

MINUTES

Chippewa Valley Regional Airport Commission
Friday, June 10, 2016, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Mark Olson

MEMBERS ABSENT: Scott Francis and Barry Wells

OTHERS PRESENT: Amy Michels-Mead & Hunt, Riley Loesel-'Airstrip Attack' Event Coordinator, 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 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Mark Olson were present.
4. **Approval of Minutes**
 - a. **May 20, 2016 Regular Commission Meeting:**

On a motion by Com. Hull, seconded by Com. Hilgedick, the minutes of the May 20, 2016 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The Southside Tire invoice is for tires that were replaced on the Ford Escape in December, but due to an error on their end, we were just recently billed.

The invoice for the Airport Director is for reimbursement for (20) \$20 gift cards from the Hangar 54 Grill for Passenger and General Aviation survey respondents that had inadvertently been charged to the wrong credit card.

The Financial Report has several May revenue items not reflected yet due to the early June meeting. The expenditures will be over budget on the Marketing Grant line by approximately \$25,000 because less funds were spent last year than anticipated leaving more funds available this year. Those expenditures will be offset by grant reimbursement of 91%.

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

b. Key Indicators

- **Airline Operations**

Airline operations are up for the month and for the year. Commissioners discussed the price comparisons that were compiled for UA EAU, UA MSP & Delta MSP. The figures presented in May for UA were one-way fares and not roundtrip as originally presented. This was corrected with this month's analysis.

- **Tower Operations**

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

c. Hangar Occupancy

All hangars are currently rented. Some of the T-Hangar leases are short term.

There is no waiting list other than for South Facing hangars.

6. Public Comment Period: No comment.

7. Operational Matters

a. Airport Operations Report

- Small Community Air Service Grant Update: The Airport Director provided an example of promotional material to showcase the benefits of flying from EAU. Sixel completed business meetings in the area last month and the overall feedback was quite positive. Companies were provided with information from United Airlines regarding their Corporate Mileage program in addition to information on benefits of flying local.
- The Airport had a booth at the recent Senior Americans Day event at UWEC where United/SkyWest donated the grand prize of (2) roundtrip tickets to Chicago. The overall feedback and reception from the attendees was quite positive.

b. Airport Strategic Plan Update/Review

- The next Strategic Planning Meeting will be held on June 23rd, 2016 from 7:30-11am.
- The May and June Strategic Plan Reviews included TSA, Fence Replacement and Technology as well as the Fire Station, Maintenance Building and Airline PFC's.

c. Project Summary

- The AIP 37 ALP Update project is in progress. The plans have been reviewed by the Airport Director and a revised set will be presented to the Commission at the strategic planning meeting.
- The Twy C reconstruction project began on May 31st. The pavement outside of the runway safety area has been fully removed with runway closures scheduled to begin on June 13.
- The Tower Equipment Replacement work continues. The ALCMS system submittal is being reviewed by the airport.
- The Runway 04 Threshold Relocation project went to bid the first week of June. Van Ert Electric appears to have won the bid with their price coming in just under the engineering estimate. The construction is scheduled to run from July

5th through the 29th. Paint removal and re-painting equate roughly half of the total project work.

- The T-hangar construction and Taxilane are being recommended for postponement until 2017 based on funding availability. Commissioners agreed this was the best course of action to minimize risk of funding reimbursement from the FAA.

8. Previous Business: None

9. New Business:

a. Airport Special Event Request

The Airport Director received a special event request to hold a drag race on Runway 14/32. The event organizer, Riley Loesel, discussed the details and plans for the event and answered questions and concerns from the Commissioners. Given the disruption airport users are already experiencing this summer with construction closures, the Commission does not see the benefit in pursuing the event at this time.

On a motion from Com. Olson, seconded by Com. Frederikson, the 'Airstrip Attack' event proposal was denied.
(Ayes 5-Nayes 0)

b. Eau Claire County Living Wage Ordinance

Commissioners reviewed the memo from Corporation Counsel regarding the proposed Eau Claire County Living Wage Ordinance. The opinion of Corporation Counsel was that the Living Wage Ordinance did not apply to the Airport other than a potential impact on wages of Airport employees.

c. Airport Commission Annual Meeting

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year. The upcoming strategic plan will cover the business plan for the coming year. The prior year financial statement is unaudited and subject to change pending the results of the audit.

On a motion from Com. Frederikson, seconded by Com. Hull, the move to accept the current slate of officers was approved.
(Ayes 5-Nayes 0)

On a motion from Com. Frederikson, seconded by Com. Hildedick, the 2015 Financial Statement was approved as submitted.
(Ayes 5-Nayes 0)

d. Proposed Closed Session pursuant to Wisconsin Stats. 19.85 (1)(e) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility. *To wit:*
Confirmation of airport manager performance evaluation

On a motion by Com. Hilgedick, seconded by Com. Hull, the Commission entered into closed session at 8:45am on the following Roll Call
Vote – Ayes: Com. Bowe, Frederikson, Hilgedick, Hull, and Olson.
Nays: None.

The Commission reconvened in open session at 9:05am.

Commissioners reported in open session that they completed a review and discussion of the Airport Manager's Performance Review and have approved it to be submitted to HR for approval.

10. Discuss Future Agenda Items:

Draft of 2017 Airport Budget

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting will take place on Friday, July 15th at 7:30am.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Hull, the meeting was adjourned at 9:07am.

(Ayes 5-Nays 0)

Respectfully Submitted,



Bill Hilgedick, Secretary