

MINUTES

Chippewa Valley Regional Airport Commission
Friday, December 16, 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: Tim Sullivan-Eau Claire County Corporation Counsel, Amy Michels-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 Scott Francis, Bill Hilgedick, Peter Hoeft, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting. Rick Bowe joined the call at 7:36am
4. **Approval of Minutes:**
 - a. **November 19, 2021 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the November 19, 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. November 2021 total passengers are up 7% over November 2019.
 - **Car Rental Operations**

Cars rented are up for the month and for the year.
 - **Tower Operations**

Tower Operations are up 6% for the month and 15% for the year.

c. Hangar Occupancy:

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 why the PFAS invoices have increased over prior months and if it relates to testing more wells.

7. Operational Matters:

a. Airport Operations Report

- **Charter Flight Update:** The Airport Director expressed recognition for several Airport employees, tenants and ground handlers that pulled together and assisted with a recent casino charter flight that had a delay and multiple complications.
- **Airport Entrance Sign Update:** The new electronic message center sign at the terminal entrance has been installed and is up and running.
- **Airport Staffing Update:** The Airport Director discussed the ongoing staffing challenges with our full-time maintenance and on-call ground handler positions and options for hiring that we continue to work on with Eau Claire County.
- **The Landline Company Lease Addendum:** The Airport Director discussed the Landline Company lease agreement that will extend through 2022.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. There is a Fly-in/Pancake Breakfast scheduled for May 7, 2022.

b. Airport Strategic Plan Update/Review:

The Operational Review for December covered Terminal Leases and Maintenance. The Airport Director noted minimal changes and that we currently have 15 advertisers and one office space available for rent.

c. Project Summary

- **AIP 47 Phase I fence design, Taxiway A Lighting Design and Construction, ARFF Building Design – FY20:** The environmental public hearing took place on November 30.
- **AIP 48 Rwy 4/22 and Taxiway A Rehabilitation – FY21:** No update
- **AIP 49 ARFF Building Reconstruct– FY22:** No update
- **AIP 50 Master Plan Update – FY22:** No update
- **AIP 51 Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update
- **Airport Parking Equipment Replacement:** Installation is delayed until January. Parking rate increase will not go into effect until equipment has been installed.
- **Corporate Hangar Construction – FY21:** The contract with the contractor is being signed this week.

- **48'x48' Hangar Construction – FY22:** The Airport Director discussed some of the project details. The Taxilane L will need to be widened to accommodate future 75'x75' hangar development and continued use of taxilane L by K-row hangar tenants.

8. Previous Business:

- 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**
- 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. Francis, seconded by Com. Hull, the Commission entered into closed session at 8:18 am with the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft, Hull, Stelljes 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.

9. New Business: None

10. Discuss Future Agenda Items: None

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

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 9:05 am.

(Ayes 7-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary