
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

December 6, 2016 9:30 AM

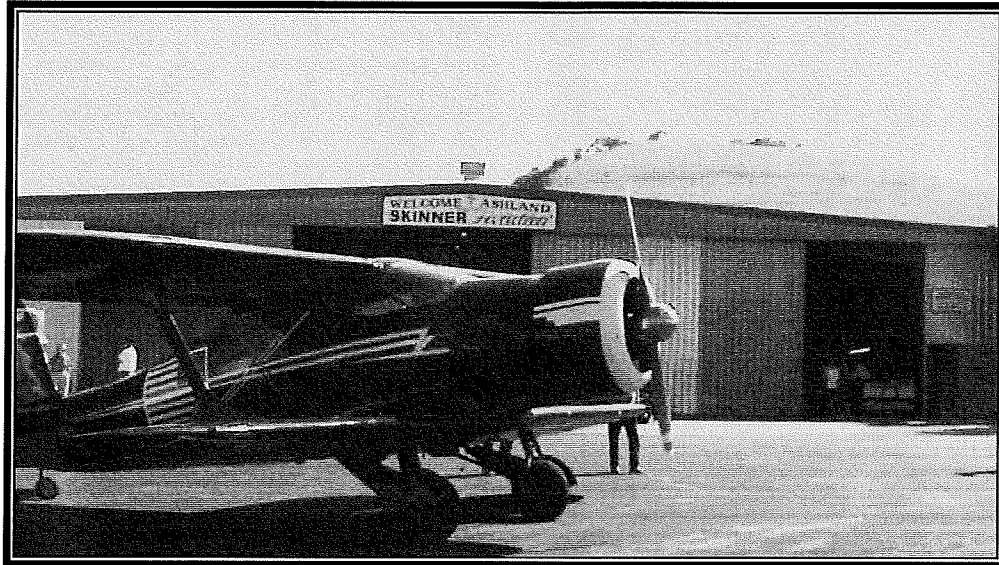
1. CALL TO ORDER: 9:30 AM
2. Request for Additional Items from Commission Members
 - A. Public Forum:
3. APPROVAL OF MINUTES FROM November 1, 2016 MEETING
4. OLD BUSINESS:
 - A. FBO Lease
 - B. Action Item List
 - C. Airport Website Development
 - D. ODA Grant Application/Master Plan Update
 - E. Entry Road Landscape Design
 - F. Hangar Rental Policy Discussion (Commercial Definition)
5. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
6. FBO REPORT(S):
 - A. Attached –
 - B. Maintenance Updates
7. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch
 - B. TC Meeting Update
 - C. Medford Update
8. NEXT MEETING DATE: **January 3, 2017 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)*.



ASHLAND AIRPORT COMMISSIONERS

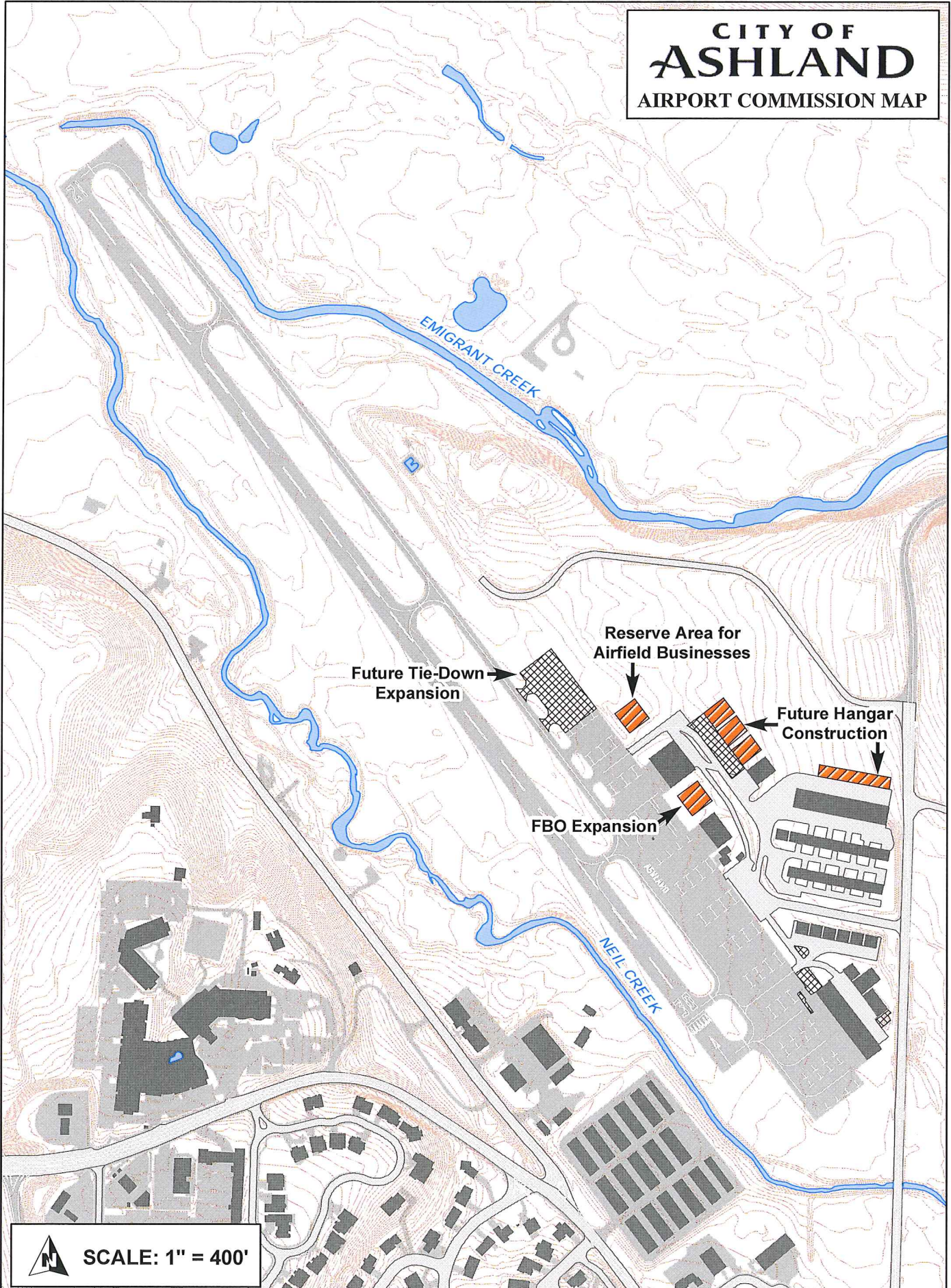
2015-2016



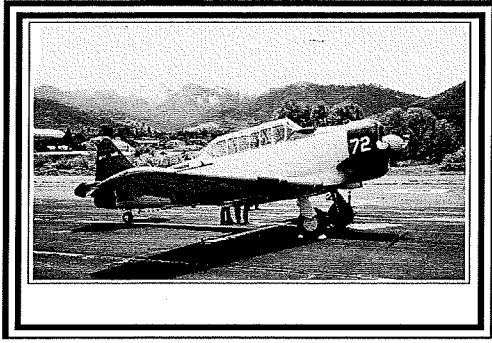
<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>E-Mail</u>	<u>Term</u>
George Schoen	645 Ashland St	415- 298-4516	george.schoen@sbcglobal.net	2017
William Skillman	635 Oak Knoll Drive	482-2148	Skillman_Ashland@yahoo.com	2019
Sherm Lucas	420 Taylor St.	482-2081	sherm.lucas@charter.net	2017
H. Lincoln Zeve	2710 Siskiyou Blvd.	482-5436	lincolnzeve@gmail.com	2019
Vacant				
Alan DeBoer, Vice Chair	2260 Morada Lane	944-1600	awdb@aol.com	2017
David Wolske	1390 Frank Hill Road	482-3233	david@davidwolske.com	2018
William Butler, Chair	1956 Crestview Dr.	488-0970	Billbashland@charter.net	2018
Susan Moen	43 Morninglight Drive	201-0678	silverwinglodge@charter.net	2019
Michael Morris, Council Liaison	20 E. Main St.	890-0506	mike@council.ashland.or.us	
Bob Skinner – Fixed Base Operator	403 Dead Indian Memorial Rd.	482-7675	bob@skinneraviation.com	
Scott Fleury, Staff Liaison	20 E. Main Street	488-5587	fleurys@ashland.or.us	

Website: <http://www.ashland.or.us/SectionIndex.asp?SectionID=494>

**CITY OF
ASHLAND**
AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**



ASHLAND AIRPORT COMMISSION

November 1, 2016

MINUTES

Members Present: Lincoln Zeve, George Schoen, Bob Skinner, Alan DeBoer, William Butler, and Susan Moen (9:42 am)

Members Absent: Alex Censor, Bill Skillman, Sherm Lucas, David Wolske, and Mike Morris

Staff: Kaylea Kathol and Kyndra Irigoyen

Staff Absent: Scott Fleury

Guests: Mike Bull (Century West Engineering), James Love (KenCarin Landscape Architects), and Daniel (JLC).

