

# ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT  
MUNICIPALLY OWNED

## MEETING MINUTES

### AIRPORT COMMISSIONERS:

Mayor Zachary Vruwink, Chairmar  
Arne Nystrom, Town Supervisor  
Katie Martinson, Representative  
Brad Hamilton, Alderman

### MUNICIPALITIES:

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

7/6/17

The South Wood County Airport Commission met on Thursday July 6, 2017 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Katie Martinson, and Zachary Vruwink. Brad Hamilton was excused. Also in attendance were Bill Clendenning, Tom Rayome, Ron Blunck, Dennis Polach, Merlin Bauer, Dan Bohn, Carl Hasdal, Hunter Geishart, and Jeremy Sickler.

*Minutes prepared by Jeremy Sickler, reviewed by Zachary Vruwink*

1. Call to order: Commissioner Vruwink called the meeting to order at 4:06 PM.
2. Approval of previous month's minutes (6-1-17 & 6-19-17): Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to approve the previous month's minutes. Motion Carried.
3. Airport Manager's report: Airport manager Sickler presented his June report. Sickler highlighted the progress and status of several projects. Tree removal continues to take place in the neighborhood east of the airport. A pre-construction meeting for the taxiway construction project is forthcoming on date to be determined. The Commission hangar is still under reconstruction. The damaged hangar door has been removed and the hangar is utilizable again.
4. Old Business:
  - a. Update on Airport Approach Clearing/Obstructions: The commission decided to revisit primary runway obstructions in the spring.
  - b. Uniform options for Airport employees: Airport uniforms were received by Airport employees. Further discussion.
  - c. Discuss lease updates/ uniformity: The Commission discussed the disarray of the property leases for private hangars. In particular the outdated rates and terms which weren't kept up to date allowed by the lease document. Future discussion of this topic is necessary. No action taken.
  - d. Update on utilization of hangar as reservable venue: Discussion ensued regarding the use of the commission hangar as a reservable venue. Grand Rapids Fire Chief Don Bohn detailed the concern over utilization of the hangar for assembly occupancy. Bohn recommended emergency lighting installed prior to the event. Airport Manager Sickler will draft an agreement in regards to the hangar rental. The agreement will be presented and reviewed by the Chairman.
  - e. Consider ground support equipment need and options: Tow bar heads to fit the various types of aircraft have been ordered. The tug will need maintenance to perform as expected.

**5. New Business:**

- a. Consider crack filling service for runways: Project cost is still being determined. Airport Manager Sickler will bring FAA Entitlement money summary to the next meeting.
- b. Discuss RCO radio room: The FAA installed new RCO radios in the Commission hangar but desires to have them in a more temperature controlled area. A small section of the basement spare room would be ideal. The Commission will absorb no expense for the construction and will save heating bills for the room in the hangar. Motion by Commissioner Martinson, 2nd by Commissioner Nystrom to use downstairs area as a RCO radio room. Motion carried.
- c. Consider purchase of additional hand held radio: A motion to approve the purchase of an extra handheld radio was made by Commissioner Vruwink, 2nd by Commissioner Martinson.

**6. Financial Reports**

- a. Approval of airport vouchers: Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to accept the vouchers as presented.
- b. Review of financial statements: Financial statements were presented and reviewed.

**7. Future agenda Items:**

- a. Utilization of hangar as reservable venue
- b. Crack filling
- c. Hangar repair
- d. Social Media

**8. Public Comment:** Comment was received by the EAA stating they are interested in refurbishing the wind-t.

**9. Correspondence received:** None.

**10. Adjourn:** Motion to adjourn by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Martinson to adjourn at 5:26 PM. Motion carried.

*Respectfully submitted, Chairman Vruwink*