

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

1/5/17

The South Wood County Airport Commission met on Thursday January 5, 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, Katie Manternach, Stephen Brown, Ron Blunck, Randy Gustafson, John Knolinski, and Jeremy Sickler.

Minutes prepared by Jeremy Sickler, reviewed by Zachary Vruwink

1. **Call to order:** Chairman Vruwink called the meeting to order at 4:00 PM.
2. **Approval of previous month's minutes (12-1-16):** Motion by Commissioner Zurfluh, 2nd by Commissioner Nystrom to approve the minutes. Motion carried.
3. **Airport Manager's Report:** Airport Manager Sickler presented his December report. Sickler highlighted the progress and status of several projects and items. These included tree removal, parallel taxiway meeting, and the request for funding. Motion by Commissioner Nystrom, 2nd by Commissioner Zurfluh to approve the report. Motion carried.
4. **Old Business:**
 - a. Airport approach clearing & GIS/LIDAR: MSA will be tagging trees during the week of January 9 2017. Also that week Airport Manager Sickler intends to get assistance from City of Wisconsin Rapids Engineering to identify trees on Bullseye Country Club property.
 - b. Discuss financing options with City of Wisconsin Rapids Finance Director: Finance Director Tim Desorcy outlined the options and details regarding Commission borrowing. There are a couple different alternatives- state trust fund loan with City sponsorship, joining a city borrowing in the bond market, taxable vs non-taxable status, and local financial institutions. The Commission will wait until the State funding request has been addressed. The City will most likely issue its bond in the spring of 2017.
 - c. Consider scale and scope of Commission hangar development: The Commission discussed the quotes and prices which have been submitted and considered options for future development. At this time identification of sources of funding is ongoing. When funding is identified the Commission will decide how to proceed. Priority will be determined based upon ongoing demand for a large commission hangar. T-hangars has been determined as we've been at capacity for a period of time.

5. New Business:

a. Discuss public relations events: A few options for public relations events were discussed. Ageless Aviation is an option which gives elderly veterans rides in vintage aircraft. The request for this service has to come from a petitioner which represents the potential recipients of flights. Other public relations events to consider are an open house in the spring to coincide with the delivery of the fuel truck and in August the planned business after hours.

b. Discuss approach and possible RFP for tree removal: An RFP draft will be created by Airport Manager Sickler. This along with a summary from MSA regarding tree marking will be on the agenda for a special meeting in the future, time and date TBD.

c. Consider volume discount policy for fuel sales: Airport Manager Sickler proposed a fuel discount policy. The terms were a minimum commitment of 3,000 gallons, \$1,500 down payment and a \$.50 markup. This policy will sunset/expire at the end of the calendar year to address modifications necessary. Motion by Commissioner Zurfluh, 2nd by Commissioner Nystrom to approve policy as written for one year and to revisit the policy in the fall of 2017 to consider renewal or modifications. Motion passed.

d. Consider quote for de-icing fluid. Airport Manager Sickler provided a quote for purchase of deicing fluid. The quote is for 55 gallons of concentrated fluid. Total cost with freight is \$1,264.35. Motion by Commissioner Nystrom, 2nd by Commissioner Vruwink to approve purchase of deicing fluid per the quote. This service will be marketed and priced on the fee schedule. Motion passed.

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

b. Approval of financial statements: No statements were presented.

6. Financial Reports

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

b. Review of financial statements: The financial statements were reviewed and discussion ensued regarding the cash balance.

7. Future Agenda Items:

a. Consider terminal building updates and refurbishment.

8. Public Comment: Public comment was made to alert the Commission of the existence of a replacement for 100LL Aviation Gasoline.

9. Correspondence: None

10. Adjourn: Motion by Commissioner Nystrom, 2nd by Commissioner Zurfluh to Adjourn at 5:18 PM. Motion carried.

Respectfully submitted, Chairman Vruwink