

MINUTES

Chippewa Valley Regional Airport Commission
Friday, October 16, 2020, 7:30 am
Virtual Meeting via Webex Events

MEMBERS PRESENT: Commissioners Rick Bowe, 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, Ron Ford-Menard Inc., 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 Barry Wells were present via Webex Events virtual meeting. Commissioner Leigh Darrow resigned from the Chippewa County Board this week and a new Commissioner will be assigned by Chippewa County when his replacement on the County Board is determined.
4. **Approval of Minutes:**
 - a. **September 18, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the September 18, 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, but up a small amount over the prior month.
 - **Car Rental Operations**

Cars rented are down for the month and for the year, but again up a small amount over the prior month.
 - **Tower Operations**

Tower Operations are up for the month and down for the year.

c. Hangar Occupancy:

There are no hangar vacancies. We are at full occupancy with multiple individuals on the T-hangar waiting list.

6. Public Comment Period:

- Neighborhood Association representative Heather Deluka noted that members of the neighborhood had expressed concern with the timing of Airport Commission meetings being held at inconvenient times. The early morning meetings are not reasonable and evening meetings should be considered in the future; specifically, for meetings regarding Airport projects.

7. Operational Matters:

a. Airport Operations Report

- **Charter Flights:** The Airport will be operating the Casino Charter flights going forward, with 3 scheduled to take place yet this year. All of the staff handling the flights are either current or past airline employees that have been hired by Eau Claire County.
- **Budget Amendment:** The Airport Director noted that Commissioner Stelljes will be submitting a budget amendment to the Eau Claire County Board for the adjustment needed to move the budget dollars for a 16 hour per week custodian position that will be filled by a student working with Workforce Resource. The adjustment will move funds from contract services to personnel.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities for 2020. The TSA PreCheck event held October 5-9, 2020 had a good turnout. People have already been contacting us about future enrollment events.

b. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** The State is in the process of finalizing the grant.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The fence design environmental reports have been received back from the completed studies. The Taxiway A North Lighting work has started with the first work area already being completed.
- **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:**

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved the local share of the purchase of a mower with snow removal equipment attachments in the amount of \$21,658.24.

(Ayes 6-Nays 0)

- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update at this time.
- **K-Row Hangar Construction Project – FY20:** Construction is underway and still expected to be completed by the end of the year.

8. Previous Business:

- a. **Tower Chiller Replacement:** The Airport Director discussed the bids received for replacing the Chillers in the Air Traffic Control Tower.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved the replacement of both of the Tower Chillers at the cost of \$71,600.00.

(Ayes 6-Nays 0)

- b. **Airport Recognition Program Quarter 3 - 2020 Award:** Commissioners selected Winton Ray from Midwest ATC for Quarter 3 - 2020 Recognition Program recipient. He was nominated this quarter for his exceptional customer service.
- c. **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. Francis, seconded by Com. Wells, the Commission entered into closed session at 8:21 am and will reconvene at 8:45 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Stelljes and Wells; Nays: None.

The Commission reconvened in open session at 8:47 am.

Commission Chair Hilgedick reported in open session that the Commission and Airport Director discussed lease terms.

9. New Business:

- a. **Public Hearing in the Matter of State and Federal Aid for Improvements at the Chippewa Valley Regional Airport**

Commission Chair Hilgedick opened the public hearing at 7:30 am. The Airport Director reviewed the projects that are listed on the petition. The petition includes the following: Construct Hangars, Replace or Install New Taxiway Lighting, Replace or Install New Runway Lighting and Rehabilitate Runway, Taxiway and Ramp Pavement. Neighborhood Association representative Heather Deluka noted that the neighborhood association does not want Corporate hangar development to take place on the south end of the Airport but wishes it to remain at the north end. Commission Chair Hilgedick closed the public hearing at 7:39 am.

b. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid

On a motion by Com. Bowe, seconded by Com. Francis, the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid was approved as submitted.

(Ayes 6-Nayes 0)

c. Approval of Agency Agreement Designating the Secretary of Transportation as the Airports Agent

On a motion by Com. Francis, seconded by Com. Stelljes, the Agency Agreement Designating the Secretary of Transportation as the Airports Agent was approved as submitted.

(Ayes 6-Nayes 0)

d. Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid

On a motion by Com. Wells, seconded by Com. Hoeft, the Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid was approved as submitted.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for November 20th, December 18th and January 15th, 2021.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:49 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary