

MINUTES

Chippewa Valley Regional Airport Commission
Friday, October 22, 2021, 7:30 am
Virtual Meeting via Webex

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

MEMBERS ABSENT: Chuck Hull

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, 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 Hoeft, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.
4. **Approval of Minutes:**
 - a. **September 17, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Stelljes, the minutes of the September 17, 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. Wells, 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 as compared to 2020. September 2021 enplanements are down only 3% over September 2019.
 - **Car Rental Operations**

Cars rented are up for the month versus 2020, up 30% 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 inquired about how to request group tours of the airport and also how the airport handles requests from tenants to relocate to other spaces at the Airport.

7. Operational Matters:

a. Airport Operations Report

- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. Future Business at the Airport events will be redesigned to be more like a traditional Business After Hours event and the Airport Director and Commission do not feel the proposed change will benefit the Airport as much as it used to and will likely discontinue participation.

b. Project Summary

- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** An environmental public hearing will be held for the fence project on November 30, 2021 from 6-8pm.
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** Project will not start until 2022.
- **AIP 49 ARFF Building Reconstruct– FY22:** Bids were received this week and are being reviewed.
- **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:** A few items have yet to be completed.
- **K-Row Hangar Construction Project – FY20:** Roof replacement is complete.
- **Airport Parking Equipment Replacement – FY21:** The parking equipment is on order but supply chain delays continue to postpone installation.
- **Corporate Hangar Construction – FY21:** The contractor has indicated that they would like to start the project this year but are still working through a significant amount of paperwork before they can proceed.

8. Previous Business:

- a. Airport Recognition Program Quarter 3 - 2021 Award:** Commissioners selected Lisa Pasch from the Hangar 54 Grill as the Quarter 3 - 2021 Recognition Program recipient. She was nominated for going above and beyond to provide excellent customer service and assistance.

9. New Business:

- a. **Approval to Proceed with Hangar Design Contracts for 2022 Hangar Construction.**

On a motion by Com. Hoeft, seconded by Com. Wells, Contract #1 for the Design of (3) 48'x48' Hangars was approved with the typo correction.

(Ayes 6-Nayes 0)

On a motion by Com. Wells, seconded by Com. Bowe, Contract #2 for the Design of the K-1 Hangar Tenant Relocation was approved pending agreement with Tenant to reimbursement contract amount.

(Ayes 6-Nayes 0)

10. Discuss Future Agenda Items: Tenant Leases – Hangar 54 Grill

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for November 19th, December 17th and January 21, 2022.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:21 am.

(Ayes 6-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary