

# 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

7/10/19

The South Wood County Airport Commission met on Wednesday, July 10, 2019 at 2:30 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, and Zach Vruwink, and Brad Hamilton. Katie Martinson was excused. Also in attendance were Ron Blunck, Bill Clendenning, Merlin Bauer, Tom Rayome, Paul Tranel, 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 2:34 PM.

#### **2. Approval of previous month's minutes (6/6/19)**

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 June report and updated the Commission on the construction underway. A walkthrough of the Apron and Runway 02/20 Resurfacing took place July 1. The bids for hangar construction will be opened on July 11. Paving of Taxiway A will take place later in the week possibly spilling over into Monday July 15. Sickler also reported that fuel sales and aircraft activity are about equal to the level they were at this time in 2018. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

#### **4. Old Business**

a. Discuss scope of terminal maintenance and renovations: The Commission discussed a need for a list of potential projects for consideration. Airport Manager Sickler will prepare a referral list for a future Commission meeting. The quote for glass replacement was presented and a desire for a competitive quote was expressed, Sickler will request a quote from Precision Glass for consideration. No action taken.

b. Consider entering a lease with Paul Tranel for hangar construction: Paul Tranel had previously proposed construction of a 50' X 70' hangar. The Commission discussed the location of the hangar and staging area for construction. Utility companies have been contacted and setbacks were established. The hangar is to be constructed on hangar lots F4 and F5. Motion by Commissioner Vruwink, 2nd by Commissioner Hamilton to approve a lease with Paul Tranel. A legal description will be required as part of the lease. Motion carried.

c. Discuss digital display content for marketing monitors: Chairman Vruwink and Airport Manager Sickler provided updates. Community Media is aware of the desires of the Commission and will work

with Ho Chunk Gaming and the Commission to produce and provide content. Content topics discussed included EAA Chapter 706, community highlights, SWC Airport Commission group and member municipality information, Airport staff and services, and fees and charges. No action taken.

d. Discuss intergovernmental agreement between the City of WR and SWC Airport Commission for management services: Nothing new to discuss. With the existing management agreement meeting our current needs, the Commission will await a draft from the City at an upcoming meeting. No action taken.

## **5. New Business**

none

## **6. Financial Reports**

a. Approval of airport vouchers: The Commission reviewed and discussed the May and June vouchers. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the vouchers as presented. Motion carried.

b. Review of financial statements: the Commission reviewed and discussed the June 30, 2019 financial statements. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the financial statements. Motion carried.

## **7. Future agenda items:**

Intergovernmental agreement, digital display content, discuss the scope of terminal maintenance and renovations, feedback/survey, fee schedule presentation and review.

## **8. Public Comment:**

Ron Blunck reiterated his invitation to the Flying Hamburger Social scheduled for August 14 at 5:30p. Paul Tranel asked about aircraft parking strategies and priorities with the new apron. Bill Clendenning referred a few ideas for maintenance and renovation including gate and hangar numbering and exterior basement egress repairs.

## **9. Correspondence received:**

None

## **10. Set next meeting date:**

A special Commission Meeting is scheduled for July 17 at 11:30 to review and consider hangar bids.

## **11. Adjourn:** Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Nystrom to adjourn at 3:27. Motion carried.

*Respectfully submitted, Chairman Vruwink*