

MINUTES

Chippewa Valley Regional Airport Commission
Friday, July 21, 2017, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Tim Keyes, Mark Olson, and Barry Wells

MEMBERS ABSENT: Scott Francis

OTHERS PRESENT: Amy Michels-Mead & Hunt, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Tim Keyes, Mark Olson, and Barry Wells were present.
4. **Approval of Minutes**
 - a. **June 23, 2017 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Keyes, the minutes of the June 23, 2017 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**

On a motion by Com. Bowe, seconded by Com. Wells, the expense vouchers were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **Key Indicators**
 - **Airline Operations**

Airline operations are up 7% for the month and 20% for the year.
 - **Car Rental Operations**

Car Rental Operations are up 306 more cars through June 2017 over the same period in 2016.
 - **Tower Operations**

Tower operations are down for the month and for the year. This is consistent with other area airports.
 - c. **Hangar Occupancy**

There are currently five T-hangars vacant. The Airport Director discussed proposing a plan for non-aeronautical use of hangars to the FAA. The

Commission discussed and a price comparison with other cold storage facilities in the area will be reviewed.

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 Website Surveys: The Airport Director reviewed the semi-annual summary of the Air Passenger and General Aviation surveys.
- Business at the Airport: The annual Business at the Airport event with the three area Chambers of Commerce will take place on Thursday, August 3rd.
- Super Bowl Aircraft: The Airport Director discussed the collaboration with neighboring airports to MSP to help with overflow aircraft parking during the 2018 Super Bowl being held in the Twin Cities.

b. Airport Strategic Plan Update/Review

- July Operational Review: The July review covered Fuel Flowage, Landing Fees, Parking Fees and Surfaces and Terminal and Tower Maintenance. Fees were not adjusted as they were found to be consistent with area airports. Tower maintenance needs were discussed and included in 2018 budget if possible.
- Explorer Solutions Update: The Airport Director and Commission discussed the status of the project and will wait until August to see if any financial commitments or grants are awarded.

c. Project Summary

- AIP 37 ALP Update: Mead & Hunt has received comments from the FAA regarding this project and they will review and send the responses in soon.
- AIP 41 South Hangar Area Taxilane Design: The contract has been awarded but the WI BOA needs a few documents from the contractor before they can issue the notice to proceed.
- AIP 42 ARFF Gear/SRE Purchase/Design RWY 14/32: The AIP 42 grant application has been submitted to the FAA and we are waiting for a grant to be issued.
- T-hangar Construction: Construction is tentatively planned for December completion. The Airport Director discussed the request from a pilot to have gas installed in one of the new hangars being built and to sign a 3-5 year lease.

On a motion by Com. Bowe, seconded by Com. Olson, the Commission approved proceeding with the design changes necessary to support gas heat in the new t-hangar building upon agreement of tenant to pay the \$6,500 Mead & Hunt design amendment.

(Ayes 6-Nays 0)

8. Previous Business:

a. Airport Recognition Program – Quarterly Nomination Review:

- The Commission reviewed all of the Recognition nominees from Quarter 2 and voted for Erin Switzer to receive the \$50 Chamber Gift Certificate for her service providing excellent customer service through communication with Airport tenants and providing informed assistance to Airport and tenant customers.

9. New Business:

a. Contract with Volaire Aviation for Air Service Development:

- The Airport Director discussed the Air Service Consultant contract.
On a motion by Com. Bowe, seconded by Com. Wells, the contract with Volaire was approved as submitted.
(Ayes 6-Nayes 0)

b. Draft Airport 2018 Operating and Capital Improvement Budget:

The Airport Director reviewed the first draft of the 2018 Operating and Capital Improvement Budgets. Revisions will be made and a final draft submitted in August.

10. Discuss Future Agenda Items: Final 2018 Operating and Capital Improvement Budget

11. Set Future Meeting Dates and Times: The next regular Commission Meeting is planned for August 18, 2017 at 7:30am.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Hull, the meeting was adjourned at 9:08am.
(Ayes 6-Nayes 0)

Respectfully Submitted,

Barry Wells, Vice Chair