

MINUTES

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

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

MEMBERS ABSENT: Bill Hilgedick and Scott Smith

OTHERS PRESENT: Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Specialist. Amy Michels-Mead & Hunt and Kirk Gunderson-Mayo attended virtually.

1. **Call to Order:** Vice Chair Barry Wells called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, David Hirsch, Peter Hoeft, Chuck Hull, and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **August 18, 2023 Regular Commission Meeting:**

On a motion by Com. Hirsch, seconded by Com. Hoeft, the minutes of the August 18, 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. Hull, 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 down for the month and up for the year.
 - c. **Hangar Occupancy:** There is currently one t-hangar vacancy with some tenants moving between hangars planned in October. There are also approximately a dozen names on the box hangar waiting lists.

6. **Public Comment Period:** Heather DeLuka inquired about the increased air traffic over the last weekend and also asked if the Aerobatic Box that was proposed had been approved yet.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Audit Information:** Commissioners reviewed the Airport Audit Information that was included in the packet.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **2020-2022 Plan Update:** No update.
- **Operational Review:** The September Operational Review covered the FBO Lease and Maintenance. The Airport Director is working on clarifying the maintenance language in the FBO leases.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** The replacement pavement passed inspection and some joint sealing will be done soon which will require another runway closure.
- **AIP 49 - Corporate Hangar Construction – FY21:** The hangar is completed and occupancy has been granted. There are a few punch list items that remain.
- **AIP 51 - Master Plan Update – FY22:** In progress. The next Master Plan Public Meeting is tentatively scheduled for November 16th.
- **AIP 53 - Phase I Construction and Phase II Design Wildlife Fence and Wildlife Study Recommendations – FY22:** Phase I of the fence replacement is complete and signs are being installed shortly.
- **AIP 54 - ARFF Truck Replacement – FY23:** No update.
- **AIP 55 - Phase II Fence Final Construction – FY23:** The project is expected to begin in the spring.
- **AIP 56 - South Hangar Construction – FY23:** The bid authorization process to rebid the project in October is in progress.
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** No update.
- **Terminal Tile Replacement – FY23:** Bid have been received.
- **Terminal Parking Lot Addition – FY23:** The paving for the 2nd exit lane is complete and the parking equipment is expected to arrive within the next month.

8. Previous Business:

a. Approval to Proceed with Airport Terminal Exterior Panel Replacement Project

The Commission reviewed the bid options that were submitted and discussed.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved proceeding with the terminal tile replacement base bid pending an alternate tile option.

(Ayes 5-Nayes 0)

9. New Business:

a. South Hangar Area Land Lease Proposal

The Commission discussed the South Hangar Area Land Lease Proposal.

On a motion by Com. Hoeft, seconded by Com. Hull, the Commission approved the South Hangar Area Land Lease Proposal as submitted.

(Ayes 5-Nayes 0)

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for either October 20 or October 27, depending on Commissioner availability and confirmed for November 17 and December 15.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hoeft, the meeting was adjourned at 8:26 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary