

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT

MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

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

MUNICIPALITIES:

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

4/2/20

The South Wood County Airport Commission met on Thursday, April 2, 2020 at 8:00 AM via teleconference. Members present were Arne Nystrom, Mayor Zach Vruwink, Brad Hamilton, and Katie Martinson. Also in attendance was Jeremy Sickler. *Due to the teleconference accommodations for COVID-19, a list of the public attending is not available.*

1. Call to order: Chairman Vruwink called the meeting to order at 8:00 AM.

2. Approval of previous month's minutes (3-5-20)

Corrections of motions/attendance were necessary. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the amended minutes. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler updated the Commission on the hangar construction progress. As of this time, water and sewer utility provision is uncertain. Sickler also updated the commission on other ongoing or completed projects such as annexation. Aircraft activity and fuel sales are up compared to this month last year. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Review and consider action on intergovernmental agreement between the City of WR and SWC Airport Commission for management services. There was nothing new presented at this time. The City finance department is preparing some information for the agreement. When a draft is presented it will be sent to Airport legal counsel for review. No action taken.

b. Discuss and consider action regarding purchase of a new fuel transaction processor: Quotes were presented from two equipment manufacturers and one installer. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to purchase the QTPOD M4000 system and hire METCO to install the new equipment. Purchase and installation to be paid for out of reserves. Motion carried.

c. Discuss and consider action regarding purchase of an aircraft tug: An assortment of quotes on new and used equipment with a variety of features were presented for Commissioner review and comparison. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to pursue the purchase of a tractor with approximately 40 h.p. not to exceed \$30,000. Purchase to be paid for out of reserves. Motion carried.

d. Discuss and consider action regarding grubbing property between Rangeline Rd. and the west side Airport perimeter fence: Three quotes have been submitted with a wide range of costs. Motion

by Commissioner Nystrom, 2nd by Commissioner Hamilton to postpone this item until August. Motion carried.

e. Discuss and consider action regarding acquisition of an Airport vehicle: The Commissioners discussed the utility and usage of the vehicle which has broken down. They also discussed the potential availability of vehicles within their respective municipalities. This item will be on the May agenda. No action taken.

5. New Business

a. In open session the Commission may vote to go into closed session pursuant to §19.85 (1) (e), Wis. Stats., which states “deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Motion by Commissioner Hamilton, 2nd by Commissioner Vruwink to go into closed session at 8:26 AM. Motion carried unanimously via roll-call vote.

b. In closed session, the Commission discussed selection of a consultant for the Approach Clearing/Easement Acquisition project.

c. The Commission will go into open session and may take action on the selection of a consultant: Motion by Commissioner Hamilton, 2nd by Commissioner Vruwink to go into open session at 8:35 AM. Motion carried. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to recommend to the BOA to proceed with MSA as the Commission’s preferred consultant for the Approach Clearing/Easement Acquisition project. Motion carried.

d. Discuss and consider possible action regarding a new hangar construction proposal: Doug Galuk, would like to build a hangar. The Commission discussed the request and the preferred site. Motion by Commissioner Vruwink, 2nd by Commissioner Hamilton to approve the construction of a 50’ X 80’ hangar on the site preferred by the tenant, east of the Commission owned hangar.

6. Financial Reports

a. Approval of airport vouchers: Vouchers for March were provided. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the vouchers as presented. Motion carried.

b. Review of financial statements: No new financial information has been posted.

7. Future agenda items:

Airport vehicle, intergovernmental agreement, terminal improvements, t-hangar construction.

8. Correspondence received: None

9. Set next meeting date:

May 7, 2020 at 8 AM unless a special meeting is called sooner.

10. Adjourn: Motion made by Commissioner Vruwink, 2nd by Commissioner Hamilton to adjourn at 9:04. Motion carried.

Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Vruwink