

MINUTES

Chippewa Valley Regional Airport Commission
Thursday, May 23, 2019, 7:00 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: Amy Michels-Mead & Hunt, 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 7:00 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Bert Moritz and Barry Wells were present. Commissioners Bowe and Hoeft left at 7:52 am.
4. **Approval of Minutes:**
 - a. **April 26, 2019 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hoeft, the minutes of the April 26, 2019 meeting were approved as submitted.
(Ayes 7-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. Wells, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Total airline passengers are down for the month and up 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:** Amy Michels from Mead & Hunt advised commissioners that work on Runway 14/32 was scheduled to start on June 10.

7. Operational Matters:

a. Airport Operations Report

- **Airport Quarterly Report:** The Airport Director noted the change to using a Quarterly Report used throughout Eau Claire County departments. The Airport Commission will continue to get monthly reports in addition to the quarterly reports that are provided to both counties.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date.

b. Airport Strategic Plan Update/Review

- **Operational Review:** May Operational Review covered airport security, the perimeter fence and technology. The perimeter fence project will likely move from 2020 to 2021 completion to accommodate a needed advance planning and the snow removal project would move from 2021 to 2020 completion.

8. Previous Business:

a. Airport 2019 Capital Budget Update

The Airport Director discussed changes to the 2019 Capital Budget which will likely result in an increase over budget due to newly required projects.

b. Air Service Development Discussion

Mike Mooney from Volaire Aviation Consulting presented (via conference call) a comprehensive Air Service Development Discussion that he had put together for EAU. There was extensive discussion with the Airport Director and Commission about possible options going forward.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved Volaire pursuing discussion with SkyWest at an expense not to exceed \$1,500 to add a third flight to ORD.

(Ayes 7-Nayes 0)

9. New Business:

a. Review of Airport Performance Measures

The Airport Director reviewed the current Airport Performance Measures and Commissioners agreed the measures were appropriate to continue tracking.

b. Airport Director Performance Evaluation

The Airport Director provided the Commission with paper copies of the Evaluation form due to Commission Chair Hilgedick by June 7th for confirmation at the June Commission Meeting. They will also receive an electronic copy and details for submittal via email.

10. Discuss Future Agenda Items:

a. Plow Replacement

b. Land Lease Guidelines

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are scheduled for Monday, June 24th at 11:00 am and Friday, July 19th at 7:30 am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 9:27 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary