
CITY OF ASHLAND

AIRPORT COMMISSION

AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

June 4, 2019 9:30 AM

CALL TO ORDER: 9:30 AM

1. **ROLL CALL**
2. **INFORMATIONAL ITEMS:**
 - A. Public Forum
3. **APPROVAL OF MINUTES FROM May 7, 2019 MEETING**
4. **OLD BUSINESS:**
 - A. Commission Member Vacancies
 - B. Fuel Terminal Upgrade
 - C. **Action Item List:**
 - a. Airport Entrance Landscaping
 - b. Restroom Improvements
 - c. Airport Maintenance Plan
 - d. Airport Security Camera
5. **NEW BUSINESS:**
 - A. Airport Day Wrap up
 - B. Airport: Good Neighbor Items
6. **FBO REPORT(S):**
 - A. Attached
7. **ANNOUNCEMENTS:**
8. **NEXT MEETING DATE:** July 2, 2019 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).



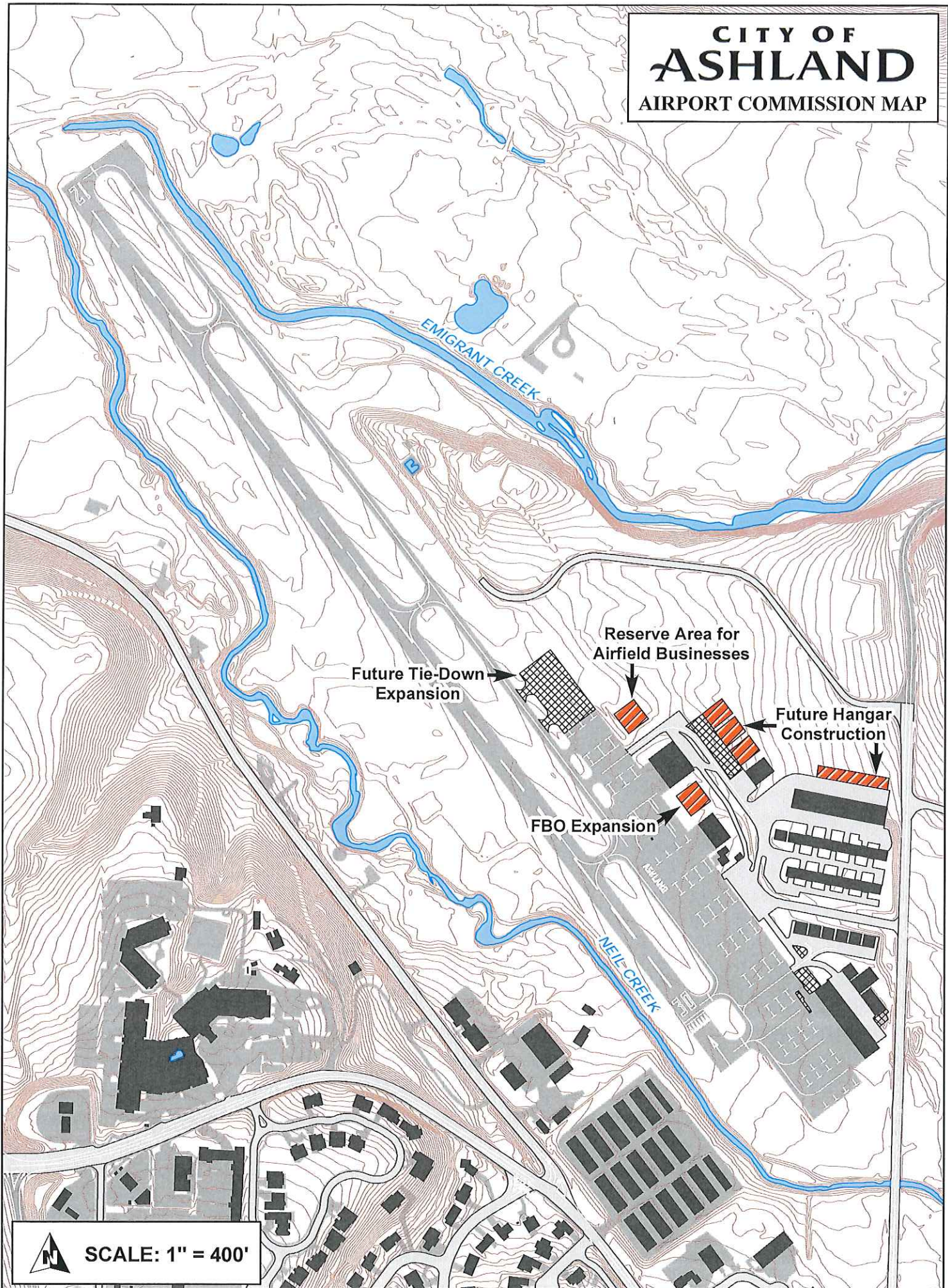
CITY OF
ASHLAND
Ashland Airport Commission
2019

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
William Skillman	Commission Member	541-482-2148	635 Oak Knoll Dr.	Skillman_Ashland@yahoo.com	2022
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Open	Commission Member	Open	Open	Open.com	
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@vortex.com	2020
Andrew Vandenberg	Commission Member	509-703-3591	827 West 14 th St.	Andrewvandenberg@live.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



Future Tie-Down
Expansion

Reserve Area for
Airfield Businesses

Future Hangar
Construction

FBO Expansion

NEIL CREEK

EMIGRANT CREEK



SCALE: 1" = 400'

Ashland Airport Commission

MINUTES

May 07, 2019

These minutes are pending approval by this Committee

CALL TO ORDER

Wolske calls meeting to order at 9:30 AM

Roll Call:

Members Present: David Wolske (Chair), George Schoen, Daniel Palomino, Bernard Spera, Andrew Vandenberg.

FBO Present: Bob Skinner

Members Absent: William Skillman, Dana Greaves

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss, Steve Jenson (on behalf of Rich Rosenthal)

Guests: Patt Hereklotz, Nathaniel (no last name given), Susan Moen, Dawn Lamb

APPROVAL OF MINUTES-04/02/19

Vandenberg Moves, Palomino Seconds

All Ayes. Minutes Approved

Request for Additional Items from Commission Members- Palomino reports on the asphalt spoils piled at the Airport and the possibility that Bob Smoot might be interested in taking it. He wonders if the City could help load and possibly transport the spoils. Kathol states that it would be the call of the Street department, she states she cannot promise anything but will check in and see what can be done. Metcalf suggests the issue be put on the Airport Maintenance List.

Old Business

Finalize Airport Day Plans- Commission discusses plans for Airport day. Dawn Lamb and Susan Moen join later in the meeting for planning.

Action Item List:

Airport Entrance Landscaping- Metcalf reports that the final design has been completed and he will bring it to the Commission within the next few months. Palomino mentions the high weeds that have grown up in the last few weeks. Kathol states that Skinner should contact the Parks Department as it is part of their contract to manage that area.

Restroom Improvements- Metcalf states that aside from the installation of ceiling lights the bathrooms are complete, operational, and up to ADA standards. Commission discusses their observations of the last few weeks regarding the completion of the restrooms, and the possibility of art work being added.

Airport Maintenance Plan- Kathol states that she owes the Commission a map of the areas around the Airport that the City manages. She also provides the Park's landscape contract, and how it can be changed to meet the needs of the Airport. Metcalf suggests that the Maintenance work group should review priorities and bring them back to the commission.

Airport Security Camera- Metcalf reports on progress made, he will meet with Streets to discuss trench options to run fiber to the FBO to get a camera or two hooked to City's security system. Jenson mentions a possible security camera policy that might come into place. Skinner brings up Federal implications for security on Airports.

Ashland Airport Commission
MINUTES
May 07, 2019

These minutes are pending approval by this Committee

New Business

Re-Election Appointment- Metcalf states William Skillman was reappointed. Zeve and Moen's terms have ended, it is not known to him if they are wanted to run for reappointment, if not there are two open spots. Moen, who arrives later for Airport Day planning, informs Commission that she and Zeve will not put in for re-election. Metcalf is not aware of any new applications. Wolske explains the application process for the benefit of the guests.

Election of Chair/Vice Chair- Wolske states that the election was supposed to be held in April and puts out a request for nomination for these positions. Spera nominates Wolske as Chair. Schoen agrees. No other nominations. Vice Chair nominations.

Wolske Motions, Palomino Seconds: David Wolske as Commission Chair for next term. All Ayes. Motion carries.

Vanderberg Motions, Wolske Seconds: Bernard Spera for Vice Chair for next term. All Ayes. Motion carries.

Hangar #29 Reclassification- Skinner discusses a now vacant hangar #29, he recommends an evaluation of the cost of the hangar and that it be placed in the same price category as hangar 431-12. **Spera Motions: Recommend to Council for reclassification of hangar #29 to match block 431 hangar 12 rates as part of the Council approval rate restructure. Vandenberg Seconds.**

Discussion: Wolske and Skinner discuss how rate for 431-12 was calculated, and the amenities comparison between the two hangars in question.

All ayes. Motion Carries.

COAR Grant Gas Tax Support- Metcalf proposes a gas tax to support the COAR Grant, Wolske informs that this was passed last year, keeping it would be a continuation of what is currently in place.

Vandenberg Motions, Motion for Chair to sign letter of recommendation with current rates to continue to support the COAR grant. Palomino Seconds. All Ayes. Motion carries.

Tie Down Rate Request- Metcalf informs Commission of conversation between JLC, Dave Lohman and Scott Fluery, JLC was offered a spot on the agenda to revisit this subject. Skinner informs Commission that Lohman informed him that rates would have to be across the board for all Airport users. Wolske states that because no one is at the meeting asking for rates that the Commission will move on to the next agenda item.

Airport Rates Review- Metcalf refers Commission to rate printout information in the packet and informs that Commission could change any rates highlighted on the sheet.

Wolske calls for a Motion to recommend to Council to accept rate structure as proposed. Spera Motions, Wolske Seconds. Discussion: Skinner explains the increases and existing numbers and what the numbers are based on. Skinner discusses rates compared to other airports in the area and calls for any changes to the proposed rates. Kathol calls for conflicts of interest to be stated on this matter. Conflicts/potential conflicts stated as follows: Wolske rents a hangar at the Airport. Schoen works part-time for Brimm, who rents hangars. Vandenberg works for Skinner who rents hangars.

All Ayes. Motion Carries.

Airport Good Neighbor Items- Skinner states that there has been more activity with the nice weather, but there have not been many complaints.

Ashland Airport Commission
MINUTES
May 07, 2019

These minutes are pending approval by this Committee

FBO Reports:

Skinner discusses a now vacant hanger #29, he recommends an evaluation of the cost of the hanger and that it be placed in the same price category as hanger 431-12. **Spera Motions: Recommend to Council for reclassification of hanger #29 to match block 431 hanger 12 rates as part of the Council approval rate restructure.**

Vandenburg Seconds.

Discussion: Wolske and Skinner discuss how rate for 431-12 was calculated, and the amenities comparison between the two hangars in question.

All ayes. Motion Carries.

NEXT MEETING DATE: June 4, 2019

ADJOURNMENT:

*Respectfully submitted,
Shannon Burruss
Public Works Administration*

FBO MONTHLY REPORT

March, 2019

CH# 132

FBO

AMOUNT	ITEM	RATE				
	FBO RENTAL					\$ 1,799.65
	DAILY					
6	Daily Tie-Downs- Small	@ \$ 7.00 =	\$	42.00		
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		
10	Closed Hangars	@ \$ 242.00 =	\$	2,420.00		
1	Large Closed Hangar	@ \$ 310.00 =	\$	310.00		
5	Open Hangar	@ \$ 192.00 =	\$	960.00		
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		
437	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$	30.59		
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 =		\$ 13,039.65	X	0.75	\$ 9,779.74
	UTILITY CHARGE NEW CLOSED HANGARS			=		\$ 65.00
	FBO FLOWAGE FEE					
	Price Per Gallon	\$5.29 100LL	1159.4	Gallons		
	Price Per Gallon	\$ 4.39 JET A	796.1	Gallons		
	Total Gallons		1955	X	0.07	\$ 136.86
	CREDITS					
						Water Credit - \$94.71
						Garbage Credit - \$55.86
	DEBITS					
	Preauthorized other credit for:					-
	TOTAL DUE TO CITY BY 20TH			=		\$ 11,630.68

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

2298



**FBO MONTHLY REPORT
March, 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:		<u>OK</u>
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Fencing:		<u>OK</u>
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Wind Cones:	(3)	<u>OK</u>
	Wind Lights	<u>OK</u>

Fire Extinguishers:		<u>OK</u>
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Other Recommendations or Problems:

Recommend security system (camera's) upgrade.

Noise abatement sign down on south end.

Aircraft Based on Field:	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>	TOTAL AIRCRAFT:	<u><u>75</u></u>

Other Items:	Current # of Students	<u>3</u>	# of Charter Flights	<u>3</u>
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Special Events:	<u>None</u>
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Airport Users Group:	<u>None</u>
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FBO MONTHLY REPORT

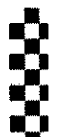
April, 2019

C#132

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,799.65
	DAILY				
14	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 98.00		
3	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ 33.00		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 245.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
0	Freight Operatons (x1000)	@ \$ 5.83 =	\$ -		
14	New T-Hangars	@ \$ 310.00 =	\$ 4,340.00		
1	Helicopter Hangars	@ \$ 242.00 =	\$ 242.00		
9	Closed Hangars	@ \$ 242.00 =	\$ 2,178.00		
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1	Commercial Hangar-Sorenson	@ \$ 495.24 =	\$ 495.24		
1	Sky Research Land Lease	@ \$ 478.00 =	\$ 478.00		
1807	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 126.49		
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 =		\$ 12,790.55	X 0.75	\$ 9,592.91
	UTILITY CHARGE NEW CLOSED HANGARS			=	\$ 65.00
	FBO FLOWAGE FEE				
	Price Per Gallon	\$5.29 100LL	1989 Gallons		
	Price Per Gallon	\$ 4.39 JET A	0 Gallons		
	Total Gallons		1989	x 0.07	\$ 139.23
	CREDITS				
			Water Credit	-	\$114.34
			Garbage Credit	-	\$55.86
	DEBITS				
	Oregon Comercial Heating yearly service & inspection			-	\$ 599.88
	TOTAL DUE TO CITY BY 20TH			=	\$ 10,826.71

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

2390



FBO MONTHLY REPORT
April, 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:		<u>OK</u>
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Fencing:		<u>OK</u>
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Wind Cones:	(3)	<u>OK</u>
	Wind Lights	<u>OK</u>

Fire Extinguishers:		<u>OK</u>
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Other Recommendations or Problems:

Weeds along drive way need to be removed. Noise abatement sign down at south end.

Aircraft Based on Field:	Hangars	<u>30</u>	Tie-Downs	<u>6</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>5</u>	TOTAL AIRCRAFT:	<u><u>75</u></u>
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Other Items:	Current # of Students	<u>4</u>	# of Charter Flights	<u>1</u>
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Special Events:	<u>None</u>
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Airport Users Group:	<u>None</u>
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Airport Users Communication Plan for the Ashland Municipal Airport

Statement

This plan establishes communication paths between users of Ashland Municipal Airport, the fixed base operator (FBO), and City of Ashland staff. The Plan was developed by the City of Ashland Facilities Division, and is therefore tailored to the structure of that division. Contact information and suggested communication paths are provided for other City departments for convenience, but this plan does not necessarily govern communication between airport users and other departments or divisions.

Purpose

The purpose of this plan is to improve the City's ability to receive service requests for maintenance or repair and effectively assign its resources to provide the necessary services. In doing so, the City will be able to better prioritize staff workloads and provide the best service possible to the airport.

Definitions

The following definitions have been established for the purpose of this plan:

- **Airport Users** include anyone who participates in aviation-related activities. This includes users who fly in from elsewhere, users who rent hangars, tie-downs, or pay land leases, or any business that operates on the grounds of the Ashland Municipal Airport.
- **FBO** is Skinner Aviation.
- **Staff**, for the purposes of this plan, include all individuals who work for the City of Ashland and provide maintenance and repair services to the airport.
- **Supervisors**, for the purposes of this plan, includes City Staff who supervise employees in the following departments and divisions: Facilities, Parks and Recreation, Streets, and Electric.

Procedure

In general, the FBO shall be the communications hub between Airport Users and City Supervisors. All communications regarding Airport maintenance and repair must go through the FBO, including service requests from Airport Users and notifications of upcoming work by Staff.

General Work Requests

General requests for work shall be made via email by the FBO to the appropriate supervisor, as identified in the **Contacts** section below. The email shall CC appropriate staff (also detailed in the Contacts section). The flowchart shown in **Scenario 1**, below, demonstrates the communication process that has been established for addressing general service requests.

Grounds maintenance requests may need to be made periodically to obtain services from Ashland Parks and Recreation Department beyond scheduled maintenance events at the Airport. **Scenario 2** establishes the communication path for grounds maintenance. Similar processes shall be followed for requesting work from the Electric Department or Streets Division.

Notice of Upcoming Work

Any notifications of upcoming work performed or overseen by Staff shall be provided to the FBO. The FBO will disseminate notifications to affected Airport Users **in the manner deemed most appropriate by the FBO**. Notifications may include postings if the maintenance event could affect many users (e.g. herbicide spraying) or targeted emails or phone calls to specific users (e.g. a roof repair on a single hangar). The flowchart shown in **Scenario 3** establishes the communication path for services to be performed or managed by Staff.

Emergency Repairs

Emergency repairs are limited to work required to eliminate imminent hazards to life, health and safety, or to prevent imminent damage to equipment or property. Requests for emergency repairs must first go through the FBO, unless the FBO is not immediately available. Once Staff receives the emergency repair request, they may shorten the processes that follow to ensure the emergency is addressed imminently.

Improper Communications

Users requesting service must provide their requests to the FBO. Users who voice requests directly to Staff will be asked to redirect their requests to the FBO. Except for emergency situations described above, requests made directly to staff without involving the FBO first will only be addressed after the FBO has issued the request to appropriate Staff.

Services by Other City Departments and Divisions

Facilities staff has little control over or knowledge of schedules of other City departments and divisions performing work at the airport. Facilities Supervisors will encourage the managers of other departments and divisions to provide notification to the FBO in advance of any work they will perform at the airport.

Contacts

Email shall be the primary method of communicating service requests and schedules. Telephone calls are appropriate where additional discussion is needed but shall not replace email as the primary means of communicating requests. Table 1 provides a list of primary and secondary contacts for communicating service requests.

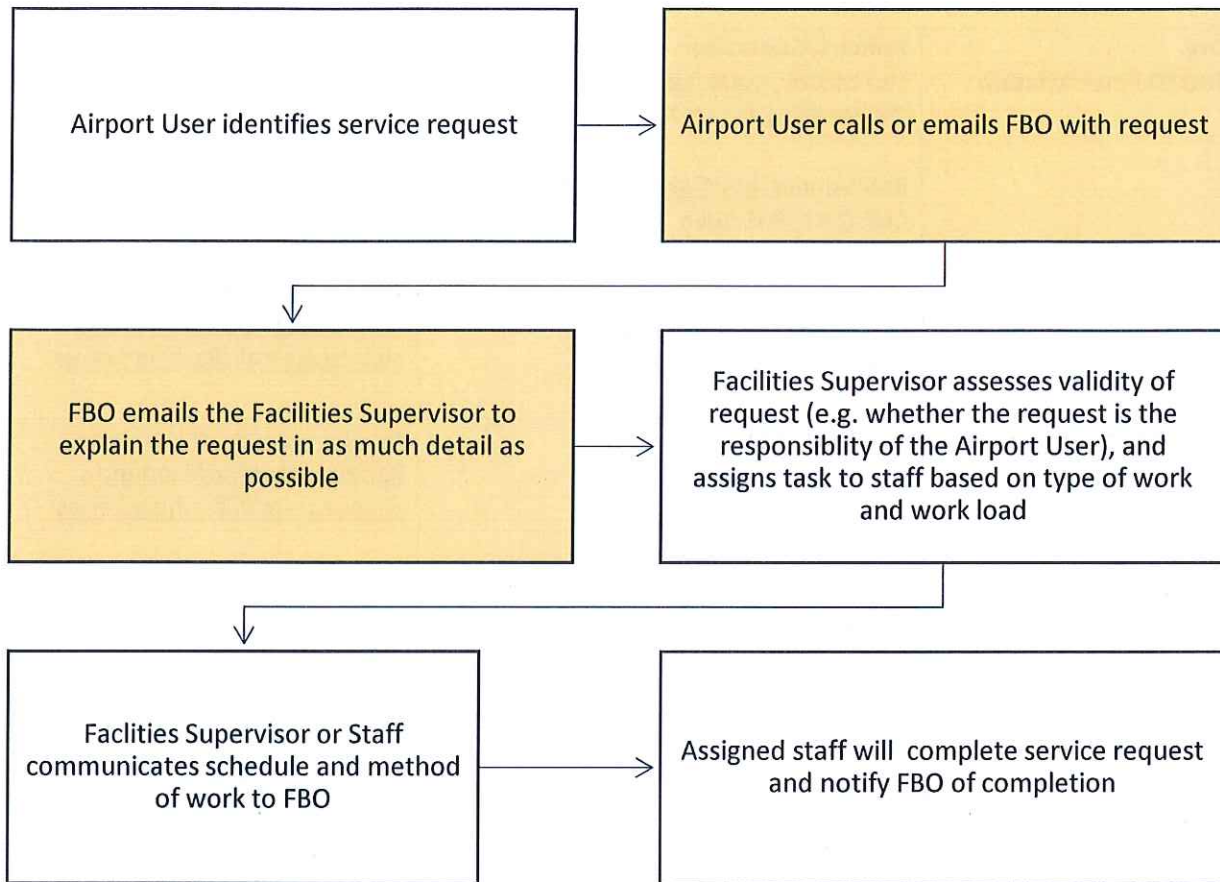
Table 1. List of contacts for airport maintenance and repair communications

Org.	Primary/Supervisor	CC Staff
FBO/Skinner Aviation	Lisa McCoy, lisa@skinneraviation.com Office: (541) 482-7675 Bob Skinner, bob@skinneraviation.com Cell: (541) 601-1065	
City of Ashland Facilities	Wes Hoadley wes.hoadley@ashland.or.us (541) 552-2355	facility_repair@ashland.or.us kaylea.kathol@ashland.or.us chance.metcalf@ashland.or.us
City of Ashland Streets	Avram Biondo avram.biondo@ashland.or.us (541) 552-207	facility_repair@ashland.or.us kaylea.kathol@ashland.or.us chance.metcalf@ashland.or.us
City of Ashland Electric	Thomas McBartlett III (typically CC this supervisor) thomas.mcbartlett@ashland.or.us (541) 552-2307	Mike Cook (typically will be the primary contact) mike.cook@ashland.or.us (541) 552-2311
Ashland Parks and Recreation	Bill Miller bill.miller@ashland.or.us (541) 552-2078	facility_repair@ashland.or.us kaylea.kathol@ashland.or.us chance.metcalf@ashland.or.us

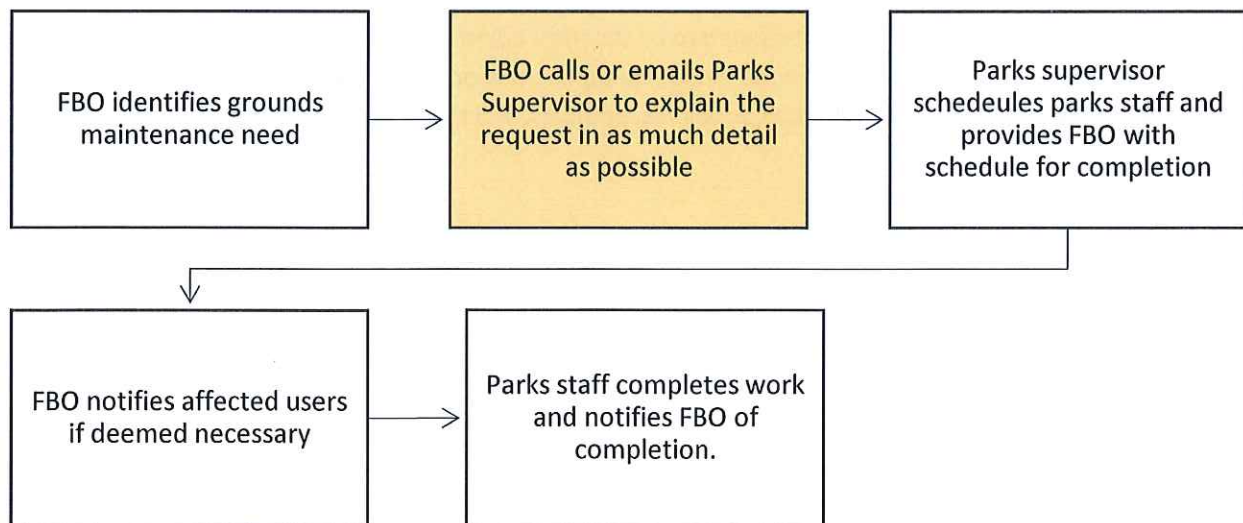
Communication Flowcharts

Non-emergency service requests are anticipated to be the most common type of communication. Such items include, but are not limited to, things like roof leaks, malfunctioning or poorly functioning hangar doors, hot water heater failures, fallen signs, plumbing problems, potholes, and storm drain blockages.

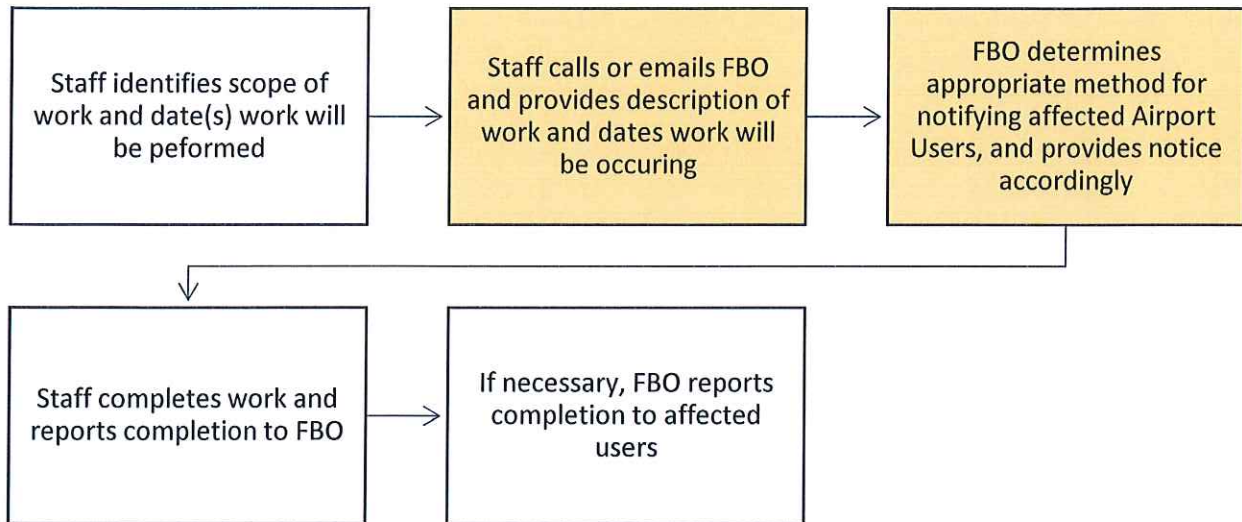
Scenario 1. Communication path for non-emergency service requests by airport users



Scenario 2. Communication path for grounds maintenance



Scenario 3. Communication path for City Activities that may affect airport users



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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