

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, August 21, 2020, 7:30 am
Virtual Meeting via Webex Events**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, 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 7:32 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Leigh Darrow, Scott Francis, Bill Hilgedick, Peter Hoeft, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting. Rick Bowe joined at 7:39 am.
4. **Approval of Minutes:**
 - a. **July 17, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the July 17, 2020 meeting were approved as submitted.
(Ayes 6-Nayes 0)
 - b. **July 16, 2020 Strategic Planning Meeting:**

On a motion by Com. Stelljes, seconded by Com. Wells, the minutes of the July 16, 2020 meeting were approved as submitted.
(Ayes 6-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 6-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 down 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 any zoning changes or if we were thinking about expanding around the airport at all as well as asked where the possible corporate hangar development mentioned for 2021 would be located.

7. Operational Matters:

a. Airport Operations Report

- **Advertising Update:** The Airport Director review the new video ad and static ad that have been made for the Airport.
- **Quarterly Report and Airport Audit Report:** The Airport Director discussed the Quarterly Report and Airport Audit Report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020.

b. Airport Strategic Plan Update/Review:

- **2020-2022 Plan Update:** The Airport Director and Commission discussed the goals and action items that were compiled as part of the Strategic Planning Meeting in July. There was discussion about editing the 'Promotion of the Airport' action item and we will reassess the wording of the action item for the next meeting.
- **Operational Review:** The August Operational Review covered New Tenant Development. This includes Airline Development, Aviation Business Development, Non-Aviation Business Development and Hangar Development.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** No update at this time.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The taxiway A lighting portion of this project is partially underway and expected to start around mid/late September. The environmental study for Phase I fence design is in progress.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21:** No update at this time.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update at this time.
- **State Aid 65 Equipment Procurement Project – FY20:** No update at this time.
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update at this time.
- **K-Row Hangar Construction Project – FY20:** Contractor will be starting next week.

8. Previous Business:

- a. **Land Lease Guidelines:** The Airport Director and Commissioners reviewed the Land Lease Guidelines and suggested some edits to the verbiage. An additional edit was proposed to remove the following sentence “For example, an additional 5 years added to the lease term must include an investment in the hangar of at least \$5,000 by the New Owner and the life of the investment must be greater than 5 years”.

On a motion by Com. Hilgedick, seconded by Com. Wells, the Commission approved the Land Lease Guidelines as submitted with the additional proposed edit.

(Ayes 7-Nayes 0)

9. New Business:

- a. **Tower Chiller Replacement:** The Airport Director discussed the immediate need for replacement of the chiller in the Tower.

On a motion by Com. Francis, seconded by Com. Bowe, the Commission approved the Tower Chiller Replacement as proposed, but not to exceed \$60,000.

(Ayes 7-Nayes 0)

- b. **C-Row Hangar Doors Repairs:** The Airport Director discussed the issues with the hangar door controls/motors in the C-Row of T-hangars.

On a motion by Com. Wells, seconded by Com. Bowe, the Commission approved the replacement of (2) motors in the C-Row of Hangars and placard signing the remaining hangars with door control instructions.

(Ayes 7-Nayes 0)

- c. **Upgrades to Terminal Air Handling Units:** The Airport Director discussed the possibility of installing in-duct ionization/purification systems in the Airport Terminal. The Commission requested additional bids and discussion with the Courthouse for acquiring a collective bid for equipment installation.

10. Discuss Future Agenda Items:

- a. **Upgrades to Terminal Air Handling Units**

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for September 18th, October 16th and November 20th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Francis, the meeting was adjourned at 9:25 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary