

## MINUTES

Chippewa Valley Regional Airport Commission  
Thursday, August 25, 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 Hoeft and Barry Wells were present.

**MEMBERS ABSENT:** David Hirsch and Chuck Hull

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby and Shawn Styer-Hawthorne Aviation, 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, Bill Hilgedick, Peter Hoeft and Barry Wells were present. Scott Francis arrived at 8:15 am.
4. **Approval of Minutes:**
  - a. **July 22, 2022 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hoeft, the minutes of the July 22, 2022, 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. Bowe, seconded by Com. Wells, the expense vouchers were approved as submitted.  
(Ayes 4-Nayes 0)
  - b. **Key Indicators:**
    - **Airline Operations**

Airline Enplanements are down for the month and up for the year. This was the first month with the reduced SkyWest/United schedule of only one departure per day (from 7/11/22 forward) and load factors are higher due to increased capacity being condensed from two daily flights into one.
    - **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 currently two t-hangar vacancies.

6. **Public Comment Period:** Heather DeLuka made comments about the recent airport disaster drill.

Jeff Husby provided information about a new aircraft being based at the airport in the future.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Airline Transition Update:** The Airport Director discussed plans to expand areas of the current long term parking lot related to the airline transition, including the potential addition of a second exit lane in 2023. Commissioners suggested the pavement be added for the second exit lane with the parking expansion, if possible.

**On a motion by Com. Bowe, seconded by Com. Hoeft, the Commission approved proceeding with the Phase I Expansion of the Airport Long Term Parking Lot.**

*(Ayes 4-Nayes 0)*

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

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

The Operational Review for August covered New Tenant Development, including airline, aviation business, non-aviation business and hangars.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** There were panels of concrete that did not meet the specifications and will need replacement or the contractor will not get paid. The State and Airport representatives will be meeting with the contractor to discuss options to remove and replace the panels.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
- **AIP 50 - Master Plan Update – FY22:** The grant agreement has been received. Waiting on the State finding to get contracts signed.
- **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 for the north half of the fence project only due to funding limitations.
- **Airport Parking Equipment Replacement – FY22:** The replacement LPR camera has been installed and the device configuration and corporate parking report option should be completed in the next couple of weeks.
- **Corporate Hangar Construction – FY22:** In progress.
- **South Hangar Construction – FY22:** The project will be changing to a federal project and will be sent to the BOA for bidding and funding.

**8. Previous Business: None**

- a. **2023 Airport Operations and Capital Improvement Budget:** The Airport Director noted the changes that were made to the budget to accommodate additional security upgrade expenses and increased utilities expenses. The Ground Handling revenue and expenses were also removed as the new ground handler for Sun Country will coordinate the ground handling efforts going forward.

**On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the 2023 Airport Operations and Capital Improvement Budget Amendments as submitted.**

*(Ayes 5-Nayes 0)*

**9. New Business:**

- a. **CBS Squared Hangar Contract Amendments:** The contract amendment is required to transition this project from a locally funded project to a federally funded project.

**On a motion by Com. Bowe, seconded by Com. Hoeft, the CBS Squared Hangar Contract Amendments were approved as submitted.**

*(Ayes 5-Nayes 0)*

- b. **Volaire Aviation Consulting Services Agreement:** The Airport Director explained that the contract for a two year term starting October 1, 2022 is to assist with ongoing air service development.

**On a motion by Com. Wells, seconded by Com. Francis, the Volaire Aviation Consulting Services Agreement was approved as submitted.**

*(Ayes 5-Nayes 0)*

- c. **Mead & Hunt Tile Replacement Design Contract:** The Commission discussed getting additional bids from engineers for the tile replacement work that is needed on much of the Airport Terminal exterior.

**10. Discuss Future Agenda Items: None**

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for September 16<sup>th</sup>, October 18<sup>th</sup> and November 18<sup>th</sup>.

**12. Adjournment:**

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

*(Ayes 5-Nayes 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**