

# ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT  
MUNICIPALLY OWNED

## MEETING MINUTES

### AIRPORT COMMISSIONERS:

Mayor Zachary Vruwink, Chairman  
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

8/23/17

The South Wood County Airport Commission met on Wednesday August 23, 2017 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Brad Hamilton, and Zach Vruwink. Katie Martinson was excused. Also in attendance were Carl Hasdal, John Haugen, Rick Pompa, Bill Clendenning, Ron Blunck, Tom Rayome, Erv Meyer, Dave Youkovich, and Jeremy Sickler.

*Minutes prepared by Jeremy Sickler and Brad Hamilton, reviewed by Zachary Vruwink*

**1. Call to order:** Chairman Vruwink called the meeting to order at 4:05 PM.

### **2. Old Business:**

a. Tree removal project: Airport Manager Sickler received a notification from Bull's Eye Country Club that Phase 1 of the tree removal project had been completed. The related invoice for payment was also received. Motion by Commissioner Vruwink, 2<sup>nd</sup> by Commissioner Nystrom to approve payment of the invoice pending a completion inspection by Sickler. Motion carried

b. Commission hangar repairs/event planning: Discussion ensued regarding the repairs/upgrades which had taken place to date. Both doors are ordered and installation is pending. Commissioner Nystrom pointed out the opportunity to utilize old maintenance space outside the aircraft bay of the hangar for tool/equipment storage and workshop space. No action taken.

c. Airport development update/closures: A review of the pre-construction meeting was provided to the Commission. This meeting included discussion regarding closures, outages, and planning for accommodation of aircraft during closures and outages. The importance of reduction, timing of, and notification of closures was reiterated to the contractor and engineer. A solution for providing avgas to piston aircraft during apron closure is still being considered. Jet aircraft operations shouldn't be affected because of the availability of mobile fuel. Parking capacity is unlikely to be a significant issue. No action taken.

### **3. New Business:**

a. Consultant selection: Motion by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Nystrom to affirm the Commission's desire to select MSA as the consultant for upcoming development projects. Motion carried.

b. Lavatory cart: Recent elevated activity levels have resulted in increased demand for lavatory service for aircraft. Central Wisconsin Aviation has a used lavatory cart for sale for \$2,250. Motion by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Nystrom to purchase the used lavatory cart from CWA for \$2,250. Motion carried.

c. Tug refurbishment: Two quotes have been received from local companies for removal of the cab and repainting. Another quote will be sought from Midstate Painting for consideration. No action taken.

d. Small items purchase with credit card or petty cash: Airport Manager Sickler provided examples of instances when petty cash or an Airport Commission credit card would have been convenient. The Commission agreed and suggested working with the City of Wisconsin Rapids Finance Department for establishment of a credit card and cash drawer for the Airport.

e. Flammable liquids cabinet: Grand Rapids Fire Chief alerted the Commission that the fuel containers in the Commission Hangar by law need to be protected in a non-flammable cabinet. Motion by Commissioner Vruwink, 2nd by Commissioner Hamilton to purchase a cabinet which will fit the Airport needs not to exceed \$600. Motion carried.

**4. Future Agenda Items:**

- a. Airport insurance/deductible.
- b. T-hangar repairs
- c. Leases

**5. Public Comment:** None

**6. Correspondence:** None

**7. Adjourn:** Motion to adjourn was made by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 3:26 PM. Motion carried.

*Respectfully submitted, Chairman Vruwink*