

AIRPORT COMMISSION MEETING MINUTES: **Thursday, March 23, 2023**

1. Roll Call

The Thursday, March 23, 2023 JFK Airport Commission meeting was called to order by Chair Lloyd Orentsein at 4:30 p.m.

**PRESENT:** Lloyd Orensten, John Coffey, Blake Ellefson, Richard Huber

**ABSENT:**

**ALSO PRESENT:** Bill Moore, Dick Pufall, Tom Bouchard, Brian Lintenon (5:05pm)

2. Approval of Minutes: Thursday, January 5, 2023

Richard Huber moved, seconded by John Coffey to approve the minutes. The motion carried unanimously by voice vote.

3. Citizen Participation Period

Orenstein delayed the citizen comment period to before Section B. of Commission Items.

4. Commission Items:

a. Snow Removal Equipment Repairs

Moore stated that all Airport Snow Removal Equipment has been repaired and is now up and running. The total bill for snow removal equipment repairs was around \$15,000, and the amount budgeted for heavy equipment repairs at the airport for 2023 is \$10,000. Additional funding to cover the cost will come from left over COVID funds.

b. Discussion of Airport Commission member terms and responsibilities

Discussion was had on current commissioner requirements, term expiration, and when terms will be renewed. City Councilor, Dick Pufall spoke about appointment information from the prior City Council meeting on March 14, 2023, he stated that the council was under the impression that this new appointment to the Airport Commission would be in addition to the current commissioners, not a replacement appointment for a commissioner whose term had expired. Pufall explained that there is reconsideration of the commissioner's position on the agenda at the March 28, 2023 City Council Meeting. Concluding this discussion, Airport Commission members decided they would like the JFK Airport Commission ordinance to be updated.

c. Terminal Central HVAC Unit Update

HVAC unit has been updated, Moore has been getting lots of compliments about the heat distribution in the terminal.

d. Hanger usage and discussion of available space

Orensten delayed item discussion and combined with Item I. under Commission Items.

e. NEXT GEN Obstruction Clearing Program Update

Moore spoke with NEXT GEN about an update and due to the large amount of snow this season they will be unable to complete the tree clearing this year. They are hoping to begin the tree clearing in November or December 2023.

f. Cost of Living Raise for Part Time Help

When the 2023 City of Ashland budget was approved there were no cost of living raises added to part time help at the JFK airport. The City of Ashland's Finance Director informed Moore that cost of living raises for airport employees need to be approved by the Airport Commission. Blake Ellefson moved, seconded by John Coffey to approve a 4% cost of living raise for part-time airport employees. The motion passed unanimously by voice vote. Blake Ellefson moved, seconded by John Coffey to approve to retroactively apply the 4% raise beginning January 1, 2023. The motion passed unanimously by voice vote.

g. EAA Chapter 1676 Update

Brian Lintonen provided an update to the Commissioners about the local EAA Chapter.

h. Mark Lee Hanger Options

Mark Lee spoke with an Airport Commissioner prior to this meeting and asked that this item be postponed as he is not currently looking for a hanger.

i. Jeff Radosevich complaint

A complaint was brought forward by Jeff Radosevich to: Mayor Matt MacKenzie, Councilor Dick Pufall, Airport Commission Chair Lloyd Orenstein, and Airport Commissioner John Coffey regarding issues he is having with the area by and around his hanger which is owned by the City of Ashland.

The commission held discussion about this hanger space, the property around this hanger, and signs that surround the area put up by Radosevich.

The commission asked that it be made clear to Radosevich that hangers are to be used for aircrafts. Moore said he would draft 2 letters, one regarding airport hanger usage and another regarding the filed complaint, and bring those letters to the next Airport Commission meeting for the commissioners to review and send out.

5. Airport Manager's Report

Moore informed the commission that the 100 Low Lead fuel line expires next month. Moore asked the commission to approve the purchase of a new hose from Walts Petroleum that Moore will install himself to save on costs. The commission approved this purchase unanimously.

6. Approval of Bills

Bills for JFK Airport totaled \$36,082.63, the biggest costs were repairs to Snow Removal Equipment, a new furnace, and fuel. Motion to withhold \$2,500 from bills until all work is completed by Richard Huber, second by Blake Ellefson, motion carried unanimously by voice vote.

Motion to approve to pay a portion of the bills totaling \$33,582.63 until all work is completed by Richard Huber, second by Blake Ellefson. The motion passed unanimously by voice vote.

**7. Set Next Meeting Date**

The next Airport Commission meeting will be held on, April 27 at 4:30pm, at JFK Airport.

**8. Adjournment**

Richard Huber moved, seconded by John Coffey to adjourn. The motion carried unanimously by voice vote.