

MINUTES

Chippewa Valley Regional Airport Commission
Wednesday, April 13, 2016, 3:00pm
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

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

MEMBERS ABSENT: Scott Francis

OTHERS PRESENT: Christian Perreault, Alexandre Girard, Normand Landry-Explorer Solutions, Jeff Husby-Hawthorne Aviation, Ron Ford-Menards, Charity Zich-Airport Director, and Erin Wall-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 3pm.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull, John Manydeeds and Barry Wells were present.
4. **Approval of Minutes**
 - a. **March 18, 2016 Regular Commission Meeting:**

On a motion by Com. Manydeeds, seconded by Com. Wells, the minutes of the March 18, 2016 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The Benedict Refrigeration and Kosier Refrigeration invoices are for repairs to the restaurant freezer floor and door as well as the start-up of the heating equipment and the refrigeration equipment. The majority of the restaurant repairs are now completed and no further significant expenses are expected. The restaurant staff has indicated plans to open in the next several weeks.

On a motion by Com. Wells, 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 slightly for the year.
 - **Tower Operations**

Tower operations are down for the month and flat for the year.
 - c. **Hangar Occupancy**

Two T-hangars are available for rent. The vacant box hangar will become occupied effective May 1st after the budgeted repairs have been completed.

6. Public Comment Period: No comment.

7. Operational Matters

a. Airport Operations Report

- The revised Airline and General Aviation Surveys have been updated and are active online. When the restaurant opens, the incentive of the restaurant gift cards will be added to the surveys.
- Small Community Air Service Grant Update: The Airport Director provided some examples of promotional materials from the last month. Included were examples of advertisements that other airports have used and there was discussion regarding using similar ads here focusing on the cost savings on parking and gas, as well as saving time.
- The Airport Director noted that the Airport has been working with the local EAA chapter to utilize their flight simulation equipment at community career fairs. They are also working on plans to utilize EAA volunteers for airport/aircraft tours.

b. Airport Strategic Plan Update/Review

- Christian Perreault from Explorer Solutions provided an update on the status of their efforts and discussed the upcoming steering committee presentation scheduled for this week. They noted that more than 20 organizations and 40 individuals from various companies, airlines, manufacturers, colleges, etc. will be in attendance either in person or via phone to discuss the airport development project.
- The Airport Director discussed the Strategic Plan Update and scheduling the next Strategic Planning Meeting for June. Airport staff will follow up with the Commissioners on possible meeting dates. Earlier strategic planning efforts led to the development of nine principles and their associated strategies and action items. The plan for the upcoming strategic plan update is to have Mead & Hunt facilitate and continue with the same model previously used. The only change from previous strategic planning efforts is the addition of a SWOT analysis which will hopefully help develop additional Action Items.

c. Project Summary

- The AIP 37 ALP Update project is in progress. The draft set is now ready for the Airport Director's comments.
- The Twy C reconstruction project will be delayed due to the DNR hold for surveying the project spoil site for the Karner Blue Butterfly which is on the federally protected species list.
- The Airport Director recently received word from Congressman Kind's office that the FAA grant was approved for the Tower Equipment Replacement.
- The Runway 04 Threshold Relocation bid package will be made available to contractors in the next couple of weeks with bids being due by the end of May.

- The T-hangar construction project is in progress. The City of Eau Claire is checking to see if the project can be approved administratively or if the project will need to go before the Planning Commission for the building permit and site plan approval.
- The Taxilane Design project continues and the Airport Director noted that we are still waiting for state approval for the 50/50 funding.

8. **Previous Business:** None

9. **New Business:**

a. **Xcel Energy Solar Connect Community Program.**

- The Airport Director discussed the opportunity available from Xcel Energy for their electricity customers to participate in their solar garden program. Commissioners discussed and determined that this program does not appear to be economically viable enough for the Airport to participate at this time.

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

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

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

12. **Adjournment:**

On a motion by Com. Hull, seconded by Com. Wells, the meeting was adjourned at 4:10pm.

(Ayes 6-Nays 0)

Respectfully Submitted,



Bill Hilgedick, Secretary