

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT
MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Mayor Zachary Vruwink, Chairman
Arne Nystrom, Town Supervisor
Katie Martinson, Representative
Brad Hamilton, Alderman

MUNICIPALITIES:

City of Wisconsin Rapids
Town of Grand Rapids
Village of Port Edwards
City of Nekoosa

12/7/17

The South Wood County Airport Commission met on Thursday, December 7, 2017 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Zach Vruwink, and Katie Martinson. Also in attendance were, Bill Clendenning, Ron Blunck, Erv Meyer, Ray Dibble, Merlin Bauer, Carl Hasdal, Randy Gustafson, Stephen Brown, and Jeremy Sickler.

Minutes prepared by Jeremy Sickler and Brad Hamilton, reviewed by Zachary Vruwink

1. Call to order: Commissioner Vruwink called the meeting to order at 4:03 PM.

2. Approval of previous month's minutes:

Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to approve the previous month's minutes. Motion carried.

3. Airport Manager's Report:

Airport manager Sickler presented his November report. Sickler highlighted the progress and status of several projects. Stump grinding has been completed in the neighborhood east of the airport and the chips have been cleaned up. Further restoration of those properties will continue in the spring. Phase 2 has been completed on BECC property. Sickler also stated that taxiway B-west is complete. The tug has been repainted. Also an internet access computer was installed in the terminal building.

4. Old Business:

a. Consider tree removal bill: A bill for consulting services during the tree removal project was received from K&S tree services. The matter will be discussed in closed session

b. MSA follow up survey on BECC property: Discussion ensued regarding additional tree identification on BECC property. This was discussed during the onset as an expected necessity to finish the project and assure all obstructions were removed. Sickler received a quote for time and materials from MSA not to exceed \$2,500. Approval of the invoice will be at the next Commission meeting. No action taken to proceed as previously approved.

c. Lease updates: Commissioner Martinson and Sickler provided progress reports including the results of discussions with legal counsel. No action taken.

d. Discuss T-hangar options: No new information was available for discussion at the time of the meeting. No action taken.

5. New Business

- a. Business After Hours: The Commission discussed hosting a Business After Hours event in May 2018. Airport Manager Sickler will follow up with HOW Chamber of Commerce regarding preparation. Partnerships for the event may be considered. No action taken.
- b. Apron layout modifications - MSA recommendations: MSA submitted a modified apron layout for Commission review. The primary difference is to eliminate one of the apron access points. This will simplify flow-through setbacks, simplify stormwater considerations, and reduce the cost of the project. No action taken.
- c. Discuss financing options for future development: The Commission discussed revisiting the capital improvement plan to prioritize future development and capital purchases. In future months a revised capital improvements plan will be created and presented. No action taken.

6. Closed Session

- a. Vote to go into closed session: Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to go into closed session. Vruwink; yes, Nystrom; yes, Martinson; yes. Motion carried.
- b. Discuss negotiation and strategy regarding an invoice submitted by K&S Tree Removal pertaining to work done on Bull's Eye Country Club tree removal project: In closed session, discussion ensued regarding the invoice received from K&S.
- c. Vote to go into open session: Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to go into open session. Hamilton; yes, Vruwink; yes, Nystrom; yes, Martinson; yes. Motion carried.

7. Financial Reports

- a. Approval of airport vouchers: Motion by Commissioner Vruwink, 2nd by Commissioner Martinson to approve airport vouchers. Motion carried.
- b. Review of financial statements: Financial statements were presented and reviewed.

8. Future Agenda Items:

- a. Lease Issues and Rate Adjustments
- b. Capital improvements to include equipment purchases for 2018 and beyond

9. Public Comment: None

10. Correspondence: None

11. Adjourn: Motion made by Commissioner Vruwink, 2nd by Commissioner Nystrom to adjourn at 4:51. Motion carried.

Respectfully submitted, Chairman Vruwink