

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, September 18, 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: Jeff Husby-Hawthorne Aviation, 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 7:31 am.
2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Leigh Darrow, Scott Francis, Bill Hilgedick and Barry Wells were present via Webex Events virtual meeting. Kevin Stelljes arrived at 7:34 am.
4. **Approval of Minutes:**
 - a. **August 21, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the August 21, 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. Bowe, seconded by Com. Francis, 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. Hertz had filed for bankruptcy and officially ceased operations at CVRA on 8/31/2020.
 - **Tower Operations**

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

There are no hangar vacancies. We are at full occupancy with one individual on the T-hangar waiting list.
6. **Public Comment Period: None**

7. Operational Matters:

a. Airport Operations Report

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. There is a TSA PreCheck event scheduled for October 5-9, 2020 that is now taking appointments. The TSA will also be doing a media event for TSA PreCheck, as well as the newer TSA screening equipment at the beginning of October.

b. Airport Strategic Plan Update/Review:

- **2020-2022 Plan Update:** The Airport Director noted the changes to the Strategic Plan that were previously discussed.

On a motion by Com. Francis, seconded by Com. Bowe, the Commission approved the 2020-2022 Strategic Plan Update as submitted.

(Ayes 6-Nayes 0)

- **Operational Review:** The September Operational Review covered the FBO leases and facilities. The facilities were reviews in 2019 and no changes were made. The Commission did not recommend any changes.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** The FAA Grants have been received and are in process with the state.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The FAA Grants have been received and are in process with the state. The Taxiway A North Light work is tentatively scheduled to begin in early October.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21:** A scoping meeting for the Master Plan Update took place earlier this month.
- **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:** Project bids were received on September 17th. Rohm Construction was the as-read low bidder.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved the local share of construction of the Equipment Storage Building Addition Project for \$123,800.00.

(Ayes 6-Nayes 0)

- **K-Row Hangar Construction Project – FY20:** Construction has begun.

8. Previous Business:

a. Approval to Proceed with Upgrades to Terminal Air Handler Units

On a motion by Com. Bowe, seconded by Com. Wells, the Commission approved the Upgrades to the Terminal Air Handler Units at the cost of \$11,950.00.

(Ayes 6-Nayes 0)

9. New Business:

a. Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) 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 require a closed session,

To wit: Consideration of lease terms for new hangar construction

On a motion by Com. Wells, seconded by Com. Francis, the Commission entered into closed session at 8:00 am and will reconvene at 8:20 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 8:22 am.

Commission Chair Hilgedick reported in open session that the Commission gave the Airport Director direction to begin negotiations regarding corporate hangar development.

10. Discuss Future Agenda Items: None

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

12. Adjournment:

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

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary