

MINUTES

Chippewa Valley Regional Airport Commission
Friday, August 16, 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, Chuck Hull, Scott Smith and Barry Wells were present.

MEMBERS ABSENT: None

OTHERS PRESENT: Ian Augustin & Nick Amundsen-Link Aviation, Rob Simms-Mead & Hunt, Darrel Gibson-Gibson Aviation, Charity Zich-Airport Director and Erin Switzer-Airport Administrative Coordinator and other members of the public 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, Chuck Hull, Scott Smith and Barry Wells were present. Commissioner Wells left the meeting prior to the start of the Closed Session at 8:52 am.
4. **Approval of Minutes:**
 - a. **July 19, 2024 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hoeft, the minutes of the July 19, 2024 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 and credit card charges were approved as presented.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are down for the month and for the year.
 - **Car Rental Operations**

Cars rented are down 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:** Darrel Gibson from Gibson Aviation spoke in favor of the Commission upholding the Minimum Standards.

7. **Operational Matters:**

a. **Airport Operations Report**

- **AAAE Airport Board Orientation & Training Virtual Course:** The Airport Director noted an upcoming AAAE Airport Board Orientation & Training Virtual Course that the Commission is welcome to participate in.
- **Airport Quarter 2 Report:** Commissioners reviewed the Airport Quarter 2 Report.
- **Air Passenger Survey Semi-Annual Report:** Commissioners reviewed the Air Passenger Survey Semi-Annual Report.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events. The Flying Hamburger Social event is planned for August 20th at Hawthorne Aviation.

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

- **Operational Review:** The August Operational Review covered New Tenant Development.

c. **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** Rob Simms from Mead & Hunt reviewed the Master Plan Open House Presentation.
- **AIP 54 - ARFF Truck Replacement – FY23:** The new Oshkosh Striker ARFF truck is now in operation with the new F3 foam and work is in progress to transition the backup truck to the F3 foam which does not have intentionally added PFAS.
- **AIP 55 - Phase II Fence Final Construction – FY23:** The fence installation is completed overall and some punch list items and remaining access control issues are being addressed.
- **AIP 56 - South Hangar Construction – FY24:** The project has started.
- **AIP 57/58 Project for Taxilane J, K and L Reconstruct – FY24:** The BIL grant funds have been received and the project is expected to begin in the spring.
- **Terminal Tile Replacement – FY23:** The tile has been received and the installation is expected to begin in the coming weeks.

8. **Previous Business:** None

9. **New Business:**

a. **Resolution to Amend 12.06.020 of the Eau Claire County Code: Fuel Flowage Fee**

On a motion by Com. Wells, seconded by Com. Francis, the Resolution to Amend Ordinance 12.06.020 of the Eau Claire County Code: Fuel Flowage Fee was approved as presented.

(Ayes 7-Nays 0)

- b. **Consideration of Proposal for Seasonal Airline Service:** Commissioners discussed the Proposal for Seasonal Airline Service.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved that the Airport Director pursue the proposal for Seasonal Airline Service with a maximum revenue guarantee of \$450,000.
(Ayes 6-Nayes 1)

- c. **Proposal from Link Aviation to Operate a Flight School and Aircraft Rental Business:** Ian Augustin and Nick Amundsen, Owners of Link Aviation, presented their Proposal to Operate a Flight School and Aircraft Rental Business. On a motion by Com. Hoeft, seconded by Com. Hull, the Commission approved an Agreement, including a 1-year waiver of the specified minimum standards, with Link Aviation to operate a flight school and aircraft rental business.
(Ayes 6-Nayes 0)

10. **Discuss Future Agenda Items:** EV Charging Units & Assess Airport Fees

11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for September 20, October 18 and November 15.

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: Proposal from Link Aviation to Operate a Flight School and Aircraft Rental Business

On a motion by Com. Hull, seconded by Com. Francis, the Commission entered into closed session at 8:52 am on the following Roll Call Vote – Ayes: Com. Dahl, Francis, Hilgedick, Hoeft, Hull & Smith; Nayes: None.

Commissioners returned to Open Session to take action. No Action was taken in Closed Session.

13. **Adjournment:**

On a motion by Com. Francis, seconded by Com. Smith, the meeting was adjourned at 9:12 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,


Scott Francis, Secretary