

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, November 18, 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, Chuck Hull and Barry Wells were present.

**MEMBERS ABSENT:** Peter Hoeft

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Jody Graffunder-Hangar Tenant, Jason Dekan-Hangar Tenant, Jeff Husby-Hawthorne Aviation, Lucas Kline-Menards, Derek Smith-Midwest ATC, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Shawn Styer-Hawthorne Aviation, Heather DeLuka-Airport Neighborhood Association, Justin Hixton, Roger Bentlage and Matt Brandt joined via WebEx Virtual Meeting.

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, Chuck Hull and Barry Wells were present. David Hirsch left at 9:00 a.m.
4. **Approval of Minutes:**
  - a. **September 16, 2022 Regular Commission Meeting:**

**On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the September 16, 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. Hull, the expense vouchers for September and October were approved as submitted.**  
*(Ayes 6-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**

Airline Enplanements are down for the months of September and October and down for the year through October but load factors remain high.
    - **Car Rental Operations**

Cars rented are up for the month and for the year.

- **Tower Operations**

Tower Operations are down for September and up for October and down for the year through October.

c. **Hangar Occupancy:** There are currently three t-hangar vacancies.

6. **Aerobatic Box Presentation and Consideration of Request for Letter of Support:** Jody Graffunder provided a presentation and discussion related to the proposed addition of an Aerobatic Box at EAU.

a. **Public Comment Opportunity Specific to Aerobatic Box Discussion:** Multiple individuals provided questions and discussion.

**On a motion by Com. Francis, seconded by Com. Hirsch, the Commission directed the Airport Director to submit a letter of support for the Aerobatic Box with the condition that the proposal be presented to the Airport Neighborhood Association.**

*(Ayes 5-Nayes 1)*

7. **Public Comment Period:** None

8. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted that the parking lot expansion has been graveled and curbed and will be paved in the spring. The Airport Security Plan is nearly completed and approved and more than 160 individuals have been badged so far under the new security plan.
- **FAA Annual Inspection:** The Airport Director noted that the inspection went very well and that there were no compliance issues.
- **Airport Quarterly Report:** The Commission reviewed the quarterly report.
- **Rent A Car Concession Agreement:** The agreement has been negotiated within the terms the Commission set and we are now working toward final execution.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Sun Country inaugural flight will be held on December 1<sup>st</sup>.

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

- **2020-2022: Plan Update:** No update.
- **Operational Review:** The Operational Review for November covered hangar leases and maintenance.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** No update.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress.
- **AIP 50 - Master Plan Update – FY22:** The internal kickoff meeting will be held in November with a presentation to the Commission in December.

- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Pre-construction meeting scheduled for early December.
- **Airport Parking Equipment Replacement – FY22:** Most issues have been resolved with a few punch list items remaining.
- **Corporate Hangar Construction – FY22:** In progress.
- **South Hangar Construction – FY22:** Design work is in progress and is preparing for bid.

**9. Previous Business:**

- Airport Recognition Program Quarter 3 - 2022 Award:** Commissioners selected Sam Youngquist from SkyWest Airlines as the Quarter 3 - 2022 Recognition Program recipient. He was nominated for going above and beyond to assist with a passenger that showed signs of dementia and was in distress.

**10. New Business:**

- Resolution to Reapply for a Class B Liquor License for Hangar 54 Grill**  
**On a motion by Com. Francis, seconded by Com. Bowe, the Resolution to Reapply for a Class B Liquor License for Hangar 54 Grill approved as submitted.**  
*(Ayes 5-Nayes 0)*

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

**12. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for December 16<sup>th</sup>, January 20<sup>th</sup>, 2023, and February 17<sup>th</sup>, 2023.

**13. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 9:09 am.**  
*(Ayes 5-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary