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# CITY OF ASHLAND

## AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

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December 3, 2019 9:30 AM

CALL TO ORDER: 9:30 AM

1. ROLL CALL

2. INFORMATIONAL ITEMS:

- A. Commissioners
- B. Public Forum

3. APPROVAL OF MINUTES FROM September 3, 2019 MEETING

4. No Quorum on October 1, 2019

5. No Quorum on November 5, 2019

6. OLD BUSINESS:

- A. Council Presentation Outcome
- B. Brim Aviation Update
- C. **Action Item List:**
  - a. Airport Entrance Landscaping
  - b. Commission Member Vacancies
  - c. Airport Maintenance Plan
  - d. Airport Security Camera
  - e. Airport Mural

7. NEW BUSINESS:

- A. Occupant Update
- B. Security Access
- C. Airport: Good Neighbor Items

8. FBO REPORT(S):

- A. Attached

9. ANNOUNCEMENTS:

10. NEXT MEETING DATE: January 7, 2020 9:30 AM

Call Shannon 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).



CITY OF  
**ASHLAND**  
 Ashland Airport Commission  
 2019

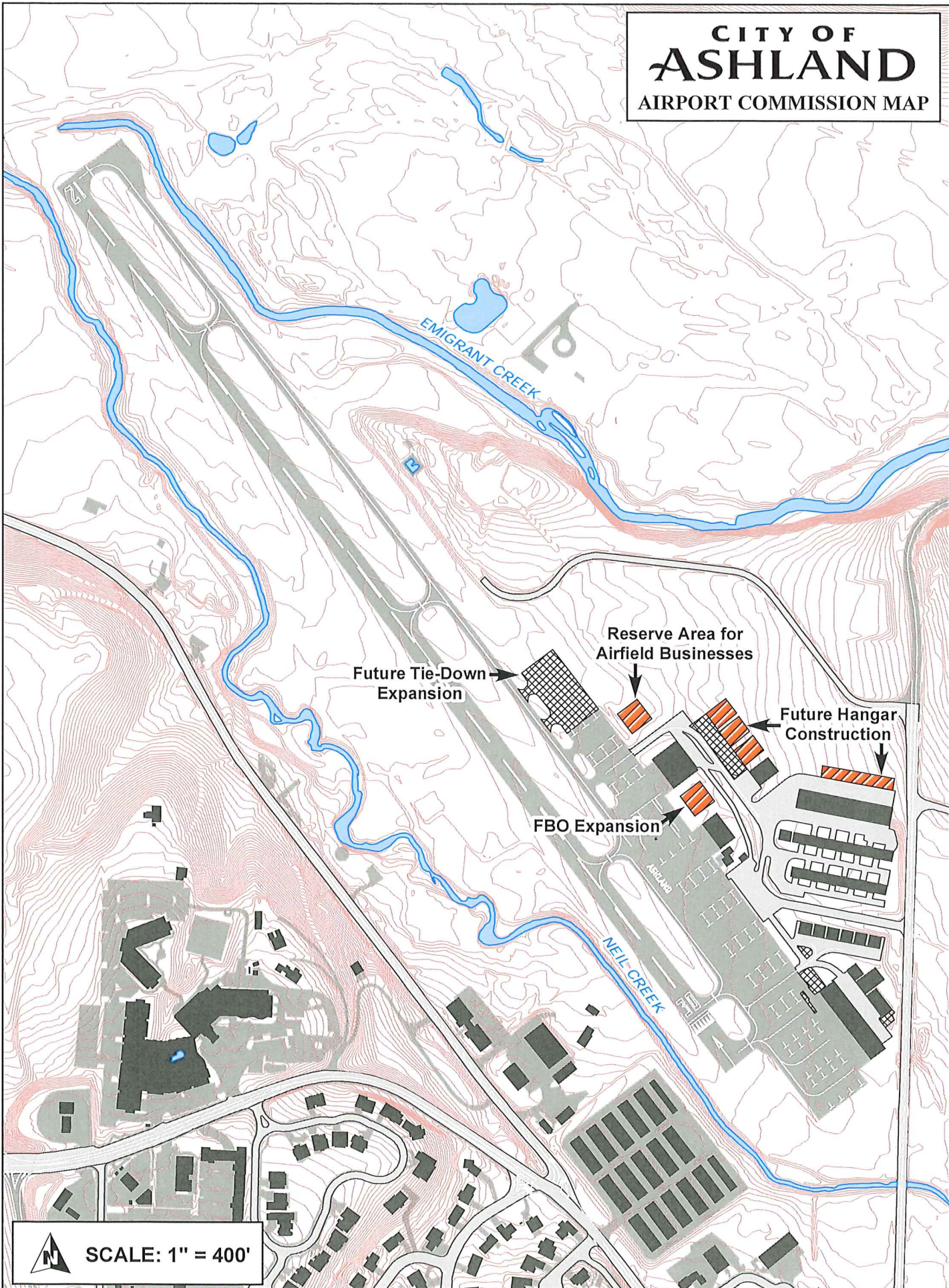
Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	<a href="mailto:George.schoen@sbcglobal.net">George.schoen@sbcglobal.net</a>	2020
Open	Commission Member	Open	Open	<a href="mailto:Open.com">Open.com</a>	
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	<a href="mailto:Dpal71@gmail.com">Dpal71@gmail.com</a>	2020
Patricia Herdklotz	Commission Member			<a href="mailto:revpatt@jeffnet.com">revpatt@jeffnet.com</a>	2022
Bernard Spera	Commission Vice Chair	541-488-7461	260 Skycrest Dr.	<a href="mailto:SpBRN3@aol.com">SpBRN3@aol.com</a>	2021
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	<a href="mailto:david@davidwolske.com">david@davidwolske.com</a>	2021
Open	Commission Member	Open	Open	<a href="mailto:Open.com">Open.com</a>	
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	<a href="mailto:dana@vortx.com">dana@vortx.com</a>	2020
Andrew Vandenberg	Commission Member	509-703-3591	2029 Grey Eagle Dr	<a href="mailto:andrew@skinneraviation.com">andrew@skinneraviation.com</a>	2021
Rich Rosenthal	Council Liaison	None	20 E. Main Street	<a href="mailto:rich@council.ashland.or.us">rich@council.ashland.or.us</a>	2020

Bob Skinner Fixed Base Operator [bob@skinneraviation.com](mailto:bob@skinneraviation.com) 403 Dead Indian Memorial Rd.

**Staff Support**

Scott Fleury	Deputy Public Works Director	541-488-5347	20 E. Main Street	<a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a>
Kaylea Kathol	Project Manager	541-552-2419	20 E. Main Street	<a href="mailto:kaylea.kathol@ashland.or.us">kaylea.kathol@ashland.or.us</a>
Chance Metcalf	Project Manager	541-552-2448	20 E. Main Street	<a href="mailto:chance.metcalf@ashland.or.us">chance.metcalf@ashland.or.us</a>
Shannon Burruss	Administrative Assistant	541-552-2428	20 E. Main Street	<a href="mailto:shannon.burruss@ashland.or.us">shannon.burruss@ashland.or.us</a>

**CITY OF  
ASHLAND**  
AIRPORT COMMISSION MAP



Future Tie-Down Expansion

Reserve Area for Airfield Businesses

Future Hangar Construction

FBO Expansion



SCALE: 1" = 400'

Ashland Airport Commission  
MINUTES  
September 3<sup>rd</sup>. 2019

These minutes are pending approval by this Committee

**CALL TO ORDER**

**Roll Call:**

**Members Present:** David Wolske (Chair), Bernard Spera, Andrew Vandenberg, Dana Greaves, Daniel Palomino, Patt Herdklotz, George Shoen,

**FBO Present:** None

**Members Absent:** William Skillman,

**Staff Present:** Rich Rosenthal, Chance Metcalf, Kaylea Kathol

**Guests:** None

1. **Public Comments-** None
2. **Additional Items from Commission Members-** Spera announces the William Skillman will no longer be on the commission due to illness. This leaves two vacancies on the Commission.
3. **APPROVAL OF MINUTES-08/06/19**  
Palomino Motions, Greaves Seconds  
Motion Carries, Minutes Approved.
4. **Old Business**
  - A. **Hangar Electrical-** Metcalf states that the City has reviewed, Skinner to look into pricing. Options have been discussed to allow tenants to do upgrades to hangar with a discount on their rental to recoup costs.
  - B. **Lars Svendsgaard Letter of Concern-** Commission discusses concerns addressed in the letter. Wolske mentions that the situation brought up the need for signage for visitors so they don't access areas that are to be authorized personnel only. Palomino discusses FFA regulations for Helicopters vs fixed wing aircraft in reference to altitude requirements. Wolske refers issue to Skinner to make contact if necessary. Commission discusses security gate options.
  - C. **Airport Master Plan Update-** Metcalf presents Fluery's memo on the subject. The estimate is that by October or November Fluery will have the final booklet for the Master Plan put together for Commission.
  - D. **Action Item List**
    - a. **Airport Entrance Landscaping-** Palomino discusses access to water, he suggests that prior to planting of new plants, that the Airport should maintain what is currently there. He states the City is not maintaining the blackberry bushes and other shrubs that that been previously planted. Metcalf mentions that maintenance requests can be given to the Parks department through Skinner. Wolske suggests Palomino and Vandenberg present a list of needed maintenance around the Airport in regard to landscaping, and mowing. Commission discusses mowing during fire season.
    - b. **Commission Member Vacancies-** Rosenthal asks to be informed of applications in order to allow him to expedite the process with the Mayor.
    - c. **Airport Maintenance Plan-** A map of the plan is presented to the work group and Commission.
    - d. **Airport Security Camera-** City IT is working on compiling camera options to present to the Commission.
    - e. **Airport Mural-** Spera reports that City Planning has approved of the mural. He also spoke to the head of the Art Commission, who likes the idea as well. A Concern was the material. A local artist came out and stated that the surface was not an issue. Spera was quoted \$4000 for the entire project, Spera to get other estimates. Commission discusses possible themes for the mural. A

**Ashland Airport Commission**  
**MINUTES**  
September 3<sup>rd</sup>. 2019

These minutes are pending approval by this Committee

discussion is also had regarding the cost and priorities around the airport. Woslke asks if the Public Art Commission would be able to help with cost. Spera will speak with Mayor to discuss options.

**5. New Business**

- A. Promoting Airport-** Commission discusses promoting the Airport to the Chamber of Commerce for tourism. Herdklotz states she spoke with the liaison between City Council and the Chamber who liked the idea of tourist packages. Herdklotz to be point person in this area. Woslke would like the topic to be added to the action item list. Vandenberg mentions he'd spoken with Skinner about a courtesy car, Skinner stated that he's previously done so and it comes with problems so he's not interested in purchasing a car for this reason. Palomino suggests shuttles to nearby hotels. Commission also discusses green options for the Airport.
- B. Riparian Area-** Wolske would like to add to action list. Kathol states that the Fresh Water Trust is moving forward. Kathol mentions that it would not be City or Commission, but rather the process is handled by the Bureau of Reclamation. No addition to the action item list warranted, no addition made.
- C. Airport Good Neighbor Items-** Vandenberg reports that there was a complaint from a hop farm near Eagle Mill road. Vandenberg informs Commission of compliant log at FBO. Complaints to FBO, then Commission, then City Council for escalation chain.

- 6. FBO Reports-** Skinner not present, Woslke would like occupancy update upon his return. Vandenburg reports he and Lisa at the office have now been trained and authorized to do NOTAMS. Vandenberg reports on recent plane incidents on the airport and in the area. Commission discusses having an official backup for Skinner.

**NEXT MEETING DATE: October 1<sup>st</sup>, 2019**

**ADJOURNMENT:** @10:49am

*Respectfully submitted,  
Shannon Burruss  
Public Works Administration  
(Full Meeting Audio Available by Request)*

## 2019 Airport Commission Report to Ashland City Council

September 17, 2019

Since the previous Airport Commission Report to the City Council on September 18, 2018, several notable events have occurred. Among these are:

- Century West, a company that creates, develops and updates Airport Master Plans, was selected to explore, revise and prepare a current Airport **Master Plan**, a vital document that is required by the FAA to authorize funding through the Airport Improvement Grant program. The FAA expects this Master Plan to conform to FAA regulations, to anticipate and project Airport use and demand during the next several years, and to prioritize Airport development goals. Further, this Master Airport Plan will be useful to guide the updating of the Ashland Master Plan with regard to Airport development.
- Several hangars that were built 25 years ago by tenants under an arrangement to waive rent in return for the **reversion of hangar ownership** back to the City have come due, and those hangars are now rented at full value, generating income to the Airport and City.
- The self-serve **fueling terminal** has been upgraded to the latest system, and is now linked to the internet through fiber optic technology. This provides aircraft fueling at all times and days.
- Airport **landscaping** has been a topic of concern and discussion for several years, and this year the Commission had a Landscape Plan created that gives direction and priorities for improvement and maintenance of the Airport property. The Commission has been encouraging riparian restoration along Immigrant and Neil Creeks where they bound the Airport, and there seems to be increasing City interest in accomplishing this goal.
- **Ashland Fiber Optic** service is in the process of extending to the Airport Terminal which will give an improved internet connectivity to all users.
- An **Airport Maintenance Plan** has been developed by City staff and Commission members to establish policies and schedules for all the grounds and building maintenance requirements. Weed control, irrigation, signage and security will be included in this Plan.
- **Airport security** has been a rising concern, and Skinner Aviation has provided a robust security and surveillance system for the terminal and maintenance hangars. In addition to the current system a City-owned

security camera is being installed to monitor Airport Facilities around the Airport.

- Every few years, **trees** along the landing approaches need to be trimmed back for safety, and that was started this spring. Final trimming will be accomplished late this fall, after nesting birds have completed their cycle.
- The Commission has endorsed a **Communications Plan** that clarifies how all the Airport participants relate in their responsibilities. Communication among City staff, Commission and City Council has been clarified to avoid mis-communication and confusion.
- **Deferred maintenance** of facilities has been caught up, with roofing repairs, hangar door repairs, signage installation, etc. accomplished. Among these has been the remodeling of the Terminal restrooms, replacing of a water fountain, sealing of several leaking hangar roofs, and repairing hangar doors, as well as improved grounds' maintenance.
- **Airport Appreciation Day** was a great success this year, with 1500 guests counted, many interesting aircraft, many displays, airplane and helicopter rides all day, demonstrations of Erickson Helicopter water-dropping, Brim Helicopter demonstrations of long-line rescue methods, and lots of fun things for kids to do. Much gratitude goes to City staff and all the volunteers that made this such a success.
- As in past years, the Airport has served as a base of operations for regional **fire-fighting efforts**. Skinner Aviation is again providing contracted services to the U.S. Forest Service for spotting and surveillance, and several helicopters have been based here this summer while awaiting deployment to fires.

**Looking forward**, we will soon have a Master Airport Plan that will take us ten years into the future that we can project, and will help us incorporate those plans into the Ashland Master Plan.

With the recognition that we all need to be increasingly aware of our “carbon footprint”, the Commission will be encouraging energy-saving technologies, conservation of resources and support of alternative energy development. We hope to be actively involved in providing facilities for solar energy production, part of Ashland’s Alternative Energy vision.

We welcome the Riparian Restoration of the two creeks along the Airport. Fresh Water Trust has shown interest in this restoration location and is currently in discussion with City staff. This is clearly a win-win project for us all.

We anticipate more focus on Emergency Preparedness, including earthquake preparation and response, backup power generation to keep the Airport functional in an emergency, providing services for fire-fighting aircraft and equipment, and increased coordination with local agencies involved in Emergency Response.

We will continue to be engaged in maintaining and improving the infrastructure of the Airport, including runways, taxiways, hangars, landscaping and security, working with the FAA to fund such improvements.

We also are actively soliciting new Airport users; businesses, airplane owners, visitors and enthusiasts. We encourage local businesses to incorporate the Airport into Visitor Packages offered to tourists. Many more pilots and guests can see Ashland as a very attractive destination if so promoted.

As shared in our earlier Reports to the Council, we are proud that the Airport continues to be self-supporting as a City asset, not requiring City subsidies to deliver a vibrant and healthy resource to the City and region. We anticipate that this will continue to be the case, and that the Airport will be recognized by Ashland citizens as a source of pride.





CASCADE COMMUNICATION SERVICES, INC.  
 2961 Helms Rd.  
 Grants Pass, OR 97527  
 MAIN 541-474-4696/ FAX 541-474-0875

# Price Quote

NAME:	Ashland Municipal Airport	DATE:	11/19/2020
ADDRESS:	403 Dead Indian Memorial Rd. Ashland, OR. 97520	JOB NUMBER:	
ATTN:	Marques Johnson	VALID FOR:	30 DAYS
TELEPHONE:	541-552-2406	TERMS:	75% upfront for material 25% upon completion
EMAIL:	<a href="mailto:marques.johnson@ashland.or.us">marques.johnson@ashland.or.us</a>		

ITEM #	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
<i>1</i>	<i>Axis Camera Material List</i>			
	Q6000-E Mk 2 PTZ Network Camera	1	\$1,698.94	
	Q6128-E PTX Dome Network Camera	1	\$3,398.94	
	T91B57 Pole Mount	1	\$122.19	
	T91G61 Wall Mount	1	\$211.44	
	Attachment kit for attaching Q61 PTZ to Q6000-E MK	1	\$105.19	
	Accessory M12 6MM Lens for Axis Q-6000-E MK2	1	\$105.19	
	T98A18-VE Surveillance cabinet (if needed)	1	\$285.81	
	<i>Total Cost of Camera Material</i>			<i>\$5,927.70</i>
<i>2</i>	<i>Installation of Shielded Cat 6 cable, connectors, and mounting of camera</i>			<i>\$3,175.63</i>
<i>3</i>	<i>19' Scissor lift rental for 2 day</i>			<i>\$630.00</i>
	<i>Total Cost :</i>			<i>\$9,733.33</i>

Notes: All Programming and software to be done by the City Of Ashland Help Desk



CUSTOMER'S AUTHORIZATION \_\_\_\_\_

DATE \_\_\_\_\_

FBO MONTHLY REPORT

June, 2019

#132

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,799.65
	DAILY				
43	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 301.00		
0	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ -		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 245.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
0	Freight Operations (x1000)	@ \$ 5.83 =	\$ -		
14	New T-Hangars	@ \$ 310.00 =	\$ 4,340.00		
1	Helicopter Hangars	@ \$ 242.00 =	\$ 242.00		
8	Closed Hangars	@ \$ 242.00 =	\$ 1,936.00		
2	Large Closed Hangar	@ \$ 310.00 =	\$ 620.00		
4	Open Hangar	@ \$ 192.00 =	\$ 768.00		
6	Box Hangar	@ \$ 409.50 =	\$ 2,457.00		
1	Commercial Hangar-JLC	@ \$ 798.45 =	\$ 798.45		
1	Commercial Hangar-Sorenson	@ \$ 495.24 =	\$ 495.24		
1	Sky Research Land Lease	@ \$ 478.00 =	\$ 478.00		
3195	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 223.65		
1	Nielsen Land Lease	@ \$ 161.37 =	\$ 161.37		
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,023.15 =	\$ -		
	Brim Land Lease	@ \$ 952.62	\$ -		
	Private Hangars Land Lease	@ \$ 337.00 =	\$ -		
	Brim Storage Area	@ \$ 2,719.20 =	\$ -		
	NOTES:				
	TOTAL RENTS =	\$ 13,125.71	X 0.75	\$ 9,844.28	
	UTILITY CHARGE NEW CLOSED HANGARS		=	\$ 65.00	
	FBO FLOWAGE FEE				
	Price Per Gallon	\$5.29 100LL	3479 Gallons		
	Price Per Gallon	\$ 4.39 JET A	121 Gallons		
	Total Gallons		3600	X 0.07	\$ 252.00
	CREDITS				
			Water Credit	-	\$113.61
			Garbage Credit	-	\$55.86
	DEBITS				
	Preauthorized other credit for:			-	
	TOTAL DUE TO CITY BY 20TH		=	\$ 11,791.46	

For City Use Only	2 Private	Expires 07/21/23
	Valley Investments Lease	Expires 06/30/20
	Jeff Nielson Mark Freeborn	Expires 06/01/37
	Brim Lease	Expires 12/31/23
	Sky Research	Expires 03/14/26

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FBO MONTHLY REPORT

June, 2019

Safety Inspection by FBO

Runway  
Lights: OK  
VASI: OK  
REIL: OK  
Pavement: OK

TAXI: Parking  
Weeds: OK  
Pavement: OK  
Marking: OK  
Tie-Downs: OK

Mowing: OK

Fencing: OK

Wind Cones: (3) OK  
Wind Lights OK

Fire Extinguishers: OK

Other Recommendations or Problems:

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<b>Aircraft Based on Field:</b>	Hangars <u>30</u>	Tie-Downs <u>6</u>
DeBoer Hangar <u>13</u>	Private Hangars <u>17</u>	Maintenance Hangar <u>4</u>
Skinner <u>5</u>		<b>TOTAL AIRCRAFT:</b> <u>75</u>

Other Items: Current # of Students 5 # of Charter Flights 3

Special Events: Airport Day

Airport Users Group: None

FBO MONTHLY REPORT

July, 2019

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,828.89
	DAILY				
74	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 518.00		
0	Dally Tie-Downs- Large	@ \$ 11.00 =	\$ -		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 245.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
0	Freight Operations (x1000)	@ \$ 5.83 =	\$ -		
14	New T-Hangars	@ \$ 314.00 =	\$ 4,396.00		
1	Helicopter Hangars	@ \$ 245.00 =	\$ 245.00		
7	Closed Hangars	@ \$ 245.00 =	\$ 1,715.00		
3	Large Closed Hangar	@ \$ 314.00 =	\$ 942.00		
3	Open Hangar	@ \$ 195.00 =	\$ 585.00		
6	Box Hangar	@ \$ 416.00 =	\$ 2,496.00		
1	Commercial Hangar-JLC	@ \$ 801.63 =	\$ 801.63		
1	Commercial Hangar-Sorenson	@ \$ 497.89 =	\$ 497.89		
1	Sky Research Land Lease	@ \$ 487.74 =	\$ 487.74		
4383	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 306.81		
1	Nielsen Land Lease	@ \$ 163.00 =	\$ 163.00		
	ANNUAL				
1	Valley Inv. Land Lease	@ \$ 8,088.34 =	\$ 8,088.34		
1	Brim Land Lease	@ \$ 960.36 =	\$ 960.36		
3	Private Hangars Land Lease	@ \$ 345.00 =	\$ 1,035.00		
1	Brim Storage Area	@ \$ 2,745.60 =	\$ 2,745.60		
	NOTES:				
	TOTAL RENTS =		\$ 26,288.37	X 0.75	\$ 19,716.28
	UTILITY CHARGE NEW CLOSED HANGARS			=	\$ 65.00
	FBO FLOWAGE FEE				
	Price Per Gallon	\$5.29 100LL	3442 Gallons		
	Price Per Gallon	\$ 4.39 JET A	448 Gallons		
	Total Gallons		3890	x 0.07	\$ 272.30
	CREDITS				
			Water Credit	-	\$154.02
			Garbage Credit	-	\$55.86
	DEBITS				
	Power pole storage lease			-	\$ 1,133.60
	TOTAL DUE TO CITY BY 20TH			=	\$ 20,538.99

For City Use Only	2 Private	Expires 07/21/23
	Valley Investments Lease	Expires 06/30/20
	Jeff Nielson Mark Freeborn	Expires 06/01/37
	Brim Lease	Expires 12/31/23
	Sky Research	Expires 03/14/26

2707





0#132

FBO MONTHLY REPORT

August, 2019

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,828.89
	DAILY				
60	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 420.00		
0	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ -		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 245.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
0	Freight Operations (x1000)	@ \$ 5.83 =	\$ -		
14	New T-Hangars	@ \$ 314.00 =	\$ 4,396.00		
1	Helicopter Hangars	@ \$ 245.00 =	\$ 245.00		
7	Closed Hangars	@ \$ 245.00 =	\$ 1,715.00		
3	Large Closed Hangar	@ \$ 314.00 =	\$ 942.00		
3	Open Hangar	@ \$ 195.00 =	\$ 585.00		
6	Box Hangar	@ \$ 416.00 =	\$ 2,496.00		
1	Commercial Hangar-JLC	@ \$ 801.63 =	\$ 801.63		
1	Commercial Hangar-Sorenson	@ \$ 497.89 =	\$ 497.89		
1	Sky Research Land Lease	@ \$ 487.74 =	\$ 487.74		
4550	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 318.50		
1	Nielsen Land Lease	@ \$ 163.00 =	\$ 163.00		
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,088.34 =	\$ -		
	Brim Land Lease	@ \$ 960.36	\$ -		
	Private Hangars Land Lease	@ \$ 345.00 =	\$ -		
	Brim Storage Area	@ \$ 2,745.60 =	\$ -		
	NOTES:				
	TOTAL RENTS =		\$ 13,372.76	X 0.75	\$ 10,029.57
	UTILITY CHARGE NEW CLOSED HANGARS			=	\$ 65.00
	FBO FLOWAGE FEE				
	Price Per Gallon	\$5.29 100LL	3639 Gallons		
	Price Per Gallon	\$ 4.39 JET A	665.5 Gallons		
	Total Gallons		4305	x 0.07	\$ 301.32
	CREDITS				
			Water Credit	-	\$201.91
			Garbage Credit	-	\$55.86
	DEBITS				
	Preauthorized other credit for:				
	TOTAL DUE TO CITY BY 20TH			=	\$ 11,967.01

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



FBO MONTHLY REPORT

August, 2019

Safety Inspection by FBO

Runway	Lights:	<u>OK</u>
	VASI:	<u>OK</u>
	REIL:	<u>OK</u>
	Pavement:	<u>OK</u>

TAXI: Parking	Weeds:	<u>Need cut</u>
	Pavement:	<u>OK</u>
	Marking:	<u>OK</u>
	Tie-Downs:	<u>OK</u>

Mowing: Need cut

Fencing: OK

Wind Cones:	(3)	<u>OK</u>
	Wind Lights	<u>OK</u>

Fire Extinguishers: OK

Other Recommendations or Problems:

Mowing and weeds need to be cut more often.

Aircraft Based on Field:	Hangars	<u>30</u>	Tie-Downs	<u>7</u>
	DeBoer Hangar	<u>13</u>	Maintenance Hangar	<u>4</u>
	Private Hangars	<u>17</u>		
	Skinner	<u>5</u>	TOTAL AIRCRAFT:	<u>76</u>

Other Items:	Current # of Students	<u>3</u>	# of Charter Flights	<u>10</u>
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Special Events: None

Airport Users Group: None



### FBO MONTHLY REPORT

September, 2019

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,828.89
	DAILY				
50	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 350.00		
2	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ 22.00		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 245.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
0	Freight Operations (x1000)	@ \$ 5.83 =	\$ -		
14	New T-Hangars	@ \$ 314.00 =	\$ 4,396.00		
1	Helicopter Hangars	@ \$ 245.00 =	\$ 245.00		
7	Closed Hangars	@ \$ 245.00 =	\$ 1,715.00		
3	Large Closed Hangar	@ \$ 314.00 =	\$ 942.00		
3	Open Hangar	@ \$ 195.00 =	\$ 585.00		
6	Box Hangar	@ \$ 416.00 =	\$ 2,496.00		
1	Commercial Hangar-JLC	@ \$ 801.63 =	\$ 801.63		
1	Commercial Hangar-Sorenson	@ \$ 497.89 =	\$ 497.89		
1	Sky Research Land Lease	@ \$ 487.74 =	\$ 487.74		
955	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 66.85		
1	Nielsen Land Lease	@ \$ 163.00 =	\$ 163.00		
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,088.34 =	\$ -		
	Brim Land Lease	@ \$ 960.36	\$ -		
	Private Hangars Land Lease	@ \$ 345.00 =	\$ -		
	Brim Storage Area	@ \$ 2,745.60 =	\$ -		
	NOTES:				
		TOTAL RENTS =	\$ 13,073.11	x 0.75	\$ 9,804.83
	UTILITY CHARGE NEW CLOSED HANGARS			=	\$ 65.00
	FBO FLOWAGE FEE				
	Price Per Gallon	\$5.29 100LL	2542 Gallons		
	Price Per Gallon	\$ 4.39 JET A	591 Gallons		
		Total Gallons	3133	x 0.07	\$ 219.31
	CREDITS				
				Water Credit	- \$219.09
				Garbage Credit	- \$55.86
	DEBITS				
	Mascott Equipment fuel filters for fuel Island				- \$ 916.20
		TOTAL DUE TO CITY BY 20TH		=	\$ 10,726.88

For City Use Only	2 Private	Expires 07/21/23
	Valley Investments Lease	Expires 06/30/20
	Jeff Nielson Mark Freeborn	Expires 06/01/37
	Brim Lease	Expires 12/31/23
	Sky Research	Expires 03/14/26

2934



FBO MONTHLY REPORT

September, 2019

Safety Inspection by FBO

Runway Lights: OK  
VASI: OK  
REIL: OK  
Pavement: OK

TAXI: Parking Weeds: OK  
Pavement: OK  
Marking: OK  
Tie-Downs: OK

Mowing: OK

Fencing: OK

Wind Cones: (3) OK  
Wind Lights OK

Fire Extinguishers: OK

Other Recommendations or Problems:

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Aircraft Based on Field:	Hangars	<u>30</u>	Tie-Downs	<u>5</u>
	DeBoer Hangar <u>13</u>	Private Hangars <u>17</u>	Maintenance Hangar	<u>4</u>
	Skinner <u>5</u>		TOTAL AIRCRAFT:	<u><u>74</u></u>

Other Items: Current # of Students 4 # of Charter Flights 5

Special Events: None

Airport Users Group: None



FBO MONTHLY REPORT

October, 2019

C# 132

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,828.89
	DAILY				
14	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 98.00		
0	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ -		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 245.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
0	Freight Operations (x1000)	@ \$ 5.83 =	\$ -		
14	New T-Hangars	@ \$ 314.00 =	\$ 4,396.00		
1	Helicopter Hangars	@ \$ 245.00 =	\$ 245.00		
7	Closed Hangars	@ \$ 245.00 =	\$ 1,715.00		
3	Large Closed Hangar	@ \$ 314.00 =	\$ 942.00		
3	Open Hangar	@ \$ 195.00 =	\$ 585.00		
6	Box Hangar	@ \$ 416.00 =	\$ 2,496.00		
1	Commercial Hangar-JLC	@ \$ 801.63 =	\$ 801.63		
1	Commercial Hangar-Sorenson	@ \$ 497.89 =	\$ 497.89		
1	Sky Research Land Lease	@ \$ 487.74 =	\$ 487.74		
2259	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 158.13		
1	Nielsen Land Lease	@ \$ 163.00 =	\$ 163.00		
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,088.34 =	\$ -		
	Brim Land Lease	@ \$ 960.36 =	\$ -		
	Private Hangars Land Lease	@ \$ 345.00 =	\$ -		
	Brim Storage Area	@ \$ 2,745.60 =	\$ -		
	NOTES:				
	TOTAL RENTS =	\$ 12,890.39	X 0.75	\$ 9,667.79	
	UTILITY CHARGE NEW CLOSED HANGARS		=	\$ 65.00	
	FBO FLOWAGE FEE				
	Price Per Gallon	\$5.29 100LL	2608 Gallons		
	Price Per Gallon	\$ 4.39 JET A	288.5 Gallons		
	Total Gallons		2897	X 0.07	\$ 202.77
	CREDITS				
		Water Credit	-	\$154.54	
		Garbage Credit	-	\$55.86	
	DEBITS				
	Preauthorized other credit for:				
	TOTAL DUE TO CITY BY 20TH		=	\$ 11,554.05	

For City Use Only	2 Private	Expires 07/21/23
	Valley Investments Lease	Expires 06/30/20
	Jeff Nielson Mark Freeborn	Expires 06/01/37
	Brim Lease	Expires 12/31/23
	Sky Research	Expires 03/14/26

2977

FBO MONTHLY REPORT

October, 2019

Safety Inspection by FBO

Runway	Lights:	<u>OK</u>
	VASI:	<u>OK</u>
	REIL:	<u>OK</u>
	Pavement:	<u>OK</u>

TAXI: Parking	Weeds:	<u>OK</u>
	Pavement:	<u>OK</u>
	Marking:	<u>OK</u>
	Tie-Downs:	<u>OK</u>

Mowing: OK

Fencing: OK

Wind Cones:	(3)	<u>OK</u>
	Wind Lights	<u>OK</u>

Fire Extinguishers: OK

Other Recommendations or Problems:

Repaint the Ashland sign on apron area.

Aircraft Based on Field: Hangars 30

Tie-Downs 5

DeBoer Hangar 13 Private Hangars 17

Maintenance Hangar 4

Skinner 5

TOTAL AIRCRAFT: 74

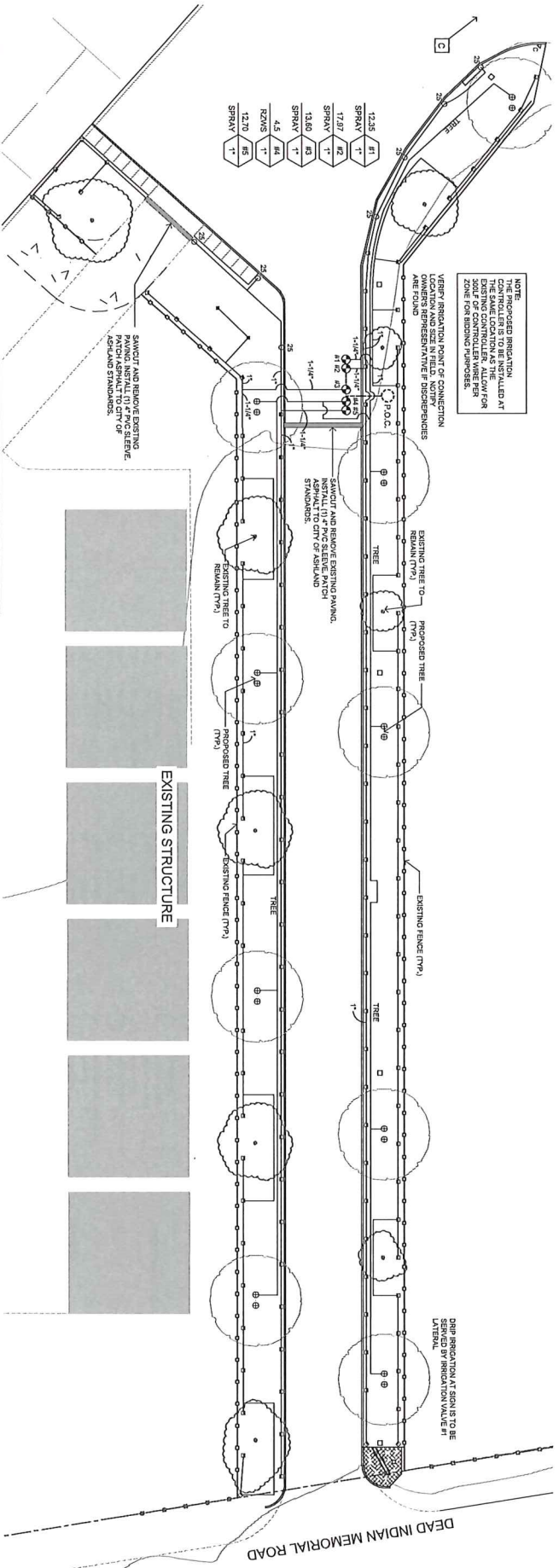
Other Items: Current # of Students 5

# of Charter Flights 1

Special Events: None

Airport Users Group: None





NOTE: THE PROPOSED IRRIGATION SYSTEM SHALL BE INSTALLED AT THE SAME LOCATION AS THE EXISTING SYSTEM, UNLESS OTHERWISE NOTED BY THE DESIGNER. VERIFY THE LOCATION OF ALL EXISTING UTILITY LINES AND STRUCTURES WITH THE OWNER'S REPRESENTATIVE PRIOR TO CONSTRUCTION.

