

MINUTES

Chippewa Valley Regional Airport Commission
Friday, January 21, 2022, 7:30 am
Virtual Meeting via Webex

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

MEMBERS ABSENT: Barry Wells

OTHERS PRESENT: Mark Graczkowski and Greg Stern-Bureau of Aeronautics, Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Charity Zich-Airport Director, Todd Norrell-Airport Maintenance Supervisor and Erin Switzer-Airport Administrative Specialist 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 and Chuck Hull were present via Webex virtual meeting. Kevin Stelljes joined the call at 7:34am
4. **Approval of Minutes:**
 - a. **December 17, 2021 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Hoeft, the minutes of the December 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. Bowe, 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 and down for the month and for the year as compared to 2019. Load factor was up a little bit for December 2021 over December 2019.
 - **Car Rental Operations**

Cars rented are up for the year as compared to 2020 and down for the year as compared to 2019.
 - **Tower Operations**

Tower Operations are down for the month and up 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: None

7. Operational Matters:

a. Airport Operations Report

- **Airport Staffing Update:** The Airport Director discussed the current staffing status with our full-time maintenance and on-call ground handler positions.
- **2021 Airline Passenger Survey:** The Commission reviewed the Passenger Survey results for 2021.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events. The Pancake Breakfast planned for May will be sponsored by both Hawthorne Aviation and CVRA and proceeds will go to the local EAA and CAP groups.

b. Airport Strategic Plan Update/Review: None

c. Project Summary

- **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:** No update
- **AIP 49 - ARFF Building Reconstruct– FY22:** The Commission reviewed exterior design images and the ARFF Building Funding Summary.
- **AIP 50 - Master Plan Update – FY22:** Grant application has been submitted.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** No update
- **State Aid 66 - Equipment Storage Building Addition Project – FY21:** No update
- **Airport Parking Equipment Replacement:** Installation is scheduled to begin next week.
- **Corporate Hangar Construction – FY21:** The City has approved the conditional use permit, the site plan application and a variance request to eliminate the foam firefighting system from the hangar. The variance will still need to be approved by the State.
- **48'x48' Hangar Construction – FY22:** The Airport Director discussed the building layout and construction options and funding. Commissioners agreed the best option to proceed was with individual hangars.

On a motion by Com. Bowe, seconded by Com. Francis, the Commission approved proceeding with the ARFF building funding plan as proposed.

(Ayes 6-Nayes 0)

8. Previous Business:

- a. **Airport Recognition Program Quarter 4 - 2021 Award:** Commissioners selected Erin Switzer from CVRA as the Quarter 4 - 2021 Recognition Program recipient. She was nominated for going above and beyond with a recent charter operation.
- 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: Consent to Assign Heartland Aviation, LLC Agreements**

On a motion by Com. Francis, seconded by Com. Bowe, the Commission entered into closed session at 8:33 am with the following Roll Call Vote – Ayes: Com. Bowe, Francis, Hilgedick, Hoeft and Hull; Nays: None.

Commission Chair Hilgedick reported in open session that the Commission provided direction to the Airport Director on proceeding with Consent request.

9. New Business:

- a. **2022 Marketing Plan:** The Airport Director reviewed the 2022 Marketing Plan.

On a motion by Com. Francis, seconded by Com. Hull, the 2022 Marketing Plan was approved as submitted.

(Ayes 6-Nays 0)

10. Discuss Future Agenda Items: Contract for Consultant to complete site investigation work plan

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for February 18th, March 18th, and April 22nd.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Hull, the meeting was adjourned at 8:50 am.

(Ayes 5-Nays 0)

Respectfully Submitted,

Scott Francis, Secretary