

MINUTES

Chippewa Valley Regional Airport Commission
Friday, October 20, 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 Hoefft, Chuck Hull, Scott Smith, and Barry Wells were present.

MEMBERS ABSENT: None

OTHERS PRESENT: Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Dan Templeton-Menards, 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 Hoefft, Chuck Hull, Scott Smith, and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **September 19, 2023 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoefft, the minutes of the September 19, 2023 meeting were approved as presented.
(Ayes 7-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. Wells, 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 up for the month and for the year.
 - **Tower Operations**

Tower Operations are up for the month and for the year. The aerobatic box was activated for the first time this week.
 - c. **Hangar Occupancy:** There are currently no hangar vacancies.

6. **Public Comment Period:** Dan Templeton introduced himself as the new Aviation Business Manager for Menard, Inc. Heather DeLuka inquired about if the Airport could charge a sustainability fee for water and/or air pollution. She also noted that the Neighborhood Association is planning to have another Summer Sizzle event next summer.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Digital Advertising Campaign:** Commissioners reviewed comments from a recent social media video ad.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

b. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** No update.
- **AIP 49 - Corporate Hangar Construction – FY21:** No update.
- **AIP 51 - Master Plan Update – FY22:** No update.
- **AIP 53 - Phase I Construction and Phase II Design Wildlife Fence and Wildlife Study Recommendations – FY22:** No update.
- **AIP 54 - ARFF Truck Replacement – FY23:** No update.
- **AIP 55 - Phase II Fence Final Construction – FY23:** No update.
- **AIP 56 - South Hangar Construction – FY23:** The project has not yet gone out for bid and eligibility issues are being addressed.
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** No update.
- **Terminal Tile Replacement – FY23:** Value engineering pricing has been received and the alternate tile is less desirable than the originally quoted product.
- **Terminal Parking Lot Addition – FY23:** No update.

8. **Previous Business:**

- a. **Airport Recognition Program Quarterly Recipient:** Commissioners selected Katie Rassbach from Smokin' Rivet Airparts & Salvage as the Quarter 3 - 2023 Recognition Program recipient. She was nominated for going the extra mile.

9. **New Business:**

a. **Approval of GSA Terminal Space Lease**

On a motion by Com. Francis, seconded by Com. Hirsch, the Commission approved the 10-year GSA Terminal Space Lease as proposed.
(Ayes 7-Nayes 0)

b. **Resolution to Amend Section 12.10 of the Eau Claire County Code Regarding Flying Clubs**

On a motion by Com. Wells, seconded by Com. Hull, the Resolution to Amend Section 12.10 of the Eau Claire County Code Regarding Flying Clubs was approved as submitted.
(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: Amendment to Airport Director Employment Contract**

On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:02 am on the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hirsch, Hoeft, Hull, Smith and Wells; Nays: None.

Commissioners returned from closed session at 9:10 am. Chair Hilgedick reported that the Commission gave direction on potential contract amendments.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for November 17, December 15 and January 19, 2024.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:11 am.

(Ayes 7-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary