

## MINUTES

**Chippewa Valley Regional Airport Commission  
Friday, June 18, 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, Brian Murley-Mayo, Heather DeLuka-Airport Neighborhood Association, Charity Zich-Airport Director 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 and Kevin Stelljes were present via Webex virtual meeting. Barry Wells joined the meeting at 7:32 am.
4. **Approval of Minutes:**
  - a. **May 21, 2021 Regular Commission Meeting:**

**On a motion by Com. Bowe, seconded by Com. Hoefft, the minutes of the May 21, 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. Hull, the expense vouchers were approved as submitted.**  
*(Ayes 6-Nayes 0)*
  - b. **Key Indicators:**
    - **Airline Operations**  
Airline Enplanements are up for the month and for the year.
    - **Car Rental Operations**  
Cars rented are up for the month and 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 t-hangar and box hangar waiting lists.

6. **Public Comment Period:** Neighborhood Association representative Heather Deluka inquired about the timing of the Master Plan update and what items would be included in the update and the Runway 14/32 approach clearing.

7. **Operational Matters:**

a. **Airport Operations Report**

- **CARES Update:** The Airport Director discussed the status for the CARES Grant Reimbursements to date.
- **Car Rental Agreement:** The Airport Director noted that one of the Rental Car tenants onsite expressed interest in extending their current rental agreement for another year in lieu of doing an RFP for a multi-year agreement. The Commission agreed a one-year extension would be reasonable.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

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

- **2020-2022 Plan Update:** No Update.
- **Operational Review:** The June operational review covered the Fire Station, Maintenance Shop Facility and Airline PFC's.

c. **Project Summary**

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** The Markings are complete.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The Fence Design has documents for review and a phased approach to the ARFF Building Design is being discussed with bids expected in October.
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** Bids were received in May and we are waiting on FAA funding.
- **AIP 49 and 50 ARFF Building Reconstruct and Master Plan Update – FY21:** The Master Plan update is in the process of scoping with the BOA and FAA. A grant application will be submitted to fund the master plan this year but it may not get funded until next year.
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update, this portion of the project has not started.
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** In progress
- **K-Row Hangar Construction Project – FY20:** Substantially complete with punch list items and roof replacement remaining.
- **Airport Parking Equipment Replacement – FY21:** The request for proposals is out now and will be reviewed in July.
- **Corporate Hangar Construction – FY21:** This project is expected to go to bid in August.

**8. Previous Business:**

- a. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, To wit: Request to Extend Hangar I-4 Land Lease**
- b. **Proposed Closed Session pursuant to Wisconsin Stat. s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, To wit: Confirmation of airport director performance evaluation and consideration of airport director employment agreement**

**On a motion by Com. Francis, seconded by Com. Hoeft, the Commission entered into closed session at 8:44 am and will reconvene at 9:20 am on the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull, Stelljes and Wells; Nays: None.**

The Commission reconvened in open session at 9:23 am.

**Commission Chair Hilgedick reported in open session that the Commission will review the Land Lease Guidelines at the next Commission meeting before considering changes to the Hangar I-4 Land Lease and that the Airport Director performance evaluation was reviewed and affirmed. Com. Bowe and Com. Stelljes left during closed session.**

**9. New Business:**

- a. **Approval to Proceed with Quote from Sign Art for Purchase of Replacement Electronic Message Center:** The Commission discussed the replacement EMC options.  
**On a motion by Com. Wells, seconded by Com. Francis, the Quote from Sign Art for the Purchase of a Replacement Electronic Message Center was approved as submitted.**  
*(Ayes 7-Nays 0)*
- b. **Draft 2022 Airport Operating and Capital Improvement Budget:** The Airport Director explained some details of the proposed Draft 2022 Airport Operating and Capital Improvement Budget and noted a few changes.  
**On a motion by Com. Francis, seconded by Com. Wells, the Draft 2022 Airport Operating and Capital Improvement Budget was approved with noted corrections.**  
*(Ayes 7-Nays 0)*

**d. Airport Commission Annual Meeting**

The Airport Operating Agreement requires the Airport Commission hold an annual meeting which would include election of officers, approval of the prior year financial statement, and approval of a business plan for the coming year.

**On a motion by Com. Francis, seconded by Com. Wells, the 2020 Financial Report was approved as submitted.**

*(Ayes 5-Nayes 0)*

**On a motion by Com. Francis, seconded by Com. Hull, Bill Hilgedick was re-elected as Chair, Barry Wells as Vice-Chair and Scott Francis as Secretary.**

*(Ayes 5-Nayes 0)*

**10. Discuss Future Agenda Items:** Land Lease Guidelines, Car Rental Addendum and Fence Alternatives

**11. Set Future Meeting Dates and Times:** The next Regular Commission Meetings are planned for July 23<sup>rd</sup>, August 27<sup>th</sup> and September 17<sup>th</sup>. Meetings will return to in-person starting in July.

**12. Adjournment:**

**On a motion by Com. Wells, seconded by Com. Francis, the meeting was adjourned at 9:32 am.**

*(Ayes 5-Nayes 0)*

**Respectfully Submitted,**

**Scott Francis, Secretary**