

AIRPORT COMMISSION MEETING MINUTES

Thursday, March 26, 2026

1. Roll Call

The Thursday, March 26, 2026 JFK Memorial Airport Commission meeting was called to order by Chair Lloyd Orensten at 4:30 p.m.

Present: Richard Huber, John Coffey, Lloyd Orensten

Absent: Carol Ortman, Blake Ellefson

Also Present: Interim Airport Manager Bill Moore

2. Approval of Minutes

A motion by Coffey to accept the minutes of the January 22, 2026 Airport Commission meeting minutes, seconded by Huber was approved unanimously by voice vote.

3. Citizen Participation Period

No members of the public were present.

4. Commission Items

A. New Airport Manager Hire

Moore announced an offer was made to Andrew Kundel who accepted. He will start on April 13, 2026. Kundel will be attending a Wisconsin Airport Manager's seminar on April 22 and 23, 2026, soon after his start date. Orensten commented it might be beneficial to have Moore attend the seminar with him; Moore will check into this.

B. Spectrum Fiber Optic Install & Cameras at 100LL Fuel Farm and Ramp

Moore reviewed the quote he received from Spectrum for Wi-Fi and internet service. There would be a one-time installation fee of \$250.00 to include running wires to the terminal. The rates discussed were annual rates depending on the plan chosen. The current service is \$120.97 monthly for Wi-Fi only which hardly works, and \$252.68 monthly including phone services through CenturyLink.

Orensten recommended a motion to move forward with a one-year service with Spectrum for internet service. Huber moved, seconded by Coffey, and was approved unanimously by voice vote.

C. Airport Master Plan Project and Contractor Selection Process

Discussion was tabled for this meeting.

D. Airport Snow Removal and Maintenance

Moore offered a maintenance update including having only one O-ring blowout on the T8; plowing has otherwise been uneventful. Moore thanked all who helped out keeping the runways cleared. Orensten commented how nice the blacktop surface turned out on the runway.

D. Wages for Airport LTE Hires

Moore referenced a raise given to Dave Skinnies approximately 5 years ago. He is at \$25.00 per hour currently, and Moore noted that the City is starting employees at the wastewater treatment facility at around \$27.00 per hour. Moore recommended bumping his pay from \$25.00 to \$30.00 per hour as he has been a paramount player at keeping our equipment maintained and comes in at all hours when needed. Huber motioned, seconded by Coffey to raise Skinnies' pay to \$30.00 per hour, which passed unanimously by voice vote.

5. Airport Manager's Report

Moore reported issues with the Jet-A fuel nozzle and needed to order a core charge for it. The airport terminal needs to be resealed and will reach out to a contractor for this.

Moore noted an increased number of swallows near the buildings. He suggested putting spigots and hoses on each side of the building to knock down the nests to deter the birds. Moore purchased a new toilet for the men's restroom which had already been installed.

He continues to wait for the snow to melt to have Omer Nelson Electric look at the runway lights that are out on 13/31.

The Wisconsin Airport Manager's seminar is on April 22 and 23, 2026.

Once Kundel is on board, Moore plans to set up an airport sponsor workshop between Kundel, Carl, and the new Bureau of Aeronautics representative to review the capital improvement plan.

There is 1,868 gallons of low lead left, 1,950 gallons of Jet-A in the fuel truck and 1,573 gallons in the Jet-A tank.

6. Approval of Bills

Orensten reported the bills totaled \$21,115.12, most being fuel related. A motion by Huber, seconded by Coffey to approve the bills, was approved unanimously by voice vote.

7. Set Next Meeting Date

Next meeting was set for 4:30 p.m. on April 23, 2026 at the JFK Memorial Airport Terminal. Meetings will be scheduled every other month after then unless something more urgent comes up.

8. Adjournment

A motion by Huber, seconded by Coffey to adjourn, passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk