# ASHLAND

# AIRPORT COMMISSION

## AGENDA

Virtual Zoom Meeting

## <u>August 4, 2020 9:30 AM</u>

**CALL TO ORDER:** 

9:30 AM

1. ROLL CALL

## 2. INFORMATIONAL ITEMS:

- A. Commissioners
- B. Public Forum
- 3. APPROVAL OF MINUTES FROM March 3, 2020 MEETING

## 4. OLD BUSINESS:

- A. Airport Master Plan
- B. FBO ADA Ramp & Sidewalk Upgrade

## C. Action Item List:

- a. Airport Entrance Landscaping
- b. Commission Member Vacancies
- c. Airport Maintenance Plan
- d. Airport Security Camera
- e. Airport Mural
- f. Hangar Electrical

## 5. NEW BUSINESS:

- A. Council Airport Commission Report
- B. Airport: Good Neighbor Items

## 6. FBO REPORT(S):

- A. Attached
- 7. ANNOUNCEMENTS:
- 8. NEXT MEETING DATE:

September 1, 2020 9:30 AM

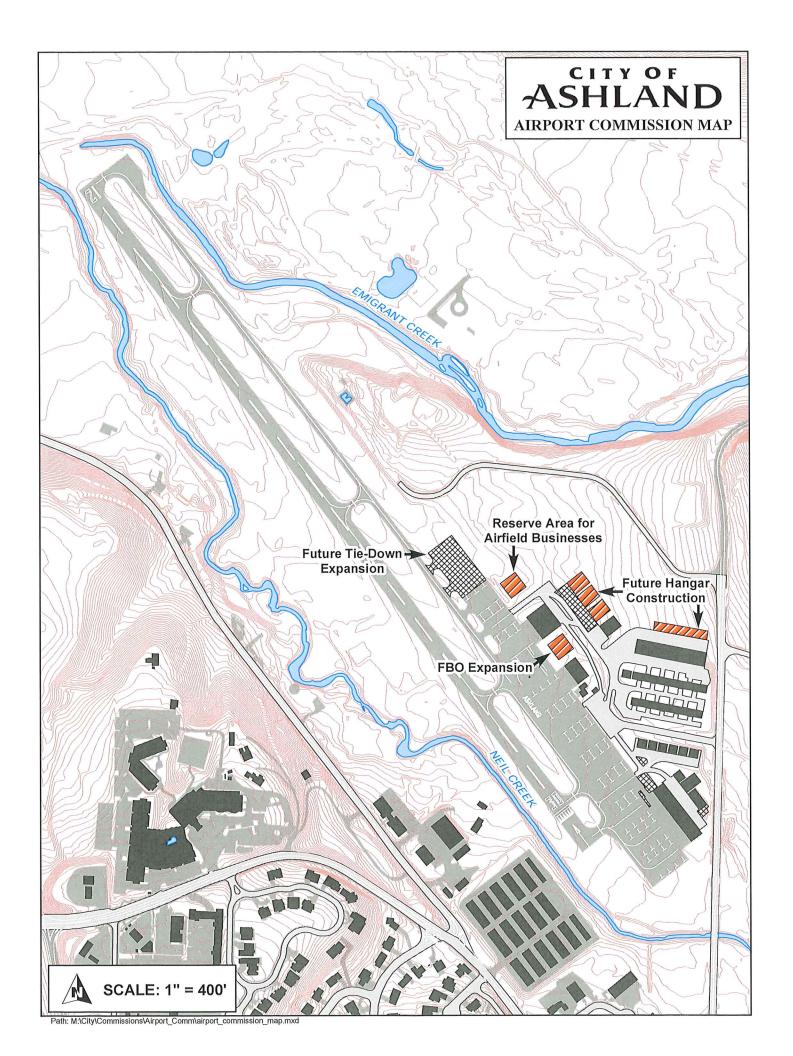
Call Shannon at 541 488-5587 if you will be unable to attend!

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).



# ASHLAND Ashland Airport Commission

Name	Title	Telephone	Mailing Address	Email Address
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net
Jeff Dahle	Commission Member			jeffrdahle@gmail.com
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com
Patricia Herdklotz	Commission Member	541-552-0592	384 Clinton St.	revpatt@jeffnet.org
Bernard Spera	Commission Vice Chair	541-488-7461	260 Skycrest Dr.	SpBRN3@aol.com
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com
Open	Commission Member	Open	Open	Open.com
Dana Greaves	Commission Member	541-488-3379	900 Strawberry Lane	dana@vortx.com
Andrew Vandenberg	Commission Member	509-703-3591	2029 Grey Eagle Dr	andrew@skinneraviation.com
Rich Rosenthal	Council Liaison	None	20 E. Main Street	rich@council.ashland.or.us
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



## Ashland Airport Commission MINUTES March 3rd,2020

#### These minutes are pending approval by this Committee

## **CALL TO ORDER**

Roll Call:

Members Present: Dana Greaves, Andrew Vandenberg, Daniel Palomino, Patricia Herdklotz, Bernard

Spera, George Schoen FBO Present: Not Present Members Absent: None

Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss, Rich Rosenthal

Guests: None

1. Public Comments- None

2. Information Items- None

#### 3. APPROVAL OF MINUTES- 02/04/20

Motion to approve minutes by Dana Greaves, Seconded by Daniel Palomino. Minutes approved, Herdklotz abstains.

## 4. Old Business

- A. Airport Master Plan Update- Metcalf goes over Fleury's memo, staffing issues at the FFA have delayed final approval. He estimates that by October or, more likely, November he'll have the full booklet with plan available to the Commission. Wolske states he'd like to have more in process input. Metcalf states that the final options presented to the Commission have stayed with the FAA and there have not been any changes since then, to his knowledge.
- B. Airport Signs- Wolske recaps a situation in which a vehicle drove to a helicopter operator at the Airport which resulted in a confrontation. The suggestion has been made to add signs at the entrance and exits. Schoen asks commission about security on the airport suggests coded entrances, Wolske states that it has not been a preferred option in the past. Commission discusses future options for security measures.

## C. Action Item List-

- a. <u>Airport Entrance Landscaping</u>- Palomino states his suggestion that prior to buying plants and doing the landscaping, that the Commission focus on maintaining what is there. Palomino refers to the weeds and current blackberries. Metcalf asks if maintenance requests have been made regarding this, and suggests it is done so that the requests can be taken to Parks. Metcalf also mentions that the landscaping and relays that the new plants are part of an effort to mitigate the weeds. Wolske suggests that maintenance requests go to Bob Skinner. Metcalf refers Commission and work group to the current schedule to check if Parks is fulfilling their obligation. Commission discusses mowing for fire suppression. Metcalf to check regulations.
- b. <u>Commission Member Vacancies</u>- Rosenthal requests that any potential Airport Commissioner's applications be sent to him so that he can assist in having them reviewed by the mayor quickly. Wolske states he may know some people who would be interested in applying.
- c. <u>Airport Security Camera-</u> Metcalf states that all the conduit for the fiber has been installed. Fiber should be done this week. City IT is working on camera bids that should be available next meeting. He hopes to bring more than one option to the Commission. Airport security to stay on Action Item List
- d. Airport Mural- City Planning and Chairman of Art Commission have approved of the mural. The

# Ashland Airport Commission MINUTES March 3rd 2020

March 3rd, 2020

These minutes are pending approval by this Committee

artist who visited the Airport indicates that the existing surface is sufficient to have the mural painted directly on it. Spera will bring cost bids from a few artists, the one who came out to look estimated \$4000 for cost. Commission discusses options for what the mural will be composed of. Commission discusses the viability of spending money on the mural project vs other pending projects at the Airport. Commission discusses what finance options might be available, and whether Art Commission or the City would have a role in financing. Spera makes the argument that an art piece at the Airport introduces people to Ashland in a way that represents the community. This will stay on Action Item List for further discussion.

- e. <u>Hangar Electrical</u> Metcalf speaks, Skinner to investigate separate pricing, options for renters who choose to pay for the installation to be reimbursed. Vandenberg mentions that until the budget is finalized he has nothing to say on the matter.
- f. <a href="Promoting the Airport:">Promoting the Airport:</a> Herdklotz states she had a standup meeting with the liaison for the Chamber of Commerce who responded positively to the Commission's ideas for travel packages, she states she will continue to pursue the matter. Vandenberg relays that Skinner has no interest in purchasing a courtesy car, as previously mentioned by Commission, in the past it has not proved worth the trouble. Commission to continue to investigate options.

#### 5. New Business

- a. <u>Burl Brim Hangar Proposal-</u>Brim will be bringing his proposal to the next meeting.
- b. City Council Report: Wolske hands out literature.

#### A. Airport Good Neighbor Items-

Commission discusses the promotion of Green Aviation.

Commission discusses the Riparian Restoration project, Kathol reports that it is under the purview of the Department of Reclamation and the City will not have any information regularly to discuss with the Commission. Spera discusses wildlife at the airport and wonders if Riparian restoration would add to the problem. Wolske mentions the new fence related to the restoration should prevent any issues.

## 6. FBO Reports- Attached.

Commissioners are concerned and discuss the lack of renters at the airport and unoccupied spaces. Wolske would like an occupancy update when next Skinner is present.

Vandenberg reports that both he and Lisa at the FBO can now issue NOTAMS. Commission discusses usage of a flag and communication as well as overhead lights. Vandenberg to look up requirement. He also reports on an emergency plane landing that occurred, no injuries, total loss of plane. Reports of hard landing on the airport that totaled the plane, with no injuries. Metcalf reports a few gauges in the run way, and a few lights, both will be repaired. City, Commission, and FBO discuss chain of communication.

Vandenberg states there was a public complaint about low flying planes. Nothing further has happened as of yet, Wolske would like Skinner to get that on the information.

# Ashland Airport Commission MINUTES Manch 2nd 2020

March 3rd,2020

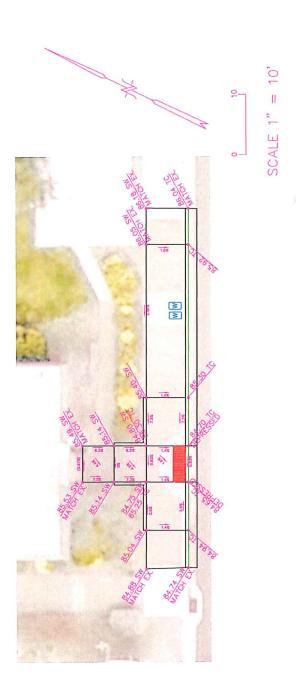
These minutes are pending approval by this Committee

## 7. Announcements- None

NEXT MEETING DATE: April 7th, 2020

ADJOURNMENT: 10:49am

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

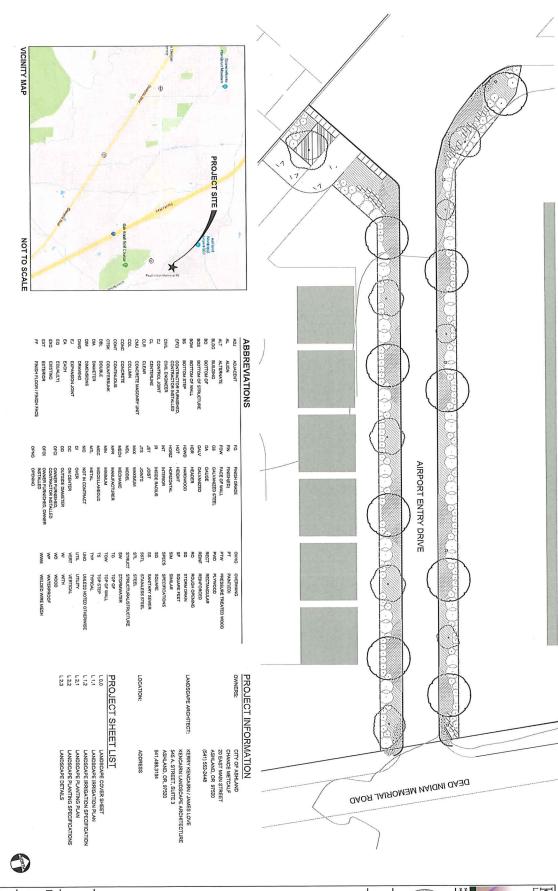


452 sf of flat work (includes ada ramp) concrete plus 3°± gravel base in-place 60 if curb & gutter 2.2 of induscope curb (6" x 12") set two new existing water valve boxes to grade, city to supply one ada ramp (brick red truncated domes, 6 if x 2 if)

surveying layout to be done by coaremoval/disposal and base prep to subgrade by coa



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AIRPORT ADA RAMP CITY OF ASHLAND 20 E. MAIN STREET ASHLAND, OREGON	ME 10-23-2019	Port 10-23-2019	MIT 10-23-2019 AGDET JOB NO.	POL	ഥ	r.us 541-488-5587 fax 488-6006
	BFB	SF			BLIC	www.ashland.or.us
	Distant DY	AENDADD UM	REVENED BY	RADIO IN	PU	WWW.C



0 8' 20' 40' SCALE: 1"=20'-0"

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LANDSCAPE COVER SHEET

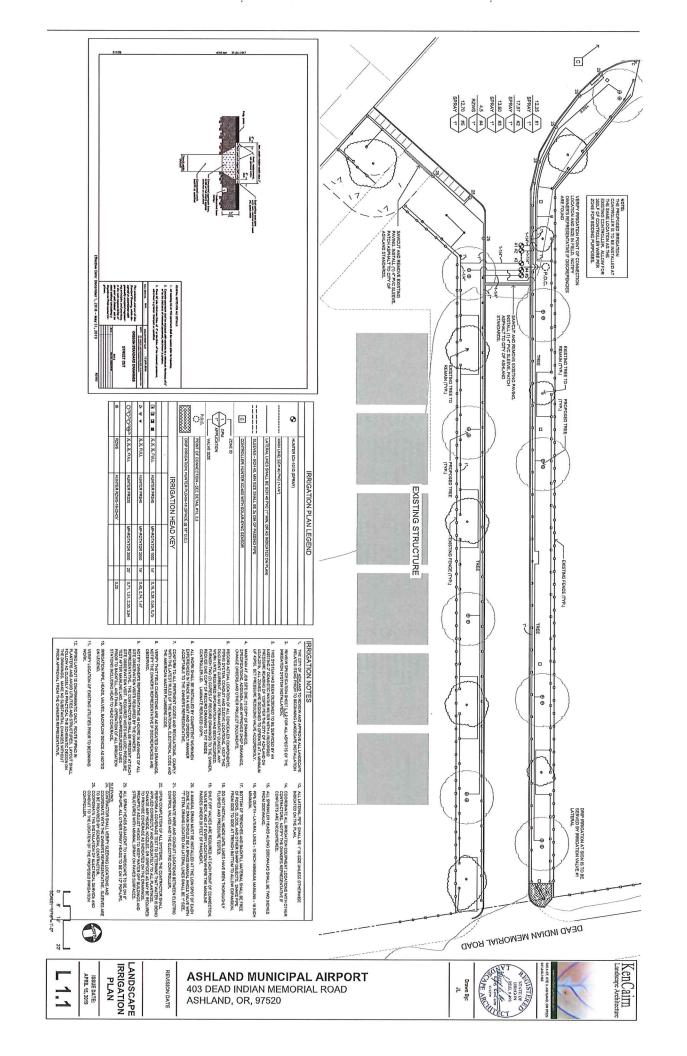
REVISION DATE AS

ASHLAND MUNICIPAL AIRPORT 403 DEAD INDIAN MEMORIAL ROAD ASHLAND, OR, 97520 Drawn By: JL









Construction Professional shall be present at each site observation visit, to wisweed by the Landscape Architect shall be ready and in place. The Landscape right to have changes made to any or all of the Work. rchitect shall be notified by the Landscape

cing any Work on the site, the Landscape Architect will call for an on-site meeting of ell to review the Work under each Contract and the schedule of Work as set forth by

be installed by competent workmen experienced in trade in a neat and orderly manner the Owner. Landscape Contracting Business shall be properly licensed for all Work of this ents.

seein and on the drawings shall be accomplished in sinct accommenstate and Federal codes and regulations.

Sale and Federal codes and regulations,

contracting Business shall be responsible for obtaining and paying for all necessary I cregion. A create with the type of material being installed and the manufacturer's creately familiar with the type of material being installed and the manufacturer's create.

ge, Immediately make all repairs and repl dditional cost to the Owner. Julilly locate envice at least 48 hours in advance in Business shall well, boots and formitly with areas of work and maintain such marketing until all shift in place, the Landscape Contracting Business availan operation. The work, the Landscape Contracting Susieness availant operations to the work, the during the execution of the work, the und utilities and structures before

ctures or facilities damaged by work of this project shall be restored to equal or better than condition at the offending Landscape Contracting Business's expense and to the satisfaction of of's Representatives. n the work,

the Owner and public or private utility
in be peralien, If it becomes necessary to
scape Contracting Business must provide
Representative.

reather, do no solvent welding of PVC pipe. In rainy weather, do solvent welding of PVC pipe over. ntracting Business shall be responsible for all damage caused by leaks or breaks in malerials furnished or installed in this contract for one year after the date of ten.

and materials of this Section and Work and materials of others at all times, walks and paved areas clean at all times. blished grade changed during the course of this work to original contours. s and equipment in clean condition to prevent solling of roads, walks, and other paved or

equired during maintenance period, maintenance period, instruct the Owner/Owner's maintenance ce of the imagation system.

a meana necessary to protect irrigation system materials before, during, and after installation until skelton, of this Section,

3.05

safery. Giunnites.

safery

2.02 PIPE
PIC Pipe.
1. Mainfine Pice shall be schedule 40 PVC.
2. Non-Pressure Lateral Line Pice shall be Schedule 40 PVC.

2,04

2.06 PVC 2.05 PVC approved equal. All approved equals shall most requirements as reco

2.07 SPR

2.08 SWI

2.08 LOW 2.10 VAL

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and flaw traventum.

Within \$200f., \$5a and Type ...

Within \$200f., \$5a and Type ...

Use Coupling Valvas:

I kaka, \$5a and Type an called out on the drawings:

I kaka, \$5a and Type an called out on the drawings:

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2.13 WIRE A A missisk bonder reguel, d'entitlepiet das le house one or more valves as neotied for proper Installation.
ALTON CONTROLLER
ALTON CONTROLLER
ALS MAINT DE L'ENTIT DE

2.14 BACK uctors: waterlight electrical connectors, DBY or DBR by 3M, "One Step" 20111SP by King as approved by landscape erchliect before installation.

2.15

3.02

ous shall follow as closely as practical the schematic design as on the Drawings. Make no substantial riges without price approval. We had bloadless and adjust to alto concilions for uniform coverage. After system when required or incided to afford uniform irrigation coverage.

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3.03

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3.04

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Consider Johan II dop of scale, send cliff, size, point as searchitgt, Makeu pidges on the suffices by polyment welfall processed before the medical pole interd. And cell unit pan creased or ment when maked planish. All services carried shall be confirmably whost of lest in tepporar on the suffices of the type ball of makely plants. Allow at least 15 mitious as long counting the bedown morehige or hostlering. Allow at least 15 mitious as long counting the bedown morehige or hostlering. Allow at least 15 mitious as long counting the section morehige or hostlering the services of the section of the se

3.08

drain valves at all low points of malaline. Valves shall be accessible through a 4" PVC sleeve auble feet pea grewf aump to drain into. Provide owner with valve key. KLER EQUIPMENT

ubic dumb, and set with top of populp hoads flush with finish grade allowing for bank in straight lines to each other where possible.

Idately adjusted to keep water from building and paving.

KenCairn Landscape Architect

3.07

bricated assemblies allowed: Barb Fittings SB Series, MSE Street Elbow & SPX Series

. Floxible swing arm shall have a maximum length of 12" DLUME IRRIGATION Ske, Size, Type and Performance as called out on the drawings

n Device: Size and Type as called out on the drawings

2.12 IRRIG 2.11 VAL

made free of rocks over 1" in diameter, or imported topsoll, free of rock over 1" in diameter, i. 1/2" round washed rock for use around drains, valves, quick couplers, etc.

not specifically described but required for a complete and proper infgallon system installation and first quality of their respective kinds.

PART 3 - EXECUTION
3.01 EXISTING CONDITIONS
A. All materials not spec we mammas not spotifically described but required for a complete and proper thipsiles system installation, while he review cell this quality of their responsive labels, handles now on the Spotial cells of their standard proper the shaded work of all other thinks and welly this all such from the cells of their standard proper the shaded work of all other thinks and work of all one of the cells of their standard proper than the shaded work of all other thinks and such cell on the cells of their standard property of their standard or their stan

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CELLINETS, JAMP PRIMERY

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\*\*VANISHAND PROVE or approved equals. All spectored requisits about more non-re
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Solar Syne:

Solar Syne sensor in a south facing location where littleine shade is anticipated, location on the plan.

controller to the valve.

r as noted on the drawings.

It, whit, and equipment to properly install.

Idle controller cover, including acheduling of all zones. Submit to Landscape Architect for 
plance minimum ten (10) days prior to system operation test.

Beast, 150 bs., class threaded connections, with cross type operating handle deelgined to ing key. Watts WGV-X, Champion 100, or approved equal.

70, Key: Heavy galvantized plated from Key for operating cross-type flow control handle on 30°.

alves: One place sealed unit, PVC type, Spears or Equal falves: Brass; sized as indicated on plans,

3.12 3.11 VIS s shall be hold at the cataling static pressures for 2 hours. A visual inspection shall be performed if loaks develop in the threaded and glocd portions of the manifolds.

Fig. 18 have not baken and the test shall be repeated until the malnifine is shown to be drip-tight. LINETEST

test shall be repeated until the lateral line is shown to be drip-tignt, Intreason pertuit be tightened to reduce laskage.

In the tightened to reduce laskage.

The content is the observed and approved by the Owner's Representative prior to backflit.

nd Install valves. ction of lateral lines to valves, a visual in

hours. If a leak develops in glued joints, the joints shall be system is proven to be waterlight.

formed to determine if leaks develop in the glued portions of the lateral line. I caps, and maintain static line pressure for a period of twe hours. I the lateral line is shown to be drip-light. Threaded portions of the lateral lines.

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r jetted" er compacted with an appropriately sized gas powered mechanical hone sell molature level is low enough to permit. Sell molature level shall be Percentaristics. nolature level is too high for proper mechanical compaction. Iy equal to adjacent soll and shall conform to adjacent grades

2.13 COVERAGE T A. Upon co aving. be present at test and shall perform test in presence of

3.14 CLEAN A. U condition. luce all features and plant material disturbed during installation and return area to original ets of other sections, clean, repair, or replace when directed, products, which have been obt, or damaged by work of this section. Remove debris from project also upon Work coner, if directed. material, equipment and debris and leave the area in a neat and



Drawn By: JL

control wire and 1 extra common

callen in valve box as shown on Drawings. Manifold where possible adjacent to beds. Install valve box flush to finish grade.

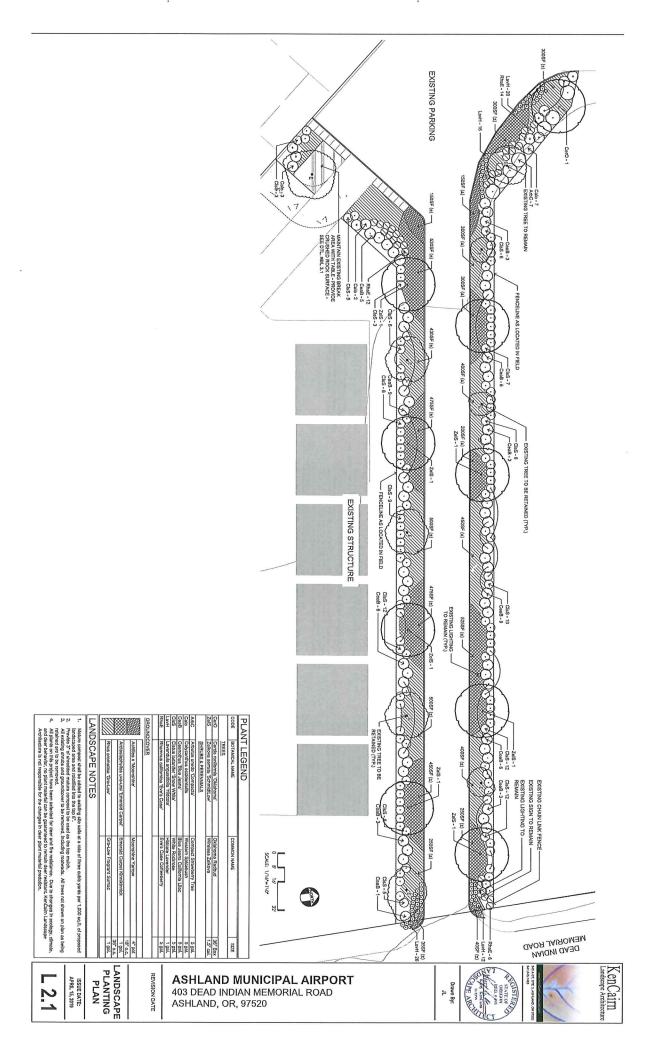
ASHLAND, OR, 97520

ASHLAND MUNICIPAL AIRPORT 403 DEAD INDIAN MEMORIAL ROAD

ISSUE DATE: APRIL 15, 2019

IRRIGATION SPECIFICATION

REVISION DATE



ISSUE DATE: APRIL 15, 2019

nceling shall be required with the Owner in the eleventh (11th) nonth of the warranty/maintenance period to transy replacement items, wackmanship, and plant establishment. The Landscape Architect may be present at the Owner.

REVISION DATE

LANDSCAPE PLANTING SPECIFICATION

inication or as approved by Owner's Representative. ractor shall walk the site no less than 60 days prior to the end of the war t material.

