

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, November 17, 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, and Scott Smith were present.

MEMBERS ABSENT: Commissioner Barry Wells

OTHERS PRESENT: Heather DeLuka and Jon Myre-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Amy Michels-Mead & Hunt, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist. Scott Lystrup-Hangar Tenant attended virtually.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, and Scott Smith were present. Commissioner David Hirsch arrived at 7:32. Chair Bill Hilgedick left at 8:04 am.
4. **Approval of Minutes:**
 - a. **October 20, 2023 Regular Commission Meeting:**

On a motion by Com. Hoeft, seconded by Com. Hull, the minutes of the October 20, 2023 meeting were approved as submitted.
(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 presented.
(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 down for the month and up for the year.

8. Previous Business:

- a. **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: Hangar Lease and New Hangar Construction**

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

Commissioners returned from closed session at 8:17 am. Secretary Francis reported that the Commission gave direction to the Airport Director on proceeding with the new hangar construction.

9. New Business:

- a. **Resolution Abolishing the Airport Maintenance Technician I Position**

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved the Resolution Abolishing the Airport Maintenance Technician I Position as presented.

(Ayes 6-Naves 0)

10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for December 15, 2023, January 19, 2024 and February 16, 2024.

12. Adjournment:

Com. Francis adjourned the meeting at 8:19 am.

Respectfully Submitted,

Scott Francis, Secretary