

MINUTES

Chippewa Valley Regional Airport Commission
Friday, September 16, 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, Chuck Hull and Barry Wells were present.

MEMBERS ABSENT: David Hirsch

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Lucas Kline-Menards, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Walt Ostrander-CORBA and Kirk Gunderson-Mayo Flight Ops joined via WebEx Virtual Meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:32 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **August 25, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the August 25, 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. Wells, the expense vouchers were approved with the corrected total as \$25,861.07.
(Ayes 6-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down for the month and up 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:** There are currently two t-hangar vacancies.

6. **Public Comment Period:** Heather DeLuka inquired about the need for the security and badging updates. Jeff Husby noted that Lucas Kline was the new representative for Menard Flight Operations and Walt Ostrander from CORBA (Chippewa Off Road Bicycle Association) introduced himself and their organization (via WebEx).

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted that Sun Country had selected a ground handler to handle operations at EAU. The parking lot expansion will be presented to the Plan Commission and City Council in the coming weeks and should be paved in October.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Wisconsin Aviation Conference will take place in Eau Claire 10/3-10/5. The EAA is also sponsoring a B25 Berlin Express visit 10/6-10/9.

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

- **Operational Review:** The Operational Review for September covered the FBO lease and language.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** We are waiting for contractor response on the replacement panels of concrete.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress with Phase II likely starting next week with the demolition of the old ARFF building.
- **AIP 50 - Master Plan Update – FY22:** Waiting for contracts to get signed.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Waiting on state approval but should move forward for a winter clearing/grubbing project.
- **Airport Parking Equipment Replacement – FY22:** The LPR cameras are working and the 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 plans are in process.

8. **Previous Business: None**

- a. **Mead & Hunt Tile Replacement Design Contract:** The Airport Director discussed the amended contract and contract amount.

On a motion by Com. Bowe, seconded by Com. Wells, the Mead & Hunt Tile Replacement Design Contract was approved as submitted.

(Ayes 6-Nays 0)

9. New Business:

- a. **Airport Badge Fees:** The Airport Director discussed the security badge updates needed for all individuals needing access through the fence and proposed fees associated with these AOA and SIDA badges. The Airport Director recommended the initial badging fees be waived for existing lease holders but will charge for the annual renewals after and for any new tenants/users going forward.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved waiving the initial Airport Badge Fees for existing lease holders and current members of LLC's, Corporations and clubs.

(Ayes 5-Nayes 0-Abstain-1)

- b. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, To wit: CVRA Rental Car Lease Agreement**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 8:22 am and on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull and Wells; Nayes: None.

Commission Chair Hilgedick reported in open session that the Commission gave direction to the Airport Director to proceed with car rental lease negotiations.

10. Discuss Future Agenda Items: None

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 8:46 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary