
CITY OF ASHLAND

AIRPORT COMMISSION

AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

January 9, 2018 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 December 5, 2017 MEETING
4. Solar Panel Presentation by True South Solar
5. OLD BUSINESS:
 - A. Action Item List
 - a. Riparian Restoration
 - b. Paving dirt areas around the hangars
 - c. Hangar enclosure project
 - d. Tree topping project
 - e. Entry Road Landscaping
 - f. Restroom Improvements
 - g. Web Cam adjustment
 - B. Core Grant Update
 - C. Blockade to Taxying through Parking Lot
6. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
 - B. Herbicide Application, February 2018
 - C. Rogue Bike Share
 - D. Electrical upgrade in City hangar
7. FBO REPORT(S):
 - A. Attached –
 - B. Maintenance Updates
8. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch
 - B. TC Meeting Update
 - C. Medford Update

8. NEXT MEETING DATE: **January 9, 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 January 2018

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@vortex.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
December 5, 2017

These minutes are pending approval by this Committee

Public Forum

Tom Jensen, a new hangar tenant, would like to talk with the Commission about adding electrical service to a hangar. Skinner explained that a few years ago the City had taken all of the individual meters on the back of the hangars and put a meter base at the end of each hangar with no other infrastructure. The policy has been to have the tenants of the old City T-hangars be responsible for connecting electrical service to the meter. The farther away the hangar is from the meter base the more expensive the electrical install is and requires running conduit through each hangar. Skinner is proposing a master conduit is run through the center of the hangars with a J-box at each hangar location. If a tenant wants to add electricity, it would be their responsibility to run the wires and make any modifications. When Jensen had an electrician out for a cost estimate Skinner asked for an estimate to run a master conduit. Skinner hasn't gotten the estimate back yet, but wanted to know if it was something the City would consider investing in.

Palomino asked about running the conduit on the outside and Skinner said would be more efficient to run through the center of the hangars. Palomino questioned that if we build a new row of hangars it would include conduit and this would just be an upgrade. Wolske mentioned there is difference in the rent rate. McGill (guest) recommends looking at a cost share.

The Commission had discussion about the City paying upfront and looking into a cost share. Skinner mentioned that some hangars were improved by the tenants and the City benefited from that infrastructure for no cost when they moved out. He thought this upgrade would be a couple thousand at the most. Moen suggest tabling the discussion until the next meeting when there is a cost estimate. Wolske wanted to know if there were City funds to pay for this project. Fleury mentioned discussing this with the City's Electrical Department to see if they would like to partner with the Airport on this project because they would benefit from the usage. He also mentioned that we need to establish a maximum meter size.

Alex Censor

Censor requested the Commission examine the current hangar waiting list policy.

Skinner explained that the policy went to fee based because it was taking up to a month to get through the hangar waiting list and the City was losing revenue. The current policy is that a deposit is paid, and your name is put on a waiting list with the newest on the bottom. Anyone who refuses an open hangar twice loses their deposit and are removed from the waiting list. This policy was approved by the Commission. Skinner said that if there is a decision to make a change to the policy, but we need to address waiting time.

Palomino questioned if there could just be an email list. Moen suggest set the time frame of one week and email everyone on the list and do not drop anyone off the list. The Commission discussed emending the current policy. Censor asked if the policy change would be retroactive and Skinner said it would. Greaves asked if people are told about the waiting list process when they place a deposit and Skinner replied he had a card with the process that is handed out. Zeve requested the Commission see the updated verbiage when completed. The Commission agreed that it is the responsibility of people on the waiting list to keep contact information current.

Ashland Airport Commission
MINUTES
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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, Bob Skinner, and William Butler

Members Absent: Bill Skillman and Mike Morris (Council Liaison),

Staff: Scott Fleury, Kaylea Kathol, and Tara Kiewel

Guests: Matt Rogers, Samantha Peterson and David Miller from Century West Engineering, Preston McGill True South Solar, Dana Greaves, Andrew Vandenberg, Burl Brim, and Alex Censor

Wolske departed from the order of the agenda to have Century West Engineering present at the beginning of the meeting.

Master Plan Update- Century West Engineering gave a presentation to Commission for 2017/18 Airport Master Plan update. See attached.

Schoen asked how the \$336,000 cost for the Airport Master Plan was calculated. Miller explained the scope of the Airport Master Plan is defined by the Federal Aviation Association (FAA) and there is a defined process and work elements that must be included in the plan. Requirements have increased over the last 5 years. Based on requirements a cost estimated is created and then another firm does an independent cost estimate to make sure the fee is within a reasonable range.

Skinner wanted to know if this was a completely new Master Plan or an update to the previous plan. Miller explained this is a complete new plan with new drawing sets and analysis. Rogers added that the previous plan recommendations will be referenced. The City is an FAA Airport and has an approved Airport Layout Plan (ALP) that is on file with the FAA at the end of this process it will be replaced with the new ALP. Miller mentioned that with Airport Geographic Information Systems (AGIS) data and improvements in Computer Aided Design (CAD) software data can be analyzed quickly in a cost-effective manner. AGIS data is a standard in the Master Plan. Graves asked what the cost was for the AGIS and Miller said it is \$100,000 of the budget for the master plan.

Wolske asked what would be needed between now and March. Rogers explained that the next draft chapter is the forecast chapter and will be sent to City staff to review then an electronic draft will be sent to the Commission one week before the meeting. Miller added that the Forecast chapter have an FAA approval requirement, so this will be sent to them for review before it is sent out. Greaves asked for clarification regarding the feedback process. Peterson asked that Commissioners send any comments for the draft of chapters 1 and 2 be sent Fleury which will be compiled and then forwarded to Century West Engineering. Fleury reminded the Commission to send the email to him, but BCC (not CC) other Commissioners in order to be in compliance with public meeting rules.

APPROVAL OF MINUTES

Approval of November 7, 2017 minutes

Commissioners Wolske/Spera m/s to approve minutes as corrected. All ayes. Minutes approved.

Ashland Airport Commission

MINUTES

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Moen motioned to change the hangar waiting list process. When a hangar becomes vacant there will be an email to the entire waiting list with 10 days to reply. Seconded Spera.

Commission clarified the motion. Hanger vacancies will be emailed to the entire waiting list with 10 days to respond. Responders will be selected per seniority. No one will be removed from the waiting list (unless they request removal themselves) and refusing a vacancy will not change seniority on the list or loss of a deposit. There will be a \$100.00 deposit to be placed on the hangar waiting list with \$75.00 going to the first month's rent once a hangar lease is signed. If someone is currently renting a hangar and would like a different hangar they must pay another deposit and will be placed on the waiting list.

Vote: All approved.

OLD BUSINESS

Solar Panel Feasibility Presentation- True South Solar

Wolske asked McGill if he would be willing to come back and present at the next meeting. McGill told the Commission he was willing to come back and provide general information, but was concerned about getting into the specifics if this project was going to RFP. Upfront cost would be approximately \$43,000 which would offset all of the Airport's needs. There may be grants available. Wolske thanked McGill for his time and the information he presented to the Commission. McGill agreed to come back and present at the next meeting.

Action Item List

1. Riparian Restoration – None
2. Paving dirt areas around the hangars – No action until Spring
3. Hangar enclosure project - Next biennium
4. Tree topping project – Bids due back 12/7/17
5. Entry Road Landscaping
6. Trim excess materials from storm drain filters

Staff update

Fleury updated the Commission on staffing. Paula Brown is the new Director of Public Works. Brown and Fleury have divided responsibilities between them. Brown will be managing Waste Water Systems, Storm Drain Systems, and Facilities and Fleury will be managing Transportation Systems (including Airport), and the Water System. Brown is having a lead and backup for all projects so that there is more than one person on staff that is knowledgeable about a project. Kathol will be the main contact for the Airport Commission with Fleury as back up. For the Airport Master Plan and the CORE Grant, Fleury will be lead and Kathol will be backup.

Budget Update

Kathol updated the Commission on the Capital Outlay Budget which is the account charged to for repairs and maintenance. The budget is \$70,000 for the biennium, with \$57,000 remaining. The tree trimming project will be paid from this account with an estimated cost of \$20,000 to \$30,000. Barber and Kathol will be managing this project. Moen asked if there were any other projects that are earmarked for this account and Kathol said the restroom improvement with an estimated cost of \$20,000.

Ashland Airport Commission

MINUTES

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Restroom Improvement Update/CORE Grant

Kathol would like to develop a scope for this project before getting bids. Fleury mentioned that this project will need to update the restroom to current ADA standards. Fleury explained to the Commission that he would like to delay discussion on this project. Fleury applied for a CORE Grant to remodel both bathrooms, carpet, paint the facility, and do some general upgrades for the terminal building. He applied for \$50,000 of improvements of which 3% would need to be paid by the Airport. Fleury will be presenting next week at the Area Commission on Transportation (ACT) and he will have a better understanding of where we will rank in the process in the beginning of next year.

Tenant Notification Procedures for Airport Closures and Upcoming Work

Palomino discussed the last runway closure. He said there was an email sent to tenants, but the closure dates changed and tenants weren't notified or asked if the date change would work for them. Skinner explained that the only reason the closure was changed was due to a Steerman flight scheduled for that day that was canceled due to smoke. Skinner said he sometimes gets very limited notices on closures and he tries to avoid Mondays and Fridays. He explained in this particular closure there was a lot of scheduling back and forth with Contracting Agencies and Contractors and all of the business were supposed to be copied on the emails. Palomino stressed that this was late notice which affected customers that he had tried to schedule around the original date of the closure. Skinner said that there is sometimes limited notice with closures. Palomino wanted it noted that an Airplane took off from the taxiway during this closure. Skinner clarified that it was a runway closure, not an Airport closure. Palomino stressed that tenants were not notified in a timely manner and communications were not clear. Skinner explained they tried to make sure everyone was included in the email thread with dates changing. He also mentioned that the weather due to the wild fire smoke was also an issue. Wolske asked what needs to be done going forward. Palomino said tenants need to be notified in a timely manner. Skinner said he tries but sometimes there are a lot of factors and things change and he will make sure all tenants are on included in the emails.

NEW BUSINESS:

Airport: Good Neighbor Items- none

Feasibility of Bike Rental Service – postpone until next meeting.

Hangers being used for non-Airport use.

Wolske asked Skinner if there is there any hangars being used for non-Airport use in compliance with the FAA and what can be done to rectify this. Skinner said there are a couple of privately owned hangers that are being used for non-Airport use and we need to send them a letter. Fleury said he had a template of a letter and will contact the hangar tenants.

Weed Spraying – postpone discussion until next meeting

Commissioner Bill Butler Seat

Butler told the Commission he received an email asking if he would like to resign and he said he is willing to do whatever the Commission wishes. In April he resigned as chair and notified the Commission he would be gone for 3 meetings, but he ended up be gone until Oct. He said in hindsight due to vacancies this made it difficult to have a quorum. He mentioned he has 40 years of experience he is willing to share. Wolske explained that it wasn't his intention to ask him to resign but to ask his intentions going forward. Wolske added he thinks Butler adds tremendous value to the Commission. Butler's term expires in April of 2018 and the Commission decided to have Butler finish his term.

Ashland Airport Commission
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Airport Cameras

Palomino discussed getting the Airport Cameras adjusted so that they are useful for pilots to see the weather. Skinner agreed they are not focused and washed out. Kathol said that we would have to call SOS to adjust the cameras and it would be a service call charge because the cameras were set up in order to view the runway and this would be a change of scope. Palomino said he wants to see the end of the runway and the north end of the sky.

Airport Signage

Palomino mentioned that an aircraft taxied between the parking lot and a hanger. He said this had been discussed at the Commission before and wanted to know if there was going to be signage or painting. Skinner wasn't sure this was necessary for the few times that it has happened and that said there is signage, but if people aren't paying attention it will not work. There was discussion about signage for a business. Fleury said when business request a sign on state highways or roadways they go through an approval process and they would do the installation, but the business would pay for materials and labor. Butler suggested this maybe a safety and flight issue. Fleury told the Commission he would recommend a physical barrier rather than signage and if they did a destination sign he would want it for all business. Palomino said this is not about advertising but about pilots taxiing in the wrong area. Skinner doesn't think that signage will solve the issue. Palomino and Skinner will get together and bring suggestions for the next meeting.

INFORMATIONAL ITEMS:

- A. Brown Bag Lunch
- B. TC Meeting Update
- C. Medford Update

NEXT MEETING DATE: January 9, 2018 9:30 AM

ADJOURNMENT: 12:17 PM

*Respectfully submitted,
Tara Kiewel
Public Works Administrative Assistant*



ASHLAND MUNICIPAL AIRPORT
Airport Master Plan

Ashland Municipal Airport
Airport Master Plan
Planning Advisory Committee Meeting #1
December 5, 2017





ASHLAND MUNICIPAL AIRPORT
Airport Master Plan

Project Team

City of Ashland

- Airport Owner (Sponsor)

Century West Engineering

- Airport Planning & Design
- Capital Improvement Program

Precision Approach Engineering (PAE)

- Airport Inventory / Data Collection
- CIP Cost Estimates

Quantum Spatial

- AGIS Survey

ESA

- Environmental Review



Public Participation

The **PAC** is responsible for:

- Attending PAC meetings
- Reviewing and commenting on draft work products
- Providing input during the planning process
- Providing local expertise to reflect community interests or concerns



Public Participation

- The master plan will take about 12-18 months to complete, including FAA review and approval;
- Four master plan PAC meetings are scheduled at key points during the study;
- Two public informational meetings will be held during the project, in addition to PAC meetings (open to public); and
- Draft work products will be available for public review on a project website.



National Airport System

- **Ashland Municipal Airport** is in the National Plan of Integrated Airport Systems (NPIAS)
- **3,331** NPIAS airports in U.S. (16,029 Non-NPIAS)
- **57** NPIAS airports in Oregon
- Only NPIAS airports are eligible to receive FAA funding

FAA funding is available for projects consistent with FAA design standards and included on the FAA-approved Airport Layout Plan



FAA Airport Master Planning

Airport master plans are prepared to support the modernization or expansion of existing airports or the creation of a new airport. The master plan is the sponsor's strategy for the development of the airport.

FAA Advisory Circular 150/5300-6B, Change 2

This project will update the previous airport layout plan (2004).



FAA Airport Master Planning

FAA Airport Master Plans have a 20-year planning horizon that is divided into three periods:

- Short-term (0-5 years)
- Intermediate-term (6-10 years)
- Long-term (11-20 years)

Airport master plans are normally updated after 10 years, or when changing conditions require.



Part 1 Data Collection & Analysis

- **Inventory of Existing Conditions**
- **Aviation Activity Forecasts**
- **Airport Facility Requirements**
- **AGIS Survey**

Part 2 Planning Evaluations

- **Airport Development Alternatives**
- **Cost Evaluation**
- **Environmental Review**

Part 3 Supporting Evaluations and Documentation

- **Airport Capital Improvement Plan (CIP) and Financial Plan**
- **Airport Layout Plan**
- **Land Use Planning**
- **FAA Compliance, Solid Waste Recycling**














FAA Design Standards

- The design standards for an airport are determined by the current and future **Critical Aircraft**
- The Critical Aircraft is defined as the most demanding aircraft or grouping of aircraft that make **regular use** of the airport
- **Regular use** is 500 annual operations (takeoffs and landings), including both itinerant and local operations, but excluding touch-and-go operations



ASHLAND MUNICIPAL AIRPORT Airport Master Plan

 <p>A-I 12,500 lbs. or less (small)</p> <p>Beech Baron 55 Beech Bonanza Cessna 182 Piper Archer Piper Seneca</p>	 <p>B-I 12,500 lbs. or less (small)</p> <p>Beech Baron 58 Beech King Air 100 Cessna 402 Cessna 421 Piper Navajo Piper Cheyenne Cessna Citation I</p>	 <p>A-II, B-II 12,500 lbs. or less (small)</p> <p>Super King Air 200 Cessna 441 DHC Twin Otter Cessna Caravan King Air C90</p>	 <p>B-II Greater than 12,500 lbs.</p> <p>Super King Air 300, 350 Beech 1900 Jetstream 31 Falcon 20, 50 Falcon 200, 900 Citation II, Bravo XLS+ Citation CJ3</p>	 <p>A-III, B-III Greater than 12,500 lbs.</p> <p>DHC Dash 7 DHC Dash 8 Q-300, Q-400 DC-3 Convair 580 Fairchild F-27 ATR 72 ATP</p>
 <p>C-I, D-I Lear 25, 35, 55, 60 Israeli Westwind HS 125-700</p>	 <p>C-II, D-II Gulfstream II, III, IV Canadair 600 Canadair Regional Jet Lockheed JetStar Citation X Citation Sovereign Hawker 800 XP</p>	 <p>C-III, D-III Boeing Business Jet B 727-200 B 737-300 Series MD-80, DC-9 Fokker 70, 100 A319, A320 Gulfstream V Global Express</p>	 <p>C-IV, D-IV B-757 B-767 DC - 8-70 DC - 10 MD - 11 L 1011</p>	 <p>D-V B - 747 Series B - 777</p>
 <p>CENTURY WEST ENGINEERING CORPORATION</p> <p><small>REGIONAL OFFICE 3000 10th Avenue NE # 100 Grand Rapids, MI 49503 541.322.8000 541.382.2413 (fax) WWW.CENTURYWEST.COM</small></p>		<p>AIRPORT REFERENCE CODES (ARC)</p>		



FAA Design Standards

The Design Aircraft directly affects:

- Runway length and width
- Runway and taxiway protected areas
- Taxiway width
- Pavement strength
- Airspace surfaces





ASHLAND MUNICIPAL AIRPORT
Airport Master Plan

Airfield Planning

Review existing airfield needs to provide recommendations for improvements:

- Runway
- Airfield Geometry
- Taxiway Access
- Lighting
- Visual Navigation Aids
- Signage





ASHLAND MUNICIPAL AIRPORT
Airport Master Plan

Terminal Area Planning

Review existing terminal area needs to provide recommendations for improvements:

- Aircraft Parking (fixed wing, helicopter)
- Aircraft Fueling
- FBO Facilities
- Hangar Development
- Tenant-Specific Needs
- Security
- Vehicle Parking





ASHLAND MUNICIPAL AIRPORT
Airport Master Plan

Airports GIS Survey



- Improved survey for aeronautical, airspace and operations planning;
- Site data will be integrated into FAA GIS database; and
- All future design & construction projects will utilize the survey database.



FAA Funding

- Federal Airport Improvement Program (AIP)
- Program and funding levels authorized by Congress
- The airport is eligible to receive \$150,000 per year in “non-primary entitlement” (NPE) grants
- 10% local match required
- Other FAA funds available for high priority large projects on a limited basis
- ODA grants are used to offset local match and fund other projects not eligible for FAA funding



Financial Planning

- Develop financial plan that reflects an understanding of revenue opportunities and anticipated costs
- Develop detailed Capital Improvement Plan (CIP) that meets airport's financial goals
- Evaluate airport rates and fees (market assessment)
- Define market opportunities and development potential
- Support airport business planning and strategic development process



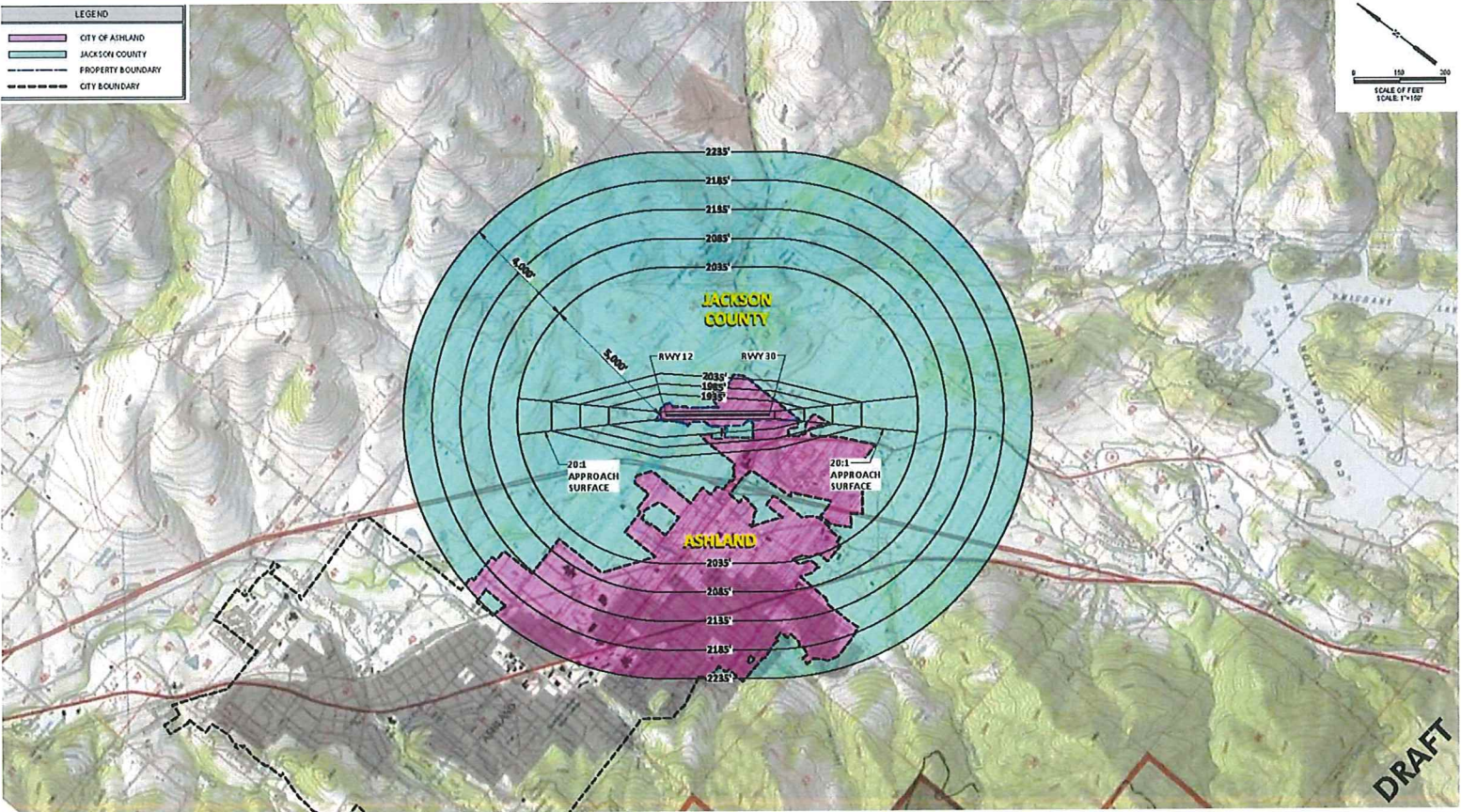
Land Use Planning

Review on- and off-airport land use planning:

- Existing land uses (aviation, non-aviation, aeronautical, agricultural, industrial, etc.)
- Comprehensive Plan Designations
- Zoning
- Airport Overlay Zoning (multiple jurisdictions)



ASHLAND MUNICIPAL AIRPORT
Airport Master Plan





ASHLAND MUNICIPAL AIRPORT
Airport Master Plan

Changes Since 2004 Airport Master Plan

2014

- Constructed taxiway to access hangar area

2010

- Rehabilitated runway and installed PAPIs

2007

- Installed SuperAWOS system and rehabilitated parking lot

2004

- Installed taxiway lighting and rehabilitated runway lighting



Airport Activity

Based Aircraft	Updated Airport Count	2004 Airport Layout Plan
Single-Engine Piston	64	79
Multi-Engine Piston	2	5
Turboprop	0	0
Turbojet	1	0
Ultralight	2	3
Glider	0	0
Rotorcraft	5	2
Military	0	0
Total Based Aircraft	74	89
Annual Aircraft Operations	To be included in the Forecast Chapter	20,878



EXISTING AIRFIELD CONDITIONS
FIGURE 2-2

ASHLAND MUNICIPAL AIRPORT
AIRPORT MASTER PLAN



EXISTING AIRFIELD CONDITIONS - LANDSIDE AREA
FIGURE 2-3

ASHLAND MUNICIPAL AIRPORT
AIRPORT MASTER PLAN

