

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT

MUNICIPALLY OWNED

MEETING MINUTES *amended*

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

12/12/19

The South Wood County Airport Commission met on Thursday, December 12, 2019 at 8:00 AM 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 Ken Snyder, Ryan Falch, Jen Gray, Randy Gustafson, Amy Palik, Mark Palik, Dennis Polach, Tom Rayome, Joe Zurfluh, Bill Clendenning, Merlin Bauer, and Jeremy Sickler.

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

2. Approval of previous month's minutes (11/7/19)

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

3. Airport Manager's Report:

Airport Manager Sickler updated the Commission on the ongoing development projects all of which are seasonally shut down. It is expected that hangar construction will commence sometime in February. As of this time, water and sewer utility provision is uncertain. Sickler also alerted the Commission of a few maintenance and repair items addressed on the snow plow tractor and fuel truck. Both are back in working order. The Wind-T refurbished by the EAA chapter has been installed and all of the annual inspections, permits, and licenses for the fuel system and truck were attained. Motion by Commissioner Martinson, 2nd by Commissioner Nystrom to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Consider lease transfer from Ken Snyder to Troy Vetrone: The Commission requested a written request for consideration. This request will be referred to the next meeting as it was stated the request was not time-sensitive. No action taken

b. Consider use of Airport property as a temporary dog park: Members of the dog park committee were on hand to read a statement indicating the group is no longer pursuing the property on a temporary basis. No action taken.

c. Discuss status of intergovernmental agreement between the City of WR and SWC Airport Commission for management services: Chairman Vruwink reiterated minimum standards be created and Commission expectations be discussed. He also suggested that the Commission incorporate Airport insurance and equipment service into the standards. Commissioner Nystrom suggested a legal review of most current working draft. No action taken.

d. Airport user survey: Sickler presented a draft questionnaire with 10 questions. Discussion ensued regarding the relevance of the questions and value of the information gathered. Some grammatical corrections and additions were suggested. Sickler will work with Community Media to enhance the finished product. A revised draft will be presented at the next meeting. No action taken.

e. Discuss options for provision of City utility services to new hangar: Sickler provided an engineer's estimate for the cost of a dedicated water and sewer system which priced out at over \$255,000. The Commission discussed the financial ramifications of City provided services versus ownership and dedication of such a system. Insurance rating implications of the jurisdiction listed as the servicing municipality were also discussed. The Commission recognized that the most logical economic alternative is to connect to City services. The Commission discussed pursuing another annexation request in upcoming months. No action taken.

f. Discuss strategy for Airport terminal marketing: The Commission discussed several potential partnerships and content to be displayed on the monitors. Sickler reported he had met with Community Media regarding production of more content to be displayed on the monitors. Partnership and content options will be presented at upcoming meetings. No action taken

5. New Business

a. Review policy regarding use of Airport property: The Commission discussed the existence and/or creation of a property use policy. Agreements with concessionaires were discussed. Sickler was advised to reach out to other airports and collect relevant concessionaire agreements. The Commission expressed a potential desire to formalize agreements with off site service providers in the future. No action taken.

6. Financial Reports

a. Approval of airport vouchers: Vouchers for October and November were provided. Motion by Commissioner Vruwink, 2nd by Commissioner Martinson to approve the vouchers as presented. Motion carried.

b. Review of financial statements: November 2019 financial performance information was reviewed.

7. Future agenda items:

Public hearing for petition, Snyder/Vetrone lease, intergovernmental agreement, hangar utility provision, marketing/partnerships, Airport property use policy, tenant billing practices, concessionaire policy.

8. Public Comment:

Merlin Bauer thanked the Commission on behalf of EAA Chapter 706 for installation of the refurbished wind T. He also asked about painting or covering the protection bollards around the gates and fuel system. Ryan Falch from MSA thanked the Commission for the ongoing partnership. Bill Clendenning indicated the Commission Attorney should be consulted on matters pertaining to Annexation.

9. Correspondence received:

Holiday card from MSA.

10. Set next meeting date:

January 2, 2019 at 8 AM.

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

Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Vruwink