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

Tower Operations are down for the month and up for the year.

- **c. Hangar Occupancy:** There are two t-hangar vacancies. They are two of the largest t-hangars at the airport.
- 6. Public Comment Period: Heather DeLuka inquired about why the Airport is building more t-hangar if we can't even fill the ones we have. She also inquired about long term lease discounts on private builds and how they benefit the Airport.

7. Operational Matters:

- a. Airport Operations Report
 - Airport Quarter 3 Report: Commissioners reviewed the Quarter 3 Report.
 - Airport Community Outreach: Commissioners reviewed the Airport Community Outreach opportunities and events.

b. Airport Strategic Plan Update/Review

• **Operational Review:** The October Operational Review covered Hangar Leases and Maintenance. The Airport Director noted that personal property tax may be assessed and billed to the Airport going forward, so the Airport will have to bill Land Lease Tenants for the tax bill.

c. Project Summary

- AIP 49 Corporate Hangar Construction FY21: There are a few punchlist items remaining to complete.
- **AIP 51 Master Plan Update FY22:** The second Master Plan public Open House was held on November 16th.
- AIP 54 ARFF Truck Replacement FY23: No update.
- AIP 55 Phase II Fence Final Construction FY23: All contracts have been signed and the project is expected to begin in the spring.
- AIP 56 South Hangar Construction FY23: Bids have been received and the as read low bid total cost of construction was \$2,942,755 including all alternates. The State is working through the bid review process to determine all bid documents are in order.
- Future AIP Project for Taxilane J, K and L Reconstruct FY24: The design is in progress and the project is expected to go to bid in March.
- **Terminal Tile Replacement FY23:** The contract has been signed this week and they are working towards ordering the product and completing the installation yet this year.
- **Terminal Parking Lot Addition FY23:** The 2nd lane installation was scheduled for the end of October, but staffing changes with the vendor have postponed the install. We are still waiting for a rescheduled installation date.

- 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; Nayes: 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-Nayes 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