
CITY OF ASHLAND

AIRPORT COMMISSION

AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

April 2, 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 March 5, 2019 MEETING
4. OLD BUSINESS:
 - A. Commission Policies and Operating Procedures
 - B. Airport Day Update
 - C. Action Item List:
 - a. Landscaping/Irrigation (Driveway)
 - b. Restroom Improvements
 - c. Airport Maintenance Plan
5. NEW BUSINESS:
 - A. Airport Security Camera
 - B. ADA Sidewalk Ramp
 - C. Airport: Good Neighbor Items
6. FBO REPORT(S):
 - A. Attached
7. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch
8. NEXT MEETING DATE: May 7, 2019 9:30 AM

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

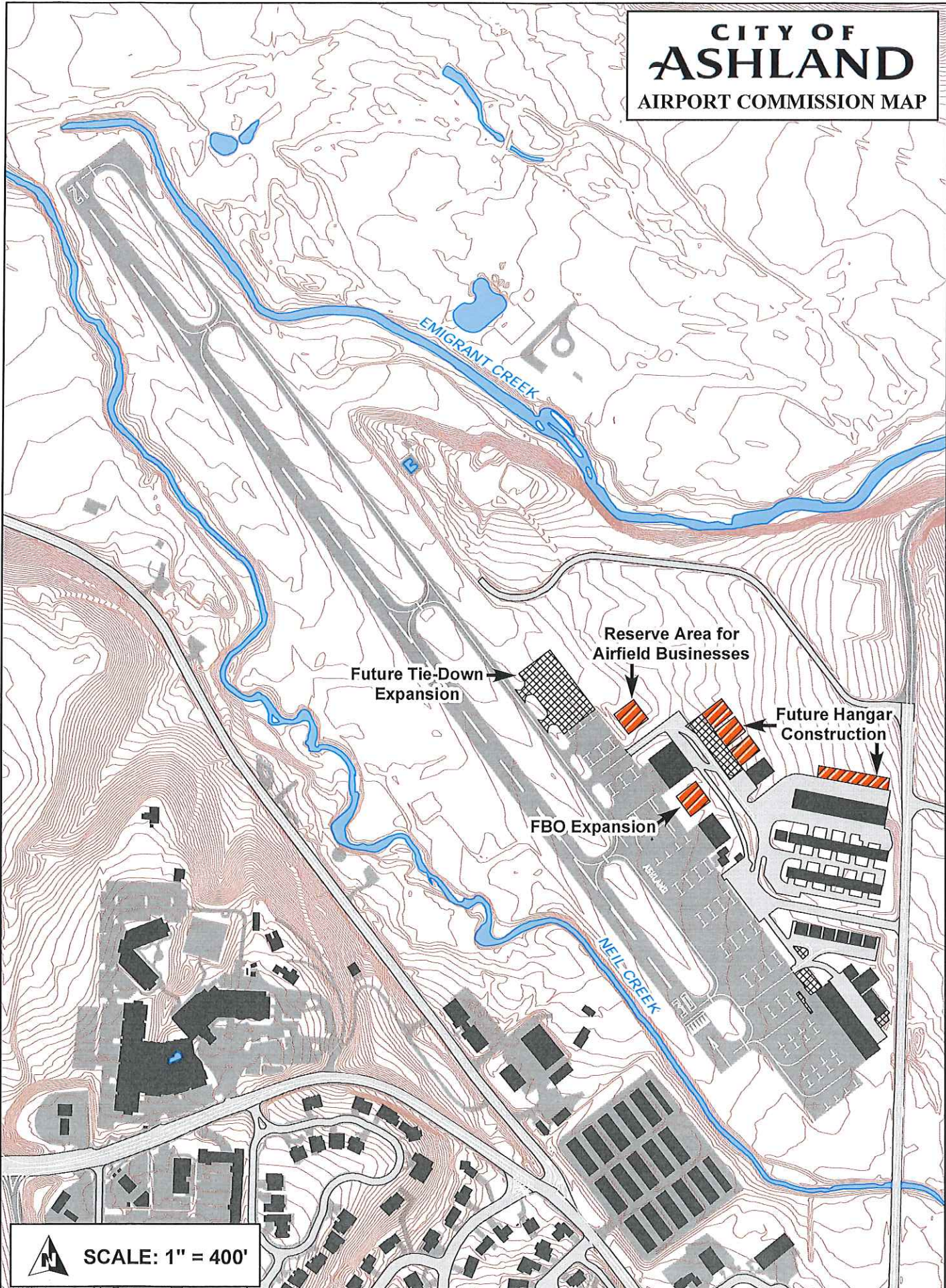
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make reasonable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



CITY OF
ASHLAND
Ashland Airport Commission
2019

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
William Skillman	Commission Member	541-482-2148	635 Oak Knoll Dr.	Skillman_Ashland@yahoo.com	2019
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Lincoln Zeve	Commission Vice Chair	541-482-5436	2710 Siskiyou Blvd.	lincolnzeve@gmail.com	2019
Bernard Spera	Commission Member	541-488-7461	260 Skycrest Dr.	SpBRN3@aol.com	2021
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2021
Susan Moen	Commission Member	541-201-0678	43 Morninglight Dr.	silverwinglodge@charter.net	2019
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	dana@vortx.com	2020
Andrew Vandenberg	Commission Member	509-703-3591	827 West 14 th St.	Andrewvandenberg@live.com	2021
Rich Rosenthal	Council Liaison		20 E. Main Street	rich@council.ashland.or.us	2020
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@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	Administrative Assistant	541-552-2428	20 E. Main Street	shannon.burruss@ashland.or.us	

**CITY OF
ASHLAND**
AIRPORT COMMISSION MAP



SCALE: 1" = 400'

Ashland Airport Commission
MINUTES
March 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, Andrew Vandenberg, William Skillman, Bernard Spera, Dana Greaves

FBO Present: Bob Skinner

Members Absent: Lincoln Zeve, Daniel Palomino, Susan Moen

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss

Guests: David Ridsdale- JLC

Public Forum – Ridsdale speaks regarding his tiedown request, he states his request is based on ADSB mandate coming due and an increase in customers and more aircraft needing to be parked for longer periods of times. He does not feel as though he or his customers should have to bear the cost of additional tie downs and would like to be provided parking without incurring costs. Ridsdale discusses lease information, he asks the City to review the lease and how many tie downs he could use without additional charges. Skinner speaks of his lease and what was negotiated when it was drawn up and suggests Ridsdale should renegotiate his lease agreement with City regarding access to tie downs. Schoen mentions his understanding was that Ridsdale's initial request was temporary for tie downs. Ridsdale states he'd still prefer tie downs granted temporarily for free rather than renegotiate his lease. Wolske states the matter should be taken up with the City and not the Commission.

APPROVAL OF MINUTES-01/08/19

Motion made by Skillman, Seconded by Vandenberg

All ayes, Motion Approved by Commission

APPROVAL OF MINUTES-02/05/19

Motion made by Vandenberg, Seconded Greaves

All ayes, Motion Approved by Commission

Request for Additional Items from Commission Members- Schoen speaks that he'd like to discuss the meeting with Brimm. Wolske briefly goes over meeting specifics of meeting, reiterating Kathol's information.

Old Business

Tie Down Requests- Wolske re-caps tie down request situation from previous meetings, mentions the proposed reduced rates for tie-downs was not in the purview of the Commission and must be done through City Council. Wolske informs that recommendations for rate changes will be done at next meeting. Metcalf states Commission can make recommendation to Council.

Hangar Electrical- Metcalf states that the City is not currently interested in furthering the hookup to the "old closed hangars" at this time and mentions that the Airport's CIP has increased, and the project could be discussed as a matter of Airport budget in the future. Rate and value for hangers with electricity vs without electricity discussed. Skinner mentions that some of the hanger's electricity was run long ago, and possibly pre-code and may not be compliant. Metcalf states he will inquire to the City to see what the City is required to do about that.

Airport- In the absence of Zeve, Wolske suspends to next meeting.

Ashland Airport Commission
MINUTES
March 5th, 2019

These minutes are pending approval by this Committee

Action Item List:

Landscaping/Irrigation (Driveway)- Metcalf discusses updates on project. Once irrigation piece is completed it will be solicited as a full project.

Restroom Improvements- Metcalf updates, one bathroom finished other should be finished soon.

Airport Maintenance Plan- Metcalf explains sub-committees and work groups and clarifies the differences between the two. Skinner discusses contracts for Maintenance with various City departments. A review of the existing contracts with these departments is suggested by Metcalf and Skinner, Skinner suggests a work group to discuss what projects around the Airport need to be addressed in what order and what improvements can be made. Woslke asks what Commission members would like to be involved in a work group for this reason. Vandenberg volunteers, absent members may be interested.

Motion: Commission forms work group to develop master airport maintenance vision.

Vandenberg Motions, Greaves Seconds

All Ayes, Motion Approved by Commission

New Business

Commission Policies and Operating Procedures: Wolske briefly discusses Commission operating procedures to meet legal requirements. Wolske asks Commissioners to review policies included in agenda and bring back any questions to the next meeting. Wolske asks Commissioners to review agenda electronically prior to coming to the Commission meetings. Metcalf informs Commission of trainings the City employees have received regarding public meeting laws and the various roles of the City staff and the Commissioners. Metcalf reiterates that copies are available for review in the meeting agenda and provided in paper copy. Metcalf explains the role of City staff in respect to the Commission.

Airport Maintenance Communication Process: Kathol introduces and goes over Airport communication process outlined in documentation within the meeting agenda and provided paper copies at meeting. Skinner as FBO being first point of contact for Airport users with any maintenance issues in order to streamline priorities. Commission discusses notification process. Kathol informs commission that a map of spray areas will be created to aid in communication to airport users.

Budget Update: Metcalf presents budget information compiled by Fleury which was included in meeting agenda for Commission review and states that there will be a budget discussion at the next Commission meeting. Metcalf informs Commission of additional budget funds and an increase in CIP. Airport rate discussion for future will occur at next meeting.

Airport Good Neighbor Items: Nothing to report.

FBO Reports: Skinner goes over completed repairs to hangar doors and spoke about costs associated with that project. He informs Commission the next project is to replace leaking screws on hangars to prevent future water damage to insulation.

Skinner speaks about the break in that occurred recently which highlighted the need for a better security system. Skinner Aviation has paid to have FBO and maintenance hangar have a security system installed. Skinner suggests new security camera system for the Airport. Metcalf suggests bringing the subject up during the budget portion of the next meeting. Skinner states he will do some research into the matter and bring it to the next meeting.

Brown Bag Lunch- Nothing to report.

Ashland Airport Commission
MINUTES
March 5th, 2019

These minutes are pending approval by this Committee

NEXT MEETING DATE: April 2nd, 2019

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

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

City Telephone: (541) 488-5307

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Chapter 2.10

UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS

Sections:

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

2.10.005 Purpose

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

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

2.10.010 Created or Established

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

2.10.015 Appointment

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

2.10.020 Terms, Term Limits and Vacancies

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

2.10.025 Meetings and Attendance

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

2.10.030 Removal

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

2.10.035 Public Meeting Law

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

2.10.040 Quorum and Effect of Lack Thereof

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

2.10.045 Council Liaison

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

2.10.050 Election of Officers, Secretary, and Subcommittees

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

2.10.055 Role of Staff

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

2.10.060 Agendas and Minutes

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

2.10.065 Goals

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

2.10.070 Rules and Regulations

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

2.10.080 Code of Ethics

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

2.10.090 Council as Final Decision Maker

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

2.10.095 Gifts

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

2.10.100 Budget, Compensation and Expenses

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

2.10.105 Reports

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

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

2.10.110 Lobbying and Representing the City

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

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City Website: www.ashland.or.us

City Telephone: (541) 488-5307

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6/1/2019

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

Airport Users Communication Plan for the Ashland Municipal Airport

Statement

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

Purpose

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

Definitions

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

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

Procedure

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

General Work Requests

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

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

Notice of Upcoming Work

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

Emergency Repairs

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

Improper Communications

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

Services by Other City Departments and Divisions

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

Contacts

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

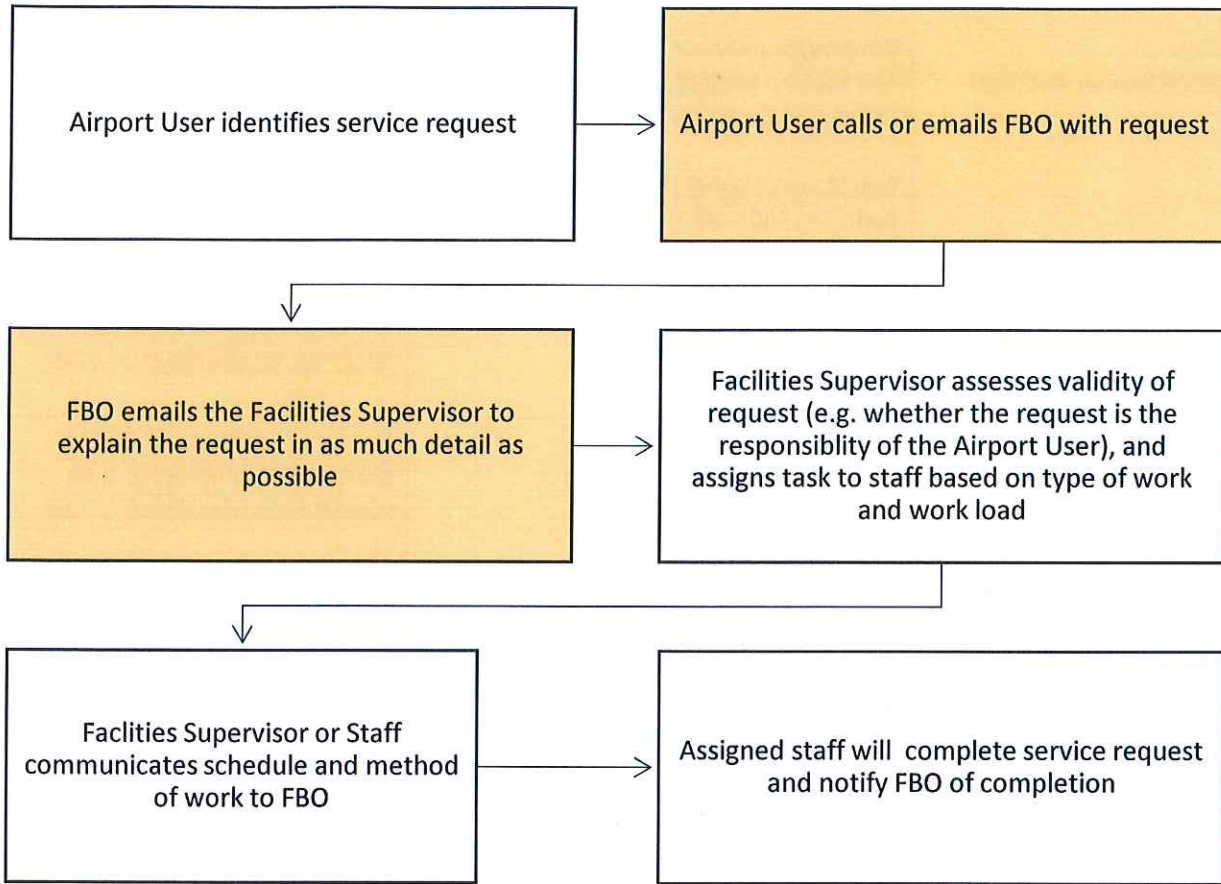
Table 1. List of contacts for airport maintenance and repair communications

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

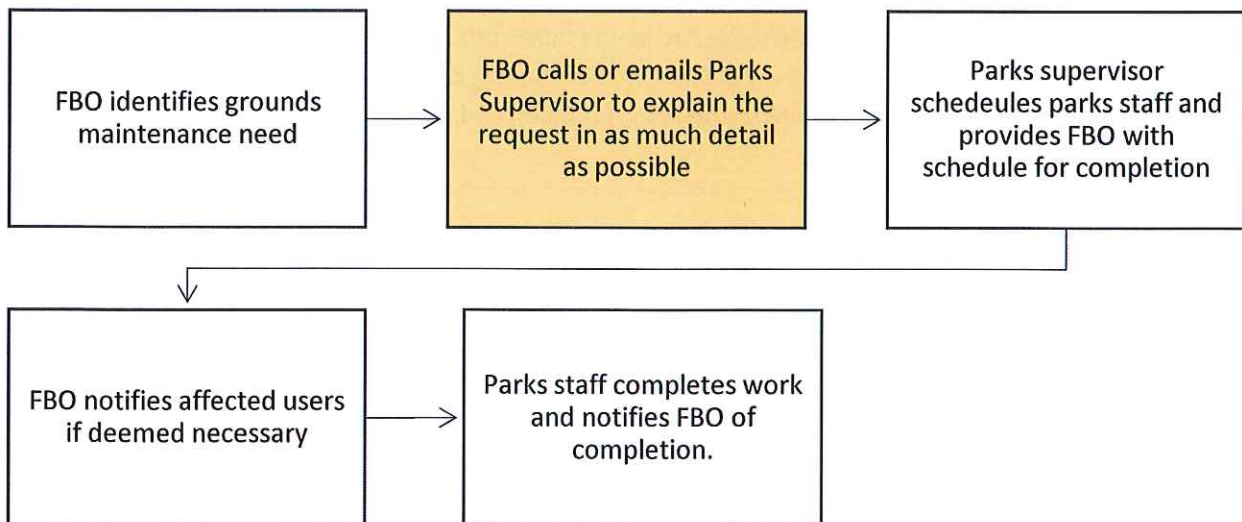
Communication Flowcharts

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

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



Scenario 2. Communication path for grounds maintenance



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

