

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

2/13/20

The South Wood County Airport Commission met on Thursday, February 13, 2020 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Mayor Zach Vruwink, Brad Hamilton, and Katie Martinson. Also in attendance were Randy Gustafson, Bill Clendenning, Dennis Polach, Matt Messina and Teresa Klein-WIS DOT BOA, and Jeremy Sickler.

1. Call to order: Chairman Vruwink called the meeting to order at 8:02 AM.

2. Approval of previous month's minutes (1-2-2020, 1-16-2020, 1-31-2020)

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 Commencement and progress. As of this time, water and sewer utility provision is uncertain. Sickler also alerted the Commission of pending natural gas provision costs. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the Airport Managers Report. Motion carried.

4. Old Business

- a. Review and update on intergovernmental agreement between the City of WR and SWC Airport Commission for management services. There was nothing new presented at this time. No action taken.
- b. Review Airport user survey: Sickler has provided a draft to the Commission for comment. Community Media had reviewed and commented on the survey. Suggested changes were to have the survey size reduced so surveys would fit on a half sheet of heavier paper. No action taken.
- c. Discuss terminal marketing/partnership strategy: Commissioners discussed the necessity to create a list of projects, items, ideas and eventually prices for future consideration. Commissioner Martinson will work with Sickler to identify some near term low cost projects such as painting. Sickler will work with the Chamber of Commerce to discuss next steps for the Airport Commission. No action taken.

5. New Business

- a. Discuss potential future approach clearing and easement acquisition project: Matt Messina from WIBOA discussed the current status of the ALP, the obstructions which are identified therein, and the process for starting such a project. Matt also explained the BOA prioritization of obstructions and how that will be a driving factor in the project and that 2019 and 2020 entitlements are currently not

obligated and therefore available for this project. Teresa Klein commented via phone that the Commission has to be committed to going so far as eminent domain if this project proceeds. Action on this item will be discussed at a future meeting. No action taken.

b. Consider grubbing area between Rangeline Rd. and west side Airport perimeter fence: The Commission discussed the previously referred item and will seek proposals. No action taken.

c. Discuss self-serve fuel system card reader replacement: Sickler explained that as of June 30, 2020 the manufacturer will no longer provide technical support or new parts for the current card reader system. An estimate for a replacement was provided. Messina commented that the BOA is aware of the statewide issue and will likely provide some financial support for replacement. The Commission expressed urgency for provision of information related to this topic including competitive estimates for replacement of equipment. No action taken.

6. Financial Reports

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

b. Review of financial statements: Year end 2019 financial performance information was provided and reviewed. Messina from BOA alerted the Commission that a bill of over \$140,000 which the Commission had paid will be refunded because that portion of the project was found to be eligible for State funding.

7. Future agenda items:

Action regarding approach clearing, intergovernmental agreement, hangar utility provision, marketing/partnerships, user survey, grubbing along Rangeline Rd., purchase of aircraft tug.

8. Public Comment:

Randy Gustafson provided the Commission with some dates for upcoming EAA chapter 706 events including monthly meetings every 2nd Tuesday at 7:00 PM in the Airport terminal, a Young Eagles rally on May 9 starting at 9:00 AM, and the Hamburger Social on July 15 starting at 5:00 PM.

9. Correspondence received: None

10. Set next meeting date:

March 5, 2020 at 8 AM unless a special meeting is called sooner.

11. Adjourn: Motion made by Commissioner Vruwink, 2nd by Commissioner Hamilton to adjourn at 9:13. Motion carried.

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