MINUTES

Chippewa Valley Regional Airport Commission
Friday, January 15th, 2016, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Chuck Hull, Barry Wells and John Manydeeds.
MEMBERS ABSENT: None
OTHERS PRESENT: Amy Michels-Mead & Hunt, 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, Bill Hilgedick, Chuck Hull, and Barry Wells were present. John Manydeeds arrived at 7:53am.

4. **Approval of Minutes**
   a. **December 17th, 2015 Regular Commission Meeting:**
      On a motion by Com. Wells, seconded by Com. Francis, the minutes of the December 17th, 2015 meeting were approved as submitted.
      (Ayes 6-Nayes 0)

5. **CVRA Finance and Activity Reports**
   a. **Expense Vouchers and Financial Report**
      - The AAAE invoice is an annual subscription purchased to help meet FAA requirements for staff training.
        The Bartingale invoice is for the boiler replacements in K-Row hangars K1 and K3.
        The Cummins invoice is for replacing the battery charger in the backup generator in the tower.
      - The Airport Director and Administrative Associate will have a more accurate Financial Report with 2015 numbers at the next meeting.

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

   b. **Key Indicators**
      - **Airline Operations**
        Airline operations are up for the month and down for the year.
      - **Tower Operations**
        Tower operations are up for the month and up for the year.

   c. **Hangar Occupancy**
      There are two T-hangars available for rent. All box hangars are currently rented and there is only a waiting list for south facing T-hangers at this time.

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 based on the feedback from the surveys. The survey will be shortened and the incentive for completing the survey will be increased to have a reward for all submissions, as well as a larger prize drawing.
      - The Airport Director noted that the meeting held on January 14th with representatives from Volk Field had a good turnout and good discussion.
      - Small Community Air Service Grant Update: The Airport Director provided some examples of the promotional materials, as well as results of community member discussion. There is still discussion towards putting together a "Lunch & Learn" event with SkyWest and the Chamber of Commerce.
      - The Airport Club Room was discussed and suggestions for ideas for the room were made. The Airport Director shared information from other Airports with a similar space and will continue to look for ideas for a Club Room in Eau Claire.

   b. **Airport Strategic Plan Update/Operational Review**
      - The Airport Director discussed some of the information that had been collected from area airports regarding pricing for their T-hangars. Further pricing discussion will take place closer to the T-Hangar project completion.
      - The December/January Operational Review was for review of the Air Terminal Leases and Maintenance. Commissioners did not suggest any changes.

   c. **Project Summary**

      Amy Michels from Mead & Hunt discussed work on the ALP update. Plan sheets will soon be available for the Airport Directors' review.

      Work continues on the Twy C reconstruction and T-hangar construction projects. The projects will move forward as the weather gets warmer. There will be some runway closures for the Taxiway C project and the Runway 4 Threshold Relocation project.

      Mead & Hunt continues work on the Tower Equipment Replacement. They should be receiving notes from the FAA in the next week and anticipate the project going to bid in early February.

8. **Previous Business: None**

9. **New Business:**
   a. **Approval of Resolution to Apply for a "Class B" Liquor License for use by Hangar 54 Grill**

      The Airport Director discussed approving the Resolution to apply for a "Class B" Liquor License for use by Hangar 54 Grill. Once the Commission approves the resolution, it will be forwarded to the County Board for approval.

      On a motion by Com. Manydeeds, seconded by Com. Frederikson, the Resolution to Apply for a "Class B" Liquor License for use by Hangar 54 Grill was approved as submitted.
      (Ayes 7-Nayes 0)

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

11. **Set Future Meeting Dates and Times:**

The next Commission Meeting is scheduled for Friday, February 19th, 2016 at 7:30am.

12. **Adjournment:**

On a motion by Com. Frederikson, seconded by Com. Francis, the meeting was adjourned at 8:12 a.m.
(Ayes 7-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary