

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

11/7/19

The South Wood County Airport Commission met on Thursday, November 7, 2019 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom, Mayor Zach Vruwink, Brad Hamilton and Katie Martinson. Also in attendance were Tim O'Connor, Jamie Rokus, Paul Vollert, Joe Zurfluh, Bill Clendenning, and Jeremy Sickler.

Minutes prepared by Jeremy Sickler, reviewed by Zachary Vruwink

1. Call to order: Chairman Vruwink called the meeting to order at 8:02 AM.

2. Approval of previous month's minutes (10/3/5)

Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the previous month's minutes as amended. Amendment is to correct the motion in item 3 made by Nystrom not Hamilton. Motion carried.

3. Airport Manager's Report:

Hangar construction has commenced. Site prep, excavation activities, footings and foundation walls are underway. Underfloor plumbing is also installed. The floor will be poured inside the building when erected. Construction activities have halted on the other open projects. A walkthrough inspection of the Taxiway A project will be in the near future. Sickler updated the Commission on the replacement of the terminal window panels and winter preparation. Revenue and activity levels are still on pace to meet or exceed the previous year. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss plan for snow plowing, particularly if there is a desire to plow the parallel taxiway: Topics of discussion included: new size and shape of turnarounds; illumination of Taxiway A; efficient uses of Airport, City, and contractor equipment; and the plan for plowing around the hangar construction site. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to plow the Airport when the City Street Department sends its crew out to plow arterials (1" trigger), to plow the entire parallel taxiway and enough of the apron to allow for access/egress using the west entrance. Motion carried.

b. Discuss status of intergovernmental agreement between the City of WR and SWC Airport Commission for management services: Chairman Vruwink presented a markup of the draft agreement. Some suggested changes/additions included: increasing the term to five years; include seasonal staffing hours; include airfield maintenance and plowing standards; revise minimum

standards; and capture/quantify the other services provided by the City of WR including assignment of an associated cost. No action taken.

c. Airport user survey: Nothing new to update. Sickler will provide draft questions for discussion at the December meeting. No action taken.

5. New Business

a. Review status of Commission's request for annexation to RI Rapids of a portion of airport property for the purpose of utility provision to the new hangar and terminal: The City Council did not approve annexation at the October meeting. State law does provide for the Council to bring it back. Currently Ordinances don't provide for provision outside municipal boundaries. Sickler will explore costs associated with Commission owned self contained water and sewer facilities and report back to the Commission as soon as information is available. No action taken.

b. Consider revising and establish operational and maintenance standards: This item refers back to the intergovernmental agreement. Categories will be identified and a thorough review of the agreement will take place and findings will be presented at the December meeting. No action taken.

c. Discuss offseason review of services and website update: The Commission expressed desire to review and update services available, fees, and airfield changes on all relevant websites including but not limited to Facebook, City website, Airnav, Flightaware, and ForeFlight. Sickler will look into creation of a handout for aircraft crews which will include services, relevant phone numbers, and visitor information and provide a draft for the December meeting. The digital display was also discussed and Sickler will put a help desk ticket in to bring this topic back to the forefront. No action taken.

6. Financial Reports

a. Approval of airport vouchers: None provided. For future meetings Sickler will retain monthly expenditures and submit post-meeting. Alternatively, an emailed copy would suffice.

b. Review of financial statements: 2019 financial performance information was provided. The Commission requested more information in future reports including current year revenue and expenditure totals, and previous year to date totals.

7. Future agenda items:

Discuss future obstruction clearing project, public hearing for petition.

8. Public Comment:

Jamie Rokus updated the Commission on the dog park committee formation and desires. The committee would like the previously identified location reconsidered by the Commission. Bill Clendenning and Joe Zurfluh commented they hadn't received both Commission meeting emails. Bill also remarked the dog park was to appear on a future county CEED committee agenda. Tim O'Connor requested the Commission consider allowing him to store his vehicles in an airport building or possibly constructing his own.

9. Correspondence received:

None

10. Set next meeting date:

December 12, 2019 at 8 AM.

11. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Vruwink to adjourn at 9:01. Motion carried.

Respectfully submitted, Chairman Vruwink