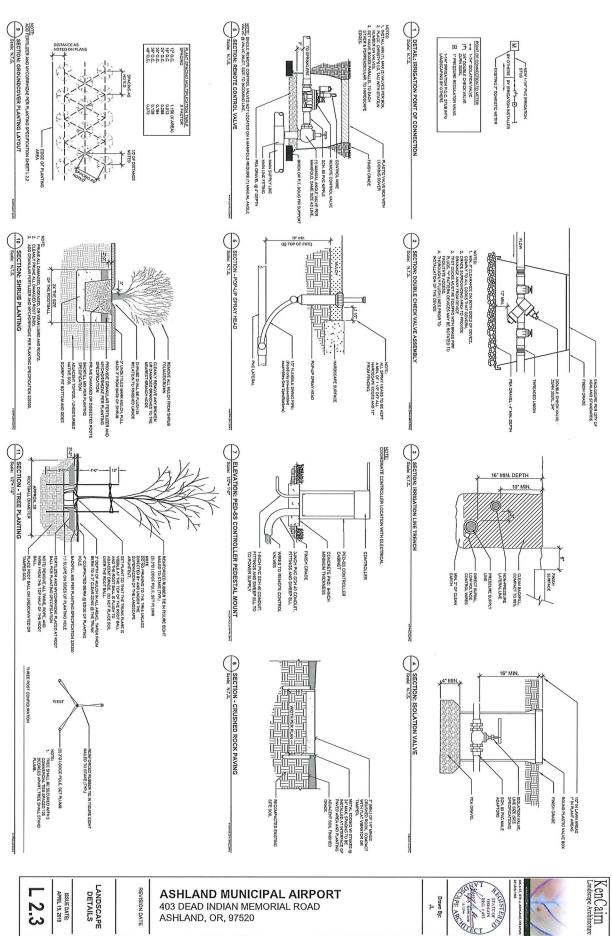
ASHLAND, OR, 97520

ASHLAND MUNICIPAL AIRPORT 403 DEAD INDIAN MEMORIAL ROAD

STATE OF STA

Drawn By: JL





2.3

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





# FBO MONTHLY REPORT

January,2020

MOUNT	ITEM		Jan	iuary,202 E	U						FR
	FBO RENTAL									\$	1,828.89
	DAILY									Ť	-,020.00
	0 Daily Tie-Downs- Small	@	\$	7.00	=		\$ -				
	0 Daily Tie-Downs- Large	@	\$	11.00		_	\$ -				
	MONTHLY					_					
	4 Monthly Tie-Downs- Small	@	\$	49.00	=		\$ 196.00				
	0 Monthly Tie-Downs- Large	@	\$	60.00	=	-	\$ -				
	0 Freight Operations (x1000)	@	\$	5.83	=	-	\$ -				
1	14 New T-Hangars	@	\$	314.00	=	•	\$ 4,396.00				
	1 Hellcopter Hangars	@	\$	245.00	=	-	\$ 245.00				
	8 Closed Hangars	@	\$	245.00		_	\$ 1,960.00				
	2 Large Closed Hangar	@	\$	314.00		-	\$ 628.00				
	4 Open Hangar	@	\$	195.00		_	\$ 780.00				
	6 Box Hangar	@	\$	416.00		-	\$ 2,496.00				
	1 Commercial Hangar-JLC	@	\$	801.63	=	-	\$ 801.63				
*	Commercial Hangar-Sorensor	n@	\$	497.89	=	_	\$ 497.89				
	1 Sky Research Land Lease	@	\$	487.74		_	\$ 487.74	*8			
90		@	\$	0.07		_	\$ 63.63				
	Nielsen Land Lease	@	\$	163.00		-	\$ 163.00				
	ANNUAL					-					
	Valley Inv. Land Lease	@	\$	8,088.34	=	_	\$ -				
	Brim Land Lease	@	\$	960.36		-	\$ -				
	— Private Hangars Land Lease	ø	\$	345.00	=	-	\$ -	i.			
	Brim Storage Area	@	\$	2,745.60	=	_	\$ -	r.			
	NOTES:					-		r.			
				-							
			TO	TAL RENTS	=	_	\$ 12,714.89	Х	0.75	\$	9,536.17
	UTILITY CHARGE NEW CLOS	ED HAN	GAR	S				=		\$	65.00
	FBO FLOWAGE FEE										
	Price Per Gallon	\$5.29	100	DLL	8	318	Gallons				
	Price Per Gallon	\$ 4.49	JET	Α		0	Gallons				
		Total G	- allor	ıs	8:	18		x	0.07	\$	57.26
	CREDITS										
							Water Credit		-		\$123.46
							Garbage Cred	lit	-		\$58.89
	DEBIT\$										
	Preauthorized other credit f	or:							-		
	W			-WA1 - MIIM							
			IC	TAL DUE			BY 20TH	. :	=	\$1	1,304.97
# / Ten . 11 -	No.	The state of the s	South Town	and the second second							
r City Use		s Lease		4			7/21/23 6/30/20		,		
or City Use	Valley Investment Jeff Nielson Mark			•	Expir Expir	es 06 es 06	6/30/20 6/01/37		,		
or City Use	Valley Investment				Expir Expir	es 06 es 06 es 12	6/30/20		,		

# FBO MONTHLY REPORT January,2020

## Safety Inspection by FBO

Runway	Līghts: VASI: REIL: Pavement:	OK OK OK			
TAXI: Parking	Weeds: Pavement: Marking; Tie-Downs	ОК			
Mowing:		ОК			
Fencing:		OK	·		
Wind Cones:	(3) Wind Light	OK OK			
Fire Extinguish	ers:	OK `	_		
Other Recomn	nendations or Problems:				
<del></del>					
Aircraft Based	on Field: Hangars	30	Tie-Downs	5	
DeBoer Hanga	r <u>13</u> Private Har	gars <u>17</u>	Maintenance Hangar	4	
Skinner	4		TOTAL AIRCRAFT:	=	73
Other Items:	Current # of Students	5	# of Charter Flights		
	Special Events:	None			
	Airport Users Group:	None			

# FBO MONTHLY REPORT

February, 2020

MOUNT	ITEM		RAT	Έ						
	FBO RENTAL				v=				\$	1,828.89
	DAILY								•	_,
1		@	\$	7.00	=	\$ 7.00				
4	•	@	\$	11.00	,	\$ 44.00				
	MONTHLY	_	٧	22,00		7 44,00				
6		@	\$	49.00	=	\$ 294.00				
0	-	@	\$	60.00		\$ -				
0	•	@	\$	5.83		\$ -				
14		@	\$	314.00		\$ 4,396.00				
1	-	@	\$	245.00		\$ 245.00				
8	•	@	\$	245.00		\$ 1,960.00				
	•	@	\$	314.00		\$ 628.00				
3	•. · · · · · · · · · · · · · · · · · · ·	@	\$	195.00		\$ 585.00				
6		<b>@</b>	\$	416.00		\$ 2,496.00				
1	•	@	\$	801.63		\$ 801.63				
1	•	_	\$	497.89		\$ 497.89				
1	-	@	\$	487.74	,	\$ 487.74				
3936		@	\$	0.07						
1			\$			\$ 275.52 \$ 163.00				
	ANNUAL	@	Ą	163,00		\$ 163.00				
***	Valley Inv. Land Lease	Ø.	ć	0 000 74		<u> </u>				
	Brim Land Lease	@ @	ŝ	8,088.34	= ,	\$ -				
	-	_	S	960.36		\$ -				
	Private Hangars Land Lease	@	\$	345.00		\$ -				
*	Brim Storage Area NOTES:	@	\$	2,745.60	<b>=</b>	\$ -				
	140163,									
						•				
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		FD HAN		TAL RENTS		\$ 12,880.78	X	0.75		
	UTILITY CHARGE NEW CLOS	ED HAN			п	\$ 12,880.78	X =	0.75	\$	
	UTILITY CHARGE NEW CLOS		GAR	5				0.75		
	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon	\$5,29	GAR:	S OLL	1374	Gallons		0.75		
	UTILITY CHARGE NEW CLOS	\$5,29 \$ 4,49	GAR	S OLL A	<u>1374</u> 0		Ħ		\$	65.00
	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon Price Per Gallon	\$5,29	GAR	S OLL A	1374	Gallons		0.75	\$	9,660.55 65.00 96.18
	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon	\$5,29 \$ 4,49	GAR	S OLL A	<u>1374</u> 0	Gallons Gallons	×		\$	65.00 96.18
	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon Price Per Gallon	\$5,29 \$ 4,49	GAR	S OLL A	<u>1374</u> 0	Gallons Gallons Water Credit	×		\$	96.14 \$116.0
	UTILITY CHARGE NEW CLOS FBO FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS	\$5,29 \$ 4,49	GAR	S OLL A	<u>1374</u> 0	Gallons Gallons	×		\$	96.14 \$116.00
	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS	\$5.29 \$ 4.49 Total G	GAR: 100 JET allor	S OLL A as	1374 0 1374	Gallons Gallons Water Credit	×		\$	96.15 \$116.00 \$58.89
	UTILITY CHARGE NEW CLOS FBO FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS	\$5.29 \$ 4.49 Total G	GAR: 100 JET allor	S OLL A as	1374 0 1374	Gallons Gallons Water Credit	×		\$	65.00
	UTILITY CHARGE NEW CLOS FBO FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS DEBITS Windows cleaned inside and	\$5.29 \$ 4.49 Total G	GAR: 100 1ET allor	S A as	1374 0 1374	Gallons Gallons Water Credit	×		\$	96.1 \$116.0 \$58.8 130.0
or City Use O	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS  DEBITS Windows cleaned inside and	\$5.29 \$ 4.49 Total G	GAR: 100 1ET allor	S A as	1374 0 1374 TO CITY	Gallons Gallons Water Credit Garbage Cred	×		\$	96.1 \$116.0 \$58.8 130.0
or City Use O	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS  Windows cleaned inside and Only 2 Private Valley Investments	\$5.29 \$ 4.49 Total G	GAR: 100 1ET allor	S A as	1374 0 1374 TO CITY Expires 0 Expires 0	Gallons Gallons Water Credit Garbage Cred Y BY 20TH	×		\$	96.1 \$116.0 \$58.8 130.0
for City Use O	UTILITY CHARGE NEW CLOS F80 FLOWAGE FEE Price Per Gallon Price Per Gallon CREDITS  DEBITS Windows cleaned inside and	\$5.29 \$ 4.49 Total G	GAR: 100 1ET allor	S A as	1374 0 1374 TO CITY	Gallons Gallons Water Credit Garbage Cred Y BY 20TH 07/21/23 16/30/20 16/01/37	×		\$	96.1 \$116.0 \$58.8

# FBO MONTHLY REPORT February, 2020

## Safety Inspection by FBO

Runway	Lights: VASi: REIL: Pavement:	OK OK		
TAXI: Parking	Weeds: Pavement: Marking: Tle-Downs:	OK OK OK	· ·	
MowIng:		ОК		
Fencing:		ОК		
Wind Cones:	(3) Wind Lights	ОК		
Fire Extinguish	ers:	ОК		
Other Recomn	nendations or Problems:			
`				
Aircraft Based	on Fleld: Hangars	30	Tie-Downs 5	,
DeBoer Hanga	r13 Private Hangar	s <u>17</u>	Maintenance Hangar 4	
Skinner	<u> </u>		TOTAL AIRCRAFT:	73
Other Items:	Current # of Students	4	# of Charter Flights 1	
	Special Events:	None		
	Airport Users Group:	None		

# FBO MONTHLY REPORT March, 2020

C# 132

AAAOUNT	ITEM		RAT	Έ							
AMOUNT	FBO RENTAL		111-11-						- 1	\$	1,828.89
	DAILY										
	2 Daily Tie-Downs- Small	@	\$	7.00	=	\$	14.00				
-	0 Daily Tle-Downs- Large	@	\$	11.00	=	\$	-				
*	MONTHLY	·	•								
	6 Monthly Tie-Downs- Small	@	\$	49.00	=	\$	294.00				
••	Monthly Tie-Downs- Large	@	\$	60.00	=	\$					
	0 Freight Operations (x1000)	@	\$	5.83		\$	-				
	14 New T-Hangars	@	\$	314.00	=	\$	4,396.00				
	Helicopter Hangars	@	\$	245.00	=	\$	245.00				
	9 Closed Hangars	@	\$	245.00		\$	2,205.00				
	Large Closed Hangar	@	\$	314.00		\$	628.00				
	3 Open Hangar	@	\$	195.00		\$	585.00				
	6 Box Hangar	@	S	416.00		\$	2,496.00				
	1 Commercial Hangar-JLC	@	\$	801.63		\$	801.63				
	Commercial Hangar-Sorenso	-	\$	497.89		\$	497.89				
	Sky Research Land Lease	@	\$	487.74		\$	487.74				
21	91 Fuel Flowage Fee Brim	@	\$	0.07		\$	153.37				
		@	\$	163.00		\$	163.00				
	1 Nielsen Land Lease ANNUAL	œ.	7	105.00					1		
	Valley Inv. Land Lease	@	\$	8,088.34	=	\$					
	Brim Land Lease	@ @	\$	960.36	_	<u>s</u>					
		_	\$	345.00	_	\$			- 1		
	Private Hangars Land Lease	@ @	\$	2,745.60		\$			1		
	Brim Storage Area NOTES:		٠,	2,743.00	_	_ <u>~</u>					
			тс	TAL RENTS		— ,	12,966.63	X	0.75	\$	9,724.9
	UTILITY CHARGE NEW CLO	CED HAN			_	•	12,500.00		0.75	\$	65.0
		SED HAIN	GAI	72						*	03.0
	FBO FLOWAGE FEE	ćr. 10	10	MOL I	15	0E C	iallons				
	Price Per Gallon	\$5.29	-	OLL			Sallons				
	Price Per Gallon	\$ 4.49	-		12		alions	x	0.07	c	89.9
		Total G	allo	ons	12	63		Χ.	0.07	۲	65.5
	CREDITS						Vater Credit		100		\$115.4
							Garbage Cre		_		\$58.8
	DEBITS						adi bage are				
	Repair shop cellng insulation	on. Replace	e bu	lbs in shop	lights	five to	otal.		•	\$	595.0
	Repair shop heater.			OTAL DIT	· TA /	-1/	DV 20TH		_	٠.	10 020 E
			Т	OTAL DU				7	=	\$.	10,939.5
For City Us	se Only 2 Private	eta Lanca					/21/23 /30/20	1			

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
	•	
A STATE OF THE STA		



# FBO MONTHLY REPORT March, 2020

## Safety Inspection by FBO

Runway	Lights: VASI: REIL: Pavement:	OK OK OK			
TAXI: Parking	Weeds: Pavement: Marking: Tie-Downs:	OK OK			
Mowing:		OK			
Fencing:		OK			
Wind Cones:	(3) Wind Lights	OK OK			
Fîre Extinguish	ers:	OK			
Other Recomm	nendations or Problems:				
Aircraft Based	on Field: Hangars	30	Tie-Downs	5	
DeBoer Hangar	13 Private Hangars	17	Maintenance Hangar	4	
Skinner	4		TOTAL AIRCRAFT:	=	73
Other Items:	Current # of Students	3	# of Charter Flights	0	
	Special Events:	None			
	Airport Users Group:	None			

				ONTHLY ( April,202		-1(1	(	1.#	137
TNUOMA		TEM		ATE .					100
	1	FBO RENTAL						\$	1,828.89
	j	DAILY							_,
	1	Daily Tie-Downs- Small	@	\$ 7.00	=	\$ 7.00		1	
	0	Daily Tie-Downs- Large	@	\$ 11.00	=	\$ -		1	
	١	MONTHLY							
	6	Monthly Tie-Downs- Small	@	\$ 49.00	=	\$ 294.00			
	0	Monthly Tie-Downs- Large	@	\$ 60.00	=	\$ -			
	0	Freight Operations (x1000)	@	\$ 5.83	=	\$ -		1	
1	4	New T-Hangars	@	\$ 314.00	<b>=</b>	\$ 4,396.00			
	1	Helicopter Hangars	@	\$ 245.00	=	\$ 245.00		1	
·	8	Closed Hangars	@	\$ 245.00	ш	\$ 1,960.00		l	
	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-Sorenso	0	\$ 497.89	<b>E</b> 2	\$ 497.89		1	. 500
	1	Sky Research Land Lease	@	\$ 487.74	=	\$ 487.74			
1139	9	Fuel Flowage Fee Brim	@	\$ 0.07		\$ 79.73			
:	1	Nielsen Land Lease	@	\$ 163.00	=	\$ 163.00			
	Α	NNUAL				7 100.00			
		Valley Inv. Land Lease	@	\$ 8,088.34	=	\$ -			
		Brim Land Lease	@	\$ 960.36		\$ -			
	_	Private Hangars Land Lease	@	\$ 345.00	=	\$ -			
		Brim Storage Area	@	\$ 2,745.60		\$ .			
	N	OTES:	=	2,2.00		<del>-</del>			

		TOTAL RENTS	=	\$ 12,640.99	X	0.75	· ·	9,480.74
UTI	LITY CHARGE NEW CLOS			,,	=	0.75	s	
	FLOWAGE FEE				_		۶	65.00
Pr	ice Per Gallon	\$5.29 100LL	1280	Gallons				1
. Pr	ice Per Gallon	\$ 4.49 JET A	0	Gallons		18		1
		Total Gallons	1280		x	0.07	Ŝ	89.60
CRE	DITS						*	23.00
				Water Credit		-		\$102.43
DEB	ITS			Garbage Credi	it	-		\$58.89
Pro	eauthorized other credit fo	r:						1
						-		1
		TOTAL DUE	TO CITY	BY 20TH		,	\$11.3	302.91
For City Use Only	2 Private Valley Investments	Loaco	Expires 07	/21/23		Ļ		

Explres 06/30/20

Expires 06/01/37 Expires 12/31/23 Expires 03/14/26





FBO

Valley Investments Lease

Brim Lease Sky Research

Jeff Nielson Mark Freeborn

# FBO MONTHLY REPORT April,2020

# Safety Inspection by FBO

Runway	Lights: VASI: REIL: Pavement:	ОК ОК ОК			
TAXI: Parking	Weeds: Pavement; Marking: Tie-Downs:	OK OK OK			
Mowing:		ОК			
Fencing:		OK			
Wind Cones;	(3) Wind Lights	ОК			
Fire Extinguishers:		OK			
Other Recommendatio	ns or Problems:				
Aircraft Based on Field	: Hangars	30	Tîe~Downs	5	
DeBoer Hangar	13 Private Hangar	17	Maintenance Hangar	4	
Skinner	5		TOTAL AIRCRAFT:	=	74
Other Items: Current	# of Students	2	# of Charter Flights	0	
Special E	Vents:	None			
Airport L	lsers Group:	None			

# FBO MONTHLY REPORT

May, 2020

C#132 FBO

AMOUNT	ITEM		RA	TE					
	FBO RENTAL							\$	1,828.89
	DAILY								
4	Daily Tie-Downs- Small	@	\$	7.00	=	\$ 28.00			
0	Daily Tie-Downs- Large	@	\$	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	Ε.	\$ 245.00			
11	Closed Hangars	@	\$	245.00	2	\$ 2,695.00			
2	Large Closed Hangar	@	\$	314,00	=	\$ 628.00			
2	Open Hangar	@	\$	195.00	=	\$ 390.00			
6	Box Hangar	@	\$	416.00	=	\$ 2,496.00			
1	Commercial Hangar-JLC	@	\$	801.63	=	\$ 801.63			
1	Commercial Hangar-Sorensor	@	\$	497.89	=	\$ 497.89		ļ	
1	Sky Research Land Lease	@	\$	487.74	=	\$ 487.74			
2159	Fuel Flowage Fee Brim	@	\$	0.07	=	\$ 151.13			
1	Nielsen Land Lease	@	\$	163.00	<b>=</b>	\$ 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:								
						•			
			10	TAL RENTS	=	\$ 13,273.39	X 0.75	\$	9,955.04
	UTILITY CHARGE NEW CLOSI	ED HAN	GAR	S			=	\$	65.00
	FBO FLOWAGE FEE								
	Price Per Gallon	\$5.29	100	DLL	1832	Gallons			
	Price Per Gallon	\$ 4.49	JET	Α	70.1	Gallons			
	· ·	Total G	- iallor	าร	1902		x 0.07	\$	133.15
	CREDITS								
						Water Credit	U	1	\$104.17
						Garbage Credi	t -		\$58.89
	DEDITO								
	DEBITS								
	Preauthorized other credit fo	or:			_				
		or:				· · · · · · · · · · · · · · · · · · ·	_ •		
	Preauthorized other credit fo	or:	TC	TAL DUE		Y BY 20TH		\$1	1,819.02
or City Use O	Preauthorized other credit fo		ΤC	TAL DUE	Expires (	07/21/23		\$1	1,819.02
or City Use Οί	Preauthorized other credit fo	Lease	TC	OTAL DUE	Expires (			\$1	1,819.02
or City Use O	Preauthorized other credit for a private Valley Investments	Lease	TC	TAL DUE	Expires ( Expires ( Expires (	07/21/23 06/30/20		\$1	1,819.02

# **FBO MONTHLY REPORT**

## May, 2020

## Safety Inspection by FBO

Runway	Lights:	OK			
	VASI:	OK			
	REIL;	ОК			
	Pavement:	ОК			
TAXI: Parking	Weeds:	ОК			
	Pavement:	ОК			
	Marking:	ОК			
	Tie-Downs:	ОК			
Mowing:		ОК			
Fencing:		OK			×
•					
Wind Cones:	(3)	ок			
	Wind Lights	ОК			
Fire Extinguish	ners:	ок			,
Other Recomm	mendations or Problems:				
		,			
				<del></del>	
				<del></del>	
Aircraft Based	on Field: Hangars	30	Tie-Downs	5	
DeBoer Hanga	r 13 Private Hanga	rs 17	Maintenance Hangar	4	
N			Mainteriance Hangar	4	
Skinner	5		TOTAL AIRCRAFT:		74
Other Items:	Current # of Students	2	# of Charter Flights	1	
			-	•	
	Special Events:	None			
	Airport Users Group:	None			

# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

**FIGURE 1: OWNERSHIP** 

0 250 500 1,000 Feet

# TAXLOT OWNERSHIP

CITY OF ASHLAND
SKY, LLC





# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 2: COARSE SCALE HERBICIDE TREATEMENT PLAN

0 250 500 1,000 Feet

Herbiced Treatement Area





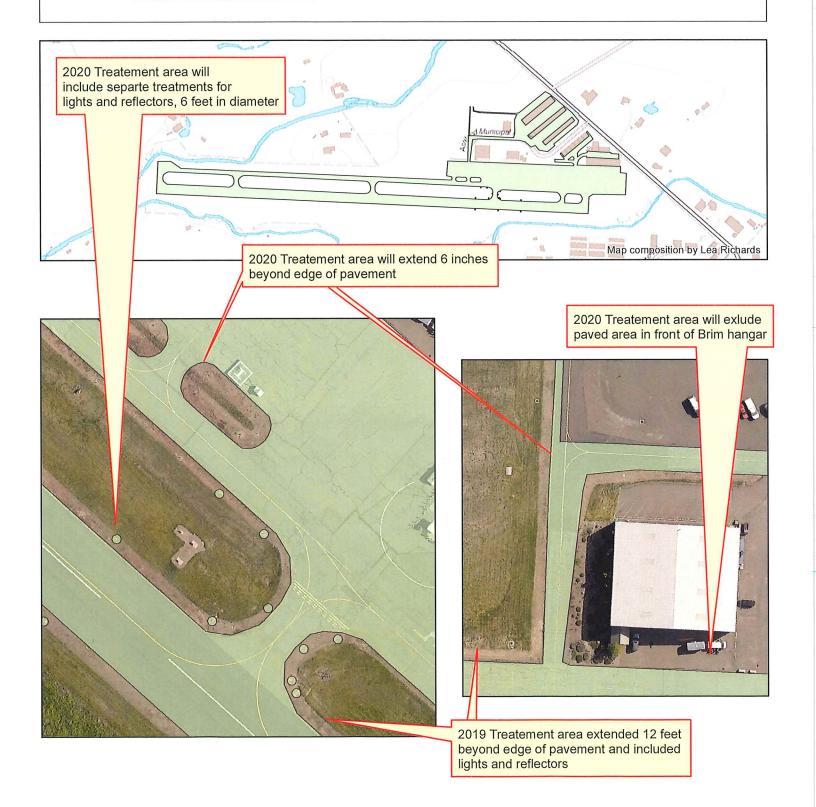
# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

# FIGURE 3: CLOSE-UP HERBICIDE TREATEMENT PLAN

0 250 500 1,000 1,500 Feet

Herbiced Treatement Area





# 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.

<u>City Website: www.ashland.or.us</u> City Telephone: (541) 488-5307 <u>Code Publishing Company</u>

## 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	<b>Terms, Term Limits and Vacancies</b>
2.10.025	Meetings and Attendance
2.10.030	Removal
2.10.035	Public Meeting Law
2.10.040	<b>Quorum and Effect of Lack Thereof</b>
2.10.045	Council Liaison
2.10.050	<b>Election of Officers, Secretary, and Subcommittees</b>
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	<b>Council as Final Decision Maker</b>
2.10.095	Gifts
2.10.100	<b>Budget, Compensation and Expenses</b>
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 <u>2.11</u> and AMC <u>2.25</u>. (Ord. 3003, added, 02/18/2010)

## 2.10.015 Appointment

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

## 2.10.020 Terms, Term Limits and Vacancies

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

## 2.10.025 Meetings and Attendance

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

## 2.10.030 Removal

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

## 2.10.035 Public Meeting Law

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

## 2.10.040 Quorum and Effect of Lack Thereof

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

## 2.10.045 Council Liaison

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

## 2.10.050 Election of Officers, Secretary, and Subcommittees

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

## 2.10.055 Role of Staff

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

## 2.10.060 Agendas and Minutes

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

## 2.10.065 Goals

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

## 2.10.070 Rules and Regulations

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

## 2.10.080 Code of Ethics

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

## 2.10.090 Council as Final Decision Maker

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

## 2.10.095 Gifts

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

## 2.10.100 Budget, Compensation and Expenses

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

# 2.10.105 Reports

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

B. The chair of each advisory body is expected to give at least one report to the City Council each year on the advisory body's accomplishments, work in progress, and planned activities. In addition, the Mayor or City Council may from time to time ask chairs for information and recommendations on matters within the scope of their advisory bodies. Chairs' reports to the Council are to be objective and representative of the majority views of the memberships of their advisory bodies.

C. Council Liaisons may report to the entire Council on significant and important activities of any advisory body to which they have been assigned.

D. Staff Liaisons to the advisory bodies may assist in preparing such reports.

E. Unless otherwise expressly provided in the Ashland Municipal Code or State Law, all reports or recommendations of City advisory bodies committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

## 2.10.110 Lobbying and Representing the City

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

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

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

<u>City Website: www.ashland.or.us</u> City Telephone: (541) 488-5307

Code Publishing Company



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

## \* Notes

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

first man Benie



# Airport Commission Notes

# 3/3/20 @ 930am

#### Old Business:

A. Airport Master Plan: The master plan has been approved by the FAA and we need to send to council with a recommendation – Motion: Recommend City Council to adopt the 2020 Airport Master Plan. Provide new binder installs. (Me)

## Action Items:

- **A.** <u>Landscaping/Irrigation Driveway</u> Project on hold due to budget. Need costs for waterline install for hangar proposal. Come back in June (Me)
- **B.** <u>Commission Member Vacancies</u> There is currently two vacancies with one getting filled after council tonight. (Me)
- C. <u>Airport Maintenance Plan</u> It is currently in the hands of the Parks Dep as they were not aware of this agreement and we will be working on a new plan moving forward that will be much easier to follow. I emailed the Superintendent today directly. (Me)
- D. <u>Airport Security Camera</u> Fiber has been run to the FBO building and they are working on hooking it up at the AFN facility. Received camera bid of \$10k, two cameras on same pole top has 360-degree sight and bottom has pan tilt zoom. Camera would only be operational by City staff and Police. Any recommendations would have to go to Council to move forward with a camera install due to City policies. City would recommend waiting until the last budget cycle in an effort to make sure money lasted (Me)
- **E.** <u>Airport Mural:</u> Cost estimated at \$850, would need Bob to complete and take off monthly fees due to insurance needs. (everyone)
- **F.** Hangar Electrical: Meet with City staff to see options. Mike Cook with Electrical dep proposed he could install 20-amp service to each hangar with 1 light and 1 outlet. All hangars would only have one meter in total to save costs. He estimates under \$5k and would install on time and materials base. **Motion:** Recommend moving forward with City staff to complete hangar electrical as proposed on a time and material base as time allows for Staff. Surcharge for electrical to come back with rates in April and May (Me)

New Business:

- A. <u>Burl Brim Hangar Proposal:</u> In the packet is the new hangar proposal that meets City and Airport Requirements. **Motion:** The Airport Commission supports Burl Brims new hangar construction proposal. (Me)
- **B.** FBO ADA Ramp & Sidewalk upgrade: See plans included in the packet for a new ADA ramp to be make us compliant with ADA laws. Motion: Recommend staff to pursue bids and construction if they come in as estimated. (Me, Kaylea)
- C. <u>Elected Official Policy Form:</u> Provided documents to review in email with packet. Required by City Administrator as public meeting law is very important. Provide signed form at end of meeting. If not put in touch with Paula. (Me)
- **D.** <u>Airport Day:</u> Provided signup sheet in packet. Confirm date June 6<sup>th</sup>. City stuff reserved and scheduled. (Everyone)

Misc: If it comes up:

E. <u>Budget Update</u> – FYI: The city was able to raise the CIP Budget to \$60,000 annually. The Airport Day was able to be raised to \$1,400 as well. We have numerous projects on the docket currently. (Waterline Extension- \$40-50k, Landscape entry Rd \$?, Hangar Electrical \$36k, match for generator \$30k if grant approved, Both above mentioned projects (camera-\$5k, ramp-\$10k) Also, major maintenance comes out of CIP- would prob keep close to \$10K. Another thing, the possible new hangar is sounding like it will go but that will require a waterline extension that will be vary costly as well. Waiting on details soon.