

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, February 15, 2019, 7:30 am**  
**Airport Commission Room**  
**3800 Starr Avenue, Eau Claire, WI**

**MEMBERS PRESENT:** Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Tim Keyes, Bert Moritz and Barry Wells

**MEMBERS ABSENT:** Commissioner Scott Francis

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Charity Zich-Airport Director and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Tim Keyes, Bert Moritz and Barry Wells were present. Commissioner Chuck Hull arrived at 7:41 am.
4. **Approval of Minutes**
  - a. **January 18, 2019 Regular Commission Meeting:**

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

**On a motion by Com. Bowe, seconded by Com. Wells, the expense vouchers were approved as submitted.**  
*(Ayes 5-Nayes 0)*
  - b. **Key Indicators**
    - **Airline Operations**

Total airline passengers are down for the month because of multiple cancellations due to severe winter weather.
    - **Car Rental Operations**

Car Rental Operations are up for the year. January numbers were not available for the meeting.
    - **Tower Operations**

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

There are nine T-hangars available in the north hangar area and one T-hangar available in the south hangar area.

**6. Public Comment Period:** None

**7. Operational Matters**

**a. Airport Operations Report**

- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date.

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

- February Operational Review covered Staffing. The Airport Director noted the change that took place last year to add on-call staffing. We now have 2 on-call winter positions for snow removal and one ARFF trained on-call position to help cover the rest of the year.

**8. Previous Business:** None

**9. New Business:**

**a. WAMA Legislative Day**

The Airport Director discussed the upcoming WAMA Legislative Day on March 28<sup>th</sup>, 2019 in Madison.

**b. Air Service Development Discussion**

Commission Hilgedick discussed an article about the Rochester Airport and their passenger increases related to the support of Mayo Clinic. The Airport Director discussed Air Service expansion possibilities and will contact our Air Service consultant about a proposal for future development.

**10. Discuss Future Agenda Items:**

- a. Menards Lease Agreement for new hangar development**
- b. Possible Air Service Consultant proposal**

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are scheduled for March 15<sup>th</sup> at 7:30 am, Monday, April 15<sup>th</sup> at 11 am and May 17<sup>th</sup> at 7:30 am.

**12. Adjournment:**

**On a motion by Com. Bowe, seconded by Com. Keyes, the meeting was adjourned at 8:57 am.**

*(Ayes 6-Nayes 0)*

**Respectfully Submitted,**

**Barry Wells, Vice Chair**