
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

February 6, 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 January 9, 2018 MEETING
5. OLD BUSINESS:
 - A. Action Item List
 - a. Paving dirt areas around the hangars
 - b. Hangar enclosure project
 - c. Tree topping project
 - d. Entry Road Landscaping
 - e. Restroom Improvements
 - f. Web Cam adjustment
 - g. Letters to non-compliant tenants
 - B. COAR Grant Update
 - C. Discussion of Parks Maintenance Schedule
 - D. Finalized Hangar Waiting List Policy
6. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
 - B. 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: **March 6, 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 February 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
January 9, 2017

These minutes are pending approval by this Committee

CALL TO ORDER

Zeve called meeting to order at 9:30 AM

Members Present: Lincoln Zeve, George Schoen, Susan Moen, Daniel Palomino, Bernard Spera, Bill Skillman, William Butler, Bob Skinner, Mike Morris (Council Liaison), and Dana Greaves

Members Absent: David Wolske (Chair) and Scott Fleury

Staff: Kaylea Kathol, and Tara Kiewel

Guests: Preston McGill True South Solar, Andrew Brandenburg, Julie Brim, and Burl Brim

APPROVAL OF MINUTES

Approval of December 5, 2017 minutes

Commissioners Zeve/Palomino m/s to approve minutes. All ayes. Minutes approved.

Public Forum

Burl Brim

Brim wanted to discuss mowing at the Airport and that it wasn't happening enough. Skinner mentioned this is listed under system services in the budget and he would like to see a specific breakdown. Skinner said there could be improvement with the frequency of the mowing and that it appears Parks comes when they have time. Kathol told the Commission that the mowing for the Airport is contracted with the Parks Department for the biennium, and they mow four times a year with other maintenance items. It is not possible to change this until the next biennium. The Commission was in agreement that the mowing was not frequent enough. Brim said the spraying that happened last season created dust and debris for the helicopters. Kathol explained the reason for the spraying was to protect the pavement and to improve the life of the pavement. Zeve asked when the contract comes due is it possible to send out to a private contractor. Kathol said it could be looked into in the next biennium and sent out for competitive bid. Skinner wanted to know the cost for the mowing and Kathol estimated \$6,000.00 per year for mowing and maintenance. Zeve asked Kathol to update the Commission at the next meeting on the mowing schedule and add this item to the action item list.

Solar Panel Feasibility Presentation- True South Solar

See attached presentation

Zeve questioned if the airport has the funds to install solar panels and McGill said there are funding options available including grants and a power purchase agreement. Kathol said there is not money in the current Airport budget for this project.

Zeve asked if it would make sense to install more panels than just what would offset the Airport energy consumption. McGill said this can get complicated with the upfront costs and that the City can't take tax credits. Greaves mentioned if we get a grant then it could make sense. Zeve asked if it would be a better benefit if a private business were to do this project. McGill explained that a private business can take a 30% tax credit plus depreciation. Zeve said the Airport using \$300.00 of energy a month and questioned doing the project for this small of savings. Greaves felt that trying to get a grant for this project was a good idea and Moen agreed.

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Morris asked what the energy potential is if solar panels were installed on the entire hangar roof because the City has an ordinance to create 10% renewable energy by 2020 and may be interested in using the Airport to achieve these goals. Morris explained the City's Bonneville Power Administration (BPA) agreement states that if we create over a megawatt of energy we pay a penalty. Morris asked if the panels would create issues for pilots. McGill explained a reflection study could be done to avoid any glare issues. Zeve asked if this could become a city project utilizing the Airport infrastructure. Skinner said if the City uses the Airport for this project it would be great for the Airports image. Skinner asked if the Commission was interested how they would proceed with the City. Morris told the Commission that the City created a Climate Energy Action Plan (CEAP) and came up with a plan on how to cut the carbon footprint by 8% a year and now there is a pilot group that has just started meeting. Morris said he would get more information from the City Administrator and update the commission.

OLD BUSINESS

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** – Kathol said there is a preconstruction meeting on January 10, 2018.
5. **Entry Road Landscaping**- Zeve asked the status of this. Kathol mentioned we have to prioritize which projects to use the remaining budget on. Entryway Landscaping, Bathroom remodel, or running conduit down the hangars.

Skinner updated the Commission that the electrical bids for running conduit to the hangars were much higher than he expected at \$10,000 per hanger. Kathol mentioned that we would use a union contractor for projects so the bids may not be accurate. Skinner mentioned we were going to discuss this project with the Electrical Department to see if they would want to contribute to this project.

The Commission continued to discuss project priorities. Skinner said the restroom remodel is long overdue and the entry landscape is what visitors see when they come to the Airport and he would prioritize those projects. Zeve asked when the bathroom remodel could start if the Commission decided it was a priority. Kathol said the bathroom remodel would be added to her list of projects and it would take an estimate of 1 ½ years to complete. Skinner questioned why the bathroom remodel wasn't a priority when it was put into the budget and has been discussed during the budget process. Greaves said it didn't sound like there had been a decision to press "go" on this project. Spera asked if there had been any bids on the restroom project and Kathol said we have

Ashland Airport Commission
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not received bids because we need to have the scope and specifications of the project before getting bids.

Zeve expressed his frustration about the cost and length of time projects take with the City. He thought it would be easier to operate as a private business and have more control over projects. Butler explained that the City gets federal money for the Airport that would have to be paid back if the Airport was private. Kathol mentioned we do not have a City staff member that only manages the Airport. Staff manage many departments and projects. Skinner asked if he could help get bids to expedite this job. Kathol said we need the specifications for the bathroom remodel. Zeve asked if Skinner could manage this project.

Spera motioned to have Skinner seek bids for improvements for the bathrooms at the Airport.

The Commission discussed the motion. Greaves said that we would need to know how the City manages these projects and what parameters and guidelines are required. Getting bids may not reduce staff workload if they are not done properly. Kathol said it would be helpful to have specifications of what fixtures are wanted for the project because contractors need to bid on the same items.

Spera amended the motion to have Skinner help create specifications for the bathroom remodel at the Airport. Seconded Butler

Vote: All approved.

Zeve clarified that the Commission is setting priorities as the restroom remodel, entryway landscaping then the electrical hangar conduit.

Restroom Improvements – Kathol updated the Commission that we were not awarded a COAR grant for this project.

Web Cam Adjustment – Kathol had contacted SOS and thought that the cameras had been adjusted. Palomino said it looks like the same image as before and he would like to see the sky. Kathol mentioned if the camera is facing south we may get glare and sun. Skinner said he would work with SOS to get the cameras adjusted.

Blockade to Taxying through Parking Lot- Project is completed and working well.

Ashland Airport Commission
MINUTES
January 9, 2017

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NEW BUSINESS:

- A. Airport: Good Neighbor Items- none
- B. Herbicide Application, February 2018
- C. Rogue Bike Share
- D. Electrical upgrade in City hangar - discussed

FBO REPORT(S):

Skinner gave the Commission an updated hanger waiting list policy to review. The Commission agreed that it reflects what was discussed at the last meeting.

The Commission requested the FBO reports be sent with meeting packets.

Greaves asked the status of empty hangers and Skinner mentioned that there are currently 3 open hangars. Palomino asked for an update about letters being sent to hangar renters that are not being used for Airport use. Butler will send a list of non-compliance hangars to Kathol and the Commission will be updated at the next meeting. Zeve asked for this to be added to the action item list.

NEXT MEETING DATE: February 6, 2018 9:30 AM

ADJOURNMENT: 11:37 AM

Respectfully submitted,
Tara Kiewel
Public Works Administrative Assistant

Ashland Municipal Airport - Solar Proposal

Preston McGill
Commercial Advisor
January 9th 2018

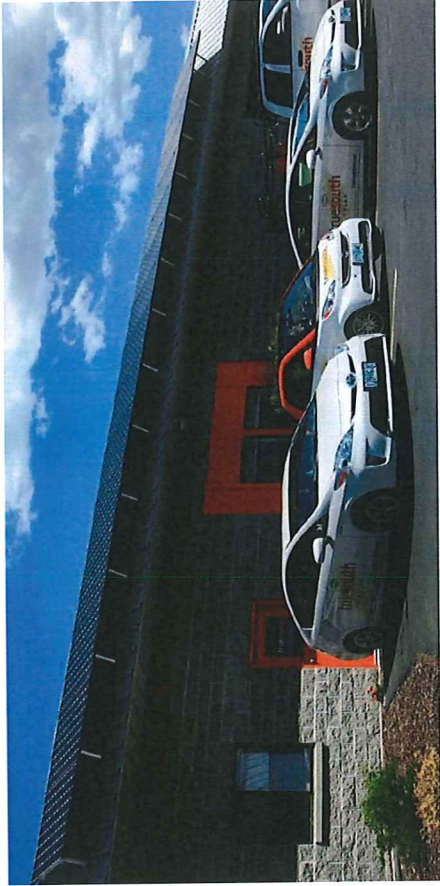
truesouth

S O L A R

330 E Hersey St, Suite 7
Ashland, OR 97520
(541) 816-0168

Team Solar

Inspired by the urgencies of energy independence and ecological sustainability, in 2010 Eric Hansen and Shawn Schreiner founded True South Solar. They set out on a mission to empower as many Southern Oregon home and business owners as possible to go solar.



Commercial Clients

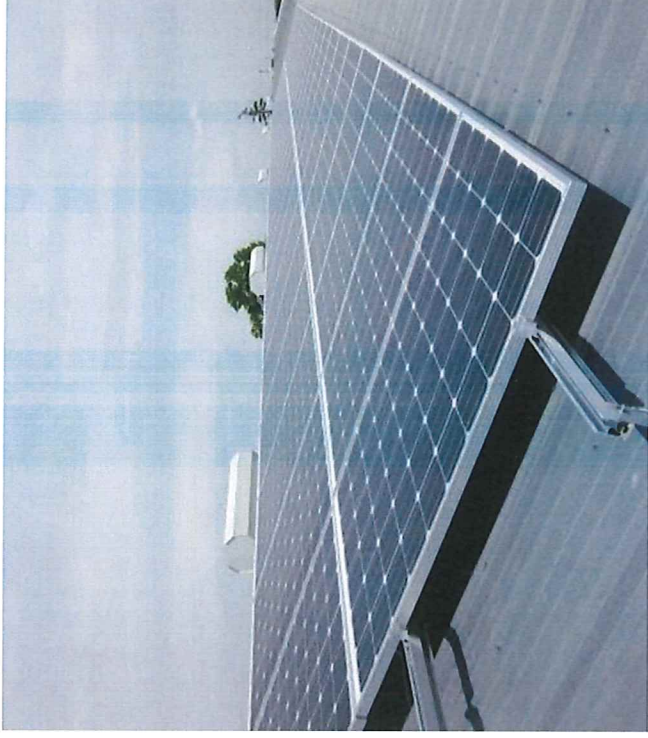


Current Cost of Energy

- ▶ Cost per Kilowatt hour of Energy
 - ▶ City of Ashland Cost per kWh \$0.09371
 - ▶ Pacific Power Cost per kWh \$0.12214
- ▶ Daily Usage
 - ▶ Taxiway Lights (Pacific Power) (68.51 kWh)
 - ▶ Meter 17169 (City of Ashland) 12.64 kWh
 - ▶ Meter 20710 (City of Ashland) 12.49 kWh
 - ▶ Meter 17473 (City of Ashland) 3.6 kWh
- ▶ Annual Usage 39.78 kWh
- ▶ Annual Cost 25,185 kWh
- ▶ Annual Cost \$3,166

Ashland Airport can be 100% Solar Powered

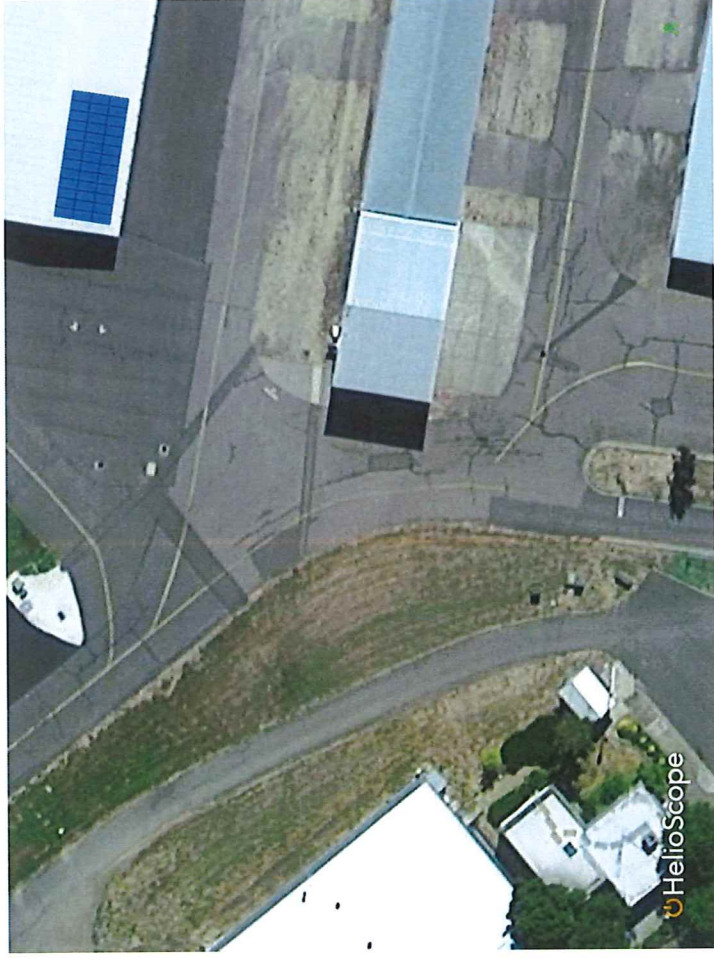
- ▶ By installing a 17kW Solar Array the Ashland Municipal Airport will become a Net Zero Energy Building. This system produces all the annual energy needs for the airport.
- ▶ Net zero energy buildings are highly energy-efficient and will use, over the course of a year, renewable technology to produce as much energy as they consume from the grid.



Roof Mounted 17kW Solar Array



Roof Mounted 17kW Solar Array



Panels:

- (39) SunPower - COM 435W
- 25 Year Warranty
- 40 Year Life

Inverter:

- (3) Sunny Boy SB 6000TL-US
- 10 Year Warranty
- 25 Year Life

Monitoring System:

- (1) SunPower Monitoring System

Project Executive Summary

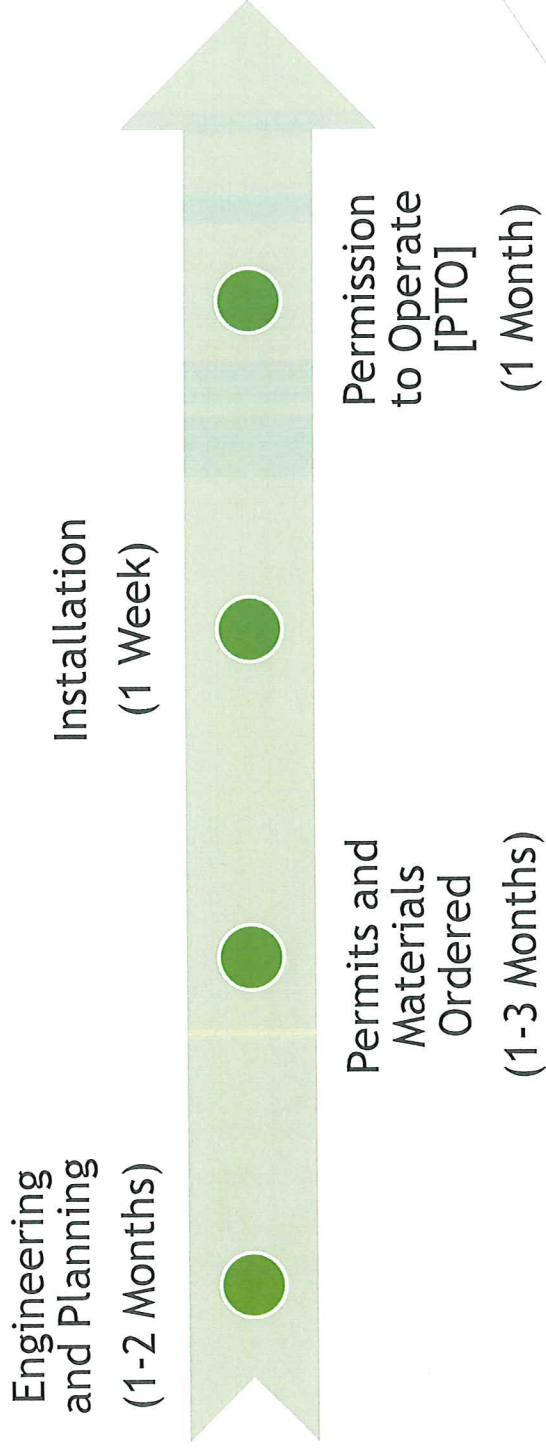
Gross System Cost	\$49,357
Total Cost After Incentives	\$41,857
City of Ashland, Cash Incentive	\$7,500
25 Year Energy Savings	\$140,397
Solar cost per kWh 25 years	\$0.07
100% Payback Period	11 years
25-year ROI	235.42%
Annual ROI	4.96%
Utility Bills Reduced By	100%
Yearly Usage kWh	25,185
Yearly Produced kWh	25,123

Cash Flow Details

Investment Details	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Gross System Cost	\$49,357										
Utility Cash Rebate	\$7,500										
Net Install Cost	\$41,857										
Federal 30% Tax Credit	n/a										
MACRS Fed	n/a										
MACRS State	n/a										
Yearly Energy Savings	\$3,166	\$3,286	\$3,410	\$3,539	\$3,674	\$3,813	\$3,958	\$4,108	\$4,263	\$4,425	\$4,593
Cumulative Savings	(\$38,691)	(\$35,406)	(\$31,996)	(\$28,456)	(\$24,782)	(\$20,970)	(\$17,012)	(\$12,904)	(\$8,641)	(\$4,216)	\$377
	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20		
Yearly Energy Savings	\$4,767	\$4,948	\$5,135	\$5,330	\$5,532	\$5,742	\$7,294	\$7,570	\$7,857		
Cumulative Savings	\$5,144	\$10,092	\$15,227	\$20,557	\$26,090	\$31,832	\$39,125	\$46,695	\$54,553		

Project Timeline

Turnkey Project time: 3-6 Months





AK-Series, Utility Box (\$12k)

Street Legal Electric Vehicle



Safety

STAR EV commercial cars are built for safety. Each car is built with windshields, DOT tires and seat belts.

Performance

Heavy duty Advanced AC and DC motors with a top speed of 25 mph

Efficiency

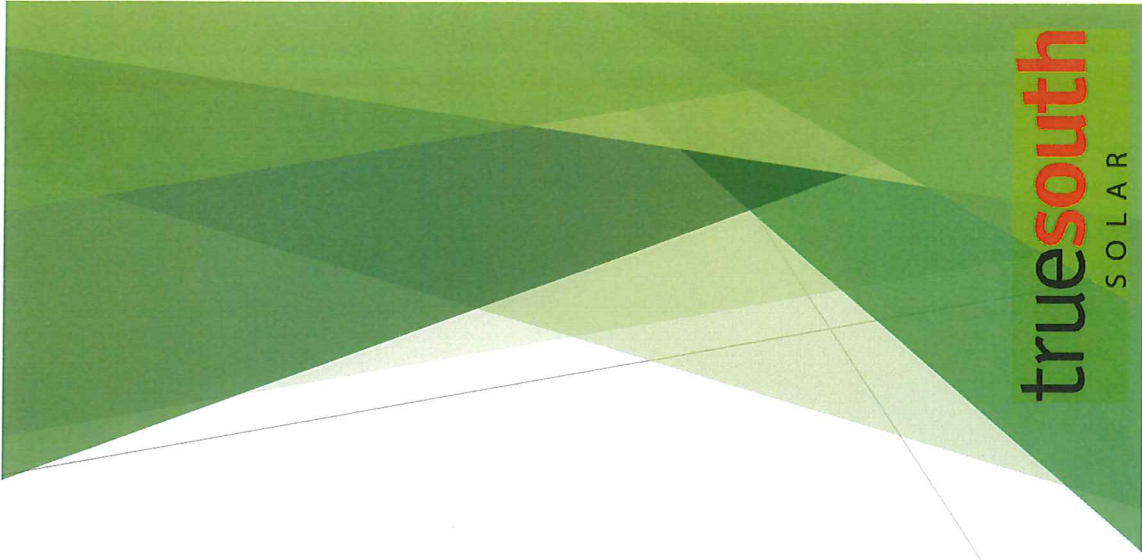
STAR EV commercial cars drive 50-60 miles after one full charge.

Questions and Answers 😊

Preston McGill

(541) 816-0168

preston@truesouthsolar.net



Ashland Airport Lawn & Shrub & Runway Areas:

Mulching _____ 3 _____

Fertilization _____ 3 _____

Hard Surfaces _____ 3 _____ (also includes bringing in street sweeper 2 times/year to sweep, blow and clean all runways, pkg. areas and paved areas)

Sidewalks and Paths _____ 3 _____

Pruning _____ 1 _____ (pruning being performed at least 2-3 times/yr.)

Dead Tree/Shrub removal _____ 2 _____ (if in street or safety hazard otherwise level 4 if left until same time as replacement tree/shrub planted.)

General Repairs _____ 3 _____ (unless safety hazard then level 1)

Inspections _____ 3 _____ (4 days per week - PAPI lights every day, including litter and debris on runway)

Weeding _____ 3 _____

Mowing _____ 2 _____ (mowing of the larger runway and non irrigated areas is level 4)

Aeration _____ 4 _____

Trimming _____ 2 _____

Edging _____ 2 _____

Leaf Removal _____ 2 _____

Irrigation _____ 2 _____

Clean area _____ 2 _____ (checking airport once a day for litter and safety hazard)

Weed Abatement _____ 1 _____

Tree and Shrub Care _____ 2 _____ (prune, thin & chip trees and brush behind 468 Applegate Way businesses for safety hazard to pkg. areas)

* Annual Special Event- "Airport Day" cleanup/maintenance: Go through all maintenance top to bottom in preparation for the event; mowing, pruning, weed-whacking, blowing.

* Airport Entry project area- 2016- performed removal of several trees and all juniper shrubs including roots, etc. in main entry area and along some pkg. area beds. Work included loading

and paying for haul-off off brush & root materials, performed filling & smoothing of remaining ground.

*Entry Area 5 year staged work commitment (to Scott Fleury and Airport Comm. Chairperson):
In early 2017, Parks agreed to assist PW in a re-landscaping project of the main airport entry by providing informational help with sprinkler systems, etc.)

CITY OF ASHLAND
PARKS AND RECREATION
PARK MAINTENANCE STANDARDS

LEVEL I

Park Facilities

- Volleyball Courts Courts are to be tilled and leveled **once a month**. Sand is to be added as needed but at least **twice every year**. Grass/Sand transitions maintained every six months.
- Playgrounds Playgrounds are to be inspected **once per day**. All worn or broken playground equipment will be repaired, replaced or removed from service immediately upon inspection or report. If parts need to be ordered, and there is a safety hazard, the equipment will be taken out of service and proper signage will be placed in the hazard zone. Engineered wood chips added **two times per year**.
- Picnic Areas Picnic areas are to be cleaned and serviced at a minimum of **two times per day**. Reservation forms are to be posted daily, trash cans will be serviced a minimum of **two times per day** depending on use.
- Ball Fields Baseball/Softball fields will be prepared **twice every day** during the scheduled season. This may increase during tournaments or special events. Soccer and football fields are to be lined and re-lined **two times every week**. Soccer goals will be staked down and nets tightened every day. Infield transitions raked, washed or blown after all games to prevent lip build up.

Level I

Category-Hard Surfaces

Hard Surfaces Hard court surfaces such as basketball courts and tennis courts will be swept (blown) and cleaned **2 times per week**.

Category-Sidewalks, Bike Paths

Sidewalks and

Bike Paths

Sidewalks and bike paths will be cleaned and/or swept one **time per week**. Any side vegetation will be removed **one time per week** as needed. Soft surface paths such as bark, ravel will be maintained **one time per week**. This may include hole patching, material refill, and drainage repair.

Category-Lighting

Lighting

Light bulbs are to be replace yearly and expired bulbs replaced within **one working day** of first report.

Level I

Category-Restrooms

Restrooms Restrooms are to be cleaned and inspected **twice per day** depending on use. A higher standard may be used during Special Events and should be predetermined before the event.

Category-Tree and Shrub Care

Pruning Tree and shrubs are pruned according to species **twice every year**.
Low limbs on walkways pruned at a height of **7 feet** overhead.

Dead Tree and

Shrub Removal Dead trees and shrubs are removed **immediately**.

Category-Pest Control

Pest Control Refer to City of Ashland Integrated Pest Management Policy.

General Repairs Repairs will be made **immediately**. Generally a preventive maintenance program **will** be in place.

Category-Inspections

Inspections Inspections will be made to insure public safety. Inspections generally will be made **one time per day**.

Category-Floral Plantings

Floral Plantings Floral plantings are very extensive. Those present will be maintained at **the highest level**, generally **5 blooms a year**.

Weeding Floral plantings will be classified as **extensive**. Refer to the City of Ashland Integrated Pest Management Policy.

Mulching Floral beds are to be mulched **twice every year**, to a thickness of **3 inches**.

Fertilization Floral bed fertilization is to be performed at **110 %** of plant needs, **once per month**.

Flower Replacement dead or poor looking plants are to be replaced **immediately**.

Level I

Category I – Turf Care

Mowing	Grass height maintained according to species, mowed once every three days.
Aeration	Performed to improve plant vigor and reduce compaction three times per year.
Trimming	Trimming around trees, rocks, signs, sidewalks, etc. performed one time per week.
Edging	Edging around trees, rocks, signs, sidewalks, etc., performed one time per week.
Leaf Removal	Leaf removal, whether by hand or mechanized, to be performed three times per week in the fall.
Fertilization	Fertilization to be applied one time per month during the growing season. One pound of nitrogen per 100 sq. feet annually.

Category- Irrigation

Irrigation	Normally automatic underground irrigation, irrigated at 110 % of plant needs every day.
Irrigation Repair	Performed immediately.

Category- Litter Control

Clean Area	Pick up litter twice a day , trash cans are extensive and serviced daily.
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Level 2

Category-Park Facilities

Volleyball Courts	Courts are to be tilled once every two months and leveled once a month. Sand is added as needed but at least once every year . Beach sand will be used.
Playgrounds	Playgrounds are to be inspected one time each day . All worn or broken playground equipment will be repaired, replaced or removed from service immediately upon inspection or report. Engineered wood chips added one time per year .
Picnic areas	Picnic areas are to be cleaned and serviced one time per day . Reservation forms are to be posted daily, trash cans will be serviced a minimum of one time per day depending on use.
Ball Fields	Baseball/Softball fields will be prepared one time per day and occasionally higher during tournaments or Special Events. Soccer and Football Fields are to be lined and re-lined one time per week . Lip repair on infield transitions maintained two times per week to prevent build up.

Level 2

Category-Hard Surfaces

Hard Surfaces Hard court surfaces such as basketball courts and tennis courts will be swept (blown) and cleaned **one time each week**.

Category-Sidewalks, Bike Paths

Sidewalks and
Bike Paths

Sidewalks and bike paths will be cleaned and/or swept **two times each month**. Any side vegetation will be removed **one time each month** as needed. Soft surface paths such as bark, ravel will be maintained **once every two weeks**. This may include hole patching, material refill, and drainage repair.

Category-Lighting

Lighting Light bulbs are to be replace **yearly** and expired bulbs replaced within **three working days** of first report.

Category-Restrooms

Restrooms Restrooms are to be cleaned and inspected **one time each day** depending on use. A higher standard may be used during Special Events and should be predetermined before the event.

Category-Tree and Shrub Care

Pruning Tree and shrubs are pruned according to species **one time every year**.
Low limbs on walkways pruned at a height of **7 feet** overhead.

Dead Tree and
Shrub Removal

Dead trees and shrubs are removed **within 5 days of first report**.

Category-Pest Control

Pest Control Refer to City of Ashland Integrated Pest Management Policy.

Level 2

General Repairs Repairs will be made within **3 days of first report**. Generally a preventive maintenance program **will** be in place.

Category-Inspections

Inspections Inspections will be made to insure public safety. Inspections generally will be made **four days per week**.

Category-Floral Plantings

Floral Plantings Floral plantings are **somewhat extensive**. Those present will be maintained at a **high level**, generally **3 blooms a year**.

Weeding Floral plantings will be classified as **somewhat extensive**. Refer to the City of Ashland Integrated Pest Management Policy.

Mulching Floral beds are to be mulched one time per year, to a thickness of **2 inches**.

Fertilization Floral bed fertilization is to be performed at **100 %** of plant needs, **four times per year**.

Flower dead or poor looking plants are to be replaced **within 5 days of first report**.

Replacement

Level 2

Category I – Turf Care

Mowing	Grass height maintained according to species, mowed once every week.
Aeration	Performed to improve plant vigor and reduce compaction two times per year.
Trimming	Trimming around trees, rocks, signs, sidewalks, etc. performed one time every other week.
Edging	Edging around trees, rocks, signs, sidewalks, etc., performed one time every other week.
Leaf Removal	Leaf removal, whether by hand or mechanized, to be performed once every other week in the fall.
Fertilization	Fertilization to be applied one time every two months during the growing season. One pound of nitrogen per 100 sq. feet annually.

Category- Irrigation

Irrigation	Normally automatic underground irrigation, irrigated at 100 % of plant needs every day.
Irrigation Repair	Performed within one day of first report.

Category- Litter Control

Clean Area	Pick up litter once a day , trash cans are present and serviced three times per week.
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LEVEL 3

Category-Park Facilities

- Volleyball Courts Courts are to be tilled and leveled **one time per month**. Sand is to be added as needed but at least **once every other month**. Grass/Sand transitions maintained every six months.
- Playgrounds Playgrounds are to be inspected **three times per week**. All worn or broken playground equipment will be repaired, replaced or removed from service immediately upon inspection or report. If parts need to be ordered, and there is a safety hazard, the equipment will be taken out of service and proper signage will be placed in the hazard zone. Engineered wood chips added **every other year**.
- Picnic Areas Picnic areas are to be cleaned and serviced at a minimum of **three times per week**. Reservation forms are to be posted daily, trash cans will be serviced a minimum of **every other day** depending on use.
- Ball Fields Baseball/Softball fields will be prepared **twice every day** during the scheduled season. This may increase during tournaments or special events. Soccer and football fields are to be lined and re-lined **two times every week**. Soccer goals will be staked down and nets tightened every day. Infield transitions raked, washed or blown after all games to prevent lip build up.

Level 3

Category – Turf Care

Mowing	Grass height maintained according to species, mowed once every other week.
Aeration	Performed to improve plant vigor and reduce compaction one time per year.
Trimming	Trimming around trees, rocks, signs, sidewalks, etc. performed one time every other week.
Edging	Edging around trees, rocks, signs, sidewalks, etc., performed one time every other week.
Leaf Removal	Leaf removal, whether by hand or mechanized, to be performed once every month in the fall.
Fertilization	Fertilization to be applied every two months during the growing season. One half pound of nitrogen per 100 sq. feet annually.

Category- Irrigation

Irrigation	Normally automatic underground irrigation, irrigated at 85% of plant needs three times per week.
Irrigation Repair	Performed within two days of first report.

Category- Litter Control

Clean Area	Pick up litter three days per week , trash cans are present and serviced one time per week.
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Level 3

Category-Hard Surfaces

Hard Surfaces Hard court surfaces such as basketball courts and tennis courts will be swept (blown) and cleaned **one time every two weeks.**

Category-Sidewalks, Bike Paths

Sidewalks and

Bike Paths

Sidewalks and bike paths will be cleaned and/or swept **one time per month.** Any side vegetation will be removed **one time per month** as needed. Soft surface paths such as bark, ravel will be maintained **one time per month.** This may include hole patching, material refill, and drainage repair.

Category-Lighting

Lighting

Light bulbs are to be replace yearly and expired bulbs replaced within **five days of first report.**

Category-Tree and Shrub Care

Pruning

Tree and shrubs are pruned according to species **one time every two years.**

Low limbs on walkways pruned at a height of **7 feet** overhead.

Dead Tree and

Shrub Removal

Dead trees and shrubs are removed **within 10 days of first report.**

Level 3

Category-Pest Control

Pest Control Refer to City of Ashland Integrated Pest Management Policy.

General Repairs Repairs will be made within **5 days of first report**. Generally a preventive maintenance program **may** be in place.

Category-Inspections

Inspections Inspections will be made to insure public safety. Inspections generally will be made **one day per week**.

Category-Floral Plantings

Floral Plantings Floral plantings are **not very extensive**. Those present will be maintained at **an average level**, generally **2 blooms a year**.

Weeding Floral plantings will be classified as **not very extensive**. Refer to the City of Ashland Integrated Pest Management Policy.

Mulching Floral beds are to be mulched **one time every other year**, to a thickness of **2 inches**.

Fertilization Floral bed fertilization is to be performed at **80 %** of plant needs, **two times per year**.

Flower dead or poor looking plants are to be replaced **within ten days of first report**.

Replacement

LEVEL 4

Category Park Facilities

Volleyball Courts	Not normally present.
Playgrounds	Not normally present
Picnic Areas	Picnic areas are to be cleaned and serviced at a minimum of one time per week . Trash cans will be serviced a minimum of one time per week depending on use.
Ball Fields	Not normally present

Level 4

Category – Turf Care

Mowing	Grass height maintained according to species, mowed one time per month.
Aeration	Not performed at this level.
Trimming	Trimming around trees, rocks, signs, sidewalks, etc. performed one time per month.
Edging	Edging around trees, rocks, signs, sidewalks, etc., performed one time per month.
Leaf Removal	Not performed at this level.
Fertilization	Fertilization to be applied one time per year during the growing season.

Category- Irrigation

Irrigation	Normally manual/automatic underground irrigation, irrigated at 50% of plant needs one time per week.
Irrigation Repair	Performed within one week of first report.

Category- Litter Control

Clean Area	Pick up litter one time per week , trash cans are not present.
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Level 4

Category-Tree and Shrub Care

Pruning Tree and shrubs are pruned according to species **only if public safety is a concern.**

Low limbs on walkways pruned at a height of **7 feet** overhead.

Dead Tree and

Shrub Removal

Dead trees and shrubs are removed **within a month of first report.**

Category-Pest Control

Pest Control

Refer to City of Ashland Integrated Pest Management Policy.

General Repairs

Repairs will be made when public safety is threatened.

Category-Inspections

Inspections

Inspections will be made to insure public safety. Inspections generally will be made **one day per month.**

Category-Floral Plantings

Floral Plantings

Floral plantings are non existant.

Weeding

Not performed at this level.

Category-Floral Plantings

Mulching

Not performed at this level.

Fertilization

Not performed at this level.

Flower

Not performed at this level.

Replacement

Hard Surfaces

Hard court surfaces such as basketball courts and tennis courts will be swept (blown) and cleaned **one time every two weeks.**

Level 4

Category-Sidewalks, Bike Paths

Sidewalks and

Bike Paths

Sidewalks and bike paths will be cleaned and/or swept one **time per month**. Any side vegetation will be removed **one time per month** as needed. Soft surface paths such as bark, gravel will be maintained **one time per month**. This may include hole patching, material refill, and drainage repair.

Category-Lighting

Lighting

Light bulbs are to be replaced yearly and expired bulbs replaced within **five days of first report**.

ADDITIONAL PARK MAINTENANCE STANDARDS

LEVEL I

Category-Tree and Shrub Care

Fuels Reduction Forestry Retreatments

Fuels are retreated **once each year**.

(includes Scotch Broom/Blackberries)

Weed Abatement Retreatments-City Ordinance

Weed abatement treatment is performed

At least two times per year between

spring and summer (fire season).

LEVEL 2

Category-Tree and Shrub Care

Fuels Reduction Forestry Retreatments

Fuels are retreated **once every 2-5 years**

(includes Scotch Broom/Blackberries)

Weed Abatement Retreatments-City Ordinance

Weed abatement treatment is performed

once each year between spring and

summer (fire season).

LEVEL 3

Category-Tree and Shrub Care

Fuels Reduction Forestry Retreatments

Fuels are retreated **once every 5-10 years**

(includes Scotch Broom/Blackberries)

Weed Abatement Retreatments-City Ordinance

Weed abatement treatment is performed

as needed by special permit between

spring and summer (fire season).

LEVEL 4

Category-Tree and Shrub Care

Fuels Reduction Forestry Retreatments

Not performed at this level.

Weed Abatement Retreatments-City Ordinance

Not performed at this level.

FBO MONTHLY REPORT
December, 2017

AMOUNT	ITEM	RATE				
	FBO RENTAL				\$ 1,753.40	
	DAILY					
4	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 28.00			
0	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ -			
	MONTHLY					
3	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 147.00			
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00			
1	Freight Operations (x1000)	@ \$ 5.83 =	\$ 5.83			
14	New T-Hangars	@ \$ 302.00 =	\$ 4,228.00			
1	Helicopter Hangars	@ \$ 236.00 =	\$ 236.00			
11	Closed Hangars	@ \$ 236.00 =	\$ 2,596.00			
1	Large Closed Hangar	@ \$ 302.00 =	\$ 302.00			
5	Open Hangar	@ \$ 187.00 =	\$ 935.00			
1	Commercial Hangar-JLC	@ \$ 782.00 =	\$ 782.00			
1	Commercial Hangar-Skinner	@ \$ 483.00 =	\$ 483.00			
1	Sky Research Land Lease	@ \$ 478.00 =	\$ 478.00			
327	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 22.89			
1	Nielsen Land Lease	@ \$ 159.00 =	\$ 159.00			
	ANNUAL					
	Valley Inv. Land Lease	@ \$ 7,919.00 =	\$ -			
	Brim Land Lease	@ \$ 975.00 =	\$ -			
	Private Hangars Land Lease	@ \$ 324.00 =	\$ -			
	Private Hangars Land Lease	@ \$ 337.00 =	\$ -			
	Brim Storage Area	@ \$ 2,680.00 =	\$ -			
NOTES:						
TOTAL RENTS =				\$ 10,462.72	x 0.75	\$ 7,847.04
UTILITY CHARGE NEW CLOSED HANGARS					=	\$ 65.00
FBO FLOWAGE FEE						
	Price Per Gallon	\$4.79 100LL	1181 Gallons			
	Price Per Gallon	\$ 4.39 JET A	223 Gallons			
	Total Gallons		1404	x 0.07	\$ 98.28	
CREDITS						
			Water Credit	-	\$179.37	
			Garbage Credit	-	\$52.55	
DEBITS						
Preauthorized other credit for:						
TOTAL DUE TO CITY BY 20TH				=		\$9,531.80

For City Use Only		Expires
3 Private		07/21/23
6 Private		09/30/18
Valley Investments Lease		06/30/20
Jeff Nielson Mark Freeborn		06/01/37
Brim Lease		12/31/23
Sky Research		03/14/26

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