

MINUTES

Chippewa Valley Regional Airport Commission
Friday, August 18, 2017, 7:30am
Duax Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Tim Keyes, Mark Olson, and Barry Wells

MEMBERS ABSENT: Bill Hilgedick and Chuck Hull

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

1. **Call to Order: Vice** Chair Barry Wells 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, Tim Keyes, Mark Olson, and Barry Wells were present.
4. **Approval of Minutes**
 - a. **July 21, 2017 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Olson, the minutes of the July 21, 2017 meeting were approved with the following clarification to the motion in agenda item 7c.: All of the expenses associated with adding gas to the new t-hangar, including the initial \$6,500 payment to Mead and Hunt, would be paid for in advance by the tenant requesting that heat be added to their hangar.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 - The Commission would like to see a credit card purchase summary with details for any expenses over \$250.00 going forward.

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

Airline operations are static for the month and up 17% for the year.
 - **Car Rental Operations**

Car Rental Operation numbers were not yet available for July.
 - **Tower Operations**

Tower operations are down for the month and for the year.

c. Hangar Occupancy

There are currently four 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.
- Digital Marketing Campaign Update: The Airport Director reviewed the marketing campaign statistics for June-July.
- Upcoming ARFF Training: The annual FAA required ARFF Training will take place on Wednesday, August 23rd.

b. Airport Strategic Plan Update/Review

- August Operational Review: The August review covered New Tenant Development.
- Explorer Solutions Update: The Airport Director and Commission discussed the status of the project and the letter recruiting Advisory and Planning Committee Members.

c. Project Summary

- AIP 37 ALP Update: Mead & Hunt are finalizing the updates to the ALP from the FAA review.
- AIP 41 South Hangar Area Taxilane Design: Construction began August 14th.
- AIP 42 ARFF Gear/SRE Purchase/Design RWY 14/32: We are waiting for grant approval for the Gear and SRE and the RWY 14/32 project is awaiting comments.
- T-Hangar Construction: The Airport Director noted the revision to the T-hangar lease to include a limitation on hazardous operations as identified by building code.

8. Previous Business:

a. Airport 2018 Operating and Capital Improvement Budget:

- The Airport Director and Commission discussed the final draft of the budget.
On a motion by Com. Bowe, seconded by Com. Francis, the Airport 2018 Operating and Capital Improvement Budget was approved as submitted.

9. New Business:

a. Menard, Inc. Hangar Construction:

- The Airport Director discussed future hangar expansion options and the Airport Commission agreed the Airport Director should pursue a lease agreement with Menards should they indicate intent to construct a hangar in the future. The Commission would review and approve the final draft of a lease agreement.

b. Airport Operating Agreement:

The Airport Director discussed the Airport Operating Agreement. Our current agreement expires 12/31/18.

10. Discuss Future Agenda Items: Summary of Social Media and Customer Survey feedback

11. Set Future Meeting Dates and Times: The next regular Commission Meeting is planned for September 22, 2017 at 7:30am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Keyes, the meeting was adjourned at 8:54am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary