

MINUTES

Chippewa Valley Regional Airport Commission
Friday, March 15, 2019, 8:00 am
Airport Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells

MEMBERS ABSENT: Commissioner Scott Francis

OTHERS PRESENT: Nick Brenner and Ron Ford-Menards, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 8:00 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells were present.
4. **Approval of Minutes:**
 - a. **February 15, 2019 Regular Commission Meeting:**

On a motion by Com. Moritz, seconded by Com. Bowe, the minutes of the February 15, 2019 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

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

Total airline passengers are up for the month and down for the year.
 - **Car Rental Operations**

Car Rental Operations are up for the month of January over last year. February numbers were not available for the meeting.
 - **Tower Operations**

Tower Operations are down for the month and for the year.
 - c. **Hangar Occupancy:**

There are eight T-hangars available in the north hangar area and one T-hangar available in the south hangar area.

6. Public Comment Period: None

7. Operational Matters:

a. Quarterly Operations Report

- The Airport Director discussed the quarterly report that is presented to the Eau Claire and Chippewa County Board Chairs.

b. 2018 Annual Report

- The Airport Director presented the annual report that is submitted to the Eau Claire County Board.

c. Digital Marketing Campaign Update

- The Airport Director reviewed the current marketing campaign results.

d. Airport Community Outreach

- The Airport Director updated Commissioners on the airport community outreach opportunities year to date. There was discussion about the prospect of holding a temporary enrollment for Global Entry and Commissioners agreed with moving forward on holding an event this July.

8. Previous Business:

a. Air Service Development Discussion

The Airport Director discussed the possibility of additional opportunities for charter flights and adding destinations to our existing air service. Volaire Aviation, the air service consultant we have been working with for several years, can put together a presentation to cover an overview of the air service industry, airline and hub options, and risk mitigation options for new service. The cost is \$4,000 for the report with a phone presentation.

On a motion by Com. Wells, seconded by Com. Hull, the Commission approved engaging Volaire Aviation to complete an Air Service Development presentation.

(Ayes 5-Nayes 0)

9. New Business:

a. Menards, Inc. Hangar Area Lease

The Airport Director discussed the proposed lease for a new Menards Hangar M-12. A few proposed amendments were presented to the draft that was included in the Commission packet. The amendments were confirmed with Menards and with Corporation Counsel.

On a motion by Com. Bowe, seconded by Com. Hull, the Menard, Inc. M-12 Hangar Lease was approved with amendments.

(Ayes 5-Nayes 0)

b. Resolution to Recommend Updates to Section 18.60 of the Eau Claire County Code

The Airport Director discussed the proposed updates to Section 18.60 of the Eau Claire County Code.

On a motion by Com. Moritz, seconded by Com. Wells, the Resolution to Recommend Updates to Section 18.60 of the Eau Claire County code was approved as submitted.

(Ayes 4-Nayes 0)

10. Discuss Future Agenda Items:

- a. FAA Non-Aeronautical Use Presentation**
- b. Land Lease Guidelines**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are scheduled for April 26th at 7:30 am and May 17th at 7:30 am.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Hull, the meeting was adjourned at 9:50 am.

(Ayes 4-Nayes 0)

Respectfully Submitted,

Barry Wells, Vice Chair