

# 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

4/5/18

The South Wood County Airport Commission met on Thursday, April 5, 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, Ray Dibble, Randy Gustafson, Mike Kornmann, Tom Rayome, Ron Blunck, Kurt Gross, Dick Rodencal, Dennis Polach, Heather Sairs, Laura Nelson, Matt Messina, Ryan Falch, Justin Weiss, Merlin Bauer, Carl Hasdal, Hunter Geishart 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 4:00 PM.

**2. Approval of previous month's minutes (3-1-18, 3-15-18)**

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 March report. Sickler relayed that this month his focus was primarily on planning the development projects. Sickler also suggested purchasing a welcome mat that would be used at the steps of planes. NPESB has offered to purchase a mat. Also Sickler discussed the necessity for keeping commission equipment indoors. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

**4. Old Business**

a. Review and consider updates to hangar lot lease: Commissioners reviewed and discussed a draft lease which included a few minor modifications (an accompanying payment schedule) since the last approved lease in fall of 2016. Leases in the names of each of the tenants due for renewal will be presented for approval at next month's meeting. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to accept the changes presented. Motion carried.

b. Discuss business after hours event scheduled for May 24, 2018: Heather Sairs from the Heart of Wisconsin Chamber of Commerce discussed the HOW role in hosting a Business After Hours. Heather also provided guidance regarding refreshments and partnerships. The Commission discussed a budget and potential partnerships. No action taken.

## 5. New business

- a. Discuss groundbreaking event scheduled for May 10, 2018 at 1:30 PM: The Commission discussed acquisition of necessities including hard hats, shovels, EAA shelters, speaker system, and refreshments. An update will be presented at the May meeting. No action taken
- b. Discuss direction on creating airport marketing - terminal, website, etc.: The Commission discussed several ideas regarding the potential for advertising partnerships with community businesses and entities. Such media as the Airport page of the City website, terminal wall space, a monitor in the terminal, and kiosks were considered. The Commission expressed a desire to establish and finalize a policy which will offer immediate guidance and be applicable as the airport evolves and opportunities present themselves. Information will be presented as available. No action taken.
- c. Consider a Co-op marketing opportunity w/Sand Valley & Visit Wisconsin Rapids: Laura Nelson from the Wisconsin Rapids Area Convention & Visitors Bureau spoke to the Commission. She relayed that Sand Valley and WRACVB partnered to produce marketing materials to be sent to potential Sand Valley clients during the month of May. Airport information is included in the mailing with Airport logo and contact information to be included on the rear cover. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve a \$2000 cost share for the marketing opportunity with Sand Valley and WRACVB. Motion carried.
- d. Consider quote for ice machine installation: Motion by Chairman Vruwink, 2nd by Commissioner Nystrom to approve a \$700 bid for ice machine installation. Motion carried.
- e. Consider quote for terminal exterior lighting upgrades: A quote was presented for consideration including replacement of lighting and soffit around the exterior of the terminal building. The quote separated different sides of the building into phases. More information, including a detailed plan and materials list, and schedule was requested by the Commission along with competitive quotes. No action taken.
- f. Consider options and schedule for State-aid development projects, apron, taxiway, lighting, corporate hangar area: MSA Professional Services requested the guidance of the Commission regarding its preference for construction timing. Fall of 2018 and Spring of 2019 were discussed. Commissioner Nystrom commented that fall 2018 construction was preferred to allow ample time for pavement to cure prior to the 2019 busy season. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to relay the desire for apron construction and Runway 02/20 overlay projects to be completed during fall of 2018. Motion carried.

## 6. Financial Reports

- a. Approval of airport vouchers: Motion by Chairman Vruwink, 2nd by Commissioner Hamilton to approve airport vouchers. Motion Carried.
- b. Review of financial statements: No action taken

## 7. Future agenda items:

- a. Airport marketing
- b. Terminal improvements
- c. Budget amendment - to include marketing revenues and expenses.

## 8. Public comment: none

9. a. Vote to go into closed session: Vote to go into closed session: Motion by Commissioner Martinson, 2nd by Commissioner Hamilton to go into closed session. Vruwink; yes, Nystrom; yes Martinson; yes, Hamilton; yes. Motion carried.

b. Discuss negotiation and strategy regarding airport lot leases: In closed session, the Commission discussed and considered parameters for lease negotiation.

c. Vote to go into open session: Motion by Chairman Vruwink, 2nd by Commissioner Nystrom to go into open session. Vruwink; yes, Nystrom; yes, Martinson; yes, Hamilton; yes. Motion carried.

**10. Correspondence received:** None

**11. Adjourn:** Motion made by Commissioner Nystrom, 2<sup>nd</sup> by Chairman Vruwink to adjourn at 5:25. Motion carried.

*Respectfully submitted, Chairman Vruwink*