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# CITY OF ASHLAND

## AIRPORT COMMISSION

### AGENDA

Virtual Zoom Meeting

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August 4, 2020 9:30 AM

**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).



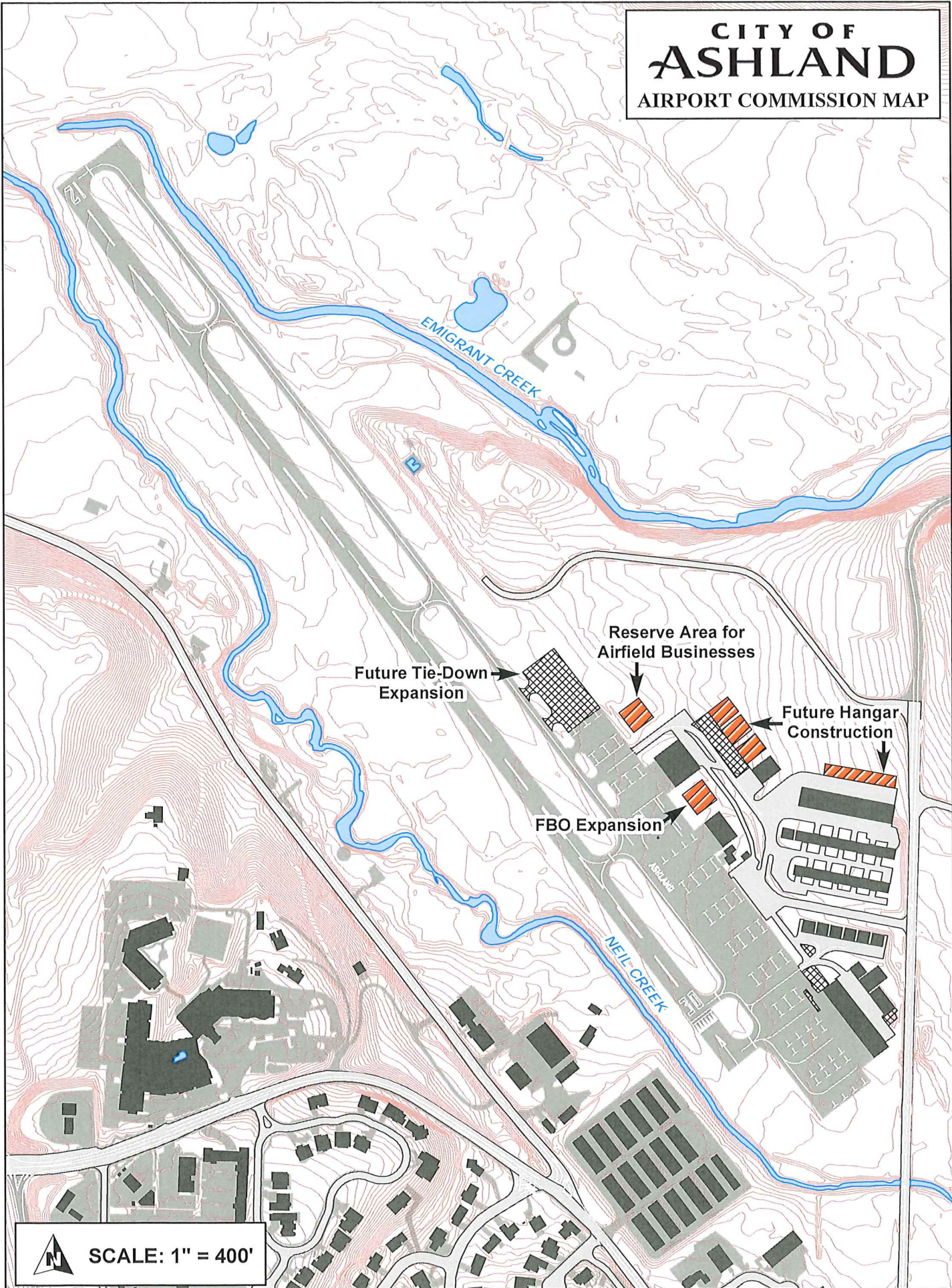
**CITY OF  
ASHLAND**  
Ashland Airport Commission  
2019

| Name               | Title                 | Telephone    | Mailing Address              | Email Address  | Term |
|--------------------|-----------------------|--------------|------------------------------|--|------|
| George Schoen      | Commission Member     | 415-298-4516 | 610 Ashland St.              | <a href="mailto:George.schoen@sbcglobal.net">George.schoen@sbcglobal.net</a> | 2020 |
| Jeff Dahle         | Commission Member     |              |                              | <a href="mailto:jeffrdahle@gmail.com">jeffrdahle@gmail.com</a>               | 2022 |
| Daniel Palomino    | Commission Member     | 541-488-1964 | 2020 Jasmine Ave.            | <a href="mailto:Dpa171@gmail.com">Dpa171@gmail.com</a>                       | 2020 |
| Patricia Herdklotz | Commission Member     | 541-552-0592 | 384 Clinton St.              | <a href="mailto:revpatt@jeffnet.org">revpatt@jeffnet.org</a>                 | 2022 |
| Bernard Spera      | Commission Vice Chair | 541-488-7461 | 260 Skycrest Dr.             | <a href="mailto:SpBRN3@aol.com">SpBRN3@aol.com</a>                           | 2021 |
| David Wolske       | Commission Chair      | 541-482-3233 | 1390 Frank Hill Rd.          | <a href="mailto:david@davidwolske.com">david@davidwolske.com</a>             | 2021 |
| Open               | Commission Member     | Open         | Open                         | <a href="mailto:Open.com">Open.com</a>                                       |      |
| Dana Greaves       | Commission Member     | 541-488-3379 | 900 Strawberry Lane          | <a href="mailto:dana@vortx.com">dana@vortx.com</a>                           | 2020 |
| Andrew Vandenberg  | Commission Member     | 509-703-3591 | 2029 Grey Eagle Dr           | <a href="mailto:andrew@skinneraviation.com">andrew@skinneraviation.com</a>   | 2021 |
| Rich Rosenthal     | Council Liaison       | None         | 20 E. Main Street            | <a href="mailto:rich@council.ashland.or.us">rich@council.ashland.or.us</a>   | 2020 |
| Bob Skinner        | Fixed Base Operator   |              | 403 Dead Indian Memorial Rd. | <a href="mailto:bob@skinneraviation.com">bob@skinneraviation.com</a>         |      |

**Staff Support**

|                 |                              |              |                   |  |
|-----------------|------------------------------|--------------|-------------------|--|
| Scott Fleury    | Deputy Public Works Director | 541-488-5347 | 20 E. Main Street | <a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a>       |
| Kaylea Kathol   | Project Manager              | 541-552-2419 | 20 E. Main Street | <a href="mailto:kaylea.kathol@ashland.or.us">kaylea.kathol@ashland.or.us</a>     |
| Chance Metcalf  | Project Manager              | 541-552-2448 | 20 E. Main Street | <a href="mailto:chance.metcalf@ashland.or.us">chance.metcalf@ashland.or.us</a>   |
| Shannon Burruss | Administrative Assistant     | 541-552-2428 | 20 E. Main Street | <a href="mailto:shannon.burruss@ashland.or.us">shannon.burruss@ashland.or.us</a> |

**CITY OF  
ASHLAND**  
AIRPORT COMMISSION MAP



Future Tie-Down Expansion

Reserve Area for Airfield Businesses

Future Hangar Construction

FBO Expansion

 **SCALE: 1" = 400'**

# 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. **Airport Entrance Landscaping-** 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. **Commission Member Vacancies-** 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. **Airport Security Camera-** 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

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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. Hangar Electrical- 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. Promoting the Airport: 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. Burl Brim Hangar Proposal- 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  
March 3rd,2020

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7. Announcements- None

NEXT MEETING DATE: April 7<sup>th</sup>, 2020

ADJOURNMENT: 10:49am

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

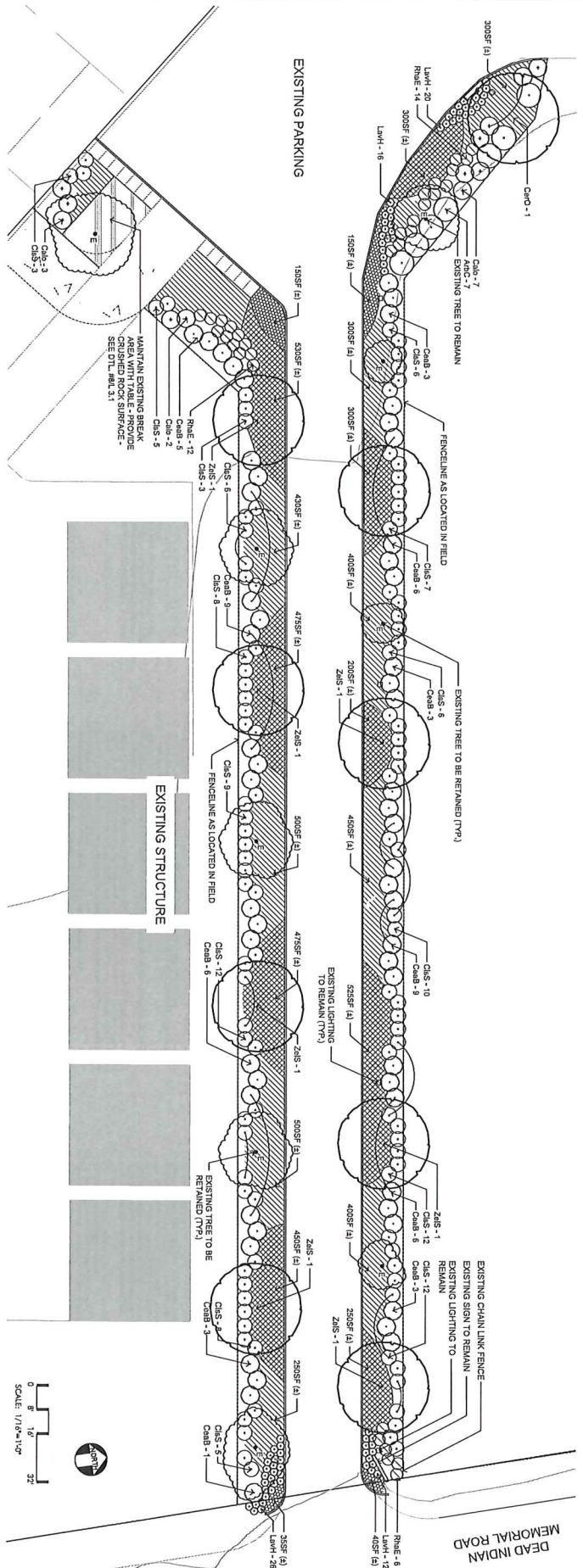












**PLANT LEGEND**

| CODE                           | BOTANICAL NAME                           | COMMON NAME          | SIZE      |
|--------------------------------|--|----------------------|-----------|
| <b>TREES</b>                   |  |                      |           |
| CASH                           | <i>Quercus agrifolia</i> , 'Dukeholm'    | Quercus Dukeholm     | 36" Bar   |
| ZAS                            | <i>Zelkova serrata</i> , 'Schmidtlow'    | Witchwood            | 1.5' cal. |
| <b>SHRUBS &amp; PERENNIALS</b> |  |                      |           |
| AASH                           | <i>Andropogon scoparius</i>              | Common Switchgrass   | 5' tall   |
| CASH                           | <i>Corydalis 'Blue Jewel'</i>            | Blue Jewel Corydalis | 5' tall   |
| CASH                           | <i>Corydalis 'Blue Jewel'</i>            | Blue Jewel Corydalis | 5' tall   |
| LWH1                           | <i>Limonium carolinianum</i> , 'Mildred' | Sea Purslane         | 1' tall   |
| RIME                           | <i>Rumex crispus</i> , 'Ever's Giant'    | Ever's Giant         | 5' tall   |
| <b>GRASS/COVER</b>             |  |                      |           |
|                                | <i>Andropogon scoparius</i>              | Common Switchgrass   | 5' tall   |
|                                | <i>Andropogon scoparius</i>              | Common Switchgrass   | 5' tall   |
|                                | <i>Andropogon scoparius</i>              | Common Switchgrass   | 5' tall   |

- LANDSCAPE NOTES**
- Mature component shall be added to existing site plan at a rate of three cubic yards per 1,000 sq. ft. of proposed landscaped area and installed into the top 6".
  - Provide 3" of amended mature component to be used as the top mulch.
  - Remove any existing vegetation to be removed, including stumps. All trees not shown on plan to be left in place.
  - All plants on this project have been selected for deer and fire resistance. Data to changes in ecology, climate, and other factors shall be the responsibility of the client. KenCalm Landscape Architects is not responsible for the changes in their plant material production.

**KenCalm**  
Landscape Architecture

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

Drawn By:  
JL

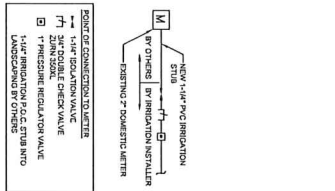
ISSUE DATE:  
APRIL 15, 2019

**LANDSCAPE PLANTING PLAN**

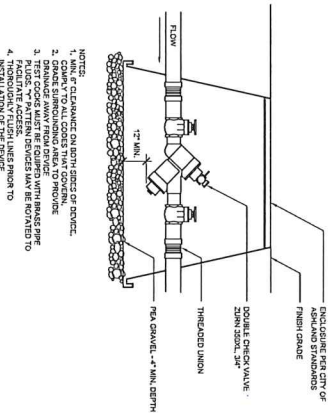
REVISION DATE

**L2.1**

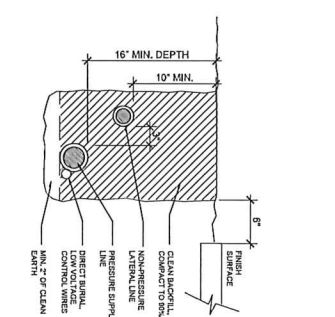




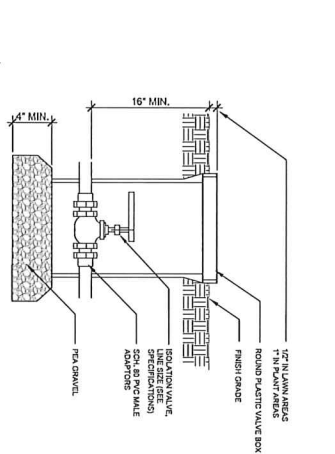
1 DETAIL, IRRIGATION POINT OF CONNECTION  
Scale: N.T.S.



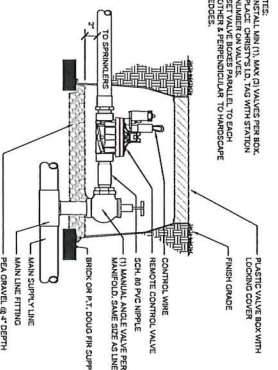
2 SECTION: DOUBLE CHECK VALVE ASSEMBLY  
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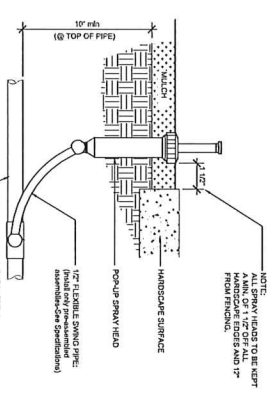
3 SECTION: IRRIGATION LINE TRENCH  
Scale: N.T.S.



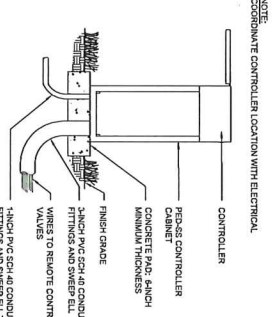
4 SECTION: ISOLATION VALVE  
Scale: N.T.S.



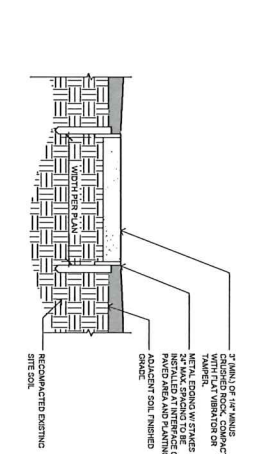
5 SECTION: REMOTE CONTROL VALVE  
Scale: N.T.S.



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



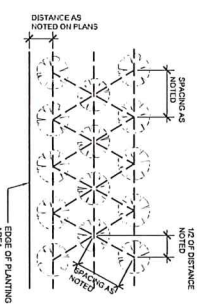
7 ELEVATION: PED-SS CONTROLLER PEDESTAL MOUNT  
Scale: 1/2\"/>



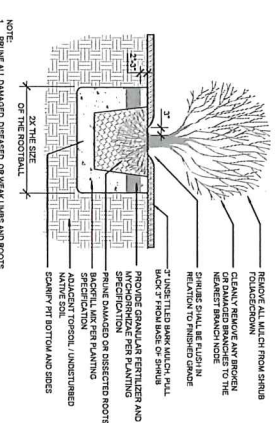
8 SECTION: CRUSHED ROCK PAVING  
Scale: N.T.S.

SLANT SPACING MULTIPLICATION TABLE

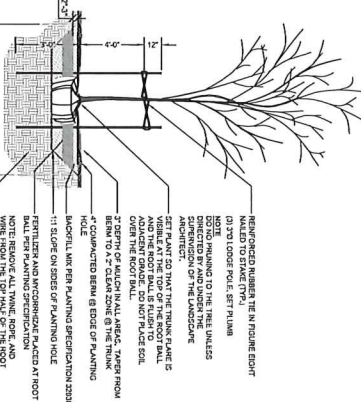
|         |          |
|---------|----------|
| SPACING | X FACTOR |
| 12\"/>  |          |
| 24\"/>  |          |
| 36\"/>  |          |
| 48\"/>  |          |



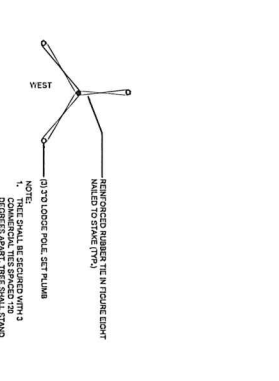
9 SECTION: GROUNDCOVER PLANTING LAYOUT  
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10 SECTION: SHRUB PLANTING  
Scale: N.T.S.



11 SECTION: TREE PLANTING  
Scale: 1/2\"/>



12 SECTION: TREE PLANTING  
Scale: 1/2\"/>





FBO MONTHLY REPORT

February, 2020

| AMOUNT | ITEM  | RATE    |                |              |              |
|--------|---|---------|----------------|--------------|--------------|
|        | FBO RENTAL  |         |                |              | \$ 1,828.89  |
|        | DAILY   |         |                |              |              |
| 1      | Daily Tie-Downs- Small                              | @       | \$ 7.00 =      | \$ 7.00      |              |
| 4      | Daily Tie-Downs- Large                              | @       | \$ 11.00 =     | \$ 44.00     |              |
|        | MONTHLY   |         |                |              |              |
| 6      | Monthly Tie-Downs- Small                            | @       | \$ 49.00 =     | \$ 294.00    |              |
| 0      | Monthly Tie-Downs- Large                            | @       | \$ 60.00 =     | \$ -         |              |
| 0      | Freight Operatlons (x1000)                          | @       | \$ 5.83 =      | \$ -         |              |
| 14     | New T-Hangars                                       | @       | \$ 314.00 =    | \$ 4,396.00  |              |
| 1      | Helicopter Hangars                                  | @       | \$ 245.00 =    | \$ 245.00    |              |
| 8      | Closed Hangars                                      | @       | \$ 245.00 =    | \$ 1,960.00  |              |
| 2      | Large Closed Hangar                                 | @       | \$ 314.00 =    | \$ 628.00    |              |
| 3      | Open Hangar   | @       | \$ 195.00 =    | \$ 585.00    |              |
| 6      | Box Hangar  | @       | \$ 416.00 =    | \$ 2,496.00  |              |
| 1      | Commercial Hangar-JLC                               | @       | \$ 801.63 =    | \$ 801.63    |              |
| 1      | Commercial Hangar-Sorenson                          | @       | \$ 497.89 =    | \$ 497.89    |              |
| 1      | Sky Research Land Lease                             | @       | \$ 487.74 =    | \$ 487.74    |              |
| 3936   | Fuel Flowage Fee Brim                               | @       | \$ 0.07 =      | \$ 275.52    |              |
| 1      | Nielsen Land Lease                                  | @       | \$ 163.00 =    | \$ 163.00    |              |
|        | ANNUAL  |         |                |              |              |
|        | Valley Inv. Land Lease                              | @       | \$ 8,088.34 =  | \$ -         |              |
|        | Brim Land Lease                                     | @       | \$ 960.36      | \$ -         |              |
|        | Private Hangars Land Lease                          | @       | \$ 345.00 =    | \$ -         |              |
|        | Brim Storage Area                                   | @       | \$ 2,745.60 =  | \$ -         |              |
|        | NOTES:  |         |                |              |              |
|        | TOTAL RENTS =                                       |         | \$ 12,880.78 X | 0.75         | \$ 9,660.59  |
|        | UTILITY CHARGE NEW CLOSED HANGARS                   |         | =              |              | \$ 65.00     |
|        | FBO FLOWAGE FEE                                     |         |                |              |              |
|        | Price Per Gallon                                    | \$5.29  | 100LL          | 1374 Gallons |              |
|        | Price Per Gallon                                    | \$ 4.49 | JET A          | 0 Gallons    |              |
|        | Total Gallons                                       |         | 1374           | x 0.07       | \$ 96.18     |
|        | CREDITS   |         |                |              |              |
|        | Water Credit  |         | -              |              | \$116.05     |
|        | Garbage Credit                                      |         | -              |              | \$58.89      |
|        | DEBITS  |         |                |              |              |
|        | Windows cleaned inside and outside by Squeaky Clean |         | -              |              | \$ 130.00    |
|        | TOTAL DUE TO CITY BY 20TH                           |         | =              |              | \$ 11,345.72 |

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

3300







FBO MONTHLY REPORT

CH 132

March, 2020

| AMOUNT | ITEM   | RATE            |                |             |              |
|--------|--|-----------------|----------------|-------------|--------------|
|        | FBO RENTAL   |                 |                |             | \$ 1,828.89  |
|        | DAILY  |                 |                |             |              |
| 2      | Daily Tie-Downs- Small   | @ \$ 7.00 =     |                | \$ 14.00    |              |
| 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 =   |                | \$ 245.00   |              |
| 9      | Closed Hangars   | @ \$ 245.00 =   |                | \$ 2,205.00 |              |
| 2      | Large Closed Hangar  | @ \$ 314.00 =   |                | \$ 628.00   |              |
| 3      | Open Hangar  | @ \$ 195.00 =   |                | \$ 585.00   |              |
| 6      | Box Hangar   | @ \$ 416.00 =   |                | \$ 2,496.00 |              |
| 1      | Commercial Hangar-JLC  | @ \$ 801.63 =   |                | \$ 801.63   |              |
| 1      | Commercial Hangar-Sorenson   | @ \$ 497.89 =   |                | \$ 497.89   |              |
| 1      | Sky Research Land Lease  | @ \$ 487.74 =   |                | \$ 487.74   |              |
| 2191   | Fuel Flowage Fee Brim  | @ \$ 0.07 =     |                | \$ 153.37   |              |
| 1      | Nielsen Land Lease   | @ \$ 163.00 =   |                | \$ 163.00   |              |
|        | ANNUAL   |                 |                |             |              |
|        | Valley Inv. Land Lease   | @ \$ 8,088.34 = |                | \$ -        |              |
|        | Brim Land Lease  | @ \$ 960.36     |                | \$ -        |              |
|        | Private Hangars Land Lease   | @ \$ 345.00 =   |                | \$ -        |              |
|        | Brim Storage Area  | @ \$ 2,745.60 = |                | \$ -        |              |
|        | NOTES:   |                 |                |             |              |
|        | TOTAL RENTS =  |                 | \$ 12,966.63   | x 0.75      | \$ 9,724.97  |
|        | UTILITY CHARGE NEW CLOSED HANGARS  |                 |                | =           | \$ 65.00     |
|        | FBO FLOWAGE FEE  |                 |                |             |              |
|        | Price Per Gallon   | \$5.29 100LL    | 1285 Gallons   |             |              |
|        | Price Per Gallon   | \$ 4.49 JET A   | 0 Gallons      |             |              |
|        | Total Gallons  |                 | 1285           | x 0.07      | \$ 89.95     |
|        | CREDITS  |                 |                |             |              |
|        |  |                 | Water Credit   | -           | \$115.42     |
|        |  |                 | Garbage Credit | -           | \$58.89      |
|        | DEBITS   |                 |                |             |              |
|        | Repair shop celling insulation. Replace bulbs in shop lights five total. |                 |                | -           | \$ 595.00    |
|        | Repair shop heater.  |                 |                |             |              |
|        | TOTAL DUE TO CITY BY 20TH  |                 |                | =           | \$ 10,939.50 |

|                   |                            |                  |
|-------------------|----------------------------|------------------|
| 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 |

3385





FBO MONTHLY REPORT

April, 2020

C# 132 FBO

| AMOUNT | ITEM                              | RATE            |                |        |              |
|--------|-----------------------------------|-----------------|----------------|--------|--------------|
|        | FBO RENTAL                        |                 |                |        | \$ 1,828.89  |
|        | DAILY                             |                 |                |        |              |
| 1      | Daily Tie-Downs- Small            | @ \$ 7.00 =     | \$ 7.00        |        |              |
| 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 Operatlons (x1000)        | @ \$ 5.83 =     | \$ -           |        |              |
| 14     | New T-Hangars                     | @ \$ 314.00 =   | \$ 4,396.00    |        |              |
| 1      | Helicopter Hangars                | @ \$ 245.00 =   | \$ 245.00      |        |              |
| 8      | Closed Hangars                    | @ \$ 245.00 =   | \$ 1,960.00    |        |              |
| 2      | Large Closed Hangar               | @ \$ 314.00 =   | \$ 628.00      |        |              |
| 3      | Open Hangar                       | @ \$ 195.00 =   | \$ 585.00      |        |              |
| 6      | Box Hangar                        | @ \$ 416.00 =   | \$ 2,496.00    |        |              |
| 1      | Commercial Hangar-JLC             | @ \$ 801.63 =   | \$ 801.63      |        |              |
| 1      | Commercial Hangar-Sorenson        | @ \$ 497.89 =   | \$ 497.89      |        |              |
| 1      | Sky Research Land Lease           | @ \$ 487.74 =   | \$ 487.74      |        |              |
| 1139   | Fuel Flowage Fee Brim             | @ \$ 0.07 =     | \$ 79.73       |        |              |
| 1      | Nielsen Land Lease                | @ \$ 163.00 =   | \$ 163.00      |        |              |
|        | ANNUAL                            |                 |                |        |              |
|        | Valley Inv. Land Lease            | @ \$ 8,088.34 = | \$ -           |        |              |
|        | Brim Land Lease                   | @ \$ 960.36     | \$ -           |        |              |
|        | Private Hangars Land Lease        | @ \$ 345.00 =   | \$ -           |        |              |
|        | Brim Storage Area                 | @ \$ 2,745.60 = | \$ -           |        |              |
|        | NOTES:                            |                 |                |        |              |
|        | TOTAL RENTS =                     |                 | \$ 12,640.99   | X 0.75 | \$ 9,480.74  |
|        | UTILITY CHARGE NEW CLOSED HANGARS |                 |                | =      | \$ 65.00     |
|        | FBO FLOWAGE FEE                   |                 |                |        |              |
|        | Price Per Gallon                  | \$5.29 100LL    | 1280 Gallons   |        |              |
|        | Price Per Gallon                  | \$ 4.49 JET A   | 0 Gallons      |        |              |
|        | Total Gallons                     |                 | 1280           | x 0.07 | \$ 89.60     |
|        | CREDITS                           |                 |                |        |              |
|        |                                   |                 | Water Credit   | -      | \$102.43     |
|        |                                   |                 | Garbage Credit | -      | \$58.89      |
|        | DEBITS                            |                 |                |        |              |
|        | Preauthorized other credit for:   |                 |                |        |              |
|        | TOTAL DUE TO CITY BY 20TH         |                 |                | =      | \$ 11,302.91 |

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

3467



FBO MONTHLY REPORT

April, 2020

Safety Inspection by FBO

Runway  
 Lights: OK  
 VASI: OK  
 REIL: OK  
 Pavement: OK

TAXI: Parking  
 Weeds: OK  
 Pavement: OK  
 Marking: OK  
 Tie-Downs: OK

Mowing: OK

Fencing: OK

Wind Cones: (3) OK  
 Wind Lights OK

Fire Extinguishers: OK

Other Recommendations or Problems:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|                          |           |                 |                 |                    |          |
|--------------------------|-----------|-----------------|-----------------|--------------------|----------|
| Aircraft Based on Field: | Hangars   | <u>30</u>       | Tie-Downs       | <u>5</u>           |          |
| DeBoer Hangar            | <u>13</u> | Private Hangars | <u>17</u>       | Maintenance Hangar | <u>4</u> |
| Skinner                  | <u>5</u>  |                 |                 |                    |          |
|                          |           |                 | TOTAL AIRCRAFT: | <u>74</u>          |          |

Other Items: Current # of Students 2 # of Charter Flights 0

Special Events: None

Airport Users Group: None

FBO MONTHLY REPORT

May, 2020

#132  
FBO

| AMOUNT | ITEM                              | RATE    |                |                  |
|--------|-----------------------------------|---------|----------------|------------------|
|        | 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 =    | \$ 245.00        |
| 11     | Closed Hangars                    | @       | \$ 245.00 =    | \$ 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-Sorenson        | @       | \$ 497.89 =    | \$ 497.89        |
| 1      | Sky Research Land Lease           | @       | \$ 487.74 =    | \$ 487.74        |
| 2159   | Fuel Flowage Fee Brim             | @       | \$ 0.07 =      | \$ 151.13        |
| 1      | Nielsen Land Lease                | @       | \$ 163.00 =    | \$ 163.00        |
|        | ANNUAL                            |         |                |                  |
|        | Valley Inv. Land Lease            | @       | \$ 8,088.34 =  | \$ -             |
|        | Brim Land Lease                   | @       | \$ 960.36      | \$ -             |
|        | Private Hangars Land Lease        | @       | \$ 345.00 =    | \$ -             |
|        | Brim Storage Area                 | @       | \$ 2,745.60 =  | \$ -             |
|        | NOTES:                            |         |                |                  |
|        | TOTAL RENTS =                     |         | \$ 13,273.39 X | 0.75 \$ 9,955.04 |
|        | UTILITY CHARGE NEW CLOSED HANGARS |         | =              | \$ 65.00         |
|        | FBO FLOWAGE FEE                   |         |                |                  |
|        | Price Per Gallon                  | \$5.29  | 100LL          | 1832 Gallons     |
|        | Price Per Gallon                  | \$ 4.49 | JET A          | 70.1 Gallons     |
|        | Total Gallons                     |         | 1902           | x 0.07 \$ 133.15 |
|        | CREDITS                           |         |                |                  |
|        |                                   |         | Water Credit   | - \$104.17       |
|        |                                   |         | Garbage Credit | - \$58.89        |
|        | DEBITS                            |         |                |                  |
|        | Preauthorized other credit for:   |         |                | -                |
|        | TOTAL DUE TO CITY BY 20TH         |         | =              | \$11,819.02      |

|                   |                            |                  |
|-------------------|----------------------------|------------------|
| 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 |

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# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

## FIGURE 1: OWNERSHIP

### TAXLOT OWNERSHIP

-  CITY OF ASHLAND
-  SKY, LLC

0 250 500 1,000 Feet




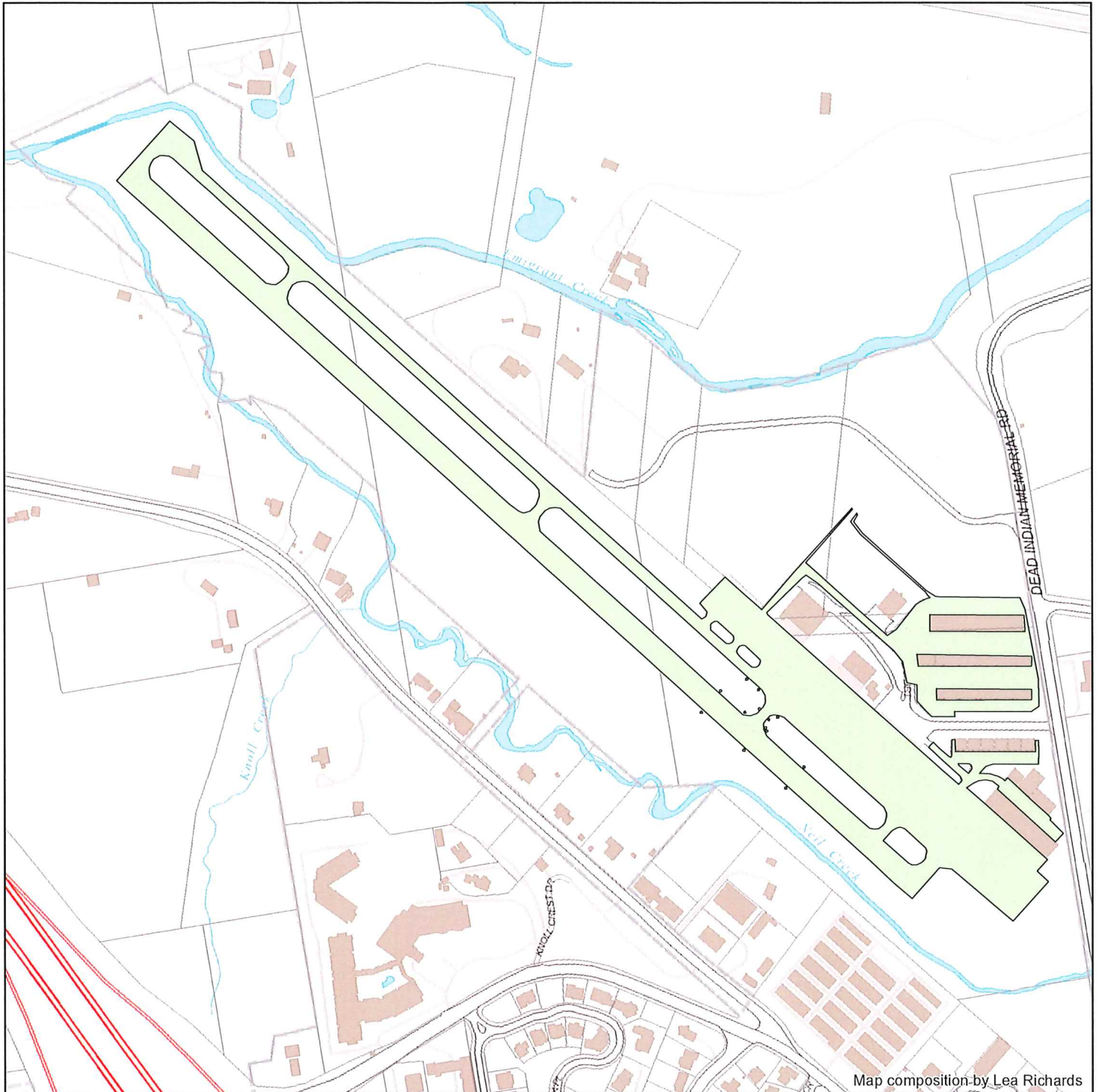


# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

## FIGURE 2: COARSE SCALE HERBICIDE TREATMENT PLAN

 Herbiced Treatment Area


0 250 500 1,000 Feet  




Map composition by Lea Richards

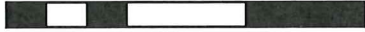
# ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

## FIGURE 3: CLOSE-UP HERBICIDE TREATMENT PLAN

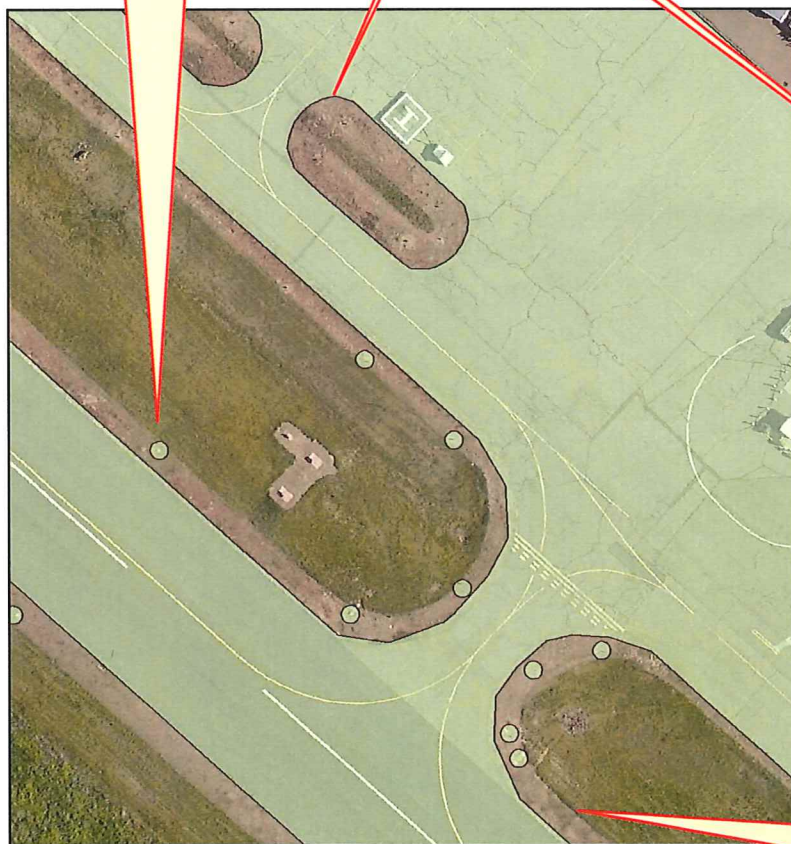
 Herbiced Treatment Area



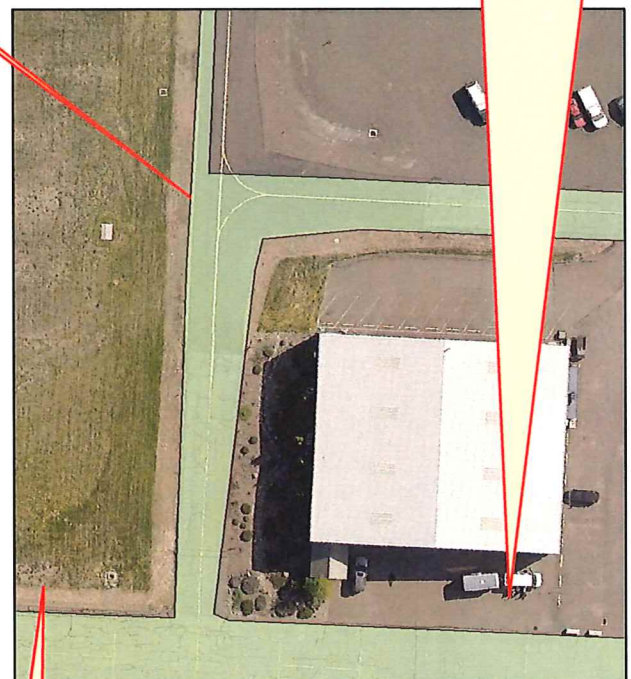
0 250 500 1,000 1,500 Feet



2020 Treatment area will extend 6 inches beyond edge of pavement



2020 Treatment area will exclude paved area in front of Brim hangar



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

## Chapter 2.23

### ASHLAND AIRPORT COMMISSION

Sections:

- 2.23.010**    **Established - Membership**
- 2.23.015**    **Qualifications**
- 2.23.040**    **Powers and Duties Generally**

#### **2.23.010**    **Established - Membership**

There is established an Ashland Airport Commission which shall consist of nine (9) voting members and two (2) nonvoting ex officio members who shall be the Director of Public Works and the Council person appointed by the Mayor as liaison to the Commission. (Ord. 3003, amended, 02/18/2010)

#### **2.23.015**    **Qualifications**

In making the appointments, the Mayor and Council shall appoint members such that the majority of the Commission has either education, training, experience or other expertise in airports, aircraft, aeronautics or engineering. A member shall not be disqualified for purposes of appointment or official action simply by being a member of a class of airport users, including but not limited to pilots, airplane owners or airport lease holders. (Ord. 3003, amended, 02/18/2010)

#### **2.23.040**    **Powers and Duties Generally**

The powers and duties of the Ashland Airport Commission shall be as follows:

- A. To advise the Mayor and City Council on all matters relating to the management, operation, and further development of the Ashland Airport.
- B. To investigate Federal, State, County, and private funding for airport improvements in relation thereto the requirement of City participation in financing.

C. To review and recommend project applications for funding to the City Council. (Ord. 3003, amended, 02/18/2010)

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

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

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## Chapter 2.10

### UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS

## Sections:

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

#### **2.10.005 Purpose**

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

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

### **2.10.010 Created or Established**

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

### **2.10.015 Appointment**

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

### **2.10.020 Terms, Term Limits and Vacancies**

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

### **2.10.025 Meetings and Attendance**

A. Unless otherwise provided by law, the number of meetings related to business needs of an advisory commission, or boards may be set by the advisory body.

B. The Planning Commission and Budget Committee shall set their own meeting attendance requirements. All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure. A person removed from the advisory body for noncompliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.

C. A member should provide at least 48-hour notice to both the chair of the advisory body and the staff liaison regarding any planned absence from a scheduled meeting of the advisory body. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting.

D. Generally, advisory bodies may not allow alternates to represent or stand in for a member at a meeting. Notwithstanding the foregoing preclusion of alternates, on Regular and ad hoc advisory bodies with some members who are appointed by an entity other than the Mayor and City Council and who serve as a representative of the appointing entity, an alternate may participate and vote for the named member by proxy at any meeting of the advisory body. Such participation by the alternate will be deemed to be attendance by the named member. Individuals directly appointed by the Mayor and approved by the Council may not be represented by alternates.

E. Each advisory body should review member attendance and report to the City Recorder approximately every six months. City Recorder will advise the Mayor on the need for appointments or re-appointments, if necessary. (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010)

### **2.10.030 Removal**

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

### **2.10.035 Public Meeting Law**

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

### **2.10.040 Quorum and Effect of Lack Thereof**

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

### **2.10.045 Council Liaison**

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



### **2.10.050 Election of Officers, Secretary, and Subcommittees**

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

### **2.10.055 Role of Staff**

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

### **2.10.060 Agendas and Minutes**

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

### **2.10.065 Goals**

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

### **2.10.070 Rules and Regulations**

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

### **2.10.080 Code of Ethics**

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

### **2.10.090 Council as Final Decision Maker**

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

### **2.10.095 Gifts**

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

### **2.10.100 Budget, Compensation and Expenses**

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

### **2.10.105 Reports**

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

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

### **2.10.110 Lobbying and Representing the City**

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

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

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City Telephone: (541) 488-5307

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6/6/2020

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

Airport meal Bernie

# 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. Landscaping/Irrigation Driveway** - Project on hold due to budget. Need costs for waterline install for hangar proposal. Come back in June (Me)
- B. Commission Member Vacancies** – There is currently two vacancies with one getting filled after council tonight. (Me)
- C. Airport Maintenance Plan** – 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. Airport Security Camera** – 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. Airport Mural:** 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. **Burl Brim Hangar Proposal:** 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. **Elected Official Policy Form:** 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. **Airport Day:** Provided signup sheet in packet. Confirm date – June 6<sup>th</sup>. City stuff reserved and scheduled. (Everyone)

Misc: If it comes up:

- E. **Budget Update** – 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.