
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

September 11, 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 AUGUST 7, 2018 MEETING

3. OLD BUSINESS:
 - A. Budget discussion for FY 2019
 - B. Action Item List
 - a. Hangar enclosure project
 - b. Landscaping/Irrigation (Driveway)
 - c. Restroom Improvements
 - d. Tree trimming
 - e. Spring @ hydrant

4. NEW BUSINESS:
Airport: Good Neighbor Items
Fuel Terminal Discussion – Update or retain unsupported product?

5. FBO REPORT(S):
 - A. Attached –
 - B. Maintenance Updates

6. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch

7. NEXT MEETING DATE: **October 2, 2018 9:30 AM**

Call Taina 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
Contact List as of September 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.	Dpa171@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	2021
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2021
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 Vandenberg	Commission Member	509-703-3591	827 West 14 th St.	Andrewvandenberg@live.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	
Taina Glick	Administrative Assistant	541-552-2427	20 E. Main Street	taina.glick@ashland.or.us	

Ashland Airport Commission
MINUTES
August 7, 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), Bernard Spera, George Schoen, Andrew Vandenberg, Lincoln Zeve, Susan Moen, Daniel Palomino, William Skillman

FBO Present: Bob Skinner

Members Absent: Dana Greaves, Dennis Slattery (Council Liaison)

Staff: Scott Fleury, Kaylea Kathol, and Tara Kiewel

Guests: Mike Dane and James Kirby from Century West Engineering, Matt Lawyer and Nohemi Ramos from Oregon Department of Aviation, Valerie Thorsen FAA, Josh Lekkerkerker Precision Approach Engineering

Public Forum – none

APPROVAL OF MINUTES

July 10, 2018 Minutes

Speara Motioned Skillman Second

Vote all ayes. Minutes approved as presented

Wolske amended the agenda to discuss the master plan and suspend other agenda items until the next Commission meeting.

Request for Additional Items from Commission Members

Fuel Terminal - Skinner explained that the current self-serve fuel terminal is being phased out with limited parts being available. There would be a credit from the provider to update the system. Skinner estimated updating the system would cost \$12,245 after the credit. Zeve asked for this item to be added to the agenda for the next Commission meeting. He would also like to have other options presented at the next meeting.

Wildfire Smoke

Skinner told the Commission that activity has been limited due to the wildfire smoke.

Airport Master Plan Update – Presentation from Century West Attached

Runway length and displaced thresholds – Skinner asked if this was an issue due to trees. Dane confirmed it was trees and utility poles.

Hangars – Zeve asked how many total tie downs were being proposed and if they could be converted to hangars. Dane mentioned that converting tie downs to hangars would require additional analysis. Skinner would not advocate for removing any tie downs spaces. Palomino asked if the tie down parking was changed to the suggested diagram what would be the change. Dane indicated the tie down reduction could be fifty percent.

Ashland Airport Commission

July 10, 2018
Page 1 of 2

Ashland Airport Commission
MINUTES
August 7, 2018

These minutes are pending approval by this Committee

FBO Corporate Terminal Area – Skinner would not advocate for changing the fuel storage area due to visibility issues that have occurred in that past. Dane explained that he considered what would have the least impact on fuel storage tanks. Not moving them is the preferred option.

On Airport Land Use – Wolske asked if there is a value in having non-aviation development. Dane mentioned that the FAA prefers aviation related development on Airport land. Moen asked if the designation prevents aviation going into non-aviation development. Dane land use is challenging to articulate.

Fuel Facilities – Strong preference in maintaining the current location. Palomino asked if it would create any additional parking by moving the fuel area. Skinner said it could but it may take up a lot of frontage. Wolske prefers moving the fueling area.

Security and Perimeter Fencing – A perimeter fence is not a requirement but a recommendation. If there is a fence the FAA requires the fence line to encompass all of the Airport property line. A previous fencing project was not completed due to the Neil Creek riparian zone and balancing all of the different regulations. Fleury explained that the Airport property line crosses the creek and we do not want to cross the creek with fencing. Dane indicated there are other fencing challenges with the runways. Palomino discussed the safety issue of deer on the runways and thought fencing could help this issue. Moen recommended not fencing the area along Neil Creek Riparian zone and fence the other perimeter. Wolske supports fencing before the riparian zone along the creek and to not have the fence cross the creek. Fleury suggested including the fence project in the master plan and allow the FAA to provide comment.

Preliminary Alternatives to satisfy requirements

The Commission discussed Airside Alternative Four. Skinner summarized that this alternative gains 150 feet of landing and loses 40 feet of takeoff. Wolske asked if it was possible in the planning process to show the challenges. Dane explained that this will create challenges in the planning. Wolske would like to have all alternatives addressed.

Land Side Alternatives

Looking for ways to maximize spots within existing apron. Fleury thinks it would be helpful for the Commission to see the net loss and gain of the alternative.

Skinner is not an advocate of removing tie down spaces. He didn't feel that this process has addressed that Ashland is a tourist town. Dane mentioned this is a standard methodology used to come up with the number of tie downs. Wolske asked if the tie down area could be expanded to the north. Dane said if can justify the increase the tie downs because the facilities do not require it.

Next Steps

Century West will redefine the alternatives and report back to the Commission in December.

NEXT MEETING DATE: September 4, 2018 9:30 AM

ADJOURNMENT: 11:55 AM

Respectfully submitted,
Tara Kiewel
Public Works Administrative Assistant

Ashland Airport Commission

July 10, 2018
Page 2 of 2

Memo

CITY OF
ASHLAND

Date: September 4, 2018
From: Scott A. Fleury
To: Airport Commission
RE: FY18/19 Budget Appropriations and Availability

BACKGROUND:

This memo is meant to outline the existing Airport Budget for both maintenance operations, professional services, debt service, capital improvements and revenues.

Staff has attached budget printouts showing end of fiscal year 2018 and current budget status for fiscal year 2019. The budget biennium ends on June 30th, 2019. A new biennium budget will be adopted in spring of 2019.

Revenue:

Revenues for the airport include: monthly hangar rentals, tie downs, ground leases and flowage fees. The total revenue for FY 2018 realized was \$145,522.56. When developing the biennium budget staff estimated total revenue of \$135,000 for FY18 and \$137,000 for FY19. The total revenue for FY18 was more than staff estimated and additional monies will be available to budget in the next biennium for maintenance and capital projects. The revenue for FY19 should also exceed initial estimates as 6 reversionary hangars will become monthly rentals in December. Staff will update the Commission on combined totals at a meeting near the end of the budget year.

Maintenance:

Maintenance for the airport includes: utilities (water, storm drain, electric), grounds care and general maintenance for the site and buildings.

Airport Commission:

The Airport Commission line is for expenditures associated with Airport Day. For Airport Day this year we spent a total of \$2,006.57 with a budget amount of \$1500. The large ticket items were the bounce houses and kids toys. A large portion of the kids toys purchased will go towards next year's event.

Professional Service:

Professional service for the airport includes all engineering and planning related requirements. The current budget accounts for \$300,000 of the \$339,290 for the Airport Master Plan Update. The City received two grants for the update, one from the FAA for \$305,362 and one from ODA for \$27,000. The total cost to be covered by the airport fund itself is estimated to be \$6,929 or 2% for the total project cost. This is the total amount that will be funded directly by the Airport for the project.

FOR 2018 12

ACCOUNTS FOR:
0280 Airport Fund

085700 Public Works - Airport

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
085700 602320 Maintenance	7,500	0	7,500	3,280.02	.00	4,219.98	43.7%
085700 602332 Electricity	3,460	0	3,460	3,117.74	.00	342.26	90.1%
085700 602333 Water	4,080	0	4,080	969.96	.00	3,110.04	23.8%
085700 602334 Wastewater & Other	17,800	0	17,800	14,008.98	.00	3,791.02	78.7%
085700 602353 Grounds Care	8,300	0	8,300	.00	.00	8,300.00	.0%
085700 602400 Infrastructure	4,500	0	4,500	.00	.00	4,500.00	.0%
085700 604100 Professional Service	150,000	0	150,000	197,589.62	144,203.38	-191,793.00	227.9%*
085700 605000 Miscellaneous Charge	5,500	0	5,500	3,249.00	.00	2,251.00	59.1%
085700 605600 Other	150	0	150	.00	.00	150.00	.0%
085700 605811 Internal Chg - Insur	5,150	0	5,150	5,150.00	.00	.00	100.0%
085700 605813 Internal Chg - Facil	4,400	0	4,400	4,400.00	.00	.00	100.0%
085700 606200 Printing & Binding	200	0	200	.00	.00	200.00	.0%
085700 606500 Dues	150	0	150	125.00	.00	25.00	83.3%*
085700 608110 Airport Commission	1,500	0	1,500	2,006.57	.00	-506.57	133.8%*
085700 704100 Capital Outlay	45,000	0	45,000	37,609.22	6,938.90	451.88	99.0%
085700 704200 Capitalized Projects	121,000	0	121,000	.00	.00	121,000.00	.0%
085700 801214 Wells Fargo - Airport	34,900	0	34,900	34,899.99	.00	.01	100.0%
085700 802214 Wells Fargo - Airport	3,639	0	3,639	3,635.97	.00	3.03	99.9%
TOTAL Public Works - Airport	417,229	0	417,229	310,042.07	151,142.28	-43,955.35	110.5%
TOTAL Airport Fund	417,229	0	417,229	310,042.07	151,142.28	-43,955.35	110.5%
TOTAL EXPENSES	417,229	0	417,229	310,042.07	151,142.28	-43,955.35	

FOR 2018 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	417,229	0	417,229	310,042.07	151,142.28	-43,955.35	110.5%

** END OF REPORT - Generated by Scott Fleury **

FOR 2018 12

ACCOUNTS FOR:
0280 Airport Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0280 Airport Fund Balance							
0280 430125 Public Works Grants	-317,000	0	-317,000	-191,186.39	.00	-125,813.61	60.3%*
0280 440073 Hangar	-135,000	0	-135,000	-145,522.56	.00	10,522.56	107.8%
0280 470010 Int on Pooled Investme	-500	0	-500	-2,123.04	.00	1,623.04	424.6%
TOTAL Airport Fund Balance	-452,500	0	-452,500	-338,831.99	.00	-113,668.01	74.9%
TOTAL Airport Fund	-452,500	0	-452,500	-338,831.99	.00	-113,668.01	74.9%
TOTAL REVENUES	-452,500	0	-452,500	-338,831.99	.00	-113,668.01	

FOR 2018 12

ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-452,500	0	-452,500	-338,831.99	.00	-113,668.01	74.9%

GRAND TOTAL

** END OF REPORT - Generated by Scott Fleury **

FOR 2019 12

ACCOUNTS FOR:
0280 Airport Fund

085700 Public Works - Airport

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
085700 602320 Maintenance	7,500	0	7,500	.00	.00	7,500.00	.0%
085700 602332 Electricity	3,460	0	3,460	239.54	.00	3,220.46	6.9%
085700 602333 Water	4,080	0	4,080	82.92	.00	3,997.08	2.0%
085700 602334 Wastewater & Other	17,800	0	17,800	4.50	.00	17,795.50	.0%
085700 602353 Grounds Care	8,300	0	8,300	.00	.00	8,300.00	.0%
085700 602400 Infrastructure	4,500	0	4,500	.00	.00	4,500.00	.0%
085700 604100 Professional Service	150,000	0	150,000	15,047.50	-15,047.50	150,000.00	.0%
085700 605000 Miscellaneous Charge	5,500	0	5,500	356.00	.00	5,144.00	6.5%
085700 605600 Other	150	0	150	.00	.00	150.00	.0%
085700 605811 Internal Chg - Insur	5,150	0	5,150	429.17	.00	4,720.83	8.3%
085700 605813 Internal Chg - Facil	4,400	0	4,400	366.67	.00	4,033.33	8.3%
085700 606200 Printing & Binding	200	0	200	.00	.00	200.00	.0%
085700 606500 Dues	150	0	150	125.00	.00	25.00	83.3%
085700 608110 Airport Commission	1,500	0	1,500	.00	.00	1,500.00	.0%
085700 704100 Capital Outlay	25,000	0	25,000	.00	.00	25,000.00	.0%
085700 704200 Capitalized Projects	121,000	0	121,000	.00	.00	121,000.00	.0%
085700 801214 Wells Fargo - Airpor	36,936	0	36,936	.00	.00	36,936.00	.0%
085700 802214 Wells Fargo - Airpor	1,600	0	1,600	.00	.00	1,600.00	.0%
085700 909000 Unappropriated	102,022	0	102,022	.00	.00	102,022.00	.0%
TOTAL Public Works - Airport	499,248	0	499,248	16,651.30	-15,047.50	497,644.20	.3%
TOTAL Airport Fund	499,248	0	499,248	16,651.30	-15,047.50	497,644.20	.3%
TOTAL EXPENSES	499,248	0	499,248	16,651.30	-15,047.50	497,644.20	.3%

FOR 2019 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	499,248	0	499,248	16,651.30	-15,047.50	497,644.20	.3%

** END OF REPORT - Generated by Scott Fleury **

FBO MONTHLY REPORT

July, 2018

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,799.65
	DAILY				
61	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 427.00		
5	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ 55.00		
	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	@ \$ 310.00 =	\$ 4,340.00		
1	Helicopter Hangars	@ \$ 242.00 =	\$ 242.00		
12	Closed Hangars	@ \$ 242.00 =	\$ 2,904.00		
1	Large Closed Hangar	@ \$ 310.00 =	\$ 310.00		
4	Open Hangar	@ \$ 192.00 =	\$ 768.00		
1	Commercial Hangar-JLC	@ \$ 798.45 =	\$ 798.45		
1	Commercial Hangar-Sorensoi	@ \$ 495.24 =	\$ 495.24		
1	Sky Research Land Lease	@ \$ 478.00 =	\$ 478.00		
441	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 30.87		
1	Nielsen Land Lease	@ \$ 161.37 =	\$ 161.37		
	ANNUAL				
1	Valley Inv. Land Lease	@ \$ 8,023.15 =	\$ 8,023.15		
1	Brim Land Lease	@ \$ 952.62 =	\$ 952.62		
1	Private Hangars Land Lease	@ \$ 291.60 =	\$ 291.60		
2	Private Hangars Land Lease	@ \$ 337.00 =	\$ 674.00		
1	Brim Storage Area	@ \$ 2,719.20 =	\$ 2,719.20		
NOTES: Cary \$198.00, Lee \$46.80, Bloombaum \$46.80					
Hawk, Jacobson, Shafer have not paid.					
TOTAL RENTS =				\$ 23,926.50	x 0.75 \$ 17,944.88
UTILITY CHARGE NEW CLOSED HANGARS				=	\$ 65.00
FBO FLOWAGE FEE					
	Price Per Gallon	\$5.29 100LL	2688 Gallons		
	Price Per Gallon	\$ 4.39 JET A	1198 Gallons		
	Total Gallons		3886	x 0.07	\$ 272.02
CREDITS					
			Water Credit	-	\$140.54
			Garbage Credit	-	\$55.86
DEBITS					
	American Petroleum Services			-	\$ 72.43
	pole storage ground lease	2013 to 2018 Catch up.			\$ 6,409.00
TOTAL DUE TO CITY BY 20TH				=	\$ 13,403.72

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

