

MINUTES

Chippewa Valley Regional Airport Commission
Friday, June 16, 2023, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: None

OTHERS PRESENT: Shawn Styer and Jeff Husby-Hawthorne Aviation, Amy Michels-Mead & Hunt, 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 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, Bill Hilgedick, David Hirsch, Peter Hoeft, Scott Smith, and Barry Wells were present. Commission Hull arrived at 7:32 am.
4. **Approval of Minutes:**
 - a. **May 19, 2023 Regular Commission Meeting:**

On a motion by Com. Hirsch, seconded by Com. Wells, the minutes of the May 19, 2023 meeting were approved with member present/roll call revision.
(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. Hoeft, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

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

Cars rented are down slightly for the month and up 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**

- **Aerobatic Practice Area Approved:** The Airport Director shared the letter that was received from the FAA approving the aerobatic practice area.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The June Operational Review covered Fire Station and Maintenance Shop Maintenance and the PFC Application.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** The pavement removal and replacement runway closure has been rescheduled until late July or August.
- **AIP 49 - Corporate Hangar Construction – FY21:** Project is nearing completion with partial occupancy expected soon.
- **AIP 51 - Master Plan Update – FY22:** In progress.
- **AIP 53 - Phase I Construction and Phase II Design Wildlife Fence and Wildlife Study Recommendations – FY22:** The fence replacement is nearly completed on the north half of the Airport.
- **AIP 54 - ARFF Truck Replacement – FY23:** Grant has been received and the truck is to be ordered soon.
- **AIP 55 - Phase II Fence Final Construction – FY23:** Project went to bid in May. A grant for the project is working its way through the State and Federal process.
- **AIP 56 - South Hangar Construction – FY23:** Corporate Hangar lease is under review. The Box Hangar construction bid that was received came in extremely high and the airport would not be able to charge enough rent to payback the construction during the life of the building. Bids will be rejected and the project will be reworked to see if it can be rebid through the County at a later date.
- **Terminal Tile Replacement – FY23:** The Commission discussed the options and suggested requesting bid alternatives before finalizing the project details.
- **Terminal Parking Lot Addition – FY23:** The paving and exit lane construction should begin in late June.

8. **Previous Business:** None

9. New Business:

a. 2024 Airport Operating and Capital Improvement Budget

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved the Preliminary 2024 Airport Operating and Capital Improvement Budget.

(Ayes 7-Nayes 0)

b. Airport Commission Annual Meeting

On a motion by Com. Hoeft, seconded by Com. Hull, Bill Hilgedick was re-elected as Chair, Barry Wells as Vice-Chair and Scott Francis as Secretary.

(Ayes 7-Nayes 0)

c. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, To wit: Confirmation of airport director performance evaluation and compensation.

On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:37 am on the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hirsch, Hoeft, Hull, Smith and Wells; Nayes: None.

Commissioners returned from closed session at 9:37 am. Chair Hilgedick reported that the Commission affirmed the annual performance evaluation for the Airport Director in Closed Session.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for July 21, August 18, and September 19.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 9:39 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary