



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 **January 23, 2025** 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 November 21, 2024 Airport Commission Meeting Minutes

3. Citizen Participation Period

4. Commission Items

- a. Discussion and Approval of Airport Improvement Program Petition
- b. Discussion of Airport Tenant Complaint
- c. Discussion of Personal Property Tax for Airport Lot Leases

5. Airport Manager's Report

6. Approval of Bills

- a. Approve Bills Since November 21, 2024 Meeting

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, November 21, 2024**

1. Roll Call

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

PRESENT: Orensten, Coffey, Ortman, Huber

ABSENT: Ellefson (Excused)

ALSO PRESENT: Derek Hall (Airport Manager)

2. Approval of Minutes

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

Motion to Approve: Huber

Second: Ortman

Vote: Passes Unanimously (voice)

3. Citizen Participation Period

No members of the public present

4. Commission Items

- a. Discussion of Airport Lot Survey and Personal Property Tax

Hall updated the commission regarding the Master Lease Agreement. The County is expecting to approve the agreement at their next meeting.

Hall also updated the commission on research he has been doing, namely that doing a survey is not the recommended avenue based on other airports he spoke with. Hall said there is a way to assign a property number to the lots and existing hangars. The commission directed Hall to pursue the avenue of assigning numbers to the County Register of Deeds to get these hangars on the tax roll.

No vote taken.

- b. Discussion of Lot Fee Increase for Upcoming Year

The commission stated they should sort out the tax issue before moving forward with lot fee increases for 2025.

No action taken.

c. Discussion of One-Year Lease Hangar Inspection

The single hangar should be inspected a year after which the commission thought would be in April or May.

5. Airport Manager's Report

Hall spoke with Bill Moore about compensation for being on-call for Hall while he may be away. Moore said he would bill the city for one hour per day if he received no call outs.

Hall reported that the International Plow Truck was in the shop for a differential seal that dried out and leaked. Randy Tody at the city garage also thought the new tractor was still leaking oil, and it was sent out to Lulich's for a repair. That leaves the airport with no plow other than the one-ton and the old tractor with a blower. Hall talked with John Butler (Ashland Public Works Director) and they would arrange for city trucks to plow the airport if snow is received and the plows are still not in service.

Hall stated that his father, Ralph Hall, filled out a volunteer form to help at the airport. Hall asked for the Commission's blessing for him to help out.

Hall is going to order 400 gallons of diesel fuel for the winter equipment as they are nearly out.

The budget was accepted by the City.

Hall lowered the LL fuel to \$5.50 as the price has dropped over the last few months and ASX was on the higher end of regional airports.

Hall reported on the email outage in the city and the work he has been doing to catch up with that.

6. Approval of Bills

Bills amounting to \$17,171.15. \$17,000 relating to the fuel and odds and ends materials.

Motion to approve bills: Coffey

Second: Ortman

Vote: Passes Unanimously (voice)

7. Set Next Meeting Date

Next meeting set for January 23rd at 4:30 at the JFK Airport Terminal.

8. Adjournment

Motion to Adjourn: Ortman
Second: Coffey
Vote: Passes Unanimously (voice)

**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY
Common Council of the City of Ashland
Ashland County, Wisconsin**

WHEREAS, the City of Ashland, Ashland County, Wisconsin, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the John F. Kennedy Memorial Airport, Ashland County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows:

Rehabilitate/Reconstruct Runway 13/31, including lighting and signs; Rehabilitate/Reconstruct Runway 2/20, including lighting and signs; Install Precision Approach Path Indicators (PAPI) for Runway 13; Convert Runway 20 PAPI to LED; Install Runway End Identifier Lights (REIL) for Runway 13/31; Rehabilitate/Reconstruct/Widen/Construct entrance road; Reconstruct/Rehabilitate/Construct Taxiways/Taxilanes, including lighting and signs; Reconstruct/Rehabilitate/Expand apron; Pavement maintenance and markings; Land acquisition for runway approaches; Land acquisition for entrance road widening; Construct/Rehabilitate/Reconstruct/Purchase snow removal equipment storage building, including drainage improvements; Replace/enhance/improve/expand/purchase fuel system, including containment; Construct Drainage improvements; Purchase mowing equipment; Purchase snow removal equipment; Conduct wildlife site visit update; Rehabilitate/Expand/Construct/Purchase terminal building; Prepare airport master plan; Update Airport Layout Plan, including bringing Exhibit A Property Map to standards; Conduct airport boundary survey; Wind Cone and segmented circle improvements; Rehabilitate/Reconstruct parking lot(s); Rehabilitate/Reconstruct/Construct/Purchase hangar(s); Rehabilitate/Reconstruct/Construct fencing/gates; Construct/expand hangar development area; Automated Weather Observation System (AWOS) improvements; Reimburse Development of Airport Overlay Land Use Ordinance; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Ashland, Ashland County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the John F Kennedy Memorial Airport project to:

Rehabilitate/Reconstruct Runway 13/31, including lighting and signs; Rehabilitate/Reconstruct Runway 2/20, including lighting and signs; Install Precision Approach Path Indicators (PAPI) for Runway 13; Convert Runway 20 PAPI to LED; Install Runway End Identifier Lights (REIL) for Runway 13/31; Rehabilitate/Reconstruct/Widen/Construct entrance road; Reconstruct/Rehabilitate/Construct Taxiways/Taxilanes, including lighting and signs; Reconstruct/Rehabilitate/Expand apron; Pavement maintenance and markings; Land acquisition for runway approaches; Land acquisition for entrance road widening; Construct/Rehabilitate/Reconstruct/Purchase snow removal equipment storage building, including drainage improvements; Replace/enhance/improve/expand/purchase fuel system, including containment; Construct Drainage improvements; Purchase mowing equipment; Purchase snow removal equipment; Conduct wildlife site visit update; Rehabilitate/Expand/Construct/Purchase terminal building; Prepare airport master plan; Update Airport Layout Plan, including bringing Exhibit A Property Map to standards; Conduct airport boundary survey; Wind Cone and segmented circle improvements; Rehabilitate/Reconstruct parking lot(s); Rehabilitate/Reconstruct/Construct/Purchase hangar(s); Rehabilitate/Reconstruct/Construct fencing/gates; Construct/expand hangar development area; Automated Weather Observation System (AWOS) improvements; Reimburse Development of Airport Overlay Land Use Ordinance; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.
Sponsor: The City of Ashland, Ashland County, Wisconsin

Name

Name

Title

Date

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Title

Date

104dev./r.05/06/2014

Bill Payment

(PROPER DOCUMENTATION MUST BE ATTACHED)

PURCHASE ORDER NO	QUANTITY	DESCRIPTION	AMOUNT	
10623888	1	Omer Nelson Elec (Beacon Light Repair)	13	86
CRO037287	1	Number 2 Septic	150	00
1515484315	240	Como (Propane for Terminal Building)	347	76
1515484316	340	Como (Propane for SRE Building)	505	48
395-0000376087	1	WI DOT (Engineering Paperwork Fee)	16	58
43785	1	H&L Mesabi (New Plow Blades)	700	00
000	1	Battery Tender (For Plow Truck)	80	95
3083674	1	L&M (Winter Clothing Allowance)	139	97
198456	475.4 Gal Diesel	Midland (Diesel Fuel for Plow Vehicles)	1449	97
13560112	30.58 Gal Gasoline	Cenex Midland (Gas for Pickup and Jet Fuel Trucks)	85	00

Total \$3,489.57

Approved by:

