

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

8/8/19

The South Wood County Airport Commission met on Thursday, August 8, 2019 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, and Zach Vruwink, Brad Hamilton, and Katie Martinson. Also in attendance were Ron Blunck, Bill Clendenning, Merlin Bauer, Tom Rayome, Stephen Brown, Dennis Polach, Ryan Sundsmo, 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 (7/10/19, 7/17/19, 7/22/19)

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 July report and updated the Commission on the construction underway. The bids for hangar construction were opened and Altmann Construction was the apparent low bidder at \$1,880,000. Alternates chosen by the Commission included: increased hangar bay size (\$65,000), in-floor heating for the entire building (\$85,700), and bathroom buildout (\$10,000). The construction is contingent upon the annexation process due to the fire suppression needs. The Taxiway A project is nearly complete. Filling in shoulders, electrical work, paint markings, restoration, and landscaping are all that remain. Only punchlist items remain for completion of the Apron Expansion and Runway 02/20 Resurfacing project. Sickler also reported that fuel sales and aircraft activity are slightly above the level they were at this time in 2018 and July 2019 was much busier than July 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: Airport Manager Sickler presented a referral list of items which had been previously discussed. Commissioners discussed additions to the list which included: exterior basement access stairwell, replacement schedule for lounge furniture, and motion activated lights in the basement. The Commission discussed revisiting the creation of a referral list and review of previously created 5-year capital improvements list. No action taken.

b. Update on aircraft tug purchase: Previously the purchase of an aircraft tug had been approved with State grant funding. Discussion ensued whether funds would remain after construction of the hangar. The previous Commission approval will be adequate for purchase of a tug with or without

any remaining State grant funding. Some or all of the cost of the tug may come from capital investment or reserve funds. No action taken.

c. Discuss digital display content for marketing monitors: Nothing to update. The Chair will connect with WRCM to discuss the status of this project.

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 serving our current needs, the Commission will await a draft from the City at an upcoming meeting. No action taken.

5. New Business

a. Fee schedule presentation and review: Sickler provided a current list of fees and charges for Airport services which included some information from competitive and comparable airports. A clearer graphical comparison of information was requested for presentation at the next meeting. No action taken.

b. Consider feedback survey to guide Airport services and activities. The Commission discussed the value of feedback from users regarding several topics. These included amenities/services available, cost/value of services, airfield/approach improvements, and terminal/landside improvements. Data collection in the form of a user survey was considered. Feedback from based users is also recognized as important. Several options for collection of data from tenants are available. The survey length, content, and mechanism were discussed. Sickler will draft a list of questions for consideration at the next meeting. No action taken

6. Financial Reports

None provided

7. Future agenda items:

Policy for meeting space, Intergovernmental agreement, dog park digital display content, discuss the scope of terminal maintenance and renovations, feedback/survey, fee schedule presentation and review.

8. Public Comment:

Stephen Brown reiterated the importance of having the best approaches available at Alexander Field.

9. Correspondence received:

None

10. Set next meeting date:

The next meeting will be at 4:00 PM September 5, 2019

11. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Vruwink to adjourn at 4:53. Motion carried.

Respectfully submitted, Chairman Vruwink