

MINUTES

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

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

MEMBERS ABSENT: Bill Hilgedick and Peter Hoefl

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:** Vice Chair Barry Wells called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Scott Francis, David Hirsch, Chuck Hull, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **January 19, 2024 Regular Commission Meeting:**

On a motion by Com. Smith, seconded by Com. Hull, the minutes of the January 19, 2024 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. Hirsch, the expense vouchers were approved as presented.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are down for the month. This is related to having less flights in January 2024 than January 2023.
 - **Car Rental Operations**

Cars rented are down slightly for the month.
 - **Tower Operations**

Tower Operations are up for the month.
 - c. **Hangar Occupancy:** There is one t-hangar vacancy.

6. **Public Comment Period:** Heather DeLuka inquired about how many homes are displaced for the Airshow and if she could get a list of those names. She would need to contact the Boy Scouts for that information.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Quarterly Report:** Commissioners reviewed the Airport Quarterly Report. This report includes early year-end data and should change slightly over the coming month.
- **Digital Advertising Campaign:** Commissioners reviewed the comments from our recent Digital Advertising Campaign.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The February Operational Review covered staffing. The Airport Director noted the progress of the Eau Claire County Compensation Project.

c. **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** In progress. A March or April public meeting will be scheduled soon.
- **AIP 54 - ARFF Truck Replacement – FY23:** In progress. The truck is expected to be delivered in May or June. The Airport Director discussed some updates on Fire Fighting Foam.
- **AIP 55 - Phase II Fence Final Construction – FY23:** Submittals are in progress and the construction should start in May.
- **AIP 56 - South Hangar Construction – FY24:** No Update
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** The project is expected to go to bid in late March.
- **Terminal Tile Replacement – FY23:** No update. Tile has been measured but not yet ordered. We are still waiting on an installation date.
- **Terminal Parking Lot Addition – FY23:** The parking lot addition work has been completed and the 2nd exit lane is now in operation.

8. **Previous Business:**

- a. **Airport Hangar Waiting List Policy:** The Airport Director and Commissioners discussed the proposed Airport Hangar Waiting List Policy. Some revisions will be added and the policy will be reviewed again next month.

9. New Business:

- a. **Approval of Federal Aviation Administration Passenger Facility Charge (PFC) Application 2024-04-C-00-EAU:** The Airport Director discussed the application for \$913,766 in passenger fee collections that will go through October 2031.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the Federal Aviation Administration Passenger Facility Charge (PFC) Application 2024-04-C-00-EAU as submitted.
(Ayes 5-Nayes 0)

- b. **2025 Chippewa Valley Air Show Contract:** The Airport Director and Commissioners discussed additional language for airport security and badge fees.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the 2025 Chippewa Valley Air Show Contract with modifications to Section G to reflect the requirement to follow TSA regulations and to charge a \$15.00 AOA Badge Fee for Air Show Volunteers.
(Ayes 5-Nayes 0)

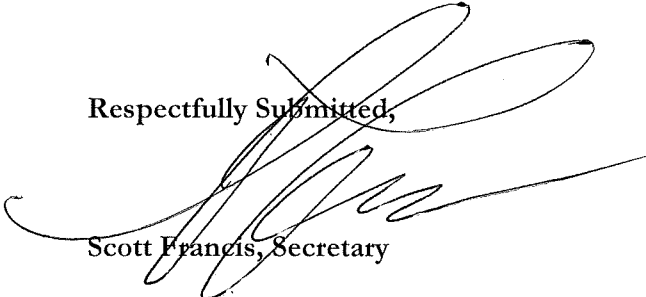
10. Discuss Future Agenda Items: None

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for March 15, April 19, and May 17.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Smith, the meeting was adjourned at 9:09 am.
(Ayes 5-Nayes 0)

Respectfully Submitted,


Scott Francis, Secretary