

MINUTES

Chippewa Valley Regional Airport Commission
Friday, July 17, 2020, 7:30 am
Terminal Conference Commission Room
3800 Starr Avenue, Eau Claire, WI

MEMBERS PRESENT: Commissioners Rick Bowe, Leigh Darrow, Scott Francis and Bill Hilgedick. Commissioner Kevin Stelljes was present via teleconference.

MEMBERS ABSENT: Peter Hoeft and Barry Wells

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Todd Littfin-Smokin' Rivets, Jason Dekan-Hangar Tenant, Charity Zich-Airport Director, Todd Norrell-Maintenance Supervisor 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, Leigh Darrow, Scott Francis and Bill Hilgedick. Commissioner Kevin Stelljes was present via teleconference.
4. **Approval of Minutes:**
 - a. **June 19, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Darrow, the minutes of the June 19, 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. Bowe, 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 for the year.
 - **Tower Operations**

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

There is one T-hangar available in the north hangar area.

6. Public Comment Period:

- Neighborhood Association leader, Heather Deluka inquired if there were plans for changing short term parking fees and also how the fence project and the Runway 14/32 extension project will affect Airport neighbors.
- Hangar Tenant, Jason Dekan suggested that a walk gate be added to the South side gates in case of emergencies and also inquired if there were plans to build any smaller, heated box hangars.
- Jeff Husby from Hawthorne Aviation noted that another Mustang is now being hangered with them. He also noted interest in longer term land leases beyond 20 or 40 years.

7. Operational Matters:

a. Airport Operations Report

- **Airport Staffing:** The Airport Director noted that one part-time maintenance position and two on-call maintenance positions are now open.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020.

b. Airport Strategic Plan Update/Review:

- **Operational Review:** The July Operational Review covered fuel flowage fees, landing fees, terminal parking fees and maintenance and tower facilities maintenance. The Airport Director noted comparable rates from other Airports and advocates for a possible parking fee increase in the future when our parking system is upgraded.

c. Project Summary

- **AIP 43 Rwy 14/32 Rehabilitation:** This project is completed.
- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FFY20:** No update at this time.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FFY20:** The environmental study for the fence project is in progress and is waiting on the grant and a public meeting will happen when the project is closer to construction. The Taxiway A project was bid this month and will be starting soon. The ARFF building design will begin this fall.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FFY21:** No update at this time.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FFY22:** No update at this time.
- **State Aid 65 Equipment Procurement Project – FFY20:** The tractor has been received and the mower is out for bid
- **State Aid 66 Equipment Storage Building Addition Project – FFY20:** Design for this project is nearly complete.
- **K-Row Hangar Construction Project – FY20:** The contractor is working on submittals and the project is planned for completion in 2020.

8. Previous Business:

- a. **Airport Recognition Program Quarter 2 - 2020 Award:** Commissioners selected Stacy Van Ness from AVIS for the Quarter 2 - 2020 Recognition Program recipient. She was nominated this quarter for her distinguished service.

9. New Business:

- a. **Approval to Proceed with a Contract for PARCS Replacement Analysis:** The Airport Director discussed the need for future replacement of the parking equipment at the airport. WGI can analyze the options available for us to consider.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved the Contract for PARCS Replacement Analysis with WGI as submitted.

(Ayes 5-Nayes 0)

- b. **Final 2021 Airport Operating and Capital Improvement Budget:** The Airport Director discussed the proposed 2021 Airport Operating and Capital Improvement Budget. There was discussion about the costs associated with the two K-Row box hangars being constructed and what the future hangar rental fees would be, as well as the possibility of charging CFC fees to the rental car companies that would be used to build a car wash facility in the future. The Airport may consider to out-source janitorial services and quotes are being requested but were not included in the budget numbers submitted.

On a motion by Com. Bowe, seconded by Com. Francis, the Final 2021 Airport Operating and Capital Improvement Budget was approved as submitted with the understanding that the janitorial services were not yet included and may be added.

(Ayes 5-Nayes 0)

10. Discuss Future Agenda Items:

- a. **Land Lease Guidelines Discussion**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for August 21st, September 18th and October 16th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 8:25 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary