

MINUTES

Chippewa Valley Regional Airport Commission
Friday, August 19, 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: Matt Wagner & Amy Michels-Mead & Hunt, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Rick Bowe called the meeting to order at 7:31am.
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. **July 15, 2016 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Frederikson, the minutes of the July 15, 2016 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

The John Deere invoice was for the replacement of a 20' pull behind mower that was in the budget for this year. The mower came in about \$5,500 under the budgeted amount.

The EVA International invoice was for I-Ramp sponsorship for the Airside International Event coordinated with Explorer Solutions.

The Xcel invoice was for the relocation of single phase cabling due to the significant lowering of Taxiway C. The Airport will be reimbursed for this under the Taxiway C project. Regarding receiving a reimbursement from Xcel for their customer over-billings, the Airport is likely to receive a refund in September or October, but the amount is still to be determined.

The Airport Director discussed that the Airport will be receiving approximately \$7,000 in revenue for the rental of the closure crosses and barricades used by the contractors during the runway construction projects. It is likely that around half of this revenue amount will be spent on purchasing and replacing some Taxiway signage identified as issues during a runway safety meeting.

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 for the year.

- **Tower Operations**

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

c. Hangar Occupancy

All hangars are currently rented. There are four names on the waiting list for the next available hangar and three 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 distributed and discussed the recent Airport Brochure Card update. There was also discussion regarding the Airport and Hangar 54 Grill postcard that will be going out soon as well as news appearances and future topics.
- **Regional Air Service Alliance (RASA):** The Airport Director was contacted by a group that is forming a RASA in an effort to combat the Pilot shortage and understand the factors that affect the air service options at regional airports. It was agreed that we participate in this organization for a year for the \$1,000 fee.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- **Quarterly Airport Finance and Operations Report:** The Airport Director discussed the report that is submitted to the Eau Claire and Chippewa County Boards.

b. Airport Strategic Plan Update/Review

- **Explorer Solutions Update:** Christian and Alex from Explorer Solutions spoke about the status on the I-RAMP project via a conference call. They discussed the status in relation to the funding and application as well as the status on area University participation. They should hear from UW-Stout very soon and will move forward with the project with them then or contact the UW Board of Regents or another University if necessary.
- **The monthly operations review covered Fuel Flowage, Landing Fees, Terminal Parking Fees, Terminal and Tower Maintenance and New Tenant Development.** There was discussion regarding whether to change the Fuel Flowage fees in an effort to increase GA traffic and positive feedback. The Commission agreed to keep the current fee structure in place at this time as the minimal fuel flowage fee was not likely to influence a pilot's fuel purchase.

c. Project Summary

- **AIP 37 ALP Update:** The project plans are in to the state for comments and then will go to the Airport Director and then the FAA for review.
- **Twy C Reconstruction:** The taxiway is set to open on August 24th.

- Tower Equipment Replacement: There will be a meeting on August 23rd with a demonstration of the replacement Airport Lighting Control and Monitoring System (ALCMS). The voice recorder has already been installed and the rest of the equipment should be installed mid-October.
- Runway 04 Threshold Relocation: The project is substantially complete and the contractors are completing the short punchlist of remaining items today. The NAVAID equipment has been turned over to the FAA and the flight check for runway procedures will take place in September.
- T-hangar and South Taxilane construction: The projects will have Construction Safety Phasing Plan (CSPP) submittal in mid-September.

8. Previous Business:

a. Draft Airport Operating and Capital Improvement Budget

The Airport Director and Commission reviewed the Draft Airport Operating and Capital Improvement Budget and discussed the revised pricing for replacing the roof on the Fire Station.

On a motion by Com. Frederikson, seconded by Com. Francis, the Airport Operating and Capital Improvement Budgets were approved with the addition of \$7,000 to the estimate for the Fire Station roof replacement.

(Ayes 6-Nayes 0)

b. Approval of Airport Strategic Plan 2016-2018

The Airport Director and Commission reviewed the Strategic Plan 2016-2018.

On a motion by Com. Wells, seconded by Com. Frederikson, the Airport Strategic Plan 2016-2018 was approved as submitted.

(Ayes 6-Nayes 0)

9. New Business: None

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting will take place on Friday, September 23rd at 7:30am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:00am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary