

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

10/3/19

The South Wood County Airport Commission met on Thursday, October 3, 2019 at 4:00 PM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Mayor Zach Vruwink, and Katie Martinson. Brad Hamilton was excused. Also in attendance were Merlin Bauer, Randy Gustafson, Merry Mackenzie, Bill Clendenning, Dennis Polach, and Tom Rayome.

Minutes prepared by Jeremy Sickler, reviewed by Zachary Vruwink

1. Call to order: Chairman Vruwink called the meeting to order at 4:05 PM.

2. Approval of previous month's minutes (9/5)

Motion by Commissioner Nystrom, 2nd by Commissioner Vruwink to approve the previous month's minutes. Motion carried.

3. Airport Manager's Report:

Arne Nystrom presented the September Airport Manager's Report. Hangar construction has commenced. Site prep and excavation activities are underway. The footings for the building should be poured early next week. Construction activities have halted on the other open projects. Revenue and activity levels are still on pace to meet or exceed the previous year. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss referral list: New items to be added to the referral list were discussed. These items include: Signage for the west facing side of the new hangar when completed and landscaping/new lawn around the terminal building, a new handrail for the basement stairwell, and potentially a cover for the basement access. No action taken.

b. Discuss status of intergovernmental agreement between the City of WR and SWC Airport Commission for management services: Chairman Vruwink reported having reviewed a draft and provision of comments. Distribution of a draft is anticipated at an upcoming meeting. No action taken.

5. New Business

a. Consider change order for door window panels in the new hangar: A proposal was received from Altmann Construction to install windows in the south facing door panels of the new Commission hangar. The cost would be \$18,000. This would be a necessary change order to the original design and contract. The contingency money for the project will cover the change order. Motion by

Commissioner Martinson, 2nd by Commissioner Vruwink to approve the proposed change order to install windows in the hangar door panels for \$18,000. Motion carried.

b. Review 2020 Budget request: The departmental budget request was presented and discussed. Cumulative municipal contributions to the operating expenses of the Airport were held constant at the 2019 level. Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to approve the departmental budget as presented. Motion carried.

c. Consider providing support for the Land Use and Operations Seminar: This seminar is being hosted in Wisconsin Rapids for the first time in several years. Efforts have been ongoing to attract this event to the community for over three years. Support for the event is being provided by the Heart of Wisconsin Chamber of Commerce and the Wisconsin Rapids Area Convention and Visitors Bureau. Motion by Commissioner Nystrom, 2nd by Commissioner Vruwink to approve support not to exceed \$250.00 for the Land Use and Operations Seminar. Motion carried.

d. Consider EAA Chapter 706 request for construction of Wind T pedestal: Chapter 706 has refurbished the old Wind T and proposed the Commission construct a pedestal to mount it on. Airport Manager Sickler looked into the cost of construction and a location for placement. Motion by Commissioner Nystrom, 2nd by Commissioner Vruwink to approve with construction costs not to exceed \$400. Motion carried

6. Financial Reports

None were presented.

7. Future agenda items:

Covering or painting protective bollards, establish bylaws or standards for Airport, feedback/survey, off season review of services and website update.

8. Public Comment:

Merlin Bauer commented on the painting/covering of protective bollards.

9. Correspondence received:

None

10. Set next meeting date:

It was proposed to try a morning meeting and for a trial period, meeting times have changed from 4:00 PM on the first Thursday of the month to 8:00 AM on the first Thursday of the month. November 7th, 8 AM.

11. Adjourn: Motion made by Commissioner Nystrom, 2nd by Commissioner Martinson to adjourn at 4:46. Motion carried.

Respectfully submitted, Chairman Vruwink