

MINUTES

Chippewa Valley Regional Airport Commission
Friday, March 20, 2020, 7:30 am
Terminal Conference Commission Room
3800 Starr Avenue, Eau Claire, WI

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

MEMBERS ABSENT: None

OTHERS PRESENT: Youa Vang-SkyWest, Ryan Patterson-Leader Telegram, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director and Erin Switzer-Administrative Associate

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:32 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. Commissioners Scott Francis and Peter Hoeft were present via teleconference.
4. **Approval of Minutes:**
 - a. **February 21, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hull, the minutes of the February 21, 2020 meeting were approved as submitted.
(Ayes 7-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**

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

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

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

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

There are six T-hangars available in the north hangar area.

6. **Public Comment Period:** None

7. **Operational Matters:**

a. **Airport Operations Report**

- **Terminal Operations:** As a response to the COVID-19 threat, the Airport staff has increased the cleaning and sanitizing of high-touch surfaces throughout the Airport Terminal and has closed off some restrooms and seating areas to further encourage social distancing.
- **Charter Ground Handling:** SkyWest has indicated that they are no longer interested in handling the casino charter flight ground handling operations. The Airport Director discussed the possibility of the airport ground handling the charters and will continue to pursue that option.
- **County Car Rental Utilization:** A representative from Eau Claire County inquired about the possibility of waiving the concession fees and parking fees associated with County employees renting vehicles from Enterprise Rent-A-Car at the Airport. The Commission discussed options for waiving both fees and to include Chippewa County, as well.

On a motion by Com. Moritz, seconded by Com. Wells, the Commission voted to waive the parking fee for Eau Claire County employees renting a car from an Airport car rental operator for travel on County business.

On an amended motion by Com. Moritz, seconded by Com. Wells, the Commission voted to waive the parking fee for Eau Claire and Chippewa County employees renting a car from an Airport car rental operator for travel on County business.

The amendment to the resolution was adopted. (Ayes 7-Nayes 0)

The resolution, as amended once, was adopted. (Ayes 7-Nayes 0)

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Airport Director noted that several future events have been cancelled or postponed.

b. **Airport Strategic Plan Update/Review: None.**

- **Operational Review:** The March Operational Review covered Airfield Infrastructure. The Airport Director discussed the Taxiway A lighting replacement that will likely be needed in the coming months.

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Project is on hold until spring when painting and crack sealing will be completed.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and WHA/WHMP FY20:** Multi-Function Equipment bid documents are in progress with delivery not expected until sometime in 2021

- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update FY21:** Projects planned for federal FY21 budget and CY22 construction
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations FY22:** Environmental work is on hold until Spring. Construction expected in CY 2023.
- **State Aid 65 Equipment Procurement Project:** Tractor has been ordered with delivery expected within 90 days
- **State Aid Equipment Storage Building Addition Project:** CBS Squared has been selected to do the design for this project.

8. Previous Business:

- a. **K-9 Ambassador Program:** The Airport has had an Airport Ambassador (Volunteer Greeter) program for many years that added a K-9 Therapy dog component a few years ago. This volunteer form clarifies whether the K-9 Ambassadors have insurance through a therapy dog association and if they do not, that they are not covered by the airport liability insurance.

On a motion by Com. Francis, seconded by Com. Hull, the Commission approved the K-9 Ambassador Form.

(Ayes 7-Nayes 0)

9. New Business:

- a. **Agreement for Professional Services for Hangar Design:** The Airport Director discussed the hangar design for the new K-row box hangars that were included in this year's budget.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the Agreement for Professional Services for Hangar Design as submitted.

(Ayes 7-Nayes 0)

- b. **Approval to Proceed with Quote for New Door Installation at Car Rental Entrance:** The Airport Director discussed the plan for adding new automatic doors at the Car Rental Entrance as well as the option to add electric locks at the existing main terminal automatic doors.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved the Quote for New Door Installation at the Car Rental Entrance.

(Ayes 7-Nayes 0)

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved that the Airport Director explore reliability for adding electric locks at the existing main terminal automatic doors.

(Ayes 6-Nayes 1)

- c. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons exist, To wit: Extension of Lease Agreement with Hangar 54 Grill**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 9:02 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull, Moritz and Wells; Nays: None.

The Commission reconvened in open session at 9:49 am. Commissioner Wells left at 9:28 am and Commissioner Hoeft left at 9:46 am.

Commission Chair Hilgedick reported in open session that no action was taken in closed session.

10. Discuss Future Agenda Items:

- a. **Updated financials related to COVID-19**
- b. **Review electric door lock accommodations**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for April 17th, May 15th and June 19th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 9:56 am.

(Ayes 5-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary