

MINUTES

Chippewa Valley Regional Airport Commission
Friday, February 21, 2020, 7:30 am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

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

MEMBERS ABSENT: Peter Hoefft

OTHERS PRESENT: Amy Michels-Mead & Hunt, Andy Benware-Menards, Jeff Husby-Hawthorne Aviation, 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, Scott Francis, Bill Hilgedick, Bert Moritz and Barry Wells were present. Commissioner Chuck Hull arrived at 7:32 am.
4. **Approval of Minutes:**
 - a. **January 17, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the January 17, 2020 meeting were approved as submitted.
(Ayes 5-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. Francis, the expense vouchers were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

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

Cars rented 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.

6. **Public Comment Period:** Heather DeLuka spoke on the air traffic control tower.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Preferred Corporate Parking:** Commission Francis proposed adding a few sign-posted spots in the long-term parking lot for our Corporate and/or United Premier members as a way of showing our appreciation. It was suggested that the sign include a message such as “Thank You for Flying EAU” or “CVRA appreciates your patronage”.

On a motion by Com. Moritz, seconded by Com. Wells, the Commission voted to add five parking spaces for our Corporate and/or United Premier members for a trial period of one year effective May 1, 2020.

(Ayes 6-Nayes 0)

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Airport Director noted that we have just signed on to host the AirPower History Tour August 19-23, 2020

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

- **Operational Review:** The February Operational Review covered Staffing. The Airport Director and Maintenance Supervisor will continue to work on possible part-time employee staffing options.

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Project is on hold until spring when painting and crack sealing will be completed.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and WHA/WHMP FY20:** Multi-Function Equipment bid documents are in progress with delivery not expected until sometime in 2021
- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update FY21:** Projects planned for FY21 budget and FY22 construction
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations FY22:** Environmental work is on hold until Spring. Construction expected in calendar year 2023.
- **State Aid 65 Equipment Procurement Project:** Tractor has been ordered with delivery expected within 90 days
- **State Aid Equipment Storage Building Addition Project:** Consultant selection in progress.

8. **Previous Business: None**

9. New Business:

- a. Airport Equipment Purchase:** The Airport Director discussed the opportunity to purchase a piece of used Multi-Function Equipment from the Appleton Airport. The 1999 Oshkosh H Series equipment will cost \$25,000 plus an additional cost to transport the equipment and components to Eau Claire. Some additional maintenance related items will be needed in the next year including new tires and a block heater.

On a motion by Com. Bowe, seconded by Com. Hull, the Commission approved the purchase of the multi-function equipment at the cost of \$25,000 plus shipping.

(Ayes 6-Nayes 0)

- b. Airport Entrance Sign Updates:** The Airport Director and Commission discussed the options for updates to the entrance sign. The 2020 budget includes \$10,000 to reskin the entrance sign, but the Airport Director would like direction from the Airport Commission on whether they wish to keep the electronic message center in the entrance sign. Commissioners discussed and agreed the electronic message center should remain and a future airport budget should include dollars for a full color message center.

10. Discuss Future Agenda Items:

- a. Restaurant Lease**

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for March 20th and April 17th.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Wells, the meeting was adjourned at 9:01 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary