

MINUTES

Chippewa Valley Regional Airport Commission
Friday, July 19, 2019, 7:30 am
Airport Commission Room
3800 Starr Avenue, Eau Claire, WI

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

MEMBERS ABSENT: Scott Francis

OTHERS PRESENT: Amy Michels-Mead & Hunt, Todd Littfin-Smokin' Rivet Airparts, Todd Norrell-Maintenance Supervisor, 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, Peter Hoeft, Chuck Hull, Bert Moritz and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **July 19, 2019 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the July 19, 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. Bowe, seconded by Com. Wells, 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 for the year.
 - **Car Rental Operations**

Car Rental Operations were not yet available for the month.
 - **Tower Operations**

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

There are seven T-hangars available in the north hangar area.
6. **Public Comment Period:** None

7. Operational Matters:

a. Airport Operations Report

- **TSA New Equipment Update:** The Airport Director discussed the new checked baggage equipment that the TSA is anticipating installation of in the upcoming months. Minimal modifications will be necessary, but some wall moves and electrical work will be necessary to accommodate the larger equipment. TSA will cover any electrical expense.
- **Airport Audit Report:** The Airport Director discussed the Airport Audit Report that will be distributed to the Eau Claire County Board.
- **Duties During Airport Director Absence:** The Airport Director discussed the duties that will be handled by other individuals and departments during her absence.
- **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:** The August Operational Review covered New Tenant Development. There was discussion about the County zoning changes to accommodate non aeronautical use in the future and possible Mayo hangar development. There will also be two box hangars constructed in 2020 per the capital improvement budget.

c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** Construction is underway, but temporarily on hold. The concrete mix has been resubmitted for 28-day approval. The ASR tests passed the 14-day test and construction is expected to resume on August 26th.
- **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation:** The project is awaiting FAA funding and the grant is expected by the end of September 2019

8. Previous Business:

a. 2020 Airport Budget Form

On a motion by Com. Bowe, seconded by Com. Hoeft, the 2020 Airport Budget Form was approved as submitted.

(Ayes 6-Nayes 0)

9. New Business:

a. Utility Request Letter

The Airport Director discussed the Utility Request Letter and easement requests.

On a motion by Com. Moritz, seconded by Com. Bowe, the Commission approved the Utility Request Letter giving latitude for negotiations if a change is warranted.

(Ayes 6-Nayes 0)

b. Request to Film at the Airport

The Airport Director discussed the request from an individual that has received a grant through Visit Eau Claire to film some scenes at the Airport for a movie they are making. Commissioners agreed to proceed stipulating the Airport would not 1] be specifically identified in the film nor 2] incur costs associated for the filming and 3] the filming would not pose an interruption to the business of the airport or any of its concessionaires.

c. Approval to ACDBE Plan and Goals 2020-2022

The Airport Director discussed the ACDBE program and the Plan and Goals for 2020-2022.

On a motion by Com. Bowe, seconded by Com. Hull, the ACDBE program and the Plan and Goals for 2020-2022 were approved as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings is scheduled for Monday, September 16th at 11 am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Wells, the meeting was adjourned at 8:35 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Barry Wells, Acting Secretary