

# ALEXANDER FIELD

## **SOUTH WOOD COUNTY AIRPORT** MUNICIPALLY OWNED

### MEETING MINUTES

#### **AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jeremy Eichorn, Chairman  
Joseph Zurfluh, President  
Brad Hamilton, Alderman

#### **MUNICIPALITIES:**

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

5/4/23

The South Wood County Airport Commission met on Thursday May 4, 2023 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, and Joe Zurfluh. Brad Hamilton and Jeremy Eichorn attended via telephone. Also in attendance were Dennis Polach, Bill Clendenning, Paul Tranal, Bill Menzel, Mike Esser, Tom Davis, Ryan Falch, Jeremy Roberts, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 8:05 AM.

**2. Approval of previous month's minutes (4-6-23):**

Motion by Commissioner Zurfluh, 2nd by Commissioner Eichorn to approve the minutes as presented.  
Motion carried.

**3. Airport Manager's Report:**

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. The ad for bids from interested firms to provide consultant services was published and the selection will take place at the May meeting. The fuel system project will be closed out upon scheduling of the final inspection and completion of punch list items.

Sickler reported that the fuel sales and activity in April was well below average compared with historical performance.

Sickler mentioned a permanent solution to the gate issues on Two Mile Avenue was found.

Sickler also reported on the progress of several other items including: Paved surface sweeping, seasonal equipment maintenance, and status of a few projects to be completed by contractors.

Motion by Chairman Blaser, 2nd by Commissioner Zurfluh to approve the Airport Managers Report.  
Motion carried.

**4. Old Business**

a. Discuss and consider action regarding T-Hangar door repairs. The Commission received a quote from Modern Image Builders for T-Hangar door refurbishment for \$8000 - \$10000 per door. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve refurbishment of one door not to exceed \$10000. Motion carried.

b. Discuss and consider action regarding offering a lease for Hangar Lot 10 to Michael Bretl. The Commission received a request for a lease from Michael Bretl who recently purchased the hangar on Lot 10. A bill of sale documenting change of ownership was presented. The lease will be

prorated for the rest of 2023 and have an anniversary date of January 1 2024. Motion by Chairman Blaser, 2nd by Commissioner Eichorn to approve the lease as presented. Motion carried.

## **5. New Business**

a. Discuss and consider action regarding selection of a consultant for the Master Plan project.. Three proposals were received by the Commission. Chairman Blaser proposed tabling the discussion until a future meeting after Commissioners were given more time to review the proposals. A closed session will be held at a future meeting. No action taken.

a. Discuss and consider action regarding temporary lease agreements for Commission owned hangars. Chairman Blaser introduced Tim Desorcy of the City Finance Department for explanation of the necessity for such agreements. Sickler was tasked with researching and proposing lease language and possibly policy language for future short term tenancy in Commission owned hangars. No action taken.

## **6. Review of Financial Statements**

Financial statements were presented and reviewed. Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to approve the financial statements as presented. Motion carried.

## **7. Future agenda items:**

Consultant selection

## **8. Public Comment**

None

## **9. Correspondence received:** None

## **10. Set next meeting date:**

Thursday June 1 at 8:00 AM.

## **11. Adjourn:**

Motion made by Chairman Blaser, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 0848. Motion carried.

*Minutes prepared by Jeremy Sickler; Respectfully reviewed and submitted, Chairman Blaser*