



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 **June 27, 2024** at the JFK Memorial Airport.

Agenda Items:

1. Roll Call

- a. Commission Members: Lloyd Orensten, Carol Ortman, John Coffey, Richard Huber, Blake Ellefson

2. Approval of Minutes

- a. Complete and Approve Missing Details (Items 1, 2, 4a, and 4b) from May 2nd, 2024 Meeting
- b. May 23, 2024 Meeting Minutes

3. Citizen Participation Period

4. Commission Items

- a. Bretting Hangar and Fuel Farm Discussion
- b. Lot Description Survey Inquiries
- c. Titan Aviation Fuel Seminar
- d. JET A and 100LL Fuel Prices

5. Airport Manager's Report

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, May 2, 2024**

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
 - Discussion regarding surveying for hangar lease amounts, this would be the next step. There has not been any movement from the City nor County on the leases otherwise.
 - No action taken.
- d. 2023 Wisconsin Act 12-Personal Property Exemption Discussion
 - No action taken.
- e. Mini-Van Lease Discussion
 - Moore has discussed the vehicle with Bill Hagstrom, Ashland Chief of Police, and Chief Hagstrom recommended keeping the vehicle as it would likely still return a

profit on sale even if the rentals don't generate the income to pay for the lease.
No action taken

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)

Motion to enter Closed Session: Ortman

Second: Coffey

Vote: Passes Unanimously.

Motion to amend Closed Session motion to allow Ashland City Administrator Brant Kucera and Airport Manager Bill Moore to remain during closed session: Huber

Second: Ellefson

Vote: Passes Unanimously

Motion to exit Closed Session: Huber

Second: Ortman

Vote: Passes Unanimously

6. Airport Manager's Report

- a. Results from Brushing
Brushing has been completed, despite being delayed by the late season snow storm.
- b. Mowing Equipment Prep & Maintenance
Prep has been completed and they are ready to roll for the summer. The runway has been mowed once already.

7. Approval of Bills

Total bills: \$18,108.81

Titan fuel: ~ \$14,000

Lulich: \$3,275 for rental

Misc bills

Motion to approve bills: Coffey

Second: Ellefson

Vote: Unanimous

8. Set Next Meeting Date

Next meeting set for May 23rd, 2024 at 4:30 PM at the JFK Memorial Airport Terminal.

9. Adjournment

Motion to adjourn: Coffey
Second: Huber
Vote: Passes Unanimously

AIRPORT COMMISSION MEETING MINUTES: **Thursday, May 23, 2024**

1. Roll Call

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

ABSENT: (Excused) Blake Ellefson

ALSO PRESENT: Airport Manager Bill Moore, Airport Manager Derek Hall

2. Approval of Minutes

- a. Review, Complete, and Approve May 2, 2024 Meeting Minutes
Motion to Approve Minutes: Huber
Second: Coffey
Vote: Passes Unanimously

3. Citizen Participation Period

No members of the public present.

4. Commission Items

- a. Bretting Hangar and Fuel Farm Discussion
Moore presented a letter he authored to Titan Fuels regarding the process if Titan did purchase the fuel farm. Moore has not received a response from Bill Kovac at Titan Fuels. Moore also presented a letter to the Bureau of Airport regarding eligibility for assistance if the airport were to lease the fuel farm, BoA responding saying leasing the fuel farm puts federal assistance in a gray area to receiving funding for a new fuel farm and could not provide clear guidance if the Airport decided to lease the fuel farm from Bretting.

Motion to purchase the fuel farm from Bretting for \$32,500 over three years in installments: Ortman
Second: Huber
Vote: Passes Unanimously

- b. 2023 Wisconsin Act 12-Personal Property Exemption Discussion
Moore presented a letter received from the Bureau about how other airports are handling the changes in the Personal Property Tax Law. Commission members

asked Moore to pursue a legal description of each lot to achieve an assessment of value as a part of a "user fee." Ortman objected to the Commission being put in the position to come up with a solution to a problem that belongs to the City.

- c. Liability Insurance Regarding Jet A Fuel Farm
No discussion, No action.

5. Airport Manager's Report

Moore reported that the grass is growing like crazy and mowing has been taking place as much as possible with the rain. There are a few runway lights out, Moore is going to be replacing them with Derek Hall for training. Moore inquired with the Commission as to when they would see him to be done, Moore is planning on July 1, but depends on how Hall is doing with training. Hall will be attending a fueling school in late September as it is a requirement for someone to be training.

6. Approval of Bills

Bills for the month:
Holding tank pumping - \$150
Motion to approve bills: Huber
Second: Ortman
Vote: Passes unanimously

7. Set Next Meeting Date

June 27th at 4:30 PM at the JFK Terminal.

8. Adjournment

Motion to adjourn: Ortman
Second: Coffey
Vote: Passes Unanimously