

MINUTES

Chippewa Valley Regional Airport Commission
Friday, February 18, 2022, 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-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association, Jeff Husby-Hawthorne Aviation, Darrel Gibson-Gibson Aviation, James Gwillum and Paul Johnson-Enterprise Rent-A-Car, 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, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting
4. **Approval of Minutes:**
 - a. **January 21, 2022 Regular Commission Meeting:**

On a motion by Com. Bowe, seconded by Com. Wells, the minutes of the January 21, 2022, meeting were approved as submitted.
(Ayes 7-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 7-Nayes 0)
 - b. **Key Indicators:**
 - **Airline Operations**

Airline Enplanements are up for the month and for the year.
 - **Car Rental Operations**

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

Tower Operations are up for the month and 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:** Heather Deluka inquired about how the PFAS waste will be disposed of and at what cost and whose expense.

7. Operational Matters:

a. Airport Operations Report

- **Airport Staffing Update:** The Airport Director noted that our new full time maintenance tech started this week.
- **2021 Annual Report:** The Commission reviewed the 2021 Annual Report.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. Airport Strategic Plan Update/Review:

The Operational Review for February covered Staffing. The Airport Director noted some changes to position titles and duties.

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 first grant approval has been received.
- **AIP 50 - Master Plan Update – FY22:** The 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:** The parking equipment has been installed. There were some delays installing License Plate Recognition equipment due to frozen ground but that should be installed soon.
- **Corporate Hangar Construction – FY21:** The variance application has been submitted to the State to eliminate the foam firefighting system.
- **48'x48' Hangar Construction – FY22:** The design has been on hold while we review options to maximize the door width, including revisiting a single building with multiple units from a company that supplies hangar buildings.

8. Previous Business: None

9. New Business:

- a. Hawthorne Aviation Request to Sublease:** The Airport Director highlighted the request from Hawthorne Aviation to sublease aircraft rental and flight instruction to Gibson Aviation to meet the minimum standards and the requirements in the FBO Agreement.

On a motion by Com. Francis, seconded by Com. Hoefft, the Hawthorne Aviation Request to Sublease was approved pending a letter of approval from the Airport Director.

(Ayes 7-Nayes 0)

- b. AECOM Technical Services, Inc. Contract:** The Airport Director discussed the contract which will carry out the site investigation work plan approved by the DNR, including proper disposal of any samples collected on the Airport.

On a motion by Com. Francis, seconded by Com. Bowe, the AECOM Technical Services, Inc. Contract was approved as submitted.

(Ayes 7-Nayes 0)

- c. Off Airport Rent-A-Car Concession Agreement:** The Airport Director presented information on the Off Airport Rent-A-Car Concession Agreement proposed by Green Fleet.

On a motion by Com. Bowe, seconded by Com. Francis, the Off Airport Rent-A-Car Concession Agreement was approved pending agreement on insurance requirements.

(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 March 18th, April 20th and May 20th.

12. Adjournment:

On a motion by Com. Francis, seconded by Com. Wells, the meeting was adjourned at 8:32 am.

(Ayes 7-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary