

## MINUTES

Chippewa Valley Regional Airport Commission  
Friday, March 17, 2017, 7:30am  
Duax Commission Room  
3800 Starr Avenue, Eau Claire, WI

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

**MEMBERS ABSENT:** Scott Francis

**OTHERS PRESENT:** 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, David Frederikson, Chuck Hull, Mark Olson and Barry Wells were present. Commissioner Hilgedick arrived at 7:33am.
4. **Approval of Minutes**
  - a. **February 17, 2017 Regular Commission Meeting:**

**On a motion by Com. Olson, seconded by Com. Wells, the minutes of the February 17, 2017 meeting were approved as submitted.**

*(Ayes 6-Nayes 0)*
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**
    - The 4N Consultants invoice is for Consultant fees for developing an ACDBE goal and re-writing the ACDBE program. New 2017 standards require the airport to develop a minimum 1% ACDBE goal.
    - The Eau Claire County invoices are for salting/sanding of the airport parking lots by the County maintenance department. The Airport does not use salt in any of their sand trucks because salt isn't allowed on the airfield. This is a relatively inexpensive option to provide better surfaces in airport parking lots during winter conditions.
    - The Airport Director noted that the Airport has made an agreement with Volaire Aviation to assist with our Social Media presence at a rate of \$100.00 per month.

**On a motion by Com. Frederikson, seconded by Com. Hull, the expense vouchers were approved as submitted.**

*(Ayes 6-Nayes 0)*

**b. Key Indicators**

- **Airline Operations**

Airline operations are up 30% for the month and 32% for the year. The load factors are up for the year and the number of cancellations is down for the year. The Airport Director noted that the President's Fiscal Year 2018 preliminary budget calls for the elimination of the Essential Air Service (EAS) program.

- **Car Rental Operations**

Car Rental Operations were up 16% for January 2017 over January 2016.

- **Tower Operations**

Tower operations are down 1% for the month and 13% for the year.

**c. Hangar Occupancy**

There are currently two T-hangars vacant.

**6. Public Comment Period:** No comment.

**7. Operational Matters**

**a. Airport Operations Report**

- **Small Community Air Service Grant Update:** The Commission reviewed the presentation of the digital media campaign from Advance Media.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- **Parking Lot Changes:** The Airport Director discussed the request from the restaurant to look into extending the free parking time limit from two hours to three or four hours. As the restaurant serves 425-525 customers on a Friday night, the short term parking lot is usually overflowing with vehicles and vehicles need to park in the long term lot. The Commission suggested that the lot become a four hour lot and that the signage be updated.

**On a motion by Com. Bowe, seconded by Com. Wells, the short term parking time limit was changed from two hours of free parking to four hours.**

*(Ayes 6-Nayes 0)*

- **Airport Quarterly Operations and Finance Report:** The Airport Director provided an overview of the Airport Quarterly Operations and Finance Report.
- **Airport Land Use:** The City of Eau Claire has shown interest in the possibility of putting a Dog Park off of Airport Road. Commissioners indicated they were not opposed to the idea as long as the City of Eau Claire could contract with the Airport and meet FAA requirements for using Airport property.
- **Airport Commissioner Update:** There are four Commission seats that are up for re-appointment in 2017. Commissioners Rick Bowe and Scott Francis have already been re-appointed for another two year term by the Chippewa County board. Commissioner Hilgedick has indicated his interest in being re-appointed in Eau Claire County and Commissioner Frederikson has declined re-appointment. Eau Claire County is advertising for the vacant Airport Commission seat through the end of March and the Commission appointments will take place in April.

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

- The Operational Review for February was a review of airport Ground Maintenance. The Airport Director discussed the airfield and equipment improvements and changes that are needed in the coming years..
- Recognition Program: The Airport received two recognitions in February.
- Airport Business Partner Meeting: The semi-annual Business Partner Meeting took place on March 8<sup>th</sup> where Airport Tenants discussed upcoming events, company updates and customer service improvement possibilities
- Explorer Solutions Update: The Airport Director notified Commissioners that the upcoming scientific committee event will likely be postponed due to many scheduling conflicts with potential attendees.

**c. Project Summary**

- AIP 37 ALP Update: The ALP update is in progress.
- South Hangar Area Taxilane Design: The project design review received many comments from the FAA. As a result, the bid opening has been postponed from March until April.
- T-hangar Construction: The bid opening has been postponed until after the South Hangar Area Taxilane project comes back from bid.
- ARFF Gear and SRE Purchase: The Airport is also planning to replace ARFF turnout gear, SCBA and snow removal equipment with 2017 FAA funding.
- RWY 14/32 Rehabilitation: The design for Runway 14/32 work is planned for FAA funding in 2017. Construction is planned for 2018 or 2019 depending on availability of funding.

**8. Previous Business: None**

**9. New Business:**

**a. Approval of Airport Six-Year Improvement Plan**

The WI Bureau of Aeronautics requires airports to annually submit a Six-Year Improvement Plan. The plan provided to the Commission does not commit the airport to certain projects; it just indicates our plan for capital improvement projects for the next several years.

**On a motion by Com. Hilgedick, seconded by Com. Hull, the Airport Six-Year Improvement Plan was approved as submitted.**

*(Ayes 6-Nayes 0)*

**b. Response to Zoning Variance Request**

The Airport Director discussed the Zoning Variance Request that Eau Claire County received to exceed the Airport Height Limitation Zoning Ordinance. The variance request is for a cell phone tower in the vicinity of the airport.

**On a motion by Com. Frederikson, seconded by Com. Wells, the Airport Commission vigorously objected to the Zoning Variance Request.**

*(Ayes 6-Nayes 0)*

**c. Ideas for Enhancing Customer Experience**

The Airport Director discussed possible ideas for improving customer service for passengers utilizing the airport. Many suggested customer service opportunities recognized by the airport industry are already in place at CVRA. The Airport Commission agreed the Airport Director should pursue opportunities such as having coffee and snacks available in the event of a flight delay and distributing coloring pages and crayons for children. The Airport Director will also look into adding more outlets for device charging capabilities.

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

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

The next regular Commission Meetings are planned for Friday, April 14, 2017 and Thursday, May 18, 2017 at 7:30am.

**12. Adjournment:**

**On a motion by Com. Frederikson, seconded by Com. Wells, the meeting was adjourned at 8:59am.**

*(Ayes 6-Nayes 0)*

**Respectfully Submitted,**

**Bill Hilgedick, Secretary**