

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

1/10/19

The South Wood County Airport Commission met on Thursday, January 10, 2018 at 3:00 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, Randy Gustafson, Bill Clendenning, Joe Zurfluh, Stephen Brown, Dennis Polach, 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 (12/6/18)

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 December report which included updates on the development projects. Specifically the progress on the apron expansion/runway overlay was outlined. Sickler relayed the status of the design contract submittal by OMNNI Associates for the design of the hangar. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Terminal Building renovations/maintenance: Airport Manager Sickler updated the Commission on the progress of repairs and quote solicitation. No quotes were received for review at this meeting. Loose floor tiles in the terminal building were repaired. Commissioners suggested Sickler inquire about roof damage and repairs resulting from hail damage. No action taken.

b. Terminal lobby marketing/partnerships update: Chairman Vruwink relayed information resulting from a meeting with Ho-Chunk delegates including a three year plan for partnership integration, content management philosophies, and the delivery of the monitors. Discussions continue with WRACVB and Ho-Chunk. No action taken.

c. Discuss short term lease of fuel truck for summer 2019: The Commission discussed the need for additional fuel storage capacity for the upcoming summer season. Options were presented for lease and purchase of a fuel truck. The consensus was to manage fuel shortages by taking partial loads more frequently to keep adequate inventory. When possible, splitting partial loads is preferred to ensure we can avoid empty situations. Further, Sand Valley events schedules could also aid in

predetermining when anticipated spikes in Jet traffic occur as well as our experience around EAA and trucking deliveries. No action taken.

d. Discuss potential uses of State DOT grant - T-hangars: The Commission discussed planning and constructing T-hangars. The consensus was to wait until preliminary cost estimates are received for construction of the transient hangar. The Commission also discussed the purchase of a tug. Motion by Commissioner Vruwink, 2nd by Commissioner Hamilton to pursue purchase of a tractor sized appropriately to accommodate the fleet mix at the Airport. DOT funding not to exceed \$50,000 will be used to purchase. The specs and purchase will be considered at an upcoming meeting. Motion Carried.

e. Discuss transient hangar design options and funding: OMNNI Associates provided hangar floor plan designs and aircraft stacking concepts for hangars totaling 15,000 sf and 16,000 sf. They also provided ideas for alternative locations for the hangar in case the planned site doesn't accommodate a hangar of that size. OMNNI conveyed a reasonable estimate for the construction of the hangar will be \$150 psf. Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to proceed with the design of a 15,000 sf hangar. Motion Carried.

f. Drone seminar update: Ron Blunck of EAA Chapter 706 described an ongoing conversation he has been having with EAA representatives and relayed their interest in participating. The event would serve two purposes -- regulatory education and operation demonstration. Setting a date for the event soon will be important. The Commission suggested Ron explore availability of the EAA representatives the first or second weekend of April. No action taken.

5. Financial Reports

No reports provided

6. Public Comment: Ron Blunck of the EAA chapter announced the date for the Young Eagles Rally will be May 4. He described the event and what could be expected on that day. More information will be presented as available.

7. Future Agenda Items: Terminal building renovations/maintenance, terminal lobby marketing and partnerships, uses of State DOT grant funding for a tug, drone seminar.

8. Correspondence received:

none

9. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Nystrom to adjourn at 4:48. Motion carried.

Respectfully submitted, Chairman Vruwink