



JOHN F KENNEDY MEMORIAL AIRPORT

50511 STATE HIGHWAY 112 · ASHLAND, WI 54806-4406 · 715.682.7070

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 **Thursday, February 22, 2024** at the JFK Memorial Airport.

Agenda Items:

1. Roll Call
2. Approval of Minutes, Thursday, January 25, 2024
3. Citizen Participation Period
4. Commission Items:
 - ➔ Mayor Matt Mac Kenzie - Hangar Lease Approvals
 - ➔ Hangar Lease Updates
 - ➔ Bretting Hangar and Fuel Farm
 - ➔ 2023 Wisconsin Act 12-Personal Property Exemption
 - ➔ Proposal to Relocate SRE Building Propane Tank Update
5. Airport Manager's Report
6. Approval of Bills
7. Set Next Meeting Date
8. Adjournment

Lloyd Orensten
Clerk
John Coffey
Carol Ortman
Blake Ellefson
Richard Huber
Heather Schutte
Matt Erickson
Airport Manager

Mayor
City Administrator
County Administrator
Dennis Pocernich
Dick Pufall
Patrick Colgrove
Mark Abeles-Allison
Media

AIRPORT COMMISSION MEETING MINUTES: **Thursday, January 25, 2024**

1. Roll Call

Present: L. Orensten (Chair), C. Ortman, J. Coffey, B. Ellefson, R. Huber
Also Present: B. Moore (Airport Manager), Karl Kemper (Becher-Hoppe Engineering President), Adam Krueger (Bureau of Aeronautics), Mark Riscowski (Bureau of Aeronautics), Derrick Leslie, Brandon Hawkins, John Sill.

2. Approval of Minutes

- a. November 16th, 2023 Airport Commission Meeting Minutes
No discussion

Motion to Approve the Minutes
Motion: Coffey
Second: Huber
Vote: (Voice) Passes Unanimously

3. Citizen Participation Period

Derrick Leslie - Praises the work Bill Moore has done a great job running the Ashland Airport. Statement of the future of the ASX airport.

4. Commission Items

- a. Approval of Hangar Leases for Koepsel, Ochsenbauer, Hansman, Vickroy, Klapmeier, Ideas that Work LLC
Motion to approve all leases, including the Bretting leases on the leases. Moore confirmed that all hangars have been inspected and meet requirements.
Motion: Huber
Second: Ortman
Vote: (Voice) Passes Unanimously
- b. Bretting Hangar and Fuel Farm - BOA and Becker-Hoppe Attending to Discuss Options Regarding Jet A Fuel Farm
J. Coffey discussed the history of Bretting's relationship to the airport. Coffey announced that Brettings is liquidating the flight office of the company and is looking to work with the city to transfer the hangar and fuel farm facilities to the City for the benefit of JFK airport. Moore shared the idea of being able to have the hangar available for lease, including office space for an FBO and be able to do maintenance on aircraft. This could be a new revenue stream for the airport. Moore also shared that having a hangar available can help with increasing traffic.

This conversation is determining if the board should be interested or not before investing costs of acquiring the hangar and/or fuel system.

Mark with the BOA talked about the rules surrounding state and federal funds for acquiring the fuel system. The Federal path would not be able to contribute to purchasing the existing system, but could help fund the construction of a new system, if the city does not acquire the system. On the State route, there would need convincing and looking at the system for how much life the system have as the State probably would not invest in a short life system. Mark and the Commission discussed long-term flexibility with both routes. State funding is not allowed to used for hangars, federal funds can be used to buy the hangar. Federal funds can also be a reimbursement for purchasing the hangar, but all goes through at the highest levels at the FAA.

Ortman and Ellefson both said the Commission has an obligation to be interested in both items, but should get numbers before making a decision. Commission members indicated, and reinforced by the BOA recommendation, to keep the numbers for the hangar and fuel system separate when discussing purchasing from Bretting to keep funding options open in the future for State and Federal dollars.

c. Next Gen Tree Removal Project

Moore gave a brief summary of the project to make sure the approaches are cut appropriately. The project was completed after delays due to weather.

d. 2023 Wisconsin Act 12 - Personal Property Exemption

With the changes to Personal Property Taxes, the Airport will need to come up with a way to make up the loss of revenue. Ellefson believes the City will need to make the initial change and it would move through the county. BOA recommended reaching out to the Wisconsin Airport Management Association for guidance.

e. Proposal to Relocate SRE Building Propane Tanks

Moore discussed the issue with the location of the current tanks when the airport receives heavy snow and makes refilling the tanks difficult. Como offered to move the tanks for free, the Airport would be required to purchase new piping to reach the new location. Total cost was estimated to be \$500, not including fence work. Fence work would be required.

Motion to approve relocation and do fence work.

Motion: Ellefson

Second: Ortman

Vote: (Voice) Passes Unanimously

f. Coast Guard Letters of Appreciation

Thanks from the USCG for the assistance of the airport and Ashland residents with their assistance to a damaged USCG helicopter.

g. 2024 ASX National Based Aircraft Inventory

Moore presented the list of the registered aircraft at the Airport.

h. Approval of Bob Ochsenbauer Hangar Title Transfer (Row 1, Lost 4 Hangar)

Motion to Approve the transfer.

Motion: Coffey

Second: Huber

Vote: (Voice) Passes Unanimously

i. EPIC Fuel Proposal and Offer to Provide Services

Moore said EPIC reached out asking if the Airport was interested in switching to them. Moore indicated that he requested more information from EPIC regarding economic benefits, training on systems to airport employees, quality control, and inspections. Moore stated that it appears they only wanted to know when the contract with Titan expires and did not return answers to Moore's questions.

NO ACTION

5. Airport Manager's Report

a. Jet A Truck Meter License

License is complete, good for another year.

b. Fence Repairs

Fence repair complete after the fence joint came undone.

c. Ariens Snow Blower for Airport

City Administrator approved purchase of a snowblower. Moore apologized for not going through the commission for the purchase. Got a deal from L&M on the blower, a \$150 discount. 10 1/2 horsepower, 30 inch.

d. Crew Car

The donated Crew Car is being retired. The City is willing to sell a replacement car to the Airport for \$1,000.

Motion to allow B. Moore to move forward with the purchase.

Motion: Ortman

Second: Huber

Vote: (Voice) Passes Unanimously

6. Approval of Bills

Approval of bills for the past two months. Insurance bills and snowblower invoice.

Motion: Ellefson

Second: Coffey

Vote: (Voice) Passes Unanimously

7. Set Next Meeting Date

Set meeting for February 22nd, 2024 @ 4:30 PM at the Airport Terminal. Likely going to be discussing the Bretting Hangar/Fuel System.

8. Adjournment

Motion: Ellefson

Second: Huber

Vote: (Voice) Passes Unanimously

- a. Invited Persons