

MINUTES

Chippewa Valley Regional Airport Commission
Friday, March 18, 2022, 7:30 am
Virtual Meeting via Webex

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

MEMBERS ABSENT: Rick Bowe and Peter Hoeft

OTHERS PRESENT: Amy Michels-Mead & Hunt, Heather DeLuka-Airport Neighborhood Association Ross VanNess-AVIS, 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 Scott Francis, Bill Hilgedick, Chuck Hull, Kevin Stelljes and Barry Wells were present via Webex virtual meeting.
4. **Approval of Minutes:**
 - a. **February 18, 2022 Regular Commission Meeting:**

On a motion by Com. Wells, seconded by Com. Hull, the minutes of the February 18, 2022, 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. Francis, seconded by Com. Hull, the expense vouchers were approved as submitted.
(Ayes 5-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 if there were dates for when the Master Plan would be completed and also if the type of NAVAID's used define the category an Airport falls into.

7. **Operational Matters:**

a. **Airport Operations Report**

- **Airport Staffing Update:** The Airport Director noted that our new full time maintenance tech started in February.
- **Airport Community Outreach:** The Commission reviewed the Airport Community Outreach opportunities and events.

b. **Airport Strategic Plan Update/Review:**

The Operational Review for March covered Grounds Maintenance. The Airport Director noted some planned updates for equipment and airfield pavement.

c. **Project Summary**

- **AIP 48 - Rwy 4/22 and Taxiway A Rehabilitation – FY22:** Project scheduled to begin in May.
- **AIP 49 - ARFF Building Reconstruct– FY22:** Project scheduled to begin in April.
- **AIP 50 - Master Plan Update – FY22:** The grant application has been submitted and should be awarded Fall 2022.
- **AIP 51 - Phase II Design and Construct Wildlife Fence and Wildlife Study Recommendations – FY22:** Project planned to go to bid in late March or early April.
- **Airport Parking Equipment Replacement:** No update
- **Corporate Hangar Construction – FY22:** Project scheduled for site work to begin in April.
- **48'x48' Hangar Construction – FY22:** The Airport Director noted the change back to a single multi-unit building due to the ability to get a wider door opening and faster availability of materials. Based on bids being received for other hangar projects, the project will likely be challenged to stay within the budgeted amount.

8. **Previous 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: Lease Terms for 2022 Hangar Construction**

On a motion by Com. Francis, seconded by Com. Wells, the Commission entered into closed session at 8:10 am with the following Roll Call Vote – Ayes: Com. Francis, Hilgedick, Hull, Stelljes and Wells; Nays: None.

9. New Business: None

10. Discuss Future Agenda Items: Air service update

11. Set Future Meeting Dates and Times: The next Regular Commission Meetings are planned for April 20th, May 20th and June 17th in person.

12. Adjournment:

On a motion by Com. Wells, seconded by Com. Stelljes, the meeting was adjourned at 8:34 am.

(Ayes 5-Nayes 0)

Respectfully Submitted,

Scott Francis, Secretary