

MINUTES

Chippewa Valley Regional Airport Commission
Friday, November 19, 2021, 7:30 am
Virtual Meeting via Webex

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

MEMBERS ABSENT: Peter Hoeft

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jack Stewart, 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, Bill Hilgedick, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting. Scott Francis joined the call at 7:32am
4. **Approval of Minutes:**
 - a. **October 22, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Bowe, the minutes of the October 22, 2021 meeting were approved as submitted.
(Ayes 5-Nayes 0)
5. **CVRA Finance and Activity Reports:**
 - a. **Expense Vouchers, Credit Card Charges and Financial Report:**

On a motion by Com. Bowe, 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 as compared to 2020. October 2021 total passengers are down 13% over October 2019.
 - **Car Rental Operations**

Cars rented are up for the month versus 2020, up 31% YTD over 2020 and down 24% YTD over 2019.
 - **Tower Operations**

Tower Operations are up 4% for the month and 16% 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 whether our Tower was an FAA or sponsor owned tower, if other area airports offer discounts for renting or building hangars and what the airport is doing to get the FAA to approve a firefighting foam alternative that does not contain PFAS.

7. Operational Matters:

a. Airport Operations Report

- **Infrastructure and Investment Jobs Act:** The Airport Director discussed how the Infrastructure and Investment Jobs Act may benefit the Airport.
- **Airport Quarterly Report:** The Commission reviewed the Airport Quarterly Report.
- **Airport Staffing:** The Airport Director discussed the staffing challenges and options for hiring that we are working on with Eau Claire County. Commissioners were in support of a shift differential for after hours work and other benefits to help fill ground handler shifts.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. Airport Strategic Plan Update/Review:

The Operational Review for November covered Hangar Leases and Maintenance.

c. 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:** Construction to start in the Spring
- **AIP 49 ARFF Building Reconstruct– FY22:** Working on funding options.
- **AIP 50 Master Plan Update – FY22:** On hold pending funding.
- **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:** The contractor is still completing necessary documents prior to being awarded the contract.

8. Previous Business: None

9. New 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: Addendum to Restaurant Lease Agreement and Lease Terms for 2022 Hangar Construction**

On a motion by Com. Francis, seconded by Com. Wells, the Commission entered into closed session at 8:31 am with the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hull and Wells; Nays: 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: Parking System Replacement and Entrance Sign updates

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for December 17th, January 21th, 2022 and February 18th, 2022.

12. Adjournment:

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

(Ayes 5-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary