

MINUTES

Chippewa Valley Regional Airport Commission
Friday, April 14, 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 7:30am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, David Frederikson, Bill Hilgedick, Chuck Hull, Mark Olson and Barry Wells were present.
4. **Approval of Minutes**
 - a. **March 17, 2017 Regular Commission Meeting:**

On a motion by Com. Frederikson, seconded by Com. Wells, the minutes of the March 17, 2017 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports**
 - a. **Expense Vouchers and Financial Report**
 - The Airport Director noted that due to the early meeting this month, the voucher list was shorter than normal and that the next month will be longer. Also, the Airport experienced a lighting strike on Sunday, April 9th that resulted in many lights needing to be replaced. There will be additional expenses for this noted for next month.

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

Airline operations are up 32% for the month and 27% for the year. The load factor for the last month was nearly 70% and the airline had a 98% completion rate.
 - **Car Rental Operations**

Car Rental Operations were not available for the month of March due to the early meeting.

- **Tower Operations**

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

- c. **Hangar Occupancy**

There are currently three T-hangars vacant.

6. Public Comment Period: No comment.

7. Operational Matters

- a. **Airport Operations Report**

- **Airport Commissioner Update:** The Airport Director noted that Eau Claire County is recommending appointment of Tim Keyes, formerly with NMC Wollard, to fill the vacancy left by David Frederikson.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date.

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

- **Airport Recognition Program:** The Commission reviewed all of the Recognition nominees from Quarter 1 and voted for Duane Grunst to receive the \$50 Chamber Gift Certificate for his distinguished service and going the extra mile by providing support to his fellow employees with training assistance and knowledge.
- **Explorer Solutions Update:** The Airport Director reviewed the I-Ramp project timeline and tasks.

- c. **Project Summary**

- **AIP 37 ALP Update:** The ALP update is in progress.
- **South Hangar Area Taxiway Design:** Final approval of plans and specifications from the FAA has been received, and the project is out for bid. Bids should be received on April 20th. The FAA currently has approval for funding projects through April of 2017.
- **T-hangar Construction:** The Airport Commission directed the Airport Director to proceed with bids on the t-hangar project if an FAA grant is received by the end of April .
- **ARFF Gear and SRE Purchase:** This project is in progress.
- **RWY 14/32 Rehabilitation:** The design for Runway 14/32 work is planned for FAA funding in 2017. Construction is still planned for 2018 or 2019 depending on availability of funding.

8. Previous Business:

- a. **2018 Airport Capital Improvement Plan**

The Airport Director reviewed the 2018 Airport Capital Improvement Plan and noted that locally funded items needed to be submitted to Eau Claire County by May for approval for the following year.

9. New Business:

- a. **Proposed Resolution 17-18/008 to Approve Application of a Class B Intoxicating Liquor License for Hangar 54 Grill**

On a motion by Com. Frederikson, seconded by Com. Hilgedick, Resolution 17-18/008 to Approve Application of a Class B Intoxicating Liquor License for Hangar 54 Grill was approved as submitted.

(Ayes 6-Nayes 0)

- b. **Proposed Ordinance 17-18/001 to Amend the Eau Claire County Code**

The Airport Director discussed the updates to the county code and indicated the updates were a result of the Eau Claire County strategic plan.

On a motion by Com. Hilgedick, seconded by Com. Wells, Ordinance 17-18/001 to Amend the Eau Claire County Code was approved as submitted.

(Ayes 6-Nayes 0)

- c. **Proposed Resolution 17-18/004 to Support Continued Funding of the EAS Program**

The Commission discussed the resolution.

On a motion by Com. Frederikson, seconded by Com. Hilgedick, Resolution 17-18/004 to Support Continued Funding of the EAS Program was approved as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times:

The next regular Commission Meeting is planned for May 26, 2017 at 7:30am.

12. Adjournment:

On a motion by Com. Frederikson, seconded by Com. Wells, the meeting was adjourned at 8:25am.

(Ayes 6-Nayes 0)

Respectfully Submitted,



Bill Hilgedick, Secretary