

# 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

1/2/20

The South Wood County Airport Commission met on Thursday, January 2, 2020 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 Troy Vetrone, Bill Clendenning, Merlin Bauer, Ben Nikolai, Thad Kubisiak, Stephen Brown, 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 (12/12/19)**

Corrections of motions/attendance were necessary. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the previous month's minutes with corrections for reconsideration at next month's meeting. 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 including the plow tractor and Two-Mile Ave. Gate. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the Airport Managers Report. Motion carried.

### **4. Old Business**

a. Consider approval of a hangar lot lease with Troy Vetrone. *note: this item was considered at the end of the meeting.*

- a. In open session the Commission will vote to go into closed session pursuant to §19.85 (1) (e), Wis. Stats., "deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.": Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to go into closed session. Motion carried by unanimous roll call vote.
- b. In closed session, the Commission will discuss negotiation regarding a hangar lot lease.
- c. After the closed session, the Commission will go into open session and may take action regarding an airport lot lease with Troy Vetrone.: Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to go into open session. Motion carried by unanimous roll call vote. Motion by Commissioner Hamilton, 2nd by Commissioner

Martinson to offer a lease to Troy Vetrone as discussed in closed session. Motion carried.

b. Review and update on intergovernmental agreement between the City of WR and SWC Airport Commission for management services. Airport Manager Sickler provided a list of tasks and duties intended to be included in the agreement for Commission review. Commissioners recommended a few modifications be made to include: a statement that daily staffing hours may be set or adjusted by the Commission and removal of the term "fuel tax" and replacement with "fuel flowage fee". Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the list of tasks and duties with modifications. Motion carried.

c. Airport user survey: Sickler has provided a draft to City of WR Community Media for review. No action taken.

d. Discuss terminal marketing/partnership strategy: Sickler updated the Commission on the progress of this initiative. The Commission discussed the importance of identification of appropriate partners and suggested certain sectors be approached including hospitality, lodging, dining, and banking. No action taken.

e. Review lease payment billing process: The Commission discussed past and current practices and recognized a desire from tenants to receive a bill. Annual billing for hangar lot lease payments was recommended. Sickler will work with City of WR staff to create a procedure for annual billing and quarterly reports of payments received. No action taken.

f. Discuss airport property use policy and concessionaire policy: Sickler and Chairman Vruwink had both sought input from other airports regarding existing agreements. Relevant comparable information has proven difficult to acquire. No action taken.

## **5. New Business**

a. Public hearing regarding petition for State and Federal Aid: A public hearing for the Petition for State and Federal Aid was opened at 8:23 AM. No public comments were received regarding the petition. A comment was made regarding airport governance and management. The public hearing was closed at 8:26 AM.

b. Consider resolution petitioning for federal or state aid for development and equipment purchase: Discussion ensued regarding the expected balance of state and federal funding after the hangar is finished. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the resolution. Motion carried.

## **6. Financial Reports**

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

b. Review of financial statements: December 2019 financial performance information was reviewed. The Commission suggested including relevant dates in the report and an accounts receivable aging report for lot leases and t-hangar rentals.

## **7. Future agenda items:**

Approach clearing, intergovernmental agreement, hangar utility provision, marketing/partnerships, user survey, lease review and payment history update, grubbing along Rangeline Rd, snow thrower purchase, WRCM recording of Commission meeting.

## **8. Public Comment:**

Stephen Brown commented on the importance of having the best LPV approaches as possible and grubbing the logged area along Rangeline Rd. would be more appealing.

**9. Correspondence received:** None

**10. Set next meeting date:**

February 6, 2020 at 8 AM unless a special meeting is called sooner.

**11. Adjourn:** Motion made by Commissioner Martinson, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 9:25. Motion carried.

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