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# CITY OF ASHLAND

## AIRPORT COMMISSION

### AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

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February 7, 2017 9:30 AM

1. CALL TO ORDER: 9:30 AM
2. Request for Additional Items from Commission Members
  - A. Public Forum:
3. APPROVAL OF MINUTES FROM November 1, 2016 MEETING
4. OLD BUSINESS:
  - A. Entry Road Landscape
  - B. FBO Lease
  - C. Action Item List
    - a. Riparian Restoration
    - b. Paving dirt areas around the hangars
    - c. Hangar enclosure project
    - d. ODA inspection improvement and tie down chain repairs
    - e. Security Camera System Improvements
    - f. Storage Box
    - g. Tree topping project
    - h. Webcams
  - D. ODA Grant Application/Master Plan Update
  - E. Hangar Rental Policy Discussion (Commercial Definition)
5. NEW BUSINESS:
  - A. Airport: Good Neighbor Items
  - B. Airport Day 2017 Planning
  - C. Commission Vacancies
6. FBO REPORT(S):
  - A. Attached –
  - B. Maintenance Updates
7. INFORMATIONAL ITEMS:
  - A. Brown Bag Lunch
  - B. TC Meeting Update
  - C. Medford Update

8. NEXT MEETING DATE: **March 7, 2017 9:30 AM**  
Call Scott at 552-2412 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).

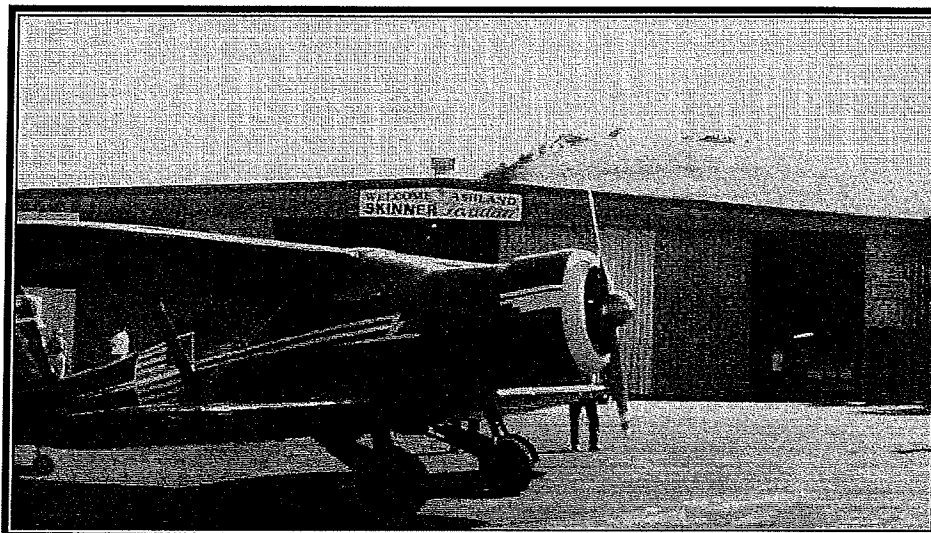


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## ASHLAND AIRPORT COMMISSIONERS

2015-2016

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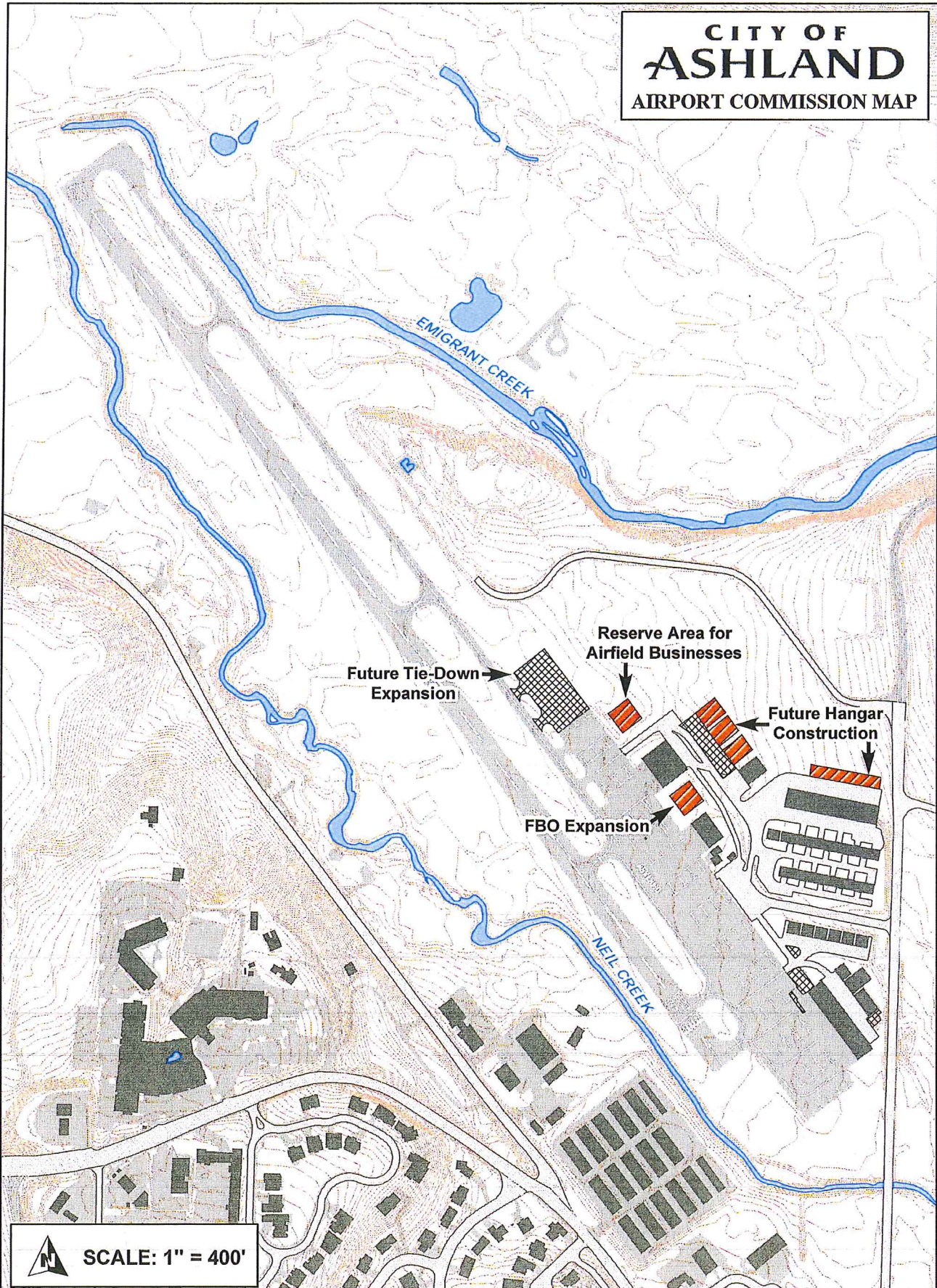



<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>E-Mail</u>	<u>Term</u>
George Schoen	645 Ashland St	415- 298-4516	george.schoen@sbcglobal.net	2017
William Skillman	635 Oak Knoll Drive	482-2148	Skillman_Ashland@yahoo.com	2019
Vacant				
H. Lincoln Zeve	2710 Siskiyou Blvd.	482-5436	lincolnzeve@gmail.com	2019
Vacant				
Vacant				
David Wolske	1390 Frank Hill Road	482-3233	david@davidwolske.com	2018
William Butler, Chair	1956 Crestview Dr.	488-0970	Billbashland@charter.net	2018
Susan Moen	43 Morninglight Drive	201-0678	silverwinglodge@charter.net	2019
Michael Morris, Council Liaison	20 E. Main St.	890-0506	mike@council.ashland.or.us	
Bob Skinner – Fixed Base Operator	403 Dead Indian Memorial Rd.	482-7675	bob@skinneraviation.com	
Scott Fleury, Staff Liaison	20 E. Main Street	488-5587	fleurys@ashland.or.us	

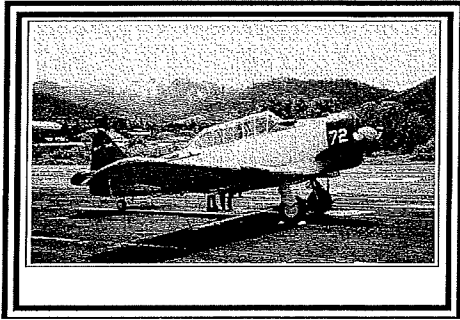
Website: <http://www.ashland.or.us/SectionIndex.asp?SectionID=494>

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**CITY OF  
ASHLAND**  
AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**



**ASHLAND AIRPORT COMMISSION**  
November 1, 2016

**MINUTES**

**Members Present:** Lincoln Zeve, George Schoen, Bob Skinner, Alan DeBoer, William Butler, and Susan Moen (9:42 am)

**Members Absent:** Alex Censor, Bill Skillman, Sherm Lucas, David Wolske, and Mike Morris

**Staff:** Kaylea Kathol and Kyndra Irigoyen

**Staff Absent:** Scott Fleury

**Guests:** Mike Bull (Century West Engineering), James Love (KenCarin Landscape Architects), and Daniel (JLC).

1. CALL TO-ORDER: 9:42 AM
2. AGENDA ITEM ADDITIONS: None.
3. APPROVAL OF MINUTES: Motion to approve the minutes, first by Schoen and Seconded by Moen. All approved.
4. OLD BUSINESS:
  - A. FBO Lease: Fleury submitting to attorney.
  - B. Action Item List:
    1. Riparian Restoration: No changes.
    2. Paving dirt areas around the hangars: No changes.
    3. Hangar enclosure project: RFP is complete, not enough money in the budget for this. Skinner said American Industrial and Door gave us a proposal. Butler will follow up with Fleury about this item to see if it needs to go out for bid.
    4. ODA inspection improvement and tie down chain repairs: Almost complete.
    5. Paint on surface: New sign is complete. Plan is to relocate the old the sign in front of the FBO. Painting is complete. Need to find contractor to kill weeds. No Parking signs that were painted are not sufficient. Fire extinguisher casings were damaged during wind storm and need to be replaced.
    6. Security Camera System Improvements: No changes.
    7. Storage Box: No changes.
    8. Crack seal and weed spraying project: None.

9. Tree topping project: None.
10. Webcams: Discussed earlier in meeting.
11. Entry road: 40 foot trees are too high, need to find smaller trees.
12. Runway safety area: Gopher holes have been graded in.

- C. Airport Website Development: IT Department said public computers cannot access these because they are on a private network. Kathol will find out who we can hire to get this taken care of.
- D. ODA Grant Application: None.
- E. Entry Road Landscape Design: Consultant presented landscape design to commission and will email the attachment to Kathol to distribute to the commission. The proposed trees are too high and will need to identify smaller trees instead.

#### 5. NEW BUSINESS:

- A. Airport Good Neighbor Items: None.
- B. Hangar Rental Policy Discussion (Commercial definition): Keep two lists for commercial and non-commercial hangars. The commercial list will have priority when a hangar becomes available. When a hangar becomes available, email everyone on the list to see if they are still interested in renting a hangar. If multiple people want the hangar, the hangar will go to whoever has the most seniority on the list.

Definition: Commercial hanger is anything we charge per square foot.

- C. Hangar Inspection & non-complying use: A copy of the inspections were emailed to the tenant and to Skinner. Re-inspections will be in early December. Some of the main issues were with fire extinguishers and extension cords. Other issues included clutter, housekeeping, and one hangar had five buckets of uncovered oil inside. Skinner overall, they were happy with the inspections. Fire extinguishers are required at 100 ft. intervals.
- D. Master Plan RFP – Commission Representative: None.

#### 6. FBO REPORT(S):

- A. Attached: Last month there was an issue with a fuel truck parking too close to the fuel island, with regards to the exhaust. Typical limits for fuel, is to not be within 50 ft. of something flammable. Butler will research appropriate limits.

Water Labs contacted Skinner regarding storm water testing and compliance. Skinner said they were cheaper and offered more. Kathol will follow up with Fleury on this item.

Currently we have four empty hangars. One was a City T-hangar and the other two used to be referred to as the Schaefer group. One is owned by Marty Jacobson's, who does not own an airplane anymore; the hangar is empty and has his bikes and boat inside.

B. Maintenance Updates: None.

7. INFORMATIONAL ITEMS:

A. Brown Bag: Butler gave an overview of the meeting.

B. Transportation Commission: Butler said it sounds like the downtown redesign is a dead issue. Their new project is to create a shared road on Glenview Drive.

C. Medford Airport: None.

8. OFF AGENDA ITEMS:

A. Butler informed the commission that Alex Censor has submitted his resignation.

NEXT MEETING DATE: December 6, 2016 beginning at 9:30 AM

ADJOURN: Meeting adjourned at 11:03 AM

Respectfully submitted,

Kyndra Irigoyen  
Administrative Assistant  
Public Works Department



**KenCairn**  
Landscape Architecture

Tel: 541.488.3194 545 A Street  
Fax: 541.552.9512 Ashland, OR 97520  
Cell: 541.601.5559 kerry@kencairnlandscape.com

## MEMORANDUM

October 24, 2016

RE: Ashland Airport Entry Drive  
Preliminary Landscape Planting Design

KenCairn Landscape Architecture has prepared a preliminary version of the planting plan for the existing Ashland Airport driveway. The design is based upon the information that has been provided to our office from Scott Fluery, City of Ashland and from a site inventory visit on October 10<sup>th</sup>.

During the site inventory visit it was observed that many of the existing trees were either failing or showed some degree of stress. It is understood that some of this may be due to insufficient irrigation but some of the trees may also be reaching their maximum life expectancy. Based on the observation our recommendation is to either remove all of the trees or remove the weakest now and introduce a more appropriate tree as we have indicated on the preliminary.

One of our directives was to provide a "Fire Safe" planting scheme. We added to that a plant pallet that includes low maintenance and low water use plantings. Our selections include plants that will provide seasonal interest and texture that will provide interest without requiring regular ongoing maintenance. Immediately off the curbs we are proposing using two different groundcover plants; Gro-Low Sumac and Lydia Woadwaxen. Both of these plants will provide a low cover for the first 6' to 9' behind the curb.

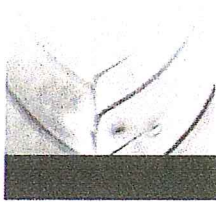
At the intersection of the driveway and Dead Indian Mem. Road we are including several plants that will provide the seasonal interested and other desired traits mentioned earlier. Eve Case Coffeeberry and Lavender will frame the airport sign while a low growing Yarrow will add a mass of color to the foreground of the sign.

Along the driveway's fencelines we are proposing a variety of Smoke Tree that will retain a large shrub size 9'x9' and a slightly smaller shrub, the White Rockrose, that will reach approximately 5'x5'. The Smoke Tree is deciduous while the White Rockrose is a broadleaf evergreen.

The planting areas near the parking lot will consist of a continuation of the driveway groundcovers but will also include some larger shrubs along the fenceline. These shrubs will keep the desired traits of being fire safe, low water use and low maintenance.

Our primary recommendation for a replacement tree is the Willow Oak. This tree can reach a size of 50'Tx35'W in ideal conditions. We are also suggesting two possible alternates; the Yellowwood Tree that can reach 30'x30' and a small option, the Oklahoma Redbud that can reach 20' tall x 25' wide.





www.KenCairnLandscape.com

**KenCairn**  
Landscape Architecture

Tel: 541.488.3194 545 A Street  
Fax: 541.552.9512 Ashland, OR 97520  
Cell: 541.601.5559 kerry@kencairnlandscape.com

