

# ALEXANDER FIELD

## **SOUTH WOOD COUNTY AIRPORT** MUNICIPALLY OWNED

### MEETING MINUTES

#### **AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
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

10/1/20

The South Wood County Airport Commission met on Thursday October 1, 2020 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Arne Nystrom and Katie Martinson. Shane Blaser and Brad Hamilton attended remotely. Also in attendance were Kathy Alft, Bill Clendenning, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 8:00 AM.

**2. Approval of previous month's minutes (9-3-20):**

Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the minutes as presented. Motion carried.

**3. Airport Manager's Report:**

Airport Manager Sickler updated the Commission on the status of the upcoming projects. The letter to property owners who may be affected were drafted and will be sent shortly. The scope of the fuel system upgrade project has been defined and a contract has been submitted to BOA by MSA for negotiation. Sickler alerted the Commission of the upcoming WIFI modernization of the terminal building and the receipt and installation of the new credit card POS system for the terminal. 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: Nothing to report. Chairman Blaser suggested calling a meeting with City staff to move this forward. No action taken.

**5. New Business**

a. Discuss and consider action regarding parking vehicles on Airport property for a Cross Country event in 2021: Airport Manager Sickler was approached by Assumption High School regarding parking on Airport property for a Cross Country invitational event in fall of 2021. Sickler inquired with the BOA regarding regulatory concerns. Motion by Commissioner Hamilton, 2nd by Commissioner Martinson to approve the concept contingent upon formation and presentation of a more detailed plan as the event gets closer. Motion carried.

b. Discuss and consider action regarding potential use of the new hangar as a vaccination location: Commissioner Nystrom and Sickler met with representatives from the County Health Dept. and they are interested in moving forward. Timing of the event is unknown but planning is underway. Motion

by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the concept contingent upon formation and presentation of a more detailed plan as the event gets closer. Motion carried.

c. Discuss and consider action regarding the draft 2021 budget: Sickler presented the draft 2021 budget request for Commission review. Not much changed from the 2020 budget. Municipal contributions and salary/benefit figures were 2020 numbers which will be updated in a forthcoming version of the draft. Approximately \$95,000 is in the capital improvement line to cover local portions of development projects. No new projects are budgeted at this time due to decreased revenue in 2020. No action taken.

## **6. Financial Reports**

a. Approval of Airport vouchers: Motion by Commissioner Nystrom, 2nd by Commissioner Martinson to approve the Airport vouchers. Motion carried.

b. Approval of Airport financial statements: Commissioners expressed a desire for the reserve/contingency balance be made available. Motion by Commissioner Nystrom, 2nd by Commissioner Hamilton to approve the Airport financial statements. Motion carried.

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

Intergovernmental agreement, budget, Hillcrest Family Farms payment in arrears.

## **8. Correspondence received:** None

## **9. Set next meeting date:**

Possibly Thursday October 15, 2020 at 8:00 AM.

Thursday November 5 at 8:00 AM.

## **10. Adjourn:** Motion made by Commissioner Martinson, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 8:45. Motion carried.

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