
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

Virtual Zoom Meeting

October 6, 2020 9:30 AM

CALL TO ORDER: 9:30 AM

1. ROLL CALL

2. INFORMATIONAL ITEMS:

- A. Commissioners
- B. Public Forum
 - 1. Public Forum Comments to be submitted in writing by 10am August 31st, 2020 to Shannon.burruss@ashland.or.us
 - 2. Comments on agenda items to be submitted in writing by 10am August 31st, 2020 to Shannon.burruss@ashland.or.us
 - 3. If you are interested in watching the meeting via zoom please contact Shannon.burruss@ashland.or.us by 10am August 31st,2020. Interested parties will be sent a zoom link and admitted into the meeting on mute with no video.

3. APPROVAL OF MINUTES FROM September 1, 2020 MEETING

4. OLD BUSINESS:

- A. Box Hangar Roof Repairs
- B. Council Airport Commission Report
- C. **Action Item List:**
 - a. Airport Entrance Landscaping
 - b. Commission Member Vacancies
 - c. Airport Maintenance Plan
 - d. Airport Mural
 - e. Flight Path Trees

5. NEW BUSINESS:

- A. Ownership Transfer of Sky LLC Hangar
- B. Chair/Vice Chair Election
- C. Airport: Good Neighbor Items

6. FBO REPORT(S):

- A. Attached

7. ANNOUNCEMENTS:

8. NEXT MEETING DATE: November 3, 2020 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).



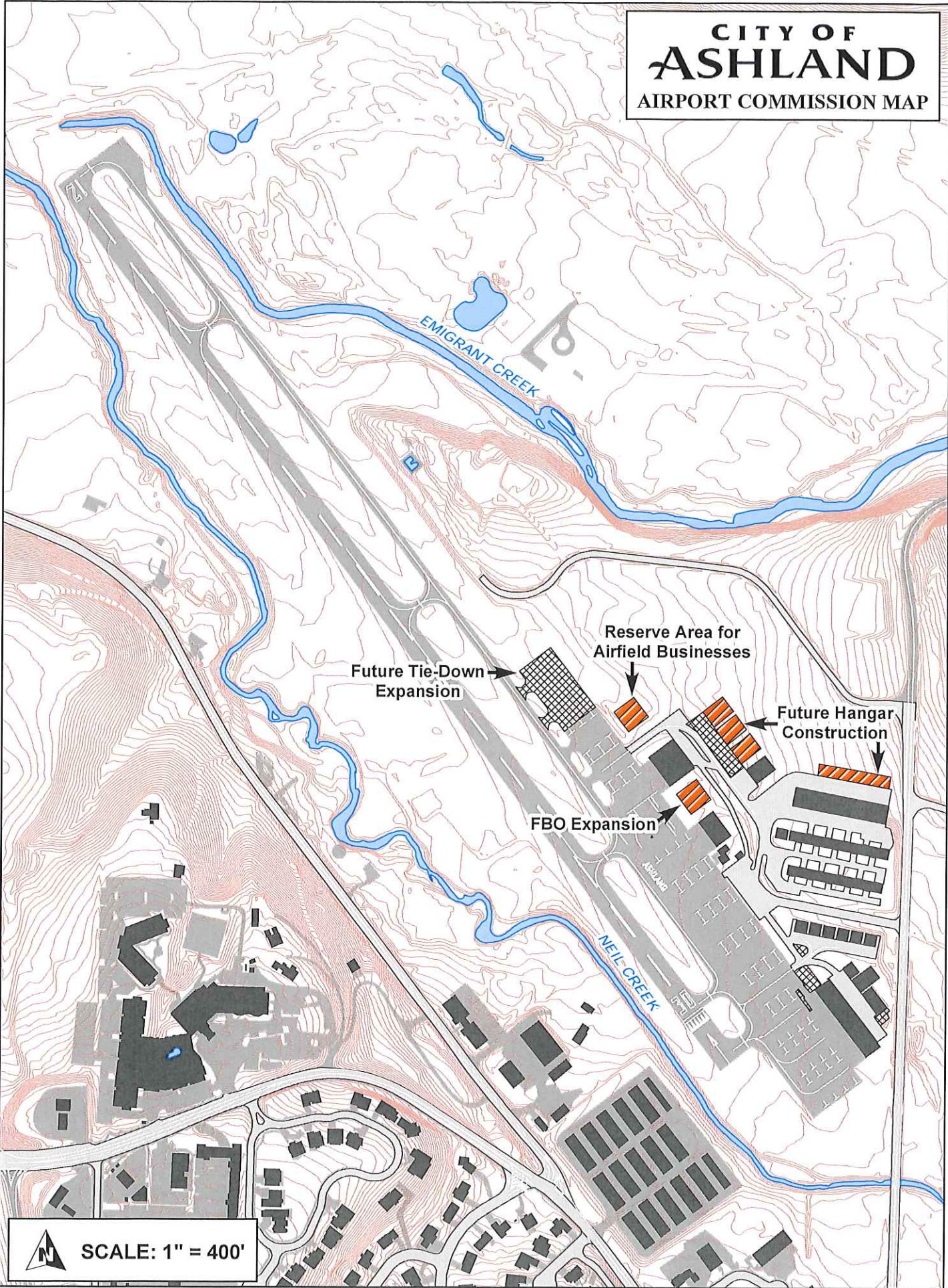
CITY OF
ASHLAND
Ashland Airport Commission
2019


Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
Jeff Dahle	Commission Member	775-843-0996	348 Pearl St	irdahle@gmail.com	2022
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Patricia Herdklotz	Commission Member	541-552-0592	384 Clinton St.	revpatt@jeffnet.org	2022
Bernard Spera	Commission Vice Chair	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
Open	Commission Member	Open	Open	Open.com	
Open	Commission Member	Open	Open	Open.com	
Andrew Vandenberg	Commission Member	509-703-3591	2029 Grey Eagle Dr	andrew@skinneraviation.com	2021
Rich Rosenthal	Council Liaison	None	20 E. Main Street	rich@council.ashland.or.us	2020
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinneraviation.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	Permit Technician	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
September 1st, 2020

These minutes are pending approval by this Committee

CALL TO ORDER @ 9:35am

Roll Call:

Members Present: Andrew Vandenberg, Patricia Herdklotz, Bernard Spera, George Schoen, Jeff Dahle, David Wolske, Daniel Palomino

FBO Present: Bob Skinner

Members Absent: None

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss

Guests: None

1. Information Items-

- A. Commissioners:** Palomino speaks regarding helicopter landing at the airport and the dust cloud that was created. He states the dust cloud went to the end of the run way. Palomino asks about dust suppression spray and if that's going to continue. Kathol explains that spray from last year was a mitigation of dust from the City's use of herbicide and that replanting was to occur which would, in theory, mitigate the dust in the future. There were no plans, as of now, for yearly spray. Commission and City staff discuss the situation further. Kathol states she will put together a cost quote for spraying dust suppression and bring it to Commission. Commission discusses efficacy and need for yearly spray. Skinner states that this issue is more of a one off than a reoccurring problem. Commission decides to have Kathol bring the quote and discuss at next meeting. Commission discusses situation further regarding current Airport regulations and day to day practices.
- B. Public Forum:** Wolske speaks about public comment which was in agreement with the noise complaint by Julia Sommer publish in the Daily Tidings. Wolske explains that Ms. Sommer seemed satisfied with the response letter penned by Wolske, she explained in a follow-up letter that she'd contacted the paper before hearing back from the Commission. Commission compliments Wolske on the letter, Dahl suggests that the letter be published in the newspaper. Palomino defines Airport obligations relating to this matter. Commission discusses. Wolske states he will put something together to publish in the newspaper. Commission authorizes Wolske to do so.

2. APPROVAL OF MINUTES- 08.04.20

Herdklotz moves to approve minutes as written, Vandenberg seconds.
All ayes, motion carries.

3. Old Business

- A. Resident Response Letter to Noise Complaint Actions-** Discussion occurred previously in Public Forum. Nothing further discussed.
- B. Council Airport Commission Report-** Report copied in Meeting packet. Wolske discusses process and what he will be occurring in front of City Council. He asks Commission for any comments or suggestions on the report. Dahl asks about specifics of the process for his clarification and states that he'd like to see more information added to the report regarding the environmentally conscious landscaping. Skinner asks about the Fresh Water Trust, Kathol reports that as of yet they have not presented any plans for Riparian improvements, she will follow through and update Commission. Palomino brings up the height of trees at the Airport, he's had complaints from pilots and asks Skinner where his landing gear are in relation to the tree tops when he lands. Commission discusses taking the trees down lower when cut. Commission to gather information

**Ashland Airport Commission
MINUTES
September 1st, 2020**

These minutes are pending approval by this Committee

and readdress issue, added to Action Item List for next meeting.

- C. Hangar Electrical Rates-** Metcalf updates, Electrical to be left as is, and in the Spring evaluate each hanger's use and set rates for the year. Commission agrees to review in the Spring as stated.

D. Action Item List:

- a. Airport Entrance Landscaping-** Metcalf reports that the desire of the Commission was to have the maintenance work group review the current plans, but that there has been no meeting as of yet to discuss. Metcalf recommends moving forward with solicitation to get bids on the current design and reevaluate the plan from there.

Herdklotz motions to move forward with entrance landscaping, that it goes out for bids so that Commission can review ASAP. Spera Seconds. All ayes, motion carries.

- b. Commission Member Vacancies-** Commission still has two vacancies, Wolske asks Commission to keep their eye out for recruits.
- c. Airport Maintenance Plan-** Palomino states they have not moved forward recently. Metcalf mentions the state of our Parks department in relation to COVID-19, which has delayed additional meetings and the ability to move forward. Skinner would like to see the Airport get more attention for maintenance.
- d. Airport Mural-** Spera relays that he and Skinner met with the artist to relay what they would like to see painted on the mural, but that it is currently on hold, he will report back next meeting once he's been in touch with the artist.

4. New Business

- A. Airport Good Neighbor Items-** Skinner states that other than the noise complaints that have already been addressed, there has been very few complaints. He states that the traffic volume has gone up a bit in the nice weather, but that overall operations are slower than normal, most likely related to COVID-19.

5. FBO Reports- Attached.

- 6. Announcements-** Kathol speaks about SOCON report, she mentions that it is only for review, and informs that they are a lobbyist group so it's just for Commission to review for informational purposes only.

NEXT MEETING DATE: 10-06-2020

ADJOURNMENT: @10:36am

*Respectfully submitted,
Shannon Burruss
Public Works Administration
(Full Meeting Audio Available by Request)*

2020 Airport Commission Report to Ashland City Council

September 15, 2020

Since the previous Airport Commission Report to the City Council on September 17, 2019, much has occurred. The last “in person” Airport Commission meeting was held in March of this year. The COVID-19 pandemic placed us all in an unplanned hiatus, and the next Commission meeting was conducted remotely via Zoom on August 4th of this year. We plan to meet remotely each month until further notice.

Some events and actions that are notable since last year’s report are:

- Century West, a company that creates, develops and updates Airport Master Plans, has completed our current **Airport Master Plan**, a vital document that is required by the FAA to authorize funding through the Airport Improvement Grant program. The FAA has approved this Master Plan which conforms to FAA regulations. As a Final step in this process it has been adopted by City Council and we would like to formally thank them for the adoption as well as the positive feedback. This will allow the City to anticipate and project Airport use and demand during the next several years, and to prioritize Airport development goals. Further, this Master Plan will be useful as a resource when updating the various City of Ashland Master Plans regarding Airport and Transportation development.
- City-leased hangars have been **upgraded with electrical service** (lights and outlets) to make them more rentable, and as a result, they now are fully rented.
- The Terminal building has undergone some **necessary improvements**, including the repair and upgrading of the ramps and sidewalks into the building in an effort to make them ADA-compliant, the interior of the building was repainted in addition to getting a new water fountain installed.
- Airport **landscaping** continues to be a topic of concern and discussion for the Commission, and this year the Commission reviewed the new Landscape Plan and engaged Parks & Recreation to improve the Terminal Building appearance, removing overgrown shrubbery and ground cover. This project is ongoing, and will greatly enhance the appeal of the area, with planters and grass planted. At present, further landscape repair and improvement is being prioritized to make changes in a conservative way, accomplishing needed work in discrete steps.

- The Commission continues to encourage **riparian restoration** along Emigrant and Neil Creeks where they bound the Airport.
- **Ashland Fiber Network** has extended its optic fiber service to the Airport Terminal building, which is planned to provide improved internet connectivity.
- The **Airport Maintenance Plan**, developed by City staff and Commission members in 2019 to establish policies and schedules for all the grounds and building maintenance requirements, continues to provide guidance for weed control, irrigation, signage and security. A new Airport sign was installed at the entrance, conforming to the City logo and layout, replacing an old wooden sign.
- **Airport security** remains a concern, and Skinner Aviation has provided a robust security and surveillance system for the terminal and maintenance hangars. The plan to install a City-owned security camera is on hold for the present time, due to cost and utility.
- Every few years, **trees** along the landing approaches need to be trimmed back for safety, and that was completed last fall, after nesting birds completed their cycle.
- The Commission endorsed a **Communications Plan** in 2019 that clarifies how all the Airport participants relate in their responsibilities. This plan has been useful to improve communication between and among City staff, the Commission and City Council.
- **Airport Appreciation Day** was canceled this year due to the COVID-19 outbreak, a disappointment to the Commission, in that we feel the importance of presenting the Airport's value to the citizens of Ashland.
- The Airport again serves as a base of operations for regional **fire-fighting efforts**. Skinner Aviation is again providing contracted services to the U.S. Forest Service for spotting and surveillance which has been very active this season.

Looking forward,

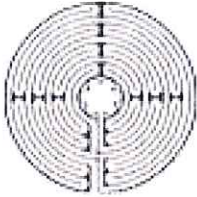
The COVID-19 pandemic has introduced a very significant variable into our ability to plan and prioritize Airport tasks and projects. Aviation in general is in an uncertain transition, as is much else in our world. In this environment, we are focusing on flexibility and adaptability in moving forward, meeting those needs that are most pressing, while pausing long-range projects until things clarify somewhat.

That said, it becomes more certain that Aviation will demonstrate its value as a vital resource, not only in the larger view, but locally as well. Our mission as an Airport Commission continues to be to recommend ways to enhance this resource, to keep this Airport viable and attractive regardless of changing conditions. We need to weigh the needs and priorities, costs and benefits of our choices in a quickly changing world.

Therefore;

- Work will continue on improving the landscape and overall appearance of the Airport, repairing the irrigation system, running water lines, storm drains, and utilities to new hangar sites,
- With the need to be increasingly aware of our carbon footprint, the Commission will be encouraging energy-saving technologies, conservation of resources and plan to be actively involved in providing facilities for solar energy production, part of Ashland's renewable Energy goals.
- We welcome the Riparian Restoration of the two creeks along the Airport. Fresh Water Trust has shown interest in this restoration location and is currently in discussion with City staff. This is clearly a win-win project for us all.
- We anticipate more focus on Emergency Preparedness, including earthquake preparation and response, backup power generation to keep the Airport functional in an emergency, providing services for fire-fighting aircraft and equipment, and increased coordination with local agencies involved in Emergency Response.
- We continue to welcome new Airport users; businesses, airplane owners, visitors and enthusiasts. We encourage local businesses to incorporate the Airport into Visitor Packages offered to tourists. Many more pilots and guests can see Ashland as a very attractive destination if so promoted.

As shared in our earlier yearly Reports to the Council, we are proud that the Airport continues to be self-supporting as a City asset, not requiring City subsidies to deliver a vibrant and healthy resource to the City and region. We anticipate that this will continue to be the case, and that Ashland citizens will continue to recognize the Airport as a source of pride. We place a great value on being the best neighbors that we can be.



SKY LLC

Sept 16, 2020

City of Ashland
Public Works Department
51 Winburn Way,
Ashland OR 97520

ATTN: Scott A. Fleury,
Interim Public Works Director

REF: SKY LLC Hangar @ 445 Dead Indian Memorial Road, Ashland, OR
97520

Dear Scott,

Sky LLC requests the permission of the City of Ashland to transfer ownership of its premises, referenced above, to Burl J. Brim and Julie Brim.

Since July 2016, the Brims have been sub-leasing the hangar under their company, Brim Aviation Inc. In August 2020, they notified us that they would like to exercise their option to purchase the premises outright, this time, under their personal names.

Please advise if there is anything we need to provide further.

Thank you in advance of your assistance,

Sincerely,

Anne Sky
Member
annesky.sky@gmail.com
Mobile: +1 (541) 646-0488

PART 1 - GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Irrigation materials and equipment to build the irrigation system and related Work as indicated on the Division of Irrigation (see Division 31)
 - 2. Labor and plant applicable systems
 - 3. P.O.C. Main line, automatic controller and valves
 - 4. Show under parking
 - 5. All other applicable materials

1.02 RELATED DIVISIONS

- A. Scheduling and Coordination:
 - 1. All work shall be coordinated with the Landscaping Contractor. All work is subject to the schedule of the Landscaping Contractor.
 - 2. All work shall be coordinated with the Contractor.
- B. Related Work:
 - 1. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.

1.04 QUALITY ASSURANCE

- A. Regulatory Requirements:
 - 1. All work shall be done in accordance with the applicable codes and regulations.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Manufacturer's Recommendations:
 - 1. The Contractor shall follow the manufacturer's recommendations for the installation of the irrigation system.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.

1.06 FIELD CONDITIONS

- A. Existing Conditions:
 - 1. The Contractor shall verify the existing conditions before starting work.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Weather:
 - 1. The Contractor shall not work in adverse weather conditions.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.

1.07 MAINTENANCE

- A. Final Inspection:
 - 1. The Contractor shall provide a final inspection report to the Landscaping Contractor.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Training:
 - 1. The Contractor shall provide training to the Landscaping Contractor.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.

1.08 WARRANTIES

- A. Manufacturer's Warranty:
 - 1. The Contractor shall provide the manufacturer's warranty for the irrigation system.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Contractor's Warranty:
 - 1. The Contractor shall provide a warranty for the installation of the irrigation system.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.

PART 2 - PRODUCTS

2.01 SUMMARY

- A. Pipe:
 - 1. Schedule 40, 1/2" diameter, galvanized steel pipe.
 - 2. Schedule 40, 1/2" diameter, galvanized steel pipe.
- B. Fittings:
 - 1. Schedule 40, 1/2" diameter, galvanized steel fittings.
 - 2. Schedule 40, 1/2" diameter, galvanized steel fittings.

2.02 VALVES

- A. Valve:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.
- B. Valve:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.

2.03 LOW VOLTAGE IRRIGATION

- A. Low Voltage Irrigation:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.
- B. Low Voltage Irrigation:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.

2.04 BACKFLOW PREVENTION

- A. Backflow Prevention:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.
- B. Backflow Prevention:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.

2.05 OTHER MATERIALS

- A. Other Materials:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.
- B. Other Materials:
 - 1. 1/2" diameter, globe valve, cast iron.
 - 2. 1/2" diameter, globe valve, cast iron.

2.06 EXISTING CONDITIONS

- A. Existing Conditions:
 - 1. The Contractor shall verify the existing conditions before starting work.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Existing Conditions:
 - 1. The Contractor shall verify the existing conditions before starting work.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.

2.07 SCHEDULING AND COORDINATION

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 - 1. All work shall be coordinated with the Landscaping Contractor. All work is subject to the schedule of the Landscaping Contractor.
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- B. Related Work:
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- B. Manufacturer's Recommendations:
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2.09 FIELD CONDITIONS

- A. Existing Conditions:
 - 1. The Contractor shall verify the existing conditions before starting work.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Weather:
 - 1. The Contractor shall not work in adverse weather conditions.
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2.10 MAINTENANCE

- A. Final Inspection:
 - 1. The Contractor shall provide a final inspection report to the Landscaping Contractor.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Training:
 - 1. The Contractor shall provide training to the Landscaping Contractor.
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- A. Manufacturer's Warranty:
 - 1. The Contractor shall provide the manufacturer's warranty for the irrigation system.
 - 2. The Contractor shall coordinate with the Landscaping Contractor for the installation of the irrigation system.
- B. Contractor's Warranty:
 - 1. The Contractor shall provide a warranty for the installation of the irrigation system.
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ASHLAND MUNICIPAL AIRPORT
 403 DEAD INDIAN MEMORIAL ROAD
 ASHLAND, OR, 97520

ISSUE DATE:
 APRIL 15, 2019
L12

REVISION DATE

PLANTS

PART 1 - GENERAL

1.01

- A. Refer to the General Conditions, Supplementary Conditions, and Division 01 General Requirements.
- B. Furnish materials, equipment and labor necessary for completing the Work shown on the Drawings and as specified herein.
- 1. Trees, plants and ground covers
- 2. Soil media
- 3. Plant establishment, maintenance and watering period

1.02

SUBPART A

A. Access Conditions

- 1. This Landscaping Contracting Business shall maintain records of certified delivery slips for all material used in performance of the Work.
- 2. The Contractor shall provide a copy of the records to the Owner upon request.
- 3. The Contractor shall provide a copy of the records to the Owner upon request.
- 4. The Contractor shall provide a copy of the records to the Owner upon request.

1.04

FIELD CONDITIONS

- 1. This Landscaping Contracting Business shall be notified by the Landscaping Contracting Business 48 hours in advance of all site observations.
- 2. The Landscaping Contracting Business shall be present for each site observation.
- 3. The Landscaping Contracting Business shall be present for each site observation.
- 4. The Landscaping Contracting Business shall be present for each site observation.

1.05

QUALITY ASSURANCE

- A. Inspections and Inspections
- 1. The Contractor shall provide a copy of the records to the Owner upon request.
- 2. The Contractor shall provide a copy of the records to the Owner upon request.
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1.08

WARRANTIES

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1.11

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PART 2 - PRODUCTS

2.01

PLANTS

- 1. Healthy and well-developed stock, fully bloomed when in full, free of disease, injury, insect, weeds, and weed seeds.
- 2. Material of proven origin, with a minimum of 100% survival.
- 3. Do not use dead or dying plants which are not certified by the Contractor's representative.
- 4. Do not use dead or dying plants which are not certified by the Contractor's representative.

2.02

SOIL MEDIA

- 1. The Contractor shall provide a copy of the records to the Owner upon request.
- 2. The Contractor shall provide a copy of the records to the Owner upon request.
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2.03

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2.04

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2.05

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2.06

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2.07

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2.08

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2.09

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Ken Cairn
Landscape Architect



Drawn By:
JL

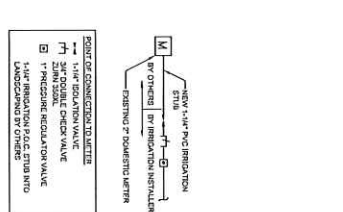
ASHLAND MUNICIPAL AIRPORT
403 DEAD INDIAN MEMORIAL ROAD
ASHLAND, OR, 97520

REVISION DATE

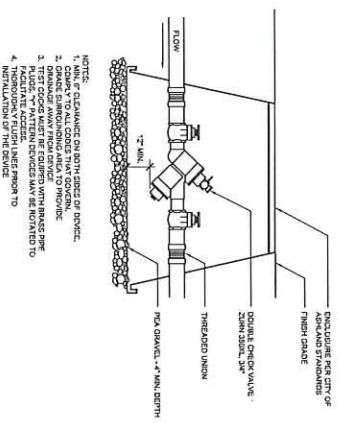
**LANDSCAPE
PLANTING
SPECIFICATION**

ISSUE DATE:
APRIL 15, 2019

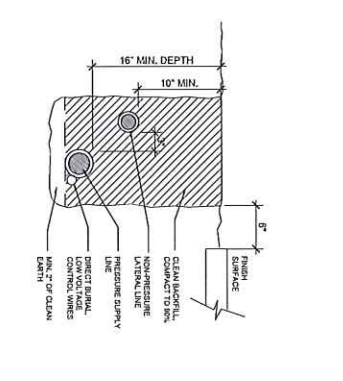
L22



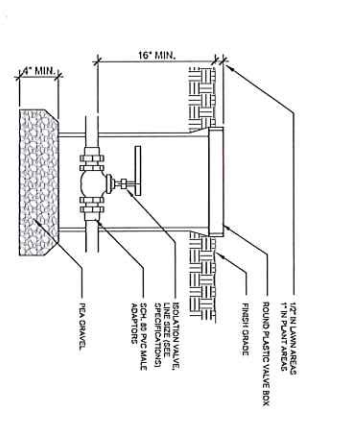
1 DETAIL - IRRIGATION POINT OF CONNECTION
Scale: N.T.S.



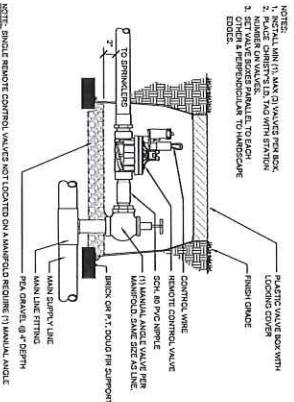
2 SECTION - DOUBLE CHECK VALVE ASSEMBLY
Scale: N.T.S.



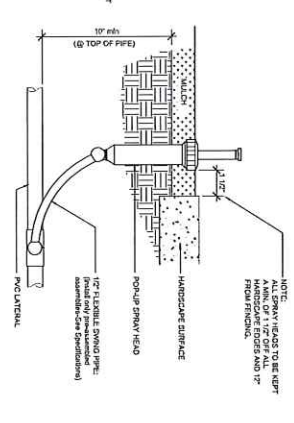
3 SECTION - IRRIGATION LINE TRENCH
Scale: N.T.S.



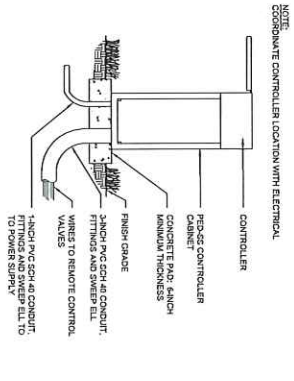
4 SECTION - ISOLATION VALVE
Scale: N.T.S.



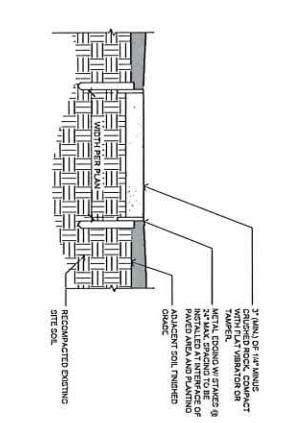
5 SECTION - REMOTE CONTROL VALVE
Scale: N.T.S.



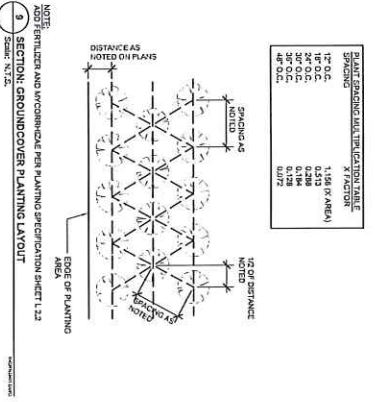
6 SECTION - POP-UP SPRAY HEAD
Scale: N.T.S.



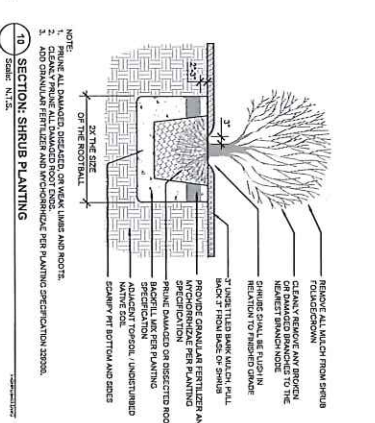
7 ELEVATION - PED-SS CONTROLLER PEDESTAL MOUNT
Scale: 1/2" = 1'-0"



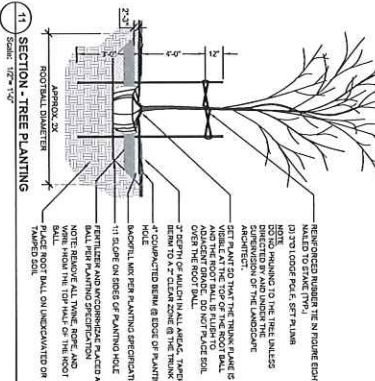
8 SECTION - CRUSHED ROCK PAVING
Scale: N.T.S.



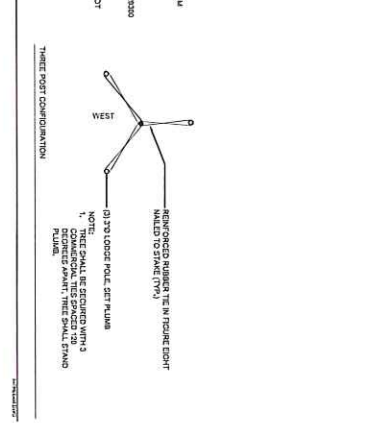
9 SECTION - FERTILIZER AND AGROCHOME PER PLANTING SPECIFICATION SHEET L2.3
Scale: N.T.S.



10 SECTION - SHRUB PLANTING
Scale: N.T.S.



11 SECTION - TREE PLANTING
Scale: 1/2" = 1'-0"



12 SECTION - TREE ROOT COMPENSATION
Scale: N.T.S.

C#132

FBO

FBO MONTHLY REPORT

August, 2020

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,828.89
	DAILY				
17	Daily Tie-Downs- Small	@ \$ 7.00 =		\$ 119.00	
1	Daily Tie-Downs- Large	@ \$ 11.00 =		\$ 11.00	
	MONTHLY				
6	Monthly Tie-Downs- Small	@ \$ 49.00 =		\$ 294.00	
0	Monthly Tie-Downs- Large	@ \$ 60.00 =		\$ -	
0	Freight Operations (x1000)	@ \$ 5.83 =		\$ -	
14	New T-Hangars	@ \$ 314.00 =		\$ 4,396.00	
1	Helicopter Hangars	@ \$ 245.00 =		\$ 245.00	
11	Closed Hangars	@ \$ 245.00 =		\$ 2,695.00	
2	Large Closed Hangar	@ \$ 314.00 =		\$ 628.00	
3	Open Hangar	@ \$ 195.00 =		\$ 585.00	
6	Box Hangar	@ \$ 416.00 =		\$ 2,496.00	
1	Commercial Hangar-JLC	@ \$ 801.63 =		\$ 801.63	
1	Commercial Hangar-Sorensen	@ \$ 497.89 =		\$ 497.89	
1	Sky Research Land Lease	@ \$ 487.74 =		\$ 487.74	
757	Fuel Flowage Fee Brim	@ \$ 0.07 =		\$ 52.99	
1	Nielsen Land Lease	@ \$ 163.00 =		\$ 163.00	
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 8,088.34 =		\$ -	
	Brim Land Lease	@ \$ 960.36		\$ -	
	Private Hangars Land Lease	@ \$ 345.00 =		\$ -	
	Brim Storage Area	@ \$ 2,745.60 =		\$ -	
	NOTES:				
			TOTAL RENTS =	\$ 13,472.25 X 0.75	\$ 10,104.19
	UTILITY CHARGE NEW CLOSED HANGARS			=	\$ 65.00
	FBO FLOWAGE FEE				
	Price Per Gallon	\$4.60 100LL	4574 Gallons		
	Price Per Gallon	\$ 4.49 JET A	205 Gallons		
	Total Gallons		4779	x 0.07	\$ 334.53
	CREDITS				
			Water Credit	-	\$206.56
			Garbage Credit	-	\$58.89
	DEBITS				
	Wind socks \$266.93 Linda Dixon \$400.00 deposit for mural painting			-	\$666.93
			TOTAL DUE TO CITY BY 20TH	=	\$ 11,400.23

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



3690



ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 1: OWNERSHIP

TAXLOT OWNERSHIP

-  CITY OF ASHLAND
-  SKY, LLC

0 250 500 1,000 Feet

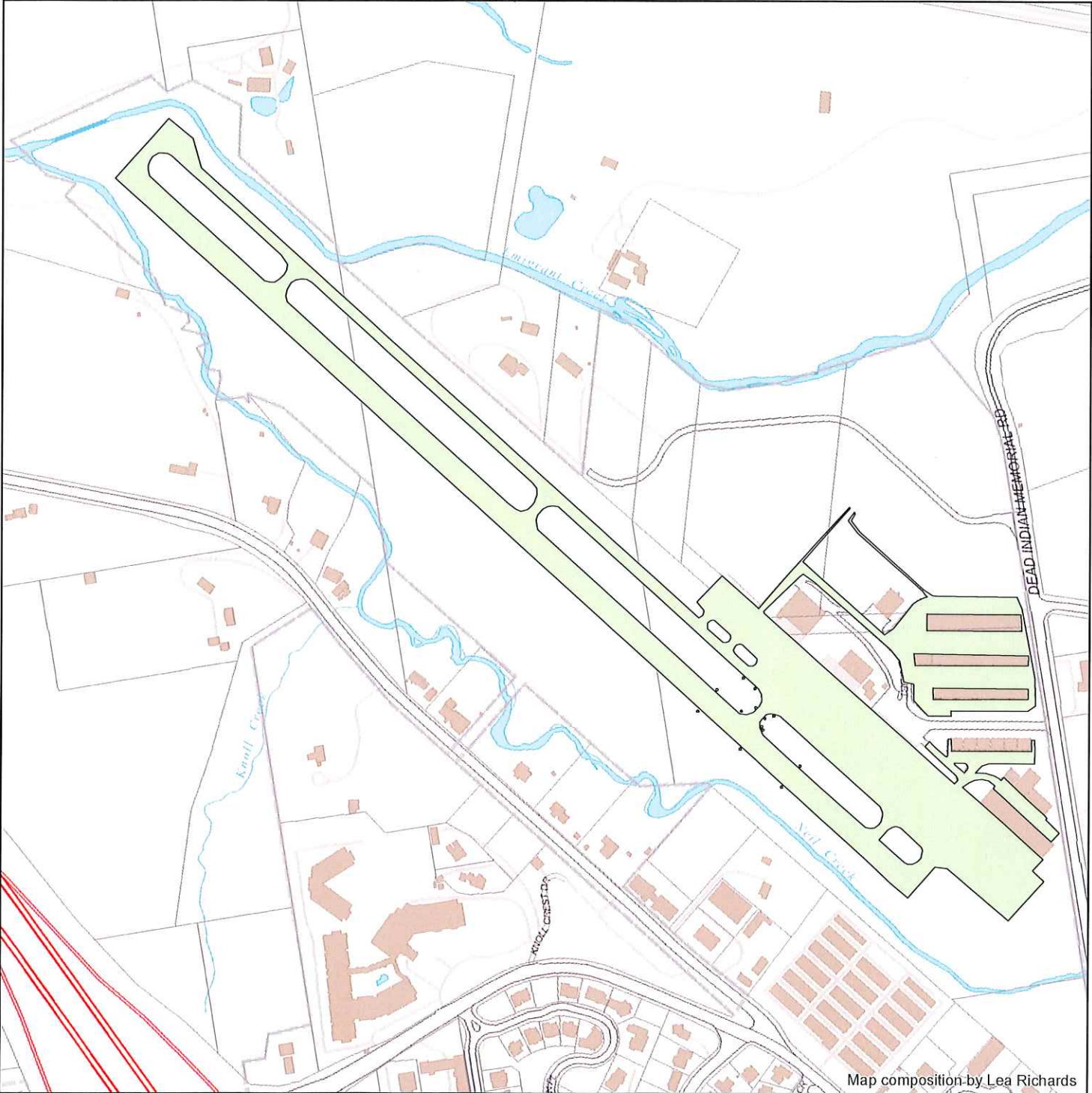



ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 2: COARSE SCALE HERBICIDE TREATMENT PLAN

 Herbiced Treatment Area

0 250 500 1,000 Feet

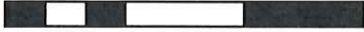


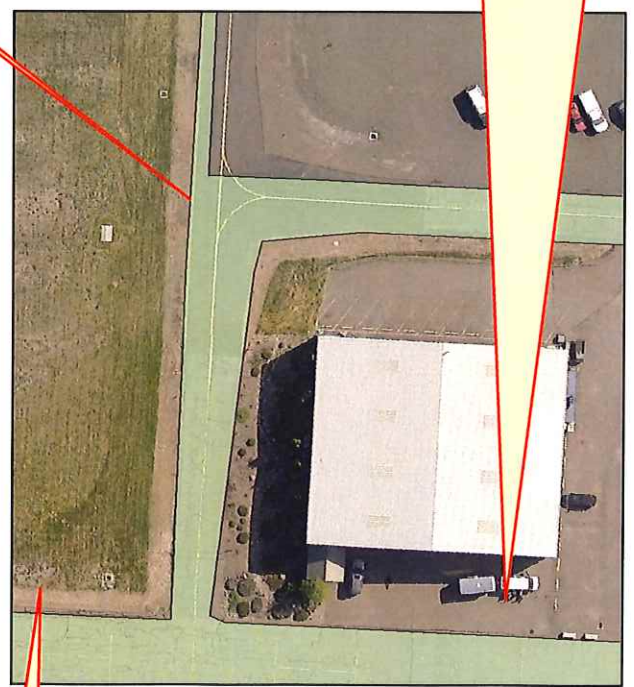
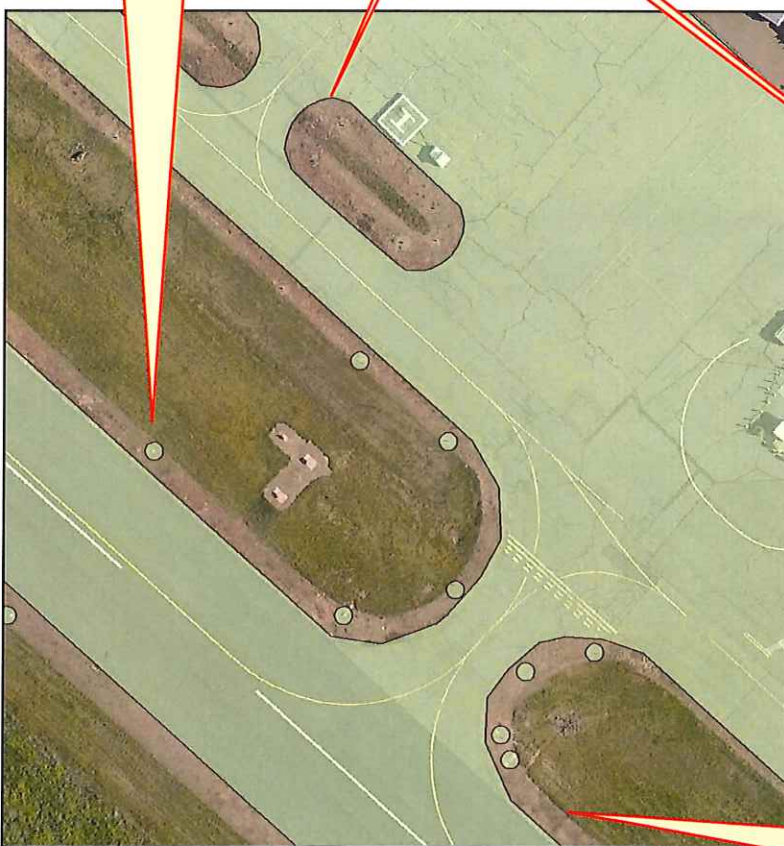
Map composition by Lea Richards

ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

 Herbiced Treatment Area

FIGURE 3: CLOSE-UP HERBICIDE TREATMENT PLAN

0 250 500 1,000 1,500 Feet




2019 Treatment area extended 12 feet beyond edge of pavement and included lights and reflectors

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.

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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)

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