

MINUTES

Chippewa Valley Regional Airport Commission
Friday, July 22, 2022, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, David Hirsch, Peter Hoefl, Chuck Hull and Barry Wells were present. Scott Francis was present via Teams virtual meeting.

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Lucas Kline-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 Hoefl, Chuck Hull and Barry Wells were present. Scott Francis was present via Teams virtual meeting and David Hirsch left at 8:32 am.
4. **Approval of Minutes:**
 - a. **June 21, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hirsch, the minutes of the June 21, 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. Bowe, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are down for the month and up for the year. Load factor is very similar to 2021 and just down from 2019.
 - **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. June was a challenging month with runway construction closures for much of the month.

- c. **Hangar Occupancy:** There are currently two t-hangar vacancies and Commissioners discussed options for leasing them.

- 6. **Public Comment Period:** Heather DeLuka noted that an individual had inquired about how they could track how many people flew out of EAU in any given month and it was confirmed that the monthly traffic statistics provided in the Commission Packets were accurate passenger counts for each month.

- 7. **Operational Matters:**
 - a. **Airport Operations Report**
 - **Airport Terminal Program BIL Application:** The Airport Director noted that the solar power grants that we applied for were not awarded to CVRA.
 - **Airport Passenger Survey:** The Commission reviewed the Airport Passenger Survey responses for the first half of the year.
 - **Airport Site Investigation Work Plan:** The Airport Director noted the website where Commissioners and the public can find updated information on the PFAS site investigation.
 - **Airport Transition Update:** The Airport Director discussed the transition planned for SkyWest discontinuing service at EAU on 11/30/22 and Sun Country beginning on 12/1/22 and the security, parking and seating changes that are being considered to accommodate the potential increased passenger counts.
 - **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

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

The Operational Review for July covered Fuel Flowage, Landing Fees, Parking Fees and Tower maintenance.

 - c. **Project Summary**
 - **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Complete
 - **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
 - **AIP 50 - Master Plan Update – FY22:** Waiting on funding and expected to begin Fall 2022
 - **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Bids have been received and a grant application has been submitted. The FAA has indicated that funding will likely only be available for the north half of the fence project.
 - **Airport Parking Equipment Replacement – FY22:** The intercom and credit card-in functions are operational. Communication with the vendor about other challenges is ongoing.
 - **Corporate Hangar Construction – FY22:** In progress.
 - **South Hangar Construction – FY22:** The Airport Director indicated that federal infrastructure funds are available for hangar development. Commissioners agreed the Airport Director should pursue those funds for the two projects currently in design.

8. Previous Business: None

- a. Airport Recognition Program Quarter 2 - 2022 Award:** Commissioners selected Troy Batterton from Hawthorne Aviation as the Quarter 2 - 2022 Recognition Program recipient. He was nominated for going above and beyond to assist throughout the 2022 Chippewa Valley Air Show.

9. New Business:

- a. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, To wit: Confirmation of airport director performance evaluation**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 8:49 am and on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull and Wells; Nays: None.

Commission Chair Hilgedick reported in open session that the Airport Director performance evaluation was reviewed and affirmed.

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for August 25th, September 16th and October 18th.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Francis, the meeting was adjourned at 9:07 am.
(Ayes 6-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary