

MINUTES

Chippewa Valley Regional Airport Commission
Friday, December 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, David Hirsch, Chuck Hull and Barry Wells were present.

MEMBERS ABSENT: Peter Hoeft

OTHERS PRESENT: Shawn Styer-Hawthorne Aviation, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Specialist. Heather DeLuka-Airport Neighborhood Association, Amy Michels, Evan Barrett and Rob Simms-Mead & Hunt 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 and Barry Wells were present. David Hirsch and Chuck Hull arrived at 7:33 a.m.
4. **Approval of Minutes:**
 - a. **November 18, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the November 18, 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 for November were approved as submitted.
(Ayes 4-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down for the month and for the year.
 - **Car Rental Operations**
Cars rented are down for the month and up for the year.
 - **Tower Operations**
Tower Operations are down for the month and for the year.
 - c. **Hangar Occupancy:** There are currently three t-hangar vacancies.

6. **Public Comment Period:** Heather DeLuka inquired about what size aircraft typically fly into EAU and are those all listed in the Master Plan documents or are just some listed.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted some updates regarding advertising, implementing “Free Parking Fridays” in January and the changes to the seating reconfiguration in the terminal lobby and secured areas. Also noted was that the FBO has added security access control that we are splitting the cost of and that the final Security Plan was approved and we have badged more than 280 individuals. The Hangar 54 Grill will also be opening earlier on days with late morning departures. They have a quick menu for passengers/customers, as well.
- **Annual Airport Audit:** The Airport Director briefly discussed the Annual Airport Audit.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Sun Country inaugural flight will be held on December 1st.

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

- **Operational Review:** The Operational Review for December covered Air Terminal 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:** Discussed with Agenda Item 9a.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Pre-construction meeting was December 14th.
- **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:** In progress.

8. **Previous Business: None**

9. **New Business:**

- a. **Master Plan Kickoff Presentation and Discussion:** Rob Sims from Mead & Hunt discussed the upcoming Master Plan process and open house scheduled for February 16th, 2023.

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

11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for January 20th, February 17th, and March 17th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Francis, the meeting was adjourned at 8:39 am.

(Ayes 6-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary