

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

9/5/19

The South Wood County Airport Commission met on Thursday, September 5, 2019 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Dan Paulson (GR Alternate), Mayor Zach Vruwink, Brad Hamilton, and Katie Martinson. Also in attendance were Diana Prange, Randy Gustafson, Rebecca Gray, Tammy Siltaner, Marrian Latter, Amy Palik, Jen Gray, Mark Palik, Paul Tranel, Bill Clendenning, John Oligney, Sam Oligney, JJ Oligney, Dennis Polach, Judy McKeel, Marilyn Foley, Caitlin Shuda, Stephen Brown, Mark Lokken, 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 (8/8)

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 August report and updated the Commission on the construction underway. The pre-construction meeting took place on August 27. Representatives from OMNNI Associates, WI BOA, SWC Airport Commission, Altmann Construction, and many subcontractors were present. The construction schedule presented shows a start date of September 9. There are still administrative obstacles pending, including the Commission's request for annexation to the City of Wisconsin Rapids for fire suppression. The Taxiway A project is nearly complete. The controlling factor is the three phase electrical connection which will supply electricity to the new construction. WWLC will be working on that as soon as they can get to it. Only punch list 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. August 2019 was slightly busier than August 2018. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss referral list: Airport Manager Sickler presented a referral list of items which had been previously discussed. Commissioners discussed the projects which are high on the priority list which should be finished in the near future. Further items will be discussed in conjunction with the budget at the October meeting. A second quote will be pursued for the basement ceiling. Motion by Commissioner Hamilton, 2nd by Alternate Commissioner Paulson to approve the quote of \$2250 from

Precision Glass for replacement of the foggy terminal windows paid for out of Capital Improvements or reserves. Motion carried.

b. Review airport rates and charges: Sickler presented a comparison of rates and charges from comparable and competitive airports. The current charges at Alexander Field are in line with the other airports. It was discussed to review this in early 2020. No action taken.

c. Discuss status of intergovernmental agreement between the City of WR and SWC Airport Commission for management services: Chairman Vruwink reported a draft of an agreement is being prepared. Sickler will meet with DPW Director Joe Terry to review and this should be ready to appear on the October agenda. No action taken

d. Discuss status of Airport user survey: A set of sample questions was presented to the Commission. Sickler and Commissioner Martinson will develop a survey instrument and a plan for distribution and collection. No action taken.

5. New Business

a. Hangar repair and occupancy proposal: A proposal was received from Robert Brown who is interested in T-hangar space. He offers to repair the door which has been dysfunctional rendering T-hangar 17 unuseable for well over a year. Mr. Brown proposed repairs of approximately \$600 to offset the cost of a 1-year lease. Motion by Commissioner Hamilton, 2nd by Alternate Commissioner Paulson to approve the proposal contingent on Airport Manager's pre-approval and verification of improvements up to \$600. Motion carried.

b. WE Energies gas main easement: In order to provide gas service to a hangar under construction and to serve future development, WE Energies proposed installation of a new gas main on Airport property. In order to install new main, WE Energies requires an easement on that property. An easement sketch was presented for Commission approval prior to construction. The written easement will follow. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the easement based on the sketch proposed by WE Energies. Motion carried.

c. Discuss Minimum Standards including snow plowing plan: The Commission discussed the additional surfaces and the necessity of plowing. The Commission also discussed snowfall accumulation which would trigger plowing. Sickler will discuss with DPW Director Terry and report back. No action taken.

d. Consider 2020-2023 CIP: The WI BOA 6-year plan was provided for review and discussion. This document is obsolete since much of the construction has been completed. Furthermore, the document reflects priorities which some are obsolete as well. A new 6-year plan will come as a result of submission of a new petition and will be presented when available. No action taken.

e. Consider budget referrals: None at this time. Jeremy will be preparing a budget for consideration and adoption at the October Commission meeting.

f. Consider a request to utilize a portion of Airport property as a dog park: Airport property between the City of WR Wastewater facility and the Airport had been proposed as a potential fenced location for a temporary dog park. Discussion ensued between Commissioners and dog park advocates. The dog park enthusiasts present expressed concerns about the site and without consensus the Commission felt it could not take action to designate property for this use at this time. No action taken.

6. Financial Reports

Financials were provided in a new format which is the output of the new City of WR financial system. Comments were made regarding the presentation of the documents. More detailed financial statements will be provided as the new system becomes more familiar.

7. Future agenda items:

2020 Budget, intergovernmental agreement, feedback/survey, snow plowing.

8. Public Comment:

Stephen Brown reiterated the importance of having the best approaches available at Alexander Field. He also suggested a couple projects which could be added to the referral list.

9. Correspondence received:

None

10. Set next meeting date:

The next meeting will be at 4:00 PM October 3rd, 2019

11. Adjourn: Motion made by Commissioner Martinson, 2nd by Commissioner Hamilton to adjourn at 5:41. Motion carried.

Respectfully submitted, Chairman Vruwink