

MINUTES

Chippewa Valley Regional Airport Commission
Friday, April 26, 2024, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Ave, Eau Claire, WI

MEMBERS PRESENT: Commissioners Kirk Dahl, Scott Francis, Bill Hilgedick, Scott Smith and Barry Wells were present. Peter Hoeft attended virtually.

MEMBERS ABSENT: Chuck Hull

OTHERS PRESENT: Heather DeLuka-Airport Neighborhood Association, Shawn Styer-Hawthorne Aviation, Dan Templeton-Menard, Inc., 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 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Kirk Dahl, Scott Francis, Bill Hilgedick, Scott Smith and Barry Wells were present. Peter Hoeft attended virtually.
4. **Approval of Minutes:**
 - a. **March 15, 2024 Regular Commission Meeting:**

On a motion by Com. Smith, seconded by Com. Francis, the minutes of the March 15, 2024 meeting were approved as submitted.
(Ayes 6-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. Wells, 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. March of 2024 had several more seasonal flights than March of 2023.
 - **Car Rental Operations**

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

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

6. **Public Comment Period: None**

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events. The Pancake Breakfast is scheduled for May 11th from 8-11am at Hawthorne.

c. **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** No update.
- **AIP 54 - ARFF Truck Replacement – FY23:** In progress. The truck is expected to be delivered in June.
- **AIP 55 - Phase II Fence Final Construction – FY23:** Construction will begin next week.
- **AIP 57 - South Hangar Construction – FY24:** The grant was received this week.
- **Future AIP Project for Taxilane J, K and L Reconstruct – FY24:** No update.
- **Terminal Tile Replacement – FY23:** There is an issue with the installation over the existing insulation that will need to be reevaluated before construction can begin.

8. **Previous Business:**

- a. **Airport Recognition Program Quarterly Recipient:** Commissioners selected Sue Schleppebach from Great Planes Aviation as the Quarter 1 - 2024 Recognition Program recipient. She was nominated for going above and beyond in dealing with a recent significant airline delay.
- b. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(8) 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, Assignment and Assumption of Contracts and Contribution of Certain Assets, Guaranty of Contracts and Leasehold Mortgage Estoppel**

On a motion by Com. Wells, seconded by Com. Francis, the Commission entered into closed session at 7:58 am on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoefl, Smith & Wells; Nays: None.

Commissioners returned from closed session at 8:20 am. Chair Hilgedick reported that the Commission gave direction to the Airport Director on executing documents reviewed in closed session.

9. **New Business: None**

10. Discuss Future Agenda Items: Airport Director Performance Evaluation

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for May 17, June 21 and July 19.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:21 am.

(Ayes 6-Nays 0)

Respectfully Submitted,



Scott Francis, Secretary