

# ALEXANDER FIELD

## **SOUTH WOOD COUNTY AIRPORT**

MUNICIPALLY OWNED

### MEETING MINUTES

#### **AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jason Warren, Supervisor  
Joseph Zurfluh, Trustee  
Brad Hamilton, President

#### **MUNICIPALITIES:**

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

9/7/23

The South Wood County Airport Commission met on Thursday September 7, 2023 at 9:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton, Jason Warren. Joe Zurfluh was excused. Also in attendance were Cary T. Smith , Bill Menzel, Tom Davis, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 9:00 AM.

**2. Approval of previous month's minutes (8-3-23):**

Motion by Commissioner Hamilton, 2nd by Commissioner Blaser 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. Ryan Falch stated that the BOA and SEH are in discussions regarding scope of the Master Plan and contract negotiations. The fuel system final inspection took place and the list of items to be addressed has been sent to Walt's Petroleum for completion.

Sickler reported that the fuel sales and activity in August was comparable with historical monthly performances.

Sickler updated the Commission on the repairs being made to the runway lights after the lightning strike.

Sickler reported on the status of creation of a temporary rental agreement, soffit and fascia installation, and t-hangar door refurbishment.

Sickler reported to the Commission that Economic Development Funding for 2024 was approved by the Wood County CEED Committee. Also, Sickler provided an annual report to the CEED Committee as a requirement for disbursement of the 2023 grant.

Sickler alerted the Commission that one of the Airport employees has injured his shoulder and helpers are being sought from other departments to fill in for him.

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

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

a. Discuss and consider action regarding a fuel pricing strategy: Airport Manager Sickler and Chairman Blaser met with the Finance Director to discuss. Commissioners discussed the potential terms of a policy. Sickler will return next month with a draft policy for review. No action taken.

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

a. Discuss and consider action regarding the 2024 Budget Request: Airport Manager Sickler discussed the 2024 budget request noting a few changes including money for airport vehicle upgrades. Next month a complete budget will be presented with salary/benefit figures and municipal contributions. No action taken.

b. Discuss and consider action regarding Rangeline clearing and grubbing: Sickler presented a quote from Shred It LLC. for completion of the work along Rangeline Road west of the Airport. Motion by Commissioner Hamilton, 2nd by Commissioner Warren to approve the project as quoted to be funded out of the Airport Improvement line of the 2023 Budget. Motion carried.

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

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

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

Temporary rental agreement, fuel pricing strategy, 2024 Budget

#### **8. Public Comment**

Carey Smith commented on the potential for doing some projects intended to increase the visual appeal of the terminal area such as sealing-painting-crack filling the parking lot, provide nicer picnic tables and shelters for public viewing areas, clean up the landscaping/lawn, construct a sidewalk canopy.

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

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

Thursday October 5 at 8:00 AM.

#### **11. Adjourn:**

Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Warren to adjourn at 9:38 AM Motion carried.

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