

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, November 20, 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, 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 7:33 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.
4. **Approval of Minutes:**
 - a. **October 16, 2020 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the October 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. The completion rate numbers are still good.
 - **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 are no hangar vacancies. We are at full occupancy with multiple individuals on the T-hangar and box hangar waiting list.

6. Public Comment Period:

- Neighborhood Association representative Heather Deluka noted that she feels the Commission should again consider the potential for hangar development on the north side of the airport and site prep issues on the north end of the airport should be considered to clean up with the CARES money. She also had questions about the land lease incentive.
- The Airport Director read an emailed statement from Airport Neighbor, Robert Lee that noted his concern with the CARES Act funds being spent appropriately, the airport relationship to the neighborhood, the board members and their perception of the airport, current information and the future of the airport.

7. Operational Matters:

a. Airport Operations Report

- **Parking Study Update:** The Airport Director discussed the parking system study and the various technology options available for us to consider including License Plate Recognition (LPR)/gateless technology and eliminating the cash-payment option. Commissioners agreed it makes sense to keep the gateless technology in the options to consider for now and to eliminate cash payments.
- **Fire Truck Repair/Replacement:** The Airport's backup fire truck would require repairs to the pump in order for it to meet the pressure requirements needed for proper operation. Those repairs may cost \$15,000-\$17,000. The Commission gave the Airport Director direction to proceed with the necessary repairs in order to have two properly functioning ARFF trucks.
- **Airport Quarterly Report:** The Airport Director noted the Quarterly Report.
- **Airport Business Partner Meeting:** The Airport Director noted that we recently held another Airport Business Partner Meeting to discuss tenant updates and information.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events for 2020.

b. Operational Review:

- The November Operational Review covered hangar leases and maintenance. This includes t-hangars, box hangars, new hangar development and land lease guidelines. Land Leases were discussed earlier in the year so no updates were proposed. Regarding the South hangar area land lease incentive that was inquired about during public comment, that incentive is available for private development of hangars not for airport constructed hangar.

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 North Lighting work has been substantially completed. The ARFF building design has started.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21:**
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** The fence design environmental reports have been completed and Mead and Hunt will soon be delivering a report on the environmental findings.
- **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:** Construction is underway and still expected to be completed by the end of the year.

8. Previous Business:

- a. **Affirming the October 16, 2020 Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid**

Commissioners discussed public comment from the public hearing.

On a motion by Com. Wells, seconded by Com. Francis, the Commission approved Affirming the October 16, 2020 Resolution Requesting the Eau Claire County Board Ratify and Affirm the Chippewa Valley Regional Airport Commission Petition for Airport Improvement Aid as submitted.
(Ayes 6-Nayes 0)

9. New Business:

- a. **Resolution to Approve Electric Underground Easement for Northern States Power Company**

The FAA recommends an easement for utilities on airport property serving off airport locations. This easement will allow the utility to serve off airport from a cabinet near the air traffic control tower.

On a motion by Com. Bowe, seconded by Com. Francis, the Resolution to Approve the Electric Underground Easement for Northern States Power Company was approved as submitted.
(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: Marketing Strategy for 2021

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for December 18th, January 15th, 2021 and February 19th, 2021.

12. Adjournment:

**On a motion by Com. Francis, seconded by Com. Wells, the meeting
was adjourned at 9:03 am.**

(Ayes 4-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary