

# 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

6/7/18

The South Wood County Airport Commission met on Thursday, June 7, 2018 at 3:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Zach Vruwink, Katie Martinson, and Brad Hamilton. Also in attendance were, Bill Clendenning, Ray Dibble, Randy Gustafson, Paul Tranel, Dennis Polach, Laura Nelson, Erv Meyer, Hal Denton, Tom Rayome, and Jeremy Sickler.

*Prepared by Jeremy Sickler and Brad Hamilton, reviewed by Zachary Vruwink*

**1. Call to order:** Commissioner Vruwink called the meeting to order at 3:00 PM.

#### **2. Approval of previous month's minutes (5-2-18)**

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

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

Airport manager Sickler presented his May report. Sickler relayed that this month's primary focus was on development projects and planning for the busy season. The asphalt crew started paving runway 12-30. Painting, landscaping, and electrical are still to come. Sickler also mentioned that the ground breaking event as well as the business after hours event went very well with both receiving strong attendance. In regards to aircraft activity, fuel sales have gone up compared to last May. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the report as presented. Motion carried.

#### **4. Old Business**

a. Marketing Proposal "Promotional Partnerships: Guidelines and Opportunities": Laura Nelson from WRACVB presented a draft of guidelines, target markets, and recommendations to the Commission. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to accept the report and proceed. Motion carried.

#### **5. New Business**

a. Consider capital expenditure for a Ground Power Unit: Discussion ensued on a few options- new and used, moved to next meeting. No action taken.

b. Consider capital expenditure for a refrigerator: Motion by Commissioner Nystrom 2nd by Commissioner Hamilton to pursue purchase of a refrigerator not to exceed \$525.00. Motion Carried.

c. Consider access restriction options at east side access point off Sampson St.: Sickler reported on the debris and garbage which accumulates in the east access area. The area has been abused as a

dumping place and the mess spreads inside the fence where Airport staff has to clean it up. A means of restricting access was recommended by Airport Manager Sickler and budgeted maintenance dollars will cover the expenses of installing a gate.

d. Discuss parcel of private property inside Airport fenceline: A parcel of private property was discovered within the fence of the Airport. The owner wishes to divest. Sickler contacted WI BOA regarding the parcel and the Commission is not obligated to purchase it and it presents no hazard. The Commission will await further information from the owner. No action taken.

e. Consider allowing BECC to use topsoil from Airport property for landscaping: BECC approached Sickler regarding use of some soil from Airport property for their restoration project. If any is desired, the amount will be minimal. The Commission will await more details when and if the time comes. No action taken.

f. Discuss Airport signage: Signage which is more visible was suggested for the major routes leading people to and from the Airport. The Commission will seek guidance from the City Engineering department regarding what is acceptable. No action taken.

g. Discuss July meeting date and time: The Commission chose to hold the next Commission meeting on June 28.

## **6. Financial Reports**

a. Approval of airport vouchers: Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve airport vouchers.

b. Review of financial statements: Statements were presented and reviewed.

## **7. Future agenda items**

a. Marketing proposal.

b. Consider capital expenditure for a Ground Power Unit

c. Discuss Airport signage.

d. Discuss parcel of private property inside Airport fenceline.

e. Consider allowing BECC to use topsoil from Airport property for landscaping

## **8. Public comment**

a. Ron Blunck invited the Commissioners to the Flying Hamburger Social event scheduled for June 27 at 5:00 PM

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

**10. Adjourn:** Motion made by Chairman Vruwink, 2<sup>nd</sup> by Commissioner Martinson to adjourn at 5:08. Motion carried.