

MINUTES

Chippewa Valley Regional Airport Commission
Friday, July 23, 2021, 7:30 am
Airport Terminal Conference Room

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick and Barry Wells were present.

MEMBERS ABSENT: Peter Hoefft, Chuck Hull and Kevin Stelljes

OTHERS PRESENT: Amy Michels-Mead & Hunt, Jeff Husby and Shawn Styer-Hawthorne Aviation, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Associate were present.

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 and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **June 18, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the June 18, 2021 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. Francis, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 4-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up for the month and for the year; only down 7% from 2019.
 - **Car Rental Operations**

Cars rented are up for the month and for the year; 85% over 2020, 32% down from 2019
 - **Tower Operations**

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

There are no hangar vacancies. We are at full occupancy with multiple individuals on the t-hangar and box hangar waiting lists.

6. **Public Comment Period:** Neighborhood Association representative Heather Deluka inquired about the recent local news story regarding local Eau Claire wells being closed down and if the Airport is still utilizing the problematic foam. Jeff Husby from Hawthorne Aviation noted that they acquired another Citation 650 and that they are at capacity. They look forward to the corporate hangar being built in the next year. He also introduced their new Line Supervisor, Shawn Steyer.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airline and General Aviation Surveys:** The Commission discussed the surveys responses from the first half of the year.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. **Airport Strategic Plan Update/Review**

- **Operational Review:** The July operational review covered Fuel Flowage Fees, Landing Fees, Terminal Parking Fees and Maintenance and Tower Facilities Maintenance. The Commission discussed the timing to increase the long-term Parking fee of \$5.00 per calendar day that has been in place for more than 10 years. As we will be upgrading the parking equipment later this year, it was suggested that we increase the parking fee to \$7.00 per calendar day.

On a motion by Com. Bowe, seconded by Com. Francis, the Airport Commission approved forwarding a resolution to the Eau Claire County Board to increase the long-term parking fee \$7.00 per calendar day effective with the installation of the new parking equipment.

(Ayes 4-Nays 0)

c. **Project Summary**

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** SRE Equipment is in progress and the Markings are complete
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** Fence design is in progress
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** Project is bid, waiting on funding to begin
- **AIP 49 ARFF Building Reconstruct – FY22:** Design is on hold, waiting on funding
- **AIP 50 Master Plan Update – FY21:** Moved to 2022 due to funding availability
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22**
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** In progress
- **K-Row Hangar Construction Project – FY20:** Pavement will be replaced next week and the roof is scheduled for delivery in August.
- **Airport Parking Equipment Replacement – FY21:** Proposals have been reviewed and interviews are taking place today.
- **Corporate Hangar Construction – FY21:** Project is waiting for bid authorization today and scheduled to go to bid August 19.

8. Previous Business:

a. **Airport Recognition Program Quarter 2 - 2021 Award:** Commissioners selected Patrick Boos from CVRA as the Quarter 2 - 2021 Recognition Program recipient. He was nominated this quarter for going above and beyond to assist with repairs after the airfield sustained lightning damage.

b. **2022 Operating and Capital Improvement Budget – Amended:** The Airport Director noted amendments for Position Changes and adding an EV Charging Station.

On a motion by Com. Wells, seconded by Com. Francis, the 2022 Operating and Capital Improvement Budget was approved as amended.

(Ayes 4-Nayes 0)

c. **Airport Land Lease Guideline:** The Airport Director and Commission discussed the proposed changes to the Land Lease Guidelines.

On a motion by Com. Bowe, seconded by Com. Francis, the Airport Land Lease Guidelines were approved as proposed including amendments.

(Ayes 4-Nayes 0)

9. New Business:

a. **Chippewa Valley Airshow Contract**

On a motion by Com. Bowe, seconded by Com. Wells, the Chippewa Valley Airshow Contract for 2022 was approved as submitted.

(Ayes 4-Nayes 0)

b. **Addendum 2 to Chippewa Valley Regional Airport Rent-A-Car Concession Agreement**

On a motion by Com. Bowe, seconded by Com. Francis, Addendum 2 to Chippewa Valley Regional Airport Rent-A-Car Concession Agreement was approved.

(Ayes 4-Nayes 0)

10. Discuss Future Agenda Items: Parking Equipment Contract, Fence Alternatives and Bid for Hangar Construction

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for August 27th, September 17th and October 15th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:47 am.

(Ayes 4-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary