

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, September 23, 2016, 7:30am**  
**Duax Commission Room**  
**3800 Starr Avenue, Eau Claire, WI**

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

**MEMBERS ABSENT:** Barry Wells

**OTHERS PRESENT:** Matt Wagner & Amy Michels-Mead & Hunt, Myra Detienne-SkyWest Airlines, 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 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, David Frederikson, Bill Hilgedick, Chuck Hull, and Mark Olson were present.
4. **Approval of Minutes**
  - a. **August 19, 2016 Regular Commission Meeting:**

On a motion by Com. Francis, seconded by Com. Hull, the minutes of the August 19, 2016 meeting were approved as submitted.  
*(Ayes 6-Nays 0)*
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**

The AGM invoice was for the first order of signage for the B2/B# taxiway connectors as requested during runway safety meetings.

The ARFF Specialists invoice was for FAA required annual fire training. This included use of the mobile aircraft trainer for the disaster drill which is required by the FAA every three years.

The Fahrner Asphalt invoice was for repainting of the surface painted hold signs specifically required by the last FAA certification inspection.

The Heartland Business Systems invoice was for the budgeted replacement of two network switches in the terminal

The Kosier Refrigeration invoice was for cooler repairs in the restaurant. There should be one more invoice coming from Benedict Refrigeration and that should be the last of the airport covered restaurant expenses per their lease agreement.

Financial Report: The Airport Director noted that parking revenue will be under budget this year due largely to the Menards parker numbers decreasing since last year. The Rental Car revenue will be over budget due to the new lease agreements that started in January that raised the monthly minimum amounts as well as the addition of Enterprise/National onsite. PFC's are included through August.

**On a motion by Com. Olson, 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 down for the month and up for the year.

**c. Hangar Occupancy**

There will be two T-hangars vacant at the end of the month. All 4 names that were on the hangar waiting list passed on signing a lease at this time. There are 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 noted that the Skip the Drive and Save postcard with the restaurant coupon was recently mailed out and the restaurant has already received many coupons back. The Chippewa Falls and Eau Claire Chambers have also included a similar coupon in their most recent weekly email blasts.
- Hangar 54 Grill will be holding their Eau Claire Chamber of Commerce Ribbon Cutting ceremony on Wednesday, October 12<sup>th</sup> at 4pm.
- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date. The Airport Director and the head of the EAA made a mid-day news appearance on 9/21/16 to discuss the upcoming EAA Fly In/Chili Feed being held on 10/1/16. There was also discussion about the visit at CVTC between the Airport Director and Pat Mattson, a former St Cloud State Professor to discuss the potential for an aviation program locally. It did not appear that CVTC felt aviation programs would meet their mission of creating jobs at businesses in their service area.
- TSA Pre-Check Mobile Enrollment: CVRA will host a TSA Pre-Check Mobile Enrollment Event from October 24-28. There are currently appointment spaces for 250 applicants, but should those appointments fill up quickly, additional spaces will be added. Further information will be distributed through airport news and press releases as soon as the FAA gives the final authorization. Currently Green Bay and Minneapolis have the nearest Pre-Check facilities. The cost will be \$85 and it is good for 5 years.

**b. Airport Strategic Plan Update/Review**

- The monthly operations review covered FBO Leases and Maintenance. The only change was a rate increase on the 2010 FBO addition.
- There was discussion about the potential for refinancing current trust fund loans as the rates are quite favorable now. The Airport could also just wait until the County does their next annual borrow. The Airport Director will do some analysis to

determine if it is worth doing at the corresponding rates.

**c. Project Summary**

- AIP 37 ALP Update: The project plans will be distributed to the Airport Director today and will be sent to the FAA for review next week.
- Twy C Reconstruction: The project is substantially complete with some final paving areas to be completed soon.
- Tower Equipment Replacement: The Airport Lighting Control and Monitoring System (ALCMS) is currently having the factory test scheduled with install scheduled for November.
- Runway 04 Threshold Relocation: The project is substantially complete with some final painting to be completed soon. Procedure and Runway 04 threshold relocation publication is scheduled for 11/10/16.
- T-hangar and South Taxiway construction: The Construction Safety Phasing Plan (CSPP) will be provided to the FAA with 90% plans/specs expected at the end of September to distribute to the Airport Director and Bureau of Aeronautics.

**8. Previous Business: None**

**9. New Business: None**

**a. Approval to Proceed with Mead and Hunt Contract for Preliminary Design Analysis for Runway 14/32 Reconstruction**

The Airport Director and Commission discussed the Mead and Hunt Contract details. Contract negotiations to be completed by the Wisconsin Bureau of Aeronautics.

**On a motion by Com. Frederikson, seconded by Com. Hilgedick, Approval to Proceed with the Mead and Hunt Contract for Preliminary Design Analysis for Runway 14/32 Reconstruction was approved as submitted.**

*(Ayes 6-Nayes 0)*

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

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

The next regular Commission Meeting will take place on Friday, October 28<sup>th</sup> at 7:30am.

**12. Adjournment:**

**On a motion by Com. Hilgedick, seconded by Com. Frederikson, the meeting was adjourned at 8:26am.**

*(Ayes 6-Nayes 0)*

**Respectfully Submitted,**

**Bill Hilgedick, Secretary**