

**ALEXANDER FIELD**  
**SOUTH WOOD COUNTY AIRPORT**  
MUNICIPALLY OWNED

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jason Warren, Supervisor  
Joseph Zurfluh, Trustee  
Brad Hamilton, President

**MUNICIPALITIES:**

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

3/7/24

The South Wood County Airport Commission met on Thursday March 7, 2024 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton, Jason Warren, and Joe Zurfluh. Also in attendance were Randy Gustafson, Dennis Polach, Paul Tranal, Tom Davis, Mike Esser, Bill Menzel, Jeff Christensen, Ryan Falch, Dan Minarcik, Hunter Geishart, 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 (1-4-23):**

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

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

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. Sickler reported that there is an ongoing and a forthcoming consultant selection and the Commission will be asked to submit a preference based on the review of the proposals. Sickler also reported that fuel sales for the month of February were higher than most historical February figures.

Ryan Falch from SEH provided the Commission with an update on the status of the Master Plan project. The scope for the project is set and there is a fee negotiation meeting forthcoming.

Mark Graczykowski from WI BOA provided the Commission with an update on the funding status for Airport projects. The Commission is in a good position financially with Federal entitlement dollars and State apportionment dollars available for funding the majority of the forthcoming projects.

Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

**4. New Business**

a. Discuss and consider action regarding full time position creation: Sickler presented a proposal for eliminating the existing part time Airport Attendant position and creation of a full time position. Discussion ensued regarding, funding the position, staffing hours, employee retention, staffing at nearby airports, and municipal contributions. The next steps will be for approval by the City HR Committee and City Council. Motion by Commissioner Blaser, 2nd by Commissioner Hamilton to eliminate the part time position and approve the creation of a new full-time position based on the job description provided. Roll call vote: Motion carried unanimously.

b. Consultant selection: Chairman Blaser recited the Closed Session Statute. Motion by Commissioner Hamilton, Second by Commissioner Zurfluh to go to closed session at 08:56. Motion Carried. Motion by Commissioner Hamilton, Second by Commissioner Zurfluh to go to open session at 0908. Motion Carried. Motion by Commissioner Blaser, Second by Commissioner Zurfluh to recommend Short, Elliott, and Hendrickson as the preferred consultant for the tree removal project. Motion Carried.

## **5. Review of Financial Statements**

Sickler presented the financial statements for the month of February 2024. Discussion ensued. Motion by Commissioner Hamilton, second by Commissioner Zurfluh to approve the financial statements as presented. Motion carried.

## **6. Future agenda items:**

Airport vehicle, airport hangar security.

## **7. Public Comment**

EAA Chapter attendees listed the events scheduled for the upcoming summer season and shared them in an email.

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

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

Thursday April 4, 2024 at 8:00 AM.

## **10. Adjourn:**

Motion made by Commissioner Blaser, 2<sup>nd</sup> by Commissioner Hamilton to adjourn at 09:13 AM. Motion carried.

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