

MINUTES

Chippewa Valley Regional Airport Commission Friday, September 17, 2021, 7:30 am Virtual Meeting via Webex

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

MEMBERS ABSENT: None

OTHERS PRESENT: Amy Michels and Rachel Usher-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, 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. **August 20, 2021 Regular Commission Meeting:**

On a motion by Com. Hoeft, seconded by Com. Wells, the minutes of the August 20, 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:** The Airport Director noted that the remaining CARES operations and maintenance grant funds will be reallocated to a CARES development grant.

On a motion by Com. Francis, seconded by Com. Hull, 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. August 2021 enplanements are down 15% over August 2019.
 - **Car Rental Operations**

Cars rented are up for the month, up 29% YTD over 2020 and down 25% 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 thanked the Airport and Commission for reaching out to the airport neighbors regarding the perimeter fence project changes. Written comments regarding the fence project were also received from Lisa Tichey and Floretta Mooney.

7. Operational Matters:

a. Airport Operations Report

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Business at the Airport event took place on September 13th and was held outside. The Chamber advised that approximately 150 attendees participated and it was overall a success.

b. Airport Strategic Plan Update/Review

- **Operational Review:** The September operational review covered the FBO Lease and Maintenance. The Airport Director is to reach out to Hawthorne to restart discussions on the maintenance issues with the current leases.

c. Project Summary

- **AIP 46 Multi-Function Snow Removal Equipment and Markings – FY20:** The new snow removal equipment has been delivered and assembled.
- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The fence project will be discussed later in the agenda. Rachel from Mead & Hunt reviewed exterior renderings for the ARFF Building Reconstruction. Bids are planned for early October with construction expected to take between 12-18 months to complete once approved.
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** FAA grant has been received. We are waiting to hear if the contractor plans to start this year.
- **AIP 49 ARFF Building Reconstruct– FY22:**
- **AIP 50 Master Plan Update – FY22:** 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:** No update
- **Corporate Hangar Construction – FY21:** FAA grant has been received.

8. Previous Business:

a. Airport Fence Project Approval

Commissioners reviewed and discussed the Alternate 2 fence project and communication on changes from Alternate 1 to Alternate 2 that was sent to the Airport Neighborhood Association, the airport neighbors who had provided email addresses from the Airport Listening Session and the City of Eau Claire.

On a motion by Com. Francis, seconded by Com. Bowe, the Alternate 2 Design of the Airport Fence Project was approved as submitted.

(Ayes 7-Nayes 0)

9. New Business:

a. Approval to Resolution 21-22/050 to Abolish One Part-Time (0.5 FTE) Maintenance Technician and to Create One Full-Time (1.0 FTE) Maintenance Technician

On a motion by Com. Wells, seconded by Com. Francis, the Resolution 21-22/050 to Abolish One Part-Time (0.5 FTE) Maintenance Technician and to Create One Full-Time (1.0 FTE) Maintenance Technician was approved.

(Ayes 7-Nayes 0)

10. Discuss Future Agenda Items: None

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:15 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary