

MINUTES

Chippewa Valley Regional Airport Commission
Friday, January 17, 2020, 7:30 am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

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

MEMBERS ABSENT: Scott Francis and Peter Hoefft

OTHERS PRESENT: Amy Michels-Mead & Hunt, Ron Ford-Menards, Heather DeLuka-Airport Neighborhood Association, 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, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **December 20, 2019 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hull, the minutes of the December 20, 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**

Commissioners discussed a project reimbursement owed to the airport by the State of Wisconsin for AIP 39. It was the preference of the Commissioners to be reimbursed the full amount pre-paid for the project and then pay the amounts due to the State for AIP 39, 40 and 41.

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**

Airline Enplanements are up overall for the year and at their highest since 2004.
 - **Car Rental Operations**

Cars rented are up overall for the year.
 - **Tower Operations**

Tower Operations are down overall for the year.

c. **Hangar Occupancy:**

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

6. **Public Comment Period: None**

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Survey Results:** The Airport Director reviewed the General Aviation and Passenger Survey results and comments from 2019.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2019.

b. **Airport Strategic Plan Update/Review: None.**

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Project is on hold until spring when painting and crack sealing will be completed.
- **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation:** Project on hold until FY21.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and WHA/WHMP FFY20:** Bids and contracts are being worked on for AIP 45 projects.
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations FFY22:** Environmental work is on hold until Spring.
- **State Aid 65 Equipment Procurement Project:** Tractor project out for bid.
- **State Aid Equipment Storage Building Addition Project:** State working on a consultant selection.
- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update FFY21:** The Airport Director and Commission discussed the three options for possible ARFF Building rehabilitation or reconstruction.

On a motion by Com. Bowe, seconded by Com. Wells, the Commission voted to pursue Option C of the ARFF Building Rehab project recommendations unless the FAA denies the request, in which case, pursue Option A.

(Ayes 5-Nayes 0)

8. **Previous Business:**

a. **Airport Recognition Program Quarter 4 - 2019 Award:**

Commissioners selected Todd Norrell from CVRA as the Quarter 4 - 2019 Recognition Program recipient. Todd was nominated three times for providing excellent customer service and for going the extra mile.

9. New Business:

- a. **2020 Airport Marketing Plan:** The Airport Director and Commission discussed the options for the 2020 Airport Marketing plan. The 2020 marketing budget has been increased by \$5,000 and multiple options were discussed for possible changes.

On a motion by Com. Hull, seconded by Com. Bowe, the 2020 Airport Marketing Plan was approved with the addition of 3 months of the Advance Premium Platform from Advanced Media.

(Ayes 5-Nayes 0)

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for February 21st, March 20th and April 17th, all at 7:30 am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Wells, the meeting was adjourned at 9:05 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Barry Wells, Acting Secretary