

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

2/1/18

The South Wood County Airport Commission met on Thursday, February 1, 2018 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 Blunk, Randy Gustafson, Dennis Polach, Stephen Brown, and Jeremy Sickler.

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

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

2. Approval of previous month's minutes (1-11-18)

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 January report. Sickler relayed that all tree removal projects have been finished. Sickler provided an update on the status of the development projects in planning and design phases. Sickler also provided an update on the status of hiring a part-time seasonal employee. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the report as presented. Motion carried.

4. Old Business

a. Consider an amendment to the airport budget to provide for a reimbursement to the City for the City's hiring of a part-time, seasonal airport employee. The employee would be paid \$10 per hour, for a maximum of 20 hours per week, for a maximum of 25 weeks: Chairman Vruwink stated that a required job description and justification must be submitted to the City's Human Resources Director. Chairman Vruwink also stated that the position should be considered an on-call position, and that the topic of scheduling should be re-discussed in the near future- either with the Commission or City as the contracted service provider. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to amend the Commission budget. Motion carried.

b. Review and discuss discount fuel program: Sickler presented a draft fuel discount program. Discussion ensued regarding a more flexible program allowing for negotiation of volumes and markups. Also, a penalty rather than a deposit was proposed. While the preference was not to administratively track deposits, it was discussed that if a penalty could be inserted in the agreement, it may accomplish the same thing without the administrative burden. Motion by Commissioner

Hamilton, 2nd by Commissioner Nystrom to approve the discount fuel program as presented. Motion Carried

c. Discuss holding a Business after hours event: The Commission plans on holding a Business after hours event at the airport on Thursday May 24th or Wednesday May 23rd. Airport Manager Sickler will continue to work with Heart of Wisconsin in planning the event.

d. Volume fuel discount program: This item was discussed as item b.

e. Consider establishing an airport volunteer program: By April 1st Airport manager Sickler is to make a list of tasks for the volunteers to complete. Motion by Chairman Vruwink, 2nd by Commissioner Martinson adopt the City of Wisconsin Rapids' established volunteer policy for the airport. Motion carried.

5. New Business

a. Capital investments: Ryan Falch of MSA and Airport Manager Sickler presented the development options which are eligible for State Aid. Sickler further prioritized the projects and gave a proposed timeline of development. Falch offered insight regarding phasing projects for the purpose of capitalizing on economies of scale and minimization of closures. The list of projects included as first priority were: Phases 1 and 2 Apron Expansion, North Apron Connection Taxiway, and Runway 02/20 Lighting. The project listed as second priority was Runway 02/20 Mill and Overlay. The list of projects included as third priority were: Hangar/Corporate Area Development and Apron Reconstruction. The second and third priority projects were to be listed as alternates while first priority projects are to be the base bid. Discussion ensued and Commission preference was expressed for Mill and Overlay of the existing apron rather than a complete reconstruction. Total estimated cost of all of the projects is \$3.85M which would be covered by the State Grant awarded through the state budget. The Commission was advised that changes can still be made up until bids are sent out. Motion by Commissioner Hamilton, 2nd by Commissioner Vruwink to proceed with planning as discussed. Motion carried.

Falch also alerted the Commission that the Taxiway A construction project is in design as well. Originally parts of Taxiway A were to be constructed using the State Aid funding. WI BOA highly prioritized the entire taxiway as a candidate for Federal AIP Discretionary grant money. AIP funding for the taxiway is expected and the project will be constructed in 2019. Estimated cost of this project is \$2.45M, local matching share is 5% or \$122,500

6. Financial Reports

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

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

7. Future agenda items

- a. Procedures regarding snow plowing.
- b. Public relations / Community service / Customer service training.
- c. Airport Property in the Open Insurance policy.
- d. Consider purchase of a zero turn mower.

8. Public comment

9. Correspondence received: None.

10. Adjourn: Motion made by Chairman Vruwink, 2nd by Commissioner Martinson to adjourn at 5:08. Motion carried.

Respectfully submitted, Chairman Vruwink