

MINUTES

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

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

MEMBERS ABSENT: Chuck Hull

OTHERS PRESENT: Joe Hanson, Shawn Styer, Karin Rassbach & Cory Haupt-Hawthorne Aviation, Nick Fancher-PJS Holdings, Amy Michels-Mead & Hunt, Darrel Gibson-Gibson Aviation, Heather DeLuka-Airport Neighborhood Association, Jeff Husby, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Coordinator were present.

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 Kirk Dahl, Scott Francis, Bill Hilgedick, Peter Hoeft, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **June 26, 2024 Regular Commission Meeting:**

On a motion by Com. Hoeft, seconded by Com. Wells, the minutes of the June 26, 2024 meeting were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **July 8, 2024 Special Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Smith, the minutes of the July 8, 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. Hoeft, the expense vouchers and credit card charges were approved as presented.
(Ayes 6-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down slightly for June and up slightly for the year.
 - **Car Rental Operations**
Cars rented are down slightly for June and 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 and another t-hangar will be available as of August 1.

6. **Public Comment:** Heather DeLuka from the Airport Neighborhood Association inquired about what will be reviewed at the August Master Plan meeting and when the public will be able to view the approved chapters.

7. **Previous Business:**

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 July Operational Review covered Fuel Flowage Fees, Landing Fees, Terminal Parking Fees and Maintenance and Tower Facilities Maintenance.

Project Summary

- **AIP 51 - Master Plan Update – FY22:** The next public meeting will take place on August 15th.
- **AIP 54 - ARFF Truck Replacement – FY23:** The truck has been delivered and the ARFF staff will be trained on vehicle operations next week. The old ARFF truck will be cleaned of the old AFFF foam and set up to work with the new fluorine free foam soon.
- **AIP 55 - Phase II Fence Final Construction – FY23:** The fence installation is completed overall. The pedestrian gates will be installed upon delivery and access control for the electric operated gates is in the process of being installed.
- **AIP 56 - South Hangar Construction – FY24:** The project is scheduled to begin in August.
- **AIP 57/58 Project for Taxiway J, K and L Reconstruct – FY24:** Bids have been opened and the grant applications have been submitted. Planning on a Spring 2025 start.
- **Terminal Tile Replacement – FY23:** The tile is still on order and should arrive in late July. Installation planned as soon as the tile is available.

8. **New Business:**

- a. **Airport Recognition Program Quarterly Recipient:** Commissioners selected Max Tomaszoski from Hawthorne Aviation as the Quarter 2 - 2024 Recognition Program recipient. He was nominated for his solo handling of a diverted Sun Country flight.

9. **New Business:**

a. **Approval of the 2025 Airport Operations and Capital Improvement Budget**

On a motion by Com. Francis, seconded by Com. Wells, the 2025 Airport Operations and Capital Improvement Budget was approved with the addition of Capital items for the local share of remaining BIL items, crack sealing and public parking near maintenance shop.

(Ayes 6-Nayes 0)

b. **Request from Hawthorne Aviation to Subcontract for Charter and**

Maintenance Services. Joe Hanson from Hawthorne Aviation and Nick Fancher from PJS Holdings discussed the proposal.

10. **Discuss Future Agenda Items:** Badging/Security Plan and Fuel Flowage Fees

11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for August 16, September 20 and October 18.

12. **Closed Session:**

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: Request from Hawthorne Aviation to Subcontract for Charter and Maintenance Services

Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, To wit: Confirmation of airport director performance review and goal setting

On a motion by Com. Francis, seconded by Com. Smith, the Commission entered into closed session at 8:15 am on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoefl, Smith & Wells; Nayes: None.

The meeting was adjourned at 8:55 am.

Respectfully Submitted,


Scott Francis, Secretary