

MINUTES

Chippewa Valley Regional Airport Commission
Friday, April 21, 2023, 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, Shawn Styer-Hawthorne Aviation, Lucas Kline-Menards, Scott Smith-Nordson EDI, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:33 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. **February 17, 2023 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the February 17, 2023, 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. Bowe, seconded by Com. Wells, the expense vouchers for February were approved as submitted.
(Ayes 6-Nayes 0)

On a motion by Com. Bowe, seconded by Com. Francis, the expense vouchers for March approved as submitted.
(Ayes 6-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are up for the months of February and March over 2022.
 - **Car Rental Operations**
Cars rented are up for the months of February and March over 2022.

- **Tower Operations**

Tower Operations are up for the months of February and March over 2022.

- c. **Hangar Occupancy:** There are currently three t-hangar vacancies and approximately a dozen names on the box hangar waiting lists. Two of the t-hangars have leases that will begin May 1st.

- 6. **Public Comment Period:** Heather DeLuka inquired about when the next Master Plan Public Meetings will take place. The next public meeting is currently scheduled for August.

- 7. **Operational Matters:**

- a. **Airport Operations Report**

- **Airport Ownership and Operation Agreement:** The Airport Director noted that both the Eau Claire and Chippewa County Boards unanimously approved the next 5-year Airport Ownership and Operation Agreement. This agreement begins 1/1/2024 and the funding to the airport in the new agreement will not increase over the 2023 funding amount for the entire 5-year term of the new agreement.
- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Airport CY2022 Annual Report:** The Commission reviewed the Airport CY2022 Annual Report.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The April Operational Review was for Grounds Maintenance. Commissioners suggested sharing the snow removal priority list with hangar tenants.

- c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Pavement removal and replacement is proposed to take place overnight during 1 weekend in June.
- **AIP 49 - ARFF Building Reconstruct– FY22:** Project is nearly completed with final inspections to be done in April.
- **AIP 50 - Master Plan Update – FY22:** In progress. The next public meeting is currently scheduled for August.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update.
- **Airport Parking Equipment Replacement – FY22:** Completed.
- **Corporate Hangar Construction – FY22:** In progress with the current schedule showing completion in early June.
- **South Hangar Construction – FY22:** The South Ramp hangar construction project is currently out for bid as is the multi-unit project.

- **Terminal Parking Lot Addition – FY22:**
On a motion by Com. Wells, seconded by Com. Bowe, the Commission approved proceeding with the proposal to pave the parking lot addition and install the infrastructure and equipment for the second exit lane.
(Ayes 6-Nayes 0)

8. Previous Business:

- Airport Recognition Program Quarter 1 - 2023 Award:** Commissioners selected Wyatt George from the Chippewa Valley Regional Airport as the Quarter 1 - 2023 Recognition Program recipient. He was nominated for going the extra mile to help retrieve some misplaced rental car keys.

9. New Business:

- Rally for Air Service Membership:** The Airport Director discussed the Rally for Air Service Membership and the benefits and description of the group.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the Rally for Air Service Membership.

(Ayes 6-Nayes 0)

- 2023 Airport Marketing Plan:** The Airport Director discussed the 2023 Airport Marketing Plan.

On a motion by Com. Bowe, seconded by Com. Hull, the Commission approved the 2023 Airport Marketing Plan as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: Hangar Project Bids and Mayo Lease

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for May 19th, June 16 and July 21.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Hoeft, the meeting was adjourned at 8:45 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary