

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT

MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Mayor Shane Blaser 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

7/2/20

The South Wood County Airport Commission met on Thursday, July 2, 2020 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom and Shane Blaser. Brad Hamilton and Katie Martinson attended via teleconference. Also in attendance were Stephen Brown, Merry McKenzie, Bill Clendenning, Mike Vogel, Dennis Polach, Randy Gustafson, and Jeremy Sickler.

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

2. Approval of previous month's minutes (6-4-20, 6-18-20):

Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the minutes as presented. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler updated the Commission on the hangar construction progress. The hangar is substantially complete and Airport staff are awaiting owner training. Sickler noted the aircraft activity and fuel sales were well below last year in June. Fee collection was far more common than in previous months. Sickler also updated the Commission on several items including airfield lighting, hangar rent schedule creation, and CARES Act grant and BOA reimbursement check. Motion by Commissioner Nystrom, 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. An updated draft was presented by Sicker. Commissioners discussed some items including the term of the contract, language regarding scope amendments, and posted staffing hours. Commissioners desired a review of the agreement by the member municipalities. Commissioners also agreed all four Commissioners should sign the document. No action taken.

b. Discuss and consider action regarding Business After Hours: Commissioners discussed details for the Business After Hours event scheduled for July 27. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve expenditure not to exceed \$1000 for refreshments for the event. Motion carried.

c. Discuss and consider action regarding a fuel system upgrade: Communication from WIBOA and MSA were discussed. Fuel system construction is not Federally eligible. State funding is available but there are several fuel system projects already requested around the State. Engineering can be paid for with State funding but the Commission may have to front the money and expect reimbursement at the time of construction. MSA estimated such a plan set would take approximately three months to

complete. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to pursue engagement of a consultant to design a new fuel system through the WIBOA process. Motion carried.

d. Discuss and consider action regarding the Airport user survey: Action regarding this item was taken at a previous Commission meeting. Airport Manager Sickler updated the Commission on the status. No action taken.

5. Financial Reports

a. Approval of Airport vouchers: Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the Airport Vouchers. Motion carried.

b. Review of financial statements: None provided.

6. Future agenda items:

Intergovernmental agreement, fuel system upgrade, ribbon cutting event.

7. Correspondence received: None

8. Set next meeting date:

Friday August 7, 2020 at 8:00 AM.

9. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Nystrom to adjourn at 8:40. Motion carried.

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