

## MINUTES

Chippewa Valley Regional Airport Commission  
Monday, June 24, 2019, 11:00 am  
Airport Commission Room  
3800 Starr Avenue, Eau Claire, WI

**MEMBERS PRESENT:** Commissioners Rick Bowe, Bill Hilgedick, Peter Hoeft, and Barry Wells

**MEMBERS ABSENT:** Scott Francis, Chuck Hull and Bert Moritz

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

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 11:00 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Peter Hoeft and Barry Wells were present.
4. **Approval of Minutes:**
  - a. **May 23, 2019 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the May 23, 2019 meeting were approved as submitted.  
*(Ayes 4-Nayes 0)*
5. **CVRA Finance and Activity Reports:**
  - a. **Expense Vouchers, Credit Card Charges and Financial Report**

On a motion by Com. Hoeft, seconded by Com. Bowe, the expense vouchers were approved as submitted.  
*(Ayes 4-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**

Total airline passengers are up for the month and flat 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: None**

## 7. Operational Matters:

### a. Airport Operations Report

- **Airport Training Opportunity:** The Airport Director discussed an upcoming AAAE Airport Law Workshop that we are interested in sending the new Eau Claire County Corporation Counsel Airport Representative to in October. The expense for this conference will be approximately \$2,500 and while the Airport would incur the cost of the training, we will not additionally be billed for labor. The Commission agreed that this opportunity would be beneficial and suggested proceeding.
- **Air Service Development Discussion Update:** The Air Service Consultant scheduled a call for this week to SkyWest for a fee of \$250 to discuss the possibility of adding a third flight to ORD.
- **Airport Community Outreach:**
  - The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
  - There will be a Veteran Dream Flight event sponsored by Ageless Aviation Dreams Foundation on June 28<sup>th</sup>.
  - The Global Entry event scheduled for July 23-24 has been filled, but further details about the event cancelling completely are still pending.
  - The Chamber Alliance Business at the Airport event will be August 1<sup>st</sup>. Tickets will be provided and Commissioners are encouraged to attend.

### b. Airport Strategic Plan Update/Review

- **Operational Review:** July Operational Review covered the Fire Station, Maintenance Shop and Airline PFC's. Commissioners discussed options for the Fire Station including a new building versus remodeling.

### c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** Construction should begin mid-July.
- **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation:** Project bids were due 6/20 and when the funds are available, the project will be awarded and will proceed.

## 8. Previous Business:

- a. **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: Confirmation of airport manager performance evaluation**

**On a motion by Com. Bowe, seconded by Com. Wells, the Commission entered into closed session at 12:52 pm on the following Roll Call Vote – Ayes: Com. Bowe, Hilgedick, Hoeft and Wells; Nays: None.**

The Commission reconvened in open session at 1:06 pm.

**Commission Chair Hilgedick reported in open session that the Commission confirmed the compiled results of the evaluation.**

**9. New Business:**

**a. Approval to Purchase Replacement 16' Plow**

The Airport Director reviewed and discussed the two plow bids that were received.

**On a motion by Com. Bowe, seconded by Com. Hoeft, the Commission approved proceeding with the Henke bid of \$21,600.00 as submitted.**

*(Ayes 4-Nayes 0)*

**b. Draft 2020 Airport Operating and Capital Improvement Budget**

The Airport Director reviewed the 1<sup>st</sup> draft of the 2020 Airport Operating and Capital Improvement Budget.

**c. Review Land Lease Guidelines**

The Airport Director discussed an update to the Land Lease Guidelines and the Commission will review the suggested update at the next meeting.

**d. Airport Commission Annual Meeting**

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year. The upcoming strategic plan will cover the business plan for the coming year. The prior year financial statement is unaudited and subject to change pending the results of the audit. The Commission discussed the nominations for Officers.

**On a motion by Com. Bowe, seconded by Com. Wells, the Commission approved the 2018 Financial Statement.**

*(Ayes 4-Nayes 0)*

**On a motion by Com. Bowe, seconded by Com. Hoeft, the Commission approved continuing the current board appointments of Chair Bill Hilgedick, Vice Chair Barry Wells and Secretary Scott Francis.**

*(Ayes 4-Nayes 0)*

**10. Discuss Future Agenda Items:**

**a. Land Lease Guidelines**

**b. 2020 Airport Operating and Capital Improvement Budget – Final Draft**

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are scheduled for July 19<sup>th</sup> and August 16<sup>th</sup> at 7:30 am.

**12. Adjournment:**

**On a motion by Com. Bowe, seconded by Com. Wells, the meeting was adjourned at 1:09 pm.**

*(Ayes 4-Nayes 0)*

Respectfully Submitted,

Barry Wells, Acting Secretary