**ASHLAND AIRPORT  
PLANT EXAMPLE PHOTOS**



OKLAHOMA REDBUD



WIRELESS ZELKOVA



MOONSHINE YARROW



COMPACT STRAWBERRY TREE



WESTERN SPICEBUSH



JULIA PHELPS CALIFORNIA LILAC



WHITE ROCKROSE



MOONBEAM TICKSEED



LYDIA WOADWAXEN



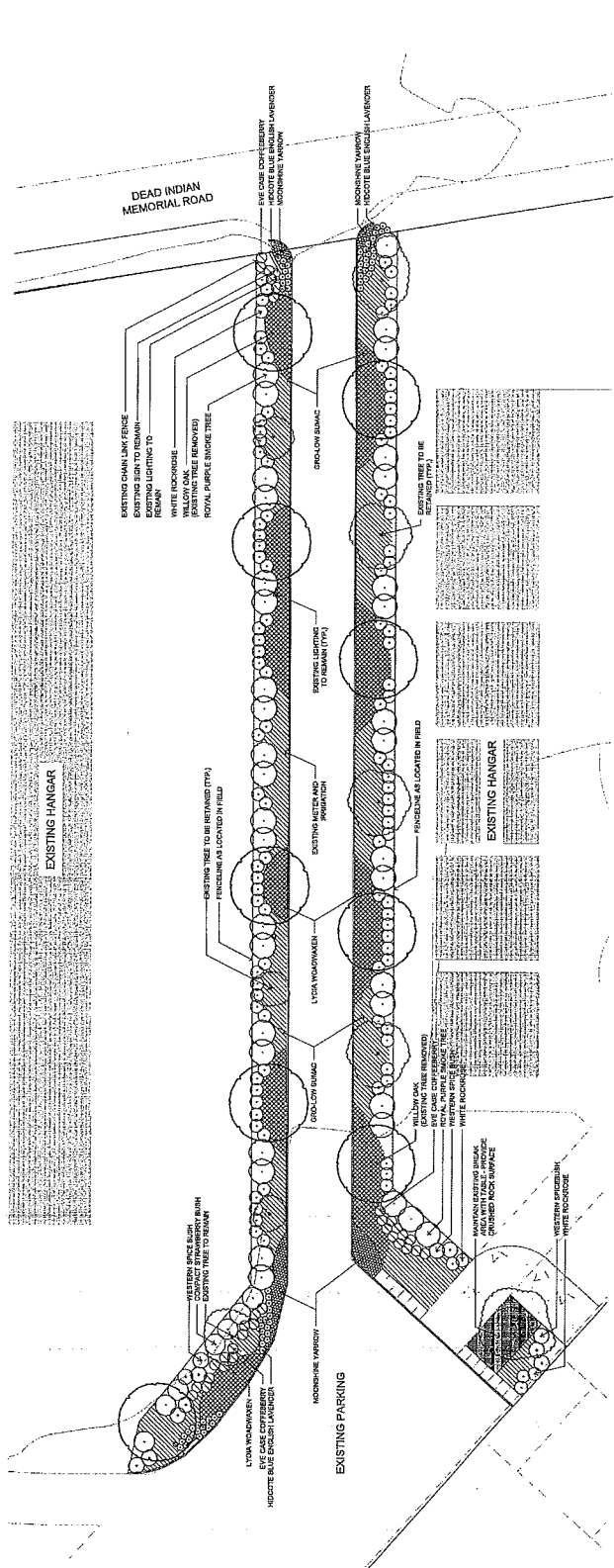
HIDCOTE LAVENDER



EVE'S CASE COFFEEBERRY



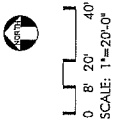
FRAGRANT SUMAC



**PRELIMINARY PLANT LEGEND**

INDIVIDUAL NAME	COMMON NAME	ALTERNATE	SIZE
LYCIA WOODWAKEN	LYCIA WOODWAKEN	LYCIA WOODWAKEN	10' DBH
WESTERN SPICE BUSH	WESTERN SPICE BUSH	WESTERN SPICE BUSH	10' DBH
ROYAL SPURGE SHRUB	ROYAL SPURGE SHRUB	ROYAL SPURGE SHRUB	6' DBH
ROYAL SPURGE SHRUB TREE	ROYAL SPURGE SHRUB TREE	ROYAL SPURGE SHRUB TREE	12' DBH
LYCOW BUNAG	LYCOW BUNAG	LYCOW BUNAG	10' DBH
LYCIA WOODWAKEN	LYCIA WOODWAKEN	LYCIA WOODWAKEN	10' DBH
PROPOSED TREE TO BE REMOVED	PROPOSED TREE TO BE REMOVED	PROPOSED TREE TO BE REMOVED	10' DBH
PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	10' DBH
PROPOSED TREE TO BE REMOVED	PROPOSED TREE TO BE REMOVED	PROPOSED TREE TO BE REMOVED	10' DBH
PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	10' DBH
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PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	10' DBH
PROPOSED TREE TO BE REMOVED	PROPOSED TREE TO BE REMOVED	PROPOSED TREE TO BE REMOVED	10' DBH
PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	PROPOSED TREE TO BE PRESERVED	10' DBH

NOTE: PLANTING COMPOST SHALL BE ADDED TO THE TOPSOIL OF LANDSCAPING AREAS  
AT A RATE OF THREE CUBIC YARDS OF COMPOST PER 1,000 SQUARE FEET OF  
THE CLAWSON, REDWOOD AND YELLOWWOOD TREES LISTED ABOVE SHOULD BE  
PROCESSED IN AN ANNUAL, BENTONITE TREATMENT FOR THE YELLOW OAK.





