

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

10/5/17

The South Wood County Airport Commission met on Thursday, October 5, 2017 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Zach Vruwink, Katie Martinson, and Brad Hamilton. Also in attendance were, Bill Clendenning, Ron Blunck, Erv Meyer, Ray Dibble, Marianne Nystrom, Shirley Klapperich, and Jeremy Sickler.

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

1. Call to order: Commissioner Nystrom called the meeting to order at 4:00 PM.

2. Approval of previous month's minutes:

Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the previous month's minutes. Motion carried.

3. Airport Manager's Report:

Airport manager Sickler presented his September report. Sickler highlighted the progress and status of several projects. Phase 1 of tree removal on BECC property has been completed. Phase 2 will begin in November and is anticipated to be completed in early december. The neighborhood east of the airport is still being cleared of trees and stumps. The biosolid paperwork was submitted to the wastewater treatment facility. Sickler mentioned that the fuel sales for September were lower than expected but still the busiest September on recent record. The Commission hangar repairs are completed with a new hydraulic door and a rear overhead door.

4. Old Business:

a. T-hangar repairs: New doors are needed on the t-hangars. Both hydraulic doors or new roller systems have been considered but no decision was made. No action taken.

b. 2018 budget request: Operational costs are expected to be similar in 2018, but revenue has changed greatly in 2017 and is reflected in the 2018 budget request. Rome and Wood County have budgeted \$10,000 each for 2018 airport support. Wages were increased by an amount expected to cover a seasonal help worker during the busy months of 2018. Precise wage and benefit figures will be inserted into the budget by the Finance Department prior to submission to the Commission Municipalities. Motion by Commissioner Vruwink 2nd by Commissioner Nystrom to approve the draft budget as presented. Motion carried.

c. Terminal internet access computer: Grand Rapids is considering giving the airport a computer. The cost to the Commission would be negligible, the cost associated with clearing the hard drive of

the system. A KVM Switch could be purchased to utilize existing monitor and keyboard/mouse. No action taken.

d. Consider terminal improvements: Marketing in the terminal building was discussed. Purchase/installation of a monitor to offer advertising was discussed by the Commission. More information regarding hardware options and policies in place at other airports will be brought to future meetings.

e. Lease updates: No action taken.

5. Financial Reports

a. Approval of airport vouchers: Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve airport vouchers. Motion carried.

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

6. Future Agenda Items:

a. Airport employee cold weather clothing.

b. Hangar door mural

c. Leases

d. Future Airport events

7. Public Comment: The EAA stated that the wind tee is ready to be sand blasted and primed.

8. Correspondence: None

9. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Nystrom to adjourn at 5:00 PM. Motion carried.

Respectfully submitted, Chairman Vruwink