



# 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 **March 20, 2025** at the JFK Memorial Airport.

Agenda Items:

### **1. Roll Call**

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

### **2. Approval of Minutes**

- a. Approve the Minutes from the February 20, 2025 Airport Commission Meeting

### **3. Citizen Participation Period**

### **4. Commission Items**

- a. Discussion of Airport Tenant Complaint Action
- b. Discussion of Airport Fees
- c. Update of Airport Improvement Program Petition Status

### **5. Airport Manager's Report**

### **6. Approval of Bills**

- a. Approval of Bills, Dated March 20, 2025

### **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, February 20, 2025**

**1. Roll Call**

- a. Commission Members: Lloyd Orensten, John Coffey, Carol Ortman, Blake Ellefson, Richard Huber  
The Thursday, February 20, 2025 Airport Commission Meeting was called to order by Commission Chairman Lloyd Orensten at 4:30 p.m.

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

**ABSENT:** None

**ALSO PRESENT:** Airport Manager Derek Hall, Ashland County Commissioner Dan Grady.

**2. Approval of Minutes**

- a. Approve January 23, 2025 Airport Commission Meeting Minutes  
Motion to approve minutes: Ellefson  
Second: Huber  
Vote (Voice): Passes Unanimously

**3. Citizen Participation Period**

No members of the public present.

**4. Commission Items**

- a. Update of Airport Improvement Program Petition Status  
The plan was brought before the City of Ashland Plan Commission, they expressed approval with a few items crossed off. Ellefson asked about the item that was crossed off regarding the purchasing of the Bretting Hangar. Hall explained that we likely wouldn't be able to use federal funding for the hangar so it could be removed from the hangar. This item is expected to go to the City's Committee of the Whole meeting on Tuesday, February 25th, and would go to City Council after that. Pending Council approval, it would go to the County Board following the City Council approval.
- b. Update of Airport Tenant Complaint Action

Hall explained the discussions he has had with the City Attorney's Office. Hall is hoping to have action moving forward in the next week.

- c. Continued Discussion of Personal Property Tax for Airport Lot Leases  
Ellefson reported that the County Zoning meeting discussed the lot lines. Jennifer Solberg at the County suggested an aeronautical survey, as she was uncomfortable with GPS coordinates being used to create parcels.

## **5. Airport Manager's Report**

Master lease was approved by the County Board on the 18th. Going to Committee of the Whole on the 25th, Council the meeting after.

Received 6,000 gallons of Jet A, expected to get through the start of the runway construction. Ordered 4,00 gallons of 100LL fuel, but was delayed.

Enbridge is going to be doing erosion work on the meander and basing out of the JFK Airport for 2-3 weeks, purchasing 2-3k gallons of Jet A while they are working.

Hall is seeking approval for a new volunteer to help with mowing or plowing, name is Andrew, a recent Northland College grad who is a pilot and is storing a plane at the airport. No issues from the commission, approval expressed.

## **6. Approval of Bills**

- a. Approve Bills as of February 20, 2025  
Motion to accept the bills: Ellefson  
Second: Ortman  
Vote (Voice): Passes unanimously

## **7. Set Next Meeting Date**

Next meeting set for March 20th at 4:30 PM at the JFK Memorial Airport Terminal.

## **8. Adjournment**

Motion to Adjourn: Huber  
Second: Ortman  
Vote (Voice): Passes unanimously

**Airport Bill Payment**

(PROPER DOCUMENTATION MUST BE ATTACHED)

PURCHASE ORDER NO	QUANTITY	DESCRIPTION	AMOUNT	
<b>4283850</b>	<b>6000 Gal</b>	<b>Titan Aviation Fuels (Jet Fuel for Resale)</b>	<b>17745</b>	<b>39</b>
<b>4306634</b>	<b>4112 Gal</b>	<b>Titan Aviation Fuels (Avgas 100LL for Resale)</b>	<b>16567</b>	<b>56</b>
<b>863881</b>	<b>2</b>	<b>Napa Auto (AA Batteries for Terminal)</b>	<b>26</b>	<b>98</b>
<b>60130391</b>	<b>560 Gal Propane</b>	<b>Como (Propane for Terminal and SRE Buildings)</b>	<b>824</b>	<b>26</b>
<b>OEI-006448</b>	<b>1</b>	<b>Blakeman Plumbing (Urinal Repair)</b>	<b>264</b>	<b>85</b>
<b>22423</b>	<b>2.9 hrs</b>	<b>Wickman Law Office (Tenant Investigation)</b>	<b>380</b>	<b>00</b>
<b>11892359763</b>	<b>1</b>	<b>Eventbrite (WI Airports Seminar)</b>	<b>80</b>	<b>00</b>

**Total \$35,888.45**

Approved by:

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