
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

March 3, 2020 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 February 4, 2020 MEETING

4. OLD BUSINESS:

- A. Airport Master Plan
- B. **Action Item List:**
 - a. Airport Entrance Landscaping
 - b. Commission Member Vacancies
 - c. Airport Maintenance Plan
 - d. Airport Security Camera
 - e. Airport Mural
 - f. Hangar Electrical

5. NEW BUSINESS:

- A. Burl Brim Hangar Proposal
- B. FBO ADA ramp and sidewalk upgrade
- C. Elected Official Policy Acknowledgement Form
- D. Airport Day
- E. Airport: Good Neighbor Items

6. FBO REPORT(S):

- A. Attached

7. ANNOUNCEMENTS:

8. NEXT MEETING DATE: April 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.	George.schoen@sbcglobal.net	2020
Open	Commission Member	Open	Open	Open.com	
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Patricia Herdklotz	Commission Member	541-552-0592	384 Clinton St.	revpatt@jeffnet.org	2022
Bernard Spera	Commission Vice Chair	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
Open	Commission Member	Open	Open	Open.com	
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	dana@vortx.com	2020
Andrew Vandenberg	Commission Member	509-703-3591	2029 Grey Eagle Dr	andrew@skinneraviation.com	2021
Rich Rosenthal	Council Liaison	None	20 E. Main Street	rich@council.ashland.or.us	2020

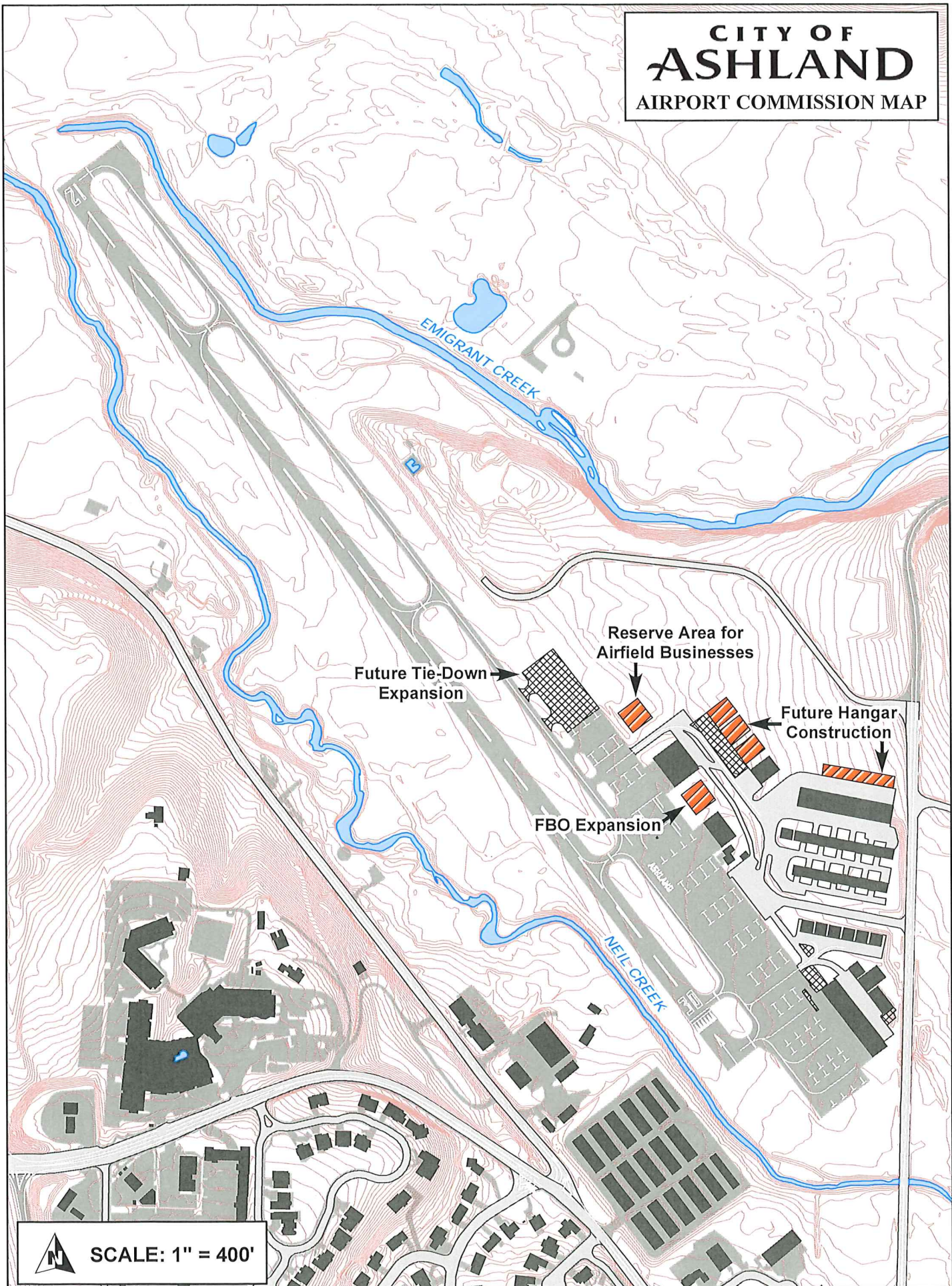
Bob Skinner Fixed Base Operator 403 Dead Indian Memorial Rd. bob@skinneraviation.com


Staff Support

Scott Fleury	Deputy Public Works Director	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
Chance Metcalf	Project Manager	541-552-2448	20 E. Main Street	chance.metcalf@ashland.or.us
Shannon Burruss	Administrative Assistant	541-552-2428	20 E. Main Street	shannon.burruss@ashland.or.us

CITY OF ASHLAND

AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**

Ashland Airport Commission

MINUTES

February 04, 2020

These minutes are pending approval by this Committee

CALL TO ORDER

Roll Call:

Members Present: George Schoen, Daniel Palomino, Patricia Herdklotz, Bernard Spera, Andrew Vandenberg.

FBO Present: Bob Skinner

Members Absent: Dana Greaves, David Wolske,

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss

Guests: Jeff Dale

1. **Public Comments- None**

2. **Information Items- None**

- a. **Commissioners- None**
- b. **Public Forum- None**

3. **APPROVAL OF MINUTES- 12-03-2019**

Palomino Motions to approve minutes, Vandenberg Seconds.
Minutes Approved.

4. **Old Business**

- A. **Box Hangar Roof Leaks-** Skinner states that a few bids have come in. Kathol states that Pressure Point Roofing will be coming back out to repair issues that had not been repaired last year and complete the job.
- B. **Herbicide Treatment-** Kathol reports that a contract is in place with Greenway Spray, Kathol reviews contract parameters with Commission. Palomino requests specifics of treatment and spray areas.
- C. **Airport Signs-** Metcalf provides Commission with pictures of selected signs, and locations. Skinner will inform Commission when the signs have been put up.
- D. **Action Item List-**
 - a. Airport Entrance Landscaping- Currently on hold, Metcalf is working with Parks to investigate current contract. Waiting on Brim's hangar proposal, in order to know what funds need to be allocated where.
 - b. Commission Member Vacancies- Commission discusses vacancies, Skinner mentions canceled meetings and suggests Commission keep in mind people who might be qualified.
 - c. Airport Maintenance Plan- Metcalf discusses budget, he states he has been unable to find the specific documents for the previous contracts and agreements. He is currently working with various City employees to get the information. He will continue to pursue.
 - d. Airport Security Camera- Metcalf states there was a bid that came in, but the project is currently on hold. Skinner mentions that AFN was installed. He discusses the cost for his business to connect for AFN. Skinner asks if the City has interest in providing free Wifi. Commission, Skinner and City employees discuss matter. Metcalf states that AFN is a private company and the City does not have authority to tell them how to conduct business. Metcalf states if the Commission so desires, the internet can come out of the Airport budget. Fact finding requested to be brought to next meeting so Commission can make an informed decision.
 - e. Airport Mural- Spera shares new artist, Linda Dixon, reviews costs and location with Commission.

Ashland Airport Commission
MINUTES
February 04, 2020

These minutes are pending approval by this Committee

Spera would like to invite media for publicity for the unveiling.

Herdklotz motions to have Linda Dixon do the Airport Mural, to be completed at least a week before Airport Day, Vandenberg Seconds

All ayes, Motion Carries.

- f. Hangar Electrical- Metcalf and Skinner will be getting a few more bids for different project options.
 - g. Airport Packet- Herdklotz reports she spoke with Ashland Independent Film Festival about airport packets, she has not yet spoken with the Chamber of Commerce.
5. **New Business**
- A. **Airport Good Neighbor Items**- Skinner mentions new concrete work that is happening at the FBO that will improve the building, as well as the removal of some shrubs nearby. Spoke about aviation clubs.

6. **FBO Reports**- Attached.

7. **Announcements**- None

NEXT MEETING DATE: **March 3rd, 2020**

ADJOURNMENT: @10:36

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



Planning Division
 51 Winburn Way, Ashland OR 97520
 541-488-5305 Fax 541-488-6006

ZONING PERMIT APPLICATION

FILE # _____

DESCRIPTION OF PROJECT Administrative Review of new airport hangar

DESCRIPTION OF PROPERTY Pursuing LEED® Certification? YES NO

Street Address 401 Dead Indian Memorial Road

Assessor's Map No. 39 1E 12 Tax Lot(s) 309 and 310

Zoning Employment Comp Plan Designation Airport

APPLICANT

Name Rogue Planning & Development Phone 541-951-4020 E-Mail amygunter.planning@gmail.com

Address 33 Central Avenue; Suite 213 City Medford Zip 97501

PROPERTY OWNER

Name City of Ashland (Public Works Dept.) Phone 541-488-5587 E-Mail chance.metcalf@ashland.or.us
paula.brown@ashland.or.us

Address 20 E Main Street City Ashland Zip 97520

SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OTHER

Title Engineer Name CEC Engineering Phone 541-779-2441 E-Mail mark@cecengineering.com

Address 132 W Main Street, Suite 201 City Medford Zip 97501

Title Operator Name Brim Aviation Phone 541-482-1008 E-Mail burl@brimaviation.com

Address 455 Dead Indian Memorial Road City Ashland Zip 97520

Bill Philp - 277 Coyote Run, Jacksonville, OR 97530

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish:

- 1) *that I produced sufficient factual evidence at the hearing to support this request;*
- 2) *that the findings of fact furnished justifies the granting of the request;*
- 3) *that the findings of fact furnished by me are adequate; and further*
- 4) *that all structures or improvements are properly located on the ground.*

Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

Applicant's Signature

 Date

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Property Owner's Signature (required)

 Date

[To be completed by City Staff]

Date Received _____ Zoning Permit Type _____ Filing Fee \$ _____

OVER ►►

ZONING PERMIT SUBMITTAL REQUIREMENTS

- APPLICATION FORM must be completed and signed by both applicant and property owner.
- FINDINGS OF FACT – Respond to the appropriate zoning requirements in the form of factual statements or findings of fact and supported by evidence. List the findings criteria and the evidence that supports it. Include information necessary to address all issues detailed in the Pre-Application Comment document.
- 2 SETS OF SCALED PLANS no larger than 11"x17". Include site plan, building elevations, parking and landscape details. (Optional – 1 additional large set of plans, 2'x3', to use in meetings)
- FEE (Check, Charge or Cash)
- LEED® CERTIFICATION (*optional*) – Applicant's wishing to receive priority planning action processing shall provide the following documentation with the application demonstrating the completion of the following steps:
 - Hiring and retaining a LEED® Accredited Professional as part of the project team throughout design and construction of the project; and
 - The LEED® checklist indicating the credits that will be pursued.

NOTE:

- Applications are accepted on a first come, first served basis.
- Applications will not be accepted without a complete application form signed by the applicant(s) AND property owner(s), all required materials and full payment.
- All applications received are reviewed for completeness by staff within 30 days from application date in accordance with ORS 227.178.
- The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting. (Planning Commission meetings include the Hearings Board, which meets at 1:30 pm, or the full Planning Commission, which meets at 7:00 pm on the second Tuesday of each month. Meetings are held at the City Council Chambers at 1175 East Main St).
- A notice of the project request will be sent to neighboring properties for their comments or concerns.
- If applicable, the application will also be reviewed by the Tree and/or Historic Commissions.

February 11, 2020

Helicopter Hangar Construction

Subject Property

Property Address: 401 Dead Indian Memorial Road
Map & Tax Lots: 39 1E 12; Tax Lot: 310
Comprehensive Plan Designation: Airport
Zoning: Employment
Adjacent Zones: Ashland Employment (E-1); Commercial (C-1) and R-1-5; Jackson County RR-5 and Exclusive Farm Use
Overlay Zone: Airport Overlay Zone / Conical Surface Overlay

Property Owner: City of Ashland
20 East Main Street
Ashland, OR 97520

Applicant: Brim Aviation
455 Dead Indian Memorial Road
Ashland, OR 97520

Agent: Rogue Planning & Development Services
33 N Central Avenue, Suite 213
Medford, OR 97501

Civil Engineering: Construction Engineering Consultants (CEC)
132 W Main Street, #201
Medford, OR 97501

Surveyor: Polaris Land Surveying
PO BOX
Ashland, OR 97520

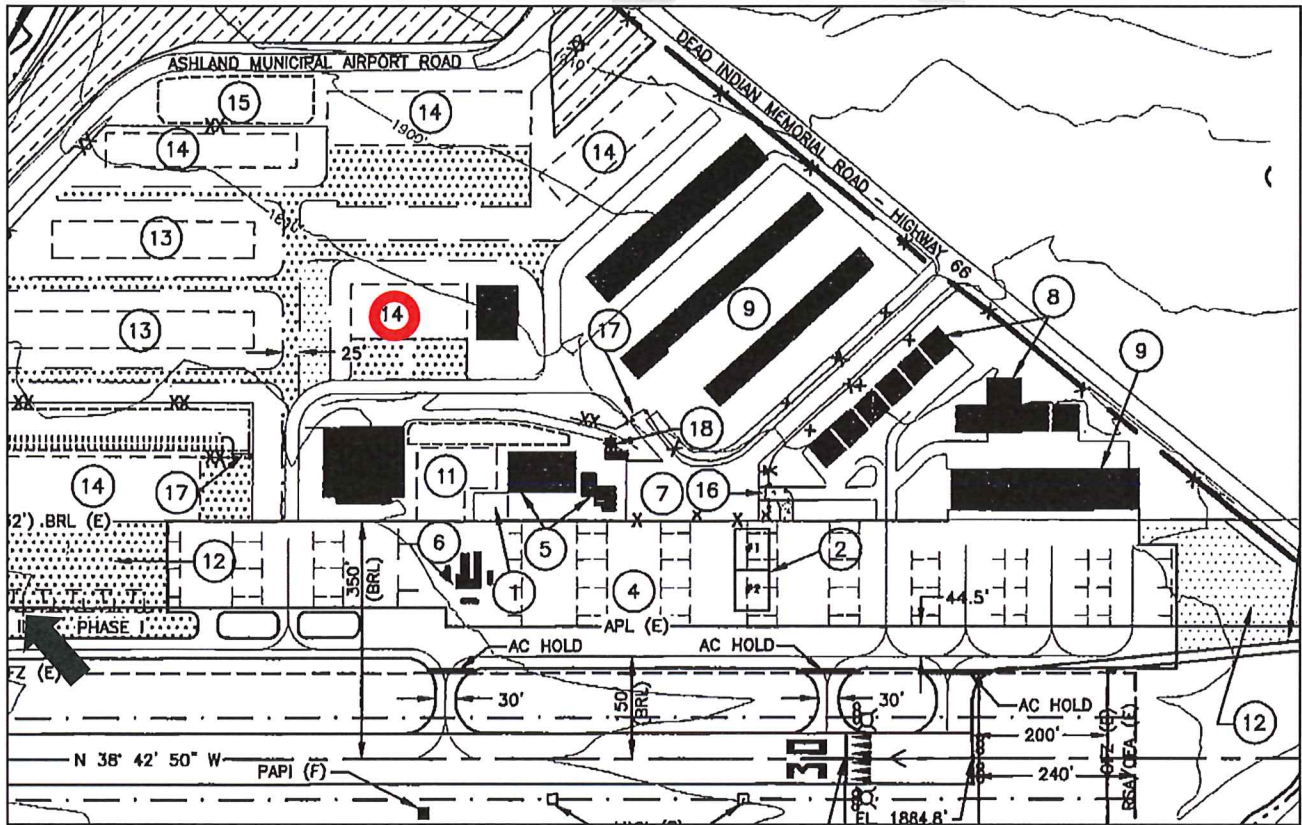
Structure Design: Bill Philp

Request:

The request seeks approval for the construction of a new, 60-foot by 80-foot, 4,800 square foot helicopter hangar for Brim Aviation. Brim Aviation is an Ashland based utility helicopter organization. Brim Aviation provides a wide variety of services including Search and Rescue, Airborne Law Enforcement, Fire Suppression, Hoist Operations, Animal Capture/Survey, Aerial Ignition, Mineral and Seismic Exploration, Aerial Seeding and Fertilization, Aerial Photography among other aerial operations.

Property Description:

The subject property is one of the identified Conventional / Executive Hangar areas at the Ashland Municipal Airport in the 2005 – 2025 Airport Master Plan. The area is identified in the highlighted circle #14 below. The hangar area is bound by paved taxiways on the north, east and west. There are hangar development areas to the south of the proposed hangar location and north of the existing Brim Aviation hangar.





Vehicular access to the Ashland Municipal Airport is provided by Ashland Street/Green Springs Highway 66 (OR-66) and Dead Indian Memorial Road, with two paved airport access road connections. The second airport access road is located approximately 700 feet north of the main airport entrance and provides access to the northern portions of the airport.

There is a consolidated parking area with 19 parking spaces is located to the south of the development area.

There are urban level services for Storm water drainage, sanitary sewer service, water and electric service available at the airport property.

Proposal:

The request is to construct a 60-foot by 80-foot, 4,800 square foot hangar. The proposed hangar is a metal building. It is located within the areas of the Ashland Municipal Airport that are intended for Conventional / Executive Hangar construction.

The proposed metal building is to have an eave height of 22-feet with the peak height of 28-feet, 8-inches tall. The building is proposed to have a galvanized metal roof that is non-reflective.

The proposed structure is less than the maximum height allowed by FAR Part 77. The proposed height is less than the 33-foot tall buildings that would be allowed directly adjacent to the obstacle free zone (Airport Master Plan Draft 2020 – 2040). The hangar location is outside of the areas designated as the primary and approach surfaces.

Below are the global coordinates for the four corners of the proposed Brim Aviation hangar located at the Ashland Municipal Airport.:

Northwest Corner: 42°11'22.55" North Latitude
122°39'24.90" West Longitude

Northeast Corner: 42°11'23.10" North Latitude
122°39'24.20" West Longitude

Southeast Corner: 42°11'22.60" North Latitude
122°39'23.50" West Longitude

Southwest Corner: 42°11'22.15" North Latitude
122°39'24.35" West Longitude

Findings of fact addressing the Airport Overlay, the Airport Master Plan 2005 – 2025, and Airport Hangar Construction Standards are provided herein.

Findings of Fact

18.3.7.030

Airport Overlay Regulations

A. Residential uses are not permitted, unless approved pursuant to chapter 18.5.4 Conditional Use Permits.

Finding:

There are no residential uses proposed.

B. The maximum height of structures, trees or other airspace obstructions shall comply with the FAR 77 Height Restrictions, which limit height as a conic section in relation to the runway and its approach as detailed in the adopted Ashland Municipal Airport Master Plan's "Airspace Plan", and shall not exceed the height allowed in the underlying zoning.

Finding:

The proposed structure has a peak height of 28-feet, 8-inches. The hanger development area is outside of the runway protection zones. Additionally, the proposed height is below the elevation of 1935 shown in the applicable transitional area. The elevation of the pad area is 1885, the height of 28-feet, 8-inches is an elevation of 1913.66 feet. It can be found that the proposed structure complies with FAR Part 77 height restrictions.

The building is less than the maximum building height of 40-feet allowed in the E-1 zone.

C. All planning actions will require, as a condition of approval that the applicant sign an agreement with the City agreeing that airport noise is likely to increase in the future and that they waive all rights to complain about airport noise.

Finding:

An airport avigation easement recognizing the airport noise and its potential for increase can be signed by the applicant.

D. Activities associated with tree trimming or removal are exempt from tree removal permit requirements as provided in AMC 18.5.7.020.C.10. The City may top any tree that is in excess of those maximum heights listed in section 18.3.7.030.B, or locate appropriate lights or markers on those trees as a warning to the operators of aircraft.

Finding:

Not applicable. No trees are within the development area and no trees are proposed to be planted.

E. No use shall be made of land or water within any of this zone in such a manner as to create electrical interference with navigational signals or radio communication between airport and aircraft, make it difficult for pilots to distinguish between airport lights and others, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, or otherwise create a hazard which may in any way endanger the landing, takeoff, or maneuvering of aircraft using the airport.

Finding:

The use is for the development of a helicopter hangar. No electrical interference with nav. Signals or radio communication will be created by the proposed hangar.

The proposed structure is proposed to not have lights, or create glare (non-metallic roofing) that would impair visibility between the airport and aircraft and the proposed hangar will not create a hazard during landing, takeoff, or maneuvering of aircraft at the airport.

All necessary Oregon Department of Aviation (ODA) construction notices and permits where necessary will be obtained.

F. Construction or assembly of an aircraft hangar is exempt from Site Design Review 18.5.2.020, but requires approval of a Ministerial Action/Permit. The permit is to verify that the proposed hangar is within a pre-determined location identified in the adopted Ashland Municipal Airport Master Plan for conventional, executive or T-hangars, and is constructed in compliance with Ashland Municipal Airport design and material standards.

Finding:

The proposed is within the pre-determined location identified as Conventional / Executive Hangar development area. The proposed structure is a metal building that is designed in accordance with the Ashland Municipal Airport design and material standards.

The stormwater drainage, and asphalt taxiway and ramp to the hangar will be constructed to the standards established by the Engineering Division. The development provides electricity to the premises and within the hangar and propose to install plumbing for a restroom. As required, all systems development charges will be paid to city.

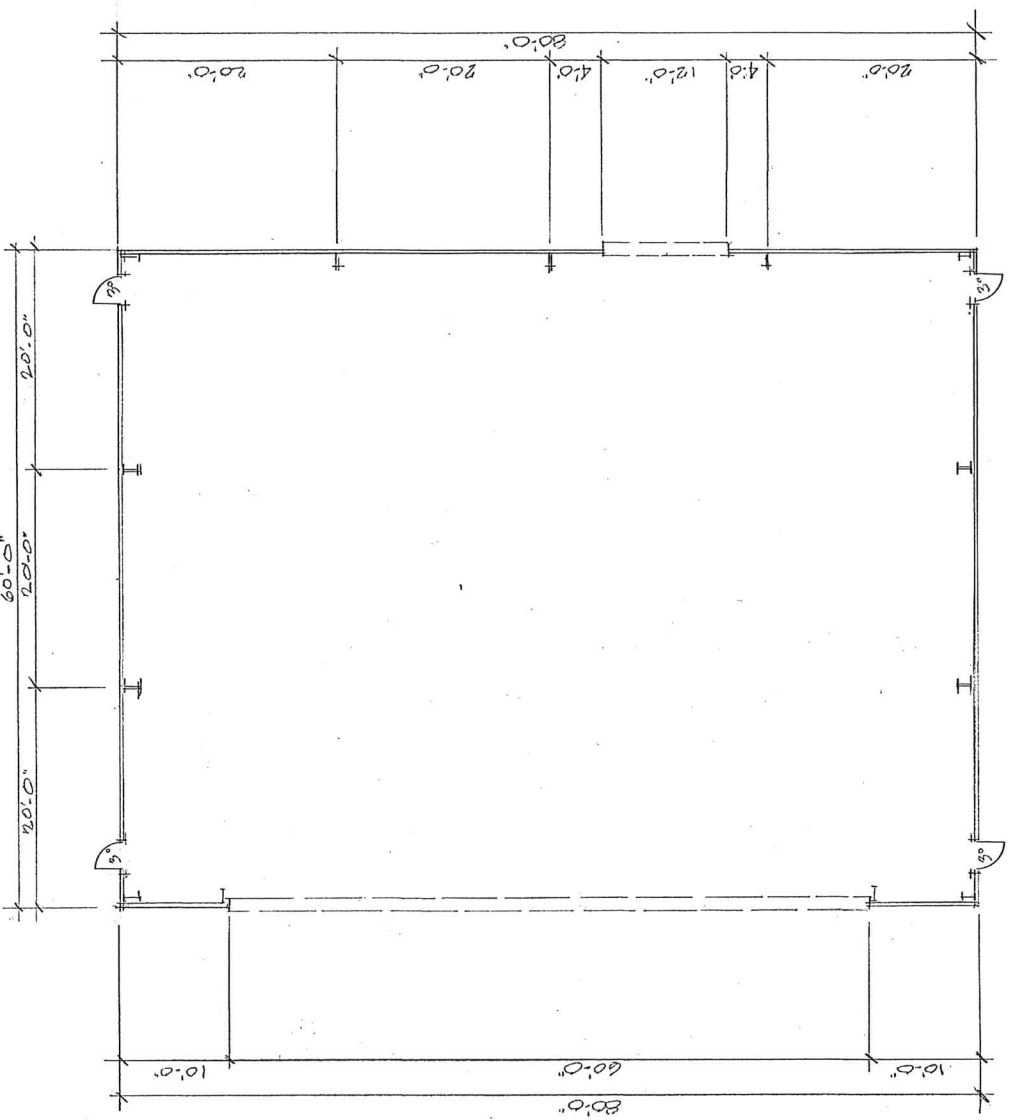
Attachments:

Site Survey

Brim Aviation Preliminary Site Plan

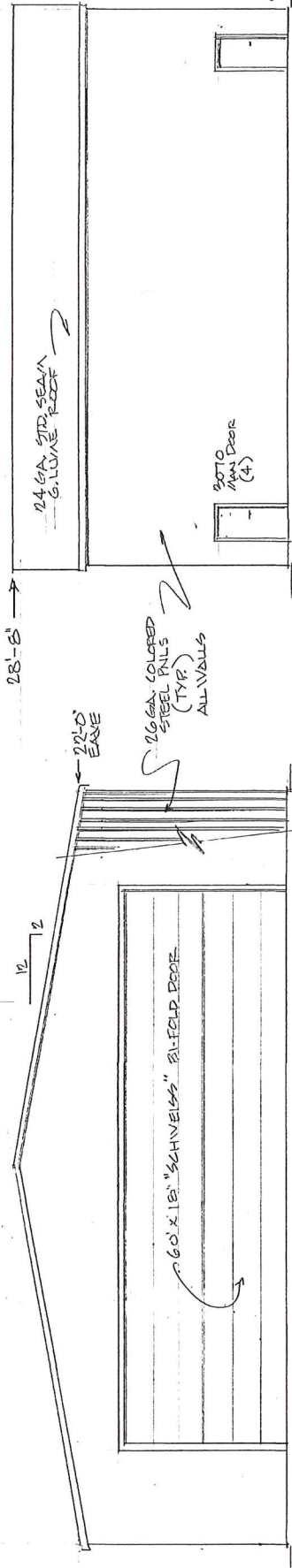
Conceptual Elevations of Proposed Hangar

REVISIONS	BY

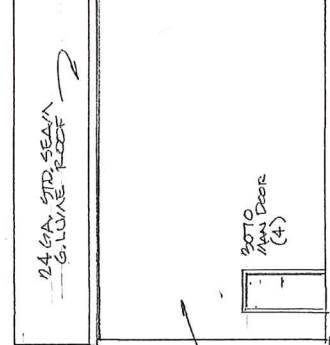


**AIRCRAFT HANGER FOR BURL BRIN
ASHLAND, OR.**

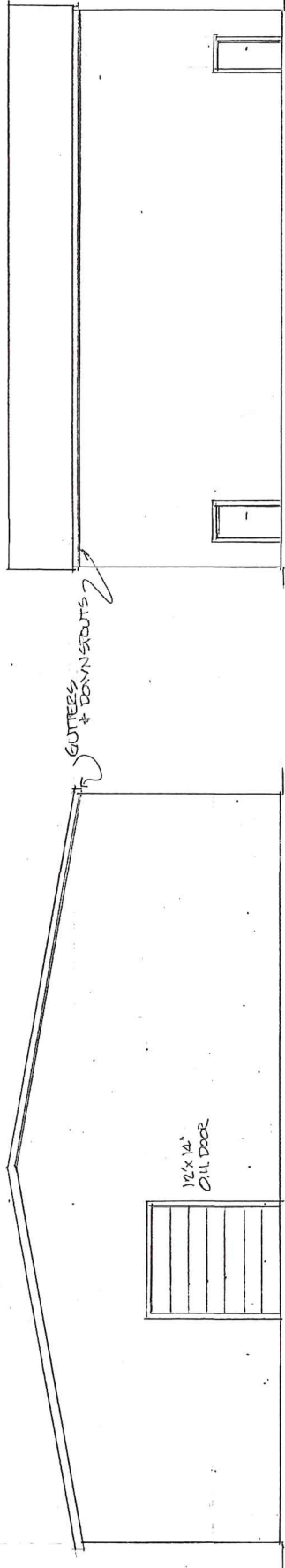
Date	1-29-20
Scale	1/8" = 1'-0"
Drawn	
Job	
Sheet	
Of	Sheets



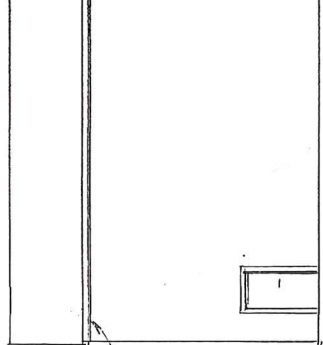
NORTH ELEV.



WEST ELEV.



SOUTH ELEV.

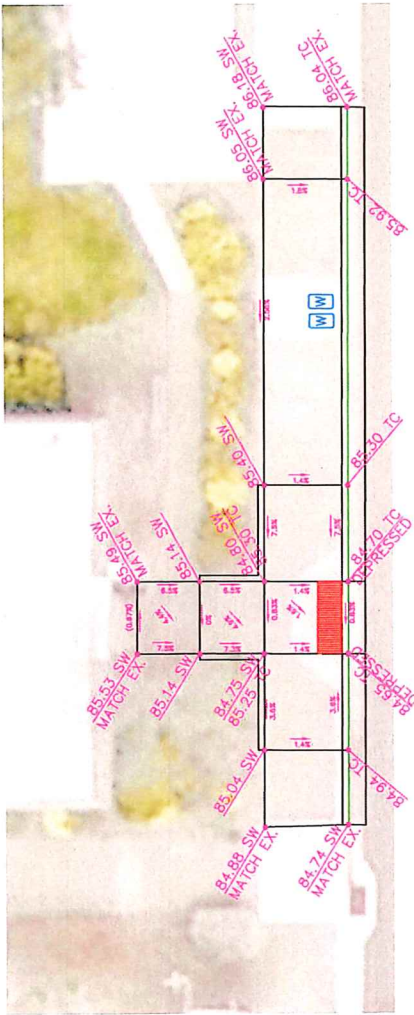


EAST ELEV.

AIRCRAFT HANGER FOR BURL BRIM

1/8" = 1'-0"

ASHLAND, OREGON




SCALE 1" = 10'

452. sf of flat work (includes add ramp) concrete plus 3"± gravel base in-place
 60 lf curb & gutter
 26 lf landscape curb (6" x 12")
 set two new existing water valve boxes to grade, city to supply
 one add ramp (brick red truncated domes, 6 lf x 2 lf)

surveying layout to be done by coa
 removal/disposal and base prep to subgrade by coa

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

DRECON
 BRADLEY F. BARBER
 2806
 EXPIRES 12-31-2019

		PROJECT JOB NO. AIRPORT ADA RAMP
CITY OF ASHLAND 20 E. MAIN STREET ASHLAND, OREGON		DRAWING NO. 2019
DRAWN BY BFB	DATE 10-23-2019	SHEET NO. OF 1 OF 1
CHECKED BY SF	DATE 10-23-2019	
PUBLIC WORKS ENGINEERING www.ashland.or.us 541-489-5597 fax 489-6006		

Client Project 2009Airport ADA Ramp.dwg
 Date: 10/23/2019 3:18:58 PM, by: bddget1110hp MKS2,
 Sheet: 1 of 1

Memo

TO: Commissions, Boards, and Committees
FROM: Kelly Madding, City Administrator
DATE: February 20, 2020
RE: Administrative Policies

The City has numerous Administrative Policies governing the behavior of employees, elected officials, appointed officials, and volunteers. As a recent update has occurred with our Workplace Fairness Policy and our Workplace Violence Prevention Policy, we are sending the five relevant policies to members of advisory bodies. As a volunteer participating on a commission, board or committee, please review the list below and acknowledge your agreement to comply with each of the attached policies:

- General Personnel Policies and Employee Responsibilities (Municipal Code 3.08.010)
- Electronic Media & Technology Usage Policy (Administrative Policy 2006.10.19)
- Workplace Fairness Policy (Administrative Policy 2005.03.08)
- Website and Social Media Policy (Administrative Policy 2010.03.15)
- Workplace Violence Prevention Policy (Administrative Policy 2007.10.09)

Please sign the enclosed acknowledgment form and return it to your staff liaison in a timely manner.

Thank you and let me know if you have any questions.

Elected or Appointed Official

Acknowledgement of Receipt of
City of Ashland Policies Personnel Policies

By signing this form, I verify that I have received the following Administrative Policies:

- General Personnel Policies and Employee Responsibilities
- Electronic Media & Technology Usage Policy
- Website and Social Media Policy
- Workplace Fairness Policy
- Workplace Violence Prevention Policy

Signature: _____

Printed Name: _____

Date: _____

THANKS . . .

For taking the time to sign this form. We appreciate it!

6/6/2020

TASK	DESIGNEE	COMPLETED
<u>Site Preperation</u>		
Sanitation	City	Scheduled
Mowing	City	Scheduled
Cones/Caution Tape	City	Scheduled
Banner/Signs	City	Scheduled
Tables/Chairs	City	Scheduled
<u>Civil Air Patrol</u>		
Marshaling(parking)	Skillman	
<u>Media/Publicity</u>		
Flyers	Lamb	
Radio (JPR)		
TV		
Sneak Preview		
Ashland Website	City	Need Flyer
MC Patrick Henry	Lincoln	
Council Statement	City	Scheduled
City Source	City	
<u>Exhibitors</u>		
Model Airplane Club		
Sky Hangar	Brim	
Car Clubs	Lamb	
Fire/Police/ODF Apparatus	Bob	
Smoke Jumpers		
Skydivers	Brim/Bob	
Helicopters	Brim	
Bounce House (2)	Lamb	
Kids Toys		
Science Works		
<u>Food Trucks</u>		
Garcias	Lamb	
Thyme	Lamb	
Buttercloud	Lamb	
420 Blackird	Lamb	
Shaved Ice	Lamb	

*** Notes**

Schedule walkthrough prior to event with volunteers and Fire Marshall to ensure adequate safety GIS to develop walkthrough map and locations for vendors etc.



FBO MONTHLY REPORT
December, 2019

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,828.89
	DAILY				
9	Dally Tie-Downs- Small	@ \$ 7.00 =		\$ 63.00	
0	Daily Tie-Downs- Large	@ \$ 11.00 =		\$ -	
	MONTHLY				
4	Monthly Tie-Downs- Small	@ \$ 49.00 =		\$ 196.00	
0	Monthly Tie-Downs- Large	@ \$ 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	
2	Open Hangar	@ \$ 195.00 =		\$ 390.00	
6	Box Hangar	@ \$ 416.00 =		\$ 2,496.00	
1	Commercial Hangar-JLC	@ \$ 801.63 =		\$ 801.63	
1	Commercial Hangar-Sorensen	@ \$ 497.89 =		\$ 497.89	
1	Sky Research Land Lease	@ \$ 487.74 =		\$ 487.74	
269	Fuel Flowage Fee Brim	@ \$ 0.07 =		\$ 18.83	
1	Nielsen Land Lease	@ \$ 163.00 =		\$ 163.00	
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,088.34 =		\$ -	
	Brim Land Lease	@ \$ 950.36 =		\$ -	
	Private Hangars Land Lease	@ \$ 345.00 =		\$ -	
	Brim Storage Area	@ \$ 2,745.60 =		\$ -	
NOTES:					
TOTAL RENTS =				\$ 12,412.09	x 0.75 \$ 9,309.07
UTILITY CHARGE NEW CLOSED HANGARS				=	\$ 65.00
FBO FLOWAGE FEE					
	Price Per Gallon	\$5.29 100LL	1098 Gallons		
	Price Per Gallon	\$ 4.39 JET A	127 Gallons		
	Total Gallons		1225	x 0.07	\$ 85.75
CREDITS					
			Water Credit	-	\$137.03
			Garbage Credit	-	\$55.86
DEBITS					
	Preauthorized other credit for:				-
TOTAL DUE TO CITY BY 20TH				=	\$ 11,095.82

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

FBO MONTHLY REPORT

December, 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:

NONE

Aircraft Based on Field:	Hangars	<u>30</u>	Tie-Downs	<u>5</u>
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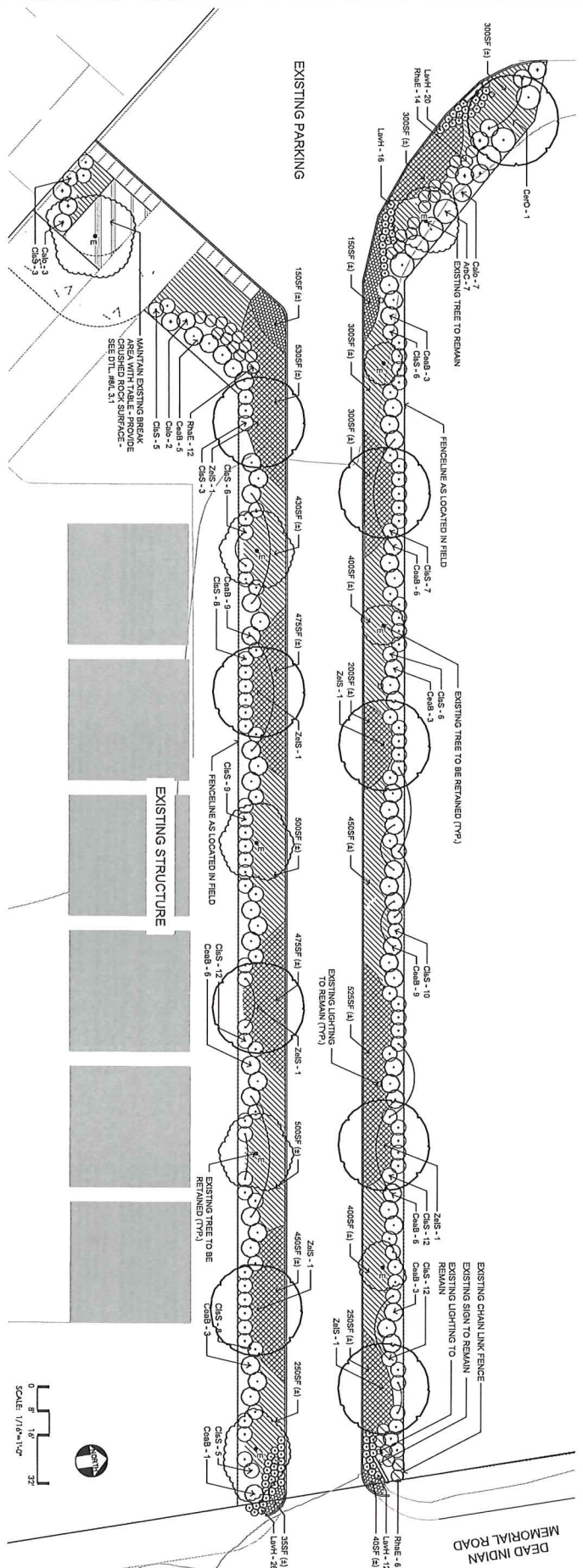
DeBoer Hangar	<u>13</u>	Private Hangars	<u>17</u>	Maintenance Hangar	<u>4</u>
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Skinner	<u>4</u>	TOTAL AIRCRAFT:	<u>73</u>
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Other Items:	Current # of Students	<u>5</u>	# of Charter Flights	<u>1</u>
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Special Events: None

Airport Users Group: None



0' 1' 2' 3' 4' 5' 6' 7' 8' 9' 10' 11' 12' 13' 14' 15' 16' 17' 18' 19' 20' 21' 22' 23' 24' 25' 26' 27' 28' 29' 30' 31' 32'

SCALE: 1/4"=1'-0"

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

CODE	BOTANICAL NAME	COMMON NAME	SIZE
TREES			
GRND	<i>Cercis americana</i> 'Dutchman'	Dutchman Redbud	36" box
ZNIS	<i>Zelkova serrata</i> 'ScotchLodw'	Witchhazel Zelkova	1.5" cal.
SHRUBS & PERENNIALS			
ANCC	<i>Amelanchier canadensis</i>	Common Shadbush	5 gal.
GRND	<i>Chimonanthus occidentalis</i>	Winter Spicebush	5 gal.
Cable	<i>Chaenactis tenuis</i>	Blue Yucca California Yucca	5 gal.
Cable	<i>Chamaenerion angustifolium</i>	Red Top	5 gal.
GRND	<i>Chamaenerion angustifolium</i>	Red Top	5 gal.
Rhine	<i>Rumex crispus</i>	Winged Garden Sorrel	5 gal.
GROUNDCOVER			
Cable-1	<i>Hydrangea</i>	Hydrangea	4" pot
Cable-2	<i>Artemisia tridentata</i>	Emerald Carpet	1" pot
Cable-3	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-4	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-5	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-6	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-7	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-8	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-9	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-10	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-11	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.
Cable-12	<i>Phlox subulata</i>	Subulata Phlox	36" c.o.g.

LANDSCAPE NOTES

1. 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.
2. Proposed area shall be established from the top of "A" to the top of "B".
3. Proposed area shall be established from the top of "A" to the top of "B".
4. All plants on this project have been selected for color and for resistance. Due to changes in ecology, climate, and soil conditions, some plants may not be suitable for the site. The architect is not responsible for the changes in their plant material provided.

LANDSCAPE PLANTING PLAN

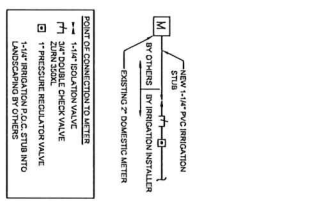
ISSUE DATE:
APRIL 15, 2019

L2.1

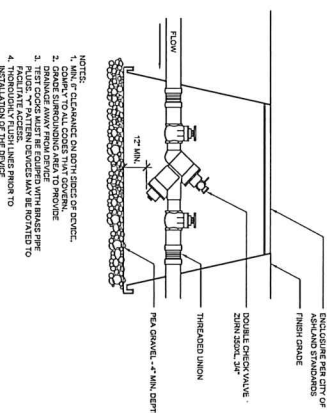
Ken Calm
Landscape Architecture

Drawn By: JL

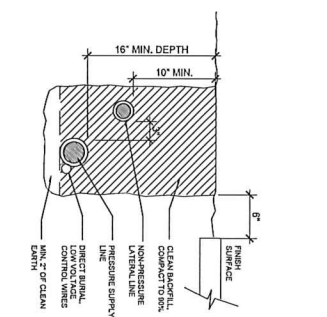
REGISTERED
STATE OF OREGON
11/27/2015
11/27/2015



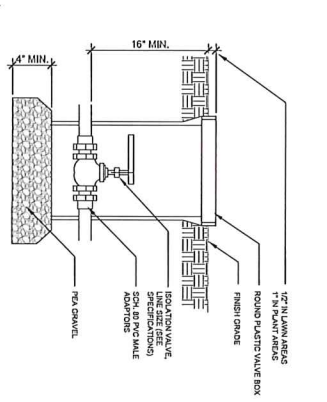
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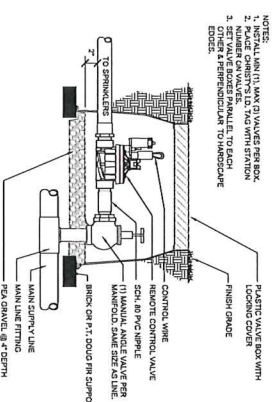
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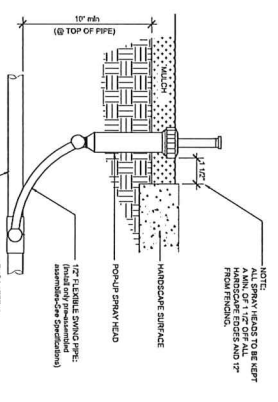
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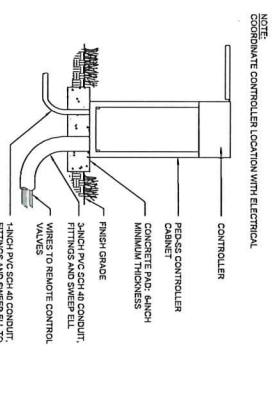
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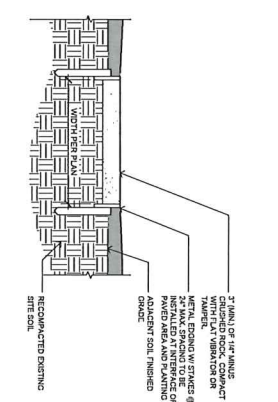
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6 SECTION: POP-UP SPRAY HEAD
Scale: N.T.S.

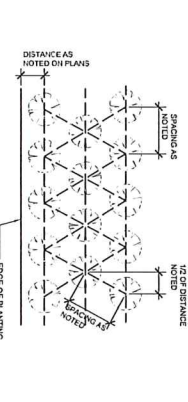


7 ELEVATION: PEDALS CONTROLLER PEDESTAL MOUNT
Scale: 1/2\"/>

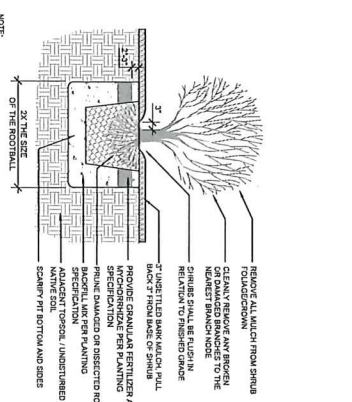


8 SECTION: CRUSHED ROCK PAVING
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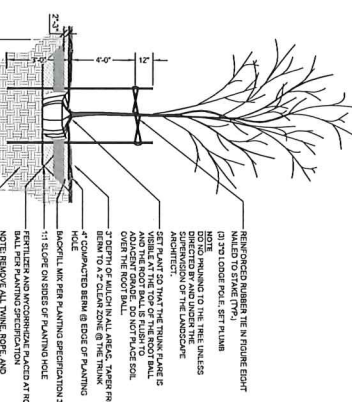
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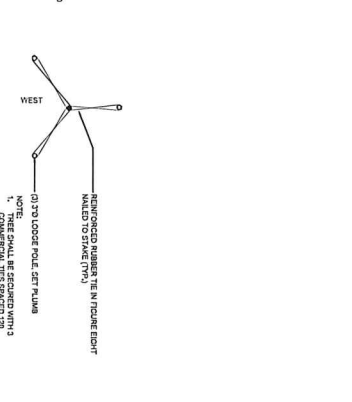
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10 SECTION: SHRUB PLANTING
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11 SECTION: TREE PLANTING
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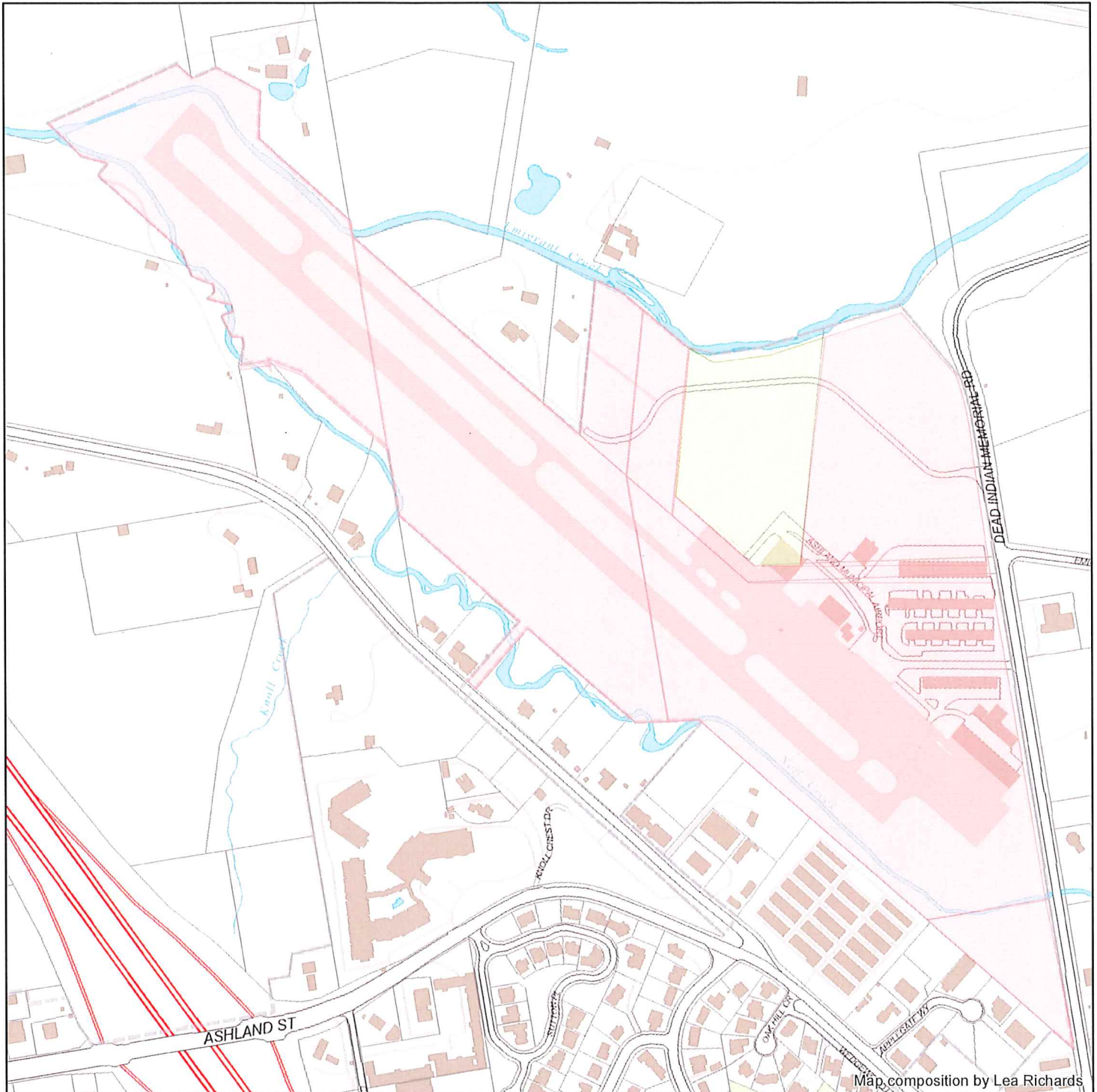
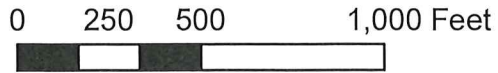
12 SECTION: POST COMPACTION
Scale: N.T.S.

ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 1: OWNERSHIP


TAXLOT OWNERSHIP


-  CITY OF ASHLAND
-  SKY, LLC

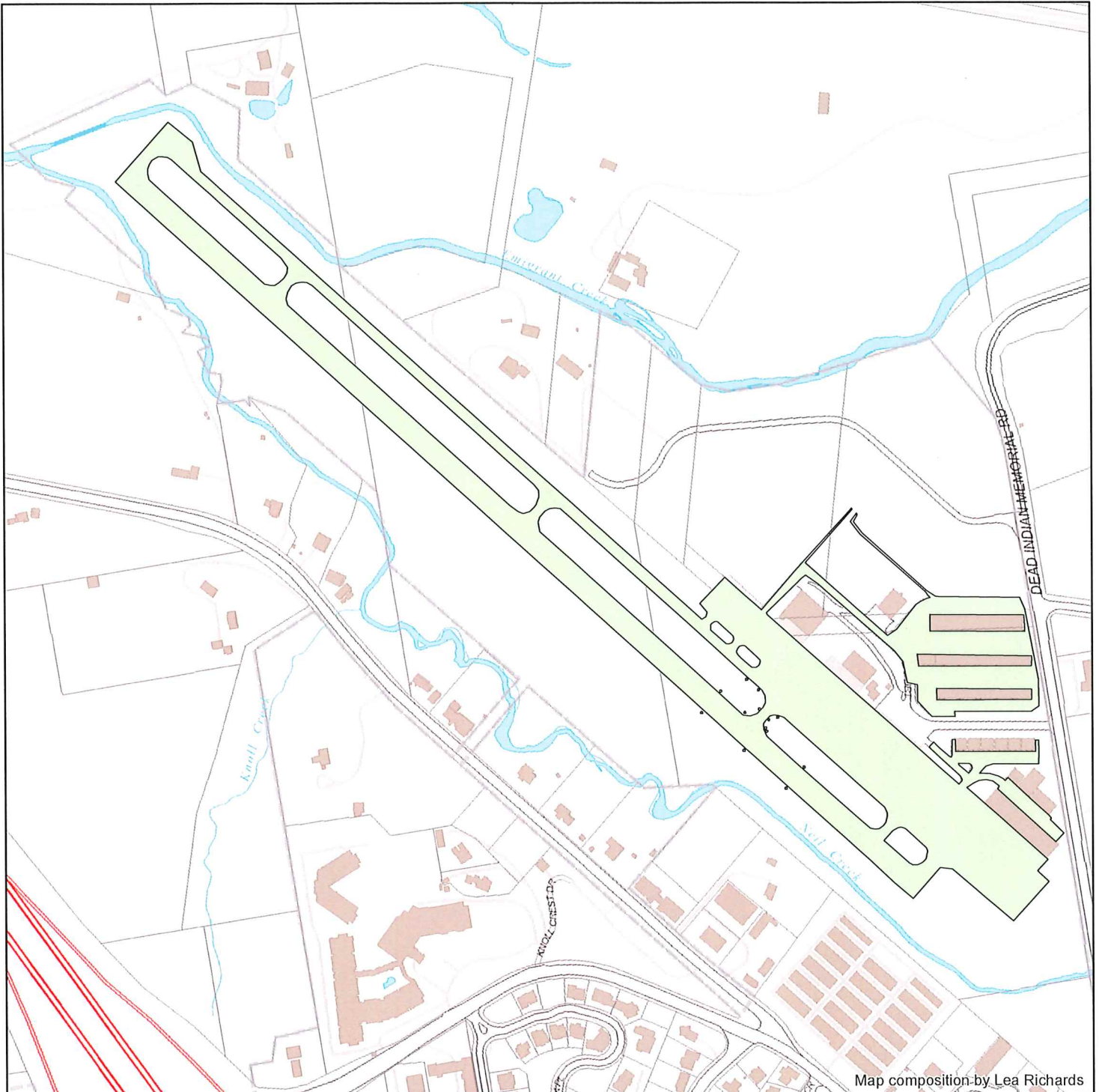


ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 2: COARSE SCALE HERBICIDE TREATMENT PLAN

 Herbiced Treatment Area

0 250 500 1,000 Feet




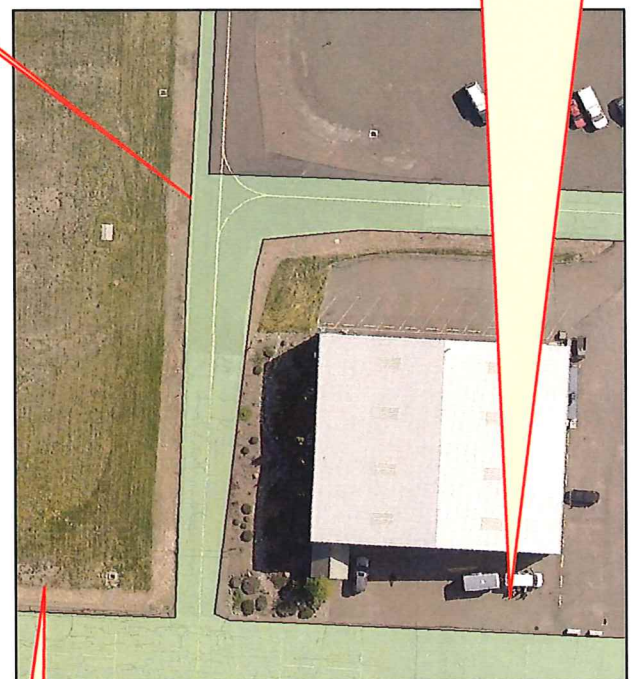
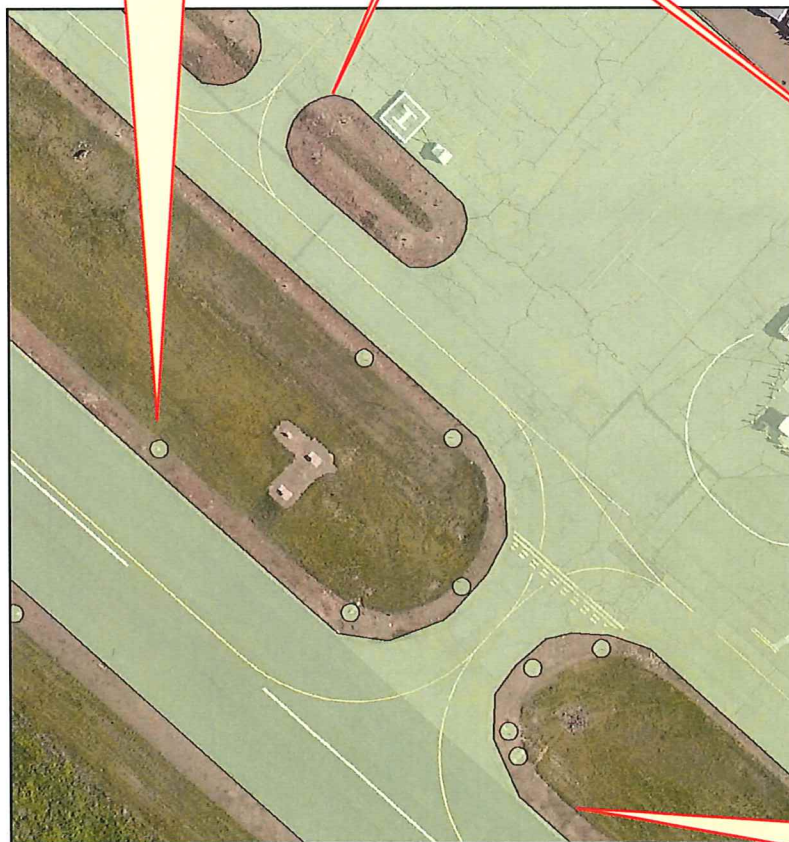
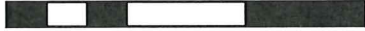
Map composition by Lea Richards

ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

 Herbiced Treatment Area

FIGURE 3: CLOSE-UP HERBICIDE TREATMENT PLAN

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.

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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.

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