

MINUTES

Chippewa Valley Regional Airport Commission Friday, December 18, 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, Jeff Husby-Hawthorne Aviation, Michael Berringer, 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, Bill Hilgedick, Peter Hoeft, Kevin Stelljes and Barry Wells were present via Webex Events virtual meeting. Commissioner Scott Francis arrived at 7:43am.
4. **Approval of Minutes:**
 - a. **November 20, 2020 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the November 20, 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. Wells, 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. 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 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 and box hangar waiting list.

6. Public Comment Period:

- Neighborhood Association representative Heather Deluka commented to inquire about the following: When will the Master Plan update take place and will there be one or more meetings with the neighborhood about that? Will we reach out to zone 1 properties about those meetings? Also, regarding the CARES funding, when will we decide what to spend it on and what to build and when would those projects take place? Finally, regarding the area north of Runway 4/22, why is there no development planned for up there, but there is on the area south of 4/22?

7. Operational Matters:

a. Airport Operations Report

- **Parking Study Phase 1 Final Report:** The Airport Director discussed the parking system study report compiled by WGI.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events for 2020.

b. Operational Review:

- **2020-2022 Strategic Plan Update:** The Airport Director noted that there will be an employee satisfaction survey going out soon and the Commission expressed interest in reviewing the questions beforehand, as well as the results of the survey afterwards.
- **Operational Review:** The December Operational Review covered terminal leases and maintenance.
- Regarding public comments previously made about the possibility of development north of the runway, the Airport Commission in the past did review the potential development in the area north of the runway when the airport plan was developed. Commissioners felt that area would be more difficult due to the distance from main roads, the lack of public utilities (there is no public sewer in that area) and it would be more disruptive to the neighborhood due to increased traffic on a more marginal road. Discussion about the commitment to spend CARES funding also occurred – the decision on which project(s) to invest the CARES funding will be made once discussions with Hawthorne Aviation are concluded regarding the potential lease of a new Hangar near the current FBO.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** Markings will be completed in spring 2021.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The fence design environmental is complete and the Taxiway A North Lighting work is complete. The ARFF building design is in progress.
- **AIP 48, 49 and 50 Rwy 4/22 and Taxiway A Rehabilitation, ARFF Building Reconstruct, Master Plan Update – FY21: Runway 04/22 and Taxiway A Rehabilitation plans have been started with bids expected in spring/early summer 2021.**
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** The fence design environmental reports are complete and design is planned to begin in summer 2021. A meeting for airport neighbors will be held ahead of the fence design project sometime in 2021.
- **State Aid 65 Equipment Procurement Project – FY20:** No update at this time.

- **State Aid 66 Equipment Storage Building Addition Project – FY20:** Bids have been received and we are waiting for a finding from the State.
- **K-Row Hangar Construction Project – FY20:** Construction is expected to be completed by the first week of January 2021. There will be some items that will need to be taken care of in the Spring.

8. Previous Business: None

9. New Business:

- 2021 Airport Marketing Plan:** The Airport Director discussed the marketing plan for 2021. Commissioners agreed it looked like a good plan that would need to be flexible based on the changing travel situation with the pandemic.
- Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) 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 Hangar Rental Lease Agreement; Consideration of an Addendum to the CVRA Restaurant/Cocktail Lounge Lease; Consideration of Lease Terms with The Landline Company

On a motion by Com. Francis, seconded by Com. Wells, the Commission entered into closed session at 8:12 am and will reconvene at 9:00 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 9:00 am.

Commission Chair Hilgedick reported in open session that the Airport Director was given direction on terms for the Hangar Rental Lease Agreement, CVRA Restaurant/Cocktail Lounge Lease and a lease with The Landline Company.

10. Discuss Future Agenda Items: Future Neighborhood Association communication/involvement

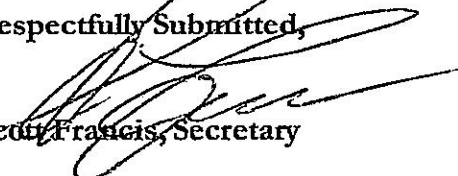
11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for January 15th, 2021, February 19th, 2021 and March 19th, 2021

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:05 am.

(Ayes 6-Nays 0)

Respectfully Submitted,



Scott Francis, Secretary