### ASHLAND

### AIRPORT COMMISSION

### AGENDA

### COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

### October 2, 2018 9:30 AM

CALL TO ORDER: 9:30 AM

- 1. Request for Additional Items from Commission Members
  - A. Public Forum
- 2. APPROVAL OF MINUTES FROM September 11, 2018 MEETING
- 3. OLD BUSINESS:
  - A. Council Presentation
  - B. Budget discussion for FY 2019
  - C. Fuel Terminal Discussion-Update or retain unsupported system
  - D. Reversionary Hangar Rate Discussion
  - E. Action Item List
    - a. Hangar enclosure project
    - b. Landscaping/Irrigation (Driveway)
    - c. Restroom Improvements
    - d. Tree trimming
    - e. Spring @ hydrant
- 4. NEW BUSINESS:
  - A. Airport: Good Neighbor Items
  - B. Climate Energy Action Plan-Solar Installation
- 5. FBO REPORT(S):
  - A. Attached -
  - B. Maintenance Updates
- 6. INFORMATIONAL ITEMS:
  - A. Brown Bag Lunch
- 7. NEXT MEETING DATE: November 6, 2018 9:30 AM

Call Taina at 541 488-5587 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).



### ASHLAND Ashland Airport Commission Contact List as of October 2018

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
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	2021
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2021
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
Andrew Vandenberg	Commission Member	509-703-3591	827 West 14 <sup>th</sup> St.	Andrewvandenberg@live.com	2021
Dennis Slattery	Council Liaison	541-890-0506	20 E. Main Street	dennis@council.ashland.or.us	
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinneraviation.com	

Staff Support				
Scott Fleury	Deputy Director Public Works	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
Taina Glick	Administrative Assistant	541-552-2427	20 E. Main Street	taina.glick@ashland.or.us

### Ashland Airport Commission MINUTES September 11, 2018

These minutes are pending approval by this Committee

### **CALL TO ORDER**

Wolske called meeting to order at 9:30 AM

Members Present: David Wolske (Chair), Bernard Spera, Andrew Vandenberg, Lincoln Zeve, William

Skillman, Dana Greaves, Dennis Slattery (Council Liaison)

FBO Present: Bob Skinner

Members Absent: George Schoen, Susan Moen, Daniel Palomino

Staff Present: Scott Fleury

Guests: Harold Lee, Milton Bloombaum

### Public Forum -

Harold Lee and Milton Bloombaum provide materials to the Commission regarding commensurate hangar rates of other municipalities with respect to the six (6) reversionary hangars that become city owned in November when the 25 year lease expires. Commission adds item to agenda for formal discussion.

### APPROVAL OF MINUTES

August 7, 2018 Minutes

Spera Motioned Skillman Second Vote all ayes. Minutes approved as amended

Request for Additional Items from Commission Members Solar Panels Hangar Construction

### **Old Business**

**Budget Discussion for FY2019-**Staff discusses budget memo within packet. The budget memo breaks down budgeted categories for the airport and specific encumbered responsibilities. Staff walks through FY18 revenue and FY19 forecast along with the maintenance, professional service and capital improvement expenditure line items. Staff also discusses total budget available for FY19 with carryover monies from FY18. There is approximately \$92k available for capital and maintenance projects in the current budget year. Any monies not spent will be available to appropriate in the next biennium budget cycle. Staff explains the current debt service for the T-hangars constructed in 2003 ends with the last payment in April of 2019 and this frees up a \$38k/year encumbrance that can be reallocated to other portions of the airport budget as needed.

Staff will discuss the future biennium budget appropriations at a future meeting in early 2019.

### **Action Item List**

Hangar enclosure project-Staff discusses the hangar enclosure projects and floats an idea to the Commission that it might be of benefit to look at complete replacement of the shade hangars with new enclosed hangars and meet the object free area setback requirements that were defined by Century West Engineering at the last meeting. New hangars that meet current FAA spacing standards and current building code requirements could be a more cost effective way to move forward. The current debt service for the t-hangars constructed in 2003 ends in this biennium

### Ashland Airport Commission MINUTES September 11, 2018

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and revenue increases through the reversionary hangars may be able to support a hangar replacement project of this nature. True need and potential private hangar construction impacts also need to be discussed. Commission would like to have a formal discussion regarding this item during a future meeting.

Landscaping/Irrigation (driveway)-Staff informs commission the landscape/irrigation project was previously bid, but the City received no responses from local contractors. Staff believed there was interest in the project, but bid timing and current construction activity most likely led to a lack of response. Staff to update solicitation and re-bid in fall/winter.

Restroom improvements-Staff informs commission a bid solicitation will be released in October for 3 weeks. Staff should have bid results and next steps available for commission review at the November meeting. Commission asks staff to outline the full process. A solicitation (bid documents) will be made publicly available through the Oregon Procurement Information Network (orpin.gov). Bidders can view and download the bid documents from ORPIN and submit a bid to the City as outlined in the documents. Staff will then bring results to Commission for discussion. Once a contractor is selected staff will process contract documents, issue a notice to proceed and schedule the work with the contractor and Skinner.

**Tree trimming-**Staff informs commission of intent to re-start tree trimming project in fall after leaf out has occurred. Staff will contract Frisson tree service and schedule a re-start date. Staff now has additional data provided by the master plan consultants that detail physical approach slope penetrations that can be used to pinpoint exact locations. Staff also request additional monies be set aside to encompass a change order to trim more trees if necessary.

### Spring at hydrant-No discussion

Reversionary Hangar Rate Discussion (agenda add)-Commission discusses hangar reversion rate and its original establishment when the Sandler Hangar reverted to the city. The rate was previously established through research of other facility per square footage costs and include additional square footage costs for specific amenities that include gas, restrooms and commercial office space. When the current base rate of 29.87 cents/square foot is applied the monthly rental rate \$489.27. Mr. Lee and Mr. Bloombaum provide the group with relative per-square footage costs from Medford and Grants Pass Municipal Airports for cost comparisons. Mr. Lee states the current established rental rate is prohibitive and he will move his aircraft to another location with cheaper rents. He also states the other 5 tenants will also most likely leave at the projected rate. He states that based on the research he has done, \$350/month would be an appropriate rate and most likely keep himself, Bloombaum and others in the spaces.

Commission discusses options and procedures with respect to the rate schedule. Commission discusses potential for lost revenue if the tenants leave and the hangars can't be rented. Staff informs commission the current rates are approved by the City Council and incorporated into the miscellaneous fee booklet for the City and any changes or amendments will require City Council approval. Staff believes if the commission were to recommend a change or addition there would be enough time before the November reversionary date to make a formal change through the Council.

Commission would like to discuss this item again at the October meeting and come to a firm conclusion on next steps.

Solar Panels (agenda add)-Vandenberg questions status and next steps associated with a solar project at the

### Ashland Airport Commission MINUTES September 11, 2018

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airport. Staff states they would like to have Stu Green, the City's climate and energy analyst attend the meeting in October and discuss solar installation/requirements with the group in association with other CEAP projects citywide.

**Hangar Construction (agenda add)-**Vandenberg informs Commission that Jeff Neilsen is interested in constructing a large commercial hangar for JLC avionics and also a bank of rental t-hangars at the airport. Vandenberg states that Neilsen will try to attend next month's meeting to discuss.

### New Business

**Airport good neighbor items-**Skinner informs commission that activity continues to be lower than average due to the smoke conditions. No other items of critical nature discussed.

Fuel terminal-Skinner states the current QTPOD self-service fuel terminal is reaching end of like support. The support for the system will end in June of 2019. Skinner was quoted approximately \$12k for a new self-service fuel terminal, which included a \$4,500 credit for turning in the old system. Commission questions need for new terminal Skinner thinks it important to have a new terminal with the maintenance package that is similar in nature to what QTPOD has provided through a platinum service agreement. The service agreement accounts for any problems associated with the self-service fuel terminal and covers all repairs. The existing system has had numerous component replacements done over the years and everything has been covered by the service agreement. The commission agrees with Skinner, self-serve fuel is a benefit to the airport. The proposed new system by QTPOD is a "plug and play" terminal. Commission would like Skinner to investigate other self-service terminal costs and report back to group at next month's meeting for continued discussion.

### Informational Items

Brown Bag Lunch-Wolske states no brown bag lunch occurred prior to the September meeting.

NEXT MEETING DATE: October 2, 2018 9:30 AM

ADJOURNMENT: 11:07 AM

Respectfully submitted, Scott A. Fleury P.E. Deputy Public Works Director

### Memo

### ASHLAND

Date: September 20, 2018

From: Scott A. Fleury

To: Airport Commission

RE: Reversionary Hangar Rates

### **BACKGROUND:**

This memo is meant to provide general information regarding the hangar rate structure to be used in discussion of the establishment of a new rate structure for the reversionary hangars or to keep the same rate in place. The current approved rental rate structure is attached for reference. The rate sheet provided by Mr. Lee at the September 11, 2018 meeting is also attached for reference.

The t-hangars constructed in 2003 rent for \$305 per month and are 1050 sq-ft. This equates to .29 cents/square foot.

Based on the current rate structure (29.87 cents/square-foot) and the six reversionary hangars having an exterior wall measurement that generates 1638 square foot envelope, the monthly rate would be \$489/month.

The six hangars have no restrooms or gas heat, but are equipped with electric services that are joined by one meter and split between the hangar group.

Options for the commission include:

- 1. Keep established rate for box hangars and move forward with new rental agreements with current tenants willing to stay or work to find new tenants willing to enter into rental agreement at \$485/month
- 2. Establish a new rate for the non-commercial reversionary hangars. New rate will need to be approved by City Council through special action and incorporated into the miscellaneous fees. If a new rate is established then a general surcharge for electrical should be applied similar to the 2003 T-hangar structure.

Staff recommends to keep existing legal approval lease template as base structure moving forward for reversionary hangars and not change or require alternate maintenance requirements for tenants.

Staff also recommends a formal visual inspection of all hangars prior to the reversionary date. Inspection should include Public Works, Facilities and building staff along with Bob Skinner and potentially a representative from American Industrial Door to review door and recommend improvements/maintenance activities.

The following are revised rates for the airport.

The new CPI index (All Urban Consumers) rate is 249.245 (January 2018). Table 1

The CPI rate increase for this year was 2.6%

	RATES FOR ASHLAND AIRPORT FACILITIES July 1, 2018-JUNE 30, 2019	TES CONTRACTOR OF THE CONTRACT
	LEASE TYPE	NEW MONTHLY RATES
	CITY OWNED - RENTALS	
	T-HANGARS WITHOUT DOORS	\$192.00
	T-HANGARS WITH DOORS VINTAGE	\$242.00
	T-HANGARS WITH DOORS CONTEMPORARY	\$305.00
	HELICOPTER HANGAR	\$242.00
•	BOX HANGAR "SHELL RENTAL" (privately built City owned)	29.87¢ SQ-FT/MONTH (building footprint)
⋖	"Amenities" for any City owned hangar	
	Office Space	CO STANDAITH COS SC
	Bathroom	. 03 SQ-FT/MONTH (building footprint)
	<ul> <li>Heat: any upgraded heat source including gas and electric</li> <li>Building footprint = outside wall dimension</li> </ul>	.01 SQ-FT/MONTH (building footprint)
· ·	MONTHLY TIE-DOWNS**	\$49.00(SMALL) \$60.00 (LARGE)
	OVERNIGHT TIE-DOWNS**	\$7.00 (SMALL) \$11.00 (LARGE)
	GROUND LEASE - CITY OWNED HANGARS	
٠ .	GROUND LEASE - NO MINIMUM FOOTAGE	20.6¢ /sq ft/yr
(	GROUND LEASE – PRIVATELY OWNED HANGARS	
د	PRIVATELY OWNED GROUND LEASE MINIMUM FOOTAGE 60' X 40'	48.4¢ /sq ft/yr

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T-Hangar - Basic Fee: \$100.00; and 75.00 is applied to first months rent.

Ground Lease Space – \$2,000.00 Non Refundable space reservation fee. Reservation fee is valid for a period of 1 year at which time can be renewed for an additional 12 months if progress is shown towards development of a hangar onsite.

# SPECIALIZED AVIATION SERVICE OPERATIONS (SASO) FEE (Annual)

The square footage of the hangar multiplied by 1.6, multiplied by the current B Ground Lease fee rate. A Hanger keeper will have the square footage of the hangar multiplied by 1.0, multiplied by the current B Ground Lease fee rate.

## MOBILE SERVICE PROVIDERS (MSP) AIRPORT USER FEE (Annual)

\$350.00 for first two employees, plus \$25.00 each additional employee for annual operators. Basic Fee:

\$100.00 for Temporary MSPs (90 days maximum - not renewable).

### FREIGHT OPERATION

Tariff Rate: \$5.17 / 1,000 LBS

\*Additional electrical surcharge of \$5.00 per month will be added to this amount.

\*\* Large aircraft defined as a single engine turbo-prop or multi-engined aircraft with a gross certified aircraft weight of 6000 lbs or greater

### ROGUE VALLEY HANGARS LLC

2 PLEX - HI FOLD DOORS, BATHROOMS, GAS HEATERS INCLUED IN EACH HANGAR. TENANTS TO PAY ALL UTILITIES (WATER, POWER, GAS). PHONE AND CABLE TV ARE AVAILABLE IF WANTED.

2 PLEX	FT	SQ FT	MON.	THLY RATE
	80X60	4,800	\$	1,990.00
	80X80	6.400	\$	2 775 00

8 PLEX - HI FOLD DOORS, BATHROOMS, GAS HEATERS INCLUDED IN EACH HANGAR. TENANTS TO PAY ALL UTILITIES (WATER, POWER, GAS). PHONE AND CABLE TV ARE AVAILABLE IF WANTED. IF INTERESTED IN MORE AMENITIES, PRICE WILL CHANGE.

8 PLEX	FT	SQ FT	MONT	THLY RATE
	62.5X61.25	3,828	\$	1,000.00
	62.5X61.25	3,828	\$	900.00
	62.5X61.25	3,828	\$	900.00
	62.5X61.25	3,828	\$	900.00
	62.5X61.25	3,828	\$	900.00
	62.5X61.25	3,828	\$	900.00
	62.5X61.25	3,828	\$	900.00
	62.5X61.25	3,828	\$	900.00

T HANGARS - SLIDING DOORS, POWER INCLUDED. ONE BATHROOM AT THE END OF EACH ROW OF T HANGARS. ONE HOSE BIB PER ROW OF T HANGARS FOR WASH DOWN AREA. TENANTS TO PAY FOR PHONE AND CABLE TV IF WANTED.

T HANGAR PLEX	FT	SQ FT	MONT	HLY RATE
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1400	\$	325.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1575	\$	325.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1400	\$	350.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1000	\$	275.00
	42X32	1575	\$	575.00

5 PLEX - HI FOLD DOORS, BATHROOMS, GAS HEATERS INCLUDED IN EACH HANGAR. TENANTS TO PAY ALL UTILITIES (WATER, POWER, GAS). PHONE AND CABLE TV ARE AVAILABLE IF WANTED.

5 PLEX	FT	SQ FT	MONT	HLY RATE
•	40X40	1,600	\$	475.00
	50X40	2.000	\$	525.00
	50X40	2.000	\$	575.00
	50X40	2,000	\$	575.00
	40X40	1,600	\$	475.00

THE RATES INDICATED ABOVE ARE MONTHLY RATES AS LONG AS THE LEASE TERM IS A MINIMUM OF ONE YEAR.
ALL UNITS ARE FOR AIRCRAFT/AIRCRAFT RELATED ITEMS ONLY.

### Hangars 9/4/18 10:01 AM

From: Yvonne Fried <yfried@mac.com>

To: hlee@97520.net

Hi Harold,

Larry doesn't have any 1600 sq foot box hangars, so what he did was take the hangars that they do have....3600 sq feet box hangars and divide that into the monthly cost of \$650/month and he gets approx 20 cents / sq foot.

It looks like the Ashland City box hangars are 30 cents / sq foot.

Back in 2011, when Larry was looking at shelters, the cost in Grants Pass was \$75/month; the cost in Ashland was \$185/month

Yvonne

Attachments:

9489

### **Grants Pass Hangar Rental Fees**

9/10/18 3:10 PM

From: Barbara Rodriguez <BRodriguez@co.josephine.or.us>

To: "hlee@97520.net" <hlee@97520.net>

Cc: Larry Graves < LGraves@co.josephine.or.us>

Hi Harold,

The following is rental information for the Grants Pass Airport:

County Owned Hangars (A consumer price index for the western region is applied annually on July 1.)

- 1. Shelters = \$141/month
- 2. T-Hangars = \$195/month
- 3. T ½ Hangars = \$206/month

141 195 20%

Other options at the Grants Pass Airport is to sub-let from a private hangar owner. I have one name:

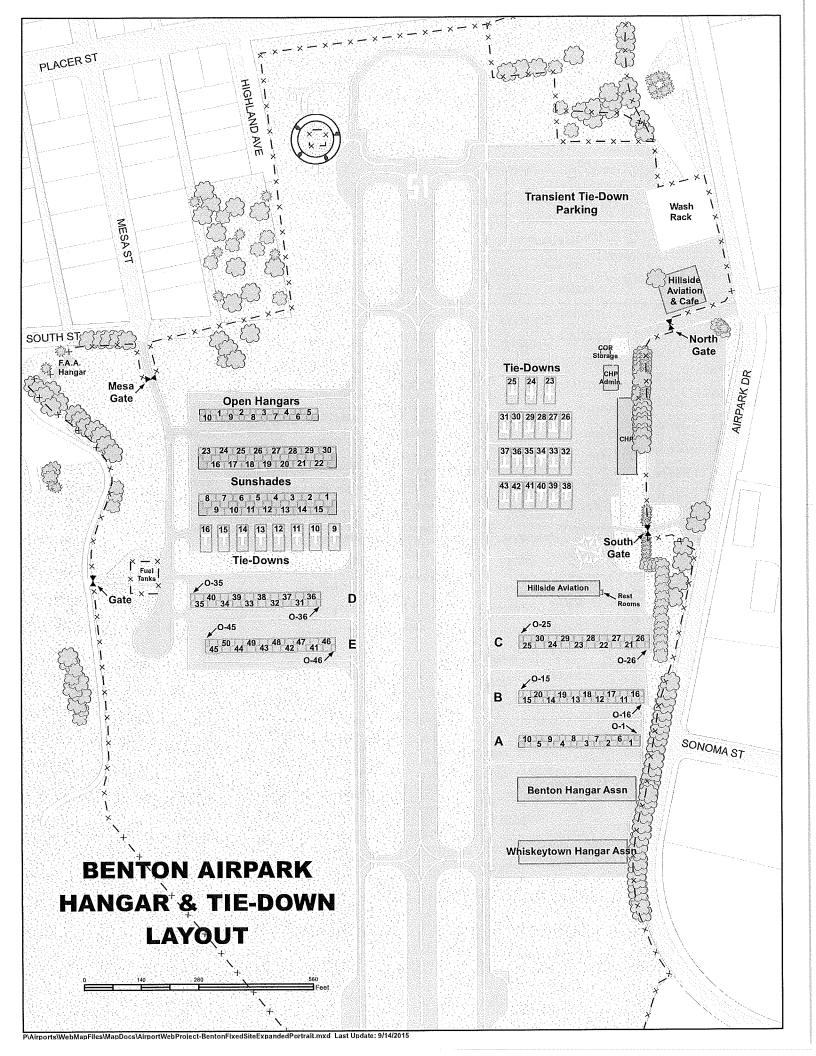
Box Hangar (45'x50') - Dave Bassett (541)660-3131 Email: dabpe@peak.org

Hope this helps,

Barbara Rodriguez
Department Specialist, Josephine County Airports
1441 Brookside Blvd.
Grants Pass, OR 97526
541-955-4535 X 1658

Email: <u>brodriguez@co.josephine.or.us</u> Website: <u>www.co.josephine.or.us</u>

### Attachments:



· · · · · · · · · · · · · · · · · · ·	MONTHLY RATE	HANGAR ROW
Closed Hangar 1 - 20	\$157	Rows A & B
Closed Hangar 21 - 30	\$169	Row C
Closed Hangar 31 - 40	\$230	Row D
Closed Hangar 41 - 50	\$283	Row E
Sunshade	\$111	Shades Rows
Open Hangar	\$111	Open Row
Single Aircraft Tie Down	\$40	Tie Downs
Twin & Helicopter Aircraft Tie Down	\$73	Tie Downs
Commercial Use Aircraft Tie Downs	\$112	Tie Downs
Hangar Office	\$31	Office

- 11		Benton Ha	Benton Hangar Dimensions	nsions		
ধ		8	ပ	۵		OPEN
10' x 3"	1 1	11'x3"	12'x9"	12'x6"	13' x 0"	10' x 6"
42' x 6"		40' x 3"	41'×6"	41'×0"	41' × 0"	41'x6"
28' x 0	, ,	32' x 0"	32' x 6"	34' x 0"	33. × 0."	28' x 9"
14'×0"	*	16' x 0"	16' x 3"	17'×0"	16' x 3"	14'×6"
14" × 0"	-	16' x 0"	16' x 3"	17' x 0"	16' x 3"	14' × 0"
14" x 0"	-	19' x 0"	20' x 3"	20' x 3"	20' x 6"	13' x 6"

### **Scott Fleury**

From:

Gary Judd <gjudd@bendoregon.gov>

Sent:

Tuesday, September 18, 2018 11:28 AM

To: Cc: Scott Fleury

Subject:

Gina Kadow

Attachments:

RE: Bend Hangar Rental Rates 2018-2019 Rates and FEES 1.pdf

Hi Scott,

Here is our 2018-2019 airport rates and fee schedule.

\_ .2156 \$/SO-FT

The hangars range in cost from the \$207 for older wood hangars (960 sq.ft) with slider doors, metal with rolling doors (\$283, 1,008 sq.ft) and metal with bi-fold doors (\$345) (1,056 sq.ft).

- .28074/sa-FT

- . 32674/SQ-FT

We charge a bit more for the odd hangar sizes that can occur at the end of the T hangar facilities or on some of them we just wall off the extra area and lease it out as storage units.

Thank you,

Gary



Gary Judd | Airport Manager
Bend Municipal Airport
A Division of the Economic Development Department
City of Bend
O: 541-389-0258 | 541-647-0828
gjudd@bendoregon.gov

www.bendoregon.gov/airport

"Never assume that anyone outside your profession understands your acronyms"

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From: Scott Fleury [mailto:scott.fleury@ashland.or.us]

Sent: Tuesday, September 18, 2018 10:54 AM

**To:** Gary Judd <gjudd@bendoregon.gov> **Subject:** Bend Hangar Rental Rates

Gary,

I was hoping you could send me the current hangar rental rates and their associated square footages for a comparison study Ashland is doing.

Thanks,

Scott A. Fleury, P.E. Deputy Public Works Director City of Ashland, Public Works 20 East Main Street, Ashland OR 97520 (541) 552-2412, TTY 800-735-2900 Fax: (541) 488-6006

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6.4	Airport Charges						
	Description	Fee	Unit	Add'l Fee	Unit		
6.4.01	Tie down	\$ 42.00	Per month				
6.4.02	Closed T-hangar A-B buildings	\$ 207.00	Per month				
6.4.02a	Closed T-hangar A-B buildings - Oversized hangar	\$ 207.00	Per month	\$ 0.17	per square foot of		
6.4.03	Closed T-hangar D-H buildings	\$ 283.00	Per month				
6.4.03a	Closed T-hangar D-H buildings - Oversized hangar	\$ 283.00	Per month	\$ 0.20	per square foot of		
6.4.04	Closed T-hangar I buildings	\$ 345.00	Per month				
6.4.04a	Closed T-hangar I buildings - Oversized hangar	\$ 345.00	Per month	\$ 0.27	per square foot of		
6.4.05	Closed T-hangar J buildings	\$ 345.00	Per month				
6,4	Airport Charges (continued)						
	Description	Fee	Unit	Add'l Fee	Unit		
6.4.05a	Closed T-hangar J buildings - Oversized hangar	\$ 345.00	Per month	\$ 0.27	per square foot of		
6.4.06	Hangar deposit fee	\$ 200.00	One time fee				
6.4.07	Private Hangar/Property Sub Lease or Lease Transfer	\$ 386.00	2 hour minimum or as	\$ 189.52	each additional hour		
6.4.07a	Amendment to Airport Lease	\$ 77.00	2 hour minimum or as	\$ 38.63	each additional hour		
6.4.08a	Long Term Parking Fee	\$ 77.00	Per quarter				
6.4.08b	Long Term Parking Fee (RV/cargo trailer) (fee will be	\$ 100.00	Per quarter				
6.4.09	Additional space	\$ 0.25	Per square foot				
6.4.10	Cleaning deposit	\$ 150.00					
	All other charges are as set by Airport Manager from time to	time or by lease	agreemente				