

MINUTES

Chippewa Valley Regional Airport Commission
Friday, May 20, 2016, 9:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, Mark Olson, and Barry Wells
MEMBERS ABSENT: Scott Francis, David Frederikson, and Chuck Hull
OTHERS PRESENT: Amy Michels-Mead & Hunt, 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 9:32am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Mark Olson and Barry Wells were present.
4. **Approval of Minutes**
 - a. **April 13, 2016 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hilgedick, the minutes of the April 13, 2016 meeting were approved as submitted.
(Ayes 4-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The Badger State invoice is for the restaurant entrance road signage.

The Bartingale Refrigeration invoices are for the grease trap replacement in the restaurant, as well as City-required cross-connection inspection, re-inspection and paperwork for Terminal, Tower and Fire Station.

The Benedict invoice is for repairs to the restaurant freezer door closure and hinge adjustment.

The Explorer Solutions invoice is for the monthly contract amount, as well as the expenses for the Steering Committee meeting at CVTC. We should also expect an invoice for the Steering Committee reception event that was held the night before.

The Hixwood Metal invoice is for improvements made in Hangar F-4. This work was in the budget for this year.

The Kosier Refrigeration invoice was for repairing the restaurant freezer water leak.

The North Star Fire invoice is for the annual fire extinguisher inspections for the Terminal and Tower buildings.

The Office Depot invoice is for the Keurig coffee brewer for the Airport Frequent Flyer Lounge.

On a motion by Com. Wells, seconded by Com. Hilgedick, the expense vouchers were approved as submitted.
(Ayes 4-Nayes 0)

b. Key Indicators

• **Airline Operations**

Airline operations are up for the month and for the year. There was discussion regarding the price comparisons that were compiled for EAU, MSP & MSP Delta. Sixel Consulting had notified us that United has put in Minneapolis Plus pricing in many markets, but there is no pattern to it and there remains many markets that still do not have Plus pricing. Commission Bowe suggested promoting the competitive airline rates online and also suggested making regular news appearances to promote the Airport and the events happening here. The Airport Director will contact the TV stations to discuss.

• **Tower Operations**

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

c. Hangar Occupancy

All hangars are currently rented.

6. Public Comment Period: No comment.

7. Operational Matters

a. Airport Operations Report

- The Airport Director reviewed the Quarterly Operations and Finance Report that is submitted to both Eau Claire and Chippewa Counties.
- The Frequent Flyer Lounge is now open. The Keurig coffee brewer has been installed and the tables and seating have been set up. Although the lounge is intended to be used primarily for United Premier Member use, it is not a United Airlines affiliated Club Lounge.
- The Airline and General Aviation Surveys are active and are being steadily completed by travelers and pilots. The survey results and feedback will continue to be tracked. There may be future discussion about providing a Midwest ATC Survey for distribution at the FBO.
- Small Community Air Service Grant Update: The Airport Director provided some examples of promotional materials from the last month. Sixel is currently completing business meetings in the area. The feedback so far has been very positive.
- The EAA Spring Fly-In and Pancake breakfast will be held on June 4th, 2016 from 8am-12pm.

b. Airport Strategic Plan Update/Review

- The next Strategic Planning Meeting will be held on June 23rd, 2016 from 7:30-11am.
- Explorer Solutions Update: Commissioner Wells discussed some points from the Steering Committee Meeting last month. The Airport will be providing a \$1000 Scholarship towards promoting the I-RAMP project at the Airside International Event.

c. Project Summary

- The AIP 37 ALP Update project is in progress. The draft set of plans is now ready for the Airport Director's comments. The plans can then be submitted to the state and then the FAA for approval.
- The Twy C reconstruction project has been given the green light to begin in late May. The consultant found no evidence of the Karner Blue Butterfly or the Wild Lupine plant and approved proceeding with the projects. They are working through the runway closures and construction schedules.
- The Tower Equipment Replacement work continues. A sample shade was installed this week and the ALCMS system design is in progress.
- The T-hangar construction and Taxilane projects are in progress.

8. Previous Business: None

9. New Business:

a. 2017 Capital Improvement Budget

- The Airport Director discussed the 2017 Capital Improvement Budget request from Eau Claire County which is due earlier than the Annual Budget this year. Commissioners agreed that this draft capital improvement budget could be submitted to the county as requested by June 10, but the final capital budget would be submitted in August with the full 2017 airport budget. The final capital budget will need to ensure there are funds to support the capital expenditures.

10. Discuss Future Agenda Items:

- Hangar Rental Annual CPI Adjustment/pricing (during budget)
- Livable Wage Proposal
- Commission Annual Meeting
- Drag Race

11. Set Future Meeting Dates and Times:

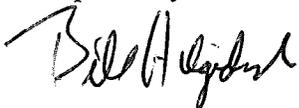
The next Commission Meeting will be determined after a survey of Commissioner availability.

12. Adjournment:

On a motion by Com. Hilgedick, seconded by Com. Wells, the meeting was adjourned at 11:00am.

(Ayes 4-Nayes 0)

Respectfully Submitted,



Bill Hilgedick, Secretary