

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, June 23, 2017, 7:30am**  
**Duax Commission Room**  
**3800 Starr Avenue, Eau Claire, WI**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Matt Wagner and Mitch Walker-Mead & Hunt, Ron Ford-Menards, 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, Tim Keyes, Mark Olson, and Barry Wells were present.
4. **Approval of Minutes**
  - a. **May 26, 2017 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Francis, the minutes of the May 26, 2017 meeting were approved as submitted.  
*(Ayes 7-Nayes 0)*
5. **CVRA Finance and Activity Reports**
  - a. **Expense Vouchers and Financial Report**

On a motion by Com. Wells, seconded by Com. Olson, the expense vouchers were approved as submitted.  
*(Ayes 7-Nayes 0)*
  - b. **Key Indicators**
    - **Airline Operations**

Airline operations are up 14% for the month and 24% for the year.
    - **Car Rental Operations**

Car Rental Operations are up by 237 rentals through May 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.
- Small Community Air Service Development Grant: The Airport Director discussed the possibility of using the remainder of the SCASD grant funds to enter into a two year commitment for advertising with the UWEC Blugolds Athletic Department. The grant funds would only cover approximately half of the \$6,000 cost for the two years, but we would utilize our marketing budget funds for the remainder.

**On a motion by Com. Francis, seconded by Com. Hilgedick, the Commission approved the UWEC Corporate Partnership Agreement for two years of advertising for \$6,000 as submitted.**

*(Ayes 7-Nayes 0)*

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

- June Operational Review: The June review covered the Fire Station, Maintenance Shop and PFC's. The Commission would like to continue with the Operational Review for another year.
- Explorer Solutions Update: The Airport Director and Explorer Solutions submitted a federal grant application on 6/22/17. There have been several private business letters of commitment for the grant. Commissioners noted that they still require private commitments by July.

c. **Project Summary**

- AIP 37 ALP Update: Mead & Hunt has received comments from the FAA regarding this project and they are in the process of making edits to the ALP.
- AIP 41 South Hangar Area Taxilane Design: The finding has been received from the state and contractor approval should be coming soon. They are expected to start in the next 30 days.
- T-hangar Construction: Bids have been received for this job project. See Agenda item 9a.
- AIP 42 ARFF Gear/SRE Purchase/Design RWY 14/32: The Airport Director updated on the status of the gear and equipment. The RWY 14/32 design project is with the BOA for working on the design contract with Mead & Hunt.

**On a motion by Com. Bowe, seconded by Com. Hilgedick, the Commission approved 50/50 funding of the alternates to the SRE bid for a sweeper and bucket.**

*(Ayes 7-Nayes 0)*

**8. Previous Business:**

**a. Airport Marketing Plan**

- The Airport Director discussed the results of surveying other similarly sized airports in the region regarding their marketing budgets and programs. The Commission would like to proceed with the recommendation to increase the 2018 marketing budget from \$35,000 to \$50,000.

**9. New Business:**

**a. Award Bid for T-Hangar Construction**

- The Airport Director and Mead & Hunt discussed the factors that went into the construction bid process and pricing.

**On a motion by Com. Bowe, seconded by Com. Wells, the Commission approved Awarding the Bid for the 10-unit T-Hangar Construction with the extra 5' of depth and not to exceed \$865,000.**

*(Ayes 7-Nayes 0)*

**b. Airport Commission Annual Meeting**

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year. The upcoming strategic plan will cover the business plan for the coming year. The prior year financial statement is unaudited and subject to change pending the results of the audit. The Commission discussed the nominations for Officers.

**On a motion by Com. Bowe, seconded by Com. Keyes, the Commission approved the nomination of Bill Hilgedick for Chair, Barry Wells for Vice Chair and Scott Francis for Secretary.**

*(Ayes 7-Nayes 0)*

**On a motion from Com. Francis, seconded by Com. Wells, the 2016 Financial Statement was approved as submitted.**

*(Ayes 7-Nayes 0)*

- c. Proposed Closed Session pursuant to Wisconsin Stats. 19.85 (1)(e) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *To wit: Confirmation of airport manager performance evaluation***

**On a motion by Com. Bowe, seconded by Com. Francis, the Commission entered into closed session at 8:49am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hull, Keyes, Olson and Wells. Nayes: None.**

The Commission reconvened in open session at 9:03am.

Commissioners reported in open session that they completed a review and discussion of the Airport Manager's Performance Review and have approved it to be submitted to HR for approval.

**10. Discuss Future Agenda Items:** 1<sup>st</sup> Draft of 2018 Budget

**11. Set Future Meeting Dates and Times:** The next regular Commission Meeting is planned for July 21, 2017 at 7:30am.

**12. Adjournment:**

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

*(Ayes 7-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary