

---

# CITY OF ASHLAND

## AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

---

May 7, 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 April 2, 2019 MEETING
4. OLD BUSINESS:
  - A. Finalize Airport Day Plans
  - B. **Action Item List:**
    - a. Airport Entrance Landscaping
    - b. Restroom Improvements
    - c. Airport Maintenance Plan
    - d. Airport Security Camera
5. NEW BUSINESS:
  - A. Re-election Appointments
  - B. Election of Chair/Vice Chair
  - C. COAR Grant Gas Tax Support
  - D. Tie Down Rate Request
  - E. Airport Rates Review
  - F. Airport: Good Neighbor Items
6. FBO REPORT(S):
  - A. Attached
7. INFORMATIONAL ITEMS:
  - A. Members
8. NEXT MEETING DATE: June 4, 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).

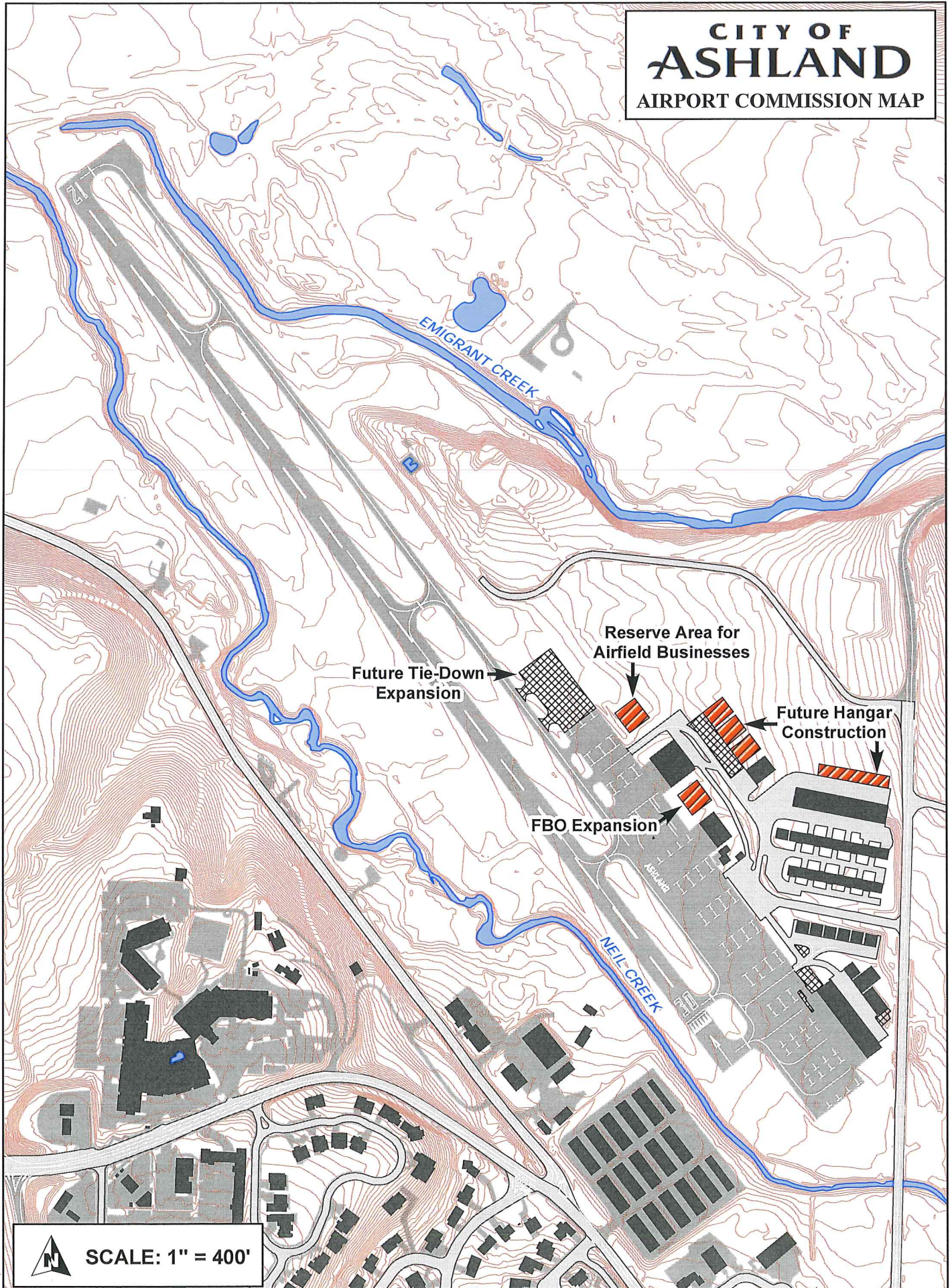


**CITY OF  
ASHLAND**  
Ashland Airport Commission  
2019

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	<a href="mailto:George.schoen@sbcglobal.net">George.schoen@sbcglobal.net</a>	2020
William Skillman	Commission Member	541-482-2148	635 Oak Knoll Dr.	<a href="mailto:Skillman_Ashland@yahoo.com">Skillman_Ashland@yahoo.com</a>	2019
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	<a href="mailto:Dpal71@gmail.com">Dpal71@gmail.com</a>	2020
Lincoln Zeve	Commission Vice Chair	541-482-5436	2710 Siskiyou Blvd.	<a href="mailto:lincolnzeve@gmail.com">lincolnzeve@gmail.com</a>	2019
Bernard Spera	Commission Member	541-488-7461	260 Skycrest Dr.	<a href="mailto:SPBRN3@aol.com">SPBRN3@aol.com</a>	2021
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	<a href="mailto:david@davidwolske.com">david@davidwolske.com</a>	2021
Susan Moen	Commission Member	541-201-0678	43 Morninglight Dr.	<a href="mailto:silverwinglodge@charter.net">silverwinglodge@charter.net</a>	2019
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	<a href="mailto:dana@vortx.com">dana@vortx.com</a>	2020
Andrew Vandenberg	Commission Member	509-703-3591	827 West 14 <sup>th</sup> St.	<a href="mailto:Andrewvandenberg@live.com">Andrewvandenberg@live.com</a>	2021
Rich Rosenthal	Council Liaison	7	20 E. Main Street	<a href="mailto:rich@council.ashland.or.us">rich@council.ashland.or.us</a>	2020
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	<a href="mailto:bob@skinneraviation.com">bob@skinneraviation.com</a>	
<b>Staff Support</b>					
Scott Fleury	Deputy Public Works Director	541-488-5347	20 E. Main Street	<a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a>	
Kaylea Kathol	Project Manager	541-552-2419	20 E. Main Street	<a href="mailto:kaylea.kathol@ashland.or.us">kaylea.kathol@ashland.or.us</a>	
Chance Metcalf	Project Manager	541-552-2448	20 E. Main Street	<a href="mailto:chance.metcalf@ashland.or.us">chance.metcalf@ashland.or.us</a>	
Shannon Burruss	Administrative Assistant	541-552-2428	20 E. Main Street	<a href="mailto:shannon.burruss@ashland.or.us">shannon.burruss@ashland.or.us</a>	

# CITY OF ASHLAND

AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**

**Ashland Airport Commission**  
**MINUTES**  
April 2<sup>nd</sup>, 2019

These minutes are pending approval by this Committee

**CALL TO ORDER**

Wolske calls meeting to order at 9:30 AM

**Roll Call:**

**Members Present:** David Wolske (Chair), George Schoen, William Skillman, Daniel Palomino, Bernard Spera, Susan Moen, Lincoln Zeve (arrived at 9:45am).

**FBO Present:** Bob Skinner

**Members Absent:** Dana Greaves, Andrew Vandenberg

**Staff Present:** Chance Metcalf, Kaylea Kathol, Shannon Burruss

**Guests:** Patt Hereklotz

**Public Forum –**

**APPROVAL OF MINUTES-03/05/19**

Skillman Moves, Spera seconds.

All Ayes. Minutes Approved

**Request for Additional Items from Commission Members- None.**

**Old Business**

**Commission Policies and Operating Procedures-** Wolske briefly discusses Commission operating procedures to meet legal requirements for conduct of Commissions. Metcalf goes over Motion procedure.

**Airport Day Update-** Commission discusses what has been done and what has not been done, as well as delegates remaining needs to others. Commission discusses what their vision for Airport Day might be.

**Action Item List:**

**Landscaping/Irrigation (Driveway)-** Metcalf discusses updates on project. Once irrigation piece is completed it will be solicited as a full project, probably in the Fall. Wolske suggests that the Commission decide what kind of landscaping would be appropriate. Schoen recalls that the plans had already been looked at in previous meetings. Skinner suggest that the discussion is brought back up. It is agreed that the plan should be revisited near July as the budget will have been completed and more information will be available with other projects.

**Restroom Improvements-** Metcalf updates, the bathrooms are near completion but are waiting on a door for final painting. Will be 100% complete by end of month.

**Airport Maintenance Plan-** Kathol reiterates from last meeting that there will be a map that proposes a new area of herbicide application areas, this will be presented nearer to July. This will also show the areas Brim will be responsible for. The work group for Airport Maintenance is brought up, their purpose being to allow Commission to have more input and involvement in airport operations. The flow chart for communication between City and Airport is reviewed. Zeve inquires into the feasibility of using ground up asphalt to fill some spots around the airport. Metcalf mentions that the age of the asphalt may make it difficult to utilize. Wolske mentions other hurdles were mentioned previously, such as the installation of drainage etc.. It is decided that the proposed work group could look into options as well as prioritize projects. Zeve brings up an email from Brim to Paula Brown, regarding the road that goes to his

Ashland Airport Commission

MINUTES

April 2<sup>nd</sup>, 2019

These minutes are pending approval by this Committee

hangar, Brim had wanted the City to pay for the lignin on his upper road, stating it was utilized by others as well as himself. Wolske informs that this is an issue between Brim and the City, and no one present has data regarding this nor has it come before the Commission.

**New Business**

**Airport Security Camera-** Skinner reiterates previous conversations about a recent break in and the need for a better security camera. Metcalf states he met with the Ashland Police Department regarding adding the Airport to the Ashland security network, including high definition cameras which APD will have access too. Metcalf will hopefully have more information for the next meeting. Wolske asks if this should be added to action list. Metcalf agrees.

**ADA Sidewalk Ramp-** Metcalf explains pictures contained in Agenda, the sidewalk is a trip hazard, Metcalf would like to have the hazard ground down, and that the ramp needs to be updated to ADA standards. Metcalf suggests this issue be added to the maintenance work group's list. Moen would like to have the trip hazard remedied soon.

**Airport Good Neighbor Items-** Skinner mentions that nothing much has happened aside from a low flying airplane over I5, that had had trouble over the pass. This involved the County Sheriff.

**FBO Reports:** Skinner states the Airport is busy, multiple inspections are going on at the FBO. Not many issues or complaints. There was a security system installed in the FBO and the maintenance hangar at Skinner expense secured through SOS Alarm.

**Brown Bag Lunch-** Wolske states it should be taken off the agenda as he hasn't heard anything about it.

NEXT MEETING DATE: May 7<sup>th</sup>, 2019

**ADJOURNMENT:** Meeting adjourned at 11:15am  
*Respectfully submitted,*  
Shannon Burruss  
Public Works Administration

6/1/2019

TASK	DESIGNEE	COMPLETED
<b><u>Site Preperation</u></b>		
Sanitation	City	Scheduled
Mowing	City	Scheduled
Cones/Caution Tape	City	Scheduled
Banner/Signs	City	Scheduled
Tables/Chairs	City	Scheduled
<b><u>Civil Air Patrol</u></b>		
Marshaling(parking)	Skillman	
<b><u>Media/Publicity</u></b>		
Flyers	Lamb	
Radio (JPR)		
TV		
Sneak Preview		
Ashland Website	City	Need Flyer
MC Patrick Henry	Lincoln	
Council Statement	City	Scheduled
City Source	City	
<b><u>Exhibitors</u></b>		
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	
<b><u>Food Trucks</u></b>		
Garcias	Lamb	
Thyme	Lamb	
Buttercloud	Lamb	
420 Blackird	Lamb	
Shaved Ice	Lamb	

**\* Notes**

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



## Support HB 2402

Rural airports have few resources and often have difficulties producing matching funds to leverage state and federal grants. In 2015, the Legislature recognized these challenges and passed HB 2075. This bill increased the tax on Aviation Gas and Jet Fuel by \$0.02 per gallon to support Oregon's rural airports and spur economic development. The increase is estimated to generate \$7.7 million in the 2019-2021 biennium. \$3.7 million will be dedicated to funding the COAR program, which has the potential to leverage \$33.2 million in federal AIP dollars. The program sunsets in January 2022.

HB 2075 funds three important aviation programs:

- 1. Critical Oregon Airport Relief Program (COAR) – 50%**
  - Match requirements for federal dollars (FAA grants)
  - Emergency preparedness and infrastructure, including seismic studies, emergency generators, etc.
  - Critical infrastructure, services, and local economic development
- 2. State Owned Airports Reserve Program (SOAR) – 25%**
  - Safety improvements recommended by the Oregon State Aviation Board and local community airports
  - Infrastructure projects at public use airports
- 3. Rural Oregon Aviation Relief Program (ROAR) – 25%**
  - Commercial air service to rural Oregon

Preservation and improvement of the state's aviation system will require additional investment if airports are to continue to drive over **\$24 billion** in economic activity and support over **76,000 direct and indirect jobs** in Oregon. Airports need a funding source that is stable and certain to support economic development and leverage 10x in federal funding.

### HB 2402

- Removes the January 1, 2022 sunset on the Aviation fuel and Jet fuel tax that was authorized by HB 2075
- Removes the sunset on the allocations of the new tax revenue
- Initiates a legislative conversation about the need for additional resources to fund rural airports and the Department of Aviation

HB 2402 provides certainty, growth, and sustainability for Oregon's network of local airports.

April 11, 2019

RE: Support of HB 2402

Dear \_\_\_\_\_,

(Insert name of organization) are writing to request your support of HB 2402.

HB 2042 removes the January 1, 2022 sunset on the aviation and jet fuel tax that was authorized by HB 2075 in 2015. Passage of HB 2075 resulted in grant funding for the State's Aviation System Action Program (ASAP) which primarily supports airport capital improvement projects and air service development programs. Of the ASAP grants approximately \$3.7M annually provide a leverage of \$33.2M in federal infrastructure grant funds. (See attached summary for further detail.)

The Federal Aviation Administration (FAA) provides limited funding for airport capital projects but cannot cover all airport infrastructure needs and cannot be used at all for air service development programs. State grant funding for airports is critical to their continued success. Beginning in 2018, aviation was cut from Connect Oregon funding, resulting in an average twenty-five-million-dollar (\$25M) annual grant revenue loss for Oregon airports. Up until 2018, Oregon airports had received generous funding from the Connect Oregon program which was used to match grant funding from the FAA. This dramatic shift in the Connect Oregon Program results in a significant funding loss which desperately needs to be restored. The State's ASAP grant funds provide a fraction of the lost Connect Oregon funds and will disappear in 2022 if the sunset is not removed. In addition, the loss of Connect Oregon funding has significantly increased competition among Oregon airports for the limited available funding sources through the ASAP.

Without the passage of HB 2402, Oregon airports will lose this lone source of grant funding due to the current sunset provision which becomes effective in January of 2022. Passage of HB 2402 will ensure that the grant program will continue to assist the (Insert Airport name here) and many other Oregon airports with an opportunity to receive funding from the ASAP, which is often used to provide the required local grant match for FAA-funded projects.

We strongly urge your support of HB 2402. HB 2402 assists Oregon's entire network of public use airports, including the (Insert Airport name here) Airport, by providing certainty, economic growth, and sustainability that are desperately needed.

Sincerely,

Attachment: Support HB 2402 Summary Sheet



Table 1

The following are revised rates for the airport.

The new CPI index (All Urban Consumers) rate is 251.712 (January 2019).

The CPI rate increase for this year was 1.6%

**RATES FOR ASHLAND AIRPORT FACILITIES**  
**July 1, 2019- JUNE 30, 2020**

LEASE TYPE		NEW MONTHLY RATES
<b>CITY OWNED – RENTALS</b>		
T-HANGARS WITHOUT DOORS		\$192.00 \$195.00
T-HANGARS WITH DOORS VINTAGE		\$242.00 \$245.00
T-HANGARS WITH DOORS CONTEMPORARY *		\$305.00 \$309.00
HELICOPTER HANGAR		\$242.00 \$245.00
BOX HANGAR (reversionary-stack door)		25¢-sq-ft/month 25.4¢
BOX HANGAR "SHELL RENTAL" (privately built City owned)		29.87¢ sq-ft/month (building footprint) .303¢
"Amenities" for any City owned hangar		
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"> <li>Heat: any upgraded heat source including gas and electric</li> <li>Building footprint = outside wall dimension</li> </ul>		
MONTHLY TIE-DOWNS**		\$49.00 (SMALL) \$60.00 (LARGE)
OVERNIGHT TIE-DOWNS**		\$7.00 (SMALL) \$11.00 (LARGE)
<b>GROUND LEASE - CITY OWNED HANGARS</b>		
<b>B</b>		
GROUND LEASE – NO MINIMUM FOOTAGE		20.8¢ sq-ft/yr
<b>GROUND LEASE – PRIVATELY OWNED HANGARS</b>		
<b>C</b>		
PRIVATELY OWNED GROUND LEASE MINIMUM FOOTAGE 60' X 40'		48.8¢ 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 Hanger 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

# 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.

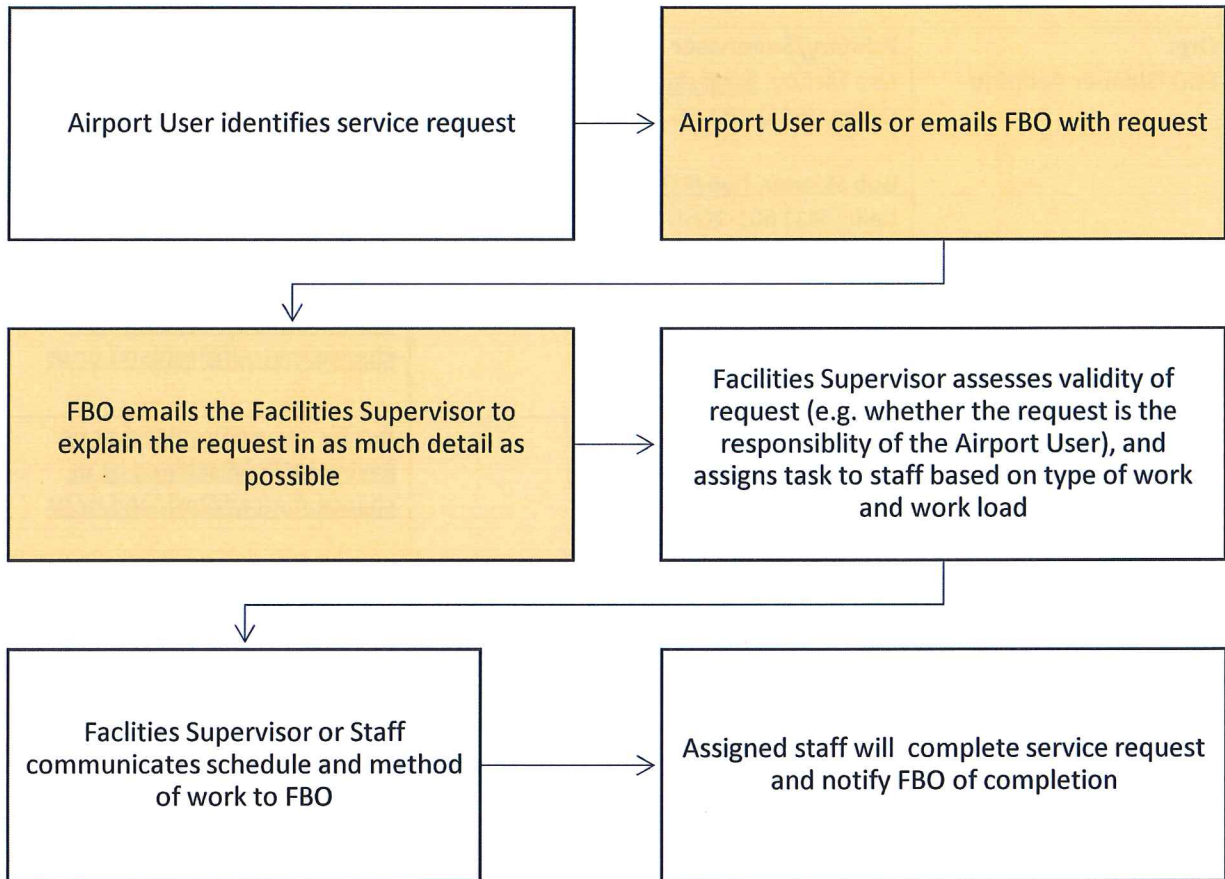
Table 1. List of contacts for airport maintenance and repair communications

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

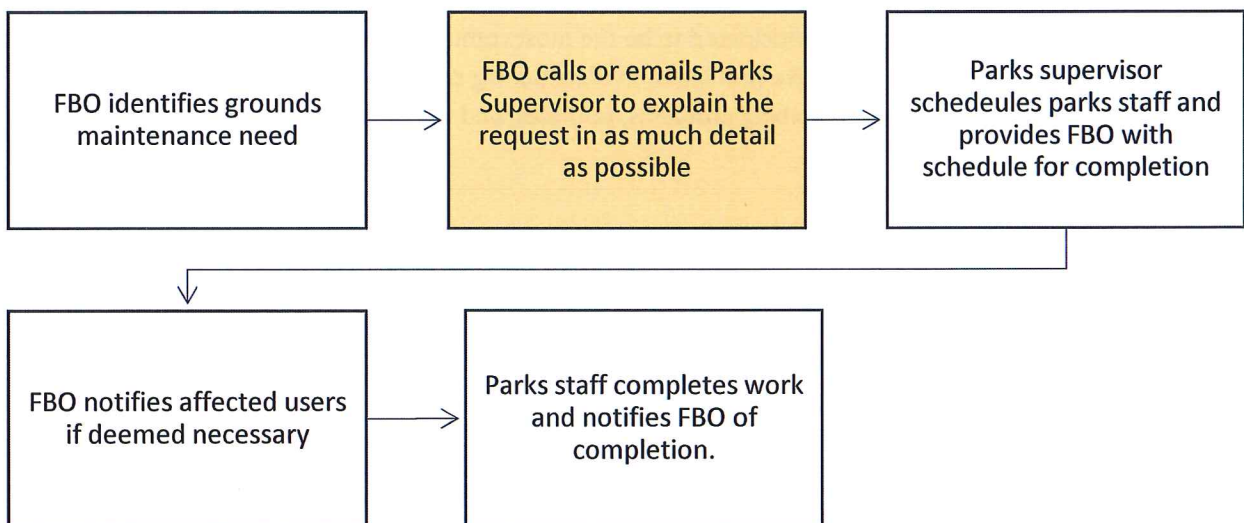
## Communication Flowcharts

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.

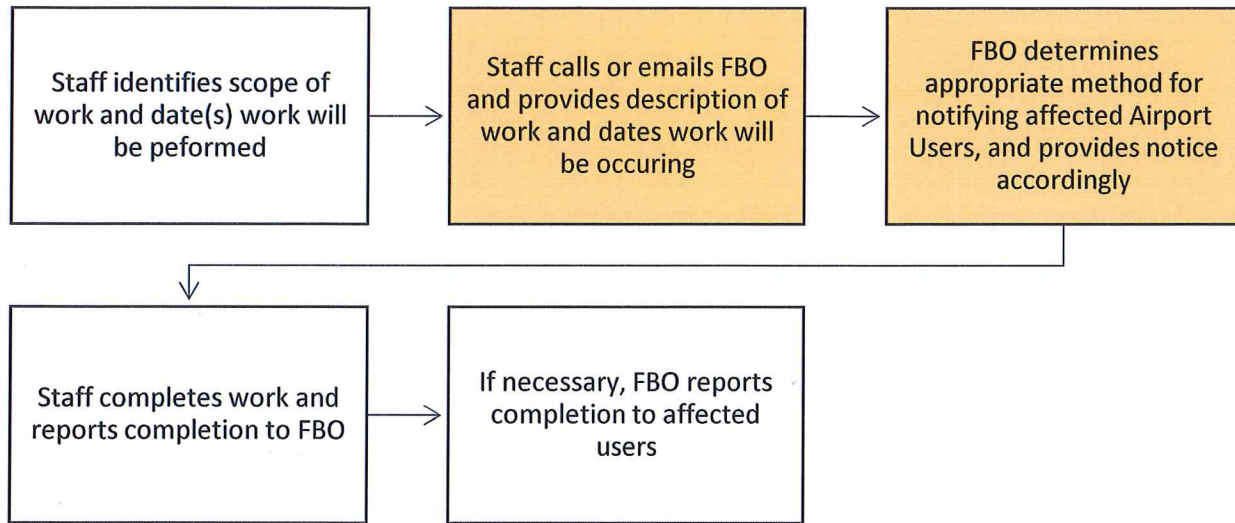
Scenario 1. Communication path for non-emergency service requests by airport users



Scenario 2. Communication path for grounds maintenance



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



---

## 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

Code Publishing Company

---

## 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.**

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

Code Publishing Company