



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 **May 2, 2024** at the JFK Memorial Airport.

Agenda Items:

1. Roll Call

- a. Roll Call: Lloyd Orensten, John Coffey, Richard Huber, Blake Ellefson, Carol Ortman

2. Approval of Minutes

- a. February 22, 2024 Airport Commission Minutes
- b. March 21, 2024 Airport Commission Minutes
- c. April 11, 2024 Airport Commission Minutes

3. Citizen Participation Period

4. Commission Items

- a. Bretting Hangar and Fuel Farm Discussion (David Bretting - Guest Speaker)
- b. Liability Insurance Regarding Jet A Fuel Farm
- c. Hangar Lease Discussion
- d. 2023 Wisconsin Act 12-Personal Property Exemption Discussion
- e. Mini-Van Lease Discussion

5. Closed Session

- a. Pursuant to WI Stat. 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." (Airport Commission Chairperson: Review Applications)

6. Airport Manager's Report

- a. Results from Brushing
- b. Mowing Equipment Prep & Maintenance

7. Approval of Bills

8. Set Next Meeting Date

9. 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, February 22, 2024**

1. Roll Call

PRESENT: Chair Lloyd Orensten, John Coffey, Richard Huber, Blake Ellefson, Carol Ortman

ABSENT: None

ALSO PRESENT: Richard Pufall, Ashland Mayor Matt MacKenzie, Airport Manager Bill Moore

2. Approval of Minutes

- a. January 25th, 2024 Airport Commission Meeting Minutes
 - Motion to Approve: Huber
 - Second: Ellefson
 - Vote (Voice): Passes Unanimously

3. Citizen Participation Period

No members of the public present wished to speak.

4. Commission Items

- a. Mayor Matt Mackenzie - Hangar Lease Approvals

Mayor MacKenzie - Gave an update regarding the status of the leases due to the Property Tax changes by the State. The Mayor has not signed them as he'd like guidance from the Commission as to how they anticipate making up the difference in revenue. The Mayor stated that the building could potentially be assessed, or the commission could increase the lease amount by up to 10% in November. The Mayor informed the commission that the gap between revenue and expenses is about \$180,000, split between the City and Ashland County equally. The Mayor said the current budget isn't sustainable as it is, and something needs to be done regarding the gap. The Mayor would like the commission to take a look at what can be done to help close the gap.

The board discussed the benefits of the city and county. Coffey mentioned Bayfield County contributions, and the commission could turn to them as Bayfield County benefits greatly from the Airport.

Further discussion regarding avenues to help close the gap.

- b. Hangar Lease Updates
Discussion from the commission to get the leases signed to be in compliance.
- c. Bretting Hangar and Fuel Farm
Moore announced that a representative from Titan Aviation will be in attendance at the next meeting to discuss Titan purchasing the Bretting Fuel Farm. Moore stated that if the Airport takes possession of the current fuel farm, the Airport would lose the ability to receive FAA funding for a future upgrade to a Jet A farm.
- d. 2023 Wisconsin Act 12 - Personal Property Exemption
No discussion on this item.
- e. Proposal to Relocate SRE Building Propane Tank Update
Moore contacted Como to get the process started.

5. Airport Manager's Report

Moore asked the commission regarding the names on the bottom of the agendas. Commissioners are requested to be in the roll call portion, and cc the other names.

Moore is wanting to rent a skid-steer from Lulich to trim vegetation that was not done by the Tree Clearing Project. Moore got an estimate from Northern Clearing that came to about \$1,300 per acre, and he calculated that it could be done with a rental skid-steer for \$43 per acre.

Moore gave an update on the runway project.

Moore also updated the Commission on the state of his retirement. He will officially be retiring on April 15th.

6. Approval of Bills

Orensten read the bills with totals. \$5656.18 was the total of all bills.

Motion to Approve payments: Coffey

Second: Huber

Vote (voice): Passes unanimously.

7. Set Next Meeting Date

March 21st, 2024 is the next meeting.

8. Adjournment

Motion to Adjourn: Ellefson

Second: Huber

Vote (Voice): Passes unanimously

AIRPORT COMMISSION MEETING MINUTES: **Thursday, March 21, 2024**

1. Roll Call

- a. Roll Call Members: Lloyd Orensten, John Coffey, Carol Ortman, Blake Ellefson, Richard Huber
PRESENT: Chair Lloyd Orensten, John Coffey, Carol Ortman, Blake Ellefson, Richard Huber

ABSENT: None

ALSO PRESENT: Airport Manager Bill Moore

2. Citizen Participation Period

No members of the public present.

3. Commission Items

- a. Hangar Lease Updates
Moore gave an update from the BOA and got confirmation that lots cannot be sold and provided other updates regarding the personal property tax changes. Discussion on the process for approving the leases. Ellefson urged that the leases need to get approved by the City Council and County Board. Ellefson also urged that the attorneys for the City and County need to move their items forward on gathering the property tax shortfall.
- b. Bretting Hangar and Fuel Farm Discussion - Titan Aviation Fuels Rep Bill Kovak
Bill Kovak (Titan Aviation Fuels) joined the meeting by phone. Kovak gave an outline of considerations regarding the fuel farm and his evaluation of the tank. Kovak recommended moving forward with an inspection of the tank; the pump and filter vessel, a visual inspection of the tank, an inspection of the integrity of the lining of the tank, and pressure test should the results of the preceding inspections to prove to be satisfactory. Kovak stated the value could be anywhere from \$45-25k depending on the usage after the sale, assuming all tests pass.

Commission discussed use of the tank after Bretting ceases their operations. Coffey explained that Bretting is on the clock for completing the sale of the hangar and fuel farm.

Moore will reach out to Denise Oliphant to inquire about picking up all insurance liability if/when the city would need to take over from Bretting.

- c. 2023 Wisconsin Act 12-Personal Property Exemption Discussion
Orensten reported that there has been little to no movement on this item. Moore confirmed that the attorneys know and the Mayor is looking to keep things moving.
- d. Airport User Fee Discussion
Moore talked about options to generate more revenue. He spoke about charging user fees for government entities for use of airport facilities, Ashland Fire, Police, County Sheriff, the Coast Guard, the hospital, the Forest Service. The Commission expressed that we could either charge for them or remind the County and City that these are uses that the airport allows for free speaking to the community and economic impact of the airport.

4. Closed Session

- a. Pursuant to WI Stat. 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." (Airport Commission Chairperson: Review Applications)
Commission did not go into Closed Session as a motion to enter into Closed Session was not made. Discussion on the application was had in open session.

5. Airport Manager's Report

- a. 100LL Inventory
2,762 Gallons is on-hand. Moore will need to order about 3,000 gallons to stay current.
- b. Airport Minivan Lease/Rental
The mini-van is losing money. Moore stated that the commission could cancel the lease on that vehicle. Orensten asked if the buy-back period was close on that, Moore said he inquired with Bill Hagstrom and Hagstrom was going to look into that. Coffey asked how in the hole the mini-van is, Moore said he didn't have a final number, but it was between \$1-2k shortfall.
- c. Lulich Brush Hog Rental
Lulich had the unit damaged by a previous user so the rental was delayed. Moore said with the impending snow storm he did not want to rent the skid-steer and waste the rental time because of the snow.
- d. Mowing Equipment Preparations
Moore said that he is in the process of getting the equipment ready for mowing.

6. Approval of Bills

Bill total of \$150.00.
Motion to approve: Huber
Second: Ortman
Vote (voice): passes unanimously

7. Set Next Meeting Date

April 11, 2024, 4:30 PM at the Airport.

8. Adjournment

Motion to adjourn: Huber
Second: Ellefson
Vote (Voice): Passes unanimously

AIRPORT COMMISSION MEETING MINUTES: **Thursday, April 11, 2024**

1. Roll Call

PRESENT: Chair Lloyd Orensten, John Coffey, Richard Huber, Blake Ellefson, Carol Ortman

ABSENT: None

ALSO PRESENT: Airport Manager Bill Moore

2. Citizen Participation Period

No members of the public present.

3. Commission Items

a. Hangar Lease Discussion

Commission asked if the County Board or the City Council have been approved. Neither has approved.

b. Bretting Hangar and Fuel Farm Discussion

Moore reported on his findings regarding the Bretting Hangar. Moore spoke with the Manager of the Hayward airport and found that the hangar in Hayward was purchased by the airport for \$250,000 and generates about \$2,800 a month in revenue for aircraft parking and storage. Moore only had one response to the fuel farm inspection. The quote came back at \$9,000 for the inspection of the tank.

Bretting informed the Commission that the fuel farm could be sold to the Airport for \$35,000, and would be willing to take three payments over 3 years with no interest, reported by Coffey.

There was not an update on the cost of insuring the fuel farm for the city insurance only as it is currently split between Bretting and the City.

Motion to reimburse Bretting for the cost of fuel farm liability insurance if the City is not able to get liability insurance in time for the May 1st deadline and Bretting needs to pay the premium for May on the fuel farm: Ellefson

Second: Huber

Vote: Passes Unanimously

c. 2023 Wisconsin Act 12-Personal Property Exemption Discussion

No update from the Attorney regarding the solution.

d. Jet A Fuel Farm Inspections

Covered as a part of item B.

e. Airport Part-Time Wages

Moore was approached by D. Skinnies. He's requesting \$25/hour from the commission. Commission was concerned about pushing above what is the normal rate.

Motion to approve D. Skinnies increased wages up to \$25 for professional services:

Coffey

Second: Ortman

Vote: Passes Unanimously

f. Mini-Van Lease Discussion

Moore gave an update regarding the van. Hagstrom was not at the Department Head meeting at the City to provide those numbers to Moore.

g. Liability Insurance Regarding Jet A Fuel Farm

Discussed under item B.

4. Closed Session

- a. Pursuant to WI Stat. 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." (Airport Commission Chairperson: Review Applications)

Motion to go into Closed Session: Ellefson

Second: Huber

Vote (Voice): Passes Unanimously

Motion to exit Closed Session: Orensten

Second: (unkown)

Vote (Voice): Passes Unanimously

No action taken in Closed Session.

5. Airport Manager's Report

a. Lulich Brush Hog Rental

Waiting for the perimeter to dry out. Lulich is on standby for the rental. The Airport will have 40 hours on the brush hog.

6. Approval of Bills

Bill total was \$8.88.

Motion to approve bills: Ellefson

Second: Coffey

Vote (voice): Passes unanimously

7. Set Next Meeting Date

April 25th, 2024 at 4:30 at the JFK Airport Terminal.

8. Adjournment

Motion to adjourn: Coffey

Second: (Unknown)

Vote (Voice): Passes unanimously