



JOHN F KENNEDY MEMORIAL AIRPORT

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A Joint Commission between Ashland County and the City of Ashland



AIRPORT COMMISSION MEETING NOTICE

The Ashland City/County JFK Memorial Airport Commission will meet at **4:30 PM** on **September 28, 2023** at the JFK Memorial Airport.

Agenda Items:

1. Roll Call

2. Approval of Minutes

- a. Thursday July 27, 2023 Meeting Minutes

3. Citizen Participation Period

4. Commission Items

- a. Remaining ARPA Funds
- b. Airport Rates and Charges Discussion
- c. Airport Hanger Ground Leases
- d. 2023 JFK Memorial Airport Crack Seal, Micro Surface, and Pavement Marking Update
- e. City Hanger Door Preventive Maintenance
- f. T-8 New Holland Extended Warranty
- g. Winter Prepping of Equipment Update

5. Airport Manager's Report

- a. Flail Mower Update
- b. Loftness Snow Blower Update
- c. Titan Aviation Fuels Inspection
- d. 100 LL Fuctionality Test Results

6. Approval of Bills

7. Set Next Meeting Date

8. Adjournment

It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. The City of Ashland does not

discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities. NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Ashland City Hall at (715) 682-7071.

AIRPORT COMMISSION MEETING MINUTES: **Thursday, July 27, 2023**

1. Roll Call

The Thursday, July 27, 2023 JFK Airport Commission meeting was called to order by Chair Lloyd Orensten at 4:30p.m.

PRESENT: Lloyd Orensten, Carol Ortman, John Coffey,

ABSENT: Blake Ellefson (Excused), Richard Huber (Excused)

ALSO PRESENT: Bill Moore, Dick Pufall, Cary Bouchard

2. Approval of Minutes

- a. Thursday, April 27, 2023 Minutes

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

3. Citizen Participation Period

There were no Citizens present wishing to address the Airport Commissioners.

4. Commission Items

- a. Remaining ARPA Funds

Moore explained that the JFK Airport had starting funds of \$76,000 from ARPA. The JFK Airport has \$12,623.12 of these funds remaining. The Bureau of Aeronautics sent a recommendation to Moore about use of the remaining funds. They suggested purchasing the next order of fuel with the remaining funds, since funds expire after 3 years and the expiration date is approaching. Commissioners agreed that this is a good use of the remaining funds and approved for Moore to use these funds to purchase 100 low lead fuel and then submit the invoice for reimbursement. The motion passed unanimously by voice vote.

- b. Middle Airport Road/Taxiway Gate

Recently there has been problems with the middle gate. Periodically, the gate will come out about 3 feet then go back. Moore has been trying to fix issues but hasn't been able to remedy the issue. Moore stated that the next step will be calling a local servicer to come out and fix the gate.

- c. Terminal Proposal (Cary Bouchard)

Cary Bouchard gave a short presentation to the commission regarding his work with the Aviation Hall of Fame and resolution. He brought forward a resolution that looks to recognize Dave Oschenbauer, previous JFK Airport Manager for over 20 years by dedicating the terminal at the JFK Airport after him. John Coffey moved, seconded by Carol Ortman to approve the resolution brought forth by Cary Bouchard under

the condition that the commissioners approve signage and make sure it matches the airport's aesthetic. The motion passed unanimously by voice vote.

d. Airport Security

Recently, 6 LED lights stolen out of Randy Carson's hangar. Additionally, Allan Clapmeyer, is missing a headset and light was off that he typically leaves on, and suspects that someone was in his hangar at night. There has never been a problem with theft or break-ins at the Airport. Moore proposes that two trail camera, which were donated by Randy Carson are placed around the Airport. One camera being placed inside the maintenance hangar and the other somewhere around the property. These trail cameras would be in addition to the two security cameras already around the airport property. Moore is looking for suggestions if there should be more security inside the terminal, possibly a 24 hour camera that can be accessed off site. These cameras could also be used to see the weather at the Airport. Commissioners recommend to continue monitoring the airport and putting up the two trail cameras. If issues with theft continue, Commissioners will come back to this item.

e. Runway Light Maintenance

All runway lights except for two are functional right now and the two no currently working have bad transformers which are under the ground. Rehab of these lights is scheduled for next year.

f. Rates Discussion (Jet A, 100LL and Hangar Ground Lease)

Currently, the JFK Airport charges \$5.75 per gallon for Jet A and 100LL fuel. With this pricing, the Airport makes 94 cents per gallon. The commissioners voted and approved to allow Moore to use his discretion about fuel prices and keeping the fuel prices at JFK Airport competitive for the region.

g. 2023 JFK Memorial Airport Crackseal Program

Bureau of Aeronautics has asked that the Airport provides \$3,500 upfront for the Ashland part of the Crackseal Program. The Airport will be reimbursed after the project is completed. Commissioners agreed to this program.

h. Expired Lease Renewal (Jeff Radosevich)

Before issuing a new lease to Radosevich, Airport Manager, Moore would like to complete a hangar inspection with a member of the Airport Commission to make sure the hangar is in compliance with the lease stipulations. Commissioners asked that Moore talk with Mayor Matt Mackenzie about sending a letter or ask that the City Attorney send out a letter regarding the hangar inspection that Airport Manager Moore, and Commissioners Orensten and Coffey would conduct and ask the question: What is your intent for aviation with this hangar? The motion passed unanimously by voice vote.

i. New Lease Approval (Randy Carson)

Randy Carson has stated that he will be using the hangar in the spirit of aviation and is looking to make improvements to the hangar. Motion to approve a lease to Randy Carson passed unanimously by voice vote.

5. Airport Manager's Report

- a. Flail Mower
The flail mower, which is used to mow grass strips, has a shaft that is worn out. Cost estimate is around \$4,000 for a new shaft and shipping. City mechanics suggested that the mower be taken to Brettings Manufacturing to see if they would be able to provide a fix before purchasing a new part.
- b. New Crew Car
Moore bought a car for \$100 from a pilot. Car is licensed and insured just waiting on a new plate.
- c. Auto Cross Event
Event was a success; over 100 participants.
- d. SRE Building Boiler Inspection
Contacted the HVAC company and they confirmed that they will get the boiler inspected before the winter.
- e. Flag Pole
Flag pole is scheduled to be installed either Friday July 28 or Saturday July 29, 2023. The new pole is 40 ft tall and 8 inches in diameter, Moore has a new flag in his office ready to be flown once the pole is installed.
- f. Airport Commission Meeting Scheduling Discussion
The Commissioners discussed the meeting schedule. Meetings are fine being scheduled every two months unless a meeting is canceled and is delayed. If a meeting needs to be rescheduled they ask that Moore try and reschedule for the next week not pushing all topics to the next meeting two months away.
- g. Bayfield County Funding Request
Moore has not heard back from Bayfield County about funding.
- h. Swiderski Proposal for Activation of GPS on T-8 Newholland
The GPS can be used to navigate the tractor and automate the process of snow removal. The cost is \$12,000 to activate the GPS then there is an annual service fee. The commission agrees with Moore that if the plow can still be preformed without the use of GPS to not install this feature on the tractor.

6. Approval of Bills

Bills totaled \$35,922.43. Large costs were fuel and the new flag pole. Flag pole costs will hopefully be reimbursed by insurance. Carol Ortman moved, seconded by John Coffey to approve the bills as presented. The motion passed unanimously by voice vote.

7. Set Next Meeting Date

The next Airport Commission meeting will be held on September 28, 2023 at 4:30pm, at JFK Airport.

8. Adjournment

John Coffey moved, seconded by Carol Ortman to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Chelsea List, Deputy Clerk