

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Mayor Zachary Vruwink, Chair
Arne Nystrom, Chairman
Katie Martinson, Representative
Brad Hamilton, Alderman

MUNICIPALITIES:

City of Wisconsin Rapids
Town of Grand Rapids
Village of Port Edwards
City of Nekoosa

3/5/20

The South Wood County Airport Commission met on Thursday, March 5, 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 Randy Gustafson, Jenny Gray, Ben Nikolai, Jamie Rokus, Stephen Brown, Paul Vollert, Ryan Falch, Shirley Klappering, and Jeremy Sickler.

1. Call to order: Chairman Vruwink called the meeting to order at 8:03 AM.

2. Approval of previous month's minutes (2-13-20)

Corrections of motions/attendance were necessary. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the amended minutes. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler updated the Commission on the hangar construction progress. As of this time, water and sewer utility provision is uncertain. Sickler also updated the commission on other ongoing or completed projects such as annexation and basement ceiling renovation. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Review and consider action on intergovernmental agreement between the City of WR and SWC Airport Commission for management services. There was nothing new presented at this time. The City finance department is preparing some information for the agreement. When a draft is presented it will be sent to Airport legal counsel for review. No action taken.

b. Review and consider action on Airport user survey: The Commission authorized Sickler to print the surveys. No action taken.

c. Consider initiation of an approach clearing/obstruction removal project: The necessity, timing, and estimated costs of this project were discussed at the previous meeting. Motion by Commissioner Martinson, 2nd by Commissioner Hamilton to initiate the project by authorizing the BOA to commence consultant selection. Motion carried.

d. Discuss a request from Scentrail Bark Community Park regarding a potential use of Airport property as a dog park: Representatives from Scentrail Bark discussed the potential option (among many others) of using Airport property as a permanent location for a dog park. Many factors were discussed and considered. Sickler will seek a comment from the BOA and FAA regarding this use of Airport property.

5. New Business

- a. Discuss and consider action regarding Business After Hours scheduled for July 13, 2020: Commissioners discussed details of the upcoming event. Some suggestions included co-hosting with partners and contacting the Chamber of Commerce regarding a picnic license. Also discussed was the Hamburger Social which is only two days after the Business After Hours. No action taken.
- b. Discuss and consider action grubbing area between Rangeline Rd. and west side Airport perimeter fence: The Commission discussed the previously referred item and will seek proposals. This item was postponed to a future meeting. No action taken.
- c. Discuss and consider action regarding an aircraft tug purchase: Paul Vollert from the City Streets Dept. spoke with the Commission regarding a tractor in their fleet which may suit the needs of the Commission for a tug. Sickler will seek quotes from dealers in the area to bring information to the Commission at future meetings. Guidance from the BOA will be sought regarding specifications and procedures for such a purchase. No action taken.

6. Financial Reports

- a. Approval of airport vouchers: Vouchers for February were provided. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the vouchers as presented. Motion carried.
- b. Review of financial statements: Adjusted year end 2019 financial performance information was provided and reviewed.

7. Future agenda items:

Intergovernmental agreement, hangar utility provision, marketing/partnerships, grubbing along Rangeline Rd., purchase of aircraft tug, fuel sales/credit card reader purchase, ribbon cutting ceremony.

8. Public Comment:

None

9. Correspondence received: None

10. Set next meeting date:

April 2, 2020 at 8 AM unless a special meeting is called sooner.

11. Adjourn: Motion made by Commissioner Vruwink, 2nd by Commissioner Hamilton to adjourn at 9:22. Motion carried.

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