MINUTES
Chippewa Valley Regional Airport Commission
Friday, May 15th, 7:30 a.m.
Airport Terminal Conference Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick and Barry Wells
MEMBERS ABSENT: Commissioners David Frederikson, John Manydeeds, and Brittani Zammit

1. **Call To Order:** Acting Chair Rick Bowe called the meeting to order at 7:39 am

2. **Confirmation of Meeting Notice:** The meeting was noticed.

3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick and Barry Wells were present.
   Commissioners David Frederikson, John Manydeeds, and Brittani Zammit were absent.

4. **Approval of Minutes**
   a. **April 21, 2015 Regular Commission Meeting:**
      On a motion by Com. Wells, seconded by Com. Hilgedick, the minutes of the April 21, 2015 meeting were approved.
      *(Ayes 4-Nays 0)*

5. **CVRA Finance and Activity Reports**
   a. **Expense Vouchers and Financial Report**
      The Eau Claire Business Interiors, Menomonie Flooring Centre, Office Depot and Randy Setzer invoices are all related to the remodel of the Airport Administration Offices. The entire project came in under the $12,000 proposal.
      The Eau Claire Communication invoice was for the installation of data lines in both conference rooms and an ATM line in the terminal. The conference room lines will be used for large meeting conference calls.
      The Master Building Solutions invoice was for work on the HVAC controls in the terminal. This is a new vendor that we will be using more going forward for maintenance of HVAC controls in the terminal and tower.
      The North Star Fire invoice is for annual maintenance and repairs to the terminal and tower fire extinguishers.
      The Sixel Consulting invoice is for work towards the SCASD (Small Community Air Service Development) Quarterly Report and the SCASD Marketing Grant.
      On a motion by Com. Wells, seconded by Com. Hilgedick, the expense vouchers were approved as submitted.
      *(Ayes 4-Nays 0)*
Key Indicators:

- **Airline Operations:**
  Airline operations are down for the month and down for the year and there have been a significant decrease in cancellations for the year. According to United, the schedule should be returning to an early AM departure, a mid-AM arrival and departure and a PM arrival again in September.

- **Tower Operations**
  Tower operations are up for the month and up for the year.

b. **Hangar Occupancy**
   There are no vacant T-hangars or box hangars. All hangars are currently rented and there is a waiting list.

6. **Public Comment Period:** No comment.

7. **Operational Matters**
   a. **Airport Operations Report**
      - Stormwater Utility Update: The Airport Manager and Mead & Hunt have been working with the City on the fees charged to the airport for the City stormwater utility. The first step was to work with City staff on determining current billing. This resulted in a savings to the airport of $1,118/yr. The second step involved convening the City Utility Appeals board to present the case that the pavement in the north hangar area was actually taxiways and should therefore be exempted from the stormwater utility. The airport won the appeal which resulted in an addition $5,896/yr. in reduced billing for a total annual reduction of $7,014. The Airport Manager thanked Mead & Hunt for their work on the project.
      - Therapy Dog Greeter Program: The Airport Manager discussed the new plan to integrate Therapy Dogs/Good Citizen Dogs to help with the Volunteer Greeter Program at the airport. The goal would be to help relieve some of the stress that passengers have when they travel. The Airport Manager is still working on implementation but hopes to have the program in place in June or July.

   b. **Airport Strategic Plan Update/Review**
      The Airport Manager discussed the three Operational Review topics for May which included the Airport Security Plan, the Perimeter Fence, and Technology updates. The timeline for the complete fence replacement would likely be in the next 5 years. Regarding the technology updates, there was discussion for networking the access control and CCTV cameras between the terminal and the tower. The Airport Manager will continue to look into pricing and availability for tying into existing cabling or needing to run new fiber in the future.

   c. **Project Summary**
      Amy Michels from Mead & Hunt discussed the ALP update noting that they are nearing completion and are getting the necessary documentation collected. The Twy C plans went out earlier this month for the 95% Plans and Specs review to the State and the FAA for their comment and review. The South Hangar Lane taxiway and the Tower Equipment Replacement are still in progress. Pricing estimates for
new hangar construction is expected in June.

8. Previous Business
   a. Small Community Air Service Development Marketing Grant
      Melissa Galvan Peterson from Sixel Consulting gave a presentation regarding
      the Small Community Air Service Development Marketing Grant that and the
      airport was awarded in 2014. The grant from the US DOT is for $150,000 and there
      is an additional $15,000 of local and in-kind contributions. The grant is intended to
      use on a Strategic Marketing Plan for advertising the Airport and the Essential Air
      Service provider: SkyWest/United. The grant expires on 1/13/17 or when all of the
      funds have been expended. Sixel will continue to work on the Strategic Marketing
      Plan and Community Engagement through the year.

9. New Business:
   a. Establishment of Airport Memorial
      The Airport Manager discussed the suggested options for a Hall of Fame
      plaque(s) for significant contributors to the airport. This option may be revisited on a
      case by case basis, however, the suggestion to rename the Commission Room the
      Duax Commission Room and add a plaque commemorating his contribution to the
      airport and the airport commission will proceed at this time.
      
      On a motion by Com. Bowe, seconded by Com. Wells, renaming the
      Commissioners Meeting Room the Duax Commission Room and adding a
      plaque in his honor was approved.
      (Ayes 4 - Nayes 0)

   b. Menards Hangar Construction Proposal
      Ron Ford from Menards discussed the proposal for adding onto their
      existing hangar space to accommodate another regional jet aircraft. They will be
      continuing to work on the proposal and are hoping to submit official plans within
      the next month. The Commission was supportive of the proposal but requested
      additional information be brought back to the June meeting.

   c. Hawthorne Hangar Construction Proposal
      Jeff Husby from Hawthorne Aviation discussed the proposal for adding a
      new hangar to the east of their existing hangar facilities. They will be relocating all
      parking currently located on the east side to the front of the facility and are hopeful
      that the retention pond will be relatively unaffected. The hangar is planned to be
      approximately 150’ x 170’ at a proposed cost of $1,800,000. Preliminary plans have
      been submitted to the FAA for approval and they will keep the Commission updated
      with further progress. The Commission was supportive of the proposal but
      requested additional information be brought back to the June meeting.
d. **Airport Manager Annual Performance Evaluation and Contract Renewal**

   The Airport Manager discussed her upcoming annual performance evaluation as well as renewal of her employment agreement that renews every three years. The commission is to complete the evaluation before the next commission meeting and to submit any changes to the contract to Com. Frederikson so he can work with the Eau Claire County Corporation Counsel on a successor agreement.

10. **Discuss Future Agenda Items:**
   - June – Airport Commission Annual Meeting and Election of Officers
   - July - Explorer Solutions Presentation

11. **Set Future Meeting Dates and Times:**
   - The next two Commission Meetings are scheduled for Friday, June 19th, 2015 at 7:30 am and Friday, July 17th, 2015 at 7:30am.

12. **Adjournment:**
   - On a motion by Com. Wells, seconded by Com. Hilgedick, the meeting was adjourned at 9:03 a.m.
   
   (Ayes 4-Nayes 0)

Respectfully Submitted,

Rick Bowe, Acting Chair & Secretary