
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

Virtual Zoom Meeting

July 6, 2021 9:30 AM

CALL TO ORDER: 9:30 AM

1. ROLL CALL – MEETING RECORDED

2. APPROVAL OF MINUTES: JUNE 1, 2021 MEETING

3. COMMISSIONER ANNOUNCEMENTS:

4. PUBLIC FORUM:

1. Public Forum Comments to be submitted in writing by 10am July 2nd, 2021 to chance.metcalf@ashland.or.us
2. Comments on agenda items to be submitted in writing by 10am July 2nd, 2021 to chance.metcalf@ashland.or.us
3. If you are interested in watching the meeting via zoom please contact chance.metcalf@ashland.or.us by 10am July 2nd, 2021. Interested parties will be sent a zoom link and admitted into the meeting on mute with no video.

5. UNFINISHED BUSINESS:

- A. Airport Security
- B. **Action Item List:**
 - a. Airport Commission Member Vacancy
 - b. Airport Maintenance Plan
 - c. Airport Flight Path Trees
 - d. Airport Emergency Preparedness
 - e. Airport Riparian Restoration

6. NEW BUSINESS:

- A. Airport Budget Presentation
- B. Review Airport Capital Project List
- C. Airport Commission Meeting Policy (virtual vs in-person)
- D. Good Neighbor Items

7. FBO REPORT(S):

- A. Attached

8. NEXT MEETING AGENDA ITEMS:

9. NEXT MEETING DATE: August 3, 2021 9:30 AM

10. ADJOURNMENT:

Call Chance at 541-552-2448 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	2023
Jeff Dahle	Commission Chair	775-843-0996	348 Pearl St.	jrdahle@gmail.com	2022
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2023
Patricia Herdklotz	Commission Vice Chair	541-552-0592	384 Clinton St.	revpatt@jeffnet.org	2022
Bernard Spera	Commission Member	541-488-7461	260 Skycrest Dr.	SpBRN3@aol.com	2024
David Wolske	Commission Member	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2024
Jerry Campbell	Commission Member	760-583-9873	124 Alida St.	jerry@jlcampbell.net	2023
Open	Commission Member	Open	Open	Open.com	2022
Andrew Vandenberg	Commission Member	509-703-3591	2029 Grey Eagle Dr.	andrew@skinneraviation.com	2024
Shaun Moran	Council Liaison	None	20 E. Main Street	shaun.moran@council.ashland.or.us	2022

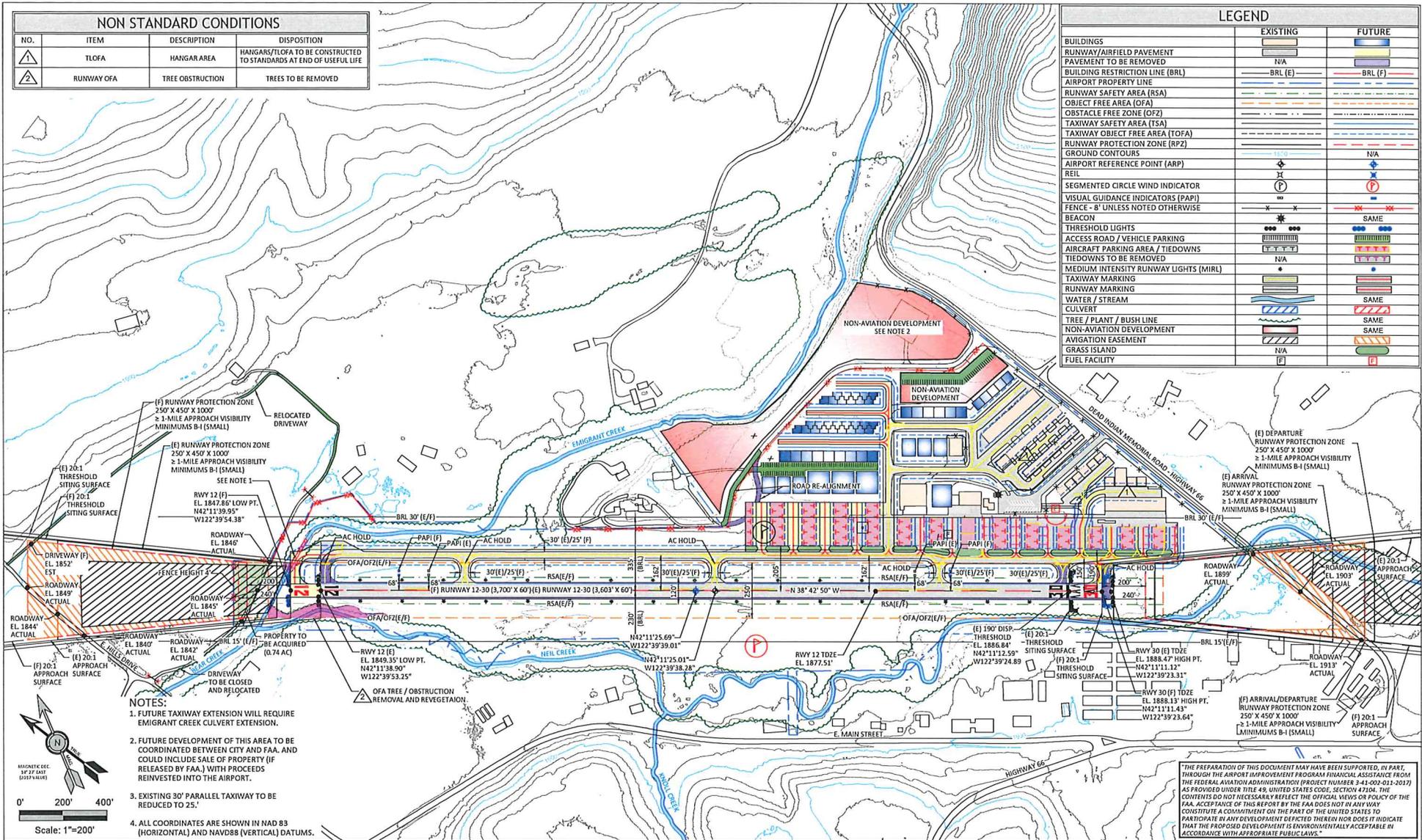
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinneraviation.com	
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Staff Support

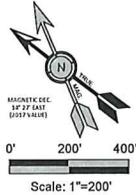
Scott Fleury	Public Works Director	541-488-5347	20 E. Main Street	scott.fleury@ashland.or.us
Kaylea Kathol	Project Manager	541-552-2419	20 E. Main Street	kaylea.kathol@ashland.or.us
Chance Metcalf	Project Manager	541-552-2448	20 E. Main Street	chance.metcalf@ashland.or.us
Open	Permit Technician	541-552-2428	20 E. Main Street	Open@ashland.or.us

NON STANDARD CONDITIONS			
NO.	ITEM	DESCRIPTION	DISPOSITION
1	TLOFA	HANGAR AREA	HANGARS/TLOFA TO BE CONSTRUCTED TO STANDARDS AT END OF USEFUL LIFE
2	RUNWAY OFA	TREE OBSTRUCTION	TREES TO BE REMOVED

	LEGEND	
	EXISTING	FUTURE
BUILDINGS	[Symbol]	[Symbol]
RUNWAY/AIRFIELD PAVEMENT	[Symbol]	[Symbol]
PAVEMENT TO BE REMOVED	N/A	[Symbol]
BUILDING RESTRICTION LINE (BRL)	BRL (E)	BRL (F)
AIRPORT PROPERTY LINE	[Symbol]	[Symbol]
RUNWAY SAFETY AREA (RSA)	[Symbol]	[Symbol]
OBJECT FREE AREA (OFA)	[Symbol]	[Symbol]
OBSTACLE FREE ZONE (OFZ)	[Symbol]	[Symbol]
TAXIWAY SAFETY AREA (TSA)	[Symbol]	[Symbol]
TAXIWAY OBJECT FREE AREA (TOFA)	[Symbol]	[Symbol]
RUNWAY PROTECTION ZONE (RPZ)	[Symbol]	[Symbol]
GROUND CONTOURS	10-20	N/A
AIRPORT REFERENCE POINT (ARP)	[Symbol]	[Symbol]
REIL	[Symbol]	[Symbol]
SEGMENTED CIRCLE WIND INDICATOR	[Symbol]	[Symbol]
VISUAL GUIDANCE INDICATORS (PAPI)	[Symbol]	[Symbol]
FENCE - 8' UNLESS NOTED OTHERWISE	[Symbol]	[Symbol]
BEACON	[Symbol]	SAME
THRESHOLD LIGHTS	[Symbol]	[Symbol]
ACCESS ROAD / VEHICLE PARKING	[Symbol]	[Symbol]
AIRCRAFT PARKING AREA / TIEDOWNS	[Symbol]	[Symbol]
TIEDOWNS TO BE REMOVED	N/A	[Symbol]
MEDIUM INTENSITY RUNWAY LIGHTS (MIRL)	[Symbol]	[Symbol]
TAXIWAY MARKING	[Symbol]	[Symbol]
RUNWAY MARKING	[Symbol]	[Symbol]
WATER / STREAM	[Symbol]	SAME
CULVERT	[Symbol]	[Symbol]
TREE / PLANT / BUSH LINE	[Symbol]	SAME
NON-AVIATION DEVELOPMENT	[Symbol]	SAME
AVIGATION EASEMENT	[Symbol]	[Symbol]
GRASS ISLAND	N/A	[Symbol]
FUEL FACILITY	[Symbol]	[Symbol]



- NOTES:**
- FUTURE TAXIWAY EXTENSION WILL REQUIRE EMIGRANT CREEK CULVERT EXTENSION.
 - FUTURE DEVELOPMENT OF THIS AREA TO BE COORDINATED BETWEEN CITY AND FAA, AND COULD INCLUDE SALE OF PROPERTY (IF RELEASED BY FAA) WITH PROCEEDS REINVESTED INTO THE AIRPORT.
 - EXISTING 30' PARALLEL TAXIWAY TO BE REDUCED TO 25'.
 - ALL COORDINATES ARE SHOWN IN NAD 83 (HORIZONTAL) AND NAVD83 (VERTICAL) DATUMS.



"THE PREPARATION OF THIS DOCUMENT MAY HAVE BEEN SUPPORTED, IN PART, THROUGH THE AIRPORT IMPROVEMENT PROGRAM FINANCIAL ASSISTANCE FROM THE FEDERAL AVIATION ADMINISTRATION (PROJECT NUMBER 341-002-031-2017) AS PROVIDED UNDER TITLE 49, UNITED STATES CODE, SECTION 7304. THE CONTENTS DO NOT NECESSARILY REFLECT THE OFFICIAL VIEW OR POLICY OF THE FAA. ACCEPTANCE OF THIS REPORT BY THE FAA DOES NOT IN ANY WAY CONSTITUTE A COMMITMENT ON THE PART OF THE UNITED STATES TO PARTICIPATE IN ANY DEVELOPMENT DEFICIT THEREIN NOR DOES IT INDICATE THAT THE PROPOSED DEVELOPMENT IS ENVIRONMENTALLY ACCEPTABLE IN ACCORDANCE WITH APPROPRIATE PUBLIC LAWS."

NO.	DATE	BY	APPR	REVISIONS

VERIFY SCALES
 BAR IS ONE INCH ON ORIGINAL DRAWING.
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

FEDERAL AVIATION ADMINISTRATION APPROVAL
 APPROVAL DATE: _____
 SIGNATURE _____

CITY OF ASHLAND APPROVAL
 APPROVAL DATE: _____
 SIGNATURE _____

CENTURY WEST ENGINEERING

DESIGNED BY: MD DRAWN BY: JLS/MS CHECKED BY: WMR SCALE: AS SHOWN
 DATE: JANUARY 2020 PROJECT NO: 12478.001.01

HEAD OFFICE: 1020 SW EMMAV DRIVE, #100 BEND, OR 97702 541.322.8962 OFFICE 541.302.2423 FAX

ASHLAND MUNICIPAL AIRPORT SUMNER PARKER FIELD

AIRPORT LAYOUT PLAN

FIGURE NO. -
 SHEET NO. 3 OF 14

**ASHLAND AIRPORT COMMISSION
DRAFT MINUTES
June 1st, 2021**

These minutes are pending approval by this Commission

CALL TO ORDER: @ 9:33am

Roll Call: Meeting Recorded

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

FBO Present: Bob Skinner

Members Absent: David Wolske

Council Member Present: None

Staff Present: Chance Metcalf, Kaylea Kathol

Guests: None

1. APPROVAL OF MINUTES - 05/11/21

**Campbell moves to approve minutes as written, Vandenberg seconds
All ayes, except Herdklotz abstained due to being absent, motion carries.**

2. Commissioner Announcements – Dahle starts off by thanking Dave Wolske for his time, thoughtfulness, and leadership during his time as Airport Commission Chair. Dahle stated that his hard work and fingerprints are throughout all the past minutes. Dahle mentions that there is a slight change to the agenda format in an effort to be more in line with the Council process. Dahle reminds Commission that to add agenda items during the meeting you need a motion and a second. Dahle mentions that in July staff will do a quick presentation on the adopted budget as well as a project list update.

3. Public Forum – None

4. Unfinished Business

A. Waterline Extension Update – Metcalf states that the City Water crew is just passed the old Sky hangar and should be done by the end of next week. Metcalf mentions that they are fitting this project in between all their other projects they have going. Metcalf states that the timing of this install is very good because Todd Persing is in planning review for his new hangar and it will be the only way to provide water to him.

B. Action Item List-

a. Commission Member Vacancies - Dahle mentions the Commission still has one vacancy and if you know anyone that would be good please invite them. Spera suggests putting an announcement in the newsletter that goes out with your utility bill. Metcalf states he will provide Spera the contact info.

b. Airport Maintenance Plan - Metcalf states the process is still going forward but has been moved down the priority list due to the biennium budget as well as staffing changes. Metcalf also states that Parks will continue to maintain the Airport maintenance until the plan is resolved. Dahle mentions that he doesn't want to see this plan hang out there on a month to month basis. Dahle would like to see the plan moving to a close. Dahle reiterates what was presented last meeting regarding costs for seeking an outside maintenance contractor as it would be too expensive, and the Commission would like to be fiscally responsible. Metcalf states that yes, the Airport can not afford an outside maintenance contractor. Dahle asks if it is ok to have volunteer groups assist with this if necessary. Metcalf answers yes, they would be required to fill out a volunteer sheet within the City to work on City property.

**ASHLAND AIRPORT COMMISSION
DRAFT MINUTES
June 1st, 2021**

These minutes are pending approval by this Commission

c. Flight Path Trees - Metcalf states the survey has been completed but after an in-house review there were multiple changes requested from staff to update the survey sheet. Metcalf mentions he should have the updated survey sheet for next meeting.

d. Airport Emergency Preparedness – Campbell mentions that we currently do not have an AEP Plan for our Airport nor does the FAA require one. However, Campbell mentions that there have been some concerns about not requiring general aviation municipal Airports to have a plan. Campbell states the work group took the template from University of Minnesota Transportation Studies and scaled it down to fit the Ashland Airport. Dahle asks Campbell to distribute through staff to all the Commission two weeks ahead of the next meeting. Herdklotz mentions that we will be the first small Airport to produce this plan.

e. Airport Riparian Restoration – Dahle mentions that this is something that is important but wants us as a Commission to be mindful of whether its in our purview of the Airport Commission relative to being fiscally responsible, and how that plays into the Airport Master Plan as that is our guiding document. Skinner mentions that we need to consider a mow down of the brush along the south and west side of the runway like we have in the past. Skinner states it helps reduce fire danger and eliminates wildlife from hiding in it. Metcalf mentions that he hasn't been involved in such work taking place since being with the City. Metcalf mentions that the Restoration of the Riparian area is something that the City is interested in as its City property, but we are limited on time and resources at this time. Metcalf also mentions that he is not sure that this project in general should be taking the time and resources of the Commission as it does not directly affect Airport operations. Skinner clarifies that he wasn't referring to the Riparian area in general. Skinner states that it's the area just outside where parks mows with the 6-foot-tall weeds. Skinner agrees that the Riparian restoration project itself is questionable whether it impacts the Airport operations but this area in question does. Metcalf states he agrees with Skinner and thinks that some cutback would make an impact but that he doesn't expect it to stop the wildlife completely as it is a problem throughout Ashland. Metcalf states that there is a fencing project listed in the Airport Master Plan in the future that should help as well. Palomino agrees with Skinner and states he heard concerns from pilots of wildlife on the runway over the weekend. Herdklotz agreed and states the same. Herdklotz also mentions that we should be good stewards of the waterway. Metcalf states that he will be onsite tomorrow to meet a contractor and asked if Skinner could meet him to show him the area in question as he doesn't quite understand what it all entails. Skinner states he is available before 930am. Dahle mentions that it appears there are two parts to this, and we can speak more next meeting to find out more of what Wolske would like to get out of this project.

5. New Business

A. Review Airport Policies, Procedures, and roles – Dahle states that just as a reminder the Commission is advisory in nature. That we are there to provide oversight to the City with recommendations as we don't set policy because the Council does that. Dahle mentions that in his experience with the Commission we haven't had any bounds crossed thus far and that this Commission has done an outstanding job. Metcalf states that the Commission is made up of nine Commissioners with 5 being a quorum no matter if all seats are full or not. Metcalf states that Staff and the Commission work together to review and recommend projects guided by the Airport Master Plan. Metcalf mentions that he thinks that the Commission works well together, everybody has good ideas and they deliberate well which makes the Commission very productive. Metcalf states that if any Commissioner has any questions or concerns going forward regarding this to please reach out to him.

**ASHLAND AIRPORT COMMISSION
DRAFT MINUTES
June 1st, 2021**

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B. Airport Communication Plan – Dahle States that after reviewing this document it is straight forward that everything goes through the FBO first. Metcalf agrees and says that there have been a couple contact changes which he updated on the plan. Metcalf also would like to remind everyone that maintenance items and/or concerns with maintenance are brought up to Bob at the FBO first as the Commission is not meant to be the place for initial contact. The Commission is meant to assist when there is something that is not getting resolved. Skinner states we have had this program in place and after the initial growing pains it appears to work well. Metcalf wanted to point out the Kathol put the plan together and is super easy to follow. Metcalf mentions he will send the updated Communication plan to Skinner and Lisa. Schoen asks if the Water Department should be on the list of contacts. Kathol agrees that the Water Department should be listed on the chart. Dahle offers to create a punch list to update the Airport website if someone can make the changes. Kathol stated that she would be willing to update the site if provided a list of needs.

C. Airport: Good Neighbor Items: Skinner states that it has been very quiet. There have been no complaints. Activity on the Airport has slightly increased. His business “Skinner Aviation” has been very busy as well. Hangars are all full.

6. FBO Report – Palomino stated concerns with the need for signage due to people on the Airport. Palomino stated that there was a paraglider on the Airport. Skinner stated that Brim contacted him regarding the paraglider on the Airport. Skinner asked Brim if he could talk to him and the glider was not very responsive. Skinner stated that the Ashland Airport is technically an uncontrolled Airport and it can be utilized for that use but need to communicated to the FBO.

7. Next Meeting Agenda Items – Dahle requests Airport Security, Schoen asked if there is a need for an alternative fuel for the Airport. Skinner asked what he is looking for. Schoen states green fuel, and hydrogen. Skinner states he hasn't had anyone ask for it. Skinner stated that he didn't think there would be a demand for it. Schoen suggested maybe we can discuss in the future. Spera asks when we can go back to in person. Kathol stated that it would be up to the City Manager based on what the governor releases.

8. Next Meeting Date - 07/06/21

ADJOURNMENT: @ 11:00am

Respectfully submitted,

Chance Metcalf

Project Manager

(Recording Available by Request)

Airport Landscape Maintenance - Basic Level of Services

Items in red italics will begin in year 2 of the contract, and will persist thereafter

AREA DESCRIPTION

The areas to be maintained includes the following categories and approximate total areas:

Irrigated lawn around FBO office	0.01 acres	(443 sf)
Non-irrigated grass or scrub areas	38 acres	(1,658,394 sf)
Planter beds around FBO office	0.02 acres	(1,879 sf)
<i>Planter beds along entrance road</i>	<i>0.4 acres</i>	<i>(16,614 sf)</i>
Hard surfaces (paths, sidewalks, patios)	0.08 acres	(3,315 sf)
Ashland Municipal Airport entrance sign	minimal	(200 sf)

BASE BID SCOPE OF WORK

A. Maintaining Irrigated and Landscaped Areas

- 1) Every two weeks during the growing season (April 1 – December 1):
 - a) Mow irrigated lawn around the FBO, and trim and edge around trees, rocks, signs, sidewalks, etc. (443 sf)
 - b) Weed and remove dead material from the planter beds around the FBO (1,879 sf)
 - c) Weed and remove dead material from the planter beds along the entrance road, (16,614 sf)*
 - d) Clean landscape-related debris, trash, etc from hard surfaces (3,315 sf)
 - e) Remove leaves from irrigated lawn, planter beds, and hard surfaces around FBO - November only (8637 sf)
 - f) Remove leaves from planter beds along entrance road - November only (16,614 sf)*
 - g) Weed whack around the entrance sign (200sf)
- 2) Twice a year in the spring and fall:
 - a) Fertilize the grass area around the FBO (443 sf)
 - b) Fertilize the planter beds around the FBO (1,879 sf)
 - c) Fertilize the planter beds along the entrance road, (16,614 sf)*
 - d) Winterize irrigation in late fall and prepare irrigation in early spring
- 3) Once each year:
 - a) Aerate the grass area around the FBO (443 sf)
 - b) Apply mulch in the planter beds around the FBO (1,879 sf)

- c) *Apply mulch in the planter beds along the entrance road, (16,614 sf)*
- d) Prune bushes and trees in planter beds around the FBO (1,879 sf)
- e) *Prune bushes and trees in planter beds along the entrance road, (16,614 sf)*

B. Maintaining Non-Irrigated Grass/Scrub Areas

- 1) Once a month during the growing season (April 1 – December 1):
 - a) Mow non-irrigated areas along runways and taxiways. This may require weed whacking along fence lines where mowers are not effective (38 acres)

ALTERNATE BID

- 1) Annually, perform weed abatement, 18 acres.

Internal comment: I suggest we continue to have our regular applicator do this work. It is a complex and sensitive job, politically and environmentally, requiring special products and procedures to avoid contaminating nearby Neil Creek. It costs a little less than \$5,000 when performed by our regular applicator. He does an excellent job and has developed good relationships with the businesses.

- 2) Annually, prune, thin, and chip trees and brush behind 468 Applegate Way for safety hazard to parking areas.

Internal comment: This refers to taxlot 391E13BB – 100, the 2.3-acre triangle-shaped parcel on the southeast corner of the airport. Vegetation management was performed by Public Works in 2019, in which they just mowed a lot of herbaceous and shrub/scrub wetland plants. It is almost all jurisdictional wetland. We'll need to avoid migratory bird nesting season. If I recall correctly, I believe it was the County who asked us to clean it up for road safety. DSL gave us the green light to mow a wetland. I'm not convinced we need to contract this out – seemed like an easy morning job for PW staff.

Figure A: Landscape around FBO

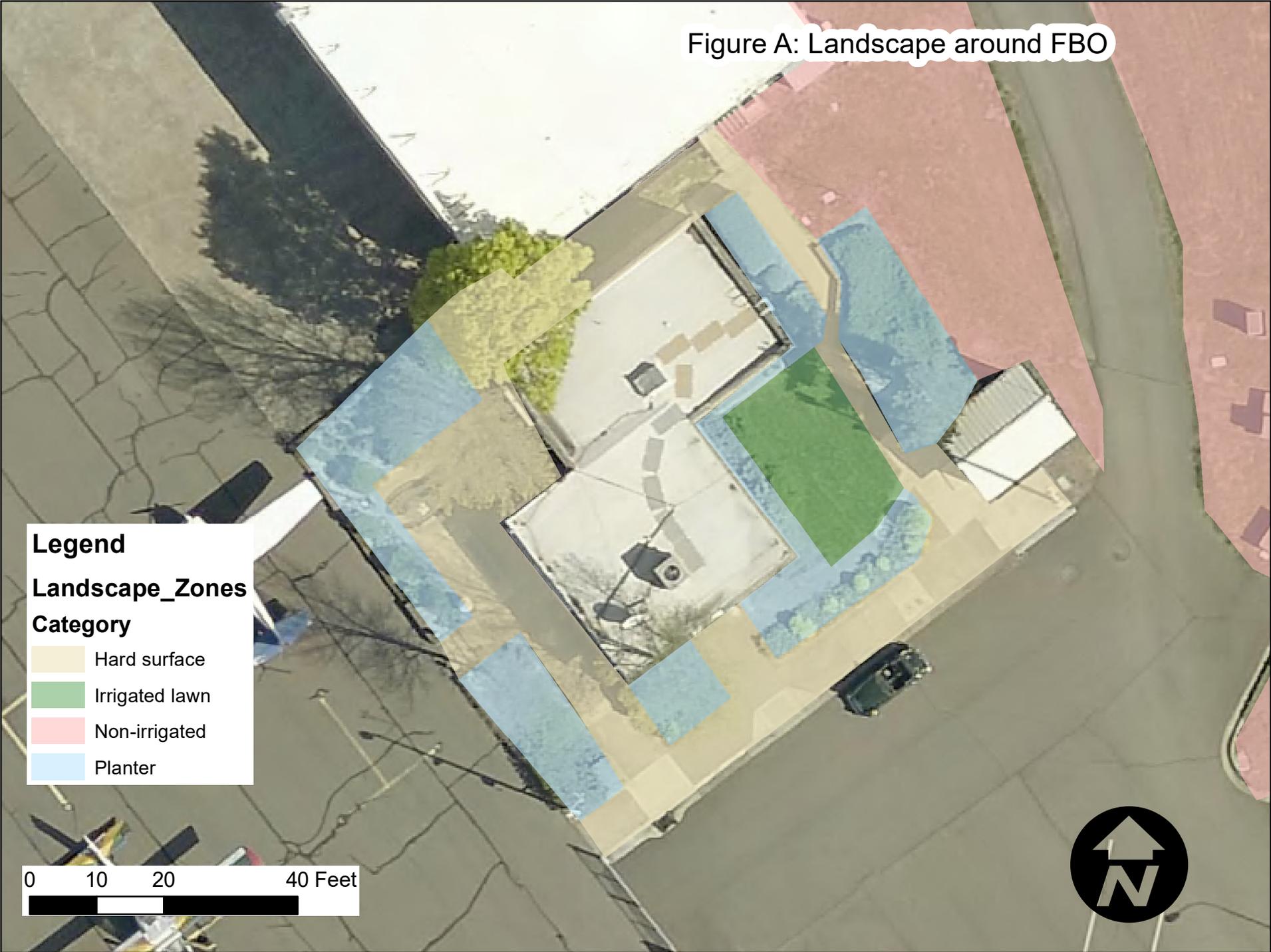


Figure B: Non-Irrigated Area at Ashland Municipal Airport

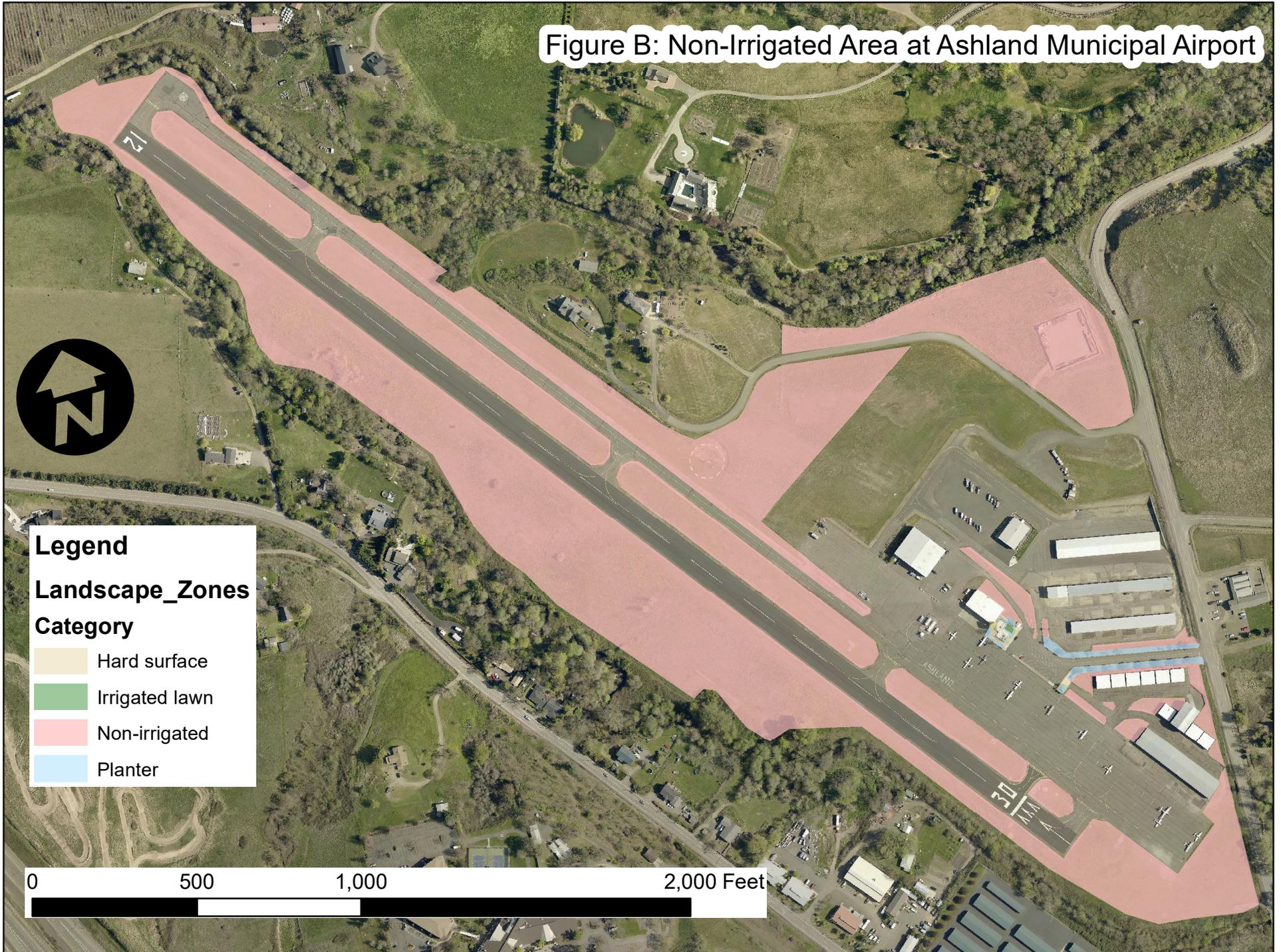
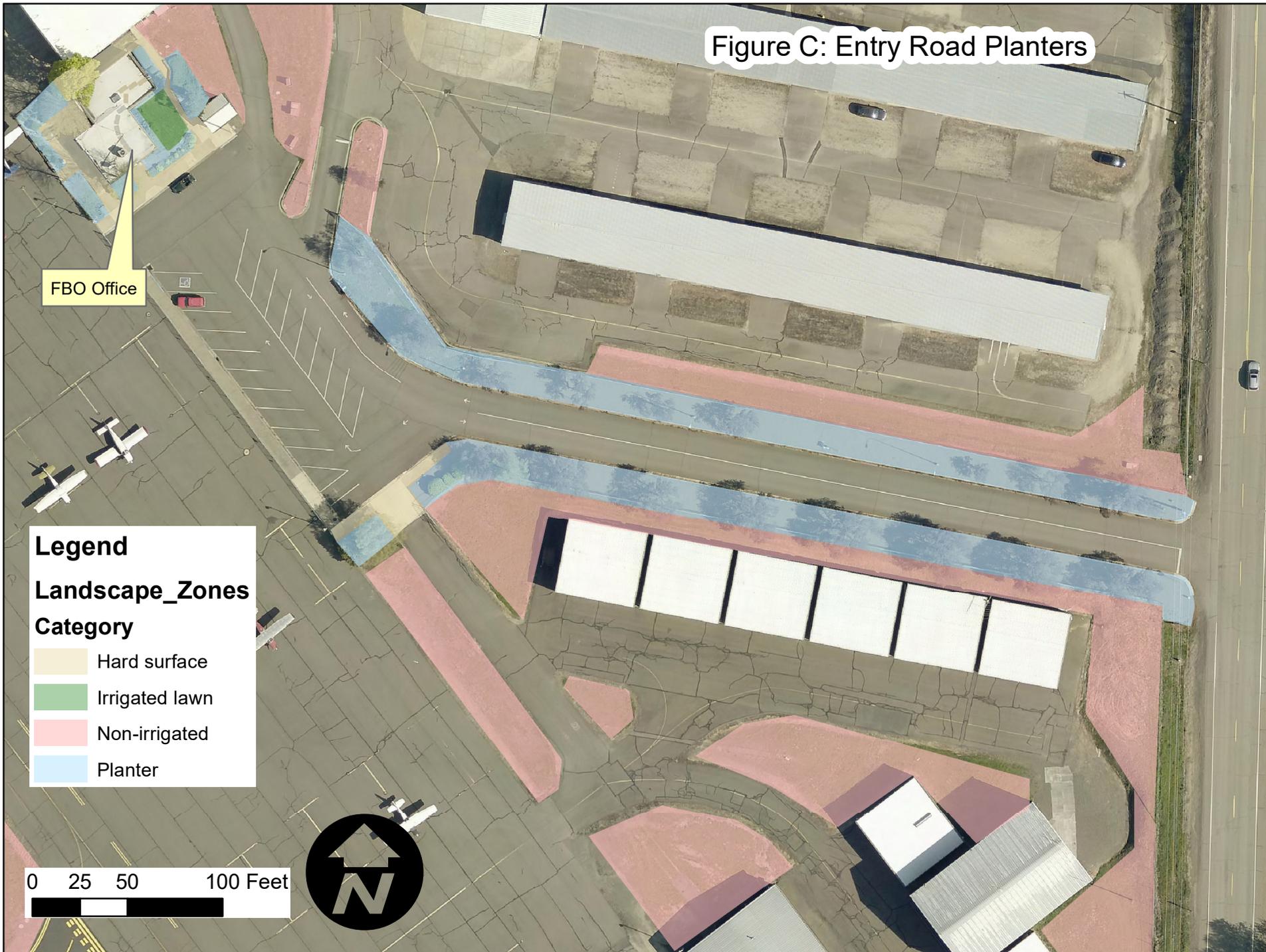


Figure C: Entry Road Planters



FBO Office

Legend

Landscape_Zones

Category

- Hard surface
- Irrigated lawn
- Non-irrigated
- Planter

0 25 50 100 Feet



Public Works Department – Airport Division

AIRPORT DIVISION

Ashland Municipal Airport is part of the National Plan of Integrated Airport Systems (NPIAS) and supports a single 3,600’ lighted runway with landing aides, adjacent associated taxiway and taxi lanes for ingress/egress to 14 conventional box hangars, four t-hangar complexes (45 spaces) onsite. The airport also supports fuel sales, 74 based aircraft and an estimated 26,000 operations annually.

- The focus for the airport is to actively support and provide oversight to the Fixed Base Operator (FBO) through the Airport Commission for operation and long-term maintenance of the City’s municipal airport including fund sustainability.
- The airport operates under Federal Aviation Administration regulatory oversight.

Goals:

- Continue site maintenance to ensure appropriate supporting revenue from ground leases and hangar rentals.
- Continue to promote private hangar development to increase revenue.
- Complete proposed taxiway rehabilitation project.
- Continue investigation into onsite solar, both rooftop and ground-based arrays.

Performance Measures:

- Ensure 95% of hangar inventory is rented/leased annually

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2021-22 Proposed Budget	2022-23 Proposed Budget
Material and Services	\$ 233,897	\$ 129,636	\$ 63,591	\$ 108,044	\$ 91,626	\$ 91,772
Capital Outlay	37,609	61,074	34,154	260,000	323,000	2,678,000
Debt Services	38,536	38,536	-	-	-	-
Total	\$ 310,042	\$ 229,246	\$ 97,745	\$ 368,044	\$ 414,626	\$ 2,769,772

Memo

Date: June 29, 2021
From: Chance Metcalf
To: Airport Commission
RE: 21-23 Airport Biennium Budget Overview

Materials and Services account for approximately \$183,400 dollars in the budget during the next biennium. These expenditures include all the costs required to keep the airport running on a day-to-day basis, like utility bills, staff costs, landscape upkeep, inspections, and repairs and maintenance of airport assets. The amount budgeted for materials and services is based on costs from the previous biennium and may include carry-over of unspent dollars.

Multiple departments and divisions charge airport-related expenses to these accounts. Expenditures from this account are made at the discretion of City staff, often in consultation with Skinner Aviation. Unlike capital expenses, staff generally will not bring materials and services accounts before the commission for guidance on how to spend these dollars due to the nature of the expenditures.

Below is a breakdown for Materials and Services for the first year of the biennium budget to use as reference to better understand the accounts use.

Description	Type	Status	2022 budget
Maintenance	Expense	Active	7,500
Electricity	Expense	Active	3,785
Water	Expense	Active	2,500
Grounds Care	Expense	Active	10,000
Infrastructure	Expense	Active	5,000
Professional Services	Expense	Active	10,000
Miscellaneous Charges & Fees	Expense	Active	6,500
Internal Chg - Administrative	Expense	Active	30,270
Internal Chg - Insurance Svc	Expense	Active	6,557
Internal Chg - Facility Use	Expense	Active	7,659
Printing & Binding	Expense	Active	200
Dues	Expense	Active	300
Airport Commission	Expense	Active	1,500

AIRPORT CAPITAL BPROJECTS

2021-2023

2021-2022 Budgeted - \$323,000:

1. Phase One Taxiway Rehab - \$263,000
2. Capital Budget - \$60,000

Capital Budget Pending Projects:

1. Airport Approach Tree Trimming – Cost Unknown
-

2022-2023 Budgeted \$2,678,000:

1. Phase Two Taxiway Rehab - \$2,598,000
2. Pavement Maintenance - \$20,000
3. Capital Budget - \$60,000

Capital Budget Pending Projects:

1. None
-

Unscheduled Capital Projects:

1. Temporary paved driveway for new hangar construction until Apron expansion – Cost Unknown
2. Back Up Generator – Cost Unknown
3. Airport Entrance Camera – Estimated \$12,000

Memo

CITY OF
ASHLAND

Date: June 29, 2021
From: Chance Metcalf
To: Airport Commission
RE: Airport Commission Meeting Policy (Virtual vs. In-person)

BACKGROUND:

As the Community emerges from the Covid19 Pandemic and things start to “reopen” there is the possibility to move toward in-person meetings. Commissions have the ability to continue having virtual meetings, move to in-person or develop a combination of both, but the structure of future meetings and associated attendance of Commissioners must be established by the group.

Ashland Municipal Code 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.

Staff recommends any policy developed by the Commission be consistent that either the meetings are completely virtual, or they are completely in-person as there are technology related issues to co-mingle the two methods currently. There can be a mix and match of meetings as well, with some of the monthly meetings held virtually and some held in-person (ex. 6 virtual and 6 in-person or 8 virtual and 4 in-person).

In addition, staff recommends if the group is interested in moving back to in-person meetings that this does not occur until October at a minimum due to a lack of administrative assistance in the Public Works Department to take minutes, produce packets, and maintain the website information, etc.

CONCLUSION:

Commission should discuss meeting policy and determine how best to operate moving forward.

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.

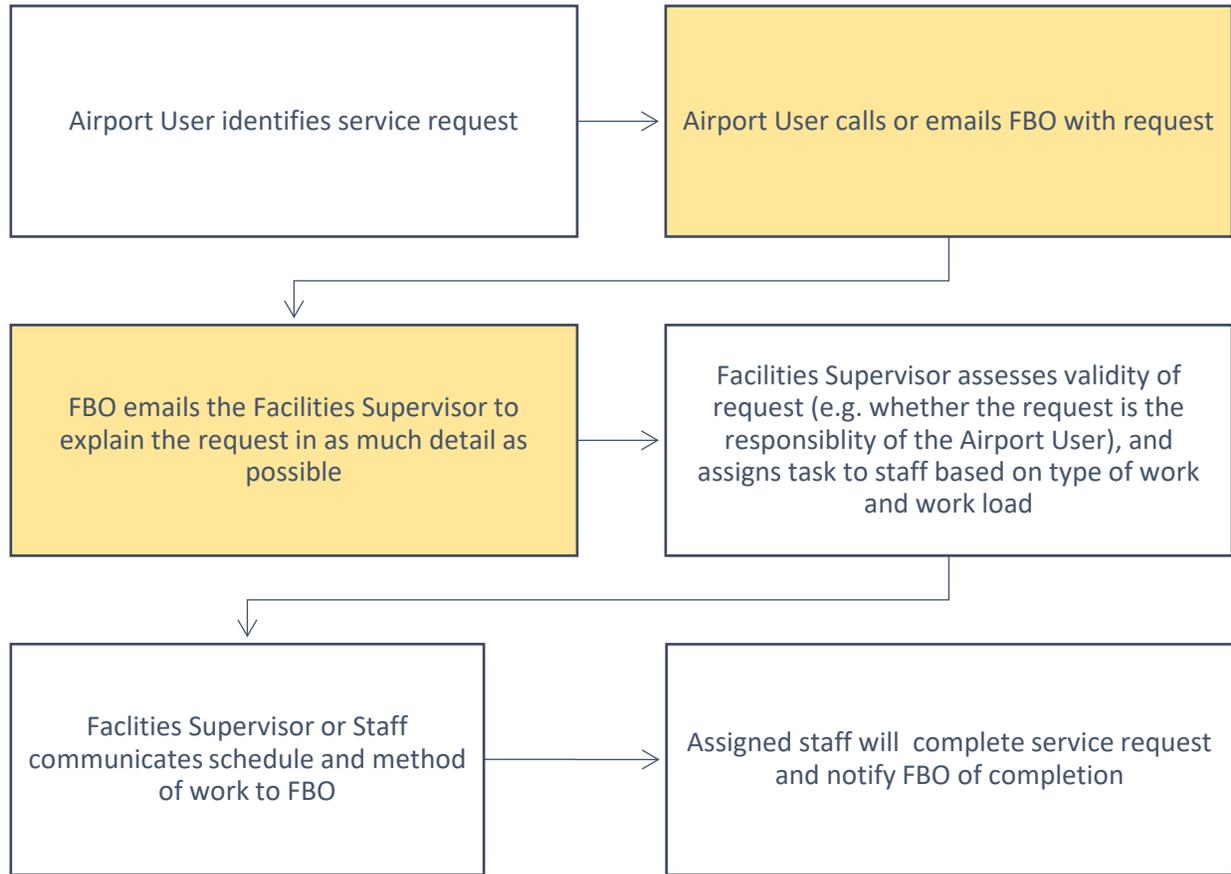
Table 1. List of contacts for airport maintenance and repair communications

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	Chuck Schweizer chuck.schweizer@ashland.or.us (541) 488-5313	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
City of Ashland Water Department	Steve Walker, steve.walker@ashland.or.us (541) 488-5353	facility_repair@ashland.or.us kaylea.kathol@ashland.or.us chance.metcalf@ashland.or.us
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
City After-Hour Emergencies: Water, Wastewater, Stormwater Spills and Backups	(541) 552-2268	

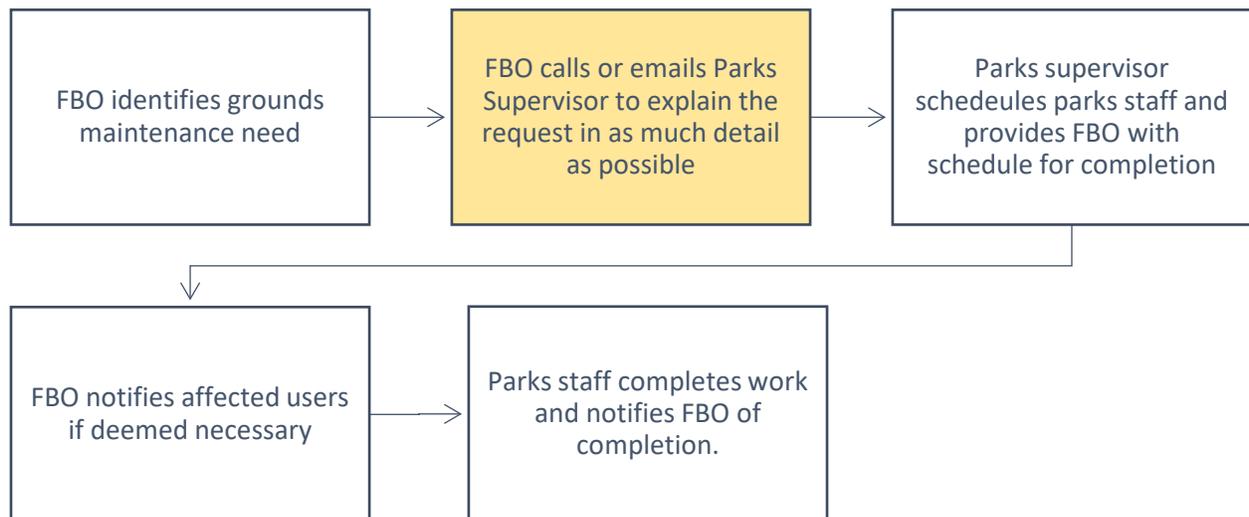
Communication Flowcharts

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.

