

MINUTES

Chippewa Valley Regional Airport Commission
Friday, January 20, 2017, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull and Barry Wells

MEMBERS ABSENT: Scott Francis and Mark Olson

OTHERS PRESENT: Amy Michels-Mead & Hunt, Jeff Husby-Hawthorne Aviation, 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, David Frederikson, Bill Hilgedick, Chuck Hull and Barry Wells were present.
4. **Approval of Minutes**
 - a. **December 16, 2016 Regular Commission Meeting:**

On a motion by Com. Frederikson, seconded by Com. Hilgedick, the minutes of the December 16, 2016 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 - The AAAE digicast training subscription is a tool we use to meet FAA training requirements.
 - The Design Tile invoice is for tile repairs in the terminal and on the entrance signage. This was in the budget; however, the cost was slightly higher than anticipated due to additional tiles needing to be replaced.
 - The Houck Transit invoice is for the annual payment for Bus Advertising. We had previously paid on a monthly basis so this will cover all of 2017.
 - The Airport Director noted some items on the Financial Report that she expects to be over/under budget, but reminded the Commission that these are not official year end 2016 numbers.

On a motion by Com. Wells, seconded by Com. Hull, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators**
 - **Airline Operations**

Airline operations are up 12% for the month and 9% for the year. Cancellations are down over this time last year.

- **Car Rental Operations**

A year over year comparison for cars rented at the airport was discussed. The 2016 total rentals are estimated to come in over the year before.

- **Tower Operations**

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

- c. **Hangar Occupancy**

There are three T-hangars vacant and there are 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 briefly discussed a digital and social media campaign based on the Sixel Consulting presentation from December. CVRA sponsored another UW-Stout Basketball game this week and the response was very positive.
- Airport Snow Removal Update: The Airport Director discussed the issues and processes taken regarding how the ice and snow removal were handled with the recent freezing conditions. Significant additional expenditures beyond normal winter operations were incurred as a result of the freezing rain.
- Restaurant Update: The Airport Director discussed the change in restaurant hours to no longer be open on Sundays.
- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- The Wisconsin Airport Management Association (WAMA) will be hosting a Legislative Day in Madison on March 7th. This will serve as a forum for aviation related topic discussion with state politicians. Commissioner Wells is planning to attend with the Airport Director.

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

- There was no Operational Review for January.
- Explorer Solutions Update: The Airport Director shared some details from the January Airline meetings that took place in Dallas and Atlanta. They will also be going to Washington, D.C. next week to take place in a presentation to the FAA related to the I-Ramp grant application. There was also discussion about the contract proposal received from Explorer Solutions for a Phase 3, Part 1 contract. Commissioners requested to see the timeline, details and spending amounts broken down for the next Commission meeting.

On a motion by Com. Frederikson, seconded by Com. Bowe, the Explorer Solutions Phase 3 – Part 1 Service Offer was approved as submitted.

(Ayes 5-Nays 0)

c. Project Summary

- AIP 37 ALP Update: The ALP update is being reviewed by the FAA.
- South Hangar Area Taxilane Design: The project is in to the FAA for review and should come back soon. The bid opening is scheduled for March 23rd.
- T-hangar Construction: The plan will be going to the Eau Claire Planning Commission on February 6th for review and approval. The bid is then scheduled for late March/early April.

8. Previous Business:

a. Airport Passenger and General Aviation Surveys

The Airport Director discussed the survey responses and feedback from the Air Passenger and General Aviation surveys that have been collected since May of 2016. We have awarded more than \$1,600 in Hangar 54 Grill gift cards for survey respondents.

9. New Business: None

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times:

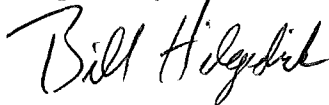
The next regular Commission Meeting will take place on Friday, February 17, 2017 at 7:30am.

12. Adjournment:

On a motion by Com. Frederikson, seconded by Com. Wells, the meeting was adjourned at 8:29am.

(Ayes 5-Nayes 0)

Respectfully Submitted,



Bill Hilgedick, Secretary