

## MINUTES

Chippewa Valley Regional Airport Commission  
Friday, March 18, 2016, 7:30am  
Duax Commission Room  
3800 Starr Avenue, Eau Claire, WI

**MEMBERS PRESENT:** Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, John Manydeeds and Barry Wells.

**MEMBERS ABSENT:** Scott Francis and David Frederikson

**OTHERS PRESENT:** Matt Wagner-Mead & Hunt, Ron Ford-Menards, 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, Bill Hilgedick, Chuck Hull, John Manydeeds and Barry Wells were present.
4. **Approval of Minutes**
  - a. **February 19, 2016 Regular Commission Meeting:**

On a motion by Com. Manydeeds, seconded by Com. Wells, the minutes of the February 19, 2016 meeting were approved as submitted.  
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**
    - The Ewalds invoice is for the replacement of a pickup truck used by airport maintenance. This item was budgeted for replacement this year.
    - The Monster Wash invoices are for cleaning the restaurant kitchen space which was to be paid for by the airport per the lease agreement. This included the hood, kitchen equipment and the coolers. There are only a few expenses yet to be incurred for maintenance in the kitchen including cooler work and replacement of the grease trap.
    - The Airport Director noted that the marketing grant expense will likely be over the budgeted amount due to less funds being utilized in 2015 leaving more funds available for marketing in 2016. The additional expenses are reimbursed through the grant at 91% and will offset a majority of the additional expenses.

On a motion by Com. Wells, seconded by Com. Hilgedick, the expense vouchers were approved as submitted.  
(Ayes 5-Nayes 0)

**b. Key Indicators**

- **Airline Operations**

Airline operations are down for the month and the year. The Saturday afternoon flight was recently eliminated so the decrease in overall flight numbers will reflect this for the remainder of the year. There was also discussion regarding the price comparisons between Minneapolis and Eau Claire that were completed from United.com. The top 5 markets and top 1 international market (Cancun) varied in price, days of the week that were traveled and number of stops, however, most were 1-stop flight searches. The Commission suggested adding some Eastern markets to the comparison as well as possibly including Delta Airlines comparability.

- **Tower Operations**

Tower operations are up for the month and up for the year.

**c. Hangar Occupancy**

Starting April 1<sup>st</sup>, two T-hangars and one box hangar will be available.

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

**7. Operational Matters**

**a. Airport Operations Report**

- The Airline and General Aviation Surveys were updated and the Commission reviewed the questions and layout. Once the Hangar 54 Grill gets closer to opening, each completed survey will earn a \$20 restaurant gift certificate. Commissioners specified the gift certificate was available to one household. There will also be an annual drawing for a round-trip flight voucher to Chicago (estimated \$350).
- Small Community Air Service Grant Update: The Airport Director provided some examples of promotional materials from the last month.
- The Airport Director noted that the Chippewa County Economic Development Corporation Annual Meeting that will be held at Hawthorne Aviation on May 20<sup>th</sup>. All Commission Members are encouraged to attend.

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

- The March Operational Review included a Grounds Maintenance and Airport Infrastructure review. Some repairs and upgrades of grounds and equipment in progress and needed for the future were noted.

**c. Project Summary**

- The AIP 37 ALP Update project is in progress. The review set is now ready to be sent to the Airport Director for approval.
- A change order is being provided to the FAA for the taxiway C reconstruction project to add taxiway connector C2 back into the project at the request of FAA Air Traffic. A pre-construction meeting is scheduled for April 4<sup>th</sup>. Construction will begin later this spring.

- The Runway 04 Threshold Relocation project was submitted to the FAA for 90% review comments.
- The T-hangar construction and Taxilane Design projects are in progress.
- Tower Equipment replacement bids were due in February and they came in around the engineers estimated amount. The Airport has sent off their signed documentation for the grant application and is waiting for an approved grant agreement from the FAA.
- The Airport Director explained that there is not enough FAA funding available in 2016 to cover the tower equipment replacement, runway 04 threshold relocation and the taxilane project. State funding of 50% of the taxilane project has been requested until the project can be reimbursed by the FAA in 2017, but no commitment has been made by the state. If state funding is not available, the airport does not have enough cash available to cover the project can be submitted for reimbursement by the FAA. The Airport Commission would have to consider delaying the hangar and taxilane project to 2017 or asking Eau Claire County for a short term loan to cover the project until 2017.

## 8. Previous Business:

### a. Discussion of Options for Airport Frequent Flyer Lounge

- The Airport Director discussed the recommendation for the design/layout for the Frequent Flyer Lounge. The lounge will be for United Airlines Premier Status members and will use the signage provided by United. The airport will add a Keurig coffee maker, relocate the vending machines currently located in this area to the terminal seating area and will possibly moving more individual seating into the space. No TV or business center will be added at this time, but we will reassess the space and amenities based on the usage of the room.

**On a motion by Com. Hilgedick, seconded by Com. Manydeeds, the Airport Frequent Flyer Lounge will proceed as submitted.**

*(Ayes 5-Nayes 0)*

## 9. New Business:

### a. Resolution Approving the Airport Six-Year Statement of Project Intentions for 2016-2021

- The Airport Director discussed the Airport Six-Year Statement of Project Intentions for 2016-2021. This resolution is not a commitment to fund the projects but it is an indication to the State of our current plans.

**On a motion by Com. Hilgedick, seconded by Com. Wells, the Resolution Approving the Airport Six-Year Statement of Project Intentions for 2016-2021 was approved as submitted.**

*(Ayes 5-Nayes 0)*

## 10. Discuss Future Agenda Items: Strategic Planning Meeting and Updates

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

The next Commission Meeting is scheduled for Friday, April 15, 2016 at 7:30am.

The May Meeting will take place Friday, May 20<sup>th</sup> at 9:30am following the Chippewa County Economic Development Corporation Annual Meeting held at Hawthorne Aviation from 7:30-9am.

**12. Adjournment:**

**On a motion by Com. Manydeeds, seconded by Com. Wells, the meeting was adjourned at 9:04 a.m.**

*(Ayes 5-Nayes 0)*

**Respectfully Submitted,**

**Bill Hilgedick, Secretary**