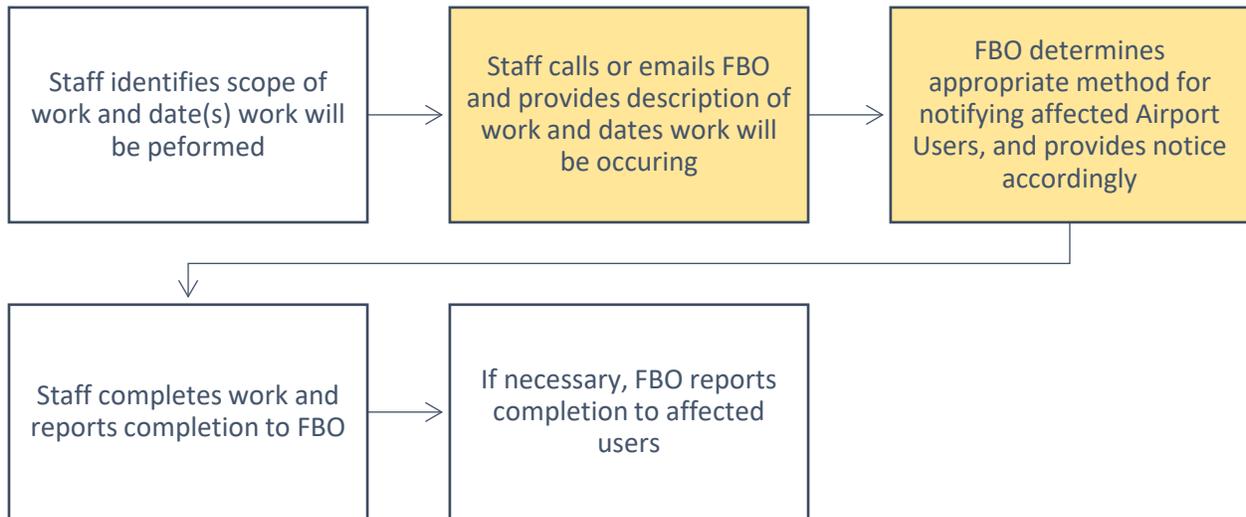
Scenario 1. Communication path for non-emergency service requests by airport users



Scenario 2. Communication path for grounds maintenance



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



AIRPORT MAINTENANCE POLICY

1) General maintenance/ Construction projects

A) Notify FBO 3 days prior if maintenance action will be operating in aircraft movement areas.

B) Check in office at beginning, must have flags or beacon on equipment.

C) If maintenance will be in areas other than aircraft movement areas. 1-day notification so FBO can notify other airport personnel if they may be affected.

2) Maintenance/ Construction involving runway or taxiways

A) 3-day notice, notam issued.

B) Schedule maintenance/ repairs in low usage times weather days, early mornings. Coordinate with FBO for these types of projects.

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)

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

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Adopted Airport Policies and Procedures

The administrative polices presented below are for the benefit of all users of the Ashland Municipal Airport.

1. RIGHT OF FIRST REFUSAL

When an airport lessee is granted a right of first refusal according to the terms of their lease the City Administrator will make an initial offer to the lessee that includes the lease price, term, and other applicable provisions. If the lessee declines the offer and chooses not to enter into the lease on the proposed terms, the City will then extend that same offer to interested parties in the order established by the airport's waiting list, if there is an applicable waiting list.

If the lessee declines the offer and the City is unable to rent the property under the terms presented in the offer for a period of four months because the rental price is too high for the current market, the Airport Commission may recommend to the City Council that the rental rate for the hangar should be decreased. If the City Council approves a decrease in the rental price for the hangar, the hangar will be re-offered under the newly established rates to the lessee that received the first offer.

2. WAIVING OF TIE DOWN FEES

When a non-profit or public service group requires use of the Ashland Municipal Airport tie downs it is the will of the Airport Commission to waive the fees associated with the City Council approved fee chart. Secondly all fees associated with fire fighting activities on site will be waived.

3. Bi-Annual Hangar Inspection

The Public Works Department in conjunction with the Fire Marshal, building official and FBO will conduct an onsite inspection of all hangars on a biannual basis. The inspection should be scheduled in spring with a follow up inspection in summer to verify issues have been remedied.

4. Hangar Waiting List

The hangar waiting list is split into two distinct sections, one a general tenant list and two a commercial hangar waiting list. General tenant waiting list individuals will be given hangar rental opportunities based on their position of order. If there is an opening in a closed hangar tenants in a shade hangar, by length of stay, will be given first right to move into a closed hangar. Commercial hangar waiting list is meant specifically for City owned hangars other than T-hangars. Current commercial hangar tenants who by length of stay will be given first right to rent a hangar of larger size than their current rental. After first right is given to current commercial hangar renters the FBO will move onto the commercial hangar waiting list.



5. Long Term Parking

Any vehicle parking over 48 hours in the public lot will be required to check in with the Fixed Base Operator who will make a determination if the vehicle should stay in its current location or be moved to another location onsite for a specified time period.

6. Hangar Parking

No vehicle shall park adjacent to a hangar within 39' of centerline of a taxilane.

7. Camping

Camping permitted for airport users in appropriate area as specified by FBO. Anyone interested in camping onsite is required to check in with the FBO. FBO will determine acceptable time frame and location for camping activities. All fire season restrictions to be followed.

8. Pets

Pets are not permitted on any asphalt surfaces including aprons, taxilanes, taxiways and runways without a leash. Any pets onsite that will travel in an aircraft are required to be leashed at all times.

9. Commercial Tie Down Parking

One tie down parking space to be made available as part of SASO lease agreement for commercial operators onsite. Parking space will be for customers only. One tie down space per month or the equivalent of 31 days of total parking time (i.e. 2 aircraft for 15 days). FBO will determine ramp tie down spot for operators.

