MINUTES

Chippewa Valley Regional Airport Commission
Friday, February 19, 2016, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, David Frederikson, Chuck Hull, John Manydeeds and Barry Wells.
MEMBERS ABSENT: Bill Hilgedick
OTHERS PRESENT: Jeff Husby-Hawthorne Aviation, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Wall-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:30 am.

2. **Confirmation of Meeting Notice:** The meeting was noticed.

3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Chuck Hull, John Manydeeds and Barry Wells were present.

4. **Approval of Minutes**
   a. **January 15th, 2016 Regular Commission Meeting:**
   On a motion by Com. Francis, seconded by Com. Wells, the minutes of the January 15th, 2016 meeting were approved as submitted.
   (Ayes 6-Nayes 0)

5. **CVRA Finance and Activity Reports**
   a. **Expense Vouchers and Financial Report**
      - The DS Electric invoice is for the completion of the Maintenance Shop Lighting replacement. This LED light replacement has reduced the number of fixtures needed for the space as well as decreased energy costs for the remaining fixtures. Xcel Energy and Focus on Energy will be issuing rebates for this conversion.
      - The Per Mar Security invoice is for the addition of access control on the North Mezzanine Door in order to maintain PCI compliance for the credit card system. A security camera was also added for that area last year under this same PCI compliance project. The invoice also included the cost to replace and upgrade the access control software and server which resulted in cost savings due to labor efficiencies.
      - The Airport Director reviewed the 2015 financials and noted that it will be the last report for 2015 until the final approval in 2015. The 2016 financials were also reviewed.

      On a motion by Com. Francis, seconded by Com. Wells, the expense vouchers were approved as submitted.
      (Ayes 6-Nayes 0)

b. **Key Indicators**
   - **Airline Operations**
     Airline operations are down for the month. The Airport Director is working with United Airlines on some pricing issues as traffic has not rebounded as it should with the new flight schedule and the increased marketing.
   - **Tower Operations**
     Tower operations are down for the month.

c. **Hangar Occupancy**
   Starting March 1st, all T-hangars will be rented and there is one box hangar available.

6. **Public Comment Period:** No comment.

7. **Operational Matters**
   a. **Airport Operations Report**
      - The Airline and General Aviation Survey Results were discussed and suggestions were made to amend the question wording and survey layouts. There was also discussion about increasing the incentive for completing the survey from $10-$20. A final survey layout and incentive will be presented at the next Commission meeting.
      - The Airport Director noted that the Chippewa County Economic Development Corporation Annual Meeting that will be held at Hawthorne Aviation on May 20th. All Commission Members are encouraged to attend.
      - Small Community Air Service Grant Update: The Airport Director provided some examples of promotional materials from the last month. Com. Francis suggested acquiring fare comparisons with other markets and airlines to see if EAU is comparable. There is still discussion towards putting together a "Lunch & Learn" event with SkyWest and the Chamber of Commerce and there will be community outreach in the Chippewa Falls Area scheduled for May
      - The Airport Director reviewed the Quarterly Finance and Activity report for Quarter 4 of 2015 that was submitted to Eau Claire and Chippewa Counties.

   b. **Airport Strategic Plan Update/Operational Review**
      - The February Operational Review included a staffing analysis of employee numbers, titles and position descriptions. Commissioners did not take any action.

   c. **Project Summary**
      - The AIP 37 ALP Update project is in progress.
      - The Twy C reconstruction project is scheduled for a spring start.
      - Tower Equipment replacement bids will be due the week of February 22nd.
      - The Runway 04 Threshold Relocation project is expected for July construction and the entire process should last approximately 30 days. Approaches to Runway 04 will be out of service at the start of construction and will not be back in service until the November publication of the new procedures.
      - The T-hangar construction and Taxilane Design projects will go to bid in late May/early June. Commissioners requested drawings of the new hangars be posted to the airport website.

8. **Previous Business:**
   a. **Discussion of Options for Airport Frequent Flyer Lounge**
      - The Airport Director discussed the synopsis of information from other airports regarding their Club Room/Frequent Flyer Lounge/Executive Club. Some facilities have staffing, membership fees, access control and other amenities. Discussion included providing coffee and/or refreshments, TV, signage and accessibility details. There will be further consideration and discussion with the Airline and Restaurant to discuss other options. Commissioners will review again at the next meeting.

9. **New Business:** **None**

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

11. **Set Future Meeting Dates and Times:**
    The next Commission Meeting is scheduled for Friday, March 18th, 2016 at 7:30am.

12. **Adjournment:**
    On a motion by Com. Frederikson, seconded by Com. Manydeeds, the meeting was adjourned at 8:44 a.m.
    (Ayes 6-Nayes 0)

Respectfully Submitted,

Barry Wells, Acting Secretary