

# ALEXANDER FIELD

## SOUTH WOOD COUNTY AIRPORT MUNICIPALLY OWNED

### MEETING MINUTES

#### AIRPORT COMMISSIONERS:

Mayor Zachary Vruwink, Chairman  
Arne Nystrom, Town Supervisor  
Joe Zurfluh, Trustee  
Brad Hamilton, Alderman

#### MUNICIPALITIES:

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

2/2/17

The South Wood County Airport Commission met on Thursday February 2, 2017 at 4:00 at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Joe Zurfluh, and Zach Vruwink. Brad Hamilton was excused. Also in attendance were Bill Clendenning, Dennis Polach, Merlin Bauer, Rick Bakovka, Stephen Brown, Ron Blunck, Tom Rayome, Melissa Reichert, and Jeremy Sickler.

*Minutes prepared by Jeremy Sickler, 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 (1-5-17):** Motion by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Zurfluh to approve the minutes. Motion carried.
3. **Airport Manager's Report:** Airport Manager Sickler presented his January report. Sickler highlighted the progress and status of several projects and items. These included tree removal, airport attendant selection, and the request for State funding. Discussion regarding the SDF and NDB outages ensued. Airport Manager Sickler will investigate the previous purchase of equipment and the costs associated with utilization of that equipment. Motion by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Zurfluh to approve the report. Motion carried.
4. **Old Business:**
  - a. Airport approach clearing & GIS/LiDAR: Trees have been tagged and a draft RFP was presented. Airport Manager Sickler met with City Engineering and Bullseye Country Club representatives to identify trees to be removed on Bullseye property. A presentation was made in the field which included some marking of trees and some tree height estimates by City Engineering. Bullseye is in the process of analyzing the information and will make a decision in the near future. A compliance agreement in writing with Bullseye was recommended.
  - b. Consider RFP for tree removal: Airport Manager Sickler presented a draft RFP. A suggested modification was inclusion of a term whereby the Commission may choose to require a performance bond or letter of credit to ensure completion in a satisfactory manner. A submission date of 12:00 noon on February 27 was chosen. Motion by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Zurfluh to distribute the RFP with the modifications. Motion carried. Also discussed was the option of offering an early completion bonus and choice of contractor at the March meeting. A recommendation of a contractor based on meeting the requirements of the RFP will be submitted to Commissioners on Wednesday, March 1.

**5. New Business:**

a. Discuss terminal building updates and refurbishment: Several items were discussed for consideration. These include: acquisition of furniture for pilot lounge areas in the basement, rebuilding and covering the exterior wooden stairs to the basement. Covering the walkway between the apron and terminal building, and terminal security cameras. Airport manager Sickler will bring suggestions to the Commission at the March meeting. Another suggestion for consideration in the future is a new terminal building which Sickler will include in the petition which will be prepared for the March meeting.

**6. Financial Reports**

a. Approval of Airport vouchers: Motion by Commissioner Zurfluh, 2nd by Commissioner Nystrom to approve bills as presented. Motion Carried

b. Review of financial statements: None presented.

**7. Future Agenda Items:**

- a. Consider terminal building updates and refurbishment.
- b. Schedule and hours for part time Airport Attendant.
- c. Airport support, to include update on Town of Rome.
- d. NDB equipment and installation.
- e. Consider purchasing courtesy van from City of Wisconsin Rapids.
- f. Terminal security cameras.
- g. Contractor selection for tree removal services.
- h. Petition for Airport improvements.

**8. Public Comment:** Public comment was made regarding the recruitment of member municipalities and solicitation of funding from Wood County.

**9. Correspondence:** None

**10. Adjourn:** Motion by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Vruwink to Adjourn at 5:18 PM. Motion carried.

*Respectfully submitted, Chairman Vruwink*