

MINUTES

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

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Mark Olson and Barry Wells

MEMBERS ABSENT: Chuck Hull

OTHERS PRESENT: Paul Strege-Mead & Hunt, Charity Zich-Airport Director and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:33am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Mark Olson and Barry Wells were present.
4. **Approval of Minutes**
 - a. **June 10, 2016 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Francis, the minutes of the June 10, 2016 meeting were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **June 23, 2016 Special Commission Meeting:**

On a motion by Com. Francis, seconded by Com. Frederikson, the minutes of the June 23, 2016 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The Bartingale invoice was for restaurant repairs and replacement of the hot water heater that were previously noted to Commissioners.

The Kosier invoice was for restaurant repairs. The invoice for the beer cooler door has already been reimbursed to us by Hangar 54 Grill as the door had been left open.

The Sherwin Williams invoices are for paint and glass beads for repainting the entire airfield except Runway 04/22.

The Airport Director discussed the addition of the 'Capital Advances Subject to Reimbursement' document and the Commission reviewed and wishes to continue reimbursement updates.

On a motion by Com. Frederikson, seconded by Com. Francis, the expense vouchers were approved as submitted.
(Ayes 6-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 and reviewed the annual enplanement numbers. The Commissioners agreed that the most benefit for the annual numbers comes at the end of the year when it can fully be compared to previous years. Commissioners requested that the airfares within \$100 of the EAU fare be underlined.

- **Tower Operations**

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

c. Hangar Occupancy

All hangars are currently rented. Some of the T-Hangar leases are short term. There are two names on the waiting list and two names on the South Facing hangars waiting list.

6. Public Comment Period: No comment.

7. Operational Matters

a. Airport Operations Report

- Small Community Air Service Grant Update: The Airport Director updated Commissioners on the progress of the grant in the last month.
- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date.

b. Airport Strategic Plan Update/Review

- The July Operational Review covered Fees for Fuel Flowage, Landings, Parking and Maintenance. There was discussion of increasing parking fees sometime in the next couple of years and looking into decreasing the fuel flowage fees for 100LL to spur increased activity.

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 was presented to the Commission at the strategic planning meeting. The next step is submittal to the Bureau of Aeronautics for review and then the FAA.
- The Twy C reconstruction project is in progress and the project is scheduled for substantial completion around the first week of August.
- The Tower Equipment Replacement work continues. The new tower cab shades have been installed and the site survey for the lighting control system has been completed. The digital voice recorder and the voice switch recorder should arrive around late July/early August.
- The Runway 04 Threshold Relocation project is underway with the threshold being moved today.

- The T-hangar and South Taxilane construction projects are postponed until 2017.

8. Previous Business:

a. Airport Strategic Plan

The Airport Director and Commission reviewed the SWOT Analysis Principles and key points. The discussion focused on the principles of Service, Business and Public Relations and (5) key points will be moved forward as action items for the next 2 year period.

1. Service - Make an annual airline presentation to evaluate additional or improved air service opportunities.
2. Service – Increase the frequency of promoting the overall savings and convenience of flying local.
3. Public Relations – Start and administer periodic Business Partner meetings with key airport stakeholders to enhance the customer experience.
4. Public Relations – Coordinate Employee Recognition Program for Airport employees and tenants
5. Business – Enhance the airport financial position through value added projects (i.e. Explorer Solutions Project, Corporate Hangar Development, Airport Hangar Development, etc.)

9. New Business:

a. Draft Airport Operating and Capital Improvement Budget

The Airport Director presented the first draft of the 2017 airport operating and capital improvement budget. The Airport Director reviewed the various budget documents and noted that the personnel expenses are an estimate as the final numbers have not been received from Eau Claire County, the budget includes a zero percent increase in hangar rent based on the CPI, and the capital budget includes the new t-hangar construction. No changes to the draft budget was requested by Commissioners. The final budget will be presented at the August meeting.

b. FAA Final Policy on Non-Aeronautical Use of Hangars

The Airport Director discussed the FAA Final Policy on Non-Aeronautical Use of Hangars. The Commission requested that a copy of the policy be distributed to the Hangar and Land Lease Tenants. A copy of the revised policy will be submitted to tenants with the next quarterly airport newsletter for their reference.

10. Discuss Future Agenda Items:

Final 2017 Airport Budget & Final Strategic Plan

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting will take place on Friday, August 19th at 7:30am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:28am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary