

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, June 19, 2020, 7:30 am
Virtual Meeting via Webex Events**

MEMBERS PRESENT: Commissioners Rick Bowe, Leigh Darrow, Scott Francis, Bill Hilgedick, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting.

MEMBERS ABSENT: Peter Hoeft

OTHERS PRESENT: Heather DeLuka-Airport Neighborhood Association, Brian Murley-Mayo, Amy Michels-Mead & Hunt, 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 Leigh Darrow, Scott Francis, Bill Hilgedick, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting. Rick Bowe arrived at 7:41 am.
4. **Approval of Minutes:**
 - a. **May 15, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the May 15, 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**

On a motion by Com. Francis, seconded by Com. Wells, 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: None**

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Tenant Operations Update:** The Airport Director updated Commissioners on Airport tenant operations.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The Air Power History Tour has been cancelled for 2020.

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

- **Operational Review:** The June Operational Review covered the Fire Station, Maintenance Shop and Passenger Facility Charges. The Strategic Plan Update meeting is scheduled for July 16th at 10 am.

c. **Project Summary**

- **AIP 43 Rwy 14/32 Rehabilitation:** Remaining project work is in progress now with completion expected soon.
- **AIP 45 Multi-Function Equipment Purchase, Phase I fence design, Taxiway A Lighting Design, Airfield Markings, ARFF Testing Equipment and WHA/WHMP - FY20**
- **AIP 46, 47, and 48 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Rehab, Master Plan Update - FY21**
- **AIP 49 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations - FY22**
- **State Aid 65 Equipment Procurement Project – FY20:** In progress
- **State Aid Equipment Storage Building Addition Project – FY20:** Design in progress
- **K-Row Hangar Construction Project - FY20:** See Agenda Item 9a below.

8. **Previous Business: None.**

9. **New Business:**

a. **Approval to Proceed with a Contract for Construction of Two 60'x60' Box Hangars with Olympic Builders**

Multiple bids were received for the construction of the two 60'x60' box hangars. The recommendation of the Airport Director is to go with the bid that was the lowest, Olympic Builders. Construction should begin in the coming months and the deadline for completion of the project is the end of the year.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved to proceed with the bid from Olympic Builders for construction of two 60'x60' box hangars.

(Ayes 6-Nays 0)

b. Draft 2021 Airport Operating and Capital Improvement Budget

The Airport Director discussed the first draft of the 2021 Airport Operating and Capital Improvement Budget. There will be a 1.5% increase based on the 2019 CPI, where applicable, and new Corporate and Commercial land lease rates will also go into effect in 2021.

c. State Trust Fund Loan Payoff

The Airport Director and Commission discussed the option to payoff the State Trust Fund Loan with the FAA CARES Act Grant funds.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved proceeding with using the FAA CARES Act Grant funds to payoff two State Trust Fund Hangar Loans.

(Ayes 6-Nayes 0)

d. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,

To wit: Confirmation of airport director performance evaluation and consideration of airport director employment agreement

On a motion by Com. Wells, seconded by Com. Francis, the Commission entered into closed session at 8:13 am and will reconvene at 8:45 am on the following Roll Call Vote – Ayes: Com. Bowe, Darrow, Francis, Hilgedick, Stelljes and Wells; Nayes: None.

The Commission reconvened in open session at 8:45 am.

Commission Chair Hilgedick reported in open session that the airport director performance evaluation was ratified and the airport director employment agreement was approved as proposed.

e. Airport Commission Annual Meeting

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year. The July strategic plan review meeting will cover the business plan for the coming year. The prior year financial statement is unaudited and subject to change pending the results of the audit. The Commission discussed reappointing the current Officers.

On a motion by Com. Wells, seconded by Com. Bowe, the Commission approved the 2019 Financial Statement.

(Ayes 6-Nayes 0)

On a motion by Com. Bowe, seconded by Com. Stelljes, the motion to approve the reappointment of Chair Bill Hilgedick, Vice Chair Barry Wells and Secretary Scott Francis.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items:

a. Final Draft of 2021 Budget

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for July 17th, August 21st and September 18th. The Strategic Planning Meeting is scheduled for Thursday, July 16th from 10 am – 2 pm. The meetings are schedule to be in-person meetings.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:54 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary