

# 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

8/2/18

The South Wood County Airport Commission met on Thursday, August 2, 2018 at 4:00 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 Ray Dibble, Merlin Bauer, Dennis Polach, Randy Gustafson, Bill Clendenning, Ron Blunck, Hunter Geishart, and Jeremy Sickler.

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

**1. Call to order:** Chairman Vruwink called the meeting to order at 4:01 PM.

**2. Approval of previous month's minutes (6-28-18, 7-19-18)**

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 July report which included updates on the development projects Sickler also highlighted the aircraft activity levels and fuel sales were again higher than anticipated. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

**4. Old Business**

a. Consider State Aid Opportunities available: The Commission discussed the bid alternates and decided to reject Alternate Bids two and three which were the development of the corporate hangar area and existing apron reconstruction. Matt Messina from WI BOA discussed an option to use BOA State Aid funding for Alternate one instead of using the unrestricted State grant funding. This would preserve the State grant money for other options. BOA State Aid requires the Commission pays 20% of the project costs which will be close to \$160,000. The Commission discussed earmarking budget reserves and using any budget surplus as sources of the local share. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to proceed with the base bid and Alternate Bid 1 and utilize BOA State Aid for Alternate 1. Motion carried.

b. Airport terminal improvement/marketing partnership opportunities: Airport Manager Sickler alerted the Commission of the departure of CVB Executive Director Laura Nelson. Nelson sent an email to Commissioners iterating the importance of the relationship and initiatives underway- the interim director will continue to be engaged

## **5. New business**

- a. Discuss access to east side entrance off Sampson St.: No formal request was presented to the Commission.
- b. Consider purchase of cell signal booster for terminal basement: Commissioner Nystrom introduced the idea of purchase of a cell signal booster to accommodate pilots utilizing the basement lounge area. Funding previously approved for basement lounge upgrades can be used.

## **6. Financial Reports**

- a. Approval of airport vouchers: Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve airport vouchers. Motion Carried.
- b. Review of financial statements: Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve financial statements. Motion Carried.

## **7. Public Comment:** Ron Blunck invited the Commissioners to attend the Flying Hamburger Social on August 15 from 5:00 PM to 7:00 PM

## **8. Closed Session:**

- a. Vote to go into closed session: Motion by Commissioner Martinson, 2nd by Commissioner Hamilton to go into closed session. Hamilton; yes, Vruwink; yes, Nystrom; yes, Martinson; yes. Motion carried.
- b. Discuss negotiation and strategy regarding airport lot leases: In closed session, discussion ensued regarding airport lot leases.
- 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. The Commission concluded its review of special conditions and looks forward to successful implementation of the previously approved lease and rate of \$.10 per square foot.

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

## **10. Adjourn:** Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Martinson to adjourn at 5:01. Motion carried.

*Respectfully submitted, Chairman Vruwink*