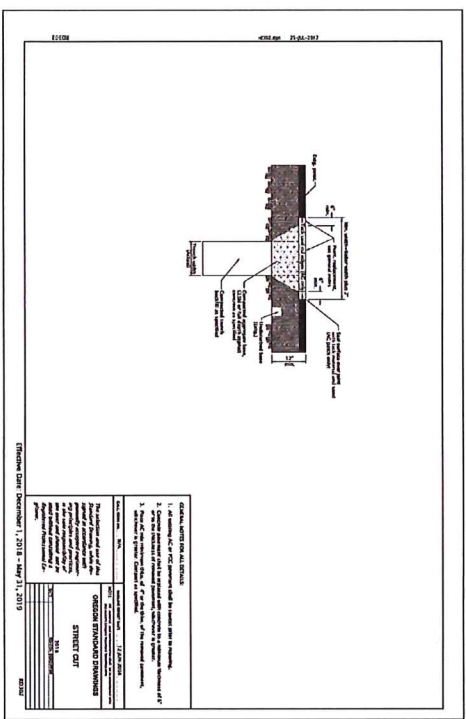
- 1225 #1 SPRAY 1"
- 1227 #2 SPRAY 1"
- 1230 #2 SPRAY 1"
- 4.5 #4 RZVS 1"
- 1270 #5 SPRAY 1"

REMOVE AND REPLACE EXISTING PAVING INSTALLED AT P.C. SLEEVE AND REPAIR EXISTING ASPHALT STANDARDS.

EXISTING STRUCTURE

DEEP IRRIGATION AT 20" IS TO BE INSTALLED BY IRRIGATION VALVE #1

DEAD INDIAN MEMORIAL ROAD



GENERAL NOTES FOR ALL DETAILS

1. Verify all utility lines and structures are located as shown on the site plan.
2. Verify all utility lines and structures are located as shown on the site plan.
3. Verify all utility lines and structures are located as shown on the site plan.

### IRRIGATION PLAN LEGEND

	HUNTER ROAD (SPRAY)
	LATERAL LINE (SCHED 40 PIPE)
	SLEEVES (SCH 40 PIPE)
	CONTROLLER
	ZONE ID
	VALVE
	POINT OF CONNECTION
	IRRIGATION HEAD KEY

### IRRIGATION NOTES

1. THE CITY OF ASHLAND TO REVIEW AND APPROVE ALL LANDSCAPE IRRIGATION RELATED TO THIS PROJECT.
2. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.
3. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.
4. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.
5. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.
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24. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.
25. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.
26. VERIFY ALL UTILITY LINES AND STRUCTURES ARE LOCATED AS SHOWN ON THE SITE PLAN.

**KentCain**  
Landscape Architecture

REGISTERED  
LANDSCAPE ARCHITECT  
STATE OF OREGON  
NO. 12345  
EXPIRES 12/31/2020

**ASHLAND MUNICIPAL AIRPORT**  
403 DEAD INDIAN MEMORIAL ROAD  
ASHLAND, OR, 97520

Drawn By: **DL**

ISSUE DATE:  
APRIL 15, 2019

**L11**





Drawn By:  
JL

### ASHLAND MUNICIPAL AIRPORT

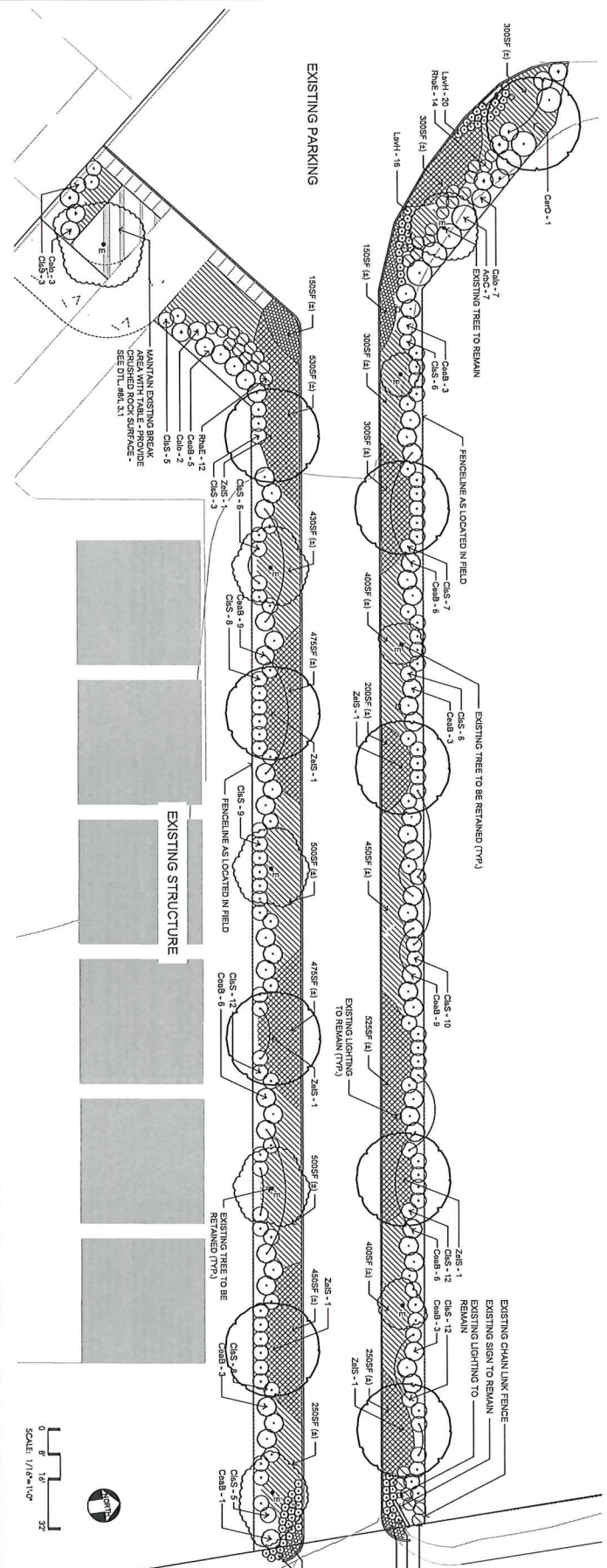
403 DEAD INDIAN MEMORIAL ROAD  
ASHLAND, OR, 97520

REVISION DATE

### LANDSCAPE PLAN

ISSUE DATE:  
APRIL 15, 2019

**L 2.1**

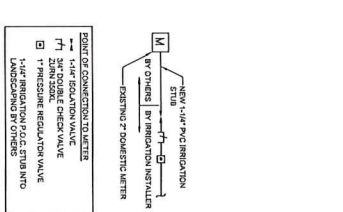


CODE	BOTANICAL NAME	COMMON NAME	SIZE
<b>TREES</b>			
Chas-1	<i>Carya rostrata</i> , Oklahoma'	Oklahoma Redbud	36" Box
Chas-2	<i>Zelkova serotina</i> , Schmidtliuw'	Wytawa Zelkova	1.5' cal.
<b>SHRUBS &amp; PERENNIALS</b>			
AChs-1	<i>Arctostaphylos uva-ursi</i> , Connaticu'	Common Strawberry Tree	5 gal.
Chas-2	<i>Chamaenerion occidentale</i>	Western Spotted-owl	5 gal.
Chas-3	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-4	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-5	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-6	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-7	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-8	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-9	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-10	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-11	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
Chas-12	<i>Chamaenerion</i>	Western Spotted-owl	5 gal.
<b>GROUNDCOVERS</b>			
ZAS-1	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-2	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-3	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-4	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-5	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-6	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-7	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-8	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-9	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-10	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-11	<i>Asplenium</i>	Maui Fern	4" pot
ZAS-12	<i>Asplenium</i>	Maui Fern	4" pot

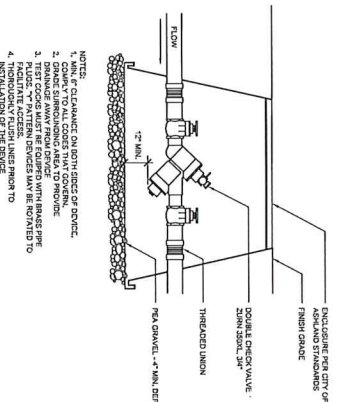
- #### LANDSCAPE NOTES
- Mature compost shall be added to existing site soils at a rate of three cubic yards per 1,000 sq. ft. of proposed landscape area.
  - Hand-drawn areas and materials to be removed as the job progresses.
  - All existing shrubs and groundcover to be removed, including rockwool. All trees not shown on plan as being retained are to be removed.
  - All plants on this project have been selected for their hardiness. Due to changes in ecology, climate, and weather patterns, it is recommended that the landscape be designed to be resilient to these changes. Landscape Architecture is not responsible for the changes in their plant material production.



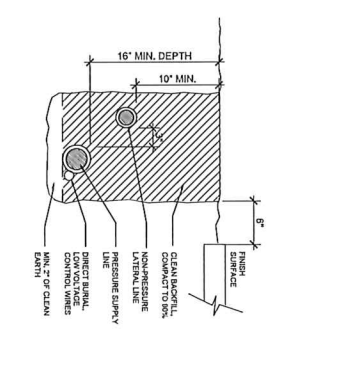




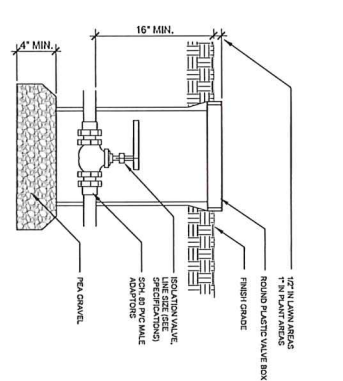
1 DETAIL: IRRIGATION POINT OF CONNECTION  
Scale: N.T.S.



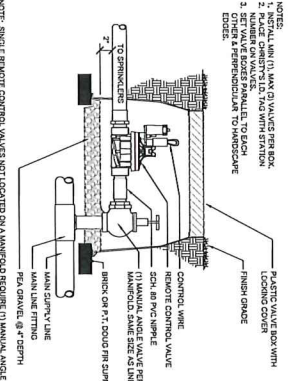
2 SECTION: DOUBLE CHECK VALVE ASSEMBLY  
Scale: N.T.S.



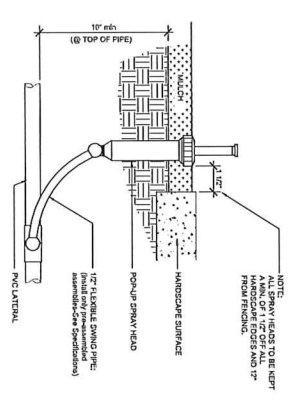
3 SECTION: IRRIGATION LINE TRENCH  
Scale: N.T.S.



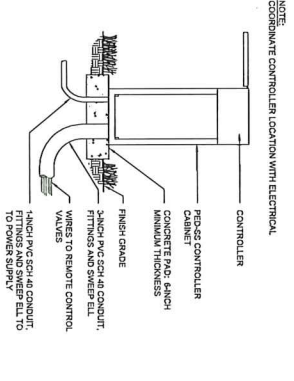
4 SECTION: ISOLATION VALVE  
Scale: N.T.S.



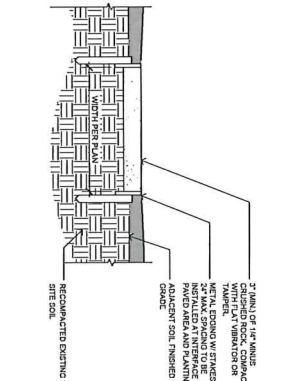
5 SECTION: REMOTE CONTROL VALVE  
Scale: N.T.S.



6 SECTION: POP-UP SPRAY HEAD  
Scale: N.T.S.



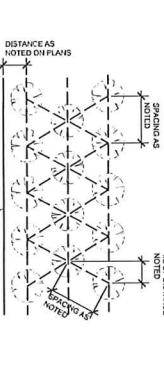
7 ELEVATION: PED-SS CONTROLLER PEDESTAL MOUNT  
Scale: 1/2" = 1'-0"



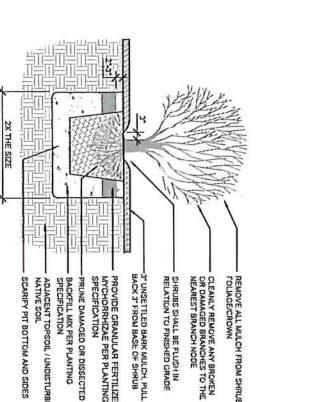
8 SECTION: CRUSHED ROCK PAVING  
Scale: N.T.S.

PLANT SPACING MULTIPLICATION TABLE

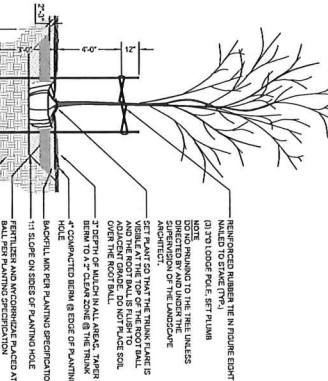
SPACING AS NOTED ON PLANS	X FACTOR
12" O.C.	1.168 (X AREA)
18" O.C.	1.5
24" O.C.	2.0
30" O.C.	2.5
36" O.C.	3.0
42" O.C.	3.5
48" O.C.	4.0



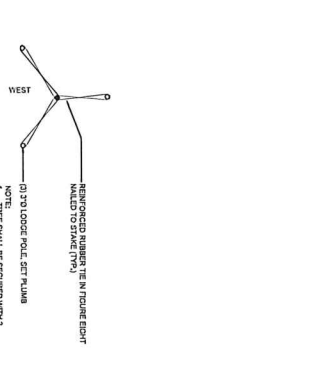
9 SECTION: GROUNDCOVER PLANTING LAYOUT  
Scale: N.T.S.



10 SECTION: SHRUB PLANTING  
Scale: N.T.S.



11 SECTION: TREE PLANTING  
Scale: 1/2" = 1'-0"



12 SECTION: POST CONFIGURATION  
Scale: N.T.S.

NOTE: ADD FERTILIZER AND INCORPORATE PER PLANTING SPECIFICATION SHEET 2.2

NOTE: ADD FERTILIZER AND INCORPORATE PER PLANTING SPECIFICATION SHEET 2.2



NOTE: ADD FERTILIZER AND INCORPORATE PER PLANTING SPECIFICATION SHEET 2.2

NOTE: ADD FERTILIZER AND INCORPORATE PER PLANTING SPECIFICATION SHEET 2.2

# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

## FIGURE 1: OWNERSHIP

### TAXLOT OWNERSHIP


-  CITY OF ASHLAND
-  SKY, LLC


0 250 500 1,000 Feet

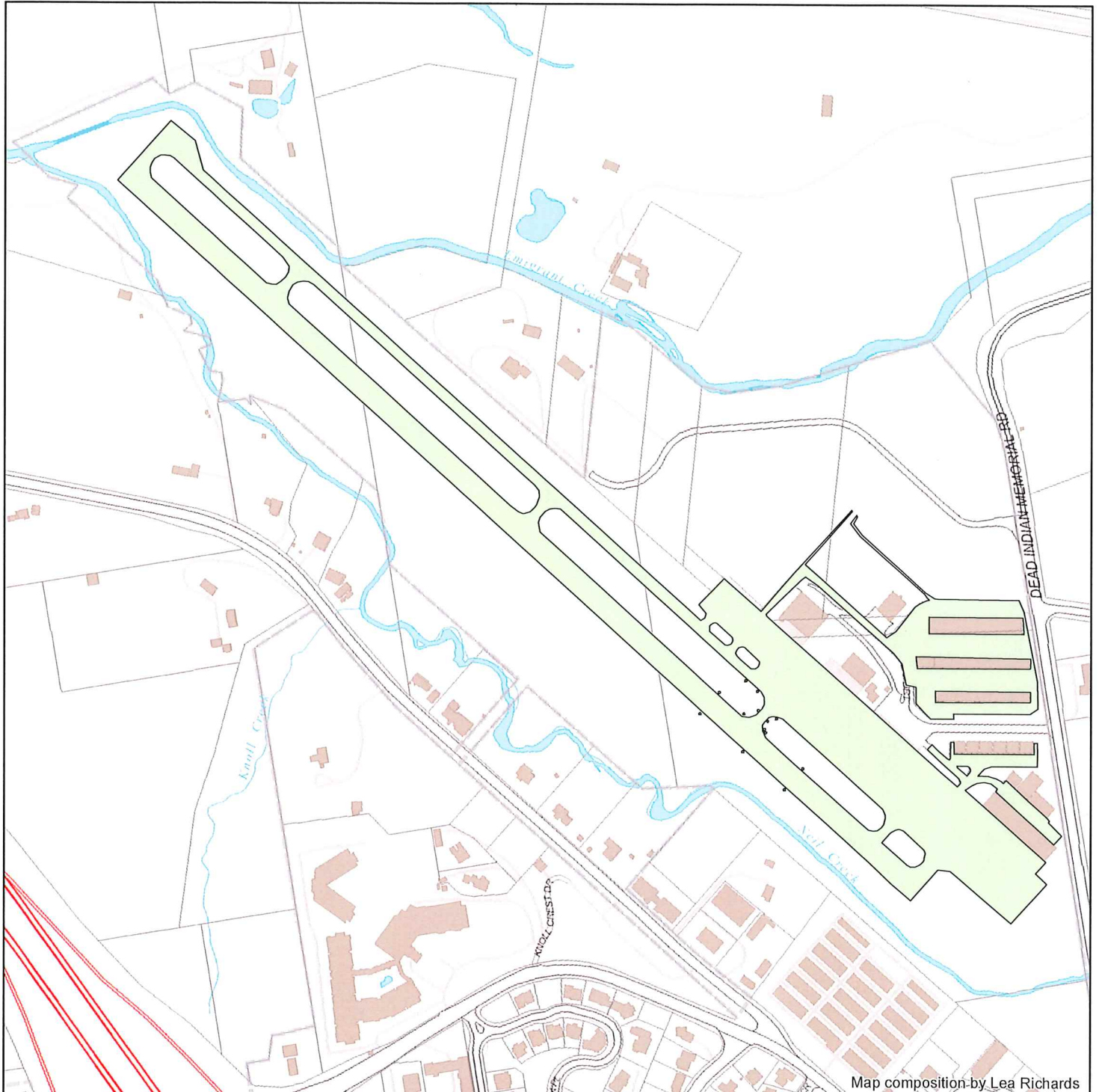


# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

## FIGURE 2: COARSE SCALE HERBICIDE TREATMENT PLAN

 Herbiced Treatment Area

0 250 500 1,000 Feet  




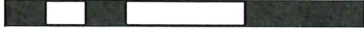
Map composition by Lea Richards

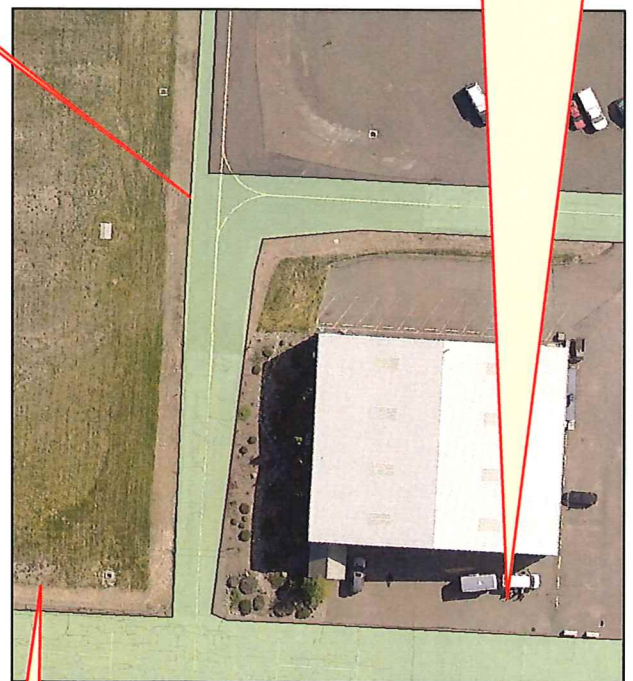
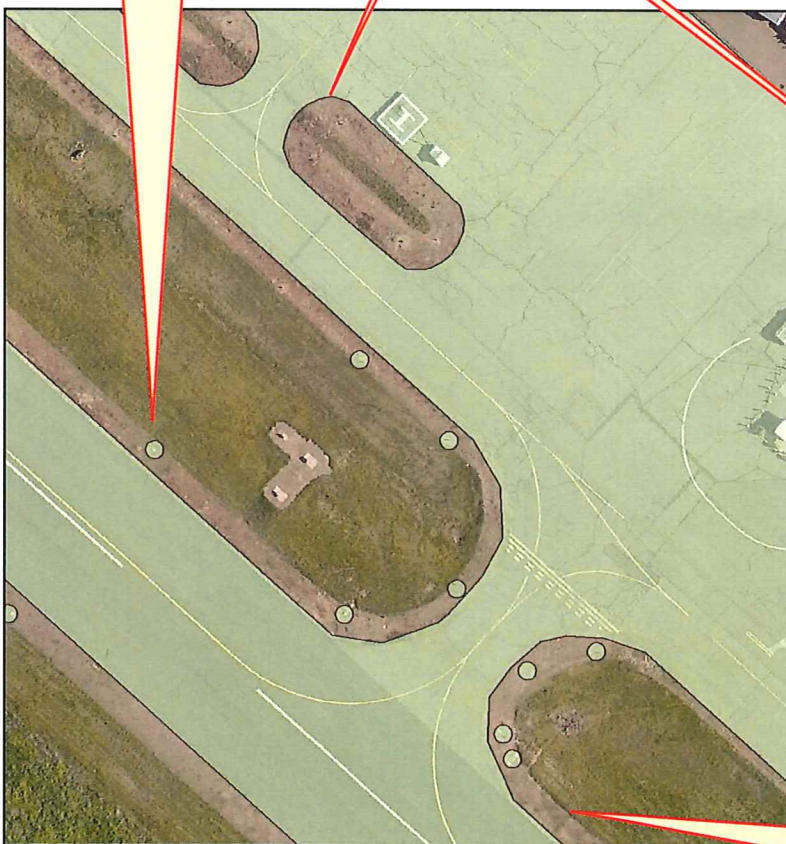
# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

## FIGURE 3: CLOSE-UP HERBICIDE TREATMENT PLAN

 Herbiced Treatment Area



0 250 500 1,000 1,500 Feet  




2019 Treatment area extended 12 feet beyond edge of pavement and included lights and reflectors

## Chapter 2.23

### ASHLAND AIRPORT COMMISSION

Sections:

- 2.23.010**    **Established - Membership**
- 2.23.015**    **Qualifications**
- 2.23.040**    **Powers and Duties Generally**

#### **2.23.010**    **Established - Membership**

There is established an Ashland Airport Commission which shall consist of nine (9) voting members and two (2) nonvoting ex officio members who shall be the Director of Public Works and the Council person appointed by the Mayor as liaison to the Commission. (Ord. 3003, amended, 02/18/2010)

#### **2.23.015**    **Qualifications**

In making the appointments, the Mayor and Council shall appoint members such that the majority of the Commission has either education, training, experience or other expertise in airports, aircraft, aeronautics or engineering. A member shall not be disqualified for purposes of appointment or official action simply by being a member of a class of airport users, including but not limited to pilots, airplane owners or airport lease holders. (Ord. 3003, amended, 02/18/2010)

#### **2.23.040**    **Powers and Duties Generally**

The powers and duties of the Ashland Airport Commission shall be as follows:

- A. To advise the Mayor and City Council on all matters relating to the management, operation, and further development of the Ashland Airport.
- B. To investigate Federal, State, County, and private funding for airport improvements in relation thereto the requirement of City participation in financing.

C. To review and recommend project applications for funding to the City Council. (Ord. 3003, amended, 02/18/2010)

**The Ashland Municipal Code is current through Ordinance 3168, passed December 18, 2018.**

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashland.or.us](http://www.ashland.or.us)

City Telephone: (541) 488-5307

[Code Publishing Company](#)

## Chapter 2.10

### UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS

Sections:

- 2.10.005 Purpose**
- 2.10.010 Created or Established**
- 2.10.015 Appointment**
- 2.10.020 Terms, Term Limits and Vacancies**
- 2.10.025 Meetings and Attendance**
- 2.10.030 Removal**
- 2.10.035 Public Meeting Law**
- 2.10.040 Quorum and Effect of Lack Thereof**
- 2.10.045 Council Liaison**
- 2.10.050 Election of Officers, Secretary, and Subcommittees**
- 2.10.055 Role of Staff**
- 2.10.060 Agendas and Minutes**
- 2.10.065 Goals**
- 2.10.070 Rules and Regulations**
- 2.10.080 Code of Ethics**
- 2.10.090 Council as Final Decision Maker**
- 2.10.095 Gifts**
- 2.10.100 Budget, Compensation and Expenses**
- 2.10.105 Reports**
- 2.10.110 Lobbying and Representing the City**

#### **2.10.005 Purpose**

Advisory commissions and boards (advisory bodies) require uniform rules, policies and operating procedures to assure maximum productivity and fairness for members and the public. Except where otherwise provided in this Code, the following policies and procedures govern all the City's commissions and boards, as well as ad hoc entities. Nothing herein removes the requirement for compliance with more specific regulations and guidelines set forth by state statute, administrative

rule, ordinance, or resolution specific to the advisory body. These rules do not apply to the elected Parks and Recreation Commission. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.010 Created or Established**

See individual Commission or Board Code Chapters codified between AMC [2.11](#) and AMC [2.25](#). (Ord. 3003, added, 02/18/2010)

### **2.10.015 Appointment**

See AMC [2.04.090.C](#). (Ord. 3003, added, 02/18/2010)

### **2.10.020 Terms, Term Limits and Vacancies**

All successors to original members of an advisory commission or board, shall have a three (3) year term, except as otherwise provided in the appointment order and except for certain members of the Municipal Audit Commission, as provided in AMC [2.11.015](#). Notwithstanding the three year limitation, Planning Commissioners shall serve for terms of four (4) years with terms expiring on April 30 of the fourth year, and Budget Committee members not on City Council shall serve for terms of four (4) years, with terms expiring on June 30 the fourth year. All other regular terms shall commence with appointment and shall expire on April 30 of the third year, unless otherwise provided in the appointment order. The appointing authority may stagger terms in the original appointment order as necessary. Members may serve two (2) terms on any single commission or board, after which time the Mayor and Council will give due consideration to other qualified candidates before making a reappointment. Any vacancy shall be filled by appointment by the Mayor, with confirmation by the City Council, for any unexpired portion of the term as provided in AMC [2.04.090.C](#). (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)



## **2.10.025 Meetings and Attendance**

- A. Unless otherwise provided by law, the number of meetings related to business needs of an advisory commission, or boards may be set by the advisory body.
- B. The Planning Commission and Budget Committee shall set their own meeting attendance requirements. All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure. A person removed from the advisory body for noncompliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.
- C. A member should provide at least 48-hour notice to both the chair of the advisory body and the staff liaison regarding any planned absence from a scheduled meeting of the advisory body. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting.
- D. Generally, advisory bodies may not allow alternates to represent or stand in for a member at a meeting. Notwithstanding the foregoing preclusion of alternates, on Regular and ad hoc advisory bodies with some members who are appointed by an entity other than the Mayor and City Council and who serve as a representative of the appointing entity, an alternate may participate and vote for the named member by proxy at any meeting of the advisory body. Such participation by the alternate will be deemed to be attendance by the named member. Individuals directly appointed by the Mayor and approved by the Council may not be represented by alternates.
- E. Each advisory body should review member attendance and report to the City Recorder approximately every six months. City Recorder will advise the Mayor on the need for appointments or re-appointments, if necessary. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

## **2.10.030 Removal**

See AMC [2.04.090.F](#). (Ord. 3003, added, 02/18/2010)

### **2.10.035 Public Meeting Law**

All meetings of advisory commissions and boards are subject to strict compliance with public meeting laws of the State of Oregon. Notwithstanding notice requirements under Oregon law, advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted on the City's website. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting. (Ord. 3003, added, 02/18/2010)

### **2.10.040 Quorum and Effect of Lack Thereof**

A meeting quorum shall consist of more than one-half of the total number of authorized members of the body, including any vacant positions. Nonvoting ex officio members, staff and liaisons do not count toward the quorum. Members need not be physically present at a meeting if another means of attendance (e.g. telephonic, internet etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions require the affirmative vote of at least two-thirds of the members present. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting. (Ord. 3050, amended, 11/18/2011; Ord. 3003, added, 02/18/2010; Ord. 3100, amended, 2014)

### **2.10.045 Council Liaison**

See AMC [2.04.100](#). (Ord. 3003, added, 02/18/2010)

### **2.10.050 Election of Officers, Secretary, and Subcommittees**

At its first meeting following the appointment or reappointment of members each year, the advisory commission or board shall elect a chair and a vice-chair who shall hold office at the pleasure of the advisory body. Neither the chair nor vice-chair shall serve as an officer for more than three consecutive annual terms. Without the need for an appointment, the head of the City Department staffing the commission, committee or board shall be the Secretary and shall be responsible for keeping an accurate record of all proceedings. The Department head may delegate such tasks to a staff liaison. Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full advisory body. Only the full body can make recommendations to the City Council. Subcommittees must comply fully with the requirements of Oregon Public Meetings law. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.055 Role of Staff**

At least one staff person is assigned to work with each advisory commission or board. The staff liaison provides professional guidance, continuity, and insight into City policy and attends all regular and special meetings and workshops. The staff liaison supports the group as a whole and shall not do work at the request of individual members. Each staff liaison has a limited amount of time to devote to the group. If additional staff time is needed the request should be made to the City Administrator or appropriate Department Head. (Ord. 3003, added, 02/18/2010)

### **2.10.060 Agendas and Minutes**

The chair or staff liaison will be responsible for timely preparation and posting in advance the agendas of all meetings of advisory commissions and boards on the City's website. A member or staff liaison will be responsible for taking minutes and getting them posted on the City's website, generally within a few days after the minutes have been approved. Members are encouraged to access those documents from the web site. Staff will email or mail documents to members upon request. If the advisory body has a current Council Liaison, the Liaison should be given the opportunity to report to the commission or board periodically. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.065 Goals**

Advisory commissions and boards are encouraged to establish annual goals and action items that reflect the body's charge as stated in the specific commission ordinance. Advisory bodies are expected to suggest, support and advance Council goals and are encouraged to look for ways within their own unique responsibilities to do so. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.070 Rules and Regulations**

The advisory commission or board may make such rules and regulations as are necessary for its governance, including the conduct of meetings, when not inconsistent with Ashland City Charter, Ashland Municipal Code or Oregon law. These rules may be less formal than the meeting procedure rules in AMC [2.04.040](#). In the event of conflicts that cannot be resolved less formally, AMC [2.04.040](#) shall be used as the standard for meeting rules and procedures. Failure to strictly comply with the rules on meeting procedure in AMC [2.04.040](#) shall not be cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.080 Code of Ethics**

The City of Ashland is committed to the highest ethical standards for its public officials. To ensure public confidence, all members of advisory commissions and boards must be independent, impartial, responsible and not use their position for personal gain or to benefit or harm others. Advisory commissions and boards shall operate in the general public interest serving the community as a whole and shall serve no special interests. Advisory commission and board members shall not endorse in their official capacity any commercial product or enterprise. Members should be aware the criminal codes, ethics and conflict of interest laws set forth in state statutes and city ordinances, including but not limited to the State of Oregon Criminal Code, ORS [244](#) and in AMC Chapter [3.08](#). (Ord. 3003, added, 02/18/2010)

### **2.10.090 Council as Final Decision Maker**

With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions subject to appeal but rather make recommendations to, or act in an advisory capacity to the council. The City Council is the final decision-maker on all city policies and the use of city resources. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution. (Ord. 3057, amended, 04/03/2012)

### **2.10.095 Gifts**

Subject to the acceptance of the City Council, an advisory body may receive gifts, bequests or devises of property in the name of the City to carry out any of the purposes of the advisory commission or board, which funds, if required by the terms of the gift, bequest or devise, shall be segregated from other funds for use with the approval of the City Council. (Ord. 3003, added, 02/18/2010)

### **2.10.100 Budget, Compensation and Expenses**

Money is set aside in department budgets for Commission and Board expenses. Should an advisory body require additional funds, requests should be submitted to the department head through the staff liaison. Regular members of the advisory commissions and boards shall receive no compensation for services rendered. Members must receive permission and instructions from the staff liaison in order to be reimbursed for training or conferences and associated travel expenses related to official business. Procedures and criteria for boards and commissions to obtain approval of expenditures are established by Resolution. (Ord. 3057, amended, 04/03/2012; Ord. 3003, added, 02/18/2010)

### **2.10.105 Reports**

A. Each advisory body shall submit copies of its meeting minutes to the City Recorder for presentation to the City Council.

- B. The chair of each advisory body is expected to give at least one report to the City Council each year on the advisory body's accomplishments, work in progress, and planned activities. In addition, the Mayor or City Council may from time to time ask chairs for information and recommendations on matters within the scope of their advisory bodies. Chairs' reports to the Council are to be objective and representative of the majority views of the memberships of their advisory bodies.
- C. Council Liaisons may report to the entire Council on significant and important activities of any advisory body to which they have been assigned.
- D. Staff Liaisons to the advisory bodies may assist in preparing such reports.
- E. Unless otherwise expressly provided in the Ashland Municipal Code or State Law, all reports or recommendations of City advisory bodies committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.110 Lobbying and Representing the City**

An individual advisory body member is free to express personal views on any issue in any forum as long as the individual makes clear that he or she is not speaking as a member of the advisory body and that the views expressed are personal and do not represent the position of the City or of the City advisory body. Advisory body members are prohibited from engaging in political activity in accordance with ORS [260.432](#). (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

**The Ashland Municipal Code is current through Ordinance 3168, passed December 18, 2018.**

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashland.or.us](http://www.ashland.or.us)

City Telephone: (541) 488-5307

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