

Ashland Airport Commission
MINUTES
February 5th, 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, 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 Brim's statements last week about spraying, he states that the change is not accurate as to what Brim said. Wolske asks what is inaccurate about the change, and how it could be made accurate. Palomino states the change indicates Brim would be okay with the use of lignin vs reducing the spraying area, he relays that after discussion with Brim 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 Brim and informs the Commission that the audio could be distributed. Palomino asks if that could be done, and states that Brim'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 Brim 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 Brim'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 Brim's issue was that he wasn't made aware of the decision regarding the mowing. Kathol states that she and Brim have been in communication, and that Brim'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 Brim'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 Brim'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 Brim 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 Brim'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 Brim. Metcalf states that Wolske is correct in his understanding. Moen states that the Commission agreed with Brim 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 Brim 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 Brim 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 Brim, 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 FFA, 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.

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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 Brim is bring his helicopter. Palomino stays presently Brim 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

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