

MINUTES

**Chippewa Valley Regional Airport Commission
Friday, May 21, 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, Heather DeLuka-Airport Neighborhood Association, Jeff Husby and Shawn Styer-Hawthorne Aviation, 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, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.
4. **Approval of Minutes:**
 - a. **April 16, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the April 16, 2021 meeting were approved as submitted.
(Ayes 7-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. Hoefft, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up for the month and down for the year. The flight schedule for June will be a little erratic but we are hoping July and August will be more consistent.
 - **Car Rental Operations**

Cars rented are up for the month and down for the year.
 - **Tower Operations**

Tower Operations are up 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 box hangar waiting list. There are several people interested in t-hangars, but they do not have an immediate need.

6. **Public Comment Period:** Heather DeLuka commended the Commission in getting notification about the listening session out to Airport neighbors within ¼ of a mile. She also inquired on behalf of the person that called to the listening session about currently being able to use the berm on the south end for storm spotting and if there would be an option to continue to do that when the fence project has been completed.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Airport Marketing Campaign Summary:** The Commission reviewed the Airport Marketing Campaign Summary and it was noted that new creative is being created now.
- **American Jobs Plan:** The Commission reviewed notes about the American Jobs Plan infrastructure bill that may or may not affect EAU.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. **Airport Strategic Plan Update/Review**

- **2020-2022 Plan Update:** The recent employee survey noted some issues with technician tool usage. We think the equipment tool situation can be addressed fully for around \$1,500.
- **Operational Review:** The May operational review covered Security, the perimeter fence and technology.

c. **Project Summary**

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** The equipment is completed but we are trying to delay delivery of the equipment until the building is completed. The markings project is complete.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The Fence Design discussion continues and the final environmental report from Mead & Hunt should be available soon.
- **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 bids were received and are under review. The Master Plan update may be delayed based on FAA funding availability.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Construction planned for Fall 2022.
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** Construction began on May 17th and the project is expected to be complete by mid-August.
- **K-Row Hangar Construction Project – FY20:** The roof replacement will be done soon and the plumbing work is completed. The Commission reviewed the notes regarding adding pavement around the K-Row area to accommodate larger aircraft and equipment. Monarch/Fahrner provided the lowest bid at \$9,670.00.

On a motion by Com. Francis, seconded by Com. Hoeft, the Commission approved proceeding with the K-Row pavement addition as presented.

(Ayes 7-Nayes 0)

- **Airport Parking Equipment Replacement – FY21:** The RFP for the project will go out on May 24th and the bids are due on June 16th. The review committee will score responses and present to the Commission for the July meeting.
- **Corporate Hangar Construction – FY21:** The kickoff with the architect was May 5th with the bids due on August 19th. Plan B would be due September 16th. The original estimate was around \$3 million and increased building costs are anticipated to increase that cost to around \$3.5 million.

8. Previous Business: Proposed Closed Session regarding the I-4 Land Lease will be tabled until a future meeting.

9. New Business:

- a. Airport Director Performance Evaluation:** The Commission was given direction to complete the evaluation form and return it to the Commission Chair by June 1st.

10. Discuss Future Agenda Items:

- Report on the CARES Act – funding status
- Airport Commission Annual Meeting
- Airport Director Performance Evaluation
- Land Lease Guidelines
- First Draft Budget
- Transition to in-person Commission Meeting

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for June 18th, July 16th and August 20th.

12. Adjournment:

On a motion by Com. Bowe, seconded by Com. Francis, the meeting was adjourned at 8:11 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary