

MINUTES

Chippewa Valley Regional Airport Commission
Friday, May 26, 2017, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

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

MEMBERS ABSENT: Tim Keyes and Barry Wells

OTHERS PRESENT: Amy Michels-Mead & Hunt, Melissa Isaksson-SkyWest Airlines, 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, Scott Francis, Bill Hilgedick, Chuck Hull, and Mark Olson were present.
4. **Approval of Minutes**
 - a. **April 17, 2017 Regular Commission Meeting:**

On a motion by Com. Francis, seconded by Com. Hilgedick, the minutes of the April 17, 2017 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

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

Airline operations are up 20% for the month and 24% for the year. Melissa Isaksson from SkyWest Airlines shared some airline updates.
 - **Car Rental Operations**

Car Rental Operations are up by 195 rentals through April over the same period in 2016.
 - **Tower Operations**

Tower operations are down for the month and for the year.
 - c. **Hangar Occupancy**

There are currently six T-hangars vacant.

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

7. **Operational Matters**

a. **Airport Operations Report**

- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- Airport Marketing Update: The Airport Director reviewed the marketing campaign statistics since the launch in January. The Airport plans to continue with Advance Media with a monthly investment of \$3,000 throughout the remainder of the year. The new campaign materials were also reviewed.

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

- May Operational Review: The May review covered Airport Security, the Perimeter Fence and Technology. Commissioners did not have any recommendations for addition to the May operational review.
- Explorer Solutions Update: Explorer Solutions provided a status update via a conference call. Commissioners indicated the need for private commitments by July.

c. **Project Summary**

- AIP 37 ALP Update: The ALP update is in progress and still with the FAA for review.
- AIP 40 RWY 04 Threshold Relocation: The project is complete; however there are issues with the completed PAPI road that failed FAA requirements for density testing. The FAA requirement called for 96% density where their testing indicated a 95.7% and 95.3% result. The contractor has agreed to accept a 50% payment in lieu of removing the asphalt and putting in new asphalt again.

On a motion by Com. Hilgedick, seconded by Com. Olson, the Commission agreed to pay the contractor 50% of the final cost of the pavement for the PAPI road.

(Ayes 4-Nayes 1)

- South Hangar Area Taxiway Design: The FAA submittal was received this week and McCabe Construction was awarded the contract. They are expected to start in the next 30 days.
- T-hangar Construction: The project is currently out for bid.
- ARFF Gear and SRE Purchase: . The SRE project is out for bid and the ARFF gear is in progress.
- RWY 14/32 Rehabilitation: The preliminary design report recommendation is being finalized and the FAA should award a grant this year for final design. Construction is planned for 2018.

8. **Previous Business:** None

9. **New Business:** None

10. **Discuss Future Agenda Items:**

a. **Discuss performance review of Airport Director**

b. Airport Commission Annual Meeting

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting is planned for June 23, 2017 at 7:30am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 9:10am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Bill Hilgedick, Secretary