

---

---

---

# CITY OF ASHLAND

## AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

---

October 4, 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 September 6, 2016 MEETING
4. OLD BUSINESS:
  - A. FBO Lease
  - B. Webcams
  - C. Action Item List
  - D. Airport Website Development
  - E. City Council Presentation (9/20)
5. NEW BUSINESS:
  - A. Airport: Good Neighbor Items
  - B. ODA Grant Application
  - C. Hangar Rental Policy Discussion
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: **November 1, 2016 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
Alex Censor	185 Oaklawn Ave	488-5683	acensor@fastmail.fm	2018
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	

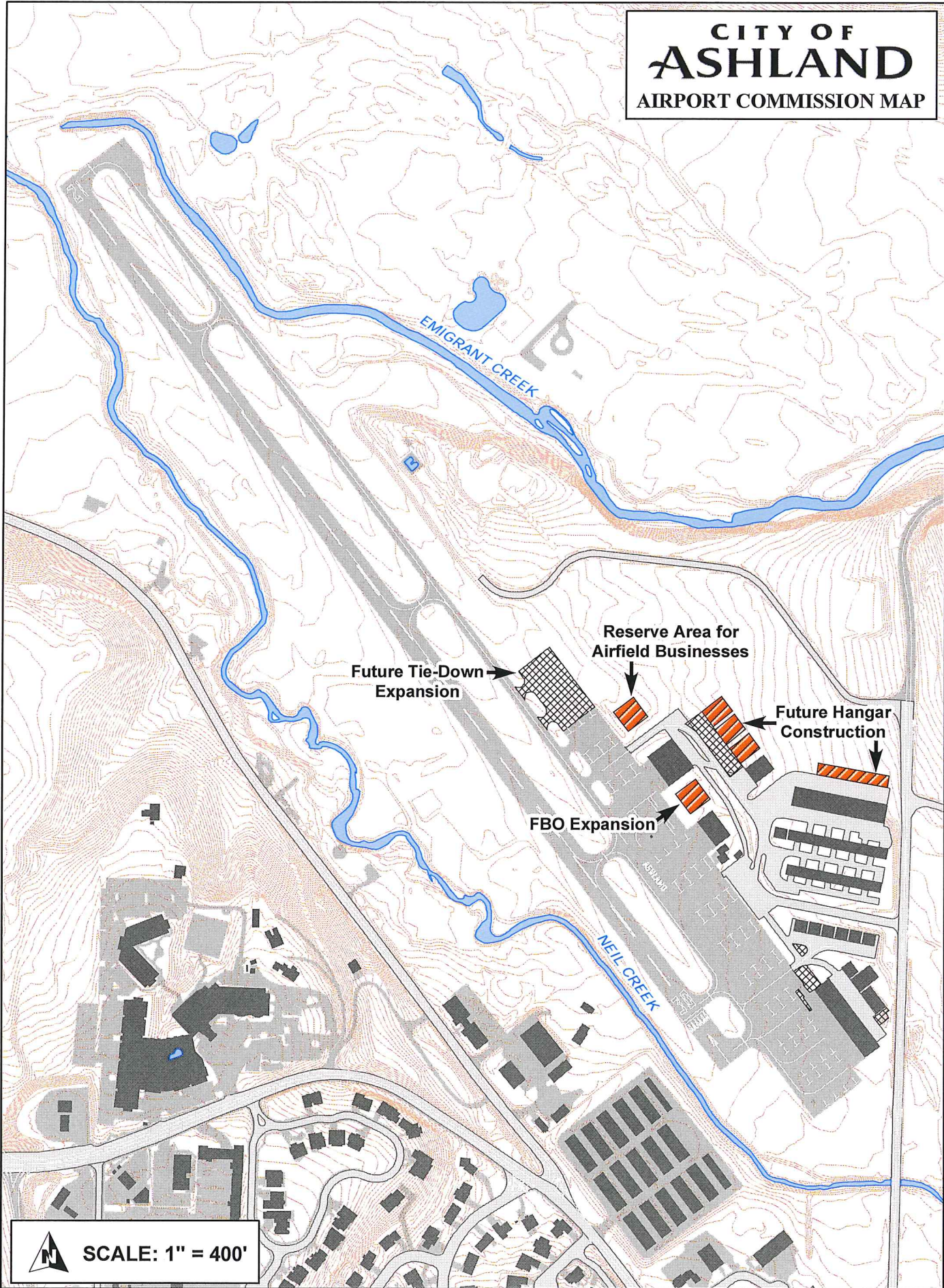
Website: <http://www.ashland.or.us/SectionIndex.asp?SectionID=494>

---



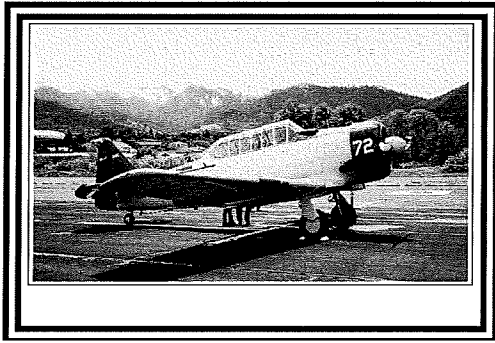
# CITY OF ASHLAND

AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**





## ASHLAND AIRPORT COMMISSION

September 6, 2016

### MINUTES

**Members Present:** Bill Skillman, Lincoln Zeve, Susan Moen, Sherm Lucas, George Schoen, Bob Skinner, Alan DeBoer, Mike Morris, and Alex Censor

**Staff:** Scott Fleury, Kaylea Kathol and Kyndra Irigoyen

**Members Absent:** David Wolske and William Butler

**Guests:** None.

1. CALL TO ORDER: 9:30 AM
2. AGENDA ITEM ADDITIONS:
3. APPROVAL OF MINUTES: The minutes were approved by consent as presented.
4. OLD BUSINESS:
  - A. FBO Lease: Fleury is working with Skinner on the parameters of the pollution insurance subsidy and drafting the final verbiage that will go into the lease. It is a benefit to Bob to operate the fuel truck and it is a benefit to us. Previously commission discussed the maximum \$5,000 cap. Fleury said this has been confirmed with the insurance agent and aligns with what Sharlene Stephens (City of Ashland Risk Management Specialist) has said. Another operator that she was dealing with was paying \$2,500 a year for the premium, in the ball park of \$5,000 for \$2 million makes sense. Once this is wrapped up, staff expects the Airport Commission to make a recommendation to the Council for approval of the lease.
  - B. Webcams: Burkhalter has been working on the webcams again. He has not had a chance to touch base with the FBO and use it on Skinner's computer. The expectation is still to have the webcams on the City site as well as on the Ashlandairport.com site. The website is up and running to some degree.
  - C. Action Item List:
    1. Riparian Restoration: No change.
    2. Paving of dirt areas around the hangers: No change.
    3. Hangar Enclosure Project: Staff in final edit stages of design build RFP.



4. ODA inspection improvements and Tie Down Chain Repairs: Tie down chains have been repaired/installed thanks to Skillman. Staff found location to order new tie down chains and will order replacement chains shortly. Striping still needs to occur on ramp at JLC hangar and the segmented circle needs painting.
  5. Security Camera System Improvements: No Updates.
  6. Fly Friendly Pamphlet: Staff has made edits to pamphlet and document will be sent to printer for processing now that the new website is up.
  7. Storage box: Wooden storage box at end of conventional hangars needs to be dealt with. Skinner and Wolske to work on the issue.
  8. Crack seal and weed spraying project: IGA was approved by City Council. Kathol is working with Jackson County to schedule work.
  9. Tree topping project: Survey is complete and grid system has been laid out for the approach slope. Bid documents and a formal map are being finalized. The map will show the grid system with previously identified numbered trees and includes a cut list, overlaid with an aerial photo. Fleury said every year we try to survey and if there are trees in the line of sight for the approach slope we develop a project off of it. There can be 3-5 years of growth before we have to top the trees. Trees are typically cut 10-15ft below the approach.
  10. Webcams: Install outside (Skinner) and link to city's site and Burkhalter to work on relinking to the City's own site.
  11. Entry Road: Waiting on KenCairn Landscape Architects for landscaping plan. Consultant will come to future meeting to go over design options for recommendations.
  12. Runway safety area: We have a log for a couple of locations that need to be filled in and graded out.
- D. Airport Website Development: The fonts are too light. Zeve said he did a Google search and it took him to the City of Ashland site. He thinks that all searches should be immediately directed to the Ashland Airport site. He asked what the view to the west will look like on the webcams. Some of the links on the website were not usable such as the Super AWOS link, when it goes to Potomac aviation there was not an active link. Kathol said she will look into these and fix. Zeve liked the hotel page. Fleury said this was populated off of AirNav. Kathol said moving forward she will continue fix problems that come about. The under construction dialog on the website will remain until the webcam links are available. Censor asked if AirNav provides a place where the airport's website link can be provided. Kathol said she thinks Bob updates AirNav periodically and believes we could put our link on their page. Zeve asked if fuel prices and a link

to ForeFlight could be added to the website.

- E. City Council Presentation (9/20): Staff to forward DeBoer talking points for the presentation.

#### 5. NEW BUSINESS:

- A. Airport Good Neighbor Items: Received complaint from Joyce Wood about an 'annoying low flyer'. This letter was passed onto Bob. There was an inquiry about the fill spill from a reporter, but we have not responded yet because it may be a public records request. Staff to reply with appropriate information regarding the spill. Staff is also waiting for final DEQ documents on spill.
- B. Airport Crack Seal Project: See action item list.
- C. Sky Hanger First Right of Refusal: We approved a sublease to Brim for the Sky Research hanger. Initially Brur was talking about subleasing the hanger with the option to buy and the option to buy requires us to accept our first right of refusal or waive our first right of refusal for the hanger purchase. The sublease does not require this, it just requires us to approve a sublease to an alternate tenant. Burl is now subleasing the hanger. They would like us to discuss and either accept or waive our first right of refusal. They have a lease agreement for five years with the purchase price being \$800,000 within the next three years and then goes up \$80,000 in the following two years if it is not purchased. We need to make a recommendation to purchase the hanger or to waive our first right of refusal at the purchase price of \$800,000 within three years, or \$880,000 and \$960,000 the following years. The recommendation would then go to Council.

**Censor m/s Skillman the City waive its first right of refusal for the purchase of the hanger to Sky Research.**

If the hanger is not purchased before the fifth year the first right is nulled at that point.

#### 6. FBO REPORT(S):

- A. Attached – Will be emailed to Commission. Include on next agenda to include review of the actuals.
- B. Maintenance Updates: Annual fire inspections are scheduled with Margueritte Hickman (City of Ashland Fire Marshall) for the third week in October with Kathol and Skinner. These will be 3-4 hour site visits. Public Works is working with GIS to develop an application that has the hanger number, occupant, and contact information for the occupant so Hickman can pull up the information on the spot as she goes along and attach their inspection to an email to send out their

inspection in real time. This is to help simplify the process and provide more efficiency and accuracy.

JLC has water damage to the roof and wall. Kathol is looking for a contractor to repair it.

#### 7. INFORMATIONAL ITEMS:

- A. Brown Bag: No one attended last month's meeting. Moen said she will attend the next one.
- B. Transportation Commission: Downtown lane conversion from three to two lane has been put on hold. The commission is now looking at putting in super sharrows in the downtown.
- C. Medford Airport: None.

#### OTHER:

##### Airport Sign

Fleury said the new airport sign is up and is roughly the same size as the old sign. Looking to add placards below for other operators. The extra chain link fence will be cut down this week. Skinner said he did not want the old sign removed. Fleury suggested relocating it and cleaning it up. Moen suggested leaving it put for the time being. Censor asked for this item to be put on a future agenda.

##### Resignation

Censor put it in his resignation pending the approval of a new commissioner to take his spot.

The commission accepted Censor's resignation with the caveat that he remains on the commission until someone else is appointed to serve in his position and ask the mayor for direction.

##### Hanger Use

Censor discussed the proper use of a hanger. Zeve said he thinks they could make their own definition for the proper use of a hanger. DeBoer said he does not know if they are looking for a problem that does not exist. If we see a hanger that is being misused we address it.

