

MINUTES

Chippewa Valley Regional Airport Commission
Friday, May 15, 2020, 7:30 am
Virtual Meeting via Webex Events

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, and Kevin Stelljes were present via Webex Events virtual meeting.

MEMBERS ABSENT: Leigh Darrow and Barry Wells

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Ron Ford-Menards, 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 7:30 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft and Kevin Stelljes were present via Webex Events virtual meeting.
4. **Approval of Minutes:**
 - a. **April 17, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Stelljes, the minutes of the April 17, 2020 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report**
 - The Airport Director discussed the financial impacts that the COVID-19 pandemic continues to have on the Airport financials.

On a motion by Com. Francis, seconded by Com. Hoeft, the expense vouchers were approved as submitted.
(Ayes 5-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**
Airline Enplanements are down for the month and for the year.
 - **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 three T-hangars available in the north hangar area.

6. **Public Comment Period:** Heather DeLuka from the Neighborhood Association inquired about how the neighboring community can be involved in the Master Plan update. This will be addressed in the Project Summary later in the meeting.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Tenant Operations Update:** The Airport Director reviewed how Airport Tenant Operations have been impacted by the COVID-19 pandemic; noting Airline operations have been reduced to one per day, the restaurant has closed until June 1st and most of the car rental counter hours of operation and FBO hours were reduced temporarily.
- **2019 Annual Report:** The Airport Director noted the 2019 Annual Report included in the Commission packet.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Airport Director noted that many future events have been cancelled, including the Chippewa Valley Air Show.
- **Eau Claire Economic Recovery Task Force:** The Airport Director noted that she has been asked to chair the Transportation Division of the Eau Claire Economic Recovery Task Force that has been created.

b. **Airport Strategic Plan Update/Review:**

- **Operational Review:** The May Operational Review covered Airport Security, Perimeter Fencing and Technology. The Airport Director and Commission discussed postponing the Strategic Planning meeting until July and tentatively planned it for July 16th at 10 am.

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Mead & Hunt requested that this project be moved up, but the contractors are unavailable for several weeks yet.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design and , Taxiway A Lighting Design, Airfield Markings, ARFF Testing Equipment and WHA/WHMP - FY20:** Bids have been received on markings and snow removal equipment and the State is working on the grant application.
- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update - FY21:** A supplemental grant through the FAA has been awarded for the ARFF Building construction. There will be a public meeting scheduled regarding the Master Plan Update when we get closer to the project. It will not take place in 2020.
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations - FY22**
- **State Aid 65 Equipment Procurement Project:** The tractor has been received and we are still waiting to go to bid on the mowing equipment.
- **State Aid Equipment Storage Building Addition Project:** We are waiting on the finalized contract with the consultant.
- **K-Row Hangar Construction Project - FY20:** The construction walk-through will take place in May and bids will be due in June. Construction is planned to be completed by the end of 2020.

8. **Previous Business: None.**

9. **New Business:**

a. **Acceptance of CARES Act Grant Funds**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission approved the CARES Act Grant Application for Federal Assistance to reimburse airport operations and maintenance expenses in the amount of \$4,301,292.

(Ayes 5-Nayes 0)

b. **Request to Extend Hangar I-4 Land Lease**

- The Airport Director and Commission discussed the Request to Extend the Hangar I-4 Land Lease.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved an extension of the Hangar I-4 Land Lease as recommended by the Airport Director through April 30, 2040.

(Ayes 3-Nayes 2)

c. **Airport Director Performance Evaluation**

- The Airport Director and Commission Chair discussed the Airport Director's Performance Evaluation. Forms will be sent to the Commissioners and should be returned to the Commission Chair by June 1st.

10. **Discuss Future Agenda Items:**

- a. **Compiled results for the Airport Director Performance Evaluation**
- b. **Airport Director Employment Contract**
- c. **Chippewa Valley Regional Airport Commission Annual Meeting**
- d. **First Draft of 2021 Budget**
- e. **Call-in meeting attendance options for future meetings**

11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for June 19th, July 17th and August 21st. The Strategic Planning Meeting is scheduled for Thursday, July 16th, time TBD.

12. **Adjournment:**

On a motion by Com. Francis, seconded by Com. Hoeft, the meeting was adjourned at 8:40 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary