

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

5/2/18

The South Wood County Airport Commission met on Wednesday, May 2, 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, Merlin Bauer, Jim Fischer, Ron Blunck, Thad Kubisiak, Carl Hasdahl, Shirley Klapperich, Stephen Brown, Erv Meyer, Tom Rayome, 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 4:02 PM.

2. Approval of previous month's minutes (4-5-18)

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

3. Airport Manager's Report:

Airport manager Sickler presented his April report. Sickler provided updates on the development projects. Sickler also discussed acquisition of welcome mats for transient aircraft, part time and volunteer employee opportunities, and a minor aircraft accident which took place at the Airport. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Consider lease approval with Jim Fischer, Sheldon Ferkey, and Dick Rodencal: Chairman Vruwink expressed he wasn't prepared to take action regarding the Rodencal lease. A square footage miscalculation was identified in the Ferkey lease. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to extend the leases as presented including the correction of the miscalculation to Fischer and Ferkey. Motion carried.

b. Update on groundbreaking event scheduled for May 10 at 1:30 PM: Commissioners and Airport Manager Sickler discussed the event agenda as well as the progress on preparation. EAA will provide their canopy and on site seating will be utilized. No action taken.

c. Update on Business After Hours event scheduled for May 24, 2018: Commissioners and Airport Manager Sickler discussed preparedness for the event. Partnership contributions are trickling in and HOW has been advertising the event. Food, beverage, and seating accommodations are still being planned. No action taken

d. Consider a direction for Airport Marketing: Chairman Vruwink recapped a recent discussion he had with Laura Nelson from WRACVB. She and the CVB are interested in providing resources to assist in creation and rollout of a marketing plan for the terminal building. Commissioner Nystrom commented that her offer was admirable and suggested her offer be accepted. A future, more detailed plan will be presented. No action taken.

e. Consider terminal improvements including terminal exterior lighting and soffit: A second estimate was requested from an electrician and had not yet been received. No action taken

5. New business

a. 2018 budget amendment to include marketing revenue and expenses: The Commission discussed current and future marketing efforts and recognized a need for provision of funding. Motion by Commissioner Vruwink, 2nd by Commissioner Nystrom to create Marketing Expense and Revenue lines in the Airport budget and move \$5,000 from Airport Improvements into those accounts. Motion carried

b. Consider pursuit of "What If" grant from Incurage Foundation for permanent picnic tables: Sickler discussed the availability of funding through Incurage Foundation for public benefit projects. He suggested pursuit of this grant for permanent picnic table installation in a viewing area near the terminal building. Review of placement by MSA was suggested. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to apply for a "What If" grant. Motion carried

c. Consider date and time for next meeting: Commissioners discussed their availabilities for the June meeting. It is anticipated MSA will be making their 95% planning presentation at that meeting. At the time of this meeting, all schedules are amenable for a 3:00 PM start on Thursday June 7, 2018.

6. Financial Reports

a. Approval of airport vouchers: Motion by Commissioner Nystrom, 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. Capital improvements/purchase of ground power unit.

8. Public comment: None

9. Correspondence received: None

10. Adjourn: Motion made by Commissioner Nystrom, 2nd by Chairman Vruwink to adjourn at 4:44. Motion carried.

Respectfully submitted, Chairman Vruwink