

MINUTES

Chippewa Valley Regional Airport Commission
Friday, July 21, 2023, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: David Hirsch

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Dane Zook-EC County Board Supervisor, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Shawn Styer-Hawthorne Aviation attended virtually.

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, Peter Hoeft, Scott Smith, and Barry Wells were present. Commission Hull arrived at 7:33 am. Commissioner Francis departed at 8:30 am.
4. **Approval of Minutes:**
 - a. **June 16, 2023 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the June 16, 2023 meeting were approved as presented.
(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. Smith, the expense vouchers were approved as submitted.
(Ayes 5-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. The Airport Director discussed the possibility of creating a Hangar Waiting List and New Hangar Development fee policy and will put something together for a future meeting.
- 6. **Public Comment Period:** Heather DeLuka inquired about the Master Plan and who was working on it.
- 7. **Operational Matters:**
 - a. **Airport Operations Report**
 - **Possible BIL Grant Application (Rural and Tribal Assistance Pilot Program):** The Airport Director discussed the possibly grant funds associated with the BIL Grant Application and the Commission suggested applying for the grant towards a Feasibility Study on energy efficiency.
 - **C-Row Door Motor Replacement Options:** The Airport Director discussed the need for replacement of several of the C-Row Hangar Door motors and the discount available for purchasing 4 motors.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved the purchase of (4) replacement hangar door motors.
(Ayes 6-Nayes 0)
 - **2023 Airline and General Aviation Surveys:** Commissioners reviewed the 2023 Airline and General Aviation Surveys for Q1 and Q2.
 - **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.
 - b. **Airport Strategic Plan Update/Review:**
 - **Operational Review:** The July Operational Review covered Operational Rates and Charges including Fuel Flowage and Landing Fees, and Terminal Parking and Maintenance and Tower Facilities Maintenance.
 - c. **Project Summary**
 - **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** The pavement removal and replacement runway closure is scheduled for August.
 - **AIP 49 - Corporate Hangar Construction – FY21:** Project is nearing completion with occupancy expected soon.
 - **AIP 51 - Master Plan Update – FY22:** In progress. The next public meeting is scheduled for October. The Master Plan team will provide an update to the Commission at the August meeting.
 - **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:** The truck has been ordered.
 - **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:** The Airport Director was recently informed of some issues with the bid documents that are being reviewed.
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** The Commission discussed the 2024 BIL funding available for taxilane projects.
On a motion by Com. Wells, seconded by Com. Hoeft, the Commission approved the motion to fund the taxilane pavement not eligible for AIP funding with BIL grant funds.

(Ayes 5-Nayes 0)

- **Terminal Tile Replacement – FY23:** The engineer is putting together documents for the project to go to bid in August.
- **Terminal Parking Lot Addition – FY23:** The first lift of pavement is on and waiting for the second lift before the electrical and parking equipment are installed.

8. Previous Business:

a. 2024 Airport Operating and Capital Improvement Budget:

On a motion by Com. Hoeft, seconded by Com. Smith, the Commission approved the 2024 Airport Operating and Capital Improvement Budget as presented.

(Ayes 5-Nayes 0)

b. Airport Recognition Program Quarterly Recipient: Commissioners selected Perry White from the TSA as the Quarter 2 - 2023 Recognition Program recipient. He was nominated for going the extra mile.

9. New Business:

a. Car Rental Lease Renewal: The Commission discussed the next Car Rental Lease agreement or renewal option and Customer Facility Charge addition. We will revisit the Lease in a future meeting.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for August 18, September 19, and October 20.

12. Adjournment:

On a motion by Com. Hoeft, seconded by Com. Hull, the meeting was adjourned at 8:48 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Barry Wells, Vice Chair