

MINUTES

Chippewa Valley Regional Airport Commission
Wednesday, April 20, 2022, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby and Shawn Styer-Hawthorne Aviation, Dustin Weiker-Eau Claire County I.S., Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist were present.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoef, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **March 18, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the March 18, 2022, 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. Francis, seconded by Com. Hoef, 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 up for the year.

c. Hangar Occupancy:

We are at full occupancy with multiple individuals on the t-hangar and box hangar waiting lists.

- 6. Public Comment Period:** Jeff Husby noted that the flight instruction merger with Gibson Aviation took place on March 15th and the transition has been seamless and going well. Heather Deluka inquired about whether we knew if the Melby Street construction would be completed before the Airshow weekend as the city had proposed a June 3rd completion date.

7. Operational Matters:

a. Airport Operations Report

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Bipartisan Infrastructure Law Airport Terminal Program Grant:** The Airport Director reviewed the two grants that were applied for that could assist with the cost to install a Parking Canopy Solar Array and EV Charging Stations.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. There will be a pancake breakfast at the Airport on May 7th and an Airshow Neighborhood Meeting on May 25th.

b. Airport Strategic Plan Update/Review: None

c. Project Summary

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Project scheduled to begin on May 16th.
- **AIP 49 - ARFF Building Reconstruct– FY22:** Phase I of project is scheduled to begin on May 16th.
- **AIP 50 - Master Plan Update – FY22:** The grant application has been submitted and should be awarded Fall 2022.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Project planned to go to bid in April/May.
- **Airport Parking Equipment Replacement – FY22:** No update
- **Corporate Hangar Construction – FY22:** Project scheduled for site work to begin in May.
- **48'x48' Hangar Construction – FY22:** No update

8. Previous Business:

- a. Airport Recognition Program Quarter 1 - 2022 Award:** Commissioners selected Youa Vang from SkyWest Airlines as the Quarter 1 - 2022 Recognition Program recipient. She was nominated for going above and beyond to accommodate a large group of passengers and their luggage.
- b. CVRA Rental Car Lease Agreement Extension:** The Airport Director discussed the possibility of extending the current Rental Car Lease Agreement for another year due to the uncertainty of the current air service provider.

9. New Business:

a. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid

On a motion by Com. Francis, seconded by Com. Hull, the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid was approved as submitted.

(Ayes 6-Nayes 0)

b. Department of Transportation Bureau of Aeronautics Agency Agreement

On a motion by Com. Bowe, seconded by Com. Hoeft, the Department of Transportation Bureau of Aeronautics Agency Agreement was approved as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: Air service update and hybrid meeting opportunity

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for May 20th, June 17th, and July 15th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Bowe, the meeting was adjourned at 8:26 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary