

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, May 19, 2023, 7:30 a.m.**  
**Airport Terminal Conference Room**  
**3800 Starr Ave, Eau Claire, WI**

**MEMBERS PRESENT:** Commissioners Scott Francis, Bill Hilgedick, David Hirsch, Chuck Hull, Scott Smith and Barry Wells were present.

**MEMBERS ABSENT:** Peter Hoelt

**OTHERS PRESENT:** Shawn Styer-Hawthorne Aviation, Lucas Kline-Menards, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Amy Michels & Brandon Halverson from 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 Scott Francis, Bill Hilgedick, David Hirsch, Chuck Hull, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
  - a. **April 21, 2023 Regular Commission Meeting:**

**On a motion by Com. Wells, seconded by Com. Smith, the minutes of the April 21, 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. Francis, seconded by Com. Hull, the expense vouchers for April were approved as submitted.**  
*(Ayes 6-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**

Airline Enplanements are up for the month and for the year.
    - **Car Rental Operations**

Cars rented are up for the month and for the year.
    - **Tower Operations**

Tower Operations are up for the month and for the year.
  - c. **Hangar Occupancy:** There is currently one t-hangar vacancy and approximately a dozen names on the box hangar waiting lists.

6. **Public Comment Period:** None.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Clark County Forestry Letter:** The Airport Director shared the letter that was received from Clark County regarding the donation towards their tree planting program.
- **Airport Quarterly Report:** The Commission reviewed the Q1 Airport Quarterly Report.
- **AECOM Proposal:** The Airport Director discussed the proposal from AECOM for the ongoing site investigation.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events. The Airport Director noted that Gibson Aviation and the TSA have been of great help with several school tours recently.

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

- **Operational Review:** The May Operational Review covered Airport Security, the Perimeter Fence and Technology.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** The pavement removal and replacement runway closure is scheduled for June 9-12.
- **AIP 49- Corporate Hangar Construction – FY22:** In progress.
- **AIP 50/52 - ARFF Building Reconstruct– FY22:** The Airport has taken occupancy of the building and there are a few punch list items left to complete.
- **AIP 51 - Master Plan Update – FY22:** In progress.
- **AIP 53 - Phase II Design and Phase I Construction Wildlife Fence and Wildlife Study Recommendations – FY22:** The fence replacement has begun on the west side of the airport.
- **South Hangar Construction – FY23:** The South Ramp hangar construction project received bids in early May and the multi-unit hangar construction project goes to bid next week.

**On a motion by Com. Francis, seconded by Com. Hirsch, the Commission approved the motion to apply for infrastructure funding for the South Hangar Projects.**

*(Ayes 6-Nays 0)*

- **Terminal Tile Replacement – FY23:** Mead & Hunt provided a presentation addressing multiple tile replacement materials and proposals. The consensus of the Commission was to proceed with the Laminate option and requested pricing for completely replacing the tile both inside and outside of the main and south entrances.
- **Terminal Parking Lot Addition – FY23:** No update.

**8. Previous Business:**

- a. **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: Hangar Lease for New Hangar Construction**

**On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:57 am and on the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hull, Smith and Wells; Nays: None.**

**Commissioners returned from closed session at 9:19 am.**

**9. New Business:**

- a. **Approval to Proceed with South Hangar Area Paving:**

**On a motion by Com. Francis, seconded by Com. Wells, the motion to proceed with the South Hangar Area Paving was approved as submitted.**

*(Ayes 6-Nays 0)*

**10. Discuss Future Agenda Items: Tile Replacement**

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for June 16, July 21 and August 18.

**12. Adjournment:**

**On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 9:20 am.**

*(Ayes 5-Nays 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**