1. CALL TO ORDER: 9:42 AM
2. AGENDA ITEM ADDITIONS: None.
3. APPROVAL OF MINUTES: Motion to approve the minutes, first by Schoen and Seconded by Moen. All approved.
4. OLD BUSINESS:
 - A. FBO Lease: Fleury submitting to attorney.
 - B. Action Item List:
 1. Riparian Restoration: No changes.
 2. Paving dirt areas around the hangars: No changes.
 3. Hangar enclosure project: RFP is complete, not enough money in the budget for this. Skinner said American Industrial and Door gave us a proposal. Butler will follow up with Fleury about this item to see if it needs to go out for bid.
 4. ODA inspection improvement and tie down chain repairs: Almost complete.
 5. Paint on surface: New sign is complete. Plan is to relocate the old the sign in front of the FBO. Painting is complete. Need to find contractor to kill weeds. No Parking signs that were painted are not sufficient. Fire extinguisher casings were damaged during wind storm and need to be replaced.
 6. Security Camera System Improvements: No changes.
 7. Storage Box: No changes.
 8. Crack seal and weed spraying project: None.

- 9. Tree topping project: None.
- 10. Webcams: Discussed earlier in meeting.
- 11. Entry road: 40 foot trees are too high, need to find smaller trees.
- 12. Runway safety area: Gopher holes have been graded in.

- C. Airport Website Development: IT Department said public computers cannot access these because they are on a private network. Kathol will find out who we can hire to get this taken care of.
- D. ODA Grant Application: None.
- E. Entry Road Landscape Design: Consultant presented landscape design to commission and will email the attachment to Kathol to distribute to the commission. The proposed trees are too high and will need to identify smaller trees instead.

5. NEW BUSINESS:

- A. Airport Good Neighbor Items: None.
- B. Hangar Rental Policy Discussion (Commercial definition): Keep two lists for commercial and non-commercial hangars. The commercial list will have priority when a hangar becomes available. When a hangar becomes available, email everyone on the list to see if they are still interested in renting a hangar. If multiple people want the hangar, the hangar will go to whoever has the most seniority on the list.

Definition: Commercial hangar is anything we charge per square foot.

- C. Hangar Inspection & non-complying use: A copy of the inspections were emailed to the tenant and to Skinner. Re-inspections will be in early December. Some of the main issues were with fire extinguishers and extension cords. Other issues included clutter, housekeeping, and one hangar had five buckets of uncovered oil inside. Skinner overall, they were happy with the inspections. Fire extinguishers are required at 100 ft. intervals.
- D. Master Plan RFP – Commission Representative: None.

6. FBO REPORT(S):

- A. Attached: Last month there was an issue with a fuel truck parking too close to the fuel island, with regards to the exhaust. Typical limits for fuel, is to not be within 50 ft. of something flammable. Butler will research appropriate limits.

Water Labs contacted Skinner regarding storm water testing and compliance. Skinner said they were cheaper and offered more. Kathol will follow up with Fleury on this item.

Currently we have four empty hangars. One was a City T-hangar and the other two used to be referred to as the Schaefer group. One is owned by Marty Jacobson's, who does not own an airplane anymore; the hangar is empty and has his bikes and boat inside.

B. Maintenance Updates: None.

7. INFORMATIONAL ITEMS:

A. Brown Bag: Butler gave an overview of the meeting.

B. Transportation Commission: Butler said it sounds like the downtown redesign is a dead issue. Their new project is to create a shared road on Glenview Drive.

C. Medford Airport: None.

8. OFF AGENDA ITEMS:

A. Butler informed the commission that Alex Censor has submitted his resignation.

NEXT MEETING DATE: December 6, 2016 beginning at 9:30 AM

ADJOURN: Meeting adjourned at 11:03 AM

Respectfully submitted,

Kyndra Irigoyen
Administrative Assistant
Public Works Department



KenCairn
Landscape Architecture

Tel: 541.488.3194 545 A Street
Fax: 541.552.9512 Ashland, OR 97520
Cell: 541.601.5559 kerry@kencairnlandscape.com

MEMORANDUM

October 24, 2016

RE: Ashland Airport Entry Drive
Preliminary Landscape Planting Design

KenCairn Landscape Architecture has prepared a preliminary version of the planting plan for the existing Ashland Airport driveway. The design is based upon the information that has been provided to our office from Scott Fluery, City of Ashland and from a site inventory visit on October 10th.

During the site inventory visit it was observed that many of the existing trees were either failing or showed some degree of stress. It is understood that some of this may be due to insufficient irrigation but some of the trees may also be reaching their maximum life expectancy. Based on the observation our recommendation is to either remove all of the trees or remove the weakest now and introduce a more appropriate tree as we have indicated on the preliminary.

One of our directives was to provide a "Fire Safe" planting scheme. We added to that a plant pallet that includes low maintenance and low water use plantings. Our selections include plants that will provide seasonal interest and texture that will provide interest without requiring regular ongoing maintenance. Immediately off the curbs we are proposing using two different groundcover plants; Gro-Low Sumac and Lydia Woadwaxen. Both of these plants will provide a low cover for the first 6' to 9' behind the curb.

At the intersection of the driveway and Dead Indian Mem. Road we are including several plants that will provide the seasonal interested and other desired traits mentioned earlier. Eve Case Coffeeberry and Lavender will frame the airport sign while a low growing Yarrow will add a mass of color to the foreground of the sign.

Along the driveway's fencelines we are proposing a variety of Smoke Tree that will retain a large shrub size 9'x9' and a slightly smaller shrub, the White Rockrose, that will reach approximately 5'x5'. The Smoke Tree is deciduous while the White Rockrose is a broadleaf evergreen.

The planting areas near the parking lot will consist of a continuation of the driveway groundcovers but will also include some larger shrubs along the fenceline. These shrubs will keep the desired traits of being fire safe, low water use and low maintenance.

Our primary recommendation for a replacement tree is the Willow Oak. This tree can reach a size of 50'Tx35'W in ideal conditions. We are also suggesting two possible alternates; the Yellowwood Tree that can reach 30'x30' and a small option, the Oklahoma Redbud that can reach 20' tall x 25' wide.



www.KenCairnLandscape.com

KenCairn
Landscape Architecture

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Cell: 541.601.5559

545 A Street

Ashland, OR 97520

kerry@kencairnlandscape.com

**ASHLAND AIRPORT
PLANT EXAMPLE PHOTOS**



OKLAHOMA REDBUD



WIRELESS ZELKOVA



MOONSHINE YARROW



COMPACT STRAWBERRY TREE



WESTERN SPICEBUSH



JULIA PHELPS CALIFORNIA LILAC



WHITE ROCKROSE



MOONBEAM TICKSEED



LYDIA WOADWAXEN



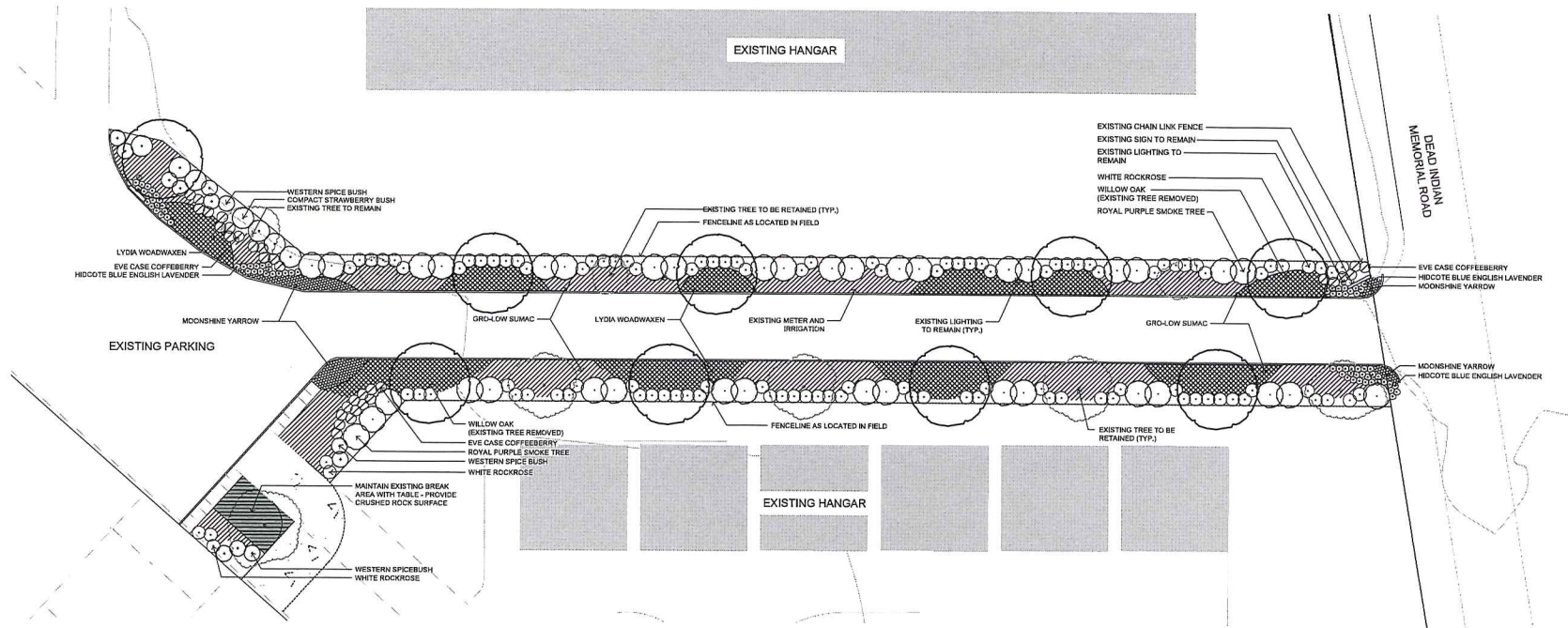
HIDCOTE LAVENDER



EVE'S CASE COFFEEBERRY



FRAGRANT SUMAC



BOTANICAL NAME	COMMON NAME	ALTERNATE	SIZE
TREES			
<i>Cercis canadensis</i> 'Oklahoma'	Oklahoma Redbud	<i>Cercis canadensis</i>	36" Box
<i>Celtis occidentalis</i>	Yellowwood Tree	<i>Celtis occidentalis</i>	2" cal.
<i>Quercus phellos</i>	Willow Oak	<i>Quercus rubra</i>	2" cal.
SHRUBS & PERENNIALS			
<i>Achillea</i> 'Moonshine'	Moonshine Yarrow	<i>Achillea</i> 'Coronation Gold'	4" Pot
<i>Adiantum unckii</i> 'Compact'	Compact Strawberry Tree	<i>Adiantum unckii</i> 'Duchester'	5 gal.
<i>Chrysanthemum</i> 'Lulu'	Western Chrysanthemum	<i>Chrysanthemum</i> 'Lulu'	5 gal.
<i>Conoclinium</i> 'Lulu'	Lulu Prairie California Linum	<i>Conoclinium</i> 'Blue Jewel'	3 gal.
<i>Chamaenerion</i> 'Blanche'	White Rockrose	<i>Chamaenerion</i>	5 gal.
<i>Composita</i> 'veridiana'	Moonshine Tideman	<i>Composita</i> 'veridiana'	1 gal.
<i>Gerardia</i> 'Lydia'	Lydia Woodwaken	<i>Gerardia</i> 'Lydia'	1 gal.
<i>Levander</i> 'angustifolia'	Hyacinth Lavender	<i>Levander</i> 'angustifolia'	1 gal.
<i>Rhamnus</i> 'collinosa'	Eye Case Coffeeferry	<i>Rhamnus</i> 'collinosa'	5 gal.
<i>Prunus</i> 'santina'	Prunus Santana	<i>Prunus</i> 'santina'	1 gal.

- NOTES:**
- MATURE COMPOST SHALL BE ADDED TO THE TOPSOIL OF LANDSCAPING AREAS AT A RATE OF THREE CUBIC YARDS OF COMPOST PER 1,000 SQUARE FEET OF LANDSCAPING AREA TO BE PLANTED.
 - THE OKLAHOMA REDBUD AND YELLOWWOOD TREES LISTED ABOVE SHOULD BE CONSIDERED AS ADDITIONAL ALTERNATE TREES FOR THE WILLOW OAK.



545 N ST. STE 3, ASHLAND, OR 97520
503.253.1465



Drawn By:
JL

SCALE: 1"=20'-0"

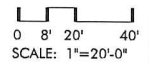
ASHLAND MUNICIPAL AIRPORT
403 DEAD INDIAN MEMORIAL ROAD
ASHLAND, OR, 97520

REVISION DATE

LANDSCAPE PLAN

ISSUE DATE:
OCTOBER 19, 2016

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CITY OF ASHLAND

AIRPORT COMMISSION **Action Item List**

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

November 1, 2016

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2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		5				
		Meeting				
January		New Year's Resolutions				
		2				
		Meeting				
February						
		1				
		Meeting				
March						
		5				
		Meeting				
April		Rate Discussion				
		3				
		Meeting				
May		Airport Day May 16th Election of Officers				
		7				
		Meeting				
June		Airport Rate Approval Council Approval end of fiscal year				

