

# 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

12/6/18

The South Wood County Airport Commission met on Thursday, December 6, 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, Ron Blunck, Rick Bakovka, Bill Clendenning, Carl Hasdahl, Meredith Kleker, Stephen Brown, Dennis Polach, Galen Manternach, 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 4:00 PM.

**2. Approval of previous month's minutes (11/1/18, 11/15/18)**

An amendment to the 11/1/18 meeting minutes was suggested to clarify the Commission desire for continuation and ultimate renewal of the intergovernmental Airport Management Agreement. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the previous month's minutes to include the amendment. Motion carried.

**3. Airport Manager's Report:**

Airport manager Sickler presented his November report which included updates on the development projects. Specifically the delays of the apron expansion/runway overlay were outlined and the resulting spillover to completion in the spring. Sickler and Commissioner Nystrom attended a meeting in Appleton with BOA representation, OMNI Associates, and Appleton Airport Management. Hangar amenities were discussed and the BOA relayed that an estimated \$2.15M remained of the State budget earmark. Sickler also highlighted the off season aircraft activity levels and fuel sales have so far been higher than previous years. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

**4. Old Business**

a. Discuss scope of Terminal Building renovations/maintenance: The Commission discussed potential refurbishment projects including; exterior lighting and soffit, interior lighting, painting/paneling ceiling, painting interior walls, floor tile repair/replacement, and restoration of basement access stairs. Airport Manager Sickler will solicit quotes from contractors and present findings at future meetings. No action taken.

b. Terminal lobby marketing/partnerships update: Chairman Vruwink and Sickler updated the Commission regarding conversations they had with potential sponsors. Dialogue will continue and reports will be brought back to the Commission. No action taken.

c. Consider hosting drone seminar: The Commission discussed the need to define a scope for the seminar and subsequently the audience for the seminar. EAA members showed support for the event and relayed the results of their research into resources for such an event. The Commission consented that a February or March event would be preferential. No action taken.

d. Discuss potential uses of State DOT grant - hangar, aircraft tug, fuel system, facility upgrades: The Commission discussed options for utilization of grant funding. It was agreed a transient hangar is the highest priority and consideration of other investments would be most appropriate after an estimate was available for hangar construction. Amenities to be considered for inclusion in hangar construction were discussed. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to accept the list of amenities as discussed and submit to OMNNI Associates. Motion carried.

## **5. New business**

a. Discuss short term lease of fuel truck for summer 2019: Commissioner Nystrom relayed his concern regarding fuel storage capacity and discussion ensued. Airport Manager Sickler will present cost estimates for lease of an additional jet fuel dispenser truck at the next meeting. No action taken.

## **6. Financial Reports**

a. Approval of airport vouchers: Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve airport vouchers from October and November. Motion Carried.

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

**7. Public Comment:** Ron Blunck of the EAA chapter invited the Commissioners to the EAA annual holiday party. The party is at Lake Aire Supper Club on January 8. Social hour at 5:30 PM and dinner at 6:30 PM. The new Executive Director of the WRACVB, Meredith Kleker, introduced herself. She acknowledged the need and desire for a marketing/sponsorship program at the Airport and expressed ambition to continue the relationship. Commissioner Nystrom on behalf of the Commission commented regarding the importance of the Wood County Rescue Squad and voiced his support of it.

**8. Future Agenda Items:** Terminal building renovations/maintenance, terminal area marketing/partnerships, uses of State DOT grant funding, drone seminar, fuel storage capacity.

**9. Correspondence received:** None

**10. Adjourn:** Prior to adjournment the Commission discussed a date and time for the January meeting. January 10 at 3:00 PM was agreeable to all Commissioners. Motion made by Commissioner Nystrom, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 5:23. Motion carried.

*Respectfully submitted, Chairman Vruwink*