



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 **November 21, 2024** at the JFK Memorial Airport.

Agenda Items:

1. Roll Call

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

2. Approval of Minutes

- a. Approve September 26, 2024 Airport Commission Meeting Minutes

3. Citizen Participation Period

4. Commission Items

- a. Discussion of Airport Lot Survey and Personal Property Tax
- b. Discussion of Lot Fee Increase for Upcoming Year
- c. Discussion of One-Year Lease Hangar Inspection

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, September 26, 2024**

1. Roll Call

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

ABSENT: None

ALSO PRESENT: Airport Manager - Derek Hall, Ashland County Administrator - Dan Grady

2. Approval of Minutes

- a. Approve Thursday, August 22nd, 2024 Airport Commission Meeting Minutes
Motion to Approve: Jon Coffey
Second: Ortman
Vote (Voice): Passes Unanimously 5-0

3. Citizen Participation Period

No members of the public present.

4. Commission Items

- a. Discussion of Airport Lot Master Lease with County Administrator Dan Grady
Dan Grady reported on the Executive Committee meeting. The County Executive Committee approved of the draft except for section 8d. The Committee felt the timeline for someone who would sign a lease in the early winter would not be able to meet the construction start time frame in the draft document. Grady stated the Airport Commission should allow special conditions for construction delays to grant a variance. The County agrees the year to complete is reasonable. Orensten stated he felt that was an acceptable change, Coffey and Ellefson voiced support.

Motion to change 8d to add after sentence one: "Due to weather considerations, the Airport Commission may grant extensions to the construction start date."
Motion to amend by Huber.
Second: Ellefson
Vote (Voice): Passes unanimously (5-0)
- b. Review 2025 Airport Budget

Hall reported a concern about the fuel sales revenue during the runway project next year, that is likely overestimated. The project is slated to start in May and take until July or August. Most jets would not be able to operate on the smaller runway, so a hit to fuel sales is expected.

A letter was sent to the Bayfield County Administrator requesting a contribution. The Commission expressed how nice it would be to have Bayfield County as a 1/3 partner for the JFK Airport.

c. Review of Updated Airport Capital Improvement Plan

Hall presented the CIP for the airport. He expressed the importance keeping up with the projects.

5. Airport Manager's Report

Hall reported that Bill Moore is going to be coming back to work on a part-time basis as a fill-in when Derek is away or needs a break from being on-call, similar to how John Sill did for Bill. The POS machine was updated. The weather computer is no longer operating, the vendor has ceased operations that were being used.

Airport has received 5,000 Gallons of Jet A, resulting in about 6,000 gallons on-hand. Price went down slightly, so a small increase in margin as a result.

A class from Northland College came out to look at the ASOS Weather System at the airport.

The BOA did visit the week prior to look at the facility grounds. The only concern he had was on the approach to 13, the fence was too close to the end of the runway. The BOA was going to research more before making a final determination.

Titan came for an inspection, along with replacing filters.

6. Approval of Bills

Motion to approve the bills totaling \$16,959.01: Ortman

Second: Huber

Vote (Voice): Passes unanimous (5-0)

7. Set Next Meeting Date

Nov. 21, 2024 @ 4:30 PM at the JFK Memorial Airport Terminal.

8. Adjournment

Motion to adjourn: Ellefson

Second: Coffey

Vote (Voice): Passes Unanimously (5-0)

Submitted by Kevin Haas, Deputy Clerk, City of Ashland