

MINUTES

Chippewa Valley Regional Airport Commission
Friday, August 20, 2021, 7:30 am
Virtual Meeting via Webex

MEMBERS PRESENT: Commissioners Rick Bowe (departed 9:25 am), Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Kevin Stelljes (departed 8:30 am) and Barry Wells were present via Webex virtual meeting.

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels-Mead & Hunt, Jeff Husby-Hawthorne Aviation, Heather DeLuka-Airport Neighborhood Association, Tim Sullivan-Eau Claire County Corporation Counsel, 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 Hoeft, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.
4. **Approval of Minutes:**
 - a. **July 23, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the July 23, 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. Wells, the expense vouchers were approved as submitted.
(Ayes 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up for the month and for the year as compared to 2020. July 2021 enplanements are down only 1% over July 2019.
 - **Car Rental Operations**

Cars rented are up for the month, up 23% YTD over 2020 and down 24% YTD over 2019.
 - **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 Runway 14/32 approach clearing details and requested more information about the second corporate hangar planned for 2022.

7. Operational Matters:

a. Airport Operations Report

- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Eau Claire County Audit Report:** The Airport Director reviewed the Eau Claire County Audit Report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. Airport Strategic Plan Update/Review

- **Operational Review:** The August operational review covered new tenant development.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** No update
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** No update
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** Waiting on FAA funding
- **AIP 49 ARFF Building Reconstruct– FY22:** Design moving forward and bids expected in October
- **AIP 50 Master Plan Update – FY21:** No update
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update
- **State Aid 66 Equipment Storage Building Addition Project – FY20:** No update
- **K-Row Hangar Construction Project – FY20:** No update
- **Airport Parking Equipment Replacement – FY21:** Discussed under new business
- **Corporate Hangar Construction – FY21:** Discussed in closed session under new business

8. Previous Business:

a. 2022 Operating and Capital Improvement Budget – Amended

On a motion by Com. Francis, seconded by Com. Hull, the 2022 Operating and Capital Improvement Budget was approved as amended to include additional paving in the south hangar area related to the fence project.

(Ayes 7-Nayes 0)

9. New Business:

a. Approval to Proceed with PARCS Equipment Replacement Contract: The Airport Director reviewed the PARCS Equipment Replacement coverage and costs.

On a motion by Com. Francis, seconded by Com. Hoelt, the PARCS Equipment Replacement Contract was approved with the base contract and options

to include the Long Term LPR and Hardware Services Agreement.

(Ayes 7-Nayes 0)

- b. **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: Addendum 1 to Heartland Aviation, LLC Hangar Rental and Aircraft Repair Facility Operator Agreement, Hangar I-4 Land Lease and Hangar M-1 Land Lease**
- c. **Proposed Closed Session Pursuant to Wisconsin Statutes Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved**

On a motion by Com. Wells, seconded by Com. Francis, the Commission entered into closed session at 8:37 am and will reconvene to adjourn when done with the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull and Wells; Nayes: None.

Commission Chair Hilgedick reported in open session that the Commission provided direction to the Airport Director on proceeding with specified lease agreements.

10. Discuss Future Agenda Items: None

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for September 17th, October 22nd and November 19th.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Hoeft, the meeting was adjourned at 9:30 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary