CITY OF
ASHLAND

AIRPORT COMMISSION
AGENDA

Virtual Zoom Meeting

September 1, 2020 9:30 AM

CALL TO ORDER: 9:30 AM

1. **ROLL CALL**

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

3. **APPROVAL OF MINUTES FROM August 4, 2020 MEETING**

4. **OLD BUSINESS:**
   A. Resident response letter to noise complaint actions
   B. Council Airport Commission Report
   C. Hangar Electrical Rates

   D. **Action Item List:**
      a. Airport Entrance Landscaping
      b. Commission Member Vacancies
      c. Airport Maintenance Plan
      d. Airport Mural

5. **NEW BUSINESS:**
   A. Airport: Good Neighbor Items

6. **FBO REPORT(S):**
   A. Attached

7. **ANNOUNCEMENTS:**
   A. Request by SOCAN to share local survey results on climate concerns with all public commissions - socan.eco/AshlandSurveyReport

8. **NEXT MEETING DATE: October 6, 2020 9:30 AM**

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

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

CITY OF
ASHLAND

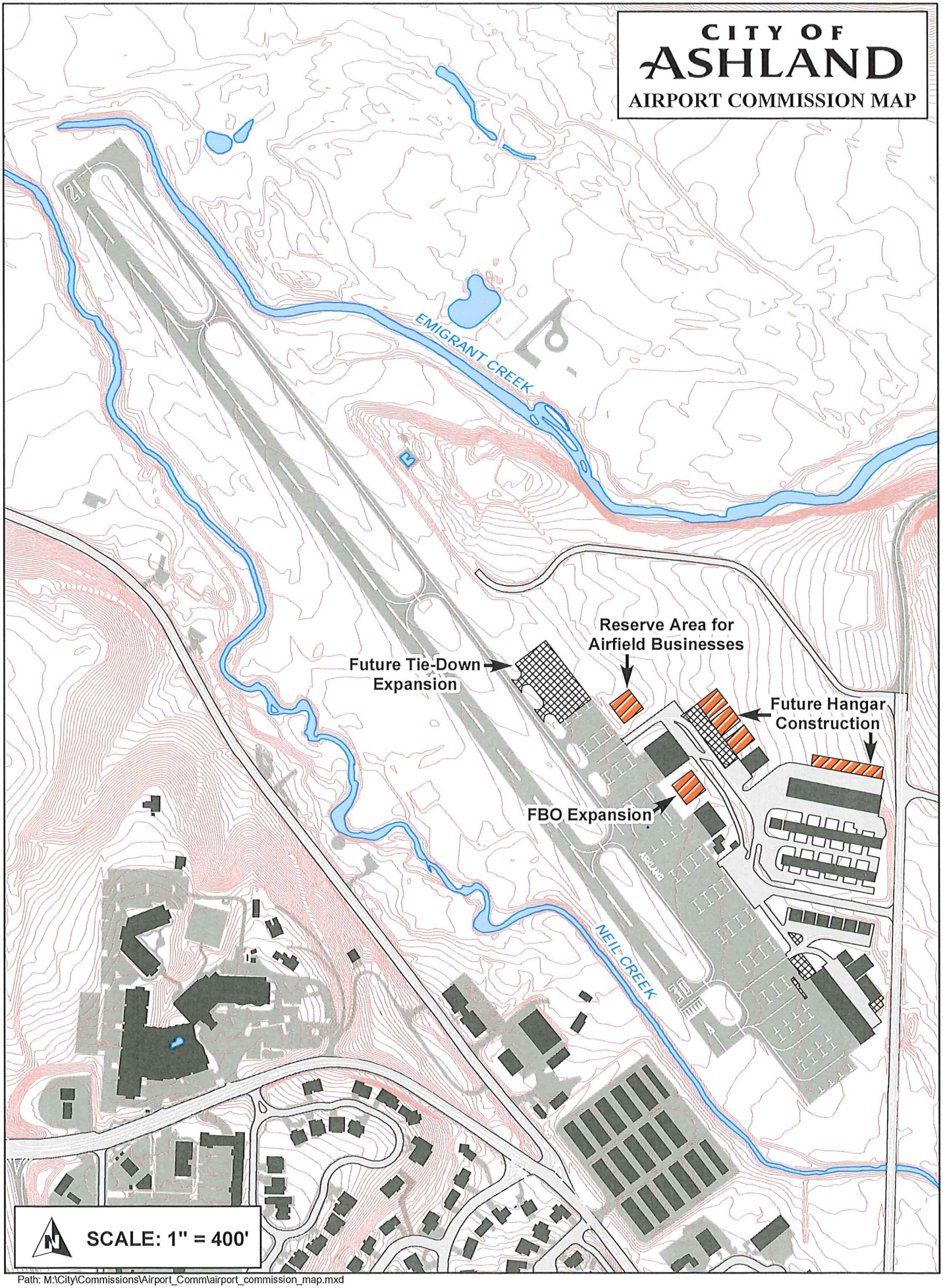
Ashland Airport Commission

2019

Name	Title	Telephone	Mailing Address	Email Address	Term
George Schoen	Commission Member	415-298-4516	610 Ashland St.	George.schoen@sbcglobal.net	2020
Jeff Dahle	Commission Member	775-843-0996	348 Pearl St	**jrdahle@gmail.com**	2022
Daniel Palomino	Commission Member	541-488-1964	2020 Jasmine Ave.	Dpal71@gmail.com	2020
Patricia Herdklotz	Commission Member	541-552-0592	384 Clinton St.	revpatt@jeffnet.org	2022
Bernard Spera	Commission Vice Chair	541-488-7461	260 Skycrest Dr.	SpBRN3@aol.com	2021
David Wolske	Commission Chair	541-482-3233	1390 Frank Hill Rd.	david@davidwolske.com	2021
Open	Commission Member	Open	Open	Open.com	
Open	Commission Member	Open	Open	Open.com	
Andrew Vandenberg	Commission Member	509-703-3591	2029 Grey Eagle Dr	andrew@skinneraviation.com	2021
Rich Rosenthal	Council Liaison	None	20 E. Main Street	rich@council.ashland.or.us	2020
Bob Skinner	Fixed Base Operator		403 Dead Indian Memorial Rd.	bob@skinneraviation.com	

Staff Support

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



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Ashland Airport Commission
MINUTES
AUGUST 4th, 2020

These minutes are pending approval by this Committee

CALL TO ORDER

Roll Call:
Members Present: Andrew Vandenberg, Patricia Herdklotz, Bernard Spera, George Schoen, Jeff Dahle, David Wolske
FBO Present: Bob Skinner
Members Absent: , Daniel Palomino
Staff Present: Chance Metcalf, Kaylea Kathol, Shannon Burruss
Guests: None

1. **Information Items-**
   A. **Commissioners:** Wolske goes over virtual Commission meeting rules with the group.
   B. **Public Forum:** Skinner discusses letter submitted by a local resident Julia Sommer who complained of a low-flying aircraft during early morning hours. Skinner had an idea of who the pilot might be and is to speak with them regarding this matter. Wolske to write a response to the Ms. Sommer's letter.

2. **APPROVAL OF MINUTES- 03.03.20**
   Spera moves to approve minutes, Herdklotz seconds.
   All Ayes. Minutes approved as written.

3. **Old Business**
   A. **Airport Master Plan-** Metcalf explained that the AMP had never received formal approval from the Commission.
      Spera motions to recommend to Council to adopt the Airport Masterplan as written.
      Herdklotz seconds.
      All Ayes. Motion carries.

   B. **FBO ADA Ramp & Sidewalk Upgrade-** Kathol explains that the repair had been completed in compliance with ADA standards and to the City's satisfaction.
   C. **Action Item List:**
      a. **Airport Entrance Landscaping-** Metcalf explains that the City is waiting for the Commission's approval on the landscaping plan. It was suggested by Commission members that a Work Group be formed to review the landscaping plan and report back to Commission during next meeting. It was suggested that the previous Airport Landscaping work group be utilized again, and included Palomino, Vandenberg and Skinner.
      b. **Commission Member Vacancies-** Wolske welcomed new member Jeff Dahle. Commission discussed that Greaves had stepped down and that there are currently two vacancies on the Commission.
      c. **Airport Maintenance Plan-** Commission mentions Airport Maintenance Plan while discussing landscaping, Metcalf informs that Parks staff is limited due to COVID impacts but that they are continuing with the new landscaping around the FBO as well as improving appearances and working projects at the Airport.
      d. **Airport Security Camera-** Metcalf recommends removing this item from the Action List for now, until it will be looked at again in the future. Commission agrees.
      e. **Airport Mural-** Spera discusses project to current.

These minutes are pending approval by this Committee

f. **Hangar Electrical-** Metcalf relays that the project was completed by internal labor at lower cost and indicates that the Commission will need to decide how the City will be reimbursed for power. Metcalf also recommends removal of this topic from Action Item list, Commission agrees.

4. **New Business**
   A. **Council Airport Commission Report-** Metcalf reminded Commission that they must give their annual report to Council next month. Wolske will prepare the report.
   B. **Airport Good Neighbor Items-** Skinner indicates it has been quiet aside from the letter received (as previously mentioned in Public Forum).

5. **FBO Reports-** Attached.

6. **Announcements- None**

NEXT MEETING DATE: 09-01-2020

ADJOURNMENT: 10:32 am

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

July 31, 2020
To: Ashland Airport Commission
From: Julia Sommer, 1158 Village Square Dr., Ashland
Re: Public Forum testimony for Aug. 4, 2020 commission meeting

The number of low-flying private planes over Ashland has risen dramatically over the past few months.

These planes are very noisy and habitually disregard the 1,000-foot altitude limit over the city, often flying at about 500 feet. These planes are not fighting fires or saving lives.

They start flying every morning shortly after 6 a.m., buzzing the city all morning – the cool time when citizens could theoretically be comfortably outside. They wake people up. Occasionally they fly as late as 10 p.m., preventing sleep. Besides noise, I assume they spew pollution. I am not the only one bothered by this.

Calls to the airport are met with the equivalent of, "We know nothing about it and there's nothing we can do about it anyway." My inquiry to the Airport Commission and the City Council about this a couple months ago has gone unanswered.

(On the other hand, my email to Skinner Aviation July 29 seemed to result in a decrease of private plane traffic July 30. Today, July 31, it's going back up again.)

Sometimes mysterious helicopters join the fray. Nobody seems to know anything about them, including the Police Department.

I assume Airport Commissioners are private plane-owners uninterested in regulating or curtailing private flights.

The bigger question, for the City of Ashland, is what benefit does the airport and the traffic it generates bring to the citizens of Ashland?

Why should Ashland citizens put up with noise and air pollution for the benefit of a few private plane-owners, who maybe don't even live in Ashland?

Isn't it reasonable to ask for some basic regulation of the private use of Ashland airspace, as other aspects of life that affect the common good are regulated in Ashland?

These are the questions I will submit to the public forum of the next Ashland City Council meeting.

Thank you for considering my concerns.

cc: Representative Pam Marsh, Senator Jeff Golden

CITY OF
ASHLAND

August 8, 2020

To: Julia Sommer
From: David Wolske, Chair, Ashland Airport Commission
Re: Public Forum Action, August 4, 2020 Airport Commission Meeting

Dear Ms. Sommer,

The Airport Commission met on August 4, 2020, and your letter dated July 31, 2020 was read and discussed in the Public Forum. As a result, the Commission asked Bob Skinner, the Airport Manager, to look into the situation that you identified in your letter.

Mr. Skinner located and talked with an individual who had been practicing take-offs and landings at early morning hours. That individual was very responsive to Bob's request that he wait until later in the day to do these practice maneuvers. We are hopeful that this will resolve a great deal of your experience of early flying activity.

While it is true that the Airport is federally regulated, and that we cannot impose local controls that conflict with FAA rules, we are very aware of the impact of aircraft activity on the residents of Ashland. To that end, we have established a permanent "Good Neighbor" agenda item for each Commission meeting. All comments are heard and discussed, and if any actions are possible to soften the impact, we actively pursue them. We encourage local pilots to maintain as much community distancing as possible while in the area, and we inform transient pilots about noise abatement procedures, but we do not have authority to regulate aviators as long as they are complying with FAA regulations.

The Commission has been proactive in representing the Airport to the community as a vital resource, providing medical, emergency, firefighting, and commercial benefit to the entire region. As a part of the national transportation system that we all rely upon, Ashland Airport is continuing to improve our capacity to serve the needs of our citizens as well as all those who rely on the national aviation system.

If you have further questions or input about Ashland Airport, we encourage you to initially contact Mr. Skinner (541-482-7675) and if you wish, bring your input directly to the Airport Commission. You are of course welcome to attend the monthly Airport Commission meetings, held at 9:30 am on the second Tuesday of each month. We are currently meeting remotely, so you may be included as a remote participant through the Zoom computer application.

Yours truly,
David P. Wolske
Chair
Ashland Airport Commission

Engineering
20 E. Main Street
Ashland, Oregon 97520
www.ashland.or.us

Tel: 541/488-5347
Fax: 541-/488-6006
TTY: 800/735-2900

Aug. 15, 2020

David Wolske
Chair, Ashland Airport Commission

Dear Mr. Wolske,

Thank you very much for your letter dated Aug. 8 about plane noise over Ashland.
FYI: it was postmarked Aug. 11 and I received it Aug. 12, just after I sent my letter to the Tidings, which I would have revised or not sent had I received your letter first!

I appreciate the time and effort you took to explain airport workings to me. Unfortunately, my frustration over plane noise has built over the years, and I think Covid confinement is making this kind of thing worse. (My hearing is horribly acute.)

I just received a terribly nice letter from Ray Kistler, claiming responsibility and apologizing for most of the early morning noise, but there are certainly others flying in the early a.m., although noticeably less than before, possibly partly because it's getting light later. I will answer his letter separately.

I appreciate Mr. Skinner talking to, probably, Mr. Kistler.
I'm glad to know about your Good Neighbor agenda item.

I hope you will share this letter with the rest of the commission.
I now feel ~~way~~ way better about the skies of Ashland.

Julia Sommer

Julia Sommer

2020 Airport Commission Report to Ashland City Council

September 15, 2020

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

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

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

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

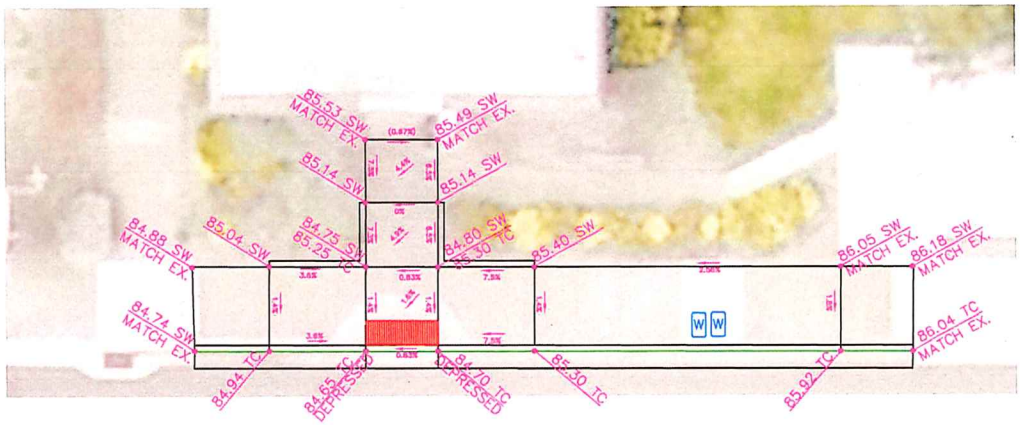
Looking forward,

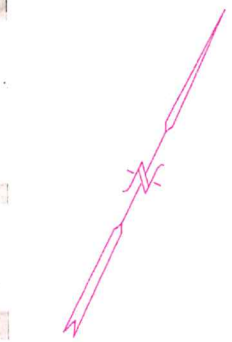
The COVID-19 pandemic has introduced a very significant variable into our ability to plan and prioritize Airport tasks and projects. Aviation in general is in an uncertain transition, as is much else in our world. In this environment, we are focusing on flexibility and adaptability in moving forward,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

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

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

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





0 10

SCALE 1" = 10'

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

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

REGISTERED
PROFESSIONAL
LAND SURVEYOR
PRELIMINARY
OREGON
BRADLEY F. BARBER
2806
EXPIRES 12-31-2019

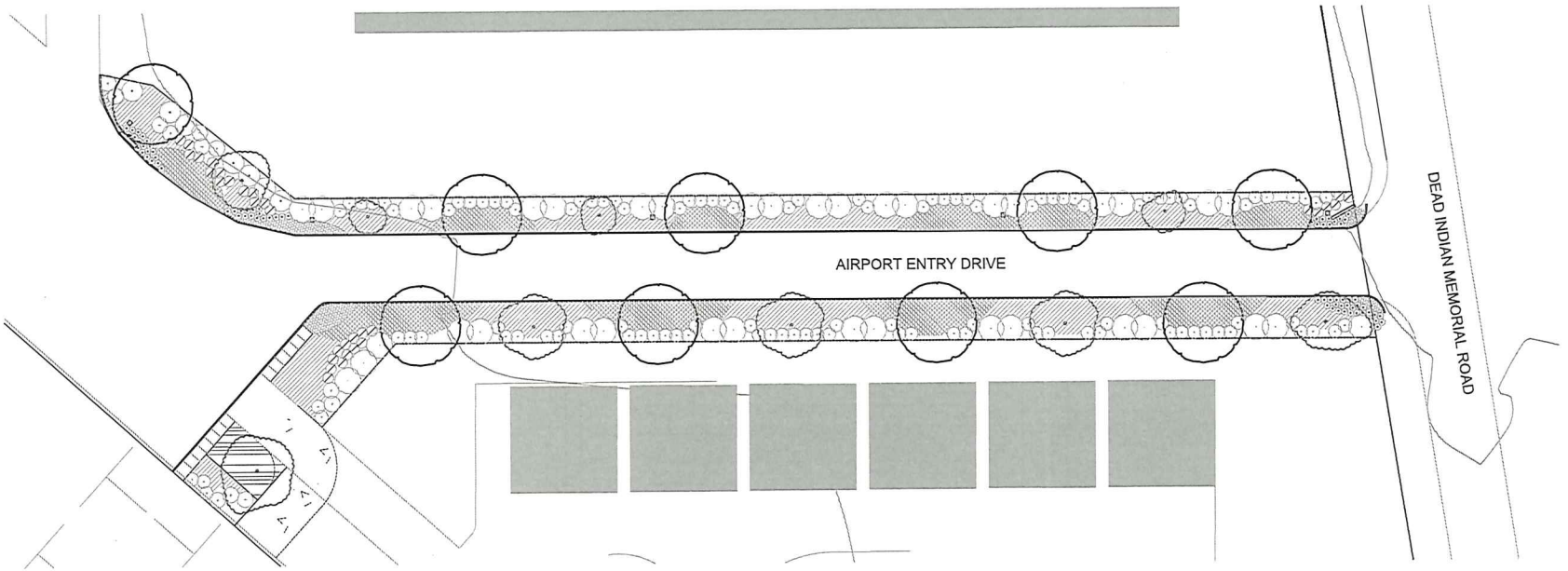
AIRPORT ADA RAMP
CITY OF ASHLAND
20 E. MAIN STREET
ASHLAND, OREGON

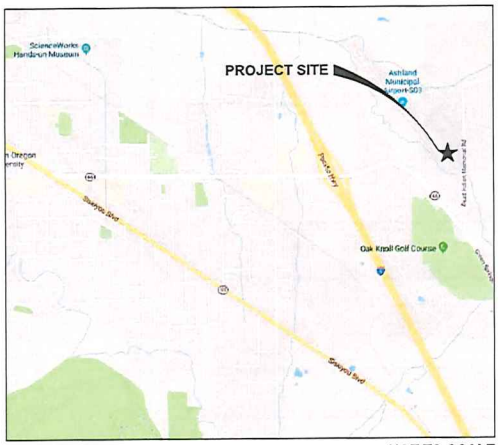
DRAWN BY BFB	DATE 10-23-2019	PREPARER'S JOB NO.
REVIEWED BY SF	DATE 10-23-2019	
REVIEWED BY	DATE 10-23-2019	AGENCY JOB NO. 2019
REVIEWED BY	DATE	DRAWING NO. 1 OF 1

PUBLIC WORKS ENGINEERING
www.ashland.or.us 541-488-5587 fax 488-6006

C:\Land Projects 2005\Airport HC Ramps\dwg\Airport ADA Ramps 2019.dwg

C:\Land Projects 2005\Airport HC Ramps\dwg\Airport ADA Ramps 2019.dwg, 10/3/2019 3:18:36 PM, HP Designjet T1300ps HPGL2, Tabloid (landscape), 1:10





VICINITY MAP NOT TO SCALE

ABBREVIATIONS

ADJ	ADJACENT
AL	ALIGN
ALT	ALTERNATE
BLDG	BUILDING
BO	BOTTOM OF
BOS	BOTTOM OF STRUCTURE
BOW	BOTTOM OF WALL
BS	BOTTOM STEP
CFCI	CONTRACTOR FURNISHED, CONTRACTOR INSTALLED
CIVIL	CIVIL ENGINEER
CJ	CONTROL JOINT
CL	CENTERLINE
CLR	CLEAR
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
CONC	CONCRETE
CONT	CONTINUOUS
CTSK	COUNTERSUNK
DBL	DOUBLE
DIA	DIAMETER
DIM	DIMENSIONS
DWG	DRAWING
EJ	EXPANSION JOINT
EA	EACH
EQ	EQUAL(LY)
EXG	EXISTING
EXT	EXTERIOR
FF	FINISH FLOOR / FINISH FACE
FG	FINISH GRADE
FIN	FINISH(ED)
FOW	FACE OF WALL
GS	GALVANIZED STEEL
GA	GAUGE
GALV	GALVANIZED
HDR	HEADER
HDWD	HARDWOOD
HGT	HEIGHT
HORIZ	HORIZONTAL
INT	INTERIOR
IR	INSIDE RADIUS
JST	JOIST
JTS	JOINTS
MAX	MAXIMUM
MDL	MODEL
MECH	MECHANIC
MFR	MANUFACTURER
MIN	MINIMUM
MISC	MISCELLANEOUS
MTL	METAL
NIC	NOT IN CONTRACT
O/	OVER
OC	ON CENTER
OD	OUTSIDE DIAMETER
OFCI	OWNER FURNISHED, CONTRACTOR INSTALLED
OFOI	OWNER FURNISHED, OWNER INSTALLED
OPNG	OPENING
OVHG	OVERHANG
PT	PAINT(ED)
PTW	PRESSURE TREATED WOOD
PWD	PLYWOOD
RECT	RECTANGULAR
REINF	REINFORCED
RO	ROUGH OPENING
SD	STORM DRAIN
SF	SQUARE FEET
SIM	SIMILAR
SPECS	SPECIFICATIONS
SQ	SQUARE
SS	SANITARY SEWER
SSTL	STAINLESS STEEL
STL	STEEL
STRUCT	STRUCTURAL/STRUCTURE
SW	STORMWATER
TO	TOP OF
TOW	TOP OF WALL
TS	TOP STEP
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
UTIL	UTILITY
VERT	VERTICAL
W/	WITH
WD	WOOD
WP	WATERPROOF
WWM	WELDED WIRE MESH

PROJECT INFORMATION

OWNERS:	CITY OF ASHLAND CHANCE METCALF 20 EAST MAIN STREET ASHLAND, OR 97520 (541) 552-2448
LANDSCAPE ARCHITECT:	KERRY KENCAIRN / JAMES LOVE KENCAIRN LANDSCAPE ARCHITECTURE 545 A. STREET, SUITE 3 ASHLAND, OR, 97520 541.488.3194
LOCATION:	ADDRESS

PROJECT SHEET LIST

L 0.0	LANDSCAPE COVER SHEET
L 1.1	LANDSCAPE IRRIGATION PLAN
L 1.2	LANDSCAPE IRRIGATION SPECIFICATION
L 2.1	LANDSCAPE PLANTING PLAN
L 2.2	LANDSCAPE PLANTING SPECIFICATIONS
L 2.3	LANDSCAPE DETAILS

NORTH

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

KenCairn
Landscape Architecture
545 A ST, STE 3, ASHLAND, OR 97520
541.545.1465

REGISTERED LANDSCAPE ARCHITECT
STATE OF OREGON
REG. # 893
KERRY KENCAIRN
11/27/19

Drawn By:
JL

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

REVISION DATE

LANDSCAPE COVER SHEET

ISSUE DATE:
APRIL 15, 2019

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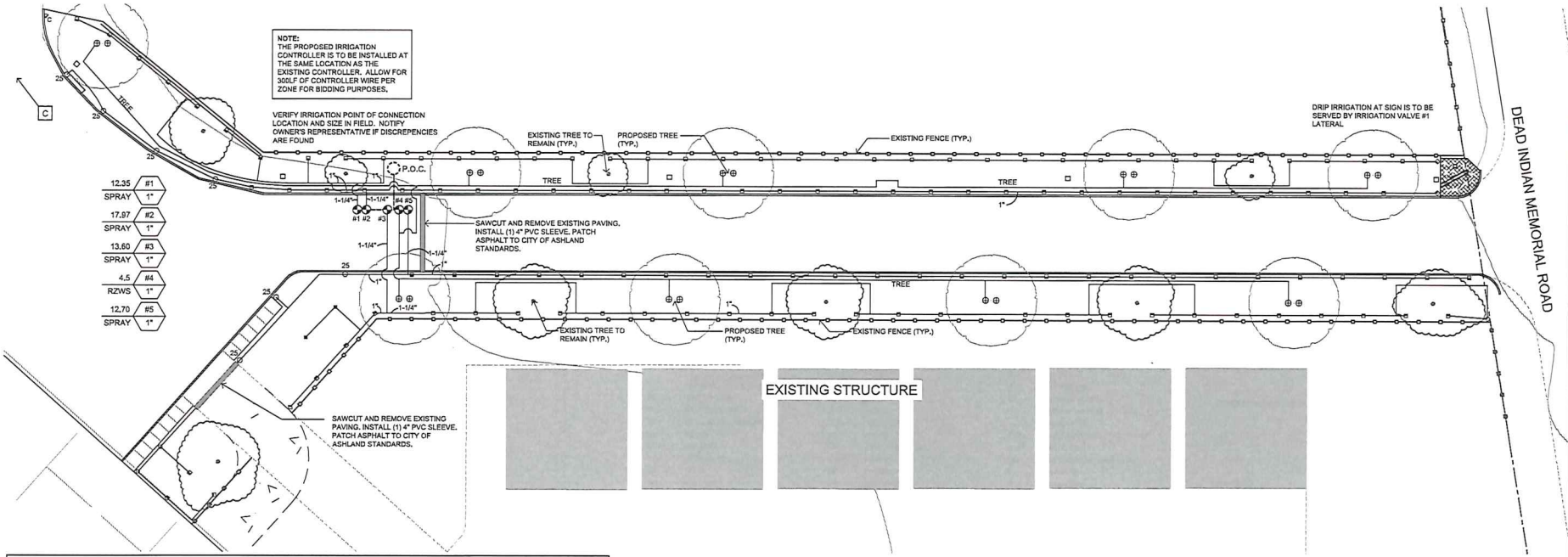

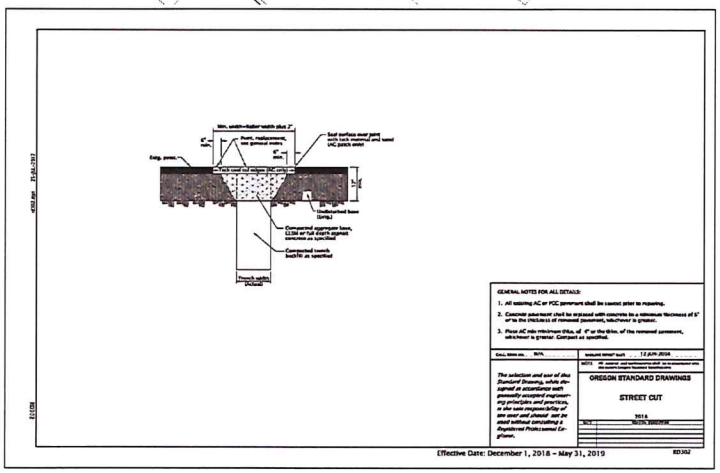

IRRIGATION PLAN LEGEND

	HUNTER ICV-101G (SPRAY)
	MAIN LINE: SCH 40 PVC (1-1/4")
	LATERAL LINES SHALL BE SCH 40 PVC (1" MIN. OR AS INDICATED ON PLAN)
	SLEEVES - SCH 40, MIN SIZE SHALL BE 2x DIA OF PASSING PIPE
C	CONTROLLER: HUNTER XC-600 WITH SOLAR-SYNC SENSOR
1 / 1"	ZONE ID / GPM / APPLICATION / VALVE SIZE
P.O.C.	POINT OF CONNECTION - SEE DETAIL #1/L 2.3
	DRIP IRRIGATION: HUNTER PLD-06-18 (SPACE @ 18" O.C.)

IRRIGATION HEAD KEY

	X, ½, ¼ FULL	HUNTER PRS40	MP-ROTATOR 1000	14'	0.19, 0.38, 0.56, 0.75
	½, ¼ FULL	HUNTER PRS40	MP-ROTATOR 2000	19'	0.40, 0.74, 1.47
	X, ½, ¼ FULL	HUNTER PRS30	MP-ROTATOR 3000	25'	0.71, 1.51, 2.30, 3.04
	RZWS	HUNTER RZWS-18-25-CV			0.25

IRRIGATION NOTES

1. THE CITY OF ASHLAND TO REVIEW AND APPROVE ALL LANDSCAPE RELATED ITEMS PRIOR TO BEGINNING LANDSCAPE INSTALLATION
2. REVIEW SPECIFICATION SHEET L 1.2 FOR ALL ASPECTS OF THE IRRIGATION SYSTEM INSTALLATION.
3. THIS SYSTEM HAS BEEN DESIGNED TO BE SERVICED BY AN EXISTING 2" DOMESTIC WATER METER WITH A RECORDED PRESSURE READING OF 125PSI PER THE CITY OF ASHLAND ON 03.04.2019. ALL ZONES ARE DESIGNED TO OPERATE AT A MINIMUM OF 40PSI. SET PRESSURE REDUCING VALVE ACCORDINGLY.
4. MAINTAIN AT JOB SITE ONE (1) COPY OF DRAWINGS, SPECIFICATIONS, ADDENDA, AND APPROVED SHOP DRAWINGS, CHANGE ORDERS AND OTHER PROJECT DOCUMENTS.
5. RECORD ACTUAL LOCATION OF ALL CONCEALED COMPONENTS, PIPING SYSTEM, CONDUIT AND SLEEVE LOCATIONS. KEEP THIS DOCUMENT CURRENT. DO NOT PERMANENTLY CONCEAL ANY WORK UNTIL REQUIRED INFORMATION HAS BEEN RECORDED. FURNISH TWO (2) COPIES OF RECORD DRAWINGS TO THE OWNER. REDUCE ONE COPY OF RECORD DRAWING TO FIT INSIDE CONTROLLER LID. LAMINATE REDUCED COPY.
6. ALL WORK SHALL BE INSTALLED BY COMPETENT WORKMEN EXPERIENCED IN TRADE IN A NEAT AND ORDERLY MANNER ACCEPTABLE TO THE OWNER'S REPRESENTATIVE.
7. CONFORM TO ALL PERTINENT CODES AND REGULATIONS. COMPLY WITH THE LATEST RULES OF THE NATIONAL ELECTRICAL CODE AND THE AMERICAN MASTER PLUMBERS CODE.
8. VERIFY THAT FIELD CONDITIONS ARE AS INDICATED ON DRAWINGS. NOTIFY THE OWNER'S REPRESENTATIVE IF DISCREPENCIES ARE OBSERVED.
9. NOTIFY OWNER'S REPRESENTATIVE 48 HOURS IN ADVANCE OF ALL SITE OBSERVATION VISITS REQUIRED BY THE OWNER'S REPRESENTATIVE. THE CONTRACTOR SHALL BE PRESENT AT EACH SITE OBSERVATION VISIT. REQUIRED VISITS INCLUDE: PRESSURE TEST AFTER MAINLINE LAID, AFTER NON-PRESSURIZED LINES PRIOR TO BACKFILL, AND FINAL OPERATION OF ALL IRRIGATION STATIONS INCLUDING HEAD TO HEAD COVERAGE.
10. IRRIGATION PIPE, HEADS, VALVES, BACKFLOW DEVICE AS NOTED ON LEGEND.
11. VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO BEGINNING WORK.
12. PIPING LAYOUT IS DIAGRAMMATIC ONLY. ROUTE PIPING IN PLANTERS AND AVOID UTILITIES AND STRUCTURES. LAYOUT SHALL FOLLOW AS CLOSELY AS PRACTICAL THE SCHEMATIC DESIGN ON THE DRAWINGS. MAKE NO SUBSTANTIAL CHANGES WITHOUT PRIOR APPROVAL FROM THE OWNER'S REPRESENTATIVE.
13. ALL LATERAL PIPE SHALL BE 1" IN SIZE UNLESS OTHERWISE INDICATED ON THE PLAN.
14. COORDINATE ALL IRRIGATION EQUIPMENT LOCATIONS WITH OTHER CONTRACTORS. NOTIFY THE OWNER'S REPRESENTATIVE IF CONFLICTS ARE ENCOUNTERED.
15. ALL SPRINKLER HEADS ALONG SIDEWALKS SHALL BE TWO INCHES FROM SIDEWALKS.
16. PIPE DEPTH - LATERAL LINES - 10 INCH MINIMUM; MAINLINE - 18 INCH MINIMUM.
17. BOTTOM OF TRENCHES AND BACKFILL MATERIAL SHALL BE FREE OF ROCKS, CLODS, AND OTHER SHARP OBJECTS. SNAKE PIPE FROM SIDE TO SIDE AT TRENCH BOTTOM TO ALLOW EXPANSION.
18. DO NOT INSTALL HEADS UNTIL LINES HAVE BEEN THOROUGHLY FLUSHED AND PRESSURE TESTED.
19. SHUT OFF VALVES ARE REQUIRED AT EACH POINT OF CONNECTION. VALVE BOX, AND AT EVERY LOCATION WHERE THE MAINLINE PASSES UNDER 20 FEET OF PAVEMENT.
20. A MANUAL DRAIN MUST BE INSTALLED AT THE LOW SPOT OF EACH ZONE. THE DRAIN SHOULD BE A BRASS MANUAL ANGLE VALVE WITH "T" STEM. DRAINS LOCATED ON LATERAL LINES SHALL BE 1" SIZE.
21. COORDINATE WIRE AND CONDUIT LOCATIONS BETWEEN ELECTRIC CONTROL VALVES AND THE ELECTRIC CONTROLLER.
22. UPON COMPLETION OF ALL SYSTEMS, THE CONTRACTOR SHALL PERFORM A COVERAGE TEST TO DETERMINE THAT WATER IS BEING APPLIED CORRECTLY AND ADEQUATELY TO ALL PLANTINGS. CHANGE ANY HEADS, NOZZLES, OR ORIFICES AS MAY BE REQUIRED TO PROVIDE COVERAGE AS INDICATED ON THE DRAWINGS. PROMPTLY ADJUST HEADS TO KEEP WATER OFF BUILDINGS AND STRUCTURES WITH MINIMAL SPRAY ON PAVED SURFACES.
23. ALL SPRAY HEADS ADJACENT TO HARDSCAPE TO BE ON 6" POP-UPS. ALL OTHER SPRAY HEADS TO BE ON 12" POP-UPS.

SLEEVING:

24. CONTRACTOR SHALL VERIFY SLEEVING LOCATIONS AND COORDINATE WITH THE OWNER'S REPRESENTATIVE. SLEEVES ARE TO BE PROVIDED BY GENERAL CONTRACTOR.
25. COORDINATE THE INSTALLATION OF ELECTRICAL SERVICE AND CONDUIT TO THE LOCATION OF THE PROPOSED IRRIGATION CONTROLLER.

NORTH

0 8' 16' 32'
SCALE: 1/16"=1'-0"

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STATE OF OREGON
REG. # 893
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11/12/19

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REVISION DATE

LANDSCAPE IRRIGATION PLAN

ISSUE DATE:
APRIL 15, 2019

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PLANTING IRRIGATION

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes
1. Providing labor, material and equipment to install the Irrigation system and related Work as indicated on the Drawings and includes, but is not necessarily limited to:
a. Lawn and shrub sprinkler system
b. Drip Irrigation System
c. P.O.C., Main Line, automatic controller and valves
d. Sleeve under paving
e. Balancing and adjusting Irrigation system.

B. 1.03 SITE OBSERVATION VISITS

A. Scheduling and Coordination:
1. The Landscape Architect shall be notified by the Landscape Contracting Business 48 hours in advance of all site observation visits requested.
2. The Landscape Construction Professional shall be present at each site observation visit.
3. All Work that is to be viewed by the Landscape Architect shall be ready and in place. The Landscape Architect has the right to have changes made to any or all of the Work.

B. Pre-Construction Meeting:
1. Prior to commencing any Work on the site, the Landscape Architect will call for an on-site meeting of all Contractors involved to review the Work under each Contract and the schedule of Work as set forth by the Landscape Architect.

C. Site Observation Meetings:
1. Trench depth verification
2. Main line visual test after installation of valves
3. Coverage Test
4. Pre-final checklist
5. Final Completion checklist

D. Additional site observation visits may be required by the Landscape Architect at any time. If more than one site observation visit is required for a particular portion of Work because of excessive deficiencies (as determined by Owner or Landscape Architect), the Landscape Contracting Business shall be charged for additional visits and reports required.

1.04 QUALITY ASSURANCE

A. Regulatory Requirements
1. All work detailed herein and on the drawings shall be accomplished in strict accordance with the applicable Local, State and Federal codes and regulations.
2. The Landscape Contracting Business shall be responsible for obtaining and paying for all necessary permits to accomplish the work described herein.

B. Qualifications
1. All work shall be installed by competent workmen experienced in trade in a neat and orderly manner acceptable to the Owner. Landscape Contracting Business shall be properly licensed for all Work of this section in the State of Oregon.
2. Provide at least one person who shall be present at all times during execution of this portion of the Work and who shall be thoroughly familiar with the type of material being installed and the manufacturer's recommended methods.

C. Substitutions
1. Submit requests for product substitution approval to landscape architect. Substitutions will be permitted only if approved in writing by the Landscape Architect.

1.05 DELIVERY, STORAGE, AND HANDLING

A. Storage and Handling Requirements:
1. Use all means necessary to protect Irrigation system materials before, during, and after installation until completion of this Section.
2. In the event of damage, immediately make all repairs and replacements necessary to the approval of the Architect and at no additional cost to the Owner.

1.06 FIELD CONDITIONS

A. Existing Utilities:
1. Carefully note all established grades, overhead and underground utilities and structures before commencing work and assume responsibility for damage to same.
2. The Landscape Contracting Business shall contact local utility locate service at least 48 hours in advance of any utility locate request. The Landscape Contracting Business shall verify, locate, and identify, with visible marking, all existing underground utilities in the areas of work and maintain such markings until all work in those areas is complete. If utilities are to remain in place, the Landscape Contracting Business shall provide adequate means of protection during excavation operations.
3. Should uncharted piping or other utilities be encountered during the execution of the work, the Landscape Contracting Business shall notify the Owner's Representative immediately and consult with the utility and Owner for instructions before proceeding with the work.
4. The Landscape Contracting Business shall cooperate with the Owner and public or private utility companies in keeping their respective services and facilities in operation. If it becomes necessary to temporarily interrupt existing services or facilities, the Landscape Contracting Business must provide temporary utility services to the satisfaction of the Owner's Representative.

B. Damages:
1. Any structures or facilities damaged by work of this project shall be restored to equal or better than original condition at the offending Landscape Contracting Business's expense and to the satisfaction of the Owner's Representative.
2. The Landscape Contracting Business shall be responsible for all damage caused by leaks or breaks in the equipment and materials furnished or installed in this contract for one year after the date of Substantial Completion.

C. Weather Requirements:
1. In freezing weather, do no solvent welding of PVC pipe. In rainy weather, do solvent welding of PVC pipe only under cover.

D. Site Conditions:
1. Protect Work and materials of this Section and Work and materials of others at all times.
2. Maintain sidewalks and paved areas clean at all times.
3. Restore any established grade changed during the course of this work to original contours.
4. Maintain vehicles and equipment in clean condition to prevent soiling of roads, walks, and other paved or surfaced areas.

1.07 MAINTENANCE

A. Furnish service and maintenance of entire system until completion and acceptance of the Plant Establishment and Maintenance period (12 months) as outlined in the Plants specifications.
B. Provide maintenance of Irrigation until final completion of all landscape work. Clean filter screens in last two heads of each lateral (or for driplines, flush) at completion of installation work, or as necessary to remove all debris.
C. Adjust controller and sprinkler heads as required during maintenance period.
D. Upon completion of the twelve (12) month maintenance period, instruct the Owner/Owner's maintenance personnel in the operation and maintenance of the Irrigation system.

1.08 WARRANTIES

A. Manufacturer's warranty:
1. Use all means necessary to protect Irrigation system materials before, during, and after installation until completion of this Section.

B. Installer's Guarantee:
1. Guarantee all installation against defects in materials and workmanship, which may occur during normal usage for a period of one year after final acceptance of the Work.
2. System shall be in good working condition, free of debris in lines or heads and with no leaks. All heads plumb and adjusted for complete coverage.
3. Defects that occur during the guarantee period shall be promptly repaired without cost to the Owner.
4. Repair of trench backfill, which settles more than ½" inch or of plantings, lawns, paving, or other improvements damaged by settlement of trench backfill soils during guarantee period.
5. Landscape Contracting Business shall not be responsible for damage due to vandalism, negligence of the Owner or Acts of Nature.

PART 2 - PRODUCTS

2.01 GENERAL

A. All proposed materials and equipment of the system shall be new and shall be brands and types as shown n Drawings or as specified herein.

2.02 PIPE

A. PVC Pipe:
1. Mainline Pipe shall be schedule 40 PVC
2. Non-Pressure Lateral Line Pipe shall be Schedule 40 PVC.

2.03 PIPE FITTINGS

A. All PVC glue fittings shall be PVC 1220, schedule 40.
B. Galvanized iron pipe fittings shall be standard weight (schedule 40), hot dipped galvanized.
C. Nipples shall be Sch 80
D. All risers above ground (if any) shall be galvanized iron pipe, or Schedule 80 PVC.

2.04 PVC SOLVENT CEMENT

A. "Weld-On 721" or approved equal. All approved equals shall meet requirements as recommended by pipe manufacturer in writing.

2.05 PVC CLEANER AND PRIMER

A. "Weld-On P70" or approved equal. All approved equals shall meet the requirements ASTM F-656

2.06 PVC SLEEVES

A. Pipe Sleeves shall be SCH. 40 PVC. All sleeves to be twice the size of passing pipe. All wires to valves to be in separate sleeves, adequate for carrying twice the intended number of wires.

2.07 SPRINKLER HEADS

A. Make, size, type and performance as called out on the drawings.

2.08 SWING JOINT ASSEMBLIES

A. Pre-assembled:
1. Sprays: Flexible Polyethylene swing arm.

B. Where on-site fabricated assemblies allowed:
1. Hunter Spiral Barb Fittings SB Series, MSE Street Elbow & SPX Series Polyethylene Swing Pipe or approved equal.
2. Flexible swing arm shall have a maximum length of 12"

2.09 LOW VOLUME IRRIGATION

A. Make, Size, Type and Performance as called out on the drawings.

2.10 VALVES

A. Automatic Control Valves
1. Make, Size and Type as called out on the drawings

B. Manual Drain Valves
1. One inch (1") Brass, 150 lbs. class threaded connections, with cross type operating handle designed to receive operating key. Watts WGV-X, Champion 100, or approved equal.
2. Valve Operating Key: Heavy galvanized plated iron Key for operating cross-type flow control handle on valve. Length, 30".

C. Backflow Prevention Device:
1. Wilkins 350XL, Size and Type as called out on the drawings

D. Quick Coupling Valves:
1. Make, Size and Type as called out on the drawings

E. Isolation Valves:
1. Ball Valves: One piece sealed unit, PVC type, Spears or Equal.
2. Gate Valves: Brass; sized as indicated on plans.

2.11 VALVE BOXES

A. Ametek brand or equal, of sufficient size to house one or more valves as needed for proper installation.

2.12 IRRIGATION CONTROLLER

A. Make and Type as called out on the drawings.
B. The specified weather basedc controller and accompanying weather sensor complies with Earth Advantage requirements per specification section 018113 (9.2.3) - Sustainable Design.

2.13 WIRE AND ELECTRICAL CONNECTORS

A. Irrigation Control Wire: Control wire shall be single strand insulated copper wire designed for 24 volts or greater, Type UF, UL approved for direct burial in NEC Class II circuits. Size of wire shall be in accordance with manufacturer's recommendation and shall meet the minimum requirements for operation of the control valves installed, but in no case smaller than number fourteen (14) gauge. Common wire shall be white and control wires shall be red.
B. Electrical connectors: watertight electrical connectors. DBY or DBR by 3M, 'One Step' 20111SP by King Safety or equal as approved by landscape architect before installation.

2.14 BACKFILL MATERIAL

A. Native soil made free of rocks over 1" in diameter, or imported topsoil, free of rock over 1" in diameter.
B. Pea Gravel: 1/2 " round washed rock for use around drains, valves, quick couplers, etc.

2.15 OTHER MATERIAL

A. All materials not specifically described but required for a complete and proper irrigation system installation, shall be new and first quality of their respective kinds.

PART 3 - EXECUTION

3.01 EXISTING CONDITIONS

A. All materials not specifically described but required for a complete and proper irrigation system installation, shall be new and first quality of their respective kinds.
B. Prior to all work of this Section, carefully inspect the installed work of all other trades and verify that all such work is complete to the point where this installation may properly commence. Do not start work until conditions are satisfactory

3.02 LAYOUT

A. Layout shall follow as closely as practical the schematic design as on the Drawings. Make no substantial changes without prior approval.
B. Stake head locations and adjust to site conditions for uniform coverage. Alter system when required or instructed to afford uniform irrigation coverage.

3.03 TRENCHING

A. Trenching locations shown on Drawing are diagrammatic. Adjust to actual site conditions and ease of trenching.
B. Stake tree locations and route pipe trenches so they do not pass through tree pits.
C. Provide the following depth of backfill over <u>top of pipe</u>:
1. Lateral Line: 12" minimum/16" maximum
2. Main Line: 18" minimum/24" maximum
3. Sleeves: 18" minimum/24" maximum

D. Bottom of trenches shall be free of rocks, clods, and other sharp objects. Snake pipe from side to side in bottom of trench to allow for expansion.
E. Temporary Stockpiling of Excavated Material:

Unless otherwise approved, do not obstruct private streets, drives, or pedestrian walkways.

3.04 IRRIGATION SLEEVES

A. Install sleeves for Irrigation lines and/or control wire under pavement prior to placing pavement materials. Extend sleeves beyond pavement edge a minimum of twelve inches (12"). All sleeves shall be installed with a minimum depth of cover to the top of the pipe of eighteen inches (18") and a maximum depth of (24"). If length of required sleeve is greater than the length of the unit of pipe, solvent weld all joints required. Otherwise all sleeves shall be of on continuous length of pipe.
B. Tape ends of sleeve closed to keep soil out of the sleeve until irrigate lines and/or control wire are installed.
C. Permanently attach a single length of fourteen (14) gauge trace wire above the entire length of the sleeve.
D. Stake both ends of sleeves with a readily visible stake extending twelve inches (12") above grade and below grade to the bottom of the sleeve. Mark the above grade portion of the stake with the works "Irrig. Sleeve." Remove stakes after sleeves are recorded on as-built drawings and after irrigation lines and/or control wires are installed and inspected.

3.05 PLASTIC PIPE

A. Carefully clean all pipe of scale, sand, dirt, etc., prior to assembling. Make up pipe on the surface by solvent welding process before lowering into trench. Avoid using an excess of cement when making joints. All excess cement shall be continuously wiped off as it appears on the surface of the pipe after making joints. Allow at least 15 minutes set-up curing time before moving or handling.
B. Make all connections between plastic pipe and metal valves, copper pipe or steel pipe with screw fitting using plastic male adapters. Do not use solvent cement on threaded joints, but wrap joints with minimum wraps of Teflon tape. Hand tighten, do not use a wrench. Do not screw steel pipe into plastic fitting.
C. Thoroughly flush pipe through all sections before installing valves, heads, or drains.
D. Provide 2" clearance between all pipes in same trenches.

3.06 SPRINKLER HEAD LOCATION

A. Install heads in locations shown on plans and as directed to obtain complete coverage. Do not install heads until lines have been thoroughly tested and flushed clean.
B. All heads shall be installed plumb, and set with top of pop-up heads flush with finish grade allowing for bark or sod. Install heads in straight lines to each other where possible.
C. Heads shall be immediately adjusted to keep water from building and paving.

3.07 DRAIN VALVES

A. Install manual drain valves at all low points of mainline. Valves shall be accessible through a 4" PVC sleeve and have a 2 cubic foot pea gravel sump to drain into. Provide owner with valve key.

3.08 AUTOMATIC SPRINKLER EQUIPMENT

A. Irrigation Controller:
1. Install Controller as noted on the drawings.
2. Provide all conduit, wire, and equipment to properly install.
3. Label circuits inside controller cover, including scheduling of all zones. Submit to Landscape Architect for review and acceptance minimum ten (10) days prior to system operation test.

B. Wireless Solar Sync:
1. Install the specified Solar Sync sensor in a south facing location where little/no shade is anticipated. Verify location on the plan.

C. Control Wire:
1. Wire shall be laid in trenches traveling via the main line whenever possible from controller to the valve. Wire shall be placed at bottom of main line and to the side as detailed.
2. Wire shall be "taped" with electrical tape at 10-foot intervals.
3. Provide a 24" expansion loop at each control valve.
4. All splices shall be in boxes and noted on as-builts.
5. Splicing of wire shall be made with Hunter DBRY wire connectors or approved equal.
6. All control wire shall have 18 inches minimum cover.
7. All control wiring under paving, curbs, walls etc., shall be protected by a pipe (Sch. 40 PVC) sleeve of adequate size and proper installation for "pulling" twice the required number of wires. No taping of wire inside sleeve.
8. Install 1 extra control wire and 1 extra common wire along entire route of main line.

C. Control Valves:
1. Install in accessible location in valve box as shown on Drawings. Manifold where possible adjacent to lawn areas in planting beds. Install valve box flush to finish grade.

3.09 MAIN LINE PRESSURE TEST

A. Pressure test main line with valves in place.
B. Do not apply pressure tests until after the last solvent weld joint has set up for 24 hours.
C. Center load all mainline pipe leaving all glue joints exposed.
D. Flush dirt & bleed air from mainline prior to test.
E. 100 PSI shall be sustained in the lines for two hours. If a leak develops in glued joints, the joints shall be replaced and the test repeated until the entire system is proven to be watertight.

3.10 VISUAL MAIN LINE TEST

A. Remove all caps and install valves.
B. Prior to the connection of lateral lines to valves, a visual inspection of valves and valve manifolds shall be required.
C. The mainline shall be held at the existing static pressures for 2 hours. A visual inspection shall be performed to determine if leaks develop in the threaded and glued portions of the manifolds.
D. Corrective steps shall be taken and the test shall be repeated until the mainline is shown to be drip-tight.

3.11 VISUAL LATERAL LINE TEST

A. A visual inspection shall be performed to determine if leaks develop in the glued portions of the lateral line.
B. Cap swing joints with threaded caps, and maintain static line pressure for a period of two hours.
C. The test shall be repeated until the lateral line is shown to be drip-tight. Threaded portions of the lateral lines shall be tightened to reduce leakage.
D. Tests shall be observed and approved by the Owner's Representative prior to backfill.

3.12 BACKFILLING

A. In no event shall the Landscape Contracting Business cover up or otherwise remove from view any work under this contract without prior approval of the Owner's representative. Any work covered prior to inspection shall be opened to view by the Landscape Contracting Business at his expense.
B. After work has been tested and is in good working order, trenches shall be backfilled with excavated earth after all clods, rocks or hard objects over 2" in size have been removed or broken up. Initial backfill within 3" of pipe on all sides shall be rock free soil or of a fine granular material as specified.
C. Top 6" of backfill material in lawn areas shall be same soil as top 6" of lawn bed.
D. Backfill Compaction
1. Backfill shall be "water jetted" or compacted with an appropriately sized gas powered mechanical compactor in 6" lifts when soil moisture level is low enough to permit. Soil moisture level shall be evaluated by Owner's Representative.
2. Backfill must be "water jetted" when soil moisture level is too high for proper mechanical compaction.
3. Backfill shall be compacted to a dry density equal to adjacent soil and shall conform to adjacent grades free of sunken areas, or other irregularities.

E. Remove all excess excavated material from site. Dispose of legally.

3.13 COVERAGE TEST

A. Upon completion of all systems, the Landscape Contracting Business shall perform a coverage test to determine that all areas are completely and adequately watered. Change any heads/nozzles as may be required to provide coverage as indicated on the Drawings or as specified.
B. Adjust heads to keep water off of structures or paving.
C. The Landscape Construction Professional shall be present at test and shall perform test in presence of Landscape Architect or Owner's Representative.

3.14 CLEAN UP

A. Upon completion of work, remove all excess material, equipment and debris and leave the area in a neat and acceptable condition.
B. Properly replace all features and plant material disturbed during installation and return area to original condition or better.
C. Including products of other sections, clean, repair, or replace when directed, products, which have been soiled, discolored, or damaged by work of this section. Remove debris from project site upon Work completion or sooner, if directed.

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STATE OF OREGON
REG. # 493
Kerry KenCairn

Drawn By:
JL

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ASHLAND, OR, 97520

REVISION DATE

IRRIGATION SPECIFICATION

ISSUE DATE:
APRIL 15, 2019

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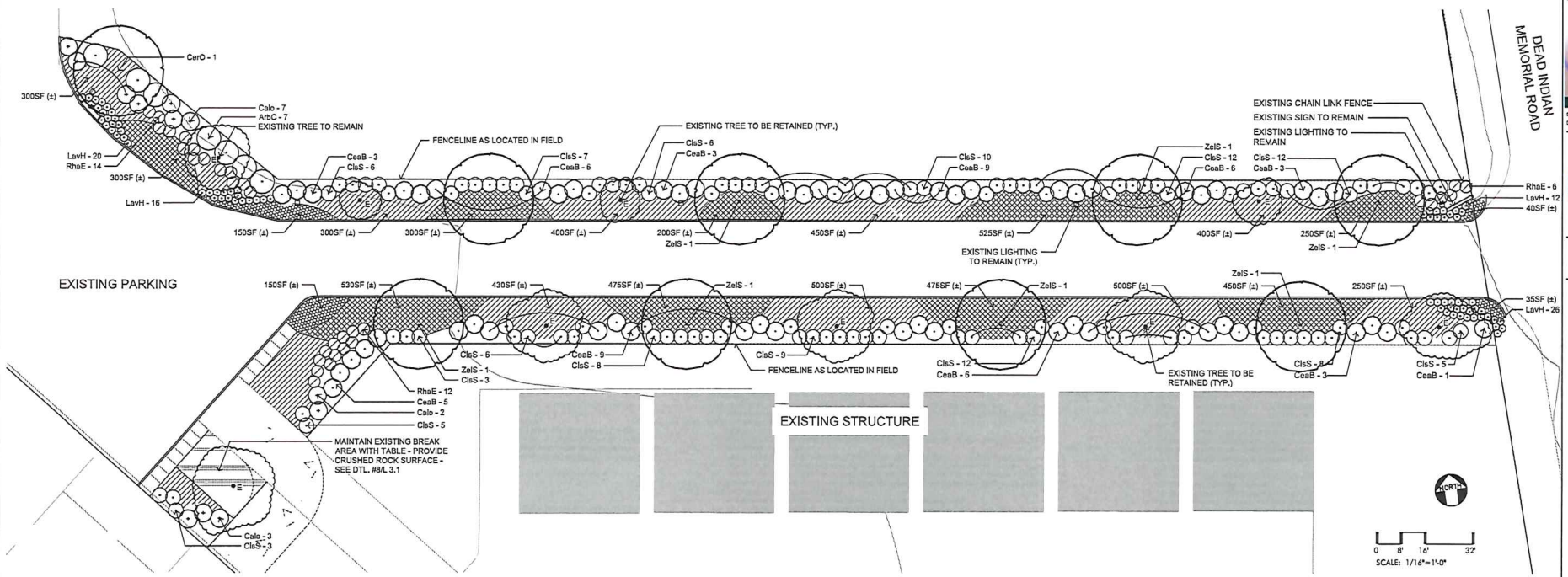

PLANT LEGEND

CODE	BOTANICAL NAME	COMMON NAME	SIZE
	TREES		
CerO	Cercis reniformis 'Oklahoma'	Oklahoma Redbud	36" Box
ZelS	Zelkova serrata 'SchmidtLow'	Wireless Zelkova	1.5" cal.
	SHRUBS & PERENNIALS		
ArbC	Arbutus unedo 'Compacta'	Compact Strawberry Tree	5 gal.
Calo	Calycanthus occidentalis	Western Spicebush	5 gal.
CeaB	Ceanothus 'Blue Jeans'	Blue Jeans California Lilac	5 gal.
ClsS	Cistus ladanifer 'Snow White'	White Rockrose	5 gal.
LavH	Lavandula angustifolia 'Hidcote'	Hidcote Lavender	1 gal.
RhaE	Rhamnus californica 'Eve's Case'	Eve's Case Coffeeberry	5 gal.
GROUNDCOVER			
	Achillea x 'Moonshine'	Moonshine Yarrow	4" pot
			18" o.c.
	Arctostaphyllos uva-ursi 'Emerald Carpet'	Emerald Carpet Kinnikinnick	1 gal.
			36" o.c.
	Rhus aromatica 'Gro-Low'	Gro-Low Fragrant Sumac	1 gal.

LANDSCAPE NOTES

1. Mature compost shall be added to existing site soils at a rate of three cubic yards per 1,000 sq.ft. of proposed landscaped area and rototilled into the top 6".
2. Provide 3" of shredded mature compost to be used as the top mulch.
3. All existing shrubs and groundcover to be removed, including rootwads. All trees not shown on plan as being retained are to be removed.
4. All plants on this project have been selected for deer and fire resistance. Due to changes in ecology, climate, and deer behavior, no plant material can be guaranteed to remain deer resistant. KenCairn Landscape Architecture is not responsible for the changes in deer plant material predation.

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REGISTERED LANDSCAPE ARCHITECT
STATE OF OREGON
REG. # 493
Ken Cairn
10/27/19

Drawn By:
JL

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403 DEAD INDIAN MEMORIAL ROAD
ASHLAND, OR, 97520

REVISION DATE

LANDSCAPE PLANTING PLAN

ISSUE DATE:
APRIL 15, 2019

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PLANTS

PART 1 - GENERAL

1.01 SUMMARY
- A. Refer to the General Conditions, Supplementary Conditions, and Division 01 General Requirements.
- B. Furnish materials, equipment and labor necessary for completing the Work shown on the Drawings and as specified herein including, but not limited to:
  1. Trees, plants and ground covers
  2. Bark mulch
  3. Plant establishment, maintenance and warranty period

1.03 SUBMITTALS
- A. Action Submittals
  1. Delivery Slips
     - a. Landscape Contracting Business shall maintain records of certified delivery slips for all material used in performance of his work. Delivery slips shall list full product description, size and application information where applicable. The Owner's Representative may request samples periodically.
- B. Informational Submittals
  1. Submit a certificate of confirmed plant orders within five days after project Notice to Proceed including information on quantity ordered, location, phone number, and address of grower who has agreed to provide plant material.
  2. Submit Certificates required by law with plant shipments in the Closeout Manual.
- C. Maintenance Material Submittals
  1. At least 14 days prior to the end of the contractual maintenance period, submit to Owner full and complete maintenance instruction of the plantings.

1.04 SITE OBSERVATION VISITS
- A. Scheduling and Coordination
  1. The Landscape Architect shall be notified by the Landscape Contracting Business 48 hours in advance of all site observation visits requested.
  2. The Landscape Construction Professional shall be present at each site observation visit.
  3. All Work that is to be viewed by the Landscape Architect shall be ready and in place.
  4. The Landscape Architect has the right to have changes made to any or all of the Work.
- B. Site Observation Meetings
  1. Soil preparation and finish grading
  2. Plant material layout
  3. Pre-final (substantial completion) checklist
  4. Final completion checklist
- C. Additional site observation visits may be required by the Landscape Architect at any time. If more than one site observation visit is required for a particular portion of Work because of excessive deficiencies (as determined by Owner or Landscape Architect), the Landscape Contracting Business may be charged for additional visits and reports required.

1.05 QUALITY ASSURANCE
- A. Regulatory Requirements
  1. Comply with minimum requirements for plant quality, grade tolerances, and caliper to height ratios as specified in American Standards for Nursery Stock, ANSI Z60.1-1972.
  2. Meet or exceed the specifications of federal, state, and county laws requiring inspection of plants and planting material for plant disease control.
- B. Qualifications
  1. The Landscape Contracting Business shall have a minimum of 5 years demonstrated experience.
  2. The Landscape Contracting Business shall be fully licensed with the State of Oregon for all phases of landscape installation.
  3. Acceptable Plant Installers:
     - a. Employ a Landscape Construction Professional to be present and direct performance of planting Work and familiar with planting materials and methods of installation.
     - b. Employ a Landscape Construction Professional who has minimum 5 years experience.
- C. Substitutions
  1. Submit substitution requests prior to beginning landscape site work and no later than thirty (30) days prior to plant installation. Substitutions will not be considered less than 30 days prior to scheduled planting.
- D. The Landscape Architect may reject plant material that does not meet specified standards.
- E. Plant Names
  1. Names and sizes of plants shall comply with the Standards of Practice of the American Association of Nurserymen, Inc.
  2. Conform to Standardized Plant Names by J. Horace McFarland Company.
  3. Botanical names take precedence over common names.

1.06 DELIVERY, STORAGE, AND HANDLING
- A. Packing and Shipping
  1. Notify Owner's Representative within 48 hours of delivery schedule so plant materials may be inspected upon delivery.
  2. Deliver packaged materials in manufacturer's unopened containers, fully identified by name, brand, type, weight, and analysis.
- B. Storage and Protection
  1. Protect plants against damage and dehydration.
  2. Cover plant roots and root balls with soil or other accepted material upon delivery, if not scheduled for planting within four hours.
  3. Store plant materials in shade and protect against harmful weather.
  4. Maintain plant materials that are not planted within four hours.
  5. Store packaged materials to prevent damage and intrusion of foreign matter.
  6. Do not deliver more plant material to the site that can be planted in one day without a temporary irrigation means in place and operating.

1.07 FIELD CONDITIONS
- A. Examine planting areas and site conditions prior to starting work.
- B. Verification of conditions:
  1. Verify location of underground utilities prior to starting work.
  2. Start of Work indicates acceptance of existing site conditions.
- C. Scheduling:
  1. Conduct landscape work within the acceptable planting season for each kind of plant.
- D. Weather Conditions:
  1. Do not plant when air temperature is less than 32 degrees F or above 95 degrees F.
  2. Do not plant when ground is frozen, excessively wet or dry.
  3. Do not plant when wind velocity exceeds 25 mph.

1.08 WARRANTIES
- A. Warrant plant material to remain alive and be in healthy, vigorous condition for a period of one (1) year after the date of Physical Completion. Inspection of plants will be made by the Owner's Representative at the completion of planting.
- B. Replace, in accordance with the drawings and the specifications, all plants that are dead, or as determined by the Owner's Representative, are in an unhealthy or unsightly condition, and have lost their natural shape due to dead branches, or other causes due to the Contractor's negligence. The cost of such replacement(s) is at the Contractor's expense. Warrant all replacement plants for one (1) full year upon replanting, unless otherwise determined by the Owner.
- C. Warranty shall not include damage or loss of plant materials caused by fire, floods, freezing conditions, or winds, natural occurrences not typical of the area, or improper maintenance by the Owner. Acts of vandalism or Owner negligence shall not be covered by the Warranty.
- D. Remove and immediately replace all plants, as determined by the Owner's Representative, to be unsatisfactory during the initial planting installation.
  1. Replace unhealthy plants within 15 days of notification or as approved by Owner's Representative.
  2. The Owner, Owner's Representative, and Contractor shall walk the site no less than 60 days prior to the end of the warranty period to review the site for dead or dying plant material.

1.09 PLANT ESTABLISHMENT AND MAINTENANCE
- A. Maintenance Service
  1. Begin twelve (12) month plant establishment and maintenance period immediately after shrubs and trees are planted. Contractor shall submit written notice to Owner's Representative that planting is complete.
  2. Maintenance Frequency: Allow for one (1) site maintenance visit each month during the twelve month maintenance period. Document the time and date of each pre-scheduled visit
  3. Protect and maintain plants for the duration of the plant establishment and maintenance period.
  4. Water, weed, fertilize, spray, cultivate mulch, reset plants to correct grade and upright position, remove dead wood, and perform other necessary maintenance work necessary for healthy growth.
  5. Remove leaves, cones, and plant litter from landscape areas until the end of the Maintenance Period.
  6. Irrigate planting soils when necessary to avoid drying out of plant materials and to promote healthy growth.
  7. Water trees by Deep Root watering method.
  8. Weed all planting beds by manual methods only. Use of chemicals will not be permitted.
  9. Pruning and/or shearing of plants during the plant establishment period will not be permitted except to remove dead or damaged limbs.
- B. Physical Completion
  1. Final Site Meeting
     - a. A final site meeting shall be required with the Owner in the eleventh (11th) month of the warranty/maintenance period to review all warranty replacement items, workmanship, and plant establishment. The Landscape Architect may be present at the request of the Owner.

PART 2 - PRODUCTS

2.01 PLANTS
- A. Nursery Stock
  1. Healthy well branched and rooted, full foliaged when in leaf, free of disease, injury, insects, weeds, and weed roots.
  2. Typical of plant species and variety.
  3. Plants held in storage will be rejected if they show signs of growth during storage.
  4. Do not use cold storage plants unless authorized by Owner's Representative in writing.
  5. Where drawings indicate row planting, furnish plants matched in form.
  6. Plants larger than specified in plant list may be used when acceptable to Owner's Representative.
- B. Plant Names
  1. Furnish plants true to name.
  2. Retain one plant tag per +/- 25 plants with common and botanical name. Tag shall remain with the plant after planting.
- C. Balled and Burlap Plants (B&B)
  1. Ball and Burlap with natural ball of size to insure healthy growth.
  2. Dig with firm natural balls of earth of sufficient diameter and depth to encompass the feeding root system necessary for full recovery of the plant.
  3. Comply with ball sizes listed by American Standard for Nursery Stock.
  4. Cracked and mushroomed balls are not acceptable.
- D. Container Grown Plants
  1. Furnish plants in removable containers or integral peat pots.
  2. Furnish plants well rooted to ensure healthy growth.
  3. Furnish plants grown in containers from six months to two years prior to delivery, with roots filling container but not root bound.
- E. Trees
  1. Do not furnish trees that have a main trunk with two co-dominated stems.
  2. Trees shall not contain pruning wounds with a diameter of more than 1 inch and wounds must be made at branch collar and have sound bark on all edges.
- F. Shrubs and Ground Covers
  1. Furnish plants with spread and height requirements indicated in plant list.
  2. Furnish plants in a moist and vigorous condition, free of dead wood, bruises, and root or branch injuries.

2.02 SOIL CONDITIONER
- A. Free from weeds, seeds, and material harmful to plant life.
- B. Aged compost.

2.03 PRE-EMERGENT HERBICIDE
- A. Pre-emergent such as Double O, Casaron or approved equal shall be applied in all shrub and ground cover planting areas per manufacturer's directions.

2.04 MYCHORRIZAE
- A. Each plant shall receive an application of "Endo Plus" mycorrhizae available from Mycorrhizal Applications, Inc. (541) 476-3785, or an approved equal.

2.05 BARK MULCH
- A. 1/2 -3/4 "Aged-Bark" or "Dark Bark.

2.06 CRUSHED ROCK
- A. ¾" minus crushed rock of a blue/dark gray color.

2.07 COMMERCIAL FERTILIZERS
- A. All material shall be first grade commercial quality and shall have certificates of source of material, analysis, and weight attached to each sack or container.
- B. Granular Planting Fertilizer; APEX 22-6-8 NPK Plus, or approved equal.

PART 3 - EXECUTION

3.01 SURFACE PREPARATION
- A. Rototill 2" of aged compost soil conditioner into the existing site soils. Rake finish grade clean.

3.02 LAYOUT
- A. Before digging holes, lay out location of all plants and adjust as necessary to existing conditions.

3.03 PLACEMENT OF TREES AND SHRUBS
- A. Install plants upright and face plants to give best appearance and relationship to adjacent plants and structures.

3.04 EXCAVATION FOR PLANTS
- A. Excavate pit to two times diameter of root ball or root system and not less than 6 inches deeper for shrubs and holes for balled trees not to exceed depth of root ball.
- B. If hole is too deep, fill hole with compacted soil to correct levels. Deep planting is not permitted. When hole is 4 inches deep, fill with water and let stand until water is absorbed by soil.
- C. Assure drainage by flooding prior to planting.

3.05 PLANTING TREES AND SHRUBS
- A. Remove burlap and fasteners from tops and sides of root ball if complete removal cannot be accomplished without damage to root ball.
- B. Trim broken and frayed roots, and any circular growing roots conforming to the container shape.
- C. Set top of root balls level as shown on the Drawings.
- D. Place and compact prepared planting soil mix carefully to avoid injury to roots and fill voids.
- E. Place lightly compacted layer of prepared planting soil under root system to a depth of 6 inches minimum for shrubs, and do not to exceed depth of root ball for balled trees.
- F. When planting hole is three-fourths filled, spread granular fertilizer around each plant.
- G. Provide the following fertilizer quantities for each plant:
  1. One Gallon Container Shrubs: 6 grams / (1) teaspoon.
  2. Two Gallon Container Shrubs: 12 grams / (2) teaspoon.
  3. Three + Five Gal. Container Shrubs: 36 grams / (2) Tablespoon.
  4. Fifteen Gal. Container Shrubs/Trees: 121 grams / (1/2) Cup.
- H. Fill hole to finish grade and provide 2 inch deep depressed water basin at each shrub and tree.
- I. Do not perform initial watering of trees and shrubs by irrigation system.

3.06 PLANTING GROUND COVERS
- A. Install plants at spacing indicated.
- B. Dig holes large enough to allow spreading of roots.
- C. Backfill with prepared imported soil mix and compact to eliminate voids.
- D. Slightly dish finish grade at each plant and water thoroughly.

3.07 MULCHING
- A. Apply 3 inch thick layer of mulch over planting beds within two days after planting.
- B. Lift ground cover plant foliage above mulch where required to prevent mulch contact with plant foliage. Remove all mulch from the crown of all groundcovers and shrubs.
- C. Do not place mulch within 3" of base/trunk of plants.
- D. Remove mulch from paved areas and clean any stains resulting from this Work.

3.08 CLEAN UP
- A. Adjusting, Cleaning and Repair
  1. Remove excess materials and debris from the site upon completion of Work, or sooner, if directed.
  2. Hose and broom clean paved areas and leave site in neat and acceptable condition.
  3. Clean, repair, or replace when directed, products, which have been soiled, discolored, or damaged by Work of the Section.
  4. Repair damage to underground utility lines and site improvements as a result of planting work.

KenCairn
Landscape Architecture

545 A ST, STE 3, ASHLAND, OR 97520
541.545.1465

REGISTERED LANDSCAPE ARCHITECT
STATE OF OREGON
REG. # 893
Kenneth Kent Cairn
11-12-19

Drawn By:
JL

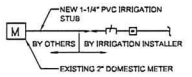
ASHLAND MUNICIPAL AIRPORT
403 DEAD INDIAN MEMORIAL ROAD
ASHLAND, OR, 97520

REVISION DATE

LANDSCAPE PLANTING SPECIFICATION

ISSUE DATE:
APRIL 15, 2019

L 2.2

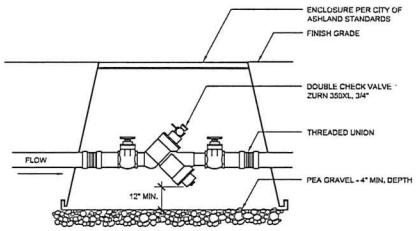


POINT OF CONNECTION TO METER

- 1-1/4" ISOLATION VALVE
- 3/4" DOUBLE CHECK VALVE ZURN 350XL
- 1" PRESSURE REGULATOR VALVE

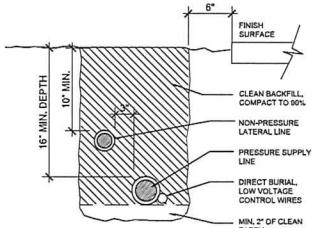
1-1/4" IRRIGATION P.O.C. STUB INTO LANDSCAPING BY OTHERS

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

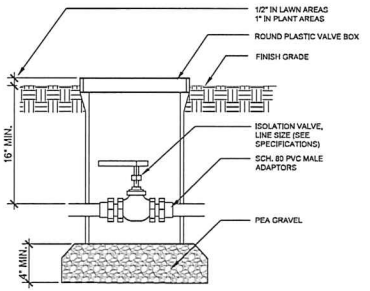


NOTES:
1. MIN. 6" CLEARANCE ON BOTH SIDES OF DEVICE. COMPLY TO ALL CODES THAT GOVERN.
2. GRADE SURROUNDING AREA TO PROVIDE DRAINAGE AWAY FROM DEVICE
3. TEST COCKS MUST BE EQUIPED WITH BRASS PIPE PLUGS. "Y" PATTERN DEVICES MAY BE ROTATED TO FACILITATE ACCESS.
4. THOROUGHLY FLUSH LINES PRIOR TO INSTALLATION OF THE DEVICE

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

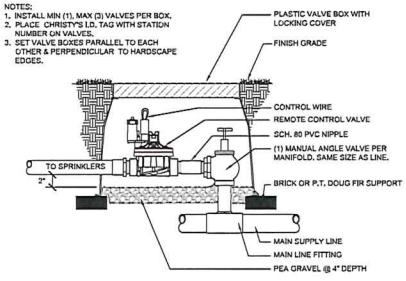


3 SECTION: IRRIGATION LINE TRENCH
Scale: N.T.S.



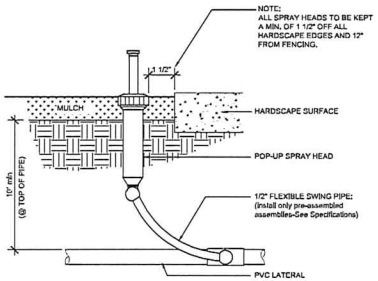
4 SECTION: ISOLATION VALVE
Scale: N.T.S.

NOTES:
1. INSTALL MIN (1), MAX (3) VALVES PER BOX.
2. PLACE CHRISTY'S I.D. TAG WITH STATION NUMBER ON VALVES.
3. SET VALVE BOXES PARALLEL TO EACH OTHER & PERPENDICULAR TO HARDSCAPE EDGES.



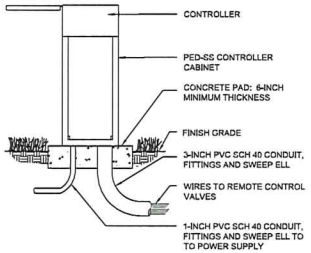
NOTE: SINGLE REMOTE CONTROL VALVES NOT LOCATED ON A MANIFOLD REQUIRE (1) MANUAL ANGLE VALVE @ VALVE INLET, SIZE TO INCOMING LINE.

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

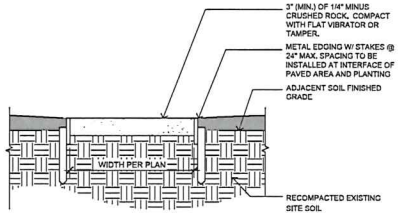


6 SECTION - POP-UP SPRAY HEAD
Scale: N.T.S.

NOTE:
COORDINATE CONTROLLER LOCATION WITH ELECTRICAL



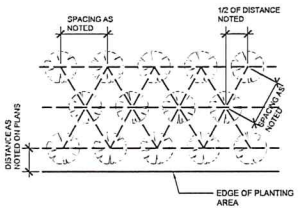
7 ELEVATION: PED-SS CONTROLLER PEDESTAL MOUNT
Scale: 1/2"= 1'-0"



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

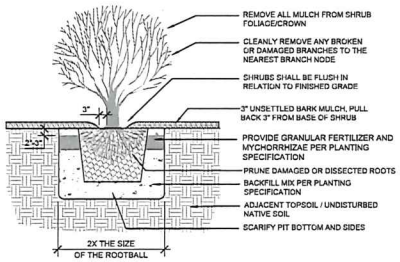
PLANT SPACING MULTIPLICATION TABLE

SPACING	X FACTOR
12" O.C.	1.156 (X AREA)
18" O.C.	0.513
24" O.C.	0.288
30" O.C.	0.184
36" O.C.	0.128
48" O.C.	0.072



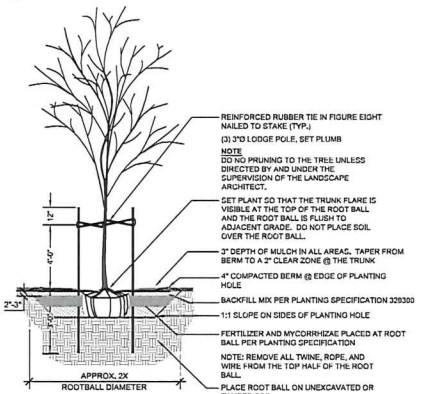
NOTE:
ADD FERTILIZER AND MYCORRHIZAE PER PLANTING SPECIFICATION SHEET L 2.2

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

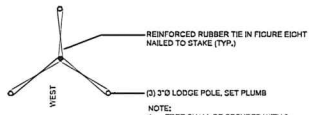


NOTE:
1. PRUNE ALL DAMAGED, DISEASED, OR WEAK LIMBS AND ROOTS.
2. CLEANLY PRUNE ALL DAMAGED ROOT ENDS.
3. ADD GRANULAR FERTILIZER AND MYCHORRHIZAE PER PLANTING SPECIFICATION 329300.

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



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



NOTE:
1. TREE SHALL BE SECURED WITH 3 COMMERCIAL TIES SPACED 120 DEGREES APART, TREE SHALL STAND PLUMB.

THREE POST CONFIGURATION

KenCairn
Landscape Architecture
345 A ST, STE 2, ASHLAND, OR 97520
541.545.1465

REGISTERED LANDSCAPE ARCHITECT
STATE OF OREGON
JEFFREY KENCAIRN
EXPIRES: 12/31/20

Drawn By:
JL

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

REVISION DATE

LANDSCAPE DETAILS

ISSUE DATE:
APRIL 15, 2019

L 2.3

C#132
FBO

FBO MONTHLY REPORT
June,2020

AMOUNT	ITEM		RATE					
	FBO RENTAL							$ 1,828.89
	DAILY							
15	Daily Tie-Downs- Small	@	$ 7.00	=	$ 105.00			
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			
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	@	$ 497.89	=	$ 497.89			
1	Sky Research Land Lease	@	$ 487.74	=	$ 487.74			
1474	Fuel Flowage Fee Brim	@	$ 0.07	=	$ 103.18			
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	= $ 13,497.44	X	0.75	$ 10,123.08
	UTILITY CHARGE NEW CLOSED HANGARS					=		$ 65.00
	FBO FLOWAGE FEE							
	Price Per Gallon	$4.60	100LL	2285	Gallons			
	Price Per Gallon	$ 4.49	JET A	261	Gallons			
		Total Gallons		2546		x	0.07	$ 178.22
	CREDITS							
					Water Credit	-		$104.84
					Garbage Credit	-		$58.89
	DEBITS							
	Global Industrial filter for drinking foutain.					-		$ 68.90
					TOTAL DUE TO CITY BY 20TH	=		$ 11,962.56

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

3585

FBO MONTHLY REPORT
June,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	30	Tie-Downs	6	
DeBoer Hangar	13	Private Hangars	17	Maintenance Hangar	4
Skinner	5			TOTAL AIRCRAFT:	75
Other Items:	Current # of Students	2	# of Charter Flights	0	
	Special Events:	None			
	Airport Users Group:	None			

CH 132

FBO MONTHLY REPORT

July,2020

AMOUNT	ITEM		RATE					
	FBO RENTAL							$ 1,828.89
	DAILY							
34	Daily Tie-Downs- Small	@	$ 7.00	=	$ 238.00			
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			
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1	Commercial Hangar-JLC	@	$ 801.63	=	$ 801.63			
1	Commercial Hangar-Sorenso	@	$ 497.89	=	$ 497.89			
1	Sky Research Land Lease	@	$ 487.74	=	$ 487.74			
1038	Fuel Flowage Fee Brim	@	$ 0.07	=	$ 72.66			
1	Nielsen Land Lease	@	$ 163.00	=	$ 163.00			
	ANNUAL							
1	Valley Inv. Land Lease	@	$ 8,088.34	=	$ 8,088.34			
1	Brim Land Lease	@	$ 960.36		$ 960.36			
2	Private Hangars Land Lease	@	$ 345.00	=	$ 690.00			
1	Brim Storage Area	@	$ 2,745.60	=	$ 2,745.60			
	NOTES:							
				TOTAL RENTS	=	$ 26,084.22	X 0.75	$ 19,563.17
	UTILITY CHARGE NEW CLOSED HANGARS						=	$ 65.00
	FBO FLOWAGE FEE							
	Price Per Gallon	$4.60	100LL	4712	Gallons			
	Price Per Gallon	$ 4.49	JET A	0	Gallons			
		Total Gallons		4712			x 0.07	$ 329.84
	CREDITS							
						Water Credit	-	$107.76
						Garbage Credit	-	$58.89
	DEBITS							
	Light bulbs for shop						-	$ 125.00
					TOTAL DUE TO CITY BY 20TH		=	$ 21,495.25

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

3659

FBO MONTHLY REPORT
July,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	30	Tie-Downs	6	
DeBoer Hangar	13	Private Hangars	17	Maintenance Hangar	4
Skinner	5			TOTAL AIRCRAFT:	75

Other Items:	Current # of Students	2	# of Charter Flights	15
	Special Events:	None		
	Airport Users Group:	None		

Memo

CITY OF ASHLAND

TO: Airport Commissioners
FROM: City of Ashland Public Works
DATE: 08/24/20
RE: SOCAN Opinion Survey on Climate Concerns

The lobbyist organization Ashland Action Project of Southern Oregon Climate Action Now (SOCAN) recently conducted a survey of Ashland residents entitled *Lessons Learned from Recent COVID Restrictions: Imagining the Future of Ashland.* The report demonstrates the views of a constituency of Ashland residents who are very concerned about climate issues and believe strongly that the Ashland community should be taking action to reduce climate impacts. A report describing the findings of this survey is available here:

https://socan.eco/wp-content/uploads/2020/08/SOCAN-Ashland-Action-Final-Survey-Report-Aug-2020.pdf

SOCAN has asked the City that this report be provided to the public commissions. They are willing to present the findings to any of the commissions if so invited.

SOCAN is a lobbyist organization and this survey is not endorsed by the City.

CITY OF ASHLAND
20 East Main Street
Ashland, Oregon 97520
www.ashland.or.us

Tel: 541-488-6002
Fax: 541-488-5311
TTY: 800-735-2900

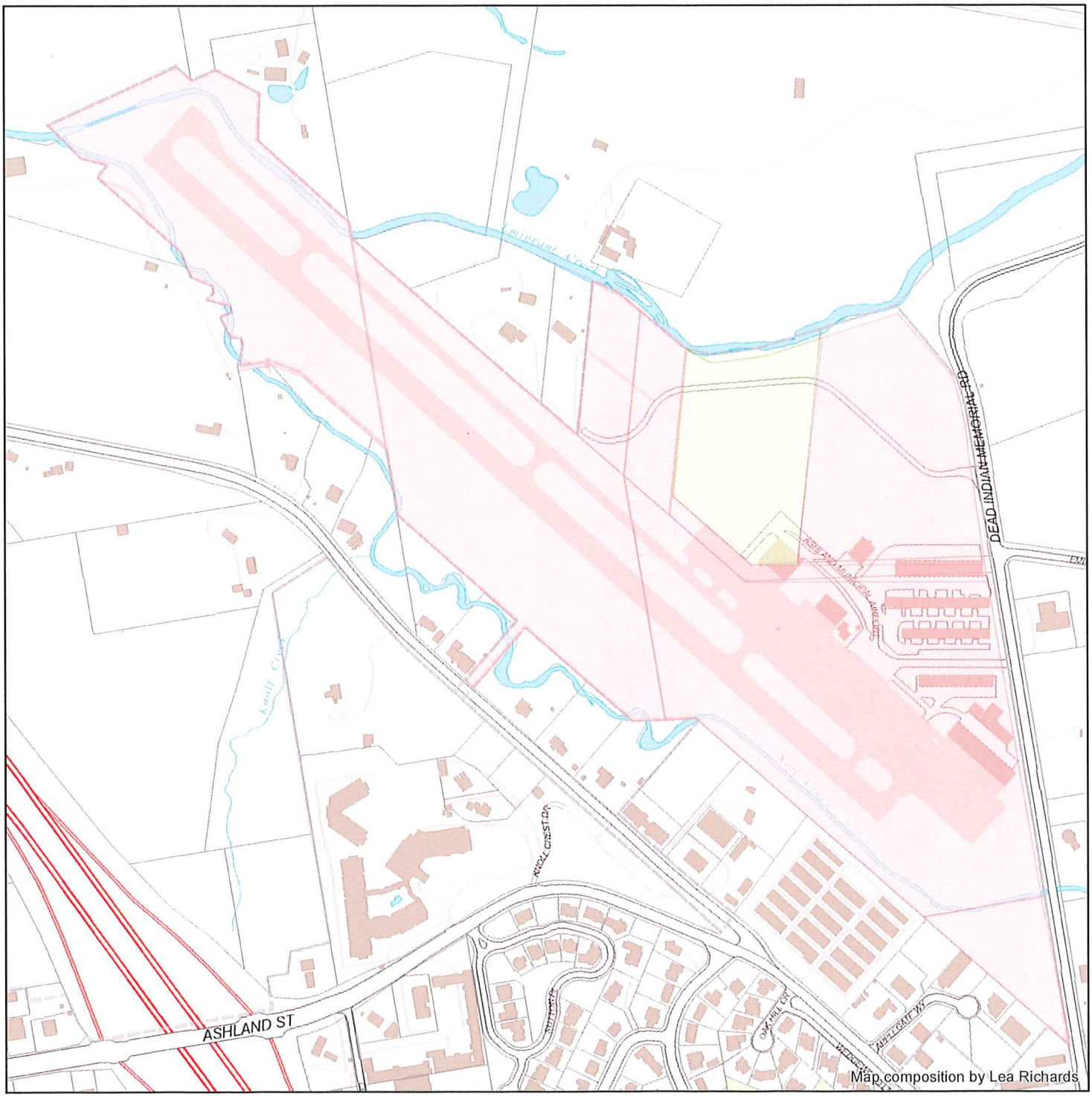
ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 1: OWNERSHIP

0 250 500 1,000 Feet

TAXLOT OWNERSHIP

- CITY OF ASHLAND
- SKY, LLC

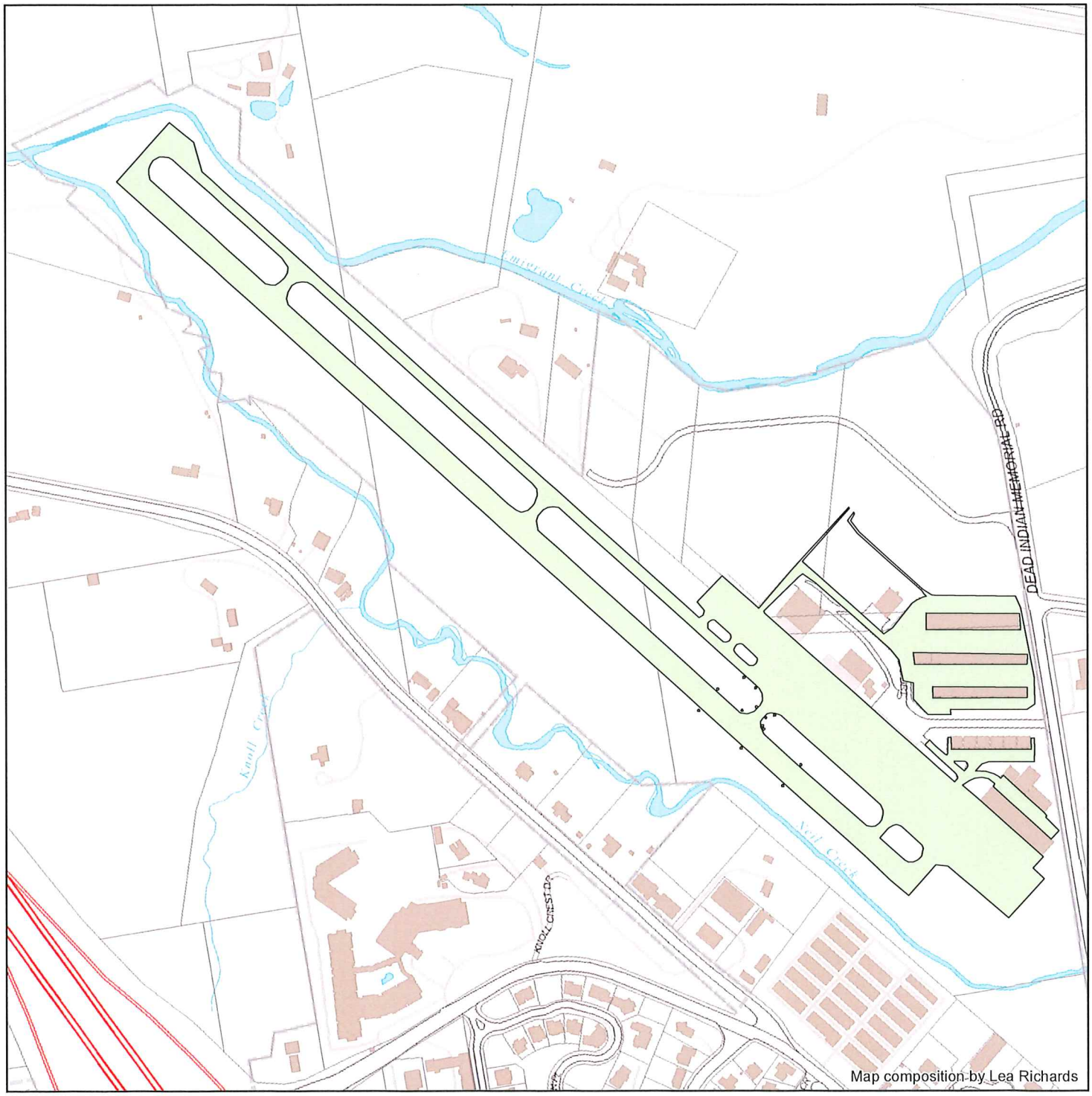


ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

FIGURE 2: COARSE SCALE HERBICIDE TREATEMENT PLAN

Herbiced Treatement Area

0 250 500 1,000 Feet



ASHLAND MUNICIPAL AIRPORT MAINTENANCE PLAN

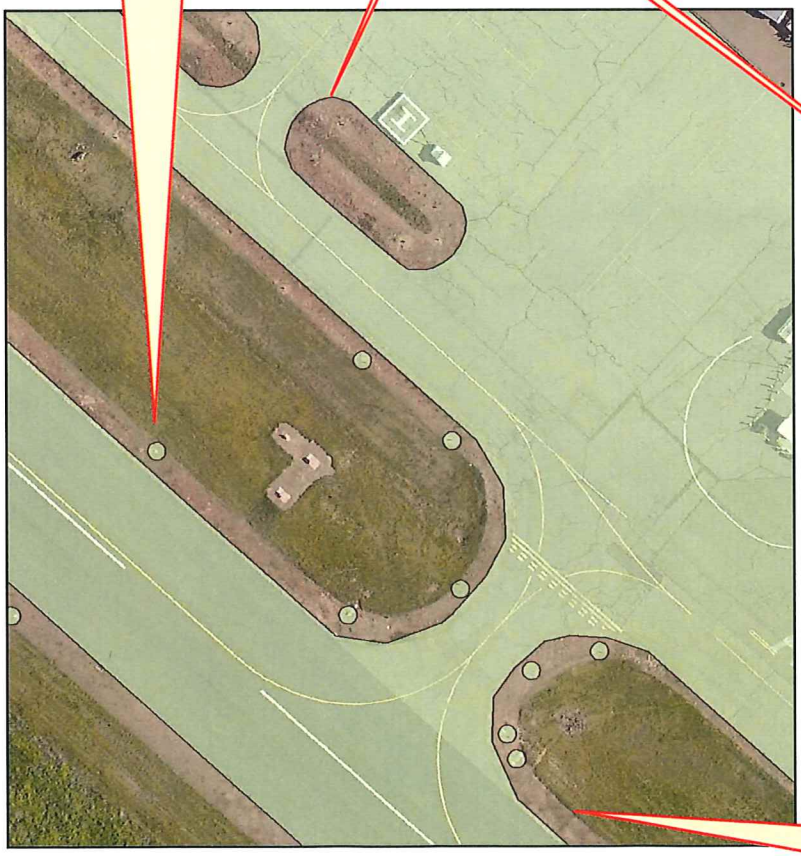
FIGURE 3: CLOSE-UP HERBICIDE TREATEMENT PLAN

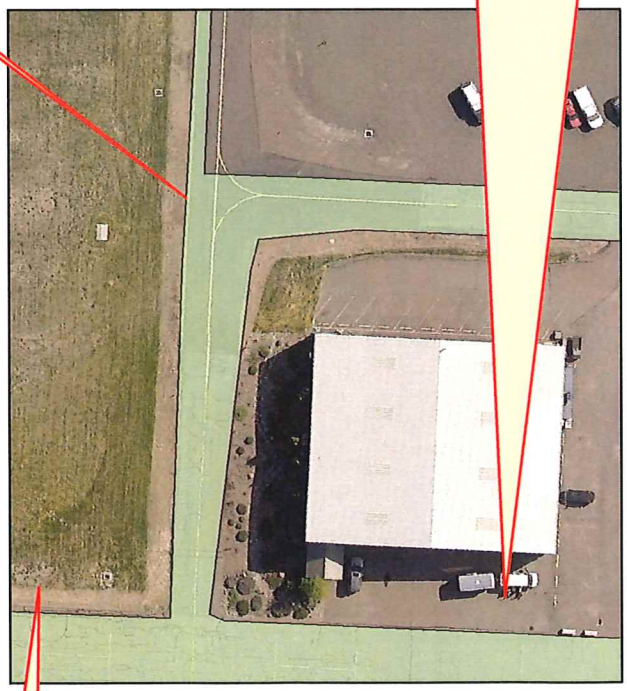
Herbiced Treatement Area

0 250 500 1,000 1,500 Feet

2020 Treatement area will extend 6 inches beyond edge of pavement

2020 Treatement area will exlude paved area in front of Brim hangar





2019 Treatement 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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