

MINUTES

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

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

MEMBERS ABSENT: David Frederikson

OTHERS PRESENT: Amy Michels-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 7:32am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Bill Hilgedick, Chuck Hull, Mark Olson and Barry Wells were present. Commissioner Francis arrived at 7:33 and Commissioner Bowe arrived at 7:42.
4. **Approval of Minutes**
 - a. **January 20, 2017 Regular Commission Meeting:**

On a motion by Com. Hilgedick, seconded by Com. Hull, the minutes of the January 20, 2017 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 - The Syracuse Media invoice is for an Airport Digital Marketing Campaign based on a recommendation from Sixel Consulting for a marketing campaign that will utilize much of the remainder of the SCASD grant funds.
 - The Voucher list also included the previously discussed airfield deicer chemical and grader rental that were needed to combat the recent icy conditions.
 - The Airport Director noted that although there are a few items that may be posted to 2016 still outstanding, most items have posted. The County will closeout 2016 at the end of February.

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

Airline operations are up 24% for the month.
 - **Car Rental Operations**

Car Rental Operations were up 7% for 2016.

- **Tower Operations**
Tower operations are down for the month.

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: CVRA sponsored the last UW-Stout Basketball game this week and the response was very positive.
- Airport Community Outreach: The Airport Director updated Commissioners on the airport community outreach opportunities year to date.
- The Wisconsin Airport Management Association (WAMA) Legislative Day is March 7th in Madison.
- TSA Pre-Check Temporary Enrollment Center: EAU will host another temporary enrollment event from May 15-19, 2017.

b. Airport Strategic Plan Update/Review

- The Operational Review for January was for a review of staffing. The Airport Director discussed the change related to the Maintenance Supervisor status and description and there was discussion about keeping the pay for the Maintenance staff competitive with the area and other airports of our size.
- Explorer Solutions Update: The Airport Director updated Commissioners on activities related to I-Ramp including a presentation to the FAA that took place in Washington, D.C. earlier this month. Commissioners clarified their expectation that a commitment from private sector partners was needed by the end of the current phase of the project.

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 comments. The bid opening is scheduled for March 23rd.
- T-hangar Construction: The Commission would like to wait for FAA funding approval on the taxilane project before opening the bid process for the hangar project. If waiting for FAA funding requires bidding the t-hangar later in the construction season, building completion could be delayed to May of 2018 to get better bids.

8. Previous Business:

a. Airport Passenger and General Aviation Surveys

The Airport Director discussed the survey rewards and it was agreed that we would remove the restaurant gift certificate incentive with every survey completion, but continue the airfare giveaway as well as some restaurant gift cards gifted annually.

9. New Business:

a. Airport Terminal Advertising

The Airport Director discussed the advertising agreement with Media USA that expired in 2016. In lieu of doing an RFP process for a new advertising contract with them or another company, the Airport will instead proceed with contacting vendors directly (hotels, taxi companies, etc.) and offering them an opportunity for digital advertising in the terminal and on the airport website. There will also be an opportunity for area chambers of commerce or other organizations or publications to trade for advertising services.

10. Discuss Future Agenda Items:

Ideas for Improving Customer Service Experience

11. Set Future Meeting Dates and Times:

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:05am.

(Ayes 6-Nays 0)

Respectfully Submitted,

Bill Hilgedick, Secretary