
CITY OF ASHLAND

AIRPORT COMMISSION

AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

March 5, 2019 9:30 AM

CALL TO ORDER: 9:30 AM

1. **ROLL CALL**
2. **Request for Additional Items from Commission Members**
 - A. Public Forum
3. **APPROVAL OF MINUTES FROM January 8, 2019 MEETING**
4. **APPROVAL OF MINUTES FROM February 5, 2019 MEETING**
5. **OLD BUSINESS:**
 - A. Tie Down Requests
 - B. Hangar Electrical
 - C. Airport Day Update
 - D. **Action Item List:**
 - a. Landscaping/Irrigation (Driveway)
 - b. Restroom Improvements
 - c. Airport Maintenance Plan
6. **NEW BUSINESS:**
 - A. Commission Policies and Operating Procedures
 - B. Airport Maintenance Communication Process
 - C. Budget Update
 - D. Airport: Good Neighbor Items
7. **FBO REPORT(S):**
 - A. Attached
8. **INFORMATIONAL ITEMS:**
 - A. Brown Bag Lunch
9. **NEXT MEETING DATE:** April 2, 2019 9:30 AM

Call Shannon at 541 488-5587 if you will be unable to attend!

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

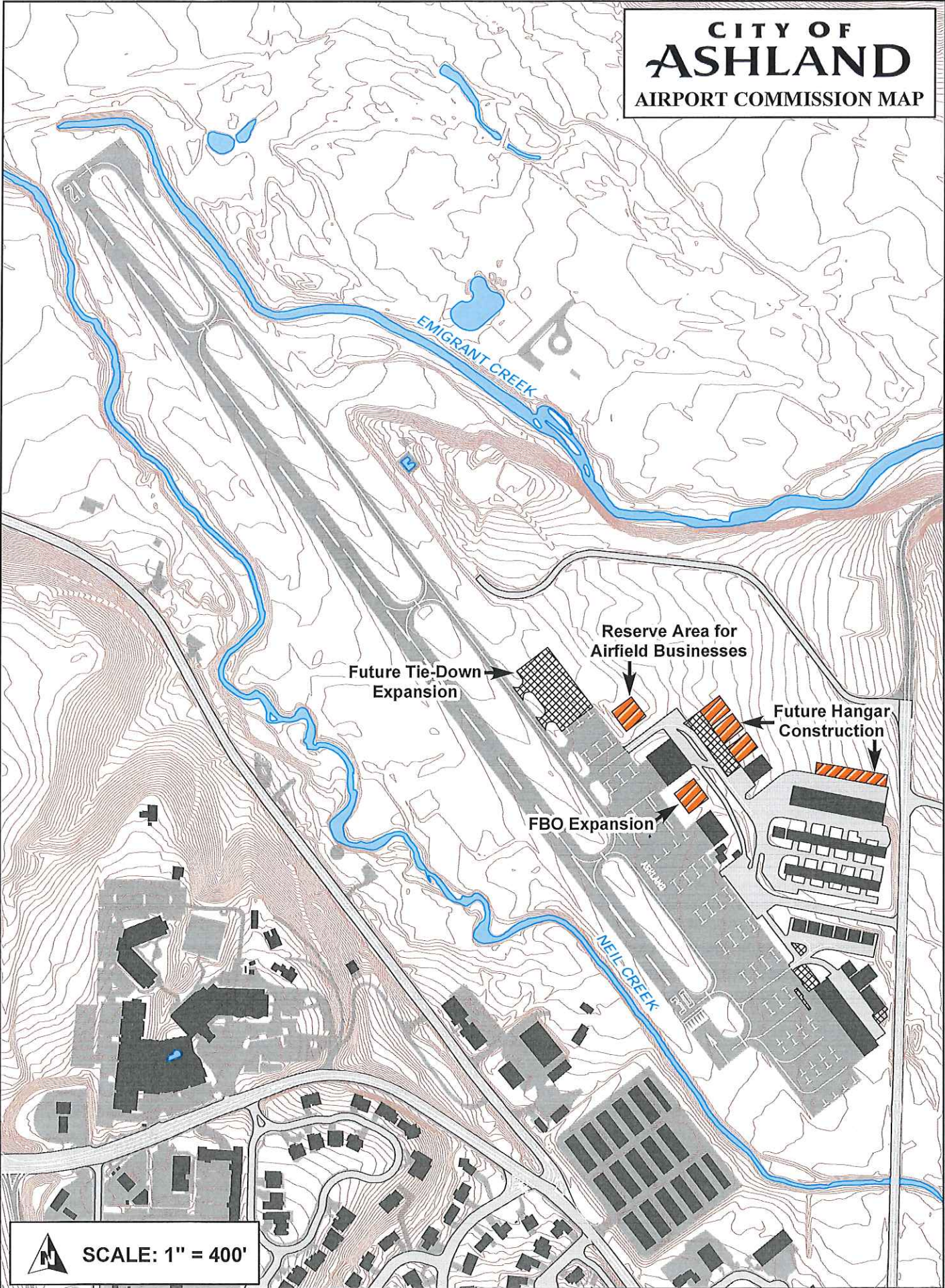


**CITY OF
ASHLAND**
Ashland Airport Commission
2019

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
William Skillman	Commission Member	541-482-2148	635 Oak Knoll Dr.	Skillman_Ashland@yahoo.com	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
Rich Rosenthal	Council Liaison		20 E. Main Street	rich@council.ashland.or.us	2020
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinnerraviation.com	
Staff Support					
Scott Fleury	Deputy Public Works Director	541-488-5347	20 E. Main Street	scott.fleury@ashland.or.us	
Kaylea Kathol	Project Manager	541-552-2419	20 E. Main Street	kaylea.kathol@ashland.or.us	
Chance Metcalf	Project Manager	541-552-2448	20 E. Main Street	chance.metcalf@ashland.or.us	
Shannon Burruss	Administrative Assistant	541-552-2428	20 E. Main Street	shannon.burruss@ashland.or.us	

CITY OF ASHLAND

AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**

Ashland Airport Commission

MINUTES

January 8th, 2019

These minutes are pending approval by this Committee

CALL TO ORDER

Zeve calls meeting to order at 9:30 AM

Members Present Bernard Spera, Lincoln Zeve, George Schoen, Daniel Palomino, Susan Moen, Andrew Vandenberg.

FBO Present: Bob Skinner

Members Absent: David Wolske (Chair), Dana Greaves, William Skillman, Dennis Slattery (Council Liaison)

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss

Guests: Burl Brim, Chad Menneke

Public Forum – Brim states that Brim Aviation has sold out to Cobra Aviation and Chad will now be working for Menneke. Zeve asks if Menneke can speak a little about Cobra Aviation. Menneke states Cobra is a powerline utility company that has companies underneath it, they are looking to grow and work on the West Coast. They are primarily working in Puerto Rico on powerlines. Brim has been working with Cobra in Puerto Rico for over a year. Zeve asks Menneke if there are any plans as far as in relation to the Ashland Airport Operations. Menneke states there are currently not. Brim states nothing is changing for them yet. Zeve welcomes Menneke.

APPROVAL OF MINUTES

December 4th, 2018

-Spera Moves to Approve, Vandenberg Seconded

Vote all ayes. Minutes approved as written

Request for Additional Items from Commission Members- Skinner states that last meeting the commission talked about adding in discussion about spraying and weed control, he has asked Burl Brim to join the Commission Meeting.

Old Business

Reversionary Hangers- Zeve mentions the discussion between the previous hanger owners, who went to City Council, Council reduced price. Skinner states it was reduced to .25 per square foot. 5 of 6 hangers are rented and are currently working on the 6th. This is a big increase in income. Door design is an issue on some of hangers. A meeting between the City, Skinner and American Industrial door will occur the Thursday after this meeting. Skinner proposes that American Industrial Door go through all the doors, lube and adjust them to get them functioning properly and see how long they last. Some doors were ignored by previous owner in relation to maintenance. Zeve asks about 6th hanger, Skinner says no one has rented it yet. The old door hangers do not have electricity. Money has been spent on meter boxes, but no conduit has been ran for electricity. Skinner had previously been told it would cost \$11000 to \$12000 to run conduit the length of the hanger. Skinner felt this was a high bid and could be done cheaper. Palomino mentions the existing conduit on the back side on JLC also needs to be addressed. Moen asks if it's time for another bid. Skinner states this time of year he may be able to get better bids. Kathol mentions that the City didn't have the resources to do the job when it was investigated last year. She conferred with Fluery who stated at the time it was the tenant's responsibility but states she will check into it further. Zeve and Skinner mentions the additional income could be added into the maintenance of the hangers. Palomino inquires if Skinner can just go ahead and start getting bids for the project. Skinner states that he's not been given the go ahead from the City to do that. Kathol informs that the City wants to oversee any improvements made to its own buildings. Skinner says that

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Dave Arnold has been very good about doing fixes around the Airport. Moen wonders how the Commission could go forward about getting bids for the conduit installation. Kathol states that she'll check back in with the City to see what their position is. Metcalf states he will place it under old business and check back at the next Commission meeting.

ODF Draft Letter- Zeve is asking the City through Bob Strasser to send out a letter regarding ODF keeping helicopters at the Ashland Airport. Skinner states he spoke with Lee Winslow Assistant District Forester for ODF, who stated that ODF doesn't know much more than the Commission, but he'd be happy to have the helicopters in Jackson County. Skinner states that there are some advantages to having helicopters at Ashland airport due to winds and inversion layers. Moen recalls that at the last meeting it was agreed that there were no downsides. Metcalf states he spoke with Fluery about drafting a letter to ODF, Fluery said if it's the interest of the Commission to pursue grant funds, it would need to be a recommendation to Council to draft a letter, but if it's just expressing interest and availability Commission could draft a letter and Fluery will send it out on City letterhead. Palomino suggests if the Helicopters do choose the Ashland Airport that the Commission send out notifications to surrounding residents to minimize complaints. Zeve states he'll put together a letter, per Bob Strasser who is a County Commissioner and liaison to City Council.

Solar/Backup Generator- Metcalf states that solar is currently being pursued as a solar farm for the City, Fluery is currently waiting to see the outcome of that as it will dictate what can happen with solar at the Airport. It is being headed up by Stu Green. They are currently seeking the 10MG and if that doesn't work they are going to go for the 1MG. It is unclear currently what the location would be for the solar farm. Metcalf will update as information becomes available.

