

## MINUTES

**Chippewa Valley Regional Airport Commission  
Friday, April 16, 2021, 7:30 am  
Virtual Meeting via Webex**

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Amy Michels-Mead & Hunt, Jeff Husby and Shawn Styer-Hawthorne Aviation, 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, Kevin Stelljes and Barry Wells were present via Webex virtual meeting. Chuck Hull joined the meeting at 7:32 am.
4. **Approval of Minutes:**
  - a. **March 18, 2021 Regular Commission Meeting:**

**On a motion by Com. Bowe, seconded by Com. Hoefft, the minutes of the March 18, 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. Francis, seconded by Com. Bowe, the expense vouchers were approved as amended with the water bill addition for a revised total of \$52,180.88.**  
*(Ayes 7-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**

Airline Enplanements are up for the month and down for the year.
    - **Car Rental Operations**

Cars rented are up slightly for the month and down 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 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. 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 lighting landscaping was completed this week. The ARFF Building design is temporarily on hold due to building estimate costs being significantly higher than expected.
- **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. The Master Plan update may be delayed.
- **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:** Slightly delayed due to a structural building issue being discussed.
- **K-Row Hangar Construction Project – FY20:** The roof replacement and plumbing work should be completed in the coming months.

## 8. Previous Business:

- ### a. Airport Recognition Program Quarter 1 - 2021 Award:
- Commissioners selected Justin Myszewski from Hawthorne Aviation as the Quarter 1 - 2021 Recognition Program recipient. He was nominated this quarter for his positive attitude and excellent customer service skills.

- ### b. Airport Stakeholder Communications:
- The Airport Director reviewed comments and questions from the Airport Listening Session held on April 14<sup>th</sup>. There were around 32 members of the public that participated and about 40 participants total including city and county representatives and others that were requested to listen in. It was noted that future listening sessions should provide a link to the FAQ in the meeting invitation. Commissioners discussed forming a subcommittee to consider comments related to the fence project but decided to wait until after the Airport receives more input from the FAA, DNR, engineers, etc.

## 9. New Business:

- ### a. Airport Commissioner Reappointment:
- The Eau Claire County Board Chair requested that the Airport Commission confirm the reappointments for Commissioners Hilgedick and Hoeft.

**On a motion by Com. Hull, seconded by Com. Stelljes, the Commission approved a recommendation to reappointment Commissioners Hilgedick and Hoeft.**

*(Ayes 6-Nayes 0)*

- b. **2022 Draft Capital Project List:** The Airport Director reviewed the list of items on the 2022 Draft Capital Project List. This list is being developed prior to the rest of the 2022 budget to ensure appropriate time for cost estimating.
- c. **Hawthorne Aviation Minimum Standards Waiver Request:** The Airport Director discussed the request for a waiver to the minimum standards for aeronautical businesses located at the Airport. Hawthorne Aviation is currently out of compliance with the minimum standards because they only have one certified training aircraft at this time. Hawthorne would like to request a short-term waiver so they can be in compliance in the meantime.

**On a motion by Com. Wells, seconded by Com. Francis, a 1-year waiver for the minimum standards was granted to Hawthorne Aviation with no changes to the minimum standards requirements at this time.**

*(Ayes 6-Nayes 0)*

- 10. **Discuss Future Agenda Items:** Airport funding in a potential future federal infrastructure bill
- 11. **Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for May 21<sup>st</sup>, June 18<sup>th</sup> and July 16<sup>th</sup>.
- 12. **Adjournment:**
  - On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:55 am.**
  - (Ayes 6-Nayes 0)*

Respectfully Submitted,

Scott Francis, Secretary