

MINUTES

Chippewa Valley Regional Airport Commission
Friday, February 19, 2021, 7:30 am
Virtual Meeting via Webex

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

MEMBERS ABSENT: Ron McGill

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Bob Lee, Charity Zich-Airport Director and Erin Switzer-Administrative Associate were present via Webex virtual meeting.

1. **Call to Order:** Chair Bill Hilgedick called the meeting to order at 7:30 am. Commissioner Wells motioned to officially close the meeting from January 15th as there was no quorum present when it ended.

On a motion by Com. Wells, seconded by Com. Bowe, the January 15, 2021 meeting was adjourned at 7:31am.

(Ayes 6-Nayes 0)

2. **Confirmation of Meeting Notice:** The meeting was noticed.
3. **Roll Call:** Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoeft, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.

4. **Approval of Minutes:**

- a. **January 15, 2021 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the January 15, 2021 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. Bowe, seconded by Com. Francis, 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.

- **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 inquired about why the proposed fence replacement does not follow the property line and what will happen to the existing fencing in some areas.

7. Operational Matters:

a. Airport Operations Report

- **Q4 2020 Report:** The Airport Director noted the quarterly report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. There is a TSA PreCheck event scheduled for the week of March 15-19, 2021.

b. Airport Strategic Plan Update/Review:

- **2020-2022 Plan Update:** The Airport Director noted the employee survey will go out by the end of the month.
- **Operational Review:** The February operational review covered Staffing. There have been some additions to the on-call Maintenance positions and the addition of on-call Ground Handling positions to cover the Charter operations. There have been some challenges with staffing the charter flights that the Airport Director will review with Human Resources to determine options moving forward.

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 ARFF building design is in progress. The preliminary environmental work for the fence is complete and design is planned to begin in 2021. A proposed location for the replacement fence was reviewed with Commissioners, with some changes being suggested to straighten out some of the corners to make it easier for mowing along the fence. A revised map will be created showing future boundary markings and areas of clearing and grubbing. A meeting for airport neighbors will be held ahead of the fence design project sometime in 2021.
- **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 will go to bid in June and the Master Plan is in the scoping phase.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Construction planned for Fall 2022.
- **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:** The certificate of occupancy was issued in January and the tenants have moved in. The roof still needs replacing and some punch list items remain for the Spring.

8. Previous Business:

- a. **Lease for Corporate Hangar Development:** The Airport Director reported that the final lease agreement for the new Hawthorne Aviation Maintenance Hangar has been signed and the remaining airport CARES funding will be pursued for this hangar. A draft site plan and hangar layout were reviewed.

9. New Business:

- a. **Airport Stakeholder Communications:** The Airport Director noted that she reached out to some of the Airport Stakeholders about communication opportunities. Most on-airport stakeholders indicated the regular Commission meeting worked best for them. Airport neighborhood association members indicated that some people would be able to attend a regular airport commission meeting, but the best attendance would likely be at an evening meeting. There will be further discussion in the March Commission Meeting to plan for an April Stakeholder meeting.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for Thursday, March 18th, Friday, April 16th and Friday, May 21st.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Bowe, the meeting was adjourned at 9:01 am.

(Ayes 4-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary