

## MINUTES

**Chippewa Valley Regional Airport Commission**  
**Friday, January 15, 2021, 7:30 am**  
**Virtual Meeting via Webex Events**

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

**MEMBERS ABSENT:** Kevin Stelljes

**OTHERS PRESENT:** Amy Michels & Rachel Usher-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Brian Murley-Mayo, Charity Zich-Airport Director, 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.
4. **Approval of Minutes:**
  - a. **December 18, 2020 Regular Commission Meeting:**

**On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the December 18, 2020 meeting were approved with amendments from Commissioner Bowe.**  
*(Ayes 5-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 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.
    - **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: None**

7. **Operational Matters:**

a. **Airport Operations Report**

- **2020 Airline and General Aviation Surveys:** The Airport Director discussed the Air Passenger and General Aviation survey results from 2020 and suggested revisions for the surveys for 2021.
- **Hangar Rental Discount:** The Airport Director discussed the hangar rental discount of \$50.00 per month discount that the Airport had in the past for the K-row box hangars with a three year or more term and discussed continuing the discount going forward.
  - **On a motion by Com. Hoeft, seconded by Com. Francis, the Commission approved continuing the \$50.00 per month discount for the K-row box hangar tenants with a five-year hangar lease.**  
*(Ayes 4-Nayes 0-Abstain-1)*
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. **Operational Review:**

- **2020-2022 Operational Review:** As part of the Operational Plan review goal to “Maintain high quality leadership and staff who work as a team”, the Airport Director reviewed the questions compiled for the employee satisfaction survey that will go out to the Airport staff.

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 primarily complete and the Taxiway A North Lighting work is complete. The ARFF building 2-phase design was discussed.
- **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 are in progress with bids expected in early summer 2021. The Airport Director will provide information on community outreach opportunities for the Master Plan at a future meeting, including information on Zone 1 properties as requested during previous public comment.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Design is planned to begin in 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:** No update at this time.
- **K-Row Hangar Construction Project – FY20:** Construction should be completed in the next week or so.

**8. Previous Business:**

- a. **Airport Recognition Program Quarter 4 - 2020 Award:** Commissioners selected Sarah Hagins from Hawthorne Aviation as the Quarter 4 - 2020 Recognition Program recipient. She was nominated this quarter for her exceptional customer service.

**9. New Business:**

- a. **Approval to Proceed with a contract for PARCS Procurement with WGI:** The Airport Director discussed the next phase contract with WGI for the PARCS system upgrade.

**On a motion by Com. Wells, seconded by Com. Hoeft, the contract for the PARCS Procurement with WGI was approved as submitted.**

*(Ayes 5-Nayes 0)*

- 10. Discuss Future Agenda Items:** Pursue updates and feedback from stakeholders, including the Neighborhood Association, a couple times a year and consider holding a separate meeting in the spring to discuss.

- 11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for February 19<sup>th</sup>, March 19<sup>th</sup> and April 16<sup>th</sup>.

**12. Adjournment:**

The meeting closed at 9:00 am. No quorum was present to adjourn the meeting.

Respectfully Submitted,

Scott Francis, Secretary