Backup Generator: could be coordinated with the solar farm, or since budget is coming up it could be added to the budget. Kathol speaks about emergency generator at the City's PD, generator was 100kw, \$100,000 project, it's a large project. Skinner states that they would need power just for the rotating beacon, runway lights and fuel pumps. It needs to be discovered how much power the airport would need to run in an emergency situation. Kathol states the generator itself was not the primary expense. Expense was the engineering, asphalt cutting, conduit, a fuel supply (which is not currently available at the airport), the transfer switch, and then a deal with Pacific Power for a utility swap. Skinner recommends getting additional information to make an informed decision. Zeve mentions that there may be grants for this purpose. Moen suggests finding a small airport that has a backup generator and getting information from them. Skinner states he'll make a few calls and see what he can find out. Zeve mentions the Fuel tax and the application process, Metcalf states he will check in with Fluery in regard to that question and to keep the discussion on the agenda.

Riparian Mitigation- Metcalf states that Freshwater Trust is under contract to review different stream frontages in the City including the Airport, they are still in the process and the City is waiting until they are done to see if the Airport fits the project outline. Skinner states they were out a month or so ago walking the creek, so they are in the process. Metcalf will bring the results once more information is available.

Dust Suppression- Skinner states over the last two years the airport has done a new spray project where they have sprayed weed suppressant along taxi ways and runway, approximately 4-6 feet, encompassing the reflectors and runway lights for mitigation of weeds around the area, Skinner states Brim does not feel that this is not the proper way it should be done as it causes more dust and debris in the filters for Brim's helicopter engines causing additional maintenance. Brim feels that this could be done with just proper mowing. On the City's part; the weed mitigation within certain distances does help with maintenance costs relating to the asphalt as it prevents roots and weeds getting under the asphalt and causing damage to the sides. Skinner mentions he believes that an area should be maintain and to keep a little separation there, but questions whether the 4-6 foot approach is appropriate. Invites

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Brim to speak on the issue. Brim speaks that he feels it's the wrong way to go about it period. In his knowledge of asphalt maintenance you don't need to keep weeds back from the edge, and so long as they are not growing underneath the asphalt or in the cracks it's not a hazard. He cites the maintaining of highways, stating that in Texas they just mow. Brim offers to mow the whole airport for one year at no charge the way he is proposing for a season as a demonstration and to be able to present costs to the Commission for a budget moving forward. Zeve asks about contract with City Parks Department. Kathol states that the contract will be expiring June 30th. Skinner asks who would be doing the actual work. Brim states it would be Brim Aviation. Moen asks about the current Park's contract and wonders if a contract could be made with the mowing portion excluded. Kathol states she would need to check previous minutes for their exact scope of work. Skinner states they do tree trimming and various other things that Skinner would like them to continue to do. Meon wants to make sure that there are no conflicts with their Park Contract if Brim takes over mowing temporarily. Kathol states that the City is preparing to discuss the next two years of budget and she will submit the volunteer proposal to her supervisor. Skinner asks how much the Airport pays for the spraying. Kathol says just under \$5000. Skinner asks about areas outside of the taxiways and run way. Kathol says those would still be sprayed. Kathol states it could also expand spraying to the driveway from the savings. Metcalf reiterates Kathol's recommendation that the Commission make a motion to pursue the advancement of the proposal from Brim, which will allow City Staff to gather information and bring it to the Commission in the February meeting for an educated decision. Mowing season starts in April.

Motion, Palomino Proposes: To advance on process of getting the details from the people contracted now, and then present it next meeting. **Moen Seconds.**

Discussion: Kathol states that if the City does not accept Brim's volunteer proposal, and decides to spray as usual, the City would still plan on adding the lignin dust suppressant in the 4ft-6ft strips along the taxiway and runway. Skinner asks Brim if he feels that it would be effective. Brim states that he uses it every year on his road to the rock quarry and that it is an effective way to keep dust down. Skinner asks Brim if it would mitigate his concerns, Brim states it would.

All Ayes.

Action Item List

Landscaping/Irrigation (Driveway)- Metcalf states that the City plans to solicit it next month for more bids.

Restroom improvements- Metcalf states the City decided to split the work between City staff and contractors because of the high bids. Improvements will start Feb 4th and should be done in March for a 6-8 week project. The plan is to have one restroom open at all times. The project will take a little longer but be far cheaper. Tile and wall samples will be arriving later this day. Metcalf will get together with Skinner to choose options.

Tree trimming- Metcalf states tree trimming has been completed and can be taken off the Action Item List. Zeve inquires as to when it will need to be done again. Skinner states it'll be reviewed every two years, in an effort to be proactive, which will coincide with the next budget.

Hanger Inspections- The new Fire Marshall will be doing the walk through sometime by the end of March.

New Business

Airport good neighbor items- Skinner states he doesn't have any complaints and that things have been quiet.

Tie Down Request- Dave Ridsdale of JLC Avionics wrote a letter regarding his concern that there will be a lot of

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aircraft coming in to get their ADS-B mandated work done. He'd like to amend or adjust the tie down rates because of additional planes coming in. Skinner states the current tie down rate is \$7 a day per tie down, the monthly rate is around \$48 a month.

Skinner states Ridsdale previously asked for some tiedowns, the commission decided that he could have one as Ridsdale is a lease holder. Zeve asks how many tie downs the airport has. Skinner answers 50 or so. Moen clarifies that in business leases it states the number of tie downs and asks if there is a history of giving out tie downs. It is mentioned that as this could be a special year for the business, so allowing for a monthly rate for additional tiedowns. Skinner suggests allowing an additional area for the extra use. Zeve suggests the area by the boneyard as it's less used and inexpensive. Moen worries about setting the precedent of the airport giving away things to businesses for free.

Motion: Spera makes motion: To offer tie downs to Ridsdale at \$25 a month a tie down for this year only, to be revisited. **Vandenberg Seconds**
All ayes.

Airport Day 2019 Planning- Planning will occur as an after meeting.

FBO Reports:

Skinner they will pursue filling the empty hanger via marketing. Kathol mentions that Skinner can send her the information and she'll put it on the airport website.

Maintenance Updates: Noise abatement sign down. Skinner wants source for replacement tie down chains. Four or five need replacing. Zeve asks about security cameras. Skinner states one of four are out. Skinner states it might be worth reviewing getting a replacement security system as the current system lacks definition. Zeve states his opinion that the Commission should not renew their contract with the current security company.

Informational Items

Brown Bag Lunch- Moen states if this still happens it would be at the end of the month.

NEXT MEETING DATE: February 5th, 2019

ADJOURNMENT: Meeting adjourned

Respectfully submitted,

Shannon Burruss

Public Works Administration

Ashland Airport Commission
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CALL TO ORDER

Wolske calls meeting to order at 9:30 AM

Roll Call:

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

FBO Present: Bob Skinner

Members Absent: Dana Greaves, William Skillman, Lincoln Zeve, Bernard Spera

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss

Guests: Shelly Hensarling

Public Forum – Hensarling states she is a member of the public and an employee of JLC. She wants to advocate for the businesses as far as the communication in regard to the spraying, she states she only saw one sign and would like to have better communication as to when things are happening, what products are being used etc. She states she does hear the statements from the City, Commission and businesses that they all are in favor of better communication. She states that informing the businesses when there will be repairs would also be preferred and suggests email as a way to do so. She states she appreciates everyone discussing alternatives to spraying. She reiterates how nice it would be for everyone to receive emails.

APPROVAL OF MINUTES

01.05.2019

-Palomino has Disagreement

Wolske calls for Motion- Vanderburg Motions, Moen Seconds

Discussion: Palomino mentions an email sent to change the minutes regarding Brimm's statements last week about spraying, he states that the change is not accurate as to what Brimm said. Wolske asks what is inaccurate about the change, and how it could be made accurate. Palomino states the change indicates Brimm would be okay with the use of lignin vs reducing the spraying area, he relays that after discussion with Brimm and his own notes from the meeting that it is not an accurate statement. Skinner states that the change was made by him via email, along with a few others and the statement was based on his understanding. Metcalf states that it was his understanding as well. Palomino asks if the meeting audio had that information in it. Burruss says that it was mentioned conversationally by Brimm and informs the Commission that the audio could be distributed. Palomino asks if that could be done, and states that Brimm's comments were that lignin works, but not on the dirt/grass area which has been done, and asserts he clearly stated in the meeting that he'd rather see no spraying done until he gets a chance to do the mowing. Metcalf states that he did mention that but also mentioned later that the lignin was effective, and mentioned that he used it on his driveway, but that it is costly. Palomino adds that he said it was effective on gravel and not on dirt, Metcalf says that was not his recollection. It is agreed that the audio should be distributed. Skinner mentions he brought Brimm into the previous meeting to get things clear in regard to the mowing. Wolske recommends putting things on hold relating to this topic until the audio can be distributed and things can be clarified.

Wolske calls for Motion, Moen moves for Motion- to suspend approval of minutes until Commission has clarification and it will be addressed next meeting. Vandenberg Seconds.

All Ayes.

Minute approval postponed until process has been completed.

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Request for Additional Items from Commission Members-

Old Business

Reversionary Hangers- Skinner states that starting as of the 1st of February all hangers are filled. The City has been working with a couple of contractors, they've received bids for replacement of roof screws on hangers, which was creating leakage in the insulation of the hangers. Adjustment and lubrication of hanger doors has begun and has gone well.

Spraying Runway- Kathol states that after the last meeting Brimm's mowing proposal to Fluery who did not approve it. She states that it is not in the City's interest to have someone doing that work that is not licensed, bonded and insured landscape contractor. She states she unsure if it could even be given to someone to do for free as it would cost around \$8,000 and would have to be opened to bids. The offer was categorically rejected. The City then moved forward with spraying. A call came in from the City's licensed applicator who stated they had an opening and offered to put up the 48-hour notices and then went out 48 hours later. All of the areas that have been getting sprayed were sprayed at that time. All the paved areas, and a swath around paved area to encompass reflectors. The project has been completed for the year. Wolske asks about communications. Kathol states that signs were posted 48 hours in advance which is consistent with state law and municipal code, posted at the main business entrance and she spoke with Skinner prior to the posting of the signs. Wolske addresses Skinner about his communications. Skinner states that he received an email regarding the spraying. Input he's gotten from people he's spoken with at the airport indicated to him that there could have been better communication and notification, which he does not disagree with. Skinner speculates that part of Brimm's issue was that he wasn't made aware of the decision regarding the mowing. Kathol states that she and Brimm have been in communication, and that Brimm's issue will be handled by the City separately, and to find out what he needs and what product would work best for him given the ground surface around his business, and that a meeting has been set up with she, Paula Brown and Mike Morrison for this purpose. Moen wonders where the Commission fits in to this process, she had thought that a decision had been made by the Commission, but the Commission was never told of the outcome of Brimm's proposal and the City began spraying without relaying anything to the Commission. She wonders if it would have been appropriate for the Commission to be informed of the outcome, or if that is outside of their role. Schoen adds that the Commission had a proposal to look into Brimm's offer, and that it would be discussed at the current meeting, but the City began to spray anyway. He is unsure of the rush, as it is currently winter and states it could have waited until this meeting. Palomino asks Skinner if the signs were indeed posted 48 hours prior to spraying. Skinner states they were and they were posted in 4 different locations out of the main parking lot. Palomino asks that clarification be done regarding if signs were posted properly, their location and how many there were. He also states that just posting the signs isn't the same as communicating with the business owners. Wolske states that he personally saw a sign heading to Devore's and reiterates the that there needs to be clarification on when the signs were posted. Schoen reiterates Moen's statement that an issue was also that the commission should have been informed of the final decision. Metcalf states there was no malicious intent, but that there was no clear direction from the commission and asks what the desire of the commission as far as moving forward now that spraying has been done. Wolske notes again that the City is currently in direct communication with Brimm who had real concerns about spraying. Other issues, requirement of notice, timeliness of notice and how far the notice goes and what's appropriate. The third issue, is the misunderstanding of bringing back information to the Commission. Wolske states that his understanding is that the City saw a go ahead to see if the Brimm's proposal for mowing would be approved, when it wasn't the City defaulted to what had been done in the past, and that the understanding was that it would be

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acceptable by Brimm. Metcalf states that Wolske is correct in his understanding. Moen states that the Commission agreed with Brimm and that spraying was not their first choice, and it seemed logical that there would be further conversation. Palomino states he feels that since there were no clear instructions that the spraying should not have occurred without further discussion. He states that this has occurred similarly for the last few years that he's been aware of, he feels it is a continuation of not listening to the businesses and tenants of the Airport. He states that due to this Brimm has currently pulled out of Airport day participation. Shoen wonders why the City chooses to still spray herbicide, and why not take the opportunity to do more mowing. Kathol states the Commission needs to make a formal motion to that effect. Moen asks for statement for why the City won't allow Brimm to volunteer to do the mowing. Skinner speaks regarding the spraying, and what type of products are being used, he states Medford Airport uses a post-emergent, so nothing will grow, which kills everything. Grants Pass uses post-emergent as well in a 10ft swath around every taxiway and runway and sprays the asphalt, they have helicopters as well. Ashland sprays with pre-emergent, which does not kill things but prohibits growth, it is the same product that is used in vineyards between the crops. Ashland sprays for 4ft and encompass up to the reflectors, maybe more. The City has stated they will put down binder for the soil, and there is sweeping every two weeks. Skinner stated he noticed last year that the aprons have looked better than they have since he's been at the airport. He is not advocating for spraying, just education to the Commission. Skinner feels that the Airport is being proactive in trying to keep down debris. Wolske states that it would be worth having more conversation about options going forward regarding spraying. Wolske asks Commission how they would like to proceed, given the current situation. Schoen states he'd like to ascertain if frequent mowing would be sufficient rather than spraying. Vandenberg would like to look at options for mowing, rather than having Parks and Recreation do it, because it's not being done frequently enough. Wolske states the contract is up in June, and perhaps mowing could be done more often. Skinner states that in the Summer there is only a certain point in which they can mow before fire danger cuts them off. Metcalf states that the City could ask them to do whatever the Commission would like to do. Wolske states that proper monitoring of Parks and Recreation fulfilling their contract may help them fulfill what they need to do. Wolske asks if this should be put on the Action list for agenda. Metcalf would like to make a clear plan of action going forward. Wolske asks if anyone would be willing to work with the City to do research and figure out options. Palomino and Schoen volunteer. Wolske states that the lignin spray, in his personal experience works very well on dirt. Wolske reiterates that the City is in contact with Brimm, and Palomino and Schoen will work with the City to explore options regarding spraying, and that the Commission will add the subject to the action minutes. Palomino mentions a procedural event occurred that a formal internal documentation has been made regarding the lack of communication on this issue, which was included in the meeting agenda for tracking purposes.

Backup Generator: Metcalf updates (including hanger electrical), a contractor went through and gave a ballpark estimate of what it would take to complete the project, which was \$99,200. Kathol states that the estimate excludes fuel piping and a number of things. Metcalf relays his research into the CORE grant, there is a section that it could possibly qualify for, the applications go out for that in September/October of each year. Skinner fills in that he inquired with Larry Graves at Grants Pass airport, and reports that both Grants Pass and Illinois Valley both have back up power. They received funds from CORE grant, Connect 6, it was a 30% matching grant, they had total of \$197,000 for the two Airports and they got 70% through that grant to accomplish it. They went with 45kw generators. Metcalf states Ashland Airport would need 100kw in order to get dual fuel. Metcalf will get information from Fluery on how to get a grant for a generator, as per the Commission's wishes. Moen also would like Metcalf to inquire with Fluery if the CORE grant was being eyed for something else needed by the airport.

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Hanger Electrical: Metcalf states that a contractor gave quote for each hanger to have individual conduit with a subpanel for each hanger at \$36,000 for the old city closed hangers, seven hangers total. Discussion, Skinner states he brought it up to revisit because it has become an issue renting the city closed hangers, that people don't want to rent them because they have no power, and it would be nice to be able to offer it to them. Two are vacant for this reason. Moen asks how much revenue is lost when they are not rented. Skinner states they are around \$275 a month per hanger. Palomino clarifies that the bid is high and asks if other bids could be given. Wolske states that it occurs to him that running power is worth it monetarily to the City to improve those hangers, such as increasing the rent to cover the cost, or the City takes it on as obligation and reduces their rent on the hangers. Meon makes the statement that she understands the budgets, however she feels that it's important that the service is provided regardless of recouping the money. Palomino states that if the project to complete running power to all hangers is not completed, it's a waste of the money the City has previously invested in the project. Wolske clarifies that it is the will of the Commission that this is a worthwhile endeavor and would like to move forward in getting more competitive bids in order to accomplish it.

Moen makes a Motion: That the Commission considers this as something that they want to pursue.
Vandenberg seconds.

Discussion: Palomino says if the City can cover the cost first that is the way the Commission would like to go and if not would it be covered by the budget? Wolske asks if there would be a difference in cost if there were one meter per cluster, and the individual tenants are paying the \$5 more like the rest of the hangers? Metcalf states he thinks that the City would prefer that each hanger has its own meter, as different hangers use more power etc., and that was the intent initially in what has already been done and if the project goes through, that would be what would be continued. Skinner states if the project was done with a competitive bid to justify it, and the rent was raised rent \$20 a month for more amenities, they would still cost less than the new hangers, but it would bring up the yearly revenue for the airport. He believes that in five years you'd get a pay back on the project. Moen would like to get estimate for the entire project. Metcalf states the estimate gathered covers the conduit to where the meter would go in and the tenant would run their own wires. Skinner states the JLC hanger could be done individually rather than part of this project. Palomino states that the JLC portion should be separate as that is maintenance and not a new project. Skinner states that Palomino is correct that it's a maintenance issue. Skinner suggests that prior to the next meeting he goes through the hangers and determine which ones need upgrading. Palomino wants those numbers to be done sooner than the next meeting, that way the City can get more bids prior to the next meeting and states everything takes too long. Metcalf states that they have many commitments, he suggests that specific details are gathered rather than getting bids without them. Metcalf will work with Fluery to see what the City can do, Skinner will look in the meantime.
All Ayes.

Tie Down Request: Metcalf states the City feels it's unfair to do a rate change for a single business, if the Commission wants to do a commercial rate change for the business they should make a recommendation to Council. In the previous meeting it was the understanding of the City that the request was for additional tie downs for free. Last meeting it was proposed that the Commission would offer half the rate for a limited time frame of the year, but that offer was not satisfactory. Wolske asks what the City's position on this subject relative to what the Commission approved. Metcalf states his understanding is that the City does not find it appropriate and would need to go to Council. In the past there have been some small changes but that this large would be unfair to other businesses. Palomino asks if other businesses have been spoken with and what the basis of the statement is. Moen answers that the basis is setting a precedent. Skinner states it does fall under the FAA and the grant process, that something offered to one business must be offered to all businesses on the Airport otherwise you can jeopardize your grant processes through the FAA. Schoen states his understanding that this is an emergency stopgap because of the

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ADSB mandate and that not all business do not have this issue. Wolske mentions that this is not an emergency through the FDA, it provides business. Moen states it is her opinion that it should be part of the businesses operating cost. Wolske asks if there is a need for a motion relative to the tie down request to settle it. Meon mentions the previous motion, Wolske states that the City has come back to say that it is not legal motion. Palomino asks if the Commission can even be involved in the decision.

Moen Motions- Commission rescind its approval of the adjustment of tie down rate adjustment, based on City's concern and discussion.

No Second.

Wolske recommends the City investigate the legality of the previous motion's offer, and if City determines that it is not legal or acceptable that the Motion is rescinded. No disagreements.

Palomino interjects feels that the City and the Airport are not business friendly. Asks if they want to look business friendly, and whether the City feels like they want the small airport, or whether they consider it a valuable asset and if we want it to grow. That the Commission invite JLC and other businesses to meetings. Metcalf states that there are plans for continuation, and the City is not saying they don't want to work with JLC, but that offers should be across the board, and that the City values the Airport. Wolske and Palomino would like to see more communication with businesses. Wolske states that the one tiedown that JLC already has had granted to them should be added to their lease to make it fair to the other businesses. Metcalf had clarity from Fluery that the Commission must recommend to Council if they want to change the rate for JLC for approve it. The first step should be to make a motion for a recommendation to the Council for changes, if the council approves, then it is offered. Wolske wonders how to set things right in regard to motion that was not legal. Fluery states because it was not a legal motion, so the previous motion unwinds itself. Moen mentions that there should be a communication with JLC letting them know that the Commission did not have the authority to make the offer they did. Wolske states the issue can be readdressed, perhaps with JLC present. Fluery states that leases adjusted by CPIU in January and released in February, so the Commission can see that current rates.

ODF Letter: Metcalf states that Zeve asked that it be added to the agenda and that the letters are provided to the Commission.

Airport Day Update-

Action Item List

Landscaping/Irrigation (Driveway)- Metcalf states that the City is working with the landscape architect to finish the landscape design and will solicit the project for bids in the Fall when the irrigation and the plantings can be done. Nothing happens until then. Wolske asks what happened to the inspection of the irrigation system just for the entrance way. Fluery states that Parks looks a while ago and indicated that the system is shot, based on what the junipers did to the system. There won't be money to do planting until next budget cycle because of the current maintenance projects.

Restroom improvements- Metcalf states they should be done by the third weekend in March.

Hanger Inspections- Metcalf states the Fire Marshal conducted his investigation and nothing stood out, Metcalf recommends that hanger inspections be removed from Action Item List going forward.

Ashland Airport Commission
MINUTES
February 5th, 2019

These minutes are pending approval by this Committee

New Business

Airport good neighbor items:

Commercial Hanger Request- Fleury states that the City has been approached by an individual, Helidon Helicopter Operations, who is pursuing building a 100x100 or 100x120 hanger onsite. Fleury states the only feasible place to put a hanger of that size would be on the ramp area. Right now, there is enough room on the ramp to facilitate a hanger that size without a ramp extension, anything larger would necessitate an extension. The process hasn't begun for the pre-app yet, he'd like approval from the Commission to begin planning. Fleury states one issue is there is no water or electric on the ramp currently. When the taxi way was done, there were sleeves added in order to add utilities later. In order to support the hanger, a water and electric would need to be installed. Sewer and storm drain are there. Gas would need to be installed and that would be tenant's responsibility. For the commission to think about; would be that those utilities would cost the Airport and it may run around \$60, 000-\$70,000 as a very rough estimate. Other factors can be considered. Another question raised was a non-refundable \$2000 deposit, Fleury cannot remember if that could be applied to the ground lease fees. Skinner states that he has never heard it was, but that is a logical thought. Fleury just wants clarification. Skinner suggests, a possible motion on this, nothing needs to be done now, but asks the Commission to think about it going forward. Fleury states that the utility addition would be a good addition to the airport.

Airport Day 2019 Planning- Metcalf provided signup sheet to show what has been done so far. The Bounce house issues are being addressed. Wolske states that Zeve is heading it up and will have more information when he is present. Moen asks whether Brimm is bring his helicopter. Palomino stays presently Brimm will not be attending.

FBO Reports: Skinner mentions that it might be good to look at the new hangar proposal as a budgetary item. Fleury states that he will be shooting for next meeting as far as revenue, and planning for next budget cycle.

Maintenance Updates: He feels there are maintenance items to look at, such as plugged up gutters that need to be cleaned, along with storm drains. There was damage to one storm drain that was run over by a firetruck, which had been fixed. On the 20 of January there was a break in. They were able to determine how and when but not who. The security system does not have the definition to identify the license plate number of the perpetrator. One lock set was damaged, which has been replaced. They person went for the cash drawer and took the \$50 contained in it. Southern Oregon alarms has come out, there will be an alarm system installed in the FBO and the maintenance hangar. He suggests looking into upgrading the security system at the Airport. Metcalf states that they will be speaking to Skinner soon regarding that. The Freshwater Trust has been out and asked if they could have archeologist come out and look.

Airport good neighbor items: Skinner states there have been no issues or complaints.

Wolske states he is concerned with Commissioners having side conversations with people. He encourages the Commissioners to bring the public to advocate for themselves at the meetings rather than have Commissioners advocate. Fleury reminds Commissioners not to represent their personal opinions as Commission opinions and to make sure whomever you're speaking to knows you're only representing yourself and not the Body.

Informational Items

Brown Bag Lunch- Moen states she is not getting any notices. Wolske states he will see if it is still a thing.

NEXT MEETING DATE: March 5th, 2019

Ashland Airport Commission
MINUTES
February 5th, 2019

These minutes are pending approval by this Committee

ADJOURNMENT: Meeting adjourned
Respectfully submitted,
Shannon Burruss
Public Works Administration

From: lincolnzeve <lincolnzeve@gmail.com>
Sent: Monday, January 07, 2019 6:43 PM
To: Shannon Burruss <shannon.burruss@ashland.or.us>
Subject: Fwd: Tie Down request

Please add to agenda for airport commission and include copies for commissioners
Thanks

Lincoln Zeve
541.621.7192

Begin forwarded message:

From: Dave Ridsdale <dave@jlcavionics.com>
Date: January 7, 2019 at 4:53:42 PM PST
To: Lincoln Zeve <lincolnzeve@gmail.com>
Cc: Liz <liz@jlcavionics.com>
Subject: Tie Down request

Hi Lincoln,

Per our earlier conversation, I would like to discuss with the airport commission, an issue that could arise in the near future regarding tie-down space.

A you know the ADS-B mandate is coming due at the end of 2019, and there are still procrastinating owners who are leaving their installations until the last possible minute. The FAA has identified that there are still in excess of 150,000 aircraft that need to be modified to meet the mandate, and that it is very likely that there will be many thousands of aircraft still not in compliance by the time the deadline arrives.

JLC is trying very hard to cope with the constant inrush of requests to carry out aircraft upgrades, and our 2019 calendar is full, even as we speak. We have recently been able to hire another technician, who we are dedicating to the ADS-B installations, and expect him to be on board very shortly.

We plan to assign 10-12 aircraft per month for ADS-B upgrade, and have half of those aircraft arrive at the beginning of the month, and the remaining aircraft arrive at the half point, and then repeat for each successive month. We feel that this method will offer us the most opportunity to complete as many installations as we are able in the most efficient way.

The current tie-down arrangement that we have with the airport is for us to have access to one tie down per month, or a derivative of that (ie 2 aircraft for 15 days each, 4 aircraft 7 days each etc.) This was granted to acknowledge the fact that our hangar location precludes us having aircraft parked close by, as might be expected in a 'normal' commercial environment, and that we do often need additional parking. We have since added 2 more hangars to our rental agreement, and so for the majority of the time we have not needed to utilize this arrangement.

I would like the airport to consider allocating a number of tie downs that can be designated for exclusive use by aircraft that are coming to Ashland for ADS-B upgrades, These tie downs to be used for any aircraft that are waiting for an installation, or that may have been completed and are waiting for owner pick-up. I estimate that most aircraft would be in the tie down area for 5-10 days, notwithstanding those owners who cannot immediately collect their aircraft due to some very probable excuses.

It is extremely likely that this increased traffic situation, likely to extend into mid 202, will generate additional revenue to other businesses, the local community and the airport, such that it would not be necessary to impose any additional costs to this arrangement.

May thanks Lincoln, I look forward to your comments/response.

Regards
Dave

Dave Ridsdale
JLC Avionics

433 Dead Indian Memorial Rd.
Ashland, Oregon 97520
541.488.1964

jlcavionics.com

Chance Metcalf

From: Scott Fleury
Sent: Wednesday, January 09, 2019 2:44 PM
To: Chance Metcalf
Cc: Shannon Burruss; Kaylea Kathol
Subject: FW: Jlc

Scott A. Fleury, P.E. Deputy Public Works Director City of Ashland, Public Works
20 East Main Street, Ashland OR 97520
(541) 552-2412, TTY 800-735-2900
Fax: (541) 488-6006

This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records Law for disclosure and retention. If you have received this message in error, please contact me at (541) 552-2412. Thank you.

-----Original Message-----

From: lincolnzeve <lincolnzeve@gmail.com>
Sent: Wednesday, January 09, 2019 2:13 PM
To: Scott Fleury <scott.fleury@ashland.or.us>
Cc: Dave Ridsdale <dave@jlcavionics.com>
Subject: Jlc

Please distribute to commissioners and put on agenda for next meeting please

Commissioners,

In discussion with Dave Risdale at JLC after the commission meeting, he was very displeased with the commissions thought process on tie down charges, and he wants to revisit the discussion at the next meeting.

He feels the tie-downs should be no charge because of the amount of revenue the city will be getting as a result of these aircraft flying in to the Ashland airport for Ads- B work. He is fine with parking being down by the boneyard.

I agree with him! Let's revisit and see if we can come up with something that is indicative of showing appreciation that the airport has a quality avionics shop on the field. He will try to be at the next meeting either in person or by phone.

Lincoln Zeve
541.621.7192

Table 1

The following are revised rates for the airport.

The new CPI index (All Urban Consumers) rate is 249.245 (January 2018).

The CPI rate increase for this year was 2.6%

RATES FOR ASHLAND AIRPORT FACILITIES
July 1, 2018- JUNE 30, 2019

LEASE TYPE	NEW MONTHLY RATES
CITY OWNED – RENTALS	
T-HANGARS WITHOUT DOORS	\$192.00
T-HANGARS WITH DOORS VINTAGE	\$242.00
T-HANGARS WITH DOORS TEMPORARY	\$305.00
HELICOPTER HANGAR	\$242.00
BOX HANGAR (reversionary-stack door)	25¢-SQ-FT/month
BOX HANGAR "SHELL RENTAL" (privately built City owned) "Amenities" for any City owned hangar	29.87¢ SQ-FT/MONTH (building footprint)
Office Space	.25 SQ-FT/MONTH (office space inside dimension)
Bathroom	.03 SQ-FT/MONTH (building footprint)
Heat	.01 SQ-FT/MONTH (building footprint)
<ul style="list-style-type: none"> Heat: any upgraded heat source including gas and electric Building footprint = outside wall dimension 	
MONTHLY TIE-DOWNS**	\$49.00 (SMALL) \$60.00 (LARGE)
OVERNIGHT TIE-DOWNS**	\$7.00 (SMALL) \$11.00 (LARGE)
B	
GROUND LEASE - CITY OWNED HANGARS	
GROUND LEASE – NO MINIMUM FOOTAGE	20.6¢ /sq ft/yr
C	
GROUND LEASE – PRIVATELY OWNED HANGARS	
PRIVATELY OWNED GROUND LEASE MINIMUM FOOTAGE 60' X 40'	48.4¢ /sq ft/yr

HANGAR RESERVATION FEES

T-Hangar - Basic Fee: \$100.00; and 75.00 is applied to first months rent.

Ground Lease Space – \$2,000.00 Non Refundable space reservation fee. Reservation fee is valid for a period of 1 year at which time can be renewed for an additional 12 months if progress is shown towards development of a hangar onsite.

SPECIALIZED AVIATION SERVICE OPERATIONS (SASO) FEE (Annual)

The square footage of the hangar multiplied by 1.6, multiplied by the current B Ground Lease fee rate. A Hangar keeper will have the square footage of the hangar multiplied by 1.0, multiplied by the current B Ground Lease fee rate.

MOBILE SERVICE PROVIDERS (MSP) AIRPORT USER FEE (Annual)

Basic Fee: \$350.00 for first two employees, plus \$25.00 each additional employee for annual operators.
\$100.00 for Temporary MSPs (90 days maximum – not renewable).

FREIGHT OPERATION

Tariff Rate: \$5.17 / 1,000 LBS

*Additional electrical surcharge of \$5.00 per month will be added to this amount.

** Large aircraft defined as a single engine turbo-prop or multi-engined aircraft with a gross certified aircraft weight of 6000 lbs or greater

6/1/2019

TASK	DESIGNEE	COMPLETED
<u>Site Preparation</u>		
Sanitation	City	Scheduled
Mowing	City	
Cones/Caution Tape	City	Scheduled
Banner/Signs	City	Scheduled Banner
Tables/Chairs	City	Scheduled
<u>Civil Air Patrol</u>		
Marshaling(parking)	Skillman	
<u>Media/Publicity</u>		
Flyers	Lamb	
Radio (JPR)		
TV		
Sneak Preview		
Ashland Website	City	
MC Patrick Henry	Lincoln	
Council Statement	City	
City Source	City	
<u>Exhibitors</u>		
Model Airplane Club		
Sky Hangar	Brim	
Car Clubs	Lamb	
Fire/Police/ODF Apparatus	Bob	
Smoke Jumpers		
Skydivers	Brim/Bob	
Helicopters	Brim	
Bounce House (2)	Lamb	
Kids Toys	Susan	
Science Works	Susan	
<u>Food Trucks</u>		
Garcias	Lamb	
Thyme	Lamb	
Buttercloud	Lamb	
420 Blackird	Lamb	
Shaved Ice	Lamb	

*** Notes**

Schedule walkthrough prior to event with volunteers and Fire Marshal to ensure adequate safety GIS to develop walkthrough map and locations for vendors etc.

Chapter 2.23

ASHLAND AIRPORT COMMISSION

Sections:

- 2.23.010** **Established - Membership**
- 2.23.015** **Qualifications**
- 2.23.040** **Powers and Duties Generally**

2.23.010 **Established - Membership**

There is established an Ashland Airport Commission which shall consist of nine (9) voting members and two (2) nonvoting ex officio members who shall be the Director of Public Works and the Council person appointed by the Mayor as liaison to the Commission. (Ord. 3003, amended, 02/18/2010)

2.23.015 **Qualifications**

In making the appointments, the Mayor and Council shall appoint members such that the majority of the Commission has either education, training, experience or other expertise in airports, aircraft, aeronautics or engineering. A member shall not be disqualified for purposes of appointment or official action simply by being a member of a class of airport users, including but not limited to pilots, airplane owners or airport lease holders. (Ord. 3003, amended, 02/18/2010)

2.23.040 **Powers and Duties Generally**

The powers and duties of the Ashland Airport Commission shall be as follows:

- A. To advise the Mayor and City Council on all matters relating to the management, operation, and further development of the Ashland Airport.
- B. To investigate Federal, State, County, and private funding for airport improvements in relation thereto the requirement of City participation in financing.

C. To review and recommend project applications for funding to the City Council. (Ord. 3003, amended, 02/18/2010)

The Ashland Municipal Code is current through Ordinance 3168, passed December 18, 2018.

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashland.or.us](http://www.ashland.or.us)

City Telephone: (541) 488-5307

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Chapter 2.10

UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS

Sections:

2.10.005	Purpose
2.10.010	Created or Established
2.10.015	Appointment
2.10.020	Terms, Term Limits and Vacancies
2.10.025	Meetings and Attendance
2.10.030	Removal
2.10.035	Public Meeting Law
2.10.040	Quorum and Effect of Lack Thereof
2.10.045	Council Liaison
2.10.050	Election of Officers, Secretary, and Subcommittees
2.10.055	Role of Staff
2.10.060	Agendas and Minutes
2.10.065	Goals
2.10.070	Rules and Regulations
2.10.080	Code of Ethics
2.10.090	Council as Final Decision Maker
2.10.095	Gifts
2.10.100	Budget, Compensation and Expenses
2.10.105	Reports
2.10.110	Lobbying and Representing the City

2.10.005 Purpose

Advisory commissions and boards (advisory bodies) require uniform rules, policies and operating procedures to assure maximum productivity and fairness for members and the public. Except where otherwise provided in this Code, the following policies and procedures govern all the City's commissions and boards, as well as ad hoc entities. Nothing herein removes the requirement for compliance with more specific regulations and guidelines set forth by state statute, administrative

rule, ordinance, or resolution specific to the advisory body. These rules do not apply to the elected Parks and Recreation Commission. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.010 Created or Established

See individual Commission or Board Code Chapters codified between AMC [2.11](#) and AMC [2.25](#). (Ord. 3003, added, 02/18/2010)

2.10.015 Appointment

See AMC [2.04.090.C](#). (Ord. 3003, added, 02/18/2010)

2.10.020 Terms, Term Limits and Vacancies

All successors to original members of an advisory commission or board, shall have a three (3) year term, except as otherwise provided in the appointment order and except for certain members of the Municipal Audit Commission, as provided in AMC [2.11.015](#). Notwithstanding the three year limitation, Planning Commissioners shall serve for terms of four (4) years with terms expiring on April 30 of the fourth year, and Budget Committee members not on City Council shall serve for terms of four (4) years, with terms expiring on June 30 the fourth year. All other regular terms shall commence with appointment and shall expire on April 30 of the third year, unless otherwise provided in the appointment order. The appointing authority may stagger terms in the original appointment order as necessary. Members may serve two (2) terms on any single commission or board, after which time the Mayor and Council will give due consideration to other qualified candidates before making a reappointment. Any vacancy shall be filled by appointment by the Mayor, with confirmation by the City Council, for any unexpired portion of the term as provided in AMC [2.04.090.C](#). (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.025 Meetings and Attendance

- A. Unless otherwise provided by law, the number of meetings related to business needs of an advisory commission, or boards may be set by the advisory body.
- B. The Planning Commission and Budget Committee shall set their own meeting attendance requirements. All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure. A person removed from the advisory body for noncompliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.
- C. A member should provide at least 48-hour notice to both the chair of the advisory body and the staff liaison regarding any planned absence from a scheduled meeting of the advisory body. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting.
- D. Generally, advisory bodies may not allow alternates to represent or stand in for a member at a meeting. Notwithstanding the foregoing preclusion of alternates, on Regular and ad hoc advisory bodies with some members who are appointed by an entity other than the Mayor and City Council and who serve as a representative of the appointing entity, an alternate may participate and vote for the named member by proxy at any meeting of the advisory body. Such participation by the alternate will be deemed to be attendance by the named member. Individuals directly appointed by the Mayor and approved by the Council may not be represented by alternates.
- E. Each advisory body should review member attendance and report to the City Recorder approximately every six months. City Recorder will advise the Mayor on the need for appointments or re-appointments, if necessary. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.030 Removal

See AMC [2.04.090.F](#). (Ord. 3003, added, 02/18/2010)

2.10.035 Public Meeting Law

All meetings of advisory commissions and boards are subject to strict compliance with public meeting laws of the State of Oregon. Notwithstanding notice requirements under Oregon law, advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted on the City's website. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting. (Ord. 3003, added, 02/18/2010)

2.10.040 Quorum and Effect of Lack Thereof

A meeting quorum shall consist of more than one-half of the total number of authorized members of the body, including any vacant positions. Nonvoting ex officio members, staff and liaisons do not count toward the quorum. Members need not be physically present at a meeting if another means of attendance (e.g. telephonic, internet etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions require the affirmative vote of at least two-thirds of the members present. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting. (Ord. 3050, amended, 11/18/2011; Ord. 3003, added, 02/18/2010; Ord. 3100, amended, 2014)

2.10.045 Council Liaison

See AMC [2.04.100](#). (Ord. 3003, added, 02/18/2010)

2.10.050 Election of Officers, Secretary, and Subcommittees

At its first meeting following the appointment or reappointment of members each year, the advisory commission or board shall elect a chair and a vice-chair who shall hold office at the pleasure of the advisory body. Neither the chair nor vice-chair shall serve as an officer for more than three consecutive annual terms. Without the need for an appointment, the head of the City Department staffing the commission, committee or board shall be the Secretary and shall be responsible for keeping an accurate record of all proceedings. The Department head may delegate such tasks to a staff liaison. Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full advisory body. Only the full body can make recommendations to the City Council. Subcommittees must comply fully with the requirements of Oregon Public Meetings law. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.055 Role of Staff

At least one staff person is assigned to work with each advisory commission or board. The staff liaison provides professional guidance, continuity, and insight into City policy and attends all regular and special meetings and workshops. The staff liaison supports the group as a whole and shall not do work at the request of individual members. Each staff liaison has a limited amount of time to devote to the group. If additional staff time is needed the request should be made to the City Administrator or appropriate Department Head. (Ord. 3003, added, 02/18/2010)

2.10.060 Agendas and Minutes

The chair or staff liaison will be responsible for timely preparation and posting in advance the agendas of all meetings of advisory commissions and boards on the City's website. A member or staff liaison will be responsible for taking minutes and getting them posted on the City's website, generally within a few days after the minutes have been approved. Members are encouraged to access those documents from the web site. Staff will email or mail documents to members upon request. If the advisory body has a current Council Liaison, the Liaison should be given the opportunity to report to the commission or board periodically. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.065 Goals

Advisory commissions and boards are encouraged to establish annual goals and action items that reflect the body's charge as stated in the specific commission ordinance. Advisory bodies are expected to suggest, support and advance Council goals and are encouraged to look for ways within their own unique responsibilities to do so. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.070 Rules and Regulations

The advisory commission or board may make such rules and regulations as are necessary for its governance, including the conduct of meetings, when not inconsistent with Ashland City Charter, Ashland Municipal Code or Oregon law. These rules may be less formal than the meeting procedure rules in AMC [2.04.040](#). In the event of conflicts that cannot be resolved less formally, AMC [2.04.040](#) shall be used as the standard for meeting rules and procedures. Failure to strictly comply with the rules on meeting procedure in AMC [2.04.040](#) shall not be cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.080 Code of Ethics

The City of Ashland is committed to the highest ethical standards for its public officials. To ensure public confidence, all members of advisory commissions and boards must be independent, impartial, responsible and not use their position for personal gain or to benefit or harm others. Advisory commissions and boards shall operate in the general public interest serving the community as a whole and shall serve no special interests. Advisory commission and board members shall not endorse in their official capacity any commercial product or enterprise. Members should be aware the criminal codes, ethics and conflict of interest laws set forth in state statutes and city ordinances, including but not limited to the State of Oregon Criminal Code, ORS [244](#) and in AMC Chapter [3.08](#). (Ord. 3003, added, 02/18/2010)

2.10.090 Council as Final Decision Maker

With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions subject to appeal but rather make recommendations to, or act in an advisory capacity to the council. The City Council is the final decision-maker on all city policies and the use of city resources. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution. (Ord. 3057, amended, 04/03/2012)

2.10.095 Gifts

Subject to the acceptance of the City Council, an advisory body may receive gifts, bequests or devises of property in the name of the City to carry out any of the purposes of the advisory commission or board, which funds, if required by the terms of the gift, bequest or devise, shall be segregated from other funds for use with the approval of the City Council. (Ord. 3003, added, 02/18/2010)

2.10.100 Budget, Compensation and Expenses

Money is set aside in department budgets for Commission and Board expenses. Should an advisory body require additional funds, requests should be submitted to the department head through the staff liaison. Regular members of the advisory commissions and boards shall receive no compensation for services rendered. Members must receive permission and instructions from the staff liaison in order to be reimbursed for training or conferences and associated travel expenses related to official business. Procedures and criteria for boards and commissions to obtain approval of expenditures are established by Resolution. (Ord. 3057, amended, 04/03/2012; Ord. 3003, added, 02/18/2010)

2.10.105 Reports

A. Each advisory body shall submit copies of its meeting minutes to the City Recorder for presentation to the City Council.

- B. The chair of each advisory body is expected to give at least one report to the City Council each year on the advisory body's accomplishments, work in progress, and planned activities. In addition, the Mayor or City Council may from time to time ask chairs for information and recommendations on matters within the scope of their advisory bodies. Chairs' reports to the Council are to be objective and representative of the majority views of the memberships of their advisory bodies.
- C. Council Liaisons may report to the entire Council on significant and important activities of any advisory body to which they have been assigned.
- D. Staff Liaisons to the advisory bodies may assist in preparing such reports.
- E. Unless otherwise expressly provided in the Ashland Municipal Code or State Law, all reports or recommendations of City advisory bodies committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

2.10.110 Lobbying and Representing the City

An individual advisory body member is free to express personal views on any issue in any forum as long as the individual makes clear that he or she is not speaking as a member of the advisory body and that the views expressed are personal and do not represent the position of the City or of the City advisory body. Advisory body members are prohibited from engaging in political activity in accordance with ORS [260.432](#). (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

The Ashland Municipal Code is current through Ordinance 3168, passed December 18, 2018.

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City Telephone: (541) 488-5307

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Airport Users Communication Plan for the Ashland Municipal Airport

Statement

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

Purpose

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

Definitions

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

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

Procedure

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

General Work Requests

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

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

Notice of Upcoming Work

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

Emergency Repairs

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

Improper Communications

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

Services by Other City Departments and Divisions

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

Contacts

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

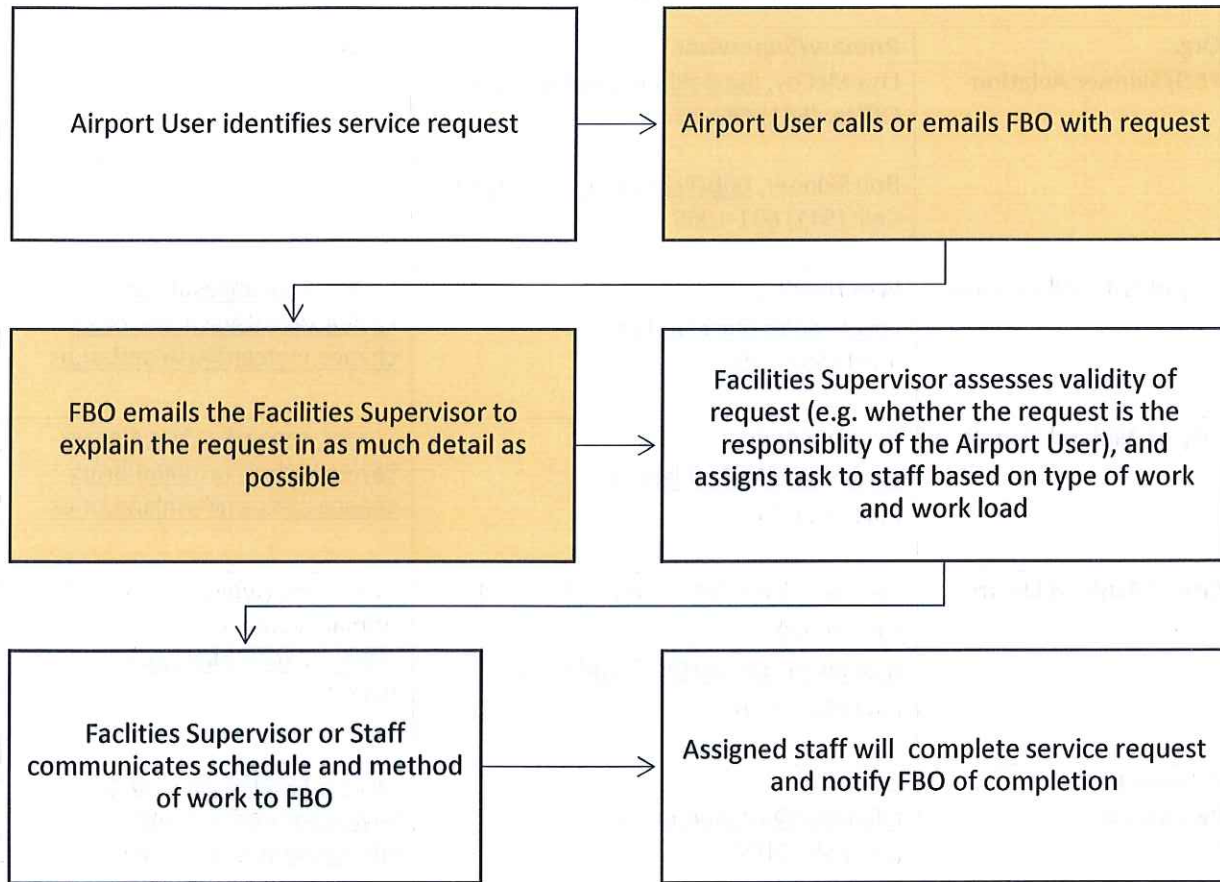
Table 1. List of contacts for airport maintenance and repair communications

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

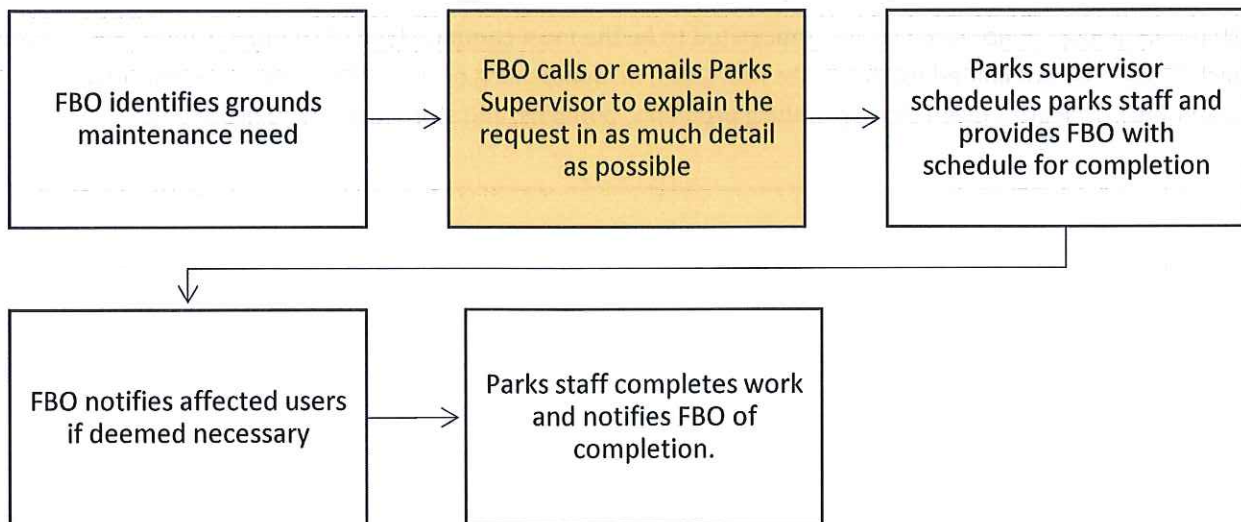
Communication Flowcharts

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

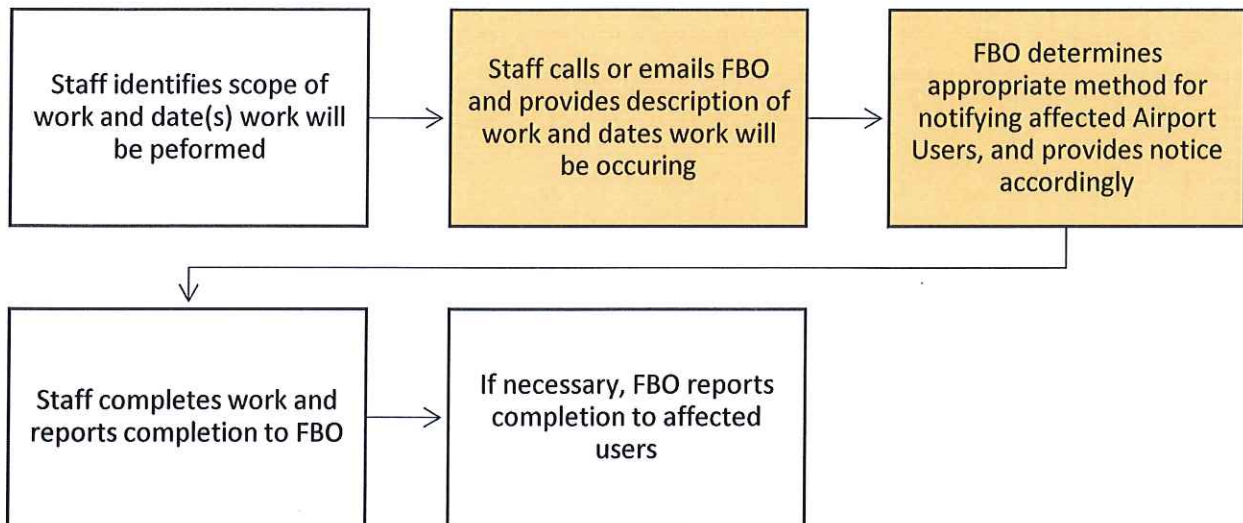
Scenario 1. Communication path for non-emergency service requests by airport users



Scenario 2. Communication path for grounds maintenance



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



Memo

CITY OF
ASHLAND

Date: February 27, 2019
From: Scott A. Fleury
To: Airport Commission
RE: FY18/19 Budget Appropriations and Availability

BACKGROUND:

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

Staff previously provided a budget memo of revenue and expense at the September 11, 2018 meeting and it is attached for reference.

Current Biennium Budget Breakdown:

This section represents current standing of the airport budget both revenue and expense.

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**. The current revenue for FY19 to date is **\$93,891 (7 months)**. The fund is on track to realize more than estimated revenue for the current biennium period.

When developing the biennium budget staff estimated total revenue of \$135,000 for FY18 and \$137,000 for FY19.

Expenses:

Expenses for electricity, water, grounds care have been accounted for in end of year projects by Public Works staff. Additional expected maintenance projects are detailed below.

Current projects anticipated to fund out of the current biennium budget include:

1. FBO Restrooms: approximately \$14,000
2. Airport Day: approximately \$2,000
3. Self-service fuels island improvements: approximately \$1,500
4. Weed abatement \$5000
5. Dust suppressant: approximately \$2,000
6. Reversionary hangar roof repair: approximately \$5,000
7. Reversionary hangar door repair: approximately \$5,000
8. QT Pod Self Service Fuel Terminal: \$12,245 Paid
9. Miscellaneous: approximately \$10,000

Totals: \$56,745

FY20/21 Budget Biennium Breakdown:

This section details projected revenue and expenses for the upcoming biennium. Staff had to develop and input budget numbers by the end of February and review by the City Administrator is scheduled for March 5th. Staff tried to balance revenue to expense as closely as possible for the future biennium with allowing a significant amount of capital to be allocated for maintenance and improvement projects onsite (\$60,000/year). This will allow the current level of unappropriated funds to remain to cover 10% grant matches for FAA AIP projects or debt service requirements related to borrowing for projects. Staff will apply for COAR grants for the Taxiway Rehabilitation project to assist with the 10% grant match requirement.

What's new/different:**Debt**

The debt service for T-hangar construction from 2003 is completely paid off eliminating a \$38k/year payment.

Central Service Charges

Previously the Finance Director removed the central service charge from the Airport Fund until an audit of the central service charge program was conducted. This was meant to ensure the appropriate amount of central service charge was applied to the fund as airport revenue is restricted and can only be spent towards airport related staffing and projects. FAA grant assurances for AIP projects dictate the fund restriction.

This audit is now complete, and the airport will realize a central service fee of \$55,744/year in the new biennium. This charge covers city employee time associated with working on anything airport related, including engineering, finance, insurance, facilities, human resources etc.

FY20/21 Budget Biennium Revenue:

Staff has created a preliminary revenue estimate that was used in budget development. This estimate includes the reversionary hangar rentals as an addition to the revenue stream.

FY20 \$160,000

FY21 \$162,000

Maintenance:

Maintenance for the airport includes: water, electric, grounds care and general maintenance for the site and buildings.

Biennium Proposed Maintenance:

FY20 \$28,500

FY21 \$28,500

Airport Commission:

The Airport Commission line is for expenditures associated with Airport Day.

Biennium Proposed Airport Commission:

FY20 \$1,400
FY21 \$1,400

Professional Service:

Professional service for the airport includes all engineering and planning related requirements.
Biennium Proposed Professional Service
FY20 \$7,500
FY21 \$7,500

Capital Outlay:

Capital outlay for the airport fund includes in large scale maintenance or improvement activities.

Biennium Proposed Capital Outlay:

FY20 \$60,000
FY21 \$260,000

The engineering for the taxiway rehabilitation project is scheduled to begin under an FAA grant in the second year of the biennium, estimated preliminary engineering \$200,000 (reference attached FAA AIP sheet.

Debt Service:

\$0

Central Service Charges:

FY20 \$55,744
FY21 \$55,744

ACCOUNT DESCRIPTION	FY20	FY21	DESCRIPTION
Maintenance	7,500.00	7,500.00	Hangar maintenance (doors, siding, roofs, electrical, roof, foundations and floors)
Electricity	3,500.00	3,500.00	Airport electrical annual cost estimate for-lights, systems buildings
Water	2,500.00	2,500.00	Water annual cost estimate for-landscape and buildings
Wastewater & Other	-	-	
Grounds Care	10,000.00	10,000.00	Weed abatement, dust control, tree removal/topping, blading and other vegetation and landscape issues. Maintenance of irrigation systems
Infrastructure	5,000.00	5,000.00	Underground infrastructure, electrical, SD, Sewer, Water, pavement maintenance and painting/stripping
Total 17 Rental Repair Maint	28,500.00	28,500.00	
Professional Services	7,500.00	7,500.00	Professional services for airport projects
Total 19 Contractual Services	7,500.00	7,500.00	
Miscellaneous Charges & Fees	5,000.00	5,000.00	Airport licensing, Department of Agriculture (fuel island), self service terminal, and DEC 1200z testing
Other	55,744.00	55,744.00	Central Service Allocation
Internal Chg - Insurance Svc	5,200.00	5,200.00	
Internal Chg - Facility Use	4,800.00	4,800.00	
Total 20 Internal Charges & F	70,744.00	70,744.00	
Printing & Binding	400.00	400.00	
Dues	175.00	175.00	
Total 21 Other Purchased Svcs	575.00	575.00	
Airport Commission	1,400.00	1,400.00	Commission training, travel and airport day expenses
Total 23 Commission	1,400.00	1,400.00	
Capitalized Outlay	60,000.00	60,000.00	Improvements to the Airport to include: paving, cracksealing, major hangar improvements and utility installation
Capitalized Projects	200,000.00	200,000.00	FAA Grant (90%) Project-Return Taxiway Rehabilitation (engineering)
Total 30 Imprmnts Not Bldgs	60,000.00	60,000.00	
Wells Fargo - Airport	-	-	
Total 32 Debt - Principal	-	-	
Wells Fargo - Airport	-	-	
Total 33 Debt - Interest	-	-	
Unappropriated	102,022.00	-	
Total 37 Unappropriated	102,022.00	-	
Total 085700 Public Works - Airport	-	-	
Total 0280 Airport Fund	-	-	
Grand Total	168,719.00	368,719.00	
	168,719.00	188,719.00	minus grant funded portion (90%)
Projected Revenue	160,000.00	162,000.00	
Gain(loss)	(8,719.00)	(26,719.00)	
Contingency	10,000.00	10,000.00	

Airport Fund

Project Name: Oregon Department of Aviation Pavement Maintenance Program

Proj #: (TBD)

Total Project Cost: \$2,230,700

Duration: 1 year

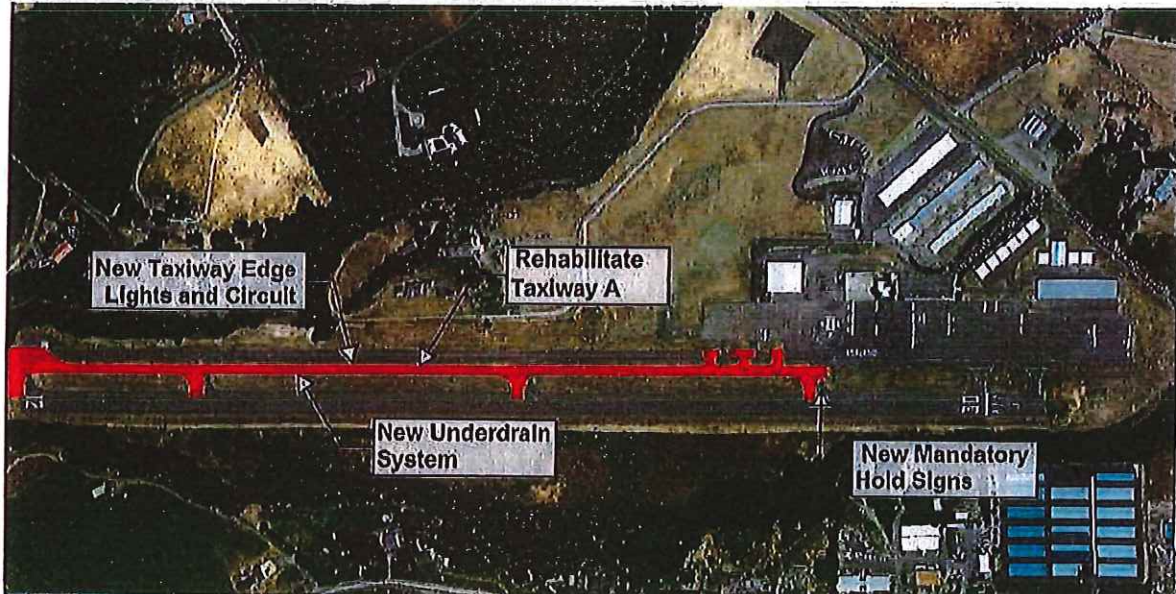
Prior Yrs	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Expenses:						
Design		\$200,000	\$96,700			
Construction			\$1,934,000			
Revenues:						
Fees		\$20,000				
SDCs						
Grant		\$180,000	\$1,827,630			
Other						

Explain "other":

Anticipated Long Term Expenses: Long term expenses will include continued maintenance of asphalt for the airport.

Description:

The airports parallel taxiway is shown in the 2016 ODA Pavement Maintenance report as satisfactory to poor. Work elements for the project are general mill and overlay of the taxiway, new subsurface drainage, new taxiway edge lights and new mandatory lighted hold position signs. Project is intended to be grant funded at 90% with a 10% match through the Airport Fund.



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City of Ashland
 YEAR-TO-DATE BUDGET REPORT

FOR 2019 07

ACCOUNTS FOR: 0280 Airport Fund
 ORIGINAL APPROP REVISED BUDGET

YTD EXPENDED

MTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

% USED

085700 Public Works - Airport

17 Rental Repair Maint

085700 602320

Maintenance
 7,500.00 11,719.98

856.90

647.42

0.00

10,863.08

7.3%

085700 602332

Electricity
 3,460.00 3,802.26

1,794.88

321.90

0.00

2,007.38

47.2%

085700 602333

Water
 4,080.00 7,190.04

589.74

84.47

0.00

6,600.30

8.2%

085700 602334

Wastewater & Other
 17,800.00 21,591.02

31.50

4.50

0.00

21,559.52

.1%

085700 602353

Grounds Care
 8,300.00 16,600.00

0.00

0.00

0.00

16,600.00

.0%

085700 602400

Infrastructure
 4,500.00 9,000.00

541.00

541.00

0.00

8,459.00

6.0%

TOTAL Rental Repair Maint
 45,640.00 69,903.30

3,814.02

1,599.29

0.00

66,089.28

5.5%

19 Contractual Services

085700 604100

Professional Services
 150,000.00 102,410.38

64,265.29

1,202.50

79,938.09

-41,793.00

140.8%*

TOTAL Contractual Services
 150,000.00 102,410.38

64,265.29

1,202.50

79,938.09

-41,793.00

140.8%

20 Internal Charges & F

085700 605000

Miscellaneous Charges & Fees
 5,500.00 7,751.00

2,420.00

565.00

0.00

5,331.00

31.2%

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City of Ashland
 YEAR-TO-DATE BUDGET REPORT

FOR 2019 07

ACCOUNTS FOR: 0280	Airport Fund	REVISSED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
085700 605600	Other	150.00	0.00	0.00	0.00	300.00	.0%
085700 605811	Internal Chg - Insurance Svc	5,150.00	3,004.19	429.17	0.00	2,145.81	58.3%
085700 605813	Internal Chg - Facility Use	4,400.00	2,566.69	366.67	0.00	1,833.31	58.3%
TOTAL Internal Charges & F		15,200.00	7,990.88	1,360.84	0.00	9,610.12	45.4%
21 Other Purchased Svcs							
085700 606200	Printing & Binding	200.00	0.00	0.00	0.00	400.00	.0%
085700 606500	Dues	150.00	125.00	0.00	0.00	50.00	71.4%
TOTAL Other Purchased Svcs		350.00	125.00	0.00	0.00	450.00	21.7%
23 Commission							
085700 608110	Airport Commission	1,500.00	0.00	0.00	0.00	993.43	.0%
TOTAL Commission		1,500.00	0.00	0.00	0.00	993.43	.0%
29 Equipment							
085700 703000	Equipment	0.00	12,245.00	12,245.00	0.00	-12,245.00	100.0%*

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City of Ashland
 YEAR-TO-DATE BUDGET REPORT

FOR 2019 07

ACCOUNTS FOR: 0280 Airport Fund
 ORIGINAL APPROP REVISED BUDGET

	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL Equipment	0.00	12,245.00	0.00	-12,245.00	100.0%
30 Imprmnts Not Bldgs					
<u>085700 704100</u> Capital Outlay		12,245.00			
<u>085700 704200</u> Capitalized Projects		0.00			
TOTAL Imprmnts Not Bldgs		12,245.00			
<u>085700 801214</u> Wells Fargo - Airport	11,671.44	5,249.74	6,039.90	14,679.44	54.7%
TOTAL Debt - Principal	11,671.44	5,249.74	6,039.90	256,679.44	6.5%
32 Debt - Interest					
<u>085700 801214</u> Wells Fargo - Airport	18,206.08	0.00	0.00	18,729.93	49.3%
TOTAL Debt - Principal	18,206.08	0.00	0.00	18,729.93	49.3%
33 Debt - Interest					
<u>085700 802214</u> Wells Fargo - Airport	1,603.03	0.00	0.00	541.13	66.2%
TOTAL Debt - Interest	1,603.03	0.00	0.00	541.13	66.2%
37 Unappropriated					
<u>085700 909000</u> Unappropriated	102,022.00	0.00	0.00	102,022.00	.0%
TOTAL Unappropriated	102,022.00	0.00	0.00	102,022.00	.0%

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City of Ashland
 YEAR-TO-DATE BUDGET REPORT

FOR 2019 07

ACCOUNTS FOR: 0280	Airport Fund	REVISD BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
TOTAL Public Works - Airport	102,022.00	102,022.00	0.00	0.00	0.00	102,022.00	.0%
499,248.00	606,434.93	606,434.93	119,379.61	21,657.37	85,977.99	401,077.33	33.9%
TOTAL Airport Fund	499,248.00	606,434.93	119,379.61	21,657.37	85,977.99	401,077.33	33.9%
TOTAL EXPENSES	499,248.00	606,434.93	119,379.61	21,657.37	85,977.99	401,077.33	

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City of Ashland
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
499,248.00	606,434.93	119,379.61	21,657.37	85,977.99	401,077.33	33.9%
GRAND TOTAL						

** END OF REPORT - Generated by Tami Campos **

Memo

CITY OF
ASHLAND

Date: September 11, 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.

Capital Outlay:

Capital outlay for the airport fund includes in large scale maintenance or improvement activities. Previously this has included upgrades to the FBO hangar door, crack sealing of pavement, pesticide application and replacement of the roof. In the current budget dollars are allocated towards the approach slope tree trimming project. The contract amount is \$18,100 with \$13,000 expended to date, leaving approximately \$5,000 for work to be completed in fall of 2018.

Debt Service:

This is for any debt taken on by the airport for projects and maintenance activities. The current debt service of \$38,536 is associated with the closed hangar construction project. Staff has confirmed with our Finance Department that two payments of \$19k remain in the current fiscal year with one in fall of 2018 and one in spring of 2019. After these two debt payments are made the future 2020/2021 biennium will not have a debt service requirement thus freeing up approximately \$38k of restricted monies.

Fiscal Year 2018 Carryover/Combined Totals:

Carryover was calculated by City staff based on total expenditures for FY18 and total balances available for FY19. Total amounts are shown below available are shown below.

Maintenance: **\$11,719**

Electricity: **\$3,802**

Water: **\$7,190**

Wastewater: **\$21,591***

Grounds care: **\$16,600 (pending \$11,000 parks fee)**

Infrastructure: **\$9,000**

Professional Service: **~~\$-6,929~~**

Miscellaneous Charges: **\$8,051**

Airport Commission: **\$993.43**

Capital Outlay: **\$25,451**

Contingency: **\$10,000**

Total Fund Balance remaining for FY19: \$114,397**

*Staff is working with Utility Billing as this fee is a storm drain fee based on impervious site area. Staff has asked for waiver of this fee as the storm drain system for the airport is fully contained onsite and outfalls into Neil and Emigrant Creeks. In addition, the airport is regulated as its own entity under a 1200Z industrial storm water permit. Once staff receives confirmation of a fee waiver the monies can be spent on airport projects, including the storm water zinc remediation for the west outfall.

** Note this is the total funds available. The remaining funds need to account for water/electric utility payments, grounds care, and professional services that have been or will be encumbered.

FBO MONTHLY REPORT

January, 2019

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,799.65
	DAILY				
8	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 56.00		
0	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ -		
	MONTHLY				
4	Monthly Tie-Downs- Small	@ \$ 49.00 =	\$ 196.00		
1	Monthly Tie-Downs- Large	@ \$ 60.00 =	\$ 60.00		
6	Freight Operations (x1000)	@ \$ 5.83 =	\$ 34.98		
14	New T-Hangars	@ \$ 310.00 =	\$ 4,340.00		
1	Helicopter Hangars	@ \$ 242.00 =	\$ 242.00		
11	Closed Hangars	@ \$ 242.00 =	\$ 2,662.00		
1	Large Closed Hangar	@ \$ 310.00 =	\$ 310.00		
3	Open Hangar	@ \$ 192.00 =	\$ 576.00		
5	Box Hangar	@ \$ 409.50 =	\$ 2,047.50		
1	Commercial Hangar-JLC	@ \$ 798.45 =	\$ 798.45		
1	Commercial Hangar-Sorenson	@ \$ 495.24 =	\$ 495.24		
1	Sky Research Land Lease	@ \$ 478.00 =	\$ 478.00		
1726	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 120.82		
1	Nielsen Land Lease	@ \$ 161.37 =	\$ 161.37		
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,023.15 =	\$ -		
	Brim Land Lease	@ \$ 952.62	\$ -		
	Private Hangars Land Lease	@ \$ 337.00 =	\$ -		
	Brim Storage Area	@ \$ 2,719.20 =	\$ -		
NOTES:					
			TOTAL RENTS =	\$ 12,578.36 x 0.75	\$ 9,433.77
			UTILITY CHARGE NEW CLOSED HANGARS	=	\$ 65.00
			FBO FLOWAGE FEE		
	Price Per Gallon	\$5.29 100LL	765 Gallons		*
	Price Per Gallon	\$ 4.39 JET A	37 Gallons		
		Total Gallons	802	x 0.07	\$ 56.14
			CREDITS		
			Water Credit	-	\$94.04
			Garbage Credit	-	\$55.86
			DEBITS		
			Wind socks, Door handle lock, Light bulbs.	-	\$ 359.33
			TOTAL DUE TO CITY BY 20TH	=	\$10,845.33

** Adjustment due to this line being left off of original submission*

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