2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January		Meeting New Year's Resolutions				
February		Meeting				
March		Meeting				
April		Meeting Rate Discussion				
May		Meeting Airport Day May 20th Election of Officers				
June		Meeting Airport Rate Approval Council Approval end of fiscal year				

					4	Meeting Change Meeting date		
July					1	Meeting		
August					5	Meeting Council Report		
September					3	Meeting		
October					7	Meeting		
November					5	Meeting self fueling permit renewal		
December								

FBO MONTHLY REPORT

November, 2016

AMOUNT	ITEM	RATE			
	FBO RENTAL				\$ 1,710.63
	DAILY				
3	Daily Tie-Downs- Small	@ \$ 7.00 =	\$ 21.00		
0	Daily Tie-Downs- Large	@ \$ 11.00 =	\$ -		
	MONTHLY				
5	Monthly Tie-Downs- Small	@ \$ 48.00 =	\$ 240.00		
1	Monthly Tie-Downs- Large	@ \$ 59.00 =	\$ 59.00		
1	Freight Operations (x1000)	@ \$ 5.83 =	\$ 5.83		
14	New T-Hangars	@ \$ 295.00 =	\$ 4,130.00		
1	Helicopter Hangars	@ \$ 231.00 =	\$ 231.00		
11	Closed Hangars	@ \$ 231.00 =	\$ 2,541.00		
1	Large Closed Hangar	@ \$ 295.00 =	\$ 295.00		
5	Open Hangar	@ \$ 183.00 =	\$ 915.00		
1	Commercial Hangar-JLC	@ \$ 768.00 =	\$ 768.00		
1	Commercial Hangar-Brim	@ \$ 471.00 =	\$ 471.00		
1	Sky Research Land Lease	@ \$ 472.00 =	\$ 472.00		
1317	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 92.19		
1	Nielsen Land Lease	@ \$ 158.00 =	\$ 158.00		
	ANNUAL				
	Valley Inv. Land Lease	@ \$ 7,823.00 =	\$ -		
	Brim Land Lease	@ \$ 965.00 =	\$ -		
	Private Hangars Land Lease	@ \$ 319.00 =	\$ -		
	Private Hangars Land Lease	@ \$ 334.00 =	\$ -		
	Brim Storage Area	@ \$ 2,653.00 =	\$ -		
	NOTES:				
	TOTAL RENTS =	\$ 10,399.02	x 0.75	\$ 7,799.27	
	UTILITY CHARGE NEW CLOSED HANGARS		=	\$ 65.00	
	FBO FLOWAGE FEE				
	Price Per Gallon	\$4.99 100LL	999.3 Gallons		
	Price Per Gallon	\$ 5.20 JET A	0 Gallons		
	Total Gallons	999	x 0.07	\$ 69.95	
	CREDITS				
	Water Credit	-		\$150.19	
	Garbage Credit	-		\$52.55	
	DEBITS				
	Preauthorized other credit for:				
	TOTAL DUE TO CITY BY 20TH		=	\$9,442.11	

For City Use Only	3 Private	Expires 07/21/23
	6 Private	Expires 09/30/18
	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

FBO MONTHLY REPORT  
November, 2016

Safety Inspection by FBO

Runway	Lights:	<u>OK</u>
	VASI:	<u>OK</u>
	REIL:	<u>OK</u>
	Pavement:	<u>OK</u>
TAXI: Parking	Weeds:	<u>OK</u>
	Pavement:	<u>OK</u>
	Marking:	<u>OK</u>
	Tie-Downs:	<u>OK</u>
Mowing:		<u>OK</u>
Fencing:		<u>OK</u>
Wind Cones:	(3)	<u>OK</u>
	Wind Lights	<u>OK</u>
Fire Extinguishers:		<u>OK</u>

Other Recommendations or Problems:

Noise abatement sign south end. Compass rose, Ashland and segmented circle painting, sweeping apron taxi ways.

Aircraft Based on Field:	Hangars	<u>30</u>	Tie-Downs	<u>5</u>	
DeBoer Hangar	<u>13</u>	Private Hangars	<u>17</u>	Maintenance Hangar	<u>4</u>
Skinner	<u>5</u>			TOTAL AIRCRAFT:	<u>74</u>
Other Items:	Current # of Students	<u>5</u>	# of Charter Flights	<u>2</u>	
	Special Events:	<u>None</u>			
	Airport Users Group:	<u>None</u>			