

MINUTES

Chippewa Valley Regional Airport Commission
Friday, August 18, 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 Hoeft

OTHERS PRESENT: Amy Michels, Rob Sims, Anthony Gonzales-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Mary McManus - Airport Neighbor, Shawn Styer-Hawthorne Aviation, 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, Chuck Hull, Scott Smith, and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **July 21, 2023 Regular Commission Meeting:**

On a motion by Com. Hirsch, seconded by Com. Hull, the minutes of the July 21, 2023 meeting were approved as presented.
(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. Smith, the expense vouchers 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:** Heather DeLuka thanked the Airport and Commissioner Francis for participating in the Summer Sizzle event and also inquired about the recent touch and go military ops that she heard about on the neighborhood social media pages as well as requested clarification on an expense line item on the Quarterly Report.
7. **Operational Matters:**
 - a. **Airport Operations Report**
 - **Airport Quarterly Report:** Commissioners reviewed the Airport Quarterly Report.
 - **Digital Advertising Campaign:** Commissioners reviewed the Digital Advertising Campaign from April through June.
 - **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.
 - b. **Airport Strategic Plan Update/Review:**
 - **Operational Review:** The August Operational Review covered New Tenant Development.
 - c. **Project Summary**
 - **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** The pavement removal and replacement runway closure is scheduled for August 18-21.
 - **AIP 49 - Corporate Hangar Construction – FY21:** Final inspection for walk-through took place this week and a few punch list items remain.
 - **AIP 51 - Master Plan Update – FY22:** In progress. The Master Plan team from Mead & Hunt provided a project update presentation. The next open house is scheduled for October/November.
 - **AIP 53 - Phase I Construction and Phase II Design Wildlife Fence and Wildlife Study Recommendations – FY22:** The fence replacement has been completed and signs are being installed now and a few punch list items remain.
 - **AIP 54 - ARFF Truck Replacement – FY23:** No update.
 - **AIP 55 - Phase II Fence Final Construction – FY23:** The grant for the project is working its way through the State and Federal process. We are waiting to hear from the contractor on when they plan to start work.
 - **AIP 56 - South Hangar Construction – FY23:** The Airport Director discussed the contractor issues with bid documents and noted that the project will likely go to bid again this fall.
 - **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** No update.
 - **Terminal Tile Replacement – FY23:** There was a pre-bid meeting this month and bids are expected 8/30.
 - **Terminal Parking Lot Addition – FY23:** The paving for the 2nd exit lane has been completed and the parking equipment is expected to arrive within the next month.

8. Previous Business:

a. CBS Squared South Ramp Hangar Contract Amendment

Amendment includes additional effort to rebid the South Ramp Hangar project due to contractor issues with the prior bid. The Airport Director is working with CBS Squared to reduce the cost.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the CBS Squared South Ramp Hangar Contract amendment for \$20,000 (not to exceed) and the Value Engineering for \$18,000 (not to exceed) as presented.

(Ayes 6-Nayes 0)

b. 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: Rent-A-Car Concession Agreement Addendum 1

On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:34 am on the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hirsch, Hull, Smith and Wells; Nayes: None.

Commissioners returned from closed session at 8:45 am. Chair Hilgedick reported that the Commission provided direction to the Airport Director regarding the Rent-A-Car Concession Agreement Addendum 1.

9. New Business: None

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for September 19, October 20 and November 17. The County Board recently approved the Virtual Meeting option for Standing Committee members.

12. Adjournment:

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

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary