

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, July 19, 2019, 7:30 am
Airport Commission Room
3800 Starr Avenue, Eau Claire, WI**

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Bert Moritz and Barry Wells.

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Norb Kirk and Amy Weiss-Eau Claire County Finance, Charity Zich-Airport Director and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Chuck Hull, Bert Moritz and Barry Wells were present. Peter Hoeft arrived at 7:32 am. Rick Bowe departed at 8:56 am.
4. **Approval of Minutes:**
 - a. **June 24, 2019 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hull, the minutes of the June 24 2019 meeting were approved as submitted.
(Ayes 6-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

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

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

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

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

There are seven T-hangars available in the north hangar area.
6. **Public Comment Period:** None

7. Operational Matters:

a. Airport Operations Report

- **Airport Survey Results:** The Commission reviewed the surveys from the last 6 months.
- **Digital Marketing Update:** The Airport Director discussed the current Digital Marketing campaign.
- **Airport Staff Update:** One part time and one on-call member of our maintenance team have submitted their notice. Two new on-call employees have started the background check process and should be starting soon. A part time position has been posted.
- **Air Service Development Discussion Update:** The Airport Director reviewed the findings from the Air Service Development Discussion.
- **Airport Community Outreach:** The Airport Director updated Commissioners on the airport community outreach opportunities year to date. The Chamber Alliance Business at the Airport event will be August 1st. Tickets are available and Commissioners are encouraged to attend.

b. Airport Strategic Plan Update/Review

- **Operational Review:** The July Operational Review covered Fuel flowage, landing and parking fees and maintenance and Tower facilities and maintenance. No changes were suggested at this time.

c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** Construction is underway. The concrete mix did not pass all of the testing requirements and will need to be re-tested.
- **AIP 44 Rwy 4/22 and Taxiway A Rehabilitation:** The project is awaiting FAA funding.

8. Previous Business:

a. 2020 Airport Operating and Capital Improvement Budget

On a motion by Com. Francis, seconded by Com. Hoeft, the 2020 Airport Operating and Capital Improvement Budget was approved as submitted.

(Ayes 7-Nayes 0)

b. Review Land Lease Guidelines

The Airport Director discussed the suggested language additions for the Land Lease Guidelines.

On a motion by Com. Hull, seconded by Com. Wells, the Land Lease Guideline changes were approved as proposed.

(Ayes 5-Nayes 1)

c. Airport Recognition Program 2019 Quarter 2 Award

Commissioners selected Youa Vang from SkyWest Airlines as the Quarter 2 - 2019 Recognition Program recipient. Her nomination was as follows: “We received late notice that a recent charter flight was going to be significantly delayed until the following morning. Outside of normal ticket counter hours, Youa coordinated between the charter dispatch, SkyWest and the airport to ensure everyone had the appropriate staff available and the charter was able to safely arrive and depart. Youa really went above and beyond to make sure everything was covered!”

9. New Business:

a. Approval to Proceed with Mead & Hunt, Inc. Contract for Obstacle Action Plan

The Airport Director discussed the Contract for Obstacle Action Plan that would be 80% BOA funded.

On a motion by Com. Moritz, seconded by Com. Wells, the Commission approved proceeding with the Mead & Hunt, Inc. Contract for Obstacle Action Plan as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items:

a. Height Limitations Ordinance

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are scheduled for August 16th and September 20th at 7:30 am.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 9:18 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary