
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

June 5, 2018 9:30 AM

CALL TO ORDER: 9:30 AM

1. Request for Additional Items from Commission Members
 - A. Public Forum:
2. APPROVAL OF MINUTES FROM May 1, 2018 MEETING
3. OLD BUSINESS:
 - A. Budget Review
 - B. Action Item List
 - a. Hangar enclosure project
 - b. Landscaping/Irrigation (Driveway)
 - c. Restroom Improvements
 - d. Web Cam adjustment
 - e. Water Seepage
 - f. Non-com
4. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
5. FBO REPORT(S):
 - A. Attached –
 - B. Maintenance Updates
6. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch
 - C. Medford Update
7. NEXT MEETING DATE: **July 3, 2018 9:30 AM**

Call Scott at 552-2412 if you will be unable to attend!

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make *reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I)*.



CITY OF
ASHLAND
Ashland Airport Commission
Contact List as of June 2018

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
William Skillman	Commission Member	541-482-2148	635 Oak Knoll Dr.	Skillman_Ashland@yahoo.com	2019
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Lincoln Zeve	Commission Vice Chair	541-482-5436	2710 Siskiyou Blvd.	lincolnzeve@gmail.com	2019
Bernard Spera	Commission Member	541-488-7461	260 Skycrest Dr.	SpBRN3@aol.com	2018
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2018
Susan Moen	Commission Member	541-201-0678	43 Morninglight Dr.	silverwinglodge@charter.net	2019
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	dana@vortx.com	2020
Andrew Vandenber	Commission Member	509-703-3591	827 West 14 th St.	Andrewvandenberglive.com	2021
Michael Morris	Council Liaison	541-890-0506	20 E. Main Street	mike@council.ashland.or.us	
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinneraviation.com	
Staff Support					
Scott Fleury	Deputy Director Public Works	541-488-5347	20 E. Main Street	scott.fleury@ashland.or.us	
Kaylea Kathol	Project Manager	541-552-2419	20 E. Main Street	kaylea.kathol@ashland.or.us	
Tara Kiewel	Administrative Assistant	541-552-2428	20 E. Main Street	tara.kiewel@ashland.or.us	

Ashland Airport Commission
MINUTES
May 1, 2018

These minutes are pending approval by this Committee

CALL TO ORDER

Wolske called meeting to order at 9:30 AM

Members Present: David Wolske (Chair), Lincoln Zeve, Daniel Palomino, Bernard Spera, Dana Greaves, Mike Morris (Council Liaison) Susan Moen, Bill Skillman, Andrew Vandenberg

Members Absent: George Schoen

FBO Present: Bob Skinner

Staff: Kaylea Kathol, Scott Fleury, Tara Kiewel

Guests: Dawn Lamb

APPROVAL OF MINUTES

April 3, 2018 Minutes

Spera Motioned Second Moen

Vote all ayes. Minutes approved as presented

Public Forum

None

Old Business

Budget Review – Wolske asked if the Airport has enough funds in the budget for the priority projects of the bathroom remodel and landscaping. He inquired about the \$100,000 unencumbered line of the budget. Fleury explained this was put in the budget for the FAA ODA grant for the Airport pavement project. The City needs to show the funds as budgeted even if we just need to match the funding for the project. We did not have any expenditures for this project and were reimbursed by the grant. Fleury discussed the year to date budget report with the Commission. The Airport cannot be over budget in any category and there is a \$10,000 contingency fund used to offset any overages. Fleury explained the unappropriated fund which cannot be used without Council approval. The hangar debt service will end this year and there will also potentially be an increase in hangar revenue. This will give the Commission more money to recommend appropriations in the Capital Improvements line item for the next biennium.

Spera asked where the funds would be for the bathroom improvements. Fleury said this would be under improvements. Zeve asked about wastewater charges and Fleury said this is our site fee for sewage and drainage. Morris asked for a breakdown of the sewer charges. Fleury said he will get clarification and let the Commission know.

Fleury would like to see a larger contingency in the Airport budget each biennium. Fleury thinks we will have a better understanding after July and can move money to allocate for projects but cautions that we need to keep funds for unexpected costs. Moen suggested having a budget meeting in September.

Zeve asked about hangar maintenance. Skinner, Kathol and maintenance staff met to discuss what needs to be repaired and how to communicate about repairs going forward. Skinner explained that maintenance funds have been spent to bird proof hangars. This was not done in the past.

Wolske wants to know what can happen during this budget cycle. Staff is preparing requests for proposal (RFP) for the restroom remodel and irrigation so that the Commission will have cost estimates for these projects.

Ashland Airport Commission

May 1, 2018
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Ashland Airport Commission
MINUTES
May 1, 2018

These minutes are pending approval by this Committee

Action Item List

- a. Hangar enclosure project - none
- b. Tree topping project – Fleury updated the Commission that trees have been trimmed and topped, but the project is on hold due to bird nesting. The project will resume in October. Wolske asked about if this bid was for trimming all the trees at the airport. Fleury explained that we had to make an estimate of how many trees were trimmed and then identify what other trees need to be trimmed for a phase 2 of the project. Skinner expressed concern about aircraft safety and current clearance. He said there are some trees that are in bad shape after all the trimming and wondered if there could be some tree removal with replanting to help the approach profile. Fleury said the City is looking into a riparian restoration project with funds from DEQ to offset the City's waste water effluent impact. One area identified for this potential project is Neil Creek which may help the Airport approach slope. Zeve asked if the FAA takes precedence for this project Kathol said we would have to comply with both Federal Regulations. Skinner mentioned he would research putting out a noteum.
- c. Landscaping (contract with Parks) – Morris mentioned that Parks Director Black agreed to meet with the Airport Commission. Wolske asked for it be included for next month's agenda. Fleury told the Commission that he has been working with Parks to make sure they give notice before coming to the Airport. Skinner said they have been communicating and setting a schedule. Zeve mentioned that Brim Aviation has been mowing at the Airport. Skinner said the airport does not require the grass to be at a certain length and Brim Aviation chooses to maintain that area with more frequency than the rest of the Airport requires.
- d. Landscaping (Driveway) - Wolske looked at the irrigation and wondered if it could be fixed. Fleury said the juniper roots have destroyed the irrigation system and that it should be replaced and not repaired. Wolske would like an RFP for irrigation repair. Greaves questioned investing in irrigation when that area has not been irrigated for a few years. Fleury will put out an RFP for a mainline irrigation system that can irrigated the trees and be expanded in the future.
- e. Restroom Improvements- Kathol is working on the RPF for this project and should have more information in July.
- f. Web Camera Adjustment – Skinner met with SOS and they thought the cameras could be adjusted with new brackets. He will update the Commission next month.
- g. Leak near Hydrant - Kathol told the Commission this is a seasonal spring, not a leaking hydrant. Staff is looking into solutions for drainage. The Commission agreed to change the name of this action item to water seepage.

NEW BUSINESS:

- A. Approval of Rates for Miscellaneous Fees – Fleury asked the Commission to make a recommendation to Public Works for fee rates for the Airport Facilities. The Commission reviewed the rate fee sheet. Fleury mentioned that Commissioners may have a potential conflict of interest due to being hangar tenants.

Commissioners Moen, Greaves, Zeve, and Wolske declared a potential conflict of interest due to being Airport hangar tenants.

Moen motioned to recommend the proposed Airport rates based on the Consumer Price Index (CPI). Spera seconded.

**Ashland Airport Commission
MINUTES
May 1, 2018**

These minutes are pending approval by this Committee

The Commission discussed the motion.

Vote

All ayes. Motion passed

- B. Airport: Good Neighbor Items – Skinner mentioned a few complaints and questions about helicopters. Palomino asked if there is a log of complaints and Skinner mentioned they do keep track.
- C. Science Works Aviation Summer Camp – Zeve mentioned that if there was anyone would want to encourage youth in aviation. Moen suggested Airport day might be a good time to discuss the program with Science Works.

FBO REPORT(S):

- A. Attached – Wolske asked about the Electric pole land lease and how it should be reported. Fleury said it has always been in the Airport revenue and Skinner will be receiving the management fee.
- B. Maintenance Updates

INFORMATIONAL ITEMS:

- A. Brown Bag Lunch
- C. Medford Update - none

Open Discussion

Wolske asked about hangar letters to non-compliant hangar tenants. Staff is waiting for a list of tenants. His item will be added

Morris discussed with the City attorney about having FBO do some small maintenance contracts. Currently the City has an interim City Administrator and this will probably not move forward until that position is filled. He mentioned the solar project is going to be delayed.

Zeve congratulated Vandenberg on his appointment to the Airport Commission.

AIRPORT DAY PLANNING

Zeve encouraged everyone to come to Airport Day Saturday June 2, 2018. The Commission discussed advertising, budget, vendors and a site walk through for the event.

NEXT MEETING DATE: June 5, 2018 9:30 AM

ADJOURNMENT: 11:50 AM

Respectfully submitted,

Tara Kiewel

Public Works Administrative Assistant

Ashland Airport Commission

May 1, 2018
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FBO MONTHLY REPORT

April, 2018

AMOUNT	ITEM	RATE				
	FBO RENTAL					\$ 1,753.40
	DAILY					
11	Daily Tie-Downs- Small	@ \$ 7.00 =		\$ 77.00		
22	Daily Tie-Downs- Large	@ \$ 11.00 =		\$ 242.00		
	MONTHLY					
4	Monthly Tie-Downs- Small	@ \$ 49.00 =		\$ 196.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =		\$ 60.00		
0	Freight Operations (x1000)	@ \$ 5.83 =		\$ -		
14	New T-Hangars	@ \$ 302.00 =		\$ 4,228.00		
1	Helicopter Hangars	@ \$ 236.00 =		\$ 236.00		
12	Closed Hangars	@ \$ 236.00 =		\$ 2,832.00		
1	Large Closed Hangar	@ \$ 302.00 =		\$ 302.00		
5	Open Hangar	@ \$ 187.00 =		\$ 935.00		
1	Commercial Hangar-JLC	@ \$ 782.00 =		\$ 782.00		
1	Commercial Hangar	@ \$ 483.00 =		\$ 483.00		
1	Sky Research Land Lease	@ \$ 478.00 =		\$ 478.00		
2572	Fuel Flowage Fee, Brim	@ \$ 0.07 =		\$ 180.04		
1	Nielsen Land Lease	@ \$ 159.00 =		\$ 159.00		
	ANNUAL					
	Valley Inv. Land Lease	@ \$ 7,919.00 =		\$ -		
	Brim Land Lease	@ \$ 975.00 =		\$ -		
	Private Hangars Land Lease	@ \$ 324.00 =		\$ -		
	Private Hangars Land Lease	@ \$ 337.00 =		\$ -		
	Brim Storage Area	@ \$ 2,680.00 =		\$ -		
	NOTES:					
			TOTAL RENTS =	\$ 11,190.04	X 0.75	\$ 8,392.53
	UTILITY CHARGE NEW CLOSED HANGARS				=	\$ 65.00
	FBO FLOWAGE FEE					
	Price Per Gallon	\$5.09 100LL	1979 Gallons			
	Price Per Gallon	\$4.39 JET A	95 Gallons			
		Total Gallons	2074	x 0.07		\$ 145.18
	CREDITS					
			Water Credit	-		\$271.32
			Garbage Credit	-		\$52.55
	DEBITS					
	Preauthorized other credit for:					
			TOTAL DUE TO CITY BY 20TH		=	\$10,032.24

For City Use Only	3 Private	Expires 07/21/23
	6 Private	Expires 09/30/18
	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

April, 2018

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:

Noise abatement sign down at south end. Need some replacement tie down chains 4 sets.

Aircraft Based on Field: Hangars 30

Tie-Downs 8

DeBoer Hangar 10 Private Hangars 16

Maintenance Hangar 4

Skinner 2

TOTAL AIRCRAFT: 70

Other Items: Current # of Students 6

of Charter Flights 4

Special Events: None

Airport Users Group: None

FOR 2018 11

ACCOUNTS FOR:
0280 Airport Fund

085700 Public Works - Airport

17 Rental Repair Maint

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0280.01.08.57.00.602320.	7,500	Maintenance	7,500	2,095.87	.00	5,404.13	27.9%
0280.01.08.57.00.602332.	3,460	Electricity	3,460	2,587.70	.00	872.30	74.8%
0280.01.08.57.00.602333.	4,080	Water	4,080	808.30	.00	3,271.70	19.8%
0280.01.08.57.00.602334.	17,800	Wastewater & Other	17,800	11,673.90	.00	6,126.10	65.6%
0280.01.08.57.00.602353.	8,300	Grounds Care	8,300	.00	.00	8,300.00	.0%
0280.01.08.57.00.602400.	4,500	Infrastructure	4,500	.00	.00	4,500.00	.0%
TOTAL Rental Repair Maint	45,640		45,640	17,165.77	.00	28,474.23	37.6%

19 Contractual Services

0280.01.08.57.00.604100.	150,000	Professional Services	150,000	166,172.43	175,620.57	-191,793.00	227.9%*
TOTAL Contractual Services	150,000		150,000	166,172.43	175,620.57	-191,793.00	227.9%

20 Internal Charges & F

0280.01.08.57.00.605000.	5,500	Miscellaneous Charges & Fees	5,500	3,249.00	.00	2,251.00	59.1%
0280.01.08.57.00.605600.	150	Other	150	.00	.00	150.00	.0%
0280.01.08.57.00.605811.	5,150	Internal Chg - Insurance Svc	5,150	4,291.70	.00	858.30	83.3%
0280.01.08.57.00.605813.	4,400	Internal Chg - Facility Use	4,400	3,666.70	.00	733.30	83.3%
TOTAL Internal Charges & F	15,200		15,200	11,207.40	.00	3,992.60	73.7%

FOR 2018 11

ACCOUNTS FOR:
0280 Airport Fund

	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21 Other Purchased Svcs							
0280.01.08.57.00.606200.	200	Printing & Binding 0	200	.00	.00	200.00	.0%
0280.01.08.57.00.606500.	150	Dues 0	150	125.00	.00	25.00	83.3%
TOTAL Other Purchased Svcs	350	0	350	125.00	.00	225.00	35.7%
23 Commission							
0280.01.08.57.00.608110.	1,500	Airport Commission 0	1,500	565.79	.00	934.21	37.7%
TOTAL Commission	1,500	0	1,500	565.79	.00	934.21	37.7%
30 Imprvmts Not Bldgs							
0280.01.08.57.00.704100.	45,000	Capital Outlay 0	45,000	37,609.22	8,360.90	-970.12	102.2%*
0280.01.08.57.00.704200.	121,000	Capitalized Projects 0	121,000	.00	.00	121,000.00	.0%
TOTAL Imprvmts Not Bldgs	166,000	0	166,000	37,609.22	8,360.90	120,029.88	27.7%
32 Debt - Principal							
0280.01.08.57.00.801214.	34,900	Wells Fargo - Airport 0	34,900	34,899.99	.00	.01	100.0%
TOTAL Debt - Principal	34,900	0	34,900	34,899.99	.00	.01	100.0%
33 Debt - Interest							
0280.01.08.57.00.802214.	3,639	Wells Fargo - Airport 0	3,639	3,635.97	.00	3.03	99.9%
TOTAL Debt - Interest	3,639	0	3,639	3,635.97	.00	3.03	99.9%

FOR 2018 11

ACCOUNTS FOR:
0280 Airport Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Public Works - Airport	417,229	0	417,229	271,381.57	183,981.47	-38,134.04	109.1%
TOTAL Airport Fund	417,229	0	417,229	271,381.57	183,981.47	-38,134.04	109.1%
TOTAL EXPENSES	417,229	0	417,229	271,381.57	183,981.47	-38,134.04	

FOR 2018 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	417,229	0	417,229	271,381.57	183,981.47	-38,134.04	109.1%

** END OF REPORT - Generated by Tara Kiewel **

05/29/2018 11:12
kiewel

City of Ashland
ACCOUNT DETAIL HISTORY FOR 2018 00 TO 2018 13

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giacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
085700	0280.01.08.57.00.	704100.	Capital Outlay						45,000.00
									REVISED BUDGET
18/01	1040 07/01/17	GEN					236.00	236.00	
	prepaids	Expense FY17	Prepaid Items						
18/03	225 09/01/17	API 003461	821	20710			785.00	1,021.00	
	W FY18CITY	On-call Services		MERAKI	CONSTRUCTION				
18/03	608 09/01/17	API 000232	20180908	21275			602.75	1,623.75	
	W FY18CITY	Airport On-call Plumbing Servi	S.O.S. PLUMBING, INC	10415					
18/04	848 10/01/17	API 000322	816	22727			5,363.64	6,987.39	
	W FY18CITY	On-call Door Services		AMERICAN	INDUSTRIAL				
18/04	1243 10/01/17	API 000004	20181046	23365			2,205.00	9,192.39	
	W FY18CITY	Repair insulation in hangar		AA	INSULATION CO				
18/05	372 11/01/17	API 000322	816	23920			3,183.15	12,375.54	
	W FY18CITY	Airport Hangars On-call Door S	AMERICAN INDUSTRIAL	11804					
18/06	615 12/01/17	API 001331	318	25510			725.00	13,100.54	
	W FY18CITY	Nov 2017 NDES Airport - Egen P	ALPINE ENVIRONMENTAL	12592					
18/08	320 02/01/18	API 003093	20181174	27634			4,950.00	18,050.54	
	W FY18CITY	Herbicide Application		GREENWAY	SPRAY LLC				
18/08	453 02/01/18	API 004021	20181191	27747			5,154.00	23,204.54	
	W FY18CITY	2/8/18 Airport Herbicide & Bar	BUMGARDNERS LANDSCAP	13974					
18/08	645 02/01/18	API 001331	318	28064			1,403.75	24,608.29	
	W FY18CITY	Dec 2017 NDES Airport - Eden P	ALPINE ENVIRONMENTAL	14077					
18/09	670 03/01/18	API 001647	20181214	29351			3,000.93	27,609.22	
	W FY18CITY	Tree Trimming at Airport		FRISON	TREE SERVICE,				
18/11	572 05/01/18	API 001647	20181214	31869			10,000.00	37,609.22	
	W FY18CITY	Tree Trimming at Airport		FRISON	TREE SERVICE,				
	LEDGER BALANCES	---	DEBITS:	37,609.22	CREDITS:		NET:	37,609.22	
	GRAND TOTAL	---	DEBITS:	37,609.22	CREDITS:		NET:	37,609.22	

12 Records printed
** END OF REPORT - Generated by Tara Kiewel **

Org: 085700 Object: 704100 0280.01.08.57.00.704100.
Capital Outlay

YEAR	PER JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2018	11	572	05/01/2018	API 1	20181214	10,000.00	Y		16314FY18CITY	FRISON TREE SERVI	Tree Trim
2018	09	670	03/01/2018	API 1	20181214	3,000.93	Y		14358FY18CITY	FRISON TREE SERVI	Tree Trim
2018	08	645	02/01/2018	API 1	318	1,403.75	Y		14077FY18CITY	ALPINE ENVIRONMEN	Dec 2017
2018	08	453	02/01/2018	API 1	20181191	5,154.00	Y		13974FY18CITY	BUMGARDNERS LANDS	2/8/18 Ai
2018	08	320	02/01/2018	API 1	20181174	4,950.00	Y		13828FY18CITY	GREENWAY SPRAY LL	Herbicide
2018	06	615	12/01/2017	API 1	318	725.00	Y		12392FY18CITY	ALPINE ENVIRONMEN	Nov 2017
2018	05	372	11/01/2017	API 1	816	3,183.15	Y		11804FY18CITY	AMERICAN INDUSTRI	Airport H
2018	04	1243	10/01/2017	API 1	20181046	2,205.00	Y		11450FY18CITY	AA INSULATION CO	Repair in
2018	04	848	10/01/2017	API 1	816	5,363.64	Y		11445FY18CITY	AMERICAN INDUSTRI	On-call D
2018	03	608	09/01/2017	API 1	20180908	602.75	Y		10415FY18CITY	S.O.S. PLUMBING,	Airport O
2018	03	225	09/01/2017	API 1	821	785.00	Y		10237FY18CITY	MERAKI CONSTRUCTI	On-call S
2018	01	1040	07/01/2017	GEN 1	Prepays	236.00	Y		0	SOS ALARM	Expense F
2017	12	1527	06/01/2017	API 1	673	2,925.17	Y		8982FY17CITY	ALPINE ENVIRONMEN	Webcam As
2017	12	1446	06/01/2017	API 1	318	355.00	Y		8712FY17CITY	ALPINE ENVIRONMEN	Apr - Jun
2017	10	277	04/01/2017	API 1	609	4,950.00	Y		5614FY17CITY	GREENWAY SPRAY LL	Herbicide
2017	09	875	03/01/2017	API 1	599	81.60	Y		5409FY17CITY	ASHLAND LUMBER CO	110809 Lu
2017	09	447	03/01/2017	API 1	522	650.00	Y		5171FY17CITY	MINTON CONSTRUCTI	Feb - Mar
2017	09	218	03/01/2017	API 1	560	895.00	Y		4890FY17CITY	JAM ROOFING	Hanger Re
2017	08	429	02/01/2017	API 1	522	1,268.25	Y		4507FY17CITY	AMERICAN INDUSTRI	Bifold Do
2017	05	86	11/01/2016	API 1	46	10,765.94	Y		2758FY17CITY	JACKSON COUNTY	Airport C
2017	02	809	08/01/2016	API 1	46	5,265.00	Y		1094FY17CITY	POLARIS LAND SURV	AIRPORT A

Total Amount: 64,765.18

** END OF REPORT - Generated by Tara Kiewel **