

MINUTES

Chippewa Valley Regional Airport Commission
Friday, September 20, 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 Hoefft, Chuck Hull, Scott Smith and Barry Wells were present.

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Shawn Styer-Hawthorne Aviation, Dan Templeton-Menard, Inc., Heather DeLuka-Airport Neighborhood Association, Nick Amundsen-Link Aviation, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor, Erin Switzer-Airport Administrative Coordinator.

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 Hoefft, Chuck Hull, Scott Smith and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **August 16, 2024 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the August 16, 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. Hoefft, 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 up for the month and down slightly for the year.
 - **Tower Operations**
Tower Operations are up for the month and for the year.
6. **Hangar Occupancy:** There are two t-hangar vacancies with a third becoming available next month.

7. **Public Comment:** None

8. **Operational Matters:**

a. **Airport Operations Report**

- **Airline Transition Update:** The Airport Director noted that the DOT EAS selection came through and discussed the upcoming airline schedules. SkyWest-United flights are expected to begin in mid-December and Great Planes Aviation will be providing the ground handling support.
- **Aerobatic Practice Area Update:** The Airport Director noted that the FAA had automatically renewed the Aerobatic Practice Area until April of 2026.
- **Airport 2023 Audit:** Commissioners reviewed the Airport 2023 Audit.
- **Airport Community Outreach:** Commissioners reviewed the Airport Community Outreach opportunities and events.

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

- **Operational Review:** The September Operational Review covered FBO Hangar Leases and Maintenance.

c. **Project Summary**

- **AIP 51 - Master Plan Update – FY22:** The Commission reviewed a list of potential comparable airports for the Master Plan financial analysis and benchmarking .
- **AIP 56 - South Hangar Construction – FY24:** The project has started and the building is expected to be delivered in October.
- **AIP 57/58 Project for Taxilane J, K and L Reconstruct – FY24:** The grant agreements have been received and the project is expected to begin in the spring.
- **Future AIP Project for Airfield Lighting and Navigational Aid Replacement:** Design began and the project is expected to go to bid in May.
- **Terminal Tile Replacement – FY23:** The installation began in September.

9. **Previous Business:** None

10. **New Business:**

a. **Volaire Aviation Consulting Services Agreement**

On a motion by Com. Francis, seconded by Com. Hoelt, the Volaire Aviation Consulting Services Agreement was approved as presented.

(Ayes 7-Nayes 0)

b. **Great Planes Aviation Ground Handling Agreement**

On a motion by Com. Francis, seconded by Com. Hull, the Great Planes Aviation Ground Handling Agreement was approved as submitted.

(Ayes 7-Nayes 0)

11. **Discuss Future Agenda Items:** None

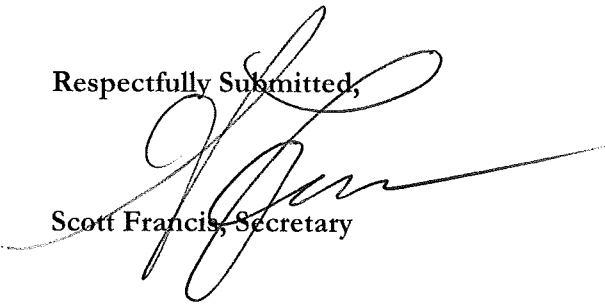
12. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for October 18, November 15 and December 20.

13. Adjournment:

On a motion by Com. Hull, seconded by Com. Dahl, the meeting was adjourned at 8:10 am.

(Ayes 7-Nays 0)

Respectfully Submitted,


Scott Francis, Secretary