



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 26, 2025** at the JFK Memorial Airport.

Agenda Items:

1. Roll Call

2. Approval of Minutes

- a. Review and Approve Minutes from May 22, 2025 Airport Commission Meeting

3. Citizen Participation Period

4. Commission Items

- a. Discussion and Approval of Airport Manager Salary and Performance Review
- b. Discussion and Approval of Airport Manager Pay Increase
- c. Discussion of Airport Security Measures
- d. Update of Runway 02/20 Rehabilitation Project Status

5. Airport Manager's Report

6. Approval of Bills

- a. Approve Bill Statement Dated June 26, 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, May 22, 2025**

1. Roll Call

PRESENT: Orensten, Coffey, Huber, Ortman (arrived at 4:33)

ABSENT: Ellefson(Excused)

ALSO PRESENT: Airport Manager Derek Hall

2. Approval of Minutes

- a. Approve Minutes from March 20, 2025 Airport Commission Meeting
Motion to approve: Coffey
Second: Huber
Vote (Voice): Passes unanimously (3-0) (Ortman not yet present)

3. Citizen Participation Period

No members of the public present.

4. Commission Items

- a. Discussion and Approval of Overnight Ramp Fees
Hall explained the previous meeting discussion on this topic. Hall proposed fees would be for \$50 turboprop and \$100 for turbine aircraft. Hall also proposed waiving the fees with 100 gallon fuel purchase for turboprop and 200 gallon for jet aircraft.

Coffey asked about making the classes of jets different fees, just so they are being treated fairly, larger aircraft paying more. He also stated that a 200 gallon purchase for a small jet would be a lot. Hall said he would be agreeable to split the fees for jets by class. Coffey also suggested not completely waiving the fees, rather cutting the the overnight fee by half with a fuel purchase.

Huber asked how that compared to other airports in WI. Hall stated that it is about average.

Motion to approve the proposed fees; \$50 for a turboprop and \$100 for a turbine aircraft at the Airport Manager's discretion: Huber
Second: Ortman
Vote (Voice): Passes unanimously (4-0)

b. Approval of Hangar Lot Lease for Tenant

Applicant is Paul Mika. He wanted to move the hangar under an LLC rather than his own name. The previous lease was undersized for the actual dimensions of the lease, the new lease has been updated for the correct charge based on the square footage of the hangar.

Motion to approve the lease: Huber

Second: Ortman

Vote (Voice): Passes Unanimously (4-0)

c. Discussion of Personal Property Tax Plan and Lot Surveys

Hall reported the developments since the last meeting. Karl Kemper stated that he believes that he can get the hangar lots surveyed for pennies-on-the-dollar since surveyors will be at the airport for the runway project. Ashland County's Land Office has stated they would accept those surveys to generate property ID numbers and the city can start assessing the hangars. The question was asked by the County if the empty lots on the master plan would be surveyed now or wait. Kemper recommended waiting. Hall asked the commission if a new hangar was built, who would pay for the survey?

Commission discussion on the survey of empty lots landed on not surveying and waiting for the situation of construction of a new hangar before deciding who pays for the survey of the new lot.

d. Update of Runway 02/20 Rehabilitation Project Status

There is a Pre-Construction meeting on June 4th at the Airport Terminal. Construction start date is June 16th, target finish date of September 5th. Hall reviewed the timeline of the project phases with the Commission. The cross runway will only be closed while the intersection is being worked on, otherwise the shorter runway will remain open for use. McCabe Construction stated their wish to use the Terminal Conference Room as an office during construction, stating that they would pay the airport \$6,000 for use of the space. They also were wanting to place a few campers on the property during the project.

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)

Motion to go into closed session, allowing Derek Hall to remain: Huber

Second: Ortman

Vote (Voice): Passes unanimously (4-0)

Report of Closed Session: No action was taken by the Commission in Closed Session.

Motion to exit closed session:

Second:

Vote (Voice): Passes Unanimously (4-0)

6. Airport Manager's Report

Hall reported that a vagrant had been discovered in the terminal for a night or two. Bill Moore was covering at the time, and found the person around the terminal. The Police were called and removed the person from the property. Orensten asked if the Police should be coming back out and locking the facilities again as they have in the past. Coffey said they could install a coded door and that is given to all pilots so they can access the doors. Hall said he'd look into options and report back.

Runway lights are repaired on 13/31.

Hall met with the FAA and BOA about the 5-year plan. Hall is hoping to have the secondary runway (02/20) worked on/reconstructed in the next few years. Previously, the FAA was not offering funds for secondary runways, but is now providing funding, Hall is pursuing. He also mentioned funding for a parallel taxiway along 02/20, and will report further.

Hall reported that one of the gates are inoperable due to a broken pipe. Hall is hoping to have the Public Works shop weld the pipe to make the fix.

Hall reported that he'd like the garage/hangar doors inspected and maintenance done in the near future.

Hall reported the petition to the BOA passed the county and will be going to the City Council on Tuesday, 5/27. After that meeting, they petition can be submitted.

Bruce Nelson, a long-term pilot, is leaving the aviation world. John Sill purchased the aircraft, and Bruce is looking to sell his hangar. Hall mentioned that he has a few people interested.

Hall brought a new POS system online and works significantly better at a cost of approximately \$30 per year.

7. Approval of Bills

- a. Approve Bills: Dated May 22, 2025
Motion to approve the bills: Coffey
Second: Huber
Vote (Voice): Passes unanimously (4-0)

8. Set Next Meeting Date

June 26, 2025 at 4:30 at the JFK Memorial Airport Terminal

9. Adjournment

Motion to adjourn: Huber

Second: Coffey

Vote (voice): Passes unanimously (4-0)

Airport Bill Payment

(PROPER DOCUMENTATION MUST BE ATTACHED)

PURCHASE ORDER NO	QUANTITY	DESCRIPTION	AMOUNT	
2344-163349	6	O'Reilly Auto (DEF for Tractor)	59	94
331719295	1	GA News – Two Year Subscription	49	95
15450211	9.42 Gal	Cenex (Gas for Fuel Truck)	29	01
15380119	9.47 Gal	Cenex (Gas for Fuel Truck)	30	02
25097	1	Dan’s Repair (Parts for flail mower)	1185	25
1577	325 Gal	Midland (Diesel for Airport Equipment)	932	75
A0084483	1	Schraufnagel Auto Glass (Terminal Window Repair)	99	66
CRO40466	1	#2 Septic (Holding tank pump out)	150	00
APS49483	1	APS (Dust cover for 100LL pump)	73	26

Total \$2,609.84

Approved by:

