

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

3/2/17

The South Wood County Airport Commission met on Thursday March 2, 2017 at 4:00 at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Joe Zurfluh, Brad Hamilton, and Zach Vruwink. Also in attendance were Bill Clendenning, Dennis Polach, Merlin Bauer, Stephen Brown, Ron Blunck, Tom Rayome, Randy Gustafson, Jackie Gustafson, Wayne King, Melissa Vergara, Dan Paulsen, Ken Porter, and Jeremy Sickler.

Minutes prepared by Jeremy Sickler, reviewed by Zachary Vruwink

1. **Call to order:** Chairman Vruwink called the meeting to order at 4:02 PM.
2. **Approval of previous month's minutes (2-2-17):** Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the minutes. Motion carried.
3. **Public Hearing for Petition for Airport Improvements:** A public hearing for the Petition for Airport Improvements was held at 4:06 PM. No public comments were received regarding the petition.
4. **Airport Manager's Report:** Airport Manager Sickler presented his February report. Sickler highlighted the progress and status of several projects and items. These included tree removal, airport attendant introduction, navigation aid repair and associated costs, and the funding received in the amount of \$10,000 from the Town of Rome. 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 Hamilton, 2nd by Commissioner Nystrom to approve the report. Motion carried.
5. **Old Business:**
 - a. Airport approach clearing & GIS/LIDAR: Planning for the removal of obstructions on Bullseye Country Club is underway. Discussions continue to take place. City surveyors have helped to identify trees which are obstructions in the areas directly under the approach.
 - b. Review and consider tree removal service proposals: Three proposals were submitted. Airport Manager Sickler presented a comparison matrix to assist Commissioners in deciding on a contractor. All of the contractors met the qualifications and requirements of the RFP. There were significant differences in pricing between the three proposals. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to prepare an agreement to negotiate a contract with K&S tree services based on their proposed cost of \$6,950. It is expected that a proposal would also be considered for the obstruction remediation on the BECC property. Motion carried

c. Melissa Vergara from Emmons Business Interiors presented furniture options for the space in the basement. Airport Manager Sickler presented some other furnishing options. Commissioner Nystrom will work with Airport staff to design a floorplan for the basement to include furnishing options. Other modifications discussed for further review were walkway canopy and basement entrance steps.

6. New Business:

a. Schedule and hours for Airport staff: A tentative schedule for the month of march was presented. Discussion ensued regarding the attendance of the airport as traffic increases. Also, it was noted that this schedule will change seasonally and is subject to change at a moment's notice based on demand.

b. Airport support updates: The Rome Town Board approved a contribution of \$10,000 to the Airport Commission at their meeting on Thursday, February 16. A check was presented to Sickler shortly thereafter. This funding is undesignated and unbudgeted at this time.

c. NDB equipment and installation: The Commission had purchased a used NDB from Clintonville which is still in usable condition. Installation of the equipment to replace the obsolete system currently in place is inexpensive. The most expense comes from hiring Flight Check to certify the approach. This would cost \$6,230. The Commission decided to wait until there is a possibility to hire Flight Check to certify the equipment the next time they are in the area which may be less expensive.

d. Consider purchasing courtesy van from City of Wisconsin Rapids: Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to purchase the van from the City of Wisconsin Rapids for \$2,000. Motion carried

e. Discuss terminal security cameras: The commission discussed installation of security cameras and requested that a draft of the scope of work including installation locations be presented at an upcoming meeting in a month or two.

f. Consider Solarus contract renewals: Contract terms were presented. Motion by Commissioner Vruwink, 2nd by Commissioner Hamilton to pursue the one year contract for premier cable at a rate of \$91.99 per month and the Package B phone and internet service at a rate of \$139.99 per month. Motion carried.

g. Petition for Airport Improvements: The Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid was presented. This resolution contained the comprehensive list of projects identified in the Airport Capital Improvement Plan except for Snow Removal Equipment building. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the resolution. Motion Carried.

h. Airport Manager Sickler presented an estimated summary of unbudgeted travel expenses associated with a trip to Bandon, OR. This travel is for the purpose of meeting with airport personnel and management from Southwest Oregon Regional Airport to experience first hand how Bandon Dunes has affected the operations and business at that airport. Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to approve unbudgeted travel expenses to Oregon for Airport Manager Sickler.

7. Financial Reports

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

b. Review of financial statements: Financial statements were presented and discussed.

8. Future Agenda Items:

- a. Security cameras.
- b. Financial and operational review of the plowing season.
- c. Discuss hosting an open house to be held in April or May.
- d. Update on Airport farming.
- e. T-hangar door concerns.

9. Public Comment: Public comment was made regarding ice and snow buildup in front of T-hangar doors preventing access. Chairman Vruwink suggested that be a future agenda item. Public comment was made regarding grubbing the ditch area between the Airport perimeter fence and Rangeline Road on the west side of the Airport.

10. Correspondence: None

11. Adjourn: Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to Adjourn at 5:24 PM. Motion carried.

Respectfully submitted, Chairman Vruwink