
CITY OF ASHLAND

AIRPORT COMMISSION **AGENDA**

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

December 5, 2017 9:30 AM

1. CALL TO ORDER: 9:30 AM
2. Request for Additional Items from Commission Members
 - A. Public Forum:
3. APPROVAL OF MINUTES FROM November 7, 2017 MEETING
4. OLD BUSINESS:
 - A. Action Item List
 - a. Riparian Restoration
 - b. Paving dirt areas around the hangars (no action until at least spring)
 - c. Hangar enclosure project
 - d. Tree topping project (bids due back by 12/7)
 - e. Entry Road Landscaping
 - f. Trim excess material from storm drain filters
 - B. Budget Update
 - C. Restroom Improvement Update/CORE Grant Update
 - D. Tenant Notification Procedures for Upcoming Work
 - E. Solar Panel Feasibility Presentation – True South Solar
5. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
 - B. Weed Spraying
 - C. Feasibility of Bike Rental Service
 - D. Bill Butler's Commission Seat
6. Master Plan Update-Consultant Site Visit
 - A. Century West Engineering will present work done to date on Master Plan Update
7. FBO REPORT(S):
 - A. Attached –
 - B. Maintenance Updates
8. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch
 - B. TC Meeting Update
 - C. Medford Update
9. NEXT MEETING DATE: **January 2, 2018 9:30 AM**

Call Scott at 552-2412 if you will be unable to attend!

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make *reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I)*.



CITY OF
ASHLAND
Ashland Airport Commission
Contact List as of December 2017

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	515-298-4516	645 Ashland St.	George.schoen@sbcglobal.net	2017
William Skillman	Commission Member	541-482-2148	635 Oak Knoll Dr.	Skillman_Ashland@yahoo.com	2019
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Lincoln Zeve	Commission Vice Chair	541-482-5436	2710 Siskiyou Blvd.	lincolnzeve@gmail.com	2019
Bernard Spera	Commission Member	541-488-7461	260 Skycrest Dr.	SpBRN3@aol.com	2018
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2018
William Butler	Commission Member	541-488-0970	1956 Crestview Dr.	Billbashland@charter.net	2018
Susan Moen	Commission Member	541-201-0678	43 Morninglight Dr.	silverwinglodge@charter.net	2019
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	dana@vortx.com	2020
Michael Morris	Council Liaison	541-890-0506	20 E. Main Street	mike@council.ashland.or.us	
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinneraviation.com	
Staff Support					
Scott Fleury	Engineering Service Manager	541-488-5347	20 E. Main Street	scott.fleury@ashland.or.us	
Kaylea Kathol	Project Manager	541-552-2419	20 E. Main Street	kaylea.kathol@ashland.or.us	
Tara Kiewel	Administrative Assistant	541-552-2428	20 E. Main Street	tara.kiewel@ashland.or.us	

Ashland Airport Commission
MINUTES
November 7, 2017

These minutes are pending approval by this Commission

CALL TO ORDER

Wolske called meeting to order at 9:30 AM

Members Present: David Wolske (Chair) Lincoln Zeve, George Schoen, Susan Moen, Daniel Palomino, Bernard Spera, and Bill Skillman

Members Absent: William Butler, Bob Skinner, Mike Morris (Council Liaison), and Scott Fleury (staff)

Staff: Kaylea Kathol, and Tara Kiewel

Guests: Preston McGill True South Solar, Dana Greeves, Andrew Brandenburg, Julie Brim, Burl Brim, and Alex Censor

APPROVAL OF MINUTES

Wolske approved August 1, 2017 minutes as presented.

Public Forum

Burl Brim

Discussed the weed abatement which created a dust issue for aircraft filters and maintenance. Suggested that that it would be better to mow more often and not spray the weeds. Questioned if the landscape maintenance should be bid out.

Wolske mentioned that the response to the weeding around the taxi way had been positive, and this is new feedback. The Commission has discussed having a consultant do a landscaping plan and the Parks Department was supposed to do an assessment of the irrigation system. Kathol to the Commission that Parks said the irrigation system needs to be fully replaced. This project would be put out to bid and will be financed by the Airport.

Zeve asked where the budget was, and what has already been allocated. Kathol mentioned that about half way through budget and the tree toping project is going out to bid. Moen mentioned that the Commission needs to see the budget and prioritize projects. Wolske recommended creating a working committee to discuss the budget with Public Works staff and Wolske, Zeve, and Moen.

Alex Censor

Wanted the Commission to reexamine the hanger waiting list policy and to revisit the issue of hangers being used for non-airport use.

OLD BUSINESS

A. Action Item List

1. Riparian Restoration – Wolske talked with Mayor Stromberg at the brown bag lunch and there needs to be a plan for creeks that surround Airport.
2. Paving dirt areas around the hangars - none
3. Hangar enclosure project - next biennium
4. Tree topping project - Kathol updated the Commission this will go out to bid 11/8/17 and will be out for thirty days.

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5. Entry Road Landscaping- none
6. Trip hazard at JLC – completed
7. ODA Grant Application/Master Plan Update- Kathol said the consultants will update the Commission in December. The project is currently in the data collecting phase.
8. Council Presentation- Zeve said the presentation went very well. Wolske mentioned that the Airport is important resource in case of an earthquake or other emergencies. Skillman added that the commerce that comes through the Airport is an economic contributor to the area.

NEW BUSINESS:

- A. Airport: Good Neighbor Items- none
- B. FBO Restroom Restoration Specification Development- Kathol would like input from the Commission. Spera will work with Kathol on a design plan to present at the next Commission meeting.
- C. Solar Panel Installation Kathol told the Commission there is interest to install solar panels at the Airport on both roof tops and in open field areas and there will be further discussions with the Climate Energy Action Plan (CEAP) Coordinator. The project could be grant funded if the panels offset energy costs for the Airport. McGill with True South Solar was involved with the Medford Airport solar panel install and stated that it has to make sense for this project to provide cost savings. Need to start by looking at usage and cost current cost as well as site location. Kathol said we have a power purchase agreement with Bonneville. McGill said that first step would be to look at the utilities. Wolske would like the project to look at what is possible due to all of the space available for solar power. Skillman said this could be a potential source for income. Wolske would like a presentation to the Commission from True South Solar.

FBO REPORT(S):

- A. Attached – none
- B. Maintenance Updates- Schoen mentioned a need for wasp control in the warmer months. Palomino mentioned that the pigeon control created more issues because they have moved to other hangers. Wolske wants to add this item to the next meeting with updates regarding who is responsible for pest control and maintenance.

Palomino discussed the airport closure. The closure dates changed and there were communication issues and not all tenants were notified of the closure. The Commission would like to review the Airport Closure Procedure at the next meeting.

INFORMATIONAL ITEMS:

- A. Brown Bag Lunch – Wolske said the Mayor mentioned docking electric cars at the Airport. Zeve mentioned getting the Zagster bike racks at the Airport and will research the issue.
- B. TC Meeting Update - none
- C. Medford Update - none

Ashland Airport Commission
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OPEN DISCUSSION:

The Commission had discussion regarding filling the vacancy on the Commission. Several members expressed frustration regarding this process and the length of time it takes.

Motion to propose that potential applicants for Airport Commission membership attend a regular meeting of the commission to present their interest and qualifications for the commission's formal approval to be sent to the Mayor and Council for approval. Zeke motioned, Spera seconded, all agreed and motion passed.

Greeves and Brandenburg introduced themselves to the Commission and both are interested in filling a vacancy on the Commission.

Palomino mentioned Airport parking where people are parking in front of hangers and too close to the taxi way. He also discussed that Airport Cameras are low and focused on runway and taxiway and if these are for security or weather then they are not angled correctly. Kathol said they are not security cameras.

NEXT MEETING DATE: December 5, 2017 9:30 AM

ADJOURNMENT: 11:37 AM

*Respectfully submitted,
Tara Kiewel
Public Works Administrative Assistant*

Kaylea Kathol

From: Kaylea Kathol
Sent: Monday, November 13, 2017 9:24 AM
To: Kaylea Kathol
Subject: FW: Bike Share Costs, City of Ashland

From: Andrea Napoli [<mailto:anapoli@rvcog.org>]
Sent: Monday, June 12, 2017 12:43 PM
To: Scott Fleury
Subject: Bike Share Costs, City of Ashland

Hi Scott,

Per your request, below is the cost breakdown for the City to fund:

1. One 9-stall station (no bikes), and
2. One 10-stall station with 5-bikes

Remember that the opportunity to fund just a single station (with no bikes) is a result of the ODOT grant that is funding 2 stations and 20 bikes for 3-years – as the ratio of bikes per station is generally 5:1 (5 bikes per 10-stall station). Additionally, please keep in mind that the rates shown below reflect the “RVCOG Rate” as originally negotiated by United Way and includes all maintenance.

Costs:

1 Station (10-stalls) w/ 5 Bikes

\$6,600 per year, plus \$3,000 one-time station install fee
2-year Commitment (paid over 2-years)
Cost: \$16,200

Station, Only (No Bikes)

\$300 per stall (@ 9-stalls) = \$2,700 (paid up-front)
Cost: \$2,700

TOTAL COST: \$18,900

For reference, I've attached a pdf that documents usage of the current 6-station system from July 2015 to April 2017 under United Way – which shows nearly 50% of all usage coming from the single Ashland station. This was the basis for deciding to invest the new ODOT and RVTB bike share funds in Ashland – as somewhat of a pilot project, with the hope of later expanding back into other areas of the Valley.

Thanks,

Andrea Napoli, AICP | Senior Planner
Rogue Valley Council of Governments
155 N. 1st Street | P.O. Box 3275
Central Point, OR 97502
(541) 423-1369
www.rvcog.org | www.rvmmpo.org | www.mrmmpo.org

WHAT IS ROGUE BIKE SHARE?

ROGUE BIKE SHARE is a community bike share program with bikes and stations located throughout Ashland, and at Medford's Front Street Transit Station. Locks come with the bikes, so riders have the freedom and convenience of being able to make multiple stops before returning the bike to any station.

HOW DOES IT WORK?

Download the Zagster app and join ROGUE BIKE SHARE. You can also sign up at Zagster.com if you don't have a smartphone (text option available).

Follow the easy steps at the station using the app, or for text-message instructions, text "SMS" to (202) 999-3924.

WHO CAN RIDE?

Anyone age 18 and over.

For more information, go to:
<http://rvco.org/what-we-do/rogue-bike-share/>
OR www.zagster.com

Para informacion en Espanol,
llame al (541) 664-6674

HOW MUCH IS IT?

HOURLY.....\$3/hr

ANNUAL Membership.....\$25

ANNUAL Membership (SOU/RCC).....\$15

- For SOU or RCC students/staff

With all memberships, the first 2 hours are free, and \$2 per additional hour.

If you are a local recipient of SNAP, TANF, Medicaid, or are enrolled in the JOBS program, you can sign up for a free annual membership with extended free hours by contacting or visiting your Ashland or Medford DHS Self Sufficiency Office and obtaining a code.

Ashland: (541) 482-2041

Medford: (541) 776-6172

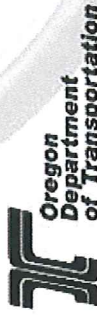


ROGUE BIKE SHARE

Pedals to the People
Southern Oregon

Map & Information

Rogue Bike Share is made possible by:



Powered by:



Nov. 2017

Rogue Bike Share Station Locations

