



# 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 22, 2025** at the JFK Memorial Airport.

Agenda Items:

### **1. Roll Call**

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

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

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

### **4. Commission Items**

- a. Discussion and Approval of Overnight Ramp Fees
- b. Approval of Hangar Lot Lease for Tenant
- c. Discussion of Personal Property Tax Plan and Lot Surveys
- d. Update of Runway 02/20 Rehabilitation Project Status

### **5. Closed Session**

- a. Pursuant to WI Stat. 19.85(1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation." (J Radosevich notice of claim dated March 24, 2025)

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

### **7. Approval of Bills**

- a. Approve Bills: Dated May 22, 2025

### **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, March 20, 2025**

**1. Roll Call**

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

**PRESENT:** Lloyd Orensten, Blake Ellefson, John Coffey

**ABSENT:** (Excused) Carol Ortman, Richard Huber

**ALSO PRESENT:** Airport Manager Derek Hall

**2. Approval of Minutes**

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

Motion to Approve Minutes: Ellefson

Second: Coffey

Vote: Passes unanimously (3-0)

**3. Citizen Participation Period**

No members of the public present.

**4. Commission Items**

- a. Discussion of Airport Tenant Complaint Action

Lloyd reached out to tenant via phone but did not receive a response. We discussed sending him a certified letter to start communication, and discussed getting a hanger key upon signing a new lease.

No action taken.

- b. Discussion of Airport Fees

Hall presented the most recent information regarding airport fees in WI including lot lease, landing fees, and ramp fees. We discussed that the airport was within the average fees and operating costs of most WI airports. The airport sold just over 26,000 gallons of fuel total in 2024. The Airport Commission feels it is warranted to implement overnight ramp fees for turboprop and jet aircraft. Airport Manager will research and present this fee structure at the next meeting. Also research cost of a portable generator to provide for aircraft on the ramp, for Airport Commission consideration.

No action taken.

- c. Update of Airport Improvement Program Petition Status  
Hall reported the Airport Commission that the Petition for Airport Improvements was cleared by the City Council and will be presented to the County Board at the next County Board meeting in April.

No action taken

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

Master Hanger Lot Lease was approved by both City Council and County Board. Bayfield County contributed \$15,000 to airport operating costs for 2025. Construction notice was mailed out to hanger lessees informing of runway rehabilitation project set to start in June. Runway lights on Runway 13/31 are out of service and being worked on by Omer Nelson Electric, not sure when they will be operational again. Airport Manager will be attending BOA Airports Seminar April 7th-9th.

## **6. Approval of Bills**

- a. Approval of Bills, Dated March 20, 2025  
Motion to approve bills: Coffey  
Second: Ellefson  
Vote: Passes unanimously (3-0)

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

Next meeting scheduled for May 22nd at 4:30 PM at the JFK Airport Terminal Building.

## **8. Adjournment**

Motion to adjourn: Coffey  
Second: Ellefson  
Vote: Passes Unanimously (3-0)

**Airport Bill Payment**

(PROPER DOCUMENTATION MUST BE ATTACHED)

PURCHASE ORDER NO	QUANTITY	DESCRIPTION	AMOUNT	
<b>191884</b>	<b>10.5 hrs</b>	<b>Omer Nelson Elec (Runway Light Repair)</b>	<b>1582</b>	<b>50</b>
<b>4374437</b>	<b>1</b>	<b>Titan Aviation Fuels (Credit Card Reader)</b>	<b>130</b>	<b>00</b>
<b>CRO39437</b>	<b>1</b>	<b>#2 Septic (Septic Pump Out)</b>	<b>170</b>	<b>00</b>
<b>15100060</b>	<b>34.99 Gal</b>	<b>Cenex (Gas for Airport Vehicles)</b>	<b>110</b>	<b>89</b>
<b>150219</b>	<b>1</b>	<b>Northland Fire and Safety (Extinguisher Inspections)</b>	<b>415</b>	<b>20</b>
<b>1517131061</b>	<b>390 Gal Propane</b>	<b>Como (Propane for SRE Building)</b>	<b>577</b>	<b>93</b>
<b>1517131060</b>	<b>200 Gal Propane</b>	<b>Como (Propane for Terminal Building)</b>	<b>289</b>	<b>80</b>
<b>5396496</b>	<b>12.12 Gal Gasoline</b>	<b>Kwik Trip (Gas for BOA Conference Trip)</b>	<b>39</b>	<b>00</b>
<b>66093272</b>	<b>2 Nights</b>	<b>Holiday Inn Stevens Point (BOA Conference)</b>	<b>196</b>	<b>00</b>
<b>22890</b>	<b>2 hrs</b>	<b>Wickman Law (Airport Tenant Case)</b>	<b>400</b>	<b>00</b>

**Total \$3,911.32**

Approved by:

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