NEXT MEETING DATE: October 4, 2016 beginning at 9:30 AM

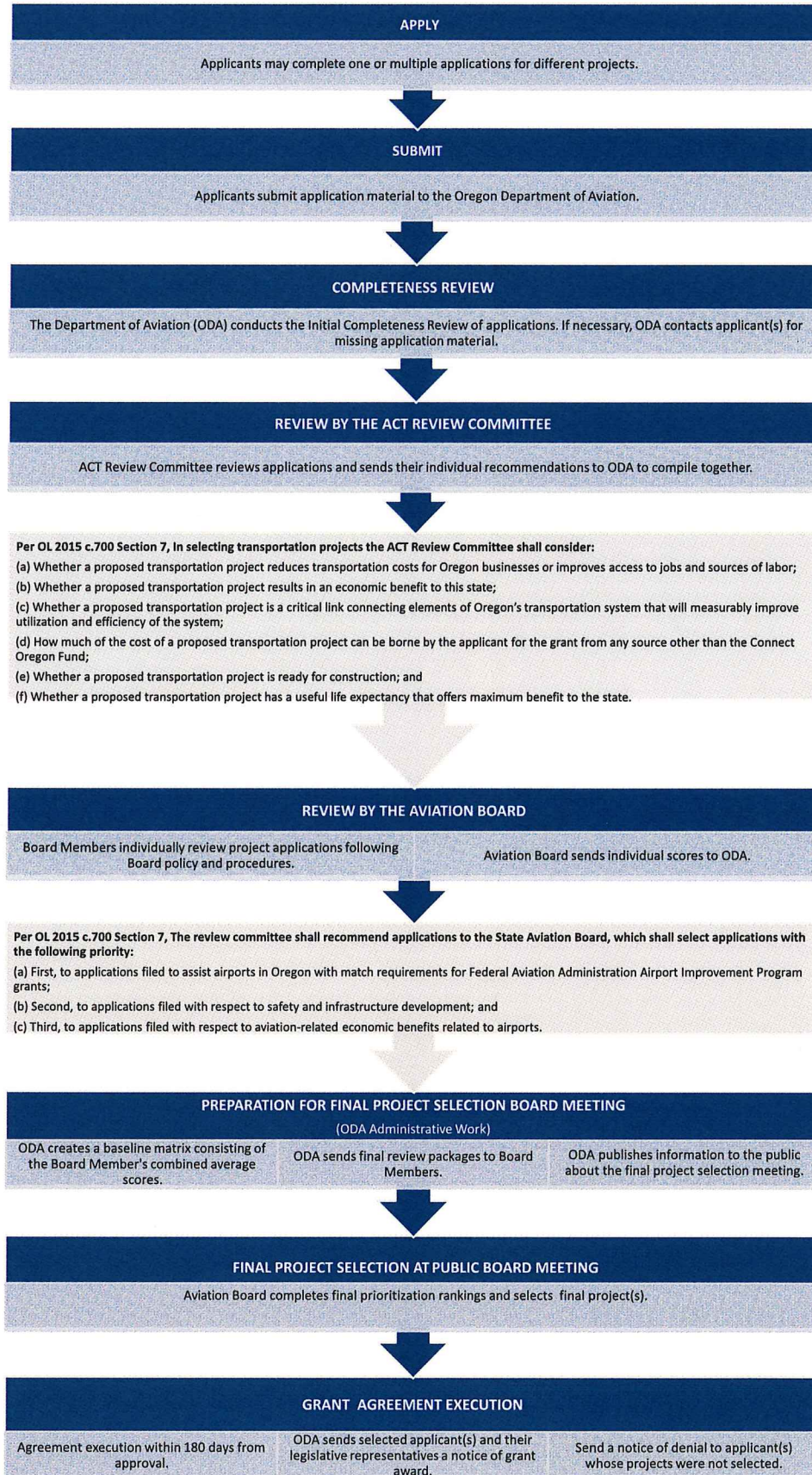
ADJOURN: Meeting adjourned at 10:43 AM

Respectfully submitted,

Kyndra Irigoyen  
Administrative Assistant  
Public Works Department



### Grant Process Flow Chart



## PROCEDURE

### A. ASAP COAR Grant process

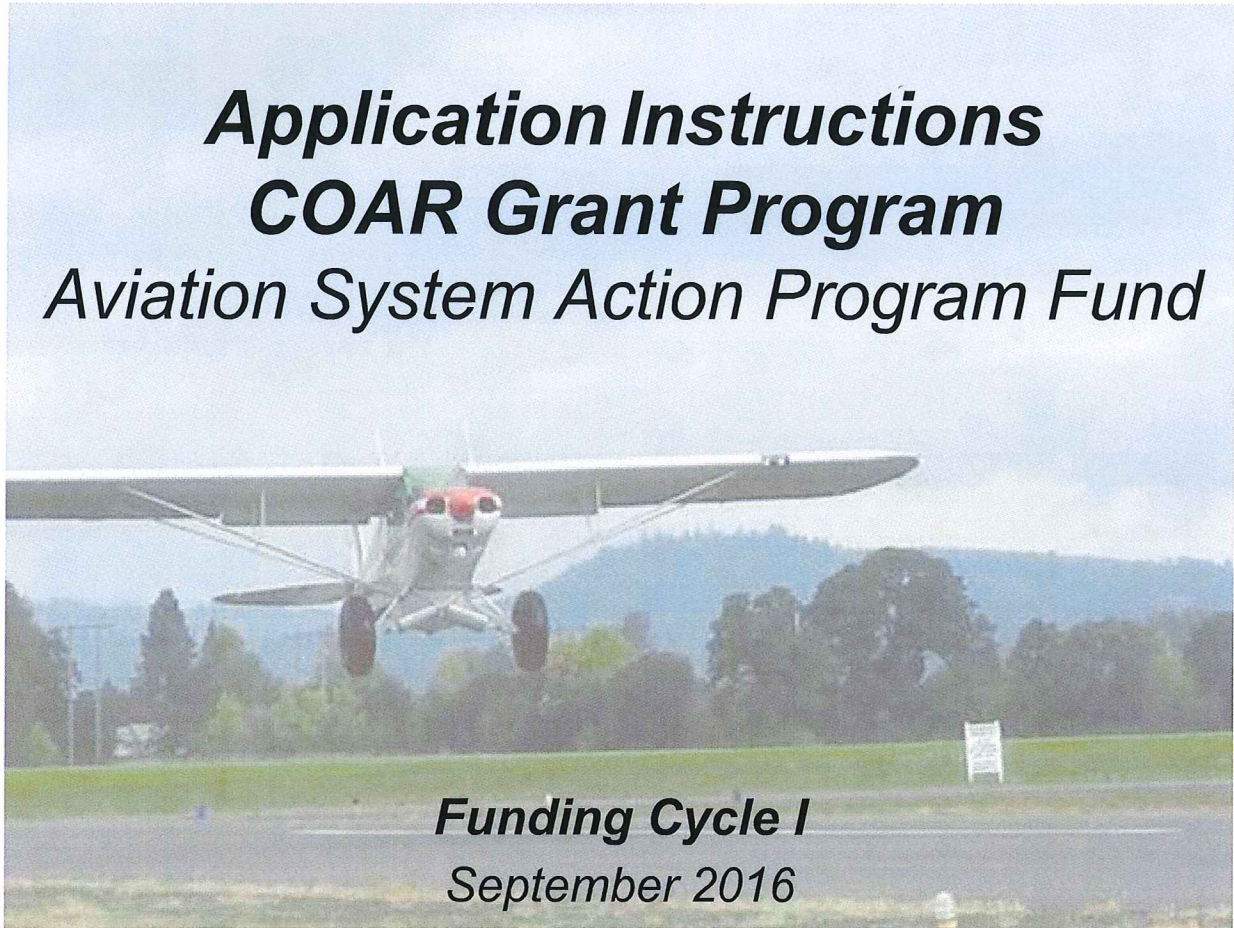
PROCEDURES FOR PROCESSING AGREEMENTS INVOLVING GRANT APPLICATIONS FOR ASAP COAR Grants.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>	<u>DATE</u>
Oregon Dept. of Aviation	1	<u>Announce grant cycle and method of application</u> <u>Direct grant application process</u>	Ongoing
Applicant	2	<u>Submit Grant application to Oregon Department of Aviation</u> to determine the feasibility of the transfer.	09/12/16 – 10/14/16
ODA	3	Creates Intergovernmental Agreement (IGA) Submits to department of Justice (creates template for future use)	09/2016
Department of Justice	4	Approves IGA (and template)	09/2016 - TBD
ODA	5	Review Applications for completeness	10/17/16 – 10/21/16
ODA	6	<u>Send applications to designated ACT Representative</u>	10/24/2016
ACT Representative	7	<i>ACT Representative reviews and collaborates with other ACT members, Regional Solutions, Chambers of Commerce and other regional stakeholders.</i> <i>ACT Representative reviews projects in region and forwards evaluation justifications to ODA.</i>	10/24/16 – 12/23/16
ODA	8	<u>Reviews applications and collates all ACT regions into database. Sends collated list of project summaries and scores to ACT representatives for review.</u>	12/27/16 – 12/30/16

<b><u>RESPONSIBILITY</u></b>	<b><u>STEP</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>
	6	<u>ODA convenes telephone conference or meeting with ACT representatives and reviews projects.</u>	01/2017
ODA	9	<u>Takes consolidated list of regional projects and schedules Aviation Board Public Meeting to review and approve projects</u>	02/2017
Aviation Board	10	Convenes, reviews and approves ASAP projects  <i>If Board has questions regarding a project and the applicant is present at the Board meeting, Board invites testimony from the applicants</i>	02/2017
ODA	11	Publishes approved projects	03/2017
ODA and Applicant	12	Signs IGA  ODA Administers grants to selected applicants	03/2017
Applicant	13	Completes project as required by IGA or contract.  Provides monthly progress reports.	TBD
ODA	14	Monitors applicant performance and provides phased funding distribution.	Monthly
Applicant	15	Sends completion report with attached economic impact report	Upon Project Completion



***Application Instructions***  
***COAR Grant Program***  
***Aviation System Action Program Fund***



***Funding Cycle I***  
***September 2016***



# AVIATION SYSTEM ACTION PROGRAM FUND APPLICATION INSTRUCTIONS FOR COAR GRANTS

If you have not already done so, please sign up for the ASAP electronic mailing list by sending an email request with the subject line "ASAP Mailing List Request" to:

[ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us)

SECTION 1: APPLICATION FORM .....	3
General Instructions: .....	3
Applicant Information, Project Location, and Certification.....	4
Project Description .....	4
Statewide Impact of Project.....	8
SECTION 2: QUESTIONS AND COMMUNICATION.....	13
Email Notice List .....	13
Website.....	13
Questions.....	13
Public Records Note.....	13
Additional Information .....	13
Schedule.....	13
SECTION 3: SUBMISSION INSTRUCTIONS .....	14
Electronic Submission via ODOT FTP Site.....	14
Electronic Submission via E-mail .....	14
Hard Copy Submission via Postal Mail or In Person.....	14

**Application Period Begins:**


**September 12, 2016**

**Application Period Ends:**

**Applications submitted in person or by mail must be received by 5:00 PM on October 14, 2016.**

**OR**

**Applications submitted electronically must be received by 11:59 PM on October 14, 2016.**



The application is a PDF form and must be completed using Adobe Acrobat or Reader. Download the latest version of Adobe Reader: <https://get.adobe.com/reader/>

# **SECTION 1: APPLICATION FORM**

(Question by Question Instructions)

## **General Instructions:**

Save the application on your computer. You may work on the application at different times, saving your work as needed. Give it a filename with the following format: **[FAA Airport Identifier]\_[Project Name]**. This is also discussed in Section 3.

Please note: Due to a lack of support for various functions in other PDF viewers, the application must be completed using the Adobe Acrobat or Reader. Download the latest version of Adobe Reader:

<https://get.adobe.com/reader/>.

Application answers should be concise and to the point. No additional pages other than those specifically requested in these instructions will be used for the review process.

An application checklist is included as part of the application. The purpose of the checklist is to assist each applicant with submitting the required forms and optional attachments. The checklist must be completed and submitted with the application.

Failure to submit the aforementioned form will result in a project being declared ineligible due to incompleteness.

Applicants are strongly encouraged to review the ASAP Funding Instructions to Reviewers document prior to completing the application. The Instructions to Reviewers provides insight into the application scoring and selection process and may assist applicants with forming appropriate answers to application questions.

**Answers to all questions are required even if N/A.** Applications that are determined incomplete may not move forward in the review process.

Be concise and descriptive with your answers. Reviewers must be able to easily identify what your project does. Failure to clearly answer a question may result in a lower score when reviewed.

Once the application is complete, submit the application to the Oregon Department of Aviation (ODA) by following the directions outlined in Section 3 of these instructions.



## Applicant Information, Project Location, and Certification

**Question 1:** Complete this information for the applicant. The contact person named here is the primary contact for this project. Other contact people will not be contacted unless the primary contact cannot be reached in an urgent situation. The applicant must provide its "Real and True Name" or "Registered Assumed Business Name". The applicant's organization must be registered with the Oregon Secretary of State's Corporation Division to do business in the State of Oregon by the time the agreement is written. ODA cannot, by law, enter into a grant agreement with a company that is not registered in the State of Oregon. Registration of a parent corporation in Oregon will not count as registration for a subsidiary corporation if the subsidiary is listed in the application. For more information about registering with the Oregon Secretary of State, visit:  
[http://www.filinginoregon.com/pages/business\\_registry/register/registering.html](http://www.filinginoregon.com/pages/business_registry/register/registering.html).

**Question 2:** The project name should be brief, and clearly describe the project. The name you provide will be used in summary reports and other published materials. The project location should include the City and State where the project is physically located. If the project is located in a remote area, list the County and State where the project is physically located.

For mobile projects, provide the address for the agency administrative facility.

Provide county tax parcel information (map and tax lot number).

**Question 3:** Select the appropriate category of airport as listed in the current Oregon Aviation Plan (OAP). To view which category your airport belongs to, please refer to Chapter 4 of the OAP by following the link:  
[http://www.oregon.gov/aviation/docs/system\\_plan/chapter\\_4\\_-\\_airport\\_functional\\_roles.pdf](http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf)

**Question 4:** Select an Oregon Department of Transportation (ODOT) region for the project. You may not select more than one ODOT *ConnectOregon* region. The *ConnectOregon* VI regions are defined in Section 7 of 2015 House Bill 5030.

If a project falls within more than one region, identify the primary region for the project. This will be the region assigned to the project during the project review period and State Aviation Board selection.

For a map of the regions, please visit:

<http://www.oregon.gov/ODOT/TD/TP/CO/ConnectOregon%20Region%20Map.pdf>

The purpose of this question is to determine where in Oregon grants have been awarded and the total grant amounts distributed to each ODOT region. ODA will likely share the information with the Oregon Legislature.

**Question 5:** The Certification is very important. The Applicant Organization listed in Question 1 must check the box and provide the date on the form. Applications that do not contain these items will be considered ineligible due to incompleteness.

## Project Description

**Question 6:** Provide a brief description of the proposed project to be funded. The description will be used in summary reports, ODA web pages, and other published materials. The summary should

include what the project will do or build and who will benefit from it.

**Question 7:** Provide a detailed project description. Describe the public benefits that will result from the project. Describe the aviation asset resulting from the proposed project. This description should be the equivalent of a project scope, defining the efforts needed for construction. Claims of project benefits should cite verifiable sources.

Capital construction projects at airports included in the National Plan of Integrated Airport Systems (NPIAS) must meet current FAA design criteria and grant assurances. Provide details of future maintenance commitments; describe potential for on-airport expansion; and show availability of adequate surface access to the airport.

Descriptions should clearly define what is being constructed (e.g. Project will perform the rehabilitation of 5,300 feet of runway along with associated improvements such as 10,600 feet of underdrain, lighting rewiring, etc.).

**Question 8:** Select "Yes" if the criterion is applicable to your project or will occur as a result of your project.

Select "No" if the criterion is not applicable to your project or will not occur as a result of your project.

If you have attached supporting documentation that supports an item on the list, please provide the name or type of document in the designated space.

**Examples of supporting documentation:** Maps, letters of support from the community, document showing federal funds are available for the project, commitment to providing continuing maintenance for the project, a written "Negative Environmental Declaration" or a FAA Environmental Checklist to confirm there will be no significant environmental impact (for NPIAS airports), Environmental Impact Statement (EIS), etc.

**Question 9:** Select the appropriate category of project.

**Example 1:** The project is funded by an FAA AIP grant. The application is to request funding assistance with a portion of the FAA AIP grant match requirement.

Project Category: Check the box for "Assistance with FAA AIP grant match".

**Example 2:** The project is to build an aircraft maintenance facility on the airport, for which you are requesting funding assistance. The facility will be used for aviation-related business development on the airport.

Project element: Check the box for "Aviation-related business development on airport".

**Question 10:** Provide a brief description of how your funding request fits in with the category of project selected in question 9. The examples below follow the examples provided for question 9.

**Example 1:**

Project element description:

Assistance with FAA AIP grant match – The project costs are 90% funded by an FAA AIP grant. The funding request to ODA is solely for assistance with the 10% federal grant match requirement.

**Example 2:**

Project element description:

Aviation-related business development on airport – The funding request is for the construction of an aircraft maintenance facility on the airport which will support aviation-related business development on the airport by \_\_\_\_\_ (briefly describe how it supports aviation-related business development).

**Question 11: Documents:** The first table is related to pre-construction documents. Provide the date of when the specified document was completed and select “Completed” from the status drop-down menu. If the document has been started but is not yet complete, select “Underway” from the status drop-down menu and provide the expected date of completion. Select “Don’t Know” from the drop-down menu if the level of completion may be uncertain, or if you do not know if the specific task or document applies to the project. If the document is not applicable to the project, select “Not Applicable” from the drop-down menu.

Check the “Equipment” box if the project funding request is for assistance with the purchase of equipment.

The following provides information about the documents.

- a. The Airport Layout Plan (ALP) serves as a critical planning tool that depicts both existing facilities and planned development for an airport. Sponsors of airport development carried out at federally obligated airports must accomplish the improvement in accordance with an FAA-approved ALP.

By definition, the ALP is a plan for a specific airport that shows:

- Boundaries and proposed additions to all areas owned or controlled by the sponsor for airport purposes
- The location and nature of existing and proposed airport facilities and structures
- The location on the airport of existing and proposed non-aviation areas and improvements thereon.

- b. An Environmental Impact Statement (EIS) is a document, required under the National Environmental Policy Act (NEPA), prepared for projects or decisions (including project funding) by federal agencies, which includes a detailed environmental evaluation of the proposed action and possible alternative actions. (For more information see: <http://www.epa.gov/compliance/nepa/index.html>) Unless a required EIS is close to completion, needing one means a project is not construction ready.

**Permits:** The second table is related to permits required for the project. Consider if you have met all local jurisdictional permits, i.e. building, zoning, planning, utility, facilities, etc. Also consider any airport clearances and other federal, state and/or local requirements. Please identify any additional items as necessary.



In the table, provide the permit type and the date issued or the date expected to be completed. Select the completion status from the drop-down menu. If you have submitted for the permit but it has not yet been issued, select "Underway" from the drop-down menu. Select "Don't Know" if the level of completion may be uncertain. Select the permit required status. Select "Don't Know" if you are uncertain whether the permit is required for the project.

**Question 12:** Complete the table regarding the project's current and projected milestones using the contract date as a start date. While six milestone spaces are provided, projects may have more or less than six milestones. These milestones will be used when developing the grant agreement should your project be selected for funding and you will be held accountable to the dates provided. Careful consideration should be given when developing timeframes. They will be used when developing grant Agreements should you receive funding. Grant recipients will be held accountable to the milestones.

Equipment purchases are exempt from milestone schedules and from the National Environmental Policy Act (NEPA).

Agreements are not usually signed before December. Milestone dates should be adjusted accordingly.

Standardized construction milestones are provided. For non-construction projects please propose equivalent milestones. Non-construction milestones may include such phases as purchase of materials, purchase of equipment, installation of equipment, etc. Non-construction projects should have "Project Completion" as their last milestone.

For Construction Milestones:

1. Scoping and Planning means the development of the project size and scope, determination of operational requirements, and required public comment periods.
2. Right-of-way and Land Acquisition means the process of securing land for the project site, including purchases, leases, eminent domain/condemnation, and the acquisition of required easements.
3. Permits means the process of securing any required permits, approvals, or permission from any local, state, or federal agency.
4. Final Plans/Bidding Engineering Documents means the development of any structural or operational documents required to build or implement the project.
5. Construction Contract Award means the securing of a contract to build, install, or otherwise prepare the project for operations or use.
6. Project Completion means construction or installation is complete and the project is ready for operation or use.

For Non-Construction Milestones:

Provide name of milestone and milestone start and end dates beginning with "Milestone1". Briefly describe each milestone.

Below are some examples of non-construction milestones:

- Economic analysis
- Cost estimates

- Public involvement/Stakeholder engagement
- Concept designs
- Secure city, state, and/or federal approval
- Secure project site
- Bid, Award, Procure
- Order equipment
- Installation, testing, and implementation

## Statewide Impact of Project

Each applicant is responsible for providing as much detail as possible in the space provided. **Do not skip questions.** If they clearly do not apply, write “N/A” in the response section. Due to the potential variety of eligible projects, ODA anticipates that some applicants will not be able to answer all of these questions.

**Please use the “ –“ reset button on the right side of the response boxes if you need to reset your responses to the questions in this section (questions 13 – 18).**

**Question 13:** Identify if the project will serve one or more of Oregon’s “Statewide Business Clusters”. For the purposes of this question, the service provided by the project either should reduce transportation costs for Oregon businesses or improves access to labor.

Oregon’s “Statewide Business Clusters” are identified by the Oregon Business Development Department. Definitions of Oregon “Statewide Business Clusters” (Key Industries) are available at (<http://www.oregonbusinessplan.org/Industry-Clusters/The-Industry-Cluster-Network/>).

In the space provided, explain how the project reduces transportation costs or improves access to labor for the selected business cluster(s). Detail if possible, any specific businesses, the number of businesses, and how the project will provide cost savings (e.g. time savings, provision of an alternate route, provides access to a new mode). Detail, if possible, any specific businesses that will be connected to residential areas and how the project will improve their connection to sources of labor (e.g. traveler time savings, provision of an alternate route, provision of direct access between residential areas and commercial/industrial areas). You may also describe the demographics or other relevant characteristics of the residential areas that gain new or improved access to jobs as a result of this project. Explain if these areas are low income, disadvantaged or other significant characteristics.

**Question 14:** Consider the following in your response to this question. According to the Federal Highway Administration, “Some measures of economic growth and quality of life include things such as:

- Number of jobs created;
- Number of business establishments created;
- Overall increases in gross domestic product or gross regional product; and,
- Increases in property values or tax bases.

Describe if the project will result in businesses being able to stay in Oregon by retaining long-term jobs, or locate/expand in Oregon by adding long-term jobs. Identify the businesses that will

be able to stay in Oregon or locate/expand in Oregon as a direct result of the project.

Indicate the amount of private investment that would be made if and only if the project is implemented. You may include letters of commitment detailing the number of long-term jobs or the amount of additional private investment the project would generate. Commitment letters from businesses or organizations must state their intention to operate in Oregon and their intentions regarding job creation and private investment plans over a specified period. In the explanation box, limit the discussion of economic benefit to the project's impact on the state's ability to attract or retain business or industry.

Consider including quantitative information, such as:

- The demand for the project by the community has increased by   x   % over the past   x   years.
- Number of short-term and long-term jobs that will be created as a result of the project, if known.
- Are there any cost-benefits?

**Question 15:** Describe how the project creates a new transportation connection or if it improves an existing connection. Indicate if the project links multiple modes of transportation. Indicate if the project improves or creates links to a transportation network outside Oregon. Detail the international or interstate destination or source. Explain any benefits to Oregon's economy. Explain how this project improves or creates linkages to markets outside Oregon.

Describe what the measurement of success is for the project and include the calculation methodology for determining the projected success rate. Cite industry accepted standards to justify the answer.

The measurement of success for the project should be a quantifiable expression of the amount, cost, or result of the project that indicates how much, how well, and at what level, products or services are provided during a given time period. Measures should focus on the utilization and/or efficiency of the project.

Grant recipients may be required to supply ODA with a report regarding these measures within 12 months of project completion. ODA will likely share the information obtained with the Oregon Legislature. Applicants should carefully consider these measures used in this section to ensure an ability to accurately report in the future.

Measures of success may be:

- Flow Rates
- Capacity Measures
- Safety Measures
- Financial Returns
- Measures of Customer Satisfaction
- Measures of Public Benefit

Depending on the scope of a project, multiple measures may be identified.

- a. Indicate the current level of success as defined above.
- b. Indicate the expected level of success once the project is fully operational.

Example:

Measurement: Daily aircraft operations  
Current level: 4,000  
Expected level: 8,000

The purpose of this question is to ascertain how well a project will meet requirements of ORS 367.084 concerning “whether a proposed transportation project is a critical link connecting elements of Oregon’s transportation system that will measurably improve utilization and efficiency of the system.” Success refers to the measurable improvements in use and/or efficiency that each project will achieve once it is “fully operational.” “Fully operational” is when the proposed project is complete and in service.

**Question 16:** Complete the project funding tables. Do fill in the percentage fields; these fields will update automatically after you fill in the “Amount” column, as will all of the totals.

- a. Type the total project cost, or if applying for assistance with FAA AIP grant match then indicate the total federal match requirement.

**Example 1:** A category 4 airport has a \$50,000 FAA AIP match requirement. The applicant would type in \$50,000 for 16a.

**Example 2:** An airport has a non-federally funded project. The total project costs are \$150,000. The applicant would type in \$150,000 for 16a.

- b. The minimum COAR Grant match requirement field will auto-populate based on your selection for Question 3. The auto-filled answer will indicate the COAR match requirement for your specific airport.

ODA grant match requirements are based on the airport’s category as listed in Chapter 4 of the current Oregon Aviation Plan (OAP)

[http://www.oregon.gov/aviation/docs/system\\_plan/chapter\\_4\\_-\\_airport\\_functional\\_roles.pdf](http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf)

The match requirement is:

- A. Category 1a -- Commercial Primary: 50%
- B. Category 1b -- Other Commercial Non-Primary (less than 10,000 enplanements): 35%
- C. Category 2 -- Business: 25%
- D. Category 3 -- Regional: 10%
- E. Category 4 -- Community: 10%
- F. Category 5 -- Low Activity: 5%

In the table, detail the source of the applicant’s matching funds (i.e. FAA grant, city funds, etc.). Indicate the amount and the when the funds will be available; for example, FAA funds will become available Oct 2017 or Sponsor funds are available immediately. You may also use the pop-up calendar to select a date.



**Example 1:** A Category 4 airport has a project funded at 90% by an FAA AIP grant. Their total match amount for the FAA AIP grant is \$150,000. The airport can apply for a COAR grant to cover the FAA match requirement, minus the COAR match requirement.

The applicant's match requirement for COAR Grants is 10% of the \$150,000 (category 4 airport); therefore:

Total COAR match requirement: \$1,500

- c. Complete the table by indicating the amount of project grant funds you are requesting from ODA.

If you...	Then...	And...
<b>Do have an FAA funded project</b>	Determine your COAR match requirement by locating your category of airport in Table 4.2 of the current OAP <a href="http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf">http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf</a>	Apply for a COAR grant for assistance with a portion of your FAA match amount, minus your COAR Grant match requirement.
Example:		
FAA match amount is \$26,000	Category 2 – ODA match requirement is 25%.	Apply for a COAR grant for assistance with up to 75% (or \$19,500) of your FAA match.
If you ...	Then...	And...
<b>Do not have an FAA funded project</b>	Determine your ODA match requirement by locating your category of airport in Table 4.2 of the current OAP <a href="http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf">http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf</a>	Apply for a COAR grant for assistance with the project costs, minus the COAR Grant match requirement.
Example:		
Project cost is \$200,000	Category 2 – ODA match requirement is 25%.	Apply for a COAR grant for assistance with up to 75% (or \$150,000) of the project costs.

- d. The Project Budget Summary table will update automatically after you complete the first part of question 16. This table provides a summary of the total matching funds, the total funds requested from ODA, and the total project cost.
- e. Provide brief information on expenditures that will have been incurred prior to the completion of this agreement, if the project is selected and awarded. Discuss only the expenditures that you seek to be reimbursed for by COAR grants.

**Question 17:** At its August 2015, the Oregon Transportation Commission provided the following definition for project construction readiness:

Whether a Project is ready to begin elements of work necessary to commence with construction in a reasonable timeframe, or if the Project does not involve construction, whether the Project is ready for implementation. The following considerations, in addition to others, are used by staff when scoring project readiness:

- Applicant responses
- Permitting
- Match financing
- Plan inclusion where necessary
- Land use approval
- Applicant capacity

Provide any additional detail regarding construction readiness or implementation issues. Indicate the level of risk involved with meeting the provided schedule you gave in Question 12.

Explain the level of level of risk with the project schedule (i.e. high risk, medium risk, or low risk) and describe the reason regarding the level of risk. Discuss the length of any required permitting processes, property acquisition, or other parts of the project schedule that are subject to a high level of uncertainty.

**Question 18:** Provide the project's useful life in years. Useful life pertains to the main element of the project. Explain how this figure was calculated and cite documents that explain useful life. These documents may include industry standards, previously documented projects, research papers, etc. In some cases, a project may have a documented useful life that is different from the common actual life. For instance, airfield lighting and signage may have FAA designated useful life of 10 years; however, due to exceptional maintenance and other conditions, the historical useful life has been 20 years. Applicants should document this difference and explain. Review the Sample Draft Agreement to ensure the project design will be able to meet the contractual useful life. The Sample Draft Agreement identifies the useful life of a construction project as 20 years; non-construction projects should have years; non-construction projects should have a comparable useful life.

## **SECTION 2: QUESTIONS AND COMMUNICATION**

### **Email Notice List**

All applicants and interested parties should submit a request to be added to the Email Notice List by sending an email request with the subject line "ASAP Mailing List Request" to: [ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us)

ODA will use this Email Notice List to update applicants and interested parties with notices, information, and any program and application updates.

### **Website**

Interested parties can check the ODA website:

[http://www.oregon.gov/aviation/Pages/Aviation\\_System\\_Action\\_Program.aspx](http://www.oregon.gov/aviation/Pages/Aviation_System_Action_Program.aspx)

### **Questions**

All questions should be emailed with the subject line "ASAP Questions" to: [ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us)

Individual questions will be answered via email and then the answer will be posted on the ODA website under the program's Frequently Asked Questions (FAQs) for the benefit of all other applicants.

ODA will provide as much assistance as possible. General help will continue to be posted on the website.

### **Public Records Note**

Basic information on all projects under consideration will be posted on the ODA website.

All information submitted may be posted on the website. Applicants may request confidentiality protection of matters that the law allows a state agency to protect. For assistance see ORS 367.800 to 367.826, the Public Records law; ORS 192.410 to 192.505, the Uniform Trade Secrets Act; ORS 646.461 to 646.475.

### **Additional Information**

For additional information including a copy of 2015 House Bill 2075, the Draft Revised Rule, and Frequently Asked Questions please refer to the ODA website.

### **Schedule**

The Grant Program schedule including the timing of the above steps is posted on the ODA website.



## **SECTION 3: SUBMISSION INSTRUCTIONS**

Applications, checklists, and all supporting materials must be received by **5:00 p.m. on Friday, October 14, 2016 if submitted by mail or in person.** Applications must be received by **11:59 p.m. on Friday, October 14, 2016 if submitted electronically.** Late and incomplete applications will not be accepted. Use one of the following methods to submit your application.

### **Electronic Submission via ODOT FTP Site**

All applications may be submitted via the ODOT FTP site; electronic applications (including all support materials) larger than 10 megabytes must use the FTP site.

1. All electronic submissions must contain additional forms and signatures where instructed.
2. Create a new folder using the following naming format: **[FAA Airport Identifier]\_[Project Name]** and place your application and all support materials there.
3. Using Internet Explorer, go to the ODOT FTP site:  
[ftp://ftp.odot.state.or.us/incoming/Aviation%20System%20Action%20Program%20\(ASAP\)/](ftp://ftp.odot.state.or.us/incoming/Aviation%20System%20Action%20Program%20(ASAP)/)
4. Open the FTP site in Windows Explorer by pressing Alt, clicking View from the menu bar, and then selecting Open FTP Site in Windows Explorer.
5. Drag and drop or copy and paste your application folder in the FTP window.
6. Once your upload is complete, notify us via email: [ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us)  
Include in the e-mail a contact name and telephone number.
7. An e-mail verification will be sent to you if the application materials were received successfully. This is not an automated response and may take one (1) to two (2) business days. Keep this verification as your receipt.

### **Electronic Submission via E-mail**

Applications (including all support materials) smaller than 10 megabytes may be submitted via e-mail.

1. All electronic submissions must contain signatures where instructed.
2. Save the application with the following name format: **[FAA Airport Identifier]\_[Project Name]**
3. Attach the application and all supporting materials to an e-mail addressed to [ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us)  
Include in the e-mail body a contact name and phone number and a listing of the attachments. The subject line should be in the following format:  
**COAR Application\_[FAA Airport Identifier]\_[Project Name]**
4. Do not send more than one (1) e-mail for each application. If the combined file size of your application and support materials is larger than 10 megabytes, please submit electronically via the FTP site or submit a hard copy via postal mail or in person.

### **Hard Copy Submission via Postal Mail or In Person**

Applications and all supporting materials may be submitted in person or via postal mail. All hard copy submissions must be signed where appropriate. **Hard copy submissions must be received by ODA no later than 5:00 p.m. on October 14, 2016.** Postmarks and late applications will not be accepted.

Submit hardcopy applications to:

Oregon Department of Aviation  
3040 25<sup>th</sup> Street SE  
Salem OR 97302-1125  
Attn: ASAP - COAR Program





# Aviation Project Funding Request – 2016

## Introduction

- Please read the Aviation Project Funding Request instructions prior to completing this application.
- The application instructions, sample application, and draft grant agreement are available on the Oregon Department of Aviation [website](#).
- Submission instructions are detailed in Section 3 of the application instructions.
- Completed application and checklist are required.
- Answer all questions. Enter N/A where applicable.

## 1. Applicant

Organization Name <input type="text"/>	Contact Person <input type="text"/>
Address 1 <input type="text"/>	Contact Person Title <input type="text"/>
Address 2 <input type="text"/>	Phone <input type="text"/>
City, State, ZIP <input type="text"/>	E-mail Address <input type="text"/>

## 2. Project Name and Location

Project Name <input type="text"/>	Project Location <input type="text"/>
County tax parcel identification number(s): <input type="text"/>	

## 3. Category of Airport:

Select the category of airport as listed in the current Oregon Aviation Plan (OAP):

## 4. ODOT ConnectOregon region:

Select one ODOT region for the project:

## 5. Certification

By checking this box, I certify that supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Aviation System Assistance Program funds. I further certify that matching funds are available or will be available for the proposed project. I understand the all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project. I certify that I have read the Sample Draft Agreement and will sign the Agreement if selected.

Date:

## 6. Project Summary

Provide a brief summary of the project:

## 7. Project Purpose and Description

Provide a detailed project description:

## 8. Project Overview

Select all that apply to the project. Cite supporting documentation and submit with application.

### Supporting Documentation

a. Prevents future deficiencies and preserves existing facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Eliminates existing deficiencies as described in the current OAP	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Modernizes the airport by exceeding state or federal minimum standards as stated in the current OAP and identified by FAA ACs or other regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Leverages federal funds	<input type="checkbox"/> Yes <input type="checkbox"/> No

e. Contributes to the airport's self-sufficiency	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. NPIAS airport	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Existence of airport zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Maintenance commitment	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Potential expansion, both on and off airport	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Availability of adequate surface access to airport	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Significance of environmental impact	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Costs and benefits of improvements	<input type="checkbox"/> Yes <input type="checkbox"/> No
m. Economic development	<input type="checkbox"/> Yes <input type="checkbox"/> No
n. Evidence of local support	<input type="checkbox"/> Yes <input type="checkbox"/> No
o. Local match available	<input type="checkbox"/> Yes <input type="checkbox"/> No
p. Minimizes airport redundancy	<input type="checkbox"/> Yes <input type="checkbox"/> No

**9. Project Category**

Check the category of project for which you are requesting funding. (Please select only one.)

**Project Category of Funding Request**

<input type="checkbox"/>	Assistance with FAA AIP grant match
<input type="checkbox"/>	Emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan
<input type="checkbox"/>	Critical/essential services or equipment
<input type="checkbox"/>	Aviation-related business development on airport
<input type="checkbox"/>	Airport development for local economic development

**10. Description of Elements of Project Category**

Provide a short description of how the project fits into the project category selected in Question 9. (Document will expand to allow additional lines.)

--

**11. Documentation and Permits**

Complete the following table regarding pre-construction documentation. Provide the date the document was completed and select "Completed" from the drop-down menu. If the document is currently underway, select "Underway" from the drop-down menu and provide the expected completion date. If the funding proposal is for the purchase of equipment, select the "Equipment" box.

Document Description	Date Completed	Est. Completion Date	Status	Equipment
a. Airport Layout Plan				<input type="checkbox"/>
b. Environmental Impact Statement				<input type="checkbox"/>

Note any required permits, date issued, completion status and required status. Click the "+" button to add another permit.

Permit Type	Date Issued	Completion Status	Required Status

**12. Milestones**

Complete the following table regarding current and projected milestones for the project. Check to indicate if it is a construction or non-construction project.

	<input type="checkbox"/> Construction Projects	<input type="checkbox"/> Other/Non-construction Projects (describe)	Has the milestone been met?	Projected milestone start date	Projected milestone completion date
1	Scoping and planning				
2	Right-of-way, land acquisition				
3	Permits				
4	Final plans/bidding engineering documents				
5	Construction contract award				
6	Project completion				

**Statewide Impact of Project**

Per ORS 367.084(3), the applicant MUST answer the following questions:

13. Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? If yes, provide a short explanation.

[Empty text box for question 13]

14. Does the proposed transportation project result in an economic benefit to the state? If yes, provide a short explanation.

[Empty text box for question 14]

15. Is the proposed transportation project a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system? If yes, provide a short explanation.

[Empty text box for question 15]

**16. Budget**

How much of the cost of the proposed transportation project can be borne by the applicant? Provide the funding source and the amount of funding from that source.

a. Total Project Cost or Total FAA AIP Grant Match Amount: [Empty box]

**b. Applicant Match**

Minimum COAR Match Requirement:		Percent of Project Cost	0.00%
Source of Match Funds	Amount	Date Available	
Total match funds:			

**c. Aviation Project Funding Request to ODA**

Amount requested from ODA: [Empty box]

**d. Project Budget Summary**

Total applicant matching funds:	\$0
Funding request to ODA	\$0
Total project cost or total FAA AIP grant match requirement:	\$0

**e. Pre-Agreement Expenditures**

Has the project incurred any expenditures prior to the completion of this agreement, if awarded? If yes, explain.

[Empty text box for question e]

17. Is the proposed transportation project ready for construction or implementation? Describe any unique construction-readiness, project implementation issues, or possible delays.

[Empty text box for question 17]

18. Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State? If yes, provide a short explanation.

[Empty text box for question 18]

**19. Submission**

By signing this application, I certify that I am the authorizing representative for the Airport specified in this application. In consideration for receipt of program funds, agrees to keep the airport open for public use for a minimum of 20 years from the date of the Agreement, if selected as a grant recipient and awarded grant funds.

To submit electronically, type your name in the signature box below and submit using a password-protected e-mail account associated with your agency. See instructions for file naming requirements and e-mail address for submission.

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

AVIATION DEPARTMENT USE ONLY

[Small empty box]



# Aviation Project Funding Request – 2016

## APPLICATION CHECKLIST

### Airport Information

Airport Name

Airport Sponsor Name

Phone Number

E-mail Address

Applicants must submit a completed Application. Incomplete applications will not move forward in the review process. All applicable answers must be completed by the applicant. Applications that do not contain answers for all applicable questions will be scored accordingly. Further information from the applicant may not be sought. This Application Checklist has been provided to assist applicants with providing key attachments. Carefully review your application utilizing the following checklist prior to submission to ODA. The completed checklist must be submitted as part of each application.

- | Staff                    | Applicant                | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> |                          | Signed and completed Application – all questions answered, even if N/A   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supporting documentation (if applicable) – Question 8 – Project Overview |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Capital Improvement Plan project list (non-federally funded projects)    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Capital Improvement Plan project list (federally funded projects)        |

Applicant notes:

### AVIATION DEPARTMENT USE ONLY

Staff Reviewer name:

Staff Reviewer notes:



2016

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

			5				
July		Meeting					
			2				
August		Meeting					
			6				
September		Meeting Council Report					
			4				
October		Meeting					
			1				
November		Meeting					
			6				
December		Meeting self fueling permit					