

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, April 26, 2019, 7:30 am
Airport Commission Room
3800 Starr Avenue, Eau Claire, WI**

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Bert Moritz and Barry Wells.

MEMBERS ABSENT: None

OTHERS PRESENT: Stephanie Ward and Amy Michels-Mead & Hunt, Mark Graczykowski-WI Bureau of Aeronautics, Aaron White-City of Eau Claire Economic Development, Todd Littfin-Smokin' Rivet Airparts, Jeff Husby-Hawthorne Aviation, Dave Markquart-Rental Service Co./Hertz, Ron Ford-Menards, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor 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, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull and Bert Moritz were present. Barry Wells arrived during the Closed Session.
4. **Approval of Minutes:**
 - a. **March 15, 2019 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hull, the minutes of the March 15, 2019 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Francis, seconded by Com. Moritz, the expense vouchers were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Total airline passengers are up for the month and down for the year.
 - **Car Rental Operations**

Car Rental Operations are up for the month and for the year.
 - **Tower Operations**

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

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

6. Public Comment Period:

- a. Mark Graczykowski from the Bureau of Aeronautics updated the Commission on some of the open projects. He noted that AIP 34, 35, 37 and 38 all have paperwork completed by the BOA and should all be closed out with the FAA very soon.

7. Operational Matters:

a. Airport Operations Report

- **Airport Commission Appointments:** The Airport Director noted the Commissioner appointments from Eau Claire and Chippewa County. Peter Hoefl joins us from Eau Claire County along with the reappointment of Bill Hilgedick. Rick Bowe and Scott Francis were reappointed from Chippewa County.
- **Digital Marketing Campaign Update:** The Airport Director reviewed the new Spring/Summer digital marketing ads and social media comments from the most recent campaign.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date. The CCEDC Annual Meeting will be held on May 10th at Hawthorne.

b. Airport Strategic Plan Update/Review

- **2018-2020 Plan Update:** The Airport Director noted there were currently not any updates to the strategic plan action items.

8. Previous Business:

a. Airport Recognition Program 2019 Quarter 1 Award

Commissioners selected the CVRA Maintenance Team as the Quarter 1 - 2019 Recognition Program recipient based on multiple nominations regarding the hard work and dedication of our Maintenance Team throughout a tough winter season. The maintenance team had worked many extra hours to ensure the safe movement of aircraft and people at the airport. In addition, we received numerous comments from passengers thanking our team for their assistance in getting their cars out of the parking lot, their aircraft out of their hangar or ensuring the runway was clear for their flight to arrive or depart.

9. New Business:

a. Presentation on Process for Airport Property Development

Stephanie Ward from Mead & Hunt presented and discussed the non-aeronautical development process for Airport properties. The Airport Director will proceed with an initial assessment to gain information for options for development.

b. 2020 Airport Capital Projects List

The Airport Director discussed the list of 2020 Airport Capital Projects that is required to be submitted to Eau Claire County by the end of April.

On a motion by Com. Francis, seconded by Com. Bowe, the 2020 Airport Capital Projects List was approved as submitted.

(Ayes 6-Nays 0)

c. Request to Assign Rental Service Company (d/b/a/Hertz) Rental Car Concession Agreement

The Airport Director and Dave Markquart from Rental Service Company discussed the pending change and possible 30-day lapse between when the franchisee leaves around May 1st and when Hertz Corporate takes over June 1st.

On a motion by Com. Francis, seconded by Com. Bowe, the request to Assign the Rental Service Company (d/b/a Hertz) Rental Car Concession Agreement was approved.

(Ayes 6-Nayes 0)

**d. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) 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: Review of airport manager employment contract**

On a motion by Com. Francis, seconded by Com. Moritz, the Commission entered into closed session at 8:58 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull and Moritz. Naves: None.

The Commission reconvened in open session at 9:35 am.

Commission Chair Hilgedick reported in open session that the Commission directed the Airport Commission Chair, Vice Chair and Eau Claire County Human Resource Director, to review options and select a consultant to complete a total compensation package analysis for the Airport Director position.

10. Discuss Future Agenda Items:

- a. **Air Service Consultant Report**
- b. **Land Lease Guidelines**
- c. **Airport Property Development Analysis**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are scheduled for Thursday, May 23rd at 7 am and Monday, June 24th at 11 am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Wells, the meeting was adjourned at 9:41 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary