

MINUTES

Chippewa Valley Regional Airport Commission
Tuesday, June 21, 2022, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Andy Benware-Menards, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist.

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, David Hirsch, Peter Hoeft, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **May 20, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the May 20, 2022, meeting were approved as submitted.
(Ayes 7-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. Hull, the expense vouchers were approved as submitted.
(Ayes 7-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 up for the month and down 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:** Heather DeLuka inquired about the hangar vacancies noted in the Airport operating budget calculations and the reasoning behind continuing the box hangar lease monthly discounts.
7. **Operational Matters:**
 - a. **Airport Operations Report**
 - **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
 - **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Chippewa Valley Airshow went well but had a shortened Sunday performance due to weather. Clean up was done in record time and runway construction began promptly thereafter. There will be an Eggs & Issues session through the EC Chamber of Commerce on July 15th and the Wisconsin Aviation Conference will take place in Eau Claire October 3-5.
 - b. **Airport Strategic Plan Update/Review:**

The Operational Review for June covered the Fire Station, Maintenance Shop and Airline PFC's and PFC Application. Assistance with the next PFC application will be included in the 2023 budget.
 - c. **Project Summary**
 - **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** The Rwy 4/22 rehab is in progress and the Taxiway rehab is completed. Painting is being done this week with the projects slated to be fully complete by July 4th.
 - **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
 - **AIP 50 - Master Plan Update – FY22:** Waiting on funding and expected to being mid-August.
 - **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** There is a Wildlife Fence pre-bid today and bids due July 7th. Some work expected to being in the fall.
 - **Airport Parking Equipment Replacement – FY22:** New equipment overall working, but LPR and intercom functions are not. There was discussion about whether to enable the Credit Card-In feature at the Long Term Entrance and the Commission overall agrees that we should try the option out and see how it works for our customers.
 - **Corporate Hangar Construction – FY22:** In progress.
 - **South Hangar Construction – FY22:** The 48'x48' hangars project is planned for bid in early July. The scope of the South Corporate Hangar has increased per the tenant's request so the lease rate will need to be adjusted.
8. **Previous Business: None**

9. New Business:

- a. 2023 Airport Operating and Capital Improvement Budget:** The Airport Director discussed the proposed 2023 Airport Operating and Capital Improvement Budget. There was discussion about the annual CPI increase proposed based on the 5.1% 2021 rate and forecasted 8% 2022 rate and the Commission agreed that 3% is a reasonable rate for 2023 and for the next few years. Commissioners also noted an error in the t-hangar budget calculation that the Airport Director will address.

On a motion by Com. Bowe, seconded by Com. Wells, the Commission approved the 2023 Airport Operating and Capital Improvement Budget with one amendment to the t-hangar budget.

(Ayes 7-Nayes 0)

- b. Airport Commission Annual Meeting**

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year.

On a motion by Com. Bowe, seconded by Com. Francis, the 2021 Financial Report was approved as submitted subject to the final audit.

(Ayes 7-Nayes 0)

On a motion by Com. Bowe, seconded by Com. Hull, Bill Hilgedick was re-elected as Chair, Barry Wells as Vice-Chair and Scott Francis as Secretary.

(Ayes 7-Nayes 0)

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for July 22nd, August 25th and September 16th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:28 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary