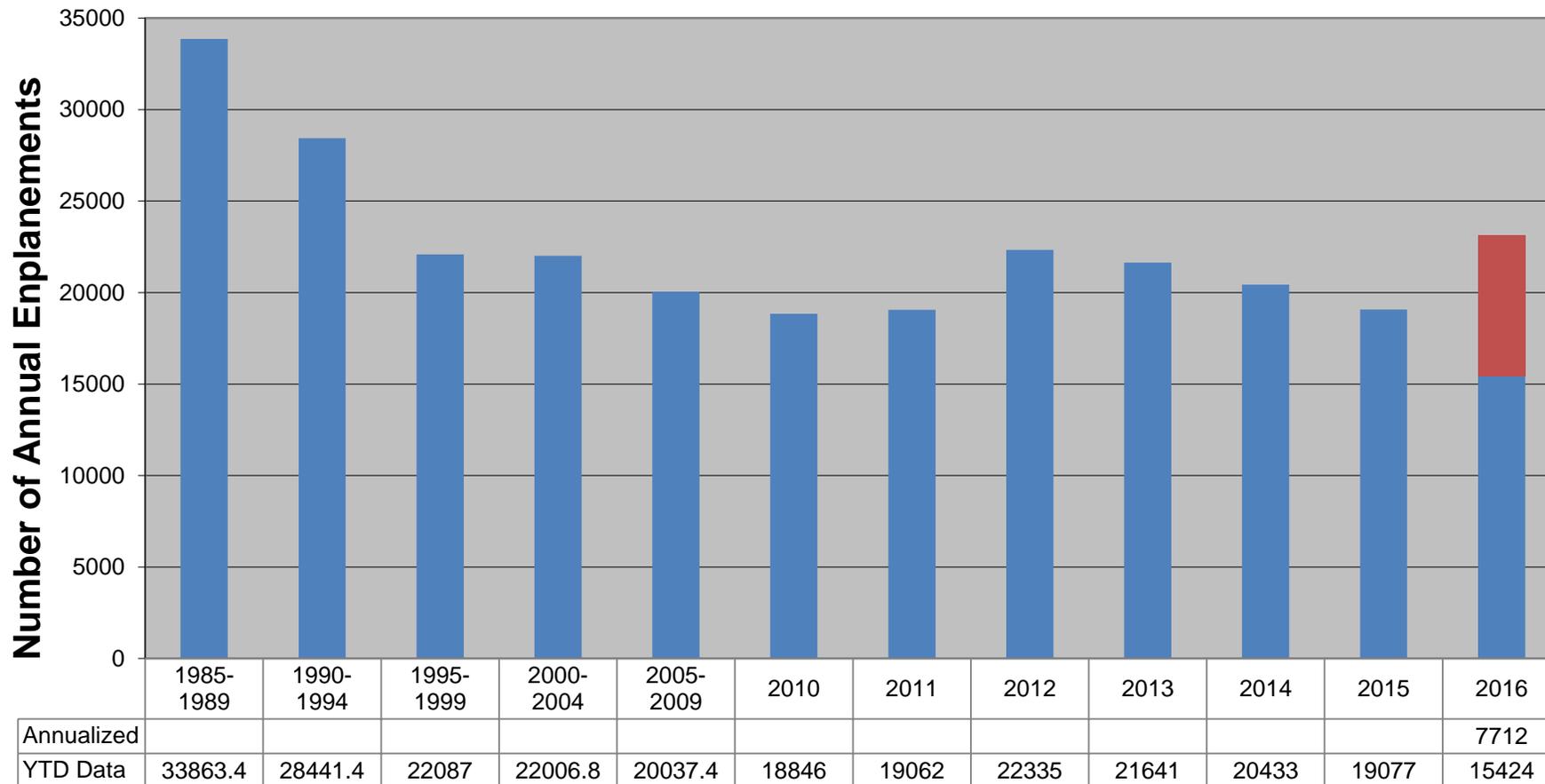
AIRLINE PASSENGERS	Month		% Diff.	Year to date		% Diff.
	2016	2015		2016	2015	
UNITED Enplaned	1662	1494	11%	13847	12359	12%
CHARTERS Enplaned				<u>1577</u>	<u>1709</u>	-8%
Total Enplaned				15424	14068	10%
UNITED Deplaned	1636	1406	16%	13465	12227	10%
CHARTERS Deplaned				<u>1577</u>	<u>1709</u>	-8%
Total Deplaned				15042	13936	8%
Total Enplaned/Deplaned	3298	2900	14%	30466	28004	9%

<b>UNITED PERFORMANCE</b>	2016	2015		2016	2015	
Scheduled Flights/Landings	56	60	-7%	516	547	-6%
Canceled Flights						
Xnld for Wx	1	0		15	20	
Xnld for Mx	0	0		0	2	
<u>Xnld Other</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>2</u>	
<b>Total</b>	1	0	#DIV/0!	15	24	-38%
Total Landings	55	60	-8%	501	523	-4%

<b>EAU Arrival</b>						
Completion Factor	98%	100%		97%	96%	
OnTime %	95%	85%		82%	75%	
<b>EAU Departure</b>						
Completion Factor	98%	100%		97%	94%	
OnTime %	95%	97%		88%	80%	
<b>ORD Arrival</b>						
Completion Factor	98%	100%		96%	95%	
OnTime %	95%	95%		87%	78%	

All on time arrivals/departures follow DOT methodology.

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



**Years**

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) *	\$632	\$423	\$725	\$506	\$353	\$656	<b><u>\$518</u></b>	\$668	\$631
ORD - Chicago **	\$331	\$118	\$146	\$481	\$118	\$146	\$481	\$148	\$166
DEN - Denver **	\$341	\$147	\$156	\$375	\$147	\$243	<u>\$616</u>	\$561	\$560
LAS - Las Vegas **	<u>\$344</u>	\$316	\$292	\$455	\$316	\$427	\$759	\$542	\$640
EWR - Newark **	<u>\$433</u>	\$404	\$395	\$541	\$396	\$502	\$762	\$560	\$792
MCO - Orlando *	<u>\$411</u>	\$386	\$422	<u>\$439</u>	\$387	\$338	<u>\$556</u>	\$456	\$523
PHX - Phoenix *	<u>\$418</u>	\$415	\$398	<u>\$414</u>	\$328	\$390	\$533	\$356	\$536
IAD - Washington Dulles **	\$367	\$251	\$250	\$457	\$251	\$266	\$531	\$299	\$303

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

10/19/16

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

Number of Cars Rented

	<u>2016</u>	<u>2015</u>	
January	201	205	-2%
February	251	231	9%
March	255	269	-5%
April	276	260	6%
May	309	307	1%
June	347	363	-4%
July	373	368	1%
August	401	359	12%
September	320	288	11%
October		328	
November		205	
December		216	
	<b>2733</b>	<b>3399</b>	

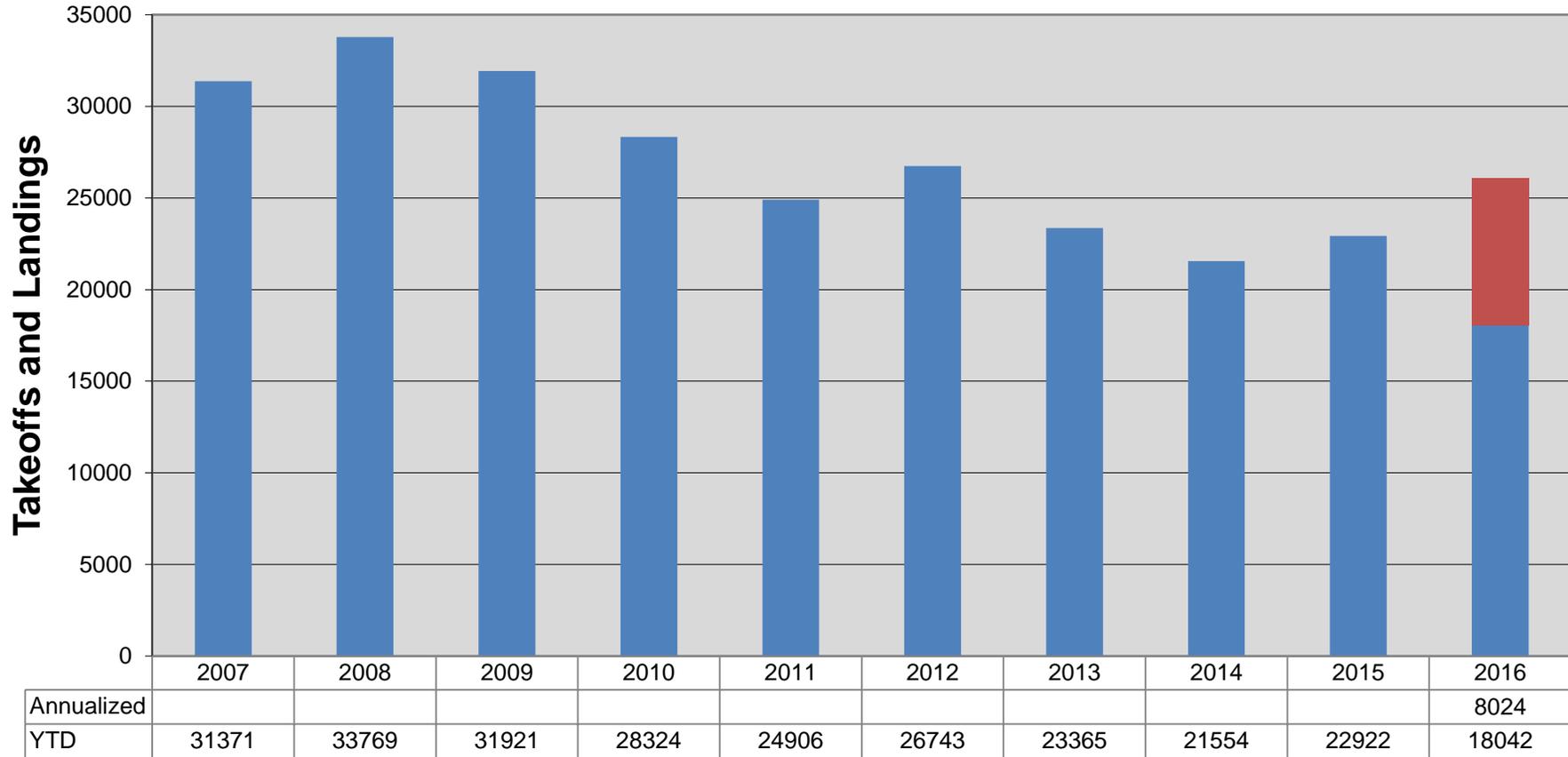
Agenda Item 5b

Chippewa Valley Regional Airport  
**Air Traffic Operations Statistics**  
 September 2016

		Month		% Diff.	Year to date		% Diff.
		2016	2015		2016	2015	
Itinerant	Air Carrier	4	2	100%	25	24	4%
	Commuter/ Air Taxi	200	248	-19%	1885	2011	-6%
	GA	1434	1308	10%	11519	11078	4%
Local	Military	14	37	-62%	235	327	-28%
	GA	342	538	-36%	4352	3598	21%
	Military	<u>0</u>	<u>4</u>	-100%	<u>26</u>	<u>72</u>	-64%
<b>TOTAL</b>		1994	2137	-7%	18042	17110	5%
Overflight		100	125		1189	1113	

*\*\*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
59. Sept 20 Community Communications Committee
60. Sept 21 WEAU Noon Interview
61. Sept 28 Group Health Board Meeting
62. Oct 4 WEAU Morning Interview
63. Oct 7 TSA Pre-Check Media Event
64. Oct 8 UW Stout Football Game
65. Oct 10 WAYY Interview
66. Oct 10 I-Ramp Reception
67. Oct 11 I-Ramp Steering Committee Meeting
68. Oct 12 ECC Dept. Head Meeting
69. Oct 12 Airport Business Partner Meeting
70. Oct 12 Hangar 54 Ribbon Cutting
71. Oct 15 UW Stout Football Game
72. Oct 18 Eau Claire Chamber Business Expo
73. Oct 19 SkyWest Air Service Presentation

**Estimated Combined Loan Balance: \$600,000**

Current Loan

6 years @ 3.75%

Estimated Interest: \$70,962

\*Current State Trust Fun Loan Rate

6 years @ 2.5%

\*Requires additional borrowing

Estimated Interest: \$46,748

Possible County Bonding

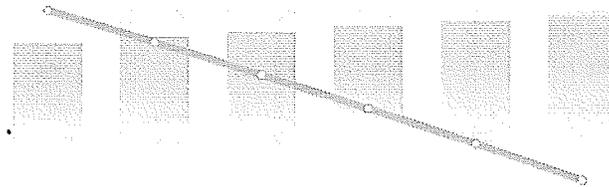
6 years @ 1.5%

Estimated Interest: \$27,780

Amortization Schedule Calculator

Loan Summary

**\$9,319** Monthly Payment  
**\$670,962** Total of 72 Payments  
**\$70,962** Total Interest Paid  
**Dec, 2021** Pay-off Date



Mortgage Rates

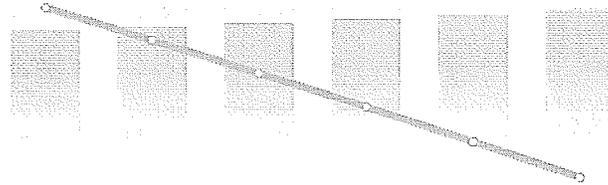
Amortization Schedule

Date	Interest	Principal	Balance
Jan, 2016	\$1,875	\$7,444	\$592,556
Feb, 2016	\$1,852	\$7,467	\$585,089
Mar, 2016	\$1,828	\$7,491	\$577,598
Apr, 2016	\$1,805	\$7,514	\$570,084
May, 2016	\$1,782	\$7,537	\$562,547
Jun, 2016	\$1,758	\$7,561	\$554,986
Jul, 2016	\$1,734	\$7,585	\$547,402
Aug, 2016	\$1,711	\$7,608	\$539,793
Sep, 2016	\$1,687	\$7,632	\$532,161
Oct, 2016	\$1,663	\$7,656	\$524,505
Nov, 2016	\$1,639	\$7,680	\$516,825
Dec, 2016	\$1,615	\$7,704	\$509,122
<b>2016</b>	<b>\$20,949</b>	<b>\$90,878</b>	<b>\$509,122</b>
Jan, 2017	\$1,591	\$7,728	\$501,394
Feb, 2017	\$1,567	\$7,752	\$493,642
Mar, 2017	\$1,543	\$7,776	\$485,865
Apr, 2017	\$1,518	\$7,801	\$478,065
May, 2017	\$1,494	\$7,825	\$470,240
Jun, 2017	\$1,469	\$7,849	\$462,390
Jul, 2017	\$1,445	\$7,874	\$454,516
Aug, 2017	\$1,420	\$7,899	\$446,618
Sep, 2017	\$1,396	\$7,923	\$438,695
Oct, 2017	\$1,371	\$7,948	\$430,747
Nov, 2017	\$1,346	\$7,973	\$422,774
Dec, 2017	\$1,321	\$7,998	\$414,776
<b>2017</b>	<b>\$17,481</b>	<b>\$94,346</b>	<b>\$414,776</b>
Jan, 2018	\$1,296	\$8,023	\$406,753
Feb, 2018	\$1,271	\$8,048	\$398,705
Mar, 2018	\$1,246	\$8,073	\$390,632
Apr, 2018	\$1,221	\$8,098	\$382,534
May, 2018	\$1,195	\$8,123	\$374,411
Jun, 2018	\$1,170	\$8,149	\$366,262
Jul, 2018	\$1,145	\$8,174	\$358,088

Amortization Schedule Calculator

Loan Summary

**\$8,983** Monthly Payment  
**\$646,748** Total of 72 Payments  
**\$46,748** Total Interest Paid  
**Dec, 2021** Pay-off Date



Mortgage Rates

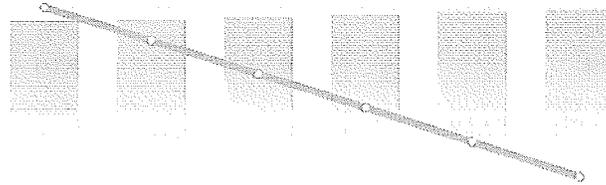
Amortization Schedule

Date	Interest	Principal	Balance
Jan, 2016	\$1,250	\$7,733	\$592,267
Feb, 2016	\$1,234	\$7,749	\$584,519
Mar, 2016	\$1,218	\$7,765	\$576,754
Apr, 2016	\$1,202	\$7,781	\$568,973
May, 2016	\$1,185	\$7,797	\$561,175
Jun, 2016	\$1,169	\$7,813	\$553,362
Jul, 2016	\$1,153	\$7,830	\$545,532
Aug, 2016	\$1,137	\$7,846	\$537,686
Sep, 2016	\$1,120	\$7,862	\$529,824
Oct, 2016	\$1,104	\$7,879	\$521,945
Nov, 2016	\$1,087	\$7,895	\$514,050
Dec, 2016	\$1,071	\$7,912	\$506,138
<b>2016</b>	<b>\$13,929</b>	<b>\$93,862</b>	<b>\$506,138</b>
Jan, 2017	\$1,054	\$7,928	\$498,210
Feb, 2017	\$1,038	\$7,945	\$490,265
Mar, 2017	\$1,021	\$7,961	\$482,304
Apr, 2017	\$1,005	\$7,978	\$474,326
May, 2017	\$988	\$7,994	\$466,332
Jun, 2017	\$972	\$8,011	\$458,321
Jul, 2017	\$955	\$8,028	\$450,293
Aug, 2017	\$938	\$8,045	\$442,248
Sep, 2017	\$921	\$8,061	\$434,187
Oct, 2017	\$905	\$8,078	\$426,109
Nov, 2017	\$888	\$8,095	\$418,014
Dec, 2017	\$871	\$8,112	\$409,902
<b>2017</b>	<b>\$11,556</b>	<b>\$96,236</b>	<b>\$409,902</b>
Jan, 2018	\$854	\$8,129	\$401,774
Feb, 2018	\$837	\$8,146	\$393,628
Mar, 2018	\$820	\$8,163	\$385,466
Apr, 2018	\$803	\$8,180	\$377,286
May, 2018	\$786	\$8,197	\$369,089
Jun, 2018	\$769	\$8,214	\$360,876
Jul, 2018	\$752	\$8,231	\$352,645

Amortization Schedule Calculator

Loan Summary

**\$8,719** Monthly Payment  
**\$627,780** Total of 72 Payments  
**\$27,780** Total Interest Paid  
**Dec, 2021** Pay-off Date



Mortgage Rates

Amortization Schedule

Date	Interest	Principal	Balance
Jan, 2016	\$750	\$7,969	\$592,031
Feb, 2016	\$740	\$7,979	\$584,052
Mar, 2016	\$730	\$7,989	\$576,063
Apr, 2016	\$720	\$7,999	\$568,064
May, 2016	\$710	\$8,009	\$560,054
Jun, 2016	\$700	\$8,019	\$552,035
Jul, 2016	\$690	\$8,029	\$544,006
Aug, 2016	\$680	\$8,039	\$535,967
Sep, 2016	\$670	\$8,049	\$527,918
Oct, 2016	\$660	\$8,059	\$519,859
Nov, 2016	\$650	\$8,069	\$511,789
Dec, 2016	\$640	\$8,079	\$503,710
<b>2016</b>	<b>\$8,340</b>	<b>\$96,290</b>	<b>\$503,710</b>
Jan, 2017	\$630	\$8,090	\$495,620
Feb, 2017	\$620	\$8,100	\$487,521
Mar, 2017	\$609	\$8,110	\$479,411
Apr, 2017	\$599	\$8,120	\$471,291
May, 2017	\$589	\$8,130	\$463,161
Jun, 2017	\$579	\$8,140	\$455,021
Jul, 2017	\$569	\$8,150	\$446,870
Aug, 2017	\$559	\$8,161	\$438,710
Sep, 2017	\$548	\$8,171	\$430,539
Oct, 2017	\$538	\$8,181	\$422,358
Nov, 2017	\$528	\$8,191	\$414,167
Dec, 2017	\$518	\$8,201	\$405,965
<b>2017</b>	<b>\$6,885</b>	<b>\$97,744</b>	<b>\$405,965</b>
Jan, 2018	\$507	\$8,212	\$397,754
Feb, 2018	\$497	\$8,222	\$389,532
Mar, 2018	\$487	\$8,232	\$381,299
Apr, 2018	\$477	\$8,243	\$373,057
May, 2018	\$466	\$8,253	\$364,804
Jun, 2018	\$456	\$8,263	\$356,541
Jul, 2018	\$446	\$8,273	\$348,267

October 13, 2016

TO: Charity Zich, Airport Manager

Kim R. Nessel

#### CHIPPEWA VALLEY TECHNICAL COLLEGE TRAINING SITE

Per our recent discussions this letter serves to provide additional details in regards to the Chippewa Valley Technical College's intention of having a testing and training area on the National Presto Industries (NPI) property at 3925 N. Hastings Way, in Eau Claire.

The reason we wish to locate a training and testing grounds here is due to a housing development that was recently constructed to the south of our existing outdoor burn area on the Emergency Services Education Center on Eau Claire's west side of town.

In our opinion the current outdoor training site doesn't provide a large enough buffer area around the outdoor training/testing area to conduct tests or training. We will continue to use the existing site for specific training but not the outdoor pan fires. In looking for a spot of land where we have a larger buffer area, National Presto Industries offered us a designated area on their property. The NPI site is a 360 acre site located east of the Chippewa Valley Regional airport. The actual size of the area we would use on this site is slightly less than an acre.

The proposed testing and training area is located an estimated 1500 yards east of the National Presto Industries office area. We have attached maps showing the location of the burn pans and a picture of a burn pan for your reference. In looking at the zoning map, the test/training area would be in zone 3 of the Airport Zoning restrictions Chapter 18.60.

Also please note that we have a very detailed operational plan that includes weather restrictions, material handling, and training guidelines for conduct training or testing. The operational plan also includes notifications to the Eau Claire Communications Center and the Eau Claire Fire Department. For operations on the NPI site we would include notifications to the Chippewa Fire District and the airport tower with your approval.

When fire testing, we typically operate between the hours of 8-5 pm on Monday thru Friday. Fire tests are a short 2 to 3 minute test. We can typically complete anywhere from 3 to 6 tests in an eight hour day. The actual number of days in a year the site would be used is purely speculative and could vary a great deal. There may be years where the site would be used 10 times and years where it would be used as many as 30 times. There could also be years where it is not used at all. Testing is also restricted to times of the year when water does not freeze.

Training times are harder to define. Local volunteer fire departments often train after 5 pm on specific days of the week and occasionally on a Saturday. The types of training that they would perform would be flammable liquid fire training, Airport Rescue and Firefighting (ARFF) and possibly specialized extinguisher training. Fires are contained in a steel fire pan and are not done on the surface of the soil. We also provide back-up suppression capabilities at the site as well.

Please also note we have consulted with the Eau Claire Fire Department on the specifics of this site as well as the Wisconsin Department of Natural Resources (DNR). Additionally we have been granted permission from the DNR to use the site.

In conclusion, I hope this letter provides a better vision of what we would like to do on this site. We are grateful that National Presto Industries has offered the use of this site and feel this will provide a better location to serve the fire protection community. We are working with NPI to finalize our agreement with them on the use of the land.

If you have any additional questions or concerns, please feel free to contact me at any time. Please share this information with the Airport Commission as you see fit.

Respectfully,

A handwritten signature in black ink, appearing to read "Kim R. Nessel", with a long horizontal flourish extending to the right.

Kim R. Nessel

Kim R Nessel

Chippewa Valley Technical College – Fire Safety Center

620 West Clairemont Ave

Eau Claire, WI 54703

715-855-7544 (office)

# Fire Pans

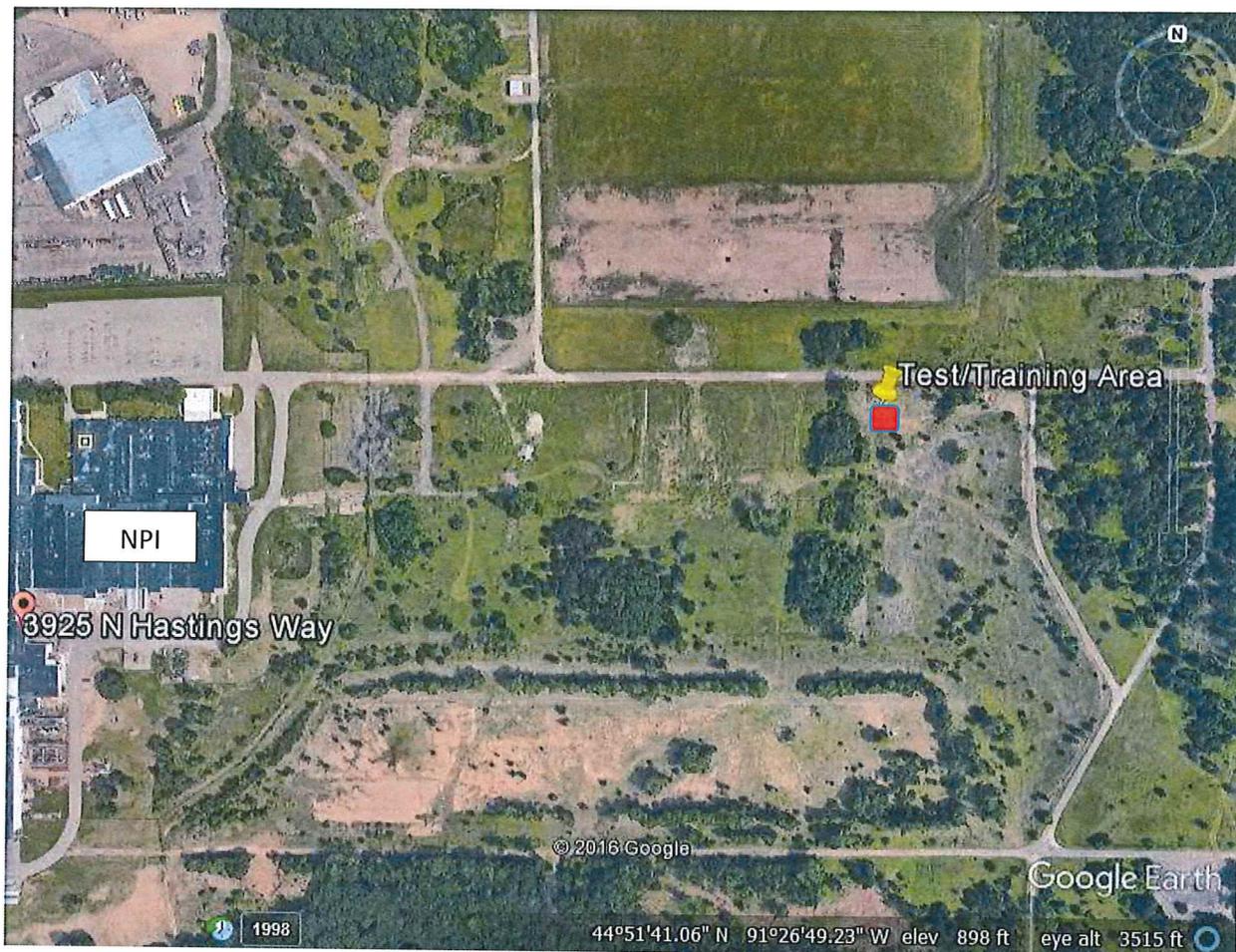
Attachment #1



Above is a typical fire test pan. Pans are placed flush into the ground and contain the flammable liquid used to sustain the fire. The plan is to install 4 pans that vary in size on the site. The fire is extinguished with portable fire extinguishers and in some cases foam.

# Site of the Test/Training Area

Attachment #2



The test area is directly south of 16<sup>th</sup> Ave and east of the NPI building. The trees to the west of the pinned location are no longer there and the sites surface is sand a gravel.