

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, January 20, 2023, 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 Hoefl

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Shawn Styer-Hawthorne Aviation, Lucas Kline-Menards, Heather DeLuka-Airport Neighborhood Association, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Charity Zich-Airport Director joined via WebEx Virtual Meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, Bill Hilgedick, Chuck Hull and Barry Wells were present. Rick Bowe arrived at 7:33 a.m. and David Hirsch arrived at 7:37 a.m.
4. **Approval of Minutes:**
  - a. **December 16, 2022 Regular Commission Meeting:**

**On a motion by Com. Wells, seconded by Com. Hull, the minutes of the December 16, 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. Francis, seconded by Com. Wells, the expense vouchers for November were approved as submitted.**  
*(Ayes 5-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 noted that Jody Graffunder had presented on the Aerobatic Box proposal at the last Airport Neighborhood Association meeting.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted that the parking lot expansion gravel work was completed, but that a decision on whether to pave additional spaces will hold until spring.
- **2022 Airline Survey:** The Commission reviewed the 2022 Airline Survey results.
- **Aerobatic Box Letter:** The Airport Director discussed the letter that was submitted in support of the Aerobatic practice area.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** No update.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress. Completion expected for mid-March.
- **AIP 50 - Master Plan Update – FY22:** Open House scheduled for February 16<sup>th</sup>.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** The tree clearing is scheduled to begin the week of January 23rd. The Airport Director noted the options researched for replanting trees in the area to offset the removal of 130 acres of trees at CVRA. There are options to contribute to the 300 acres being planted in Clark County and also a possible option to contribute to the 50 acres being planted in Eau Claire County.

**On a motion by Com. Wells, seconded by Com. Francis, the Commission approved contributing \$20,000 to the Clark County Tree replanting program.**

*(Ayes 5-Nayes 1)*

- **Airport Parking Equipment Replacement – FY22:** No update.
- **Corporate Hangar Construction – FY22:** In progress. Completion expected for Spring 2023.
- **South Hangar Construction – FY22:** The South Ramp hangar project is out for bid and the multi-unit box hangar will be out for bid in the next couple of weeks.

8. **Previous Business: None**

- a. **Airport Recognition Program Quarter 4 - 2022 Award:** Commissioners selected the Chippewa Valley Regional Airport Maintenance Team as the Quarter 4 - 2022 Recognition Program recipient. They were nominated for their hard work and extra hours during some extremely challenging winter weather in December.

**9. New Business:**

**a. ACDBE Plan and Goals for FFY 2023-2025**

**On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the ACDBE Plan and Goals for FFY 2023-2025 as submitted.**

*(Ayes 6-Nayes 0)*

**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: Lease Agreement with The Landline Company**

**On a motion by Com. Wells, seconded by Com. Hirsch, the Commission entered into closed session at 8:05 am and on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hirsch, Hull and Wells; Nayes: None.**

**Commissioners reviewed The Landline Company lease agreement and gave the Airport Director direction to proceed with The Landline Company lease agreement.**

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

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for February 17<sup>th</sup>, March 17<sup>th</sup> and April 21<sup>st</sup>.

**12. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:18 am.**

*(Ayes 6-Nayes 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**