

MINUTES

Chippewa Valley Regional Airport Commission
Friday, April 17, 2020, 7:30 am
Virtual Meeting via Webex Events

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor and Erin Switzer-Administrative Associate were present via Webex Events virtual meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:33 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Bert Moritz and Barry Wells were present via Webex Events virtual meeting.
4. **Approval of Minutes:**
 - a. **March 20, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the March 20, 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**
 - 2020 Capital Improvement Update: The Airport Director discussed the current status of various capital projects and also discussed the financial impacts that the COVID-19 pandemic has had and will have on the Airport operations.

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

Airline Enplanements are down for the month and for the year. Due to the COVID-19 pandemic, there was over 50% less traffic through the month of March.
 - **Car Rental Operations**

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

Tower Operations are down for the month and for the year.

c. Hangar Occupancy:

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

6. Public Comment Period: None

7. Operational Matters:

a. Airport Operations Report

- **FAA CARES Act Airport Grants:** The Airport Director discussed the FAA CARES Act Airport Grant and provided a link for Frequently Asked Questions.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Airport Director noted that many future events have been cancelled. The Chippewa Valley Air Show has not yet been cancelled.

b. Airport Strategic Plan Update/Review: None.

c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** FY21
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and WHA/WHMP FY20:** Multi-Function equipment and pavement markings are out for bid.
- **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 soon.
- **State Aid Equipment Storage Building Addition Project:** CBS Squared has been selected as the consultant and the design is in progress.
- **K-Row Hangar Construction Project FY20:** The Airport Director discussed the construction of 2-3 box hangars in the K-Row. The Commission did not feel the optional 3rd hangar was necessary at this time and directed the hangars be constructed without finished restrooms. The plan review and bid process will take place over the next two months.

8. Previous Business:

a. Airport Recognition Program Quarter 1 - 2020 Award:

Commissioners selected Bob Weiss from CVRA as the Quarter 1 - 2020 Recognition Program recipient. Bob was nominated this quarter for going the extra mile.

9. New Business:

- a. **Approval to Proceed with Quote for Installation of Electronic Locks at Car Rental and Main Entrances to the Terminal:** 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. Wells, the Commission approved the Quote for Installation of Electronic Locks at Car Rental and Main Entrances to the Terminal

(Ayes 7-Nayes 0)

- b. **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: Consider amendments or changes to commercial contracts or leases with the Chippewa Valley Regional Airport**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 8:35 am and will reconvene at 9:15 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull, Moritz and Wells; Nayes: None.

The Commission reconvened in open session at 9:15 am.

Commission Chair Hilgedick reported in open session that the Airport Director was directed to offer amendments to certain lease agreements.

10. Discuss Future Agenda Items:

- a. **CARES Act grant**

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:20 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary