

MINUTES

Chippewa Valley Regional Airport Commission
Friday, December 15, 2023, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

MEMBERS PRESENT: Commissioners Bill Hilgedick, David Hirsch, Peter Hoeft, Chuck Hull, Scott Smith and Barry Wells were present. Commissioner Scott Francis attended virtually.

MEMBERS ABSENT: None

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

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 Bill Hilgedick, David Hirsch, Peter Hoeft, Chuck Hull, Scott Smith and Barry Wells were present. Commissioner Scott Francis attended virtually.
4. **Approval of Minutes:**
 - a. **November 17, 2023 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the November 17, 2023 meeting were approved as submitted.
(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. Hull, the expense vouchers were approved as presented.
(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.
 - c. **Hangar Occupancy:** There are two t-hangar vacancies.

6. **Public Comment Period:** Heather DeLuka inquired about flying clubs at the airport and if they are new to us or at all related to the new aerobatic box.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The November Operational Review covered Air Terminal Leases and Maintenance.

c. **Project Summary**

- **AIP 49 - Corporate Hangar Construction – FY21:** There are a few punchlist items remaining to complete.
- **AIP 51 - Master Plan Update – FY22:** Progress on the Master Plan continues with a possible third public open house in 2024.
- **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 State continues to work through the bid review process to determine if all bid documents are in order.
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** The Commission discussed the Taxilane K and L reconstruction project and gave direction to keep the middle taxilane connector as it is preferred by tenants.
- **Terminal Tile Replacement – FY23:** The submittals are in progress and proposed shop drawings have been submitted. The architect has provided record documents to the tile vendor who will hopefully be providing shop drawings soon.
- **Terminal Parking Lot Addition – FY23:** The 2nd lane installation is now scheduled for early 2024 after staffing changes and equipment issues from the installer have postponed the installation. We are still waiting for a final rescheduled installation date.

8. **Previous Business: None**

9. **New Business:**

a. **Approval of FAA Lease 679DCM-24-L-00040**

On a motion by Com. Wells, seconded by Com. Hull, FAA Lease 679DCM-24-L-00040 was approved as submitted.

(Ayes 7-Nayes 0)

b. **2024 Marketing Plan Draft**

On a motion by Com. Francis, seconded by Com. Smith, the 2024 Marketing Plan was approved as presented.

(Ayes 7-Nayes 0)

- c. **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: Addendum 2 to Heartland Aviation, LLC Fixed-Base Operator's Agreement**

On a motion by Com. Hirsch, seconded by Com. Hull, the Commission entered into closed session at 8:11 am on the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hirsch, Hoeft, Hull, Smith & Wells; Nays: None.

Commissioners returned from closed session at 8:43 am. Chair Hilgedick reported that the Commission gave direction to the Airport Director on proceeding with Addendum 2 to the FBO Agreement.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for January 19, February 16 and March 15.

12. Adjournment:

On a motion by Com. Smith, seconded by Com. Wells, the meeting was adjourned at 8:45 am.

(Ayes 7-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary