

MINUTES

Chippewa Valley Regional Airport Commission
Friday, February 17, 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 Hoeft

OTHERS PRESENT: Amy Michels-Mead & Hunt, Shawn Styer and Jeff Husby-Hawthorne Aviation, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Kevin Stelljes 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, Chuck Hull and Barry Wells were present. David Hirsch arrived at 7:36 a.m.
4. **Approval of Minutes:**
 - a. **January 20, 2023 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the January 20, 2023, meeting were approved as submitted.
(Ayes 5-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 up over 2022.
 - **Car Rental Operations**
Cars rented are up over 2022.
 - **Tower Operations**
Tower Operations are down from 2022.
 - c. **Hangar Occupancy:** There are currently three t-hangar vacancies and approximately a dozen names on the box hangar waiting lists.

6. **Public Comment Period:** Heather DeLuka inquired about how many of the 7 commission members are from Eau Claire County (4) and how many are from Chippewa County (3).

7. **Operational Matters:**

a. **Airport Operations Report**

- **Commissioner Appointments:** Commissioner Bowe announced that he would not seek another reappointment to the Airport Commission, so Chippewa County is seeking residents of Chippewa County to serve on the Commission.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The Operational Review for February covered staffing.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** No update.
- **AIP 49 - ARFF Building Reconstruct– FY22:** In progress. Substantial completion expected for mid-March.
- **AIP 50 - Master Plan Update – FY22:** Public Open House took place on February 16th. Information on the open house is available on the airport website.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** The tree clearing portion of the project is underway. The Commission previously approved the option to contribute to the 300 acres of trees being planted in Clark County and had further discussion about the two options to contribute to Eau Claire County.

On a motion by Com. Francis, seconded by Com. Hirsch, a proposal to allocate \$20,000 to the Eau Claire Country Land Stewardship account to be spent on wildlife habitat or tree planting failed.

(Ayes 3-Nayes 3)

On a motion by Com. Francis, seconded by Com. Hirsch, a proposal to allocate \$20,000 to the Eau Claire Country Land Stewardship account contingent on the funds being spent on wildlife habitat or tree replanting was approved as submitted.

(Ayes 5-Nayes 1)

- **Airport Parking Equipment Replacement – FY22:** Payment has been made for most of the project, however \$10,000 remains pending completion of custom reporting.
- **Corporate Hangar Construction – FY22:** In progress with the current scheduled showing a completion in early May.
- **South Hangar Construction – FY22:** The South Ramp hangar project bidding has been delayed pending FAA approval.

8. Previous Business: None

9. New Business:

a. Airport Passenger Facility Charge Contract

On a motion by Com. Bowe, seconded by Com. Wells, the Commission approved the Mead & Hunt Contract for Airport Passenger Facility Charge Application Assistance as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for March 17th, April 21st and May 19th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:59 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary