

MINUTES

Chippewa Valley Regional Airport Commission
Thursday, March 18, 2021, 7:30 am
Virtual Meeting via Webex

MEMBERS PRESENT: Commissioners Rick Bowe, Scott Francis, Bill Hilgedick, Peter Hoefft, Chuck Hull and Barry Wells were present via Webex virtual meeting.

MEMBERS ABSENT: Kevin Stelljes

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Brian Murley-Mayo, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Associate were present via Webex 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 Hoefft and Chuck Hull were present via Webex virtual meeting. Barry Wells joined the meeting at 7:36 am.
4. **Approval of Minutes:**
 - a. **February 19, 2021 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hoefft, the minutes of the February 19, 2021 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. Francis, seconded by Com. Bowe, 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

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. Airport Strategic Plan Update/Review:

- **2020-2022 Plan Update:** The Airport Director and Commission briefly discussed the employee survey results that were sent out recently.
- **Operational Review:** The March operational review covered Grounds Maintenance. The Commissioners suggested noting the Snow Removal Operations Priorities in an Airport Newsletter in the Fall so that Airport Tenants can see the order we prioritize snow removal.

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 will be bid in May.
- **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 May.
- **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 roof still needs replacing and some punch list items remain for the Spring.

8. Previous Business:

- ### a. Airport Stakeholder Communications:
- The Airport Director discussed the draft letter that will be mailed to Airport neighbors with adjacent parcels that could be affected by the Airport fence replacement project. There will be an informational meeting on Wednesday, April 14th at 6:30 pm in which neighbors can participate. The Commission also suggested sending another informational letter with more broad project updates to neighbors within ¼ of a mile of the Airport.

9. New Business:

- ### a. Design Contract for Corporate Hangar Development with SDS Architects:
- The Airport Director discussed the proposed Design Contract for Corporate Hangar Development with SDS Architects.

On a motion by Com. Wells, seconded by Com. Hoeft, the Commission approved to proceed with the Design Contract for Corporate Hangar Development with SDS Architects.

(Ayes 6-Nays 0)

- b. **On-Call Service Agreement with Mead and Hunt:** The Airport Director discussed the On-Call Service Agreement with Mead and Hunt related to potential general aviation box hangar construction at the Airport.

On a motion by Com. Francis, seconded by Com. Wells, the On-Call Service Agreement with Mead and Hunt was approved as not to exceed \$10,000.

(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 April 16th, May 21st and June 18th. There will also be a Public Meeting on Wednesday, April 14th at 6:30 pm to discuss the Airport fence replacement project.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:36 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary