

MINUTES

Chippewa Valley Regional Airport Commission
Friday, January 19, 2024, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

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

MEMBERS ABSENT: None

OTHERS PRESENT: Heather DeLuka-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.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:35 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, Bill Hilgedick, David Hirsch, Peter Hoef, Chuck Hull, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **December 15, 2023 Regular Commission Meeting:**

On a motion by Com. Hirsch, seconded by Com. Wells, the minutes of the December 15, 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. The passenger counts exceeded 50,000 for the year which was 51% over 2022 and the first time we have exceeded 50,000 since 2004.
 - **Car Rental Operations**

Cars rented are up for the month and for the year. These were nearly the highest number of rentals ever, second only to 2019 which exceeded 6,000.
 - **Tower Operations**

Tower Operations are up for the month and for the year with the highest operations count since 2013.

c. **Hangar Occupancy:** There is one t-hangar vacancy.

6. **Public Comment Period:** None

7. **Operational Matters:**

a. **Airport Operations Report**

- **2023 Airline Survey:** Commissioners reviewed the Passenger Survey responses.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

b. **Airport Strategic Plan Update/Review:** None

c. **Project Summary**

- **AIP 49 - Corporate Hangar Construction – FY21:** There are a few punchlist items remaining to complete.
- **AIP 51 - Master Plan Update – FY22:** In progress.
- **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. Commissioners were supportive of adding additional signage on Airport property in areas that are not covered by the fence project to discourage non-aeronautical use.
- **AIP 56 - South Hangar Construction – FY23:** The Commission reviewed the proposed project funding structure.

On a motion by Com. Wells, seconded by Com. Hoefft, the Commission approved proceeding with sponsor-only funding for the South Hangar Construction project while the application for federal funding is pending.

(Ayes 7-Nays 0)

- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** The project is expected to go to bid in March.
- **Terminal Tile Replacement – FY23:** No update.
- **Terminal Parking Lot Addition – FY23:** The vendor indicated that the equipment should now be ready for installation in early spring.

8. **Previous Business:**

a. **Airport Recognition Program Quarterly Recipient:** Commissioners selected Gail Moore from Midwest ATC as the Quarter 4 - 2023 Recognition Program recipient. She was nominated by a student pilot for providing excellent customer service.

9. New Business:

a. Approval to proceed with Terminal Door Project

The Airport Director discussed plans to install a new egress door into the secured area of the terminal with the project estimated to cost \$25,000.

On a motion by Com. Francis, seconded by Com. Hirsch, the Commission approved proceeding with the Terminal Door project.

(Ayes 7-Nayes 0)

10. Discuss Future Agenda Items: None

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hoeft, the meeting was adjourned at 8:30 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,



Scott Francis, Secretary