



# 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*



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## AIRPORT COMMISSION MEETING NOTICE

The Ashland City/County JFK Memorial Airport Commission will meet at **4:30 PM** on **May 28, 2026** at the JFK Memorial Airport.

Agenda Items:

### **1. Roll Call**

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

- a. March 26, 2026 Airport Commission Meeting Minutes

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

### **4. Commission Items**

- a. Welcome Andrew Kundel, new Manager of JFK Memorial Airport
- b. Welcome New Airport Commission Members
- c. Airport Internet & Fiber Optic Options
- d. Wisconsin Airports Seminar - Andrew
- e. Mowing Equipment and Maintenance
- f. Airport Clear Zone Easement
- g. FAA Weather Cameras
- h. Hangar Daily/Monthly Fees

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

- a. RWY 13/31 Lighting
- b. Airport Terminal Maintenance
- c. Continuing Airport Projects
- d. Aviation Fuel Report (Jet A, 100LL)
- e. Jet A Fuel Truck
- f. Municipal Hangar Use and Refurbishment
- g. Community Engagement and Economic Development Relations

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

### **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, 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 Skinnes 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 Skinnes' 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