
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

July 7, 2015 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 June 2, 2015 MEETING
4. OLD BUSINESS:
 - A. Airport Zoning
 - B. FBO Lease
 - C. AIP Project
 - D. Self Fueling Permit
 - E. Electrical Improvements
 - F. Budget Process Update
5. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
 - B. ODA Inspection Report
 - C. Signage-Security/Access/Overall
6. FBO REPORT(S):
 - A. Attached –
 - B. Maintenance Updates
7. INFORMATIONAL ITEMS:
 - A. Brown Bag Lunch
 - B. TC Meeting Update
 - C. Medford Update
 - D. Action Item List/Calendar
 - F. Airport Users Group Report
8. NEXT MEETING DATE: **August 4, 2015 9:30 AM**

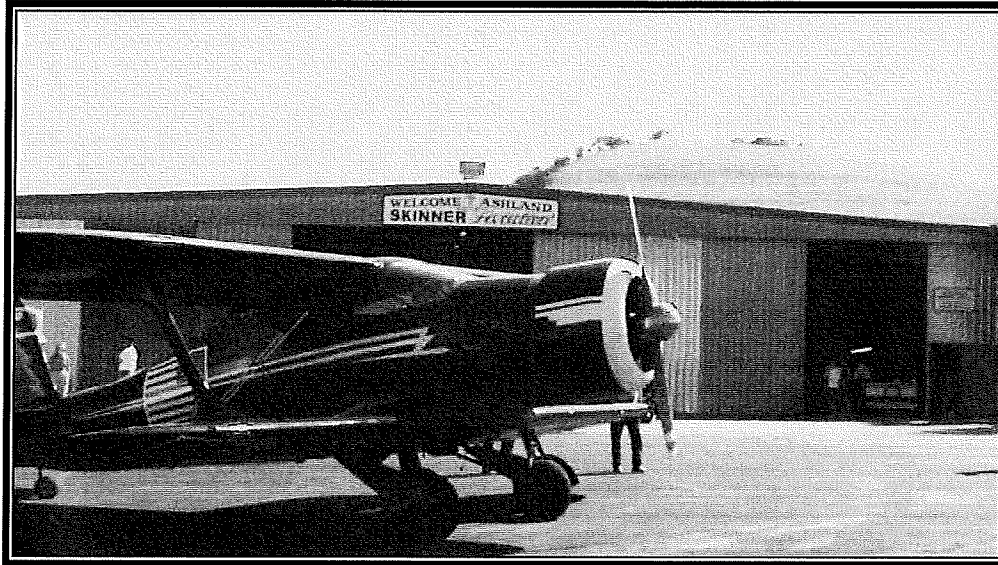
Call Scott at 552-2412 if you will be unable to attend!

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)*.



ASHLAND AIRPORT COMMISSIONERS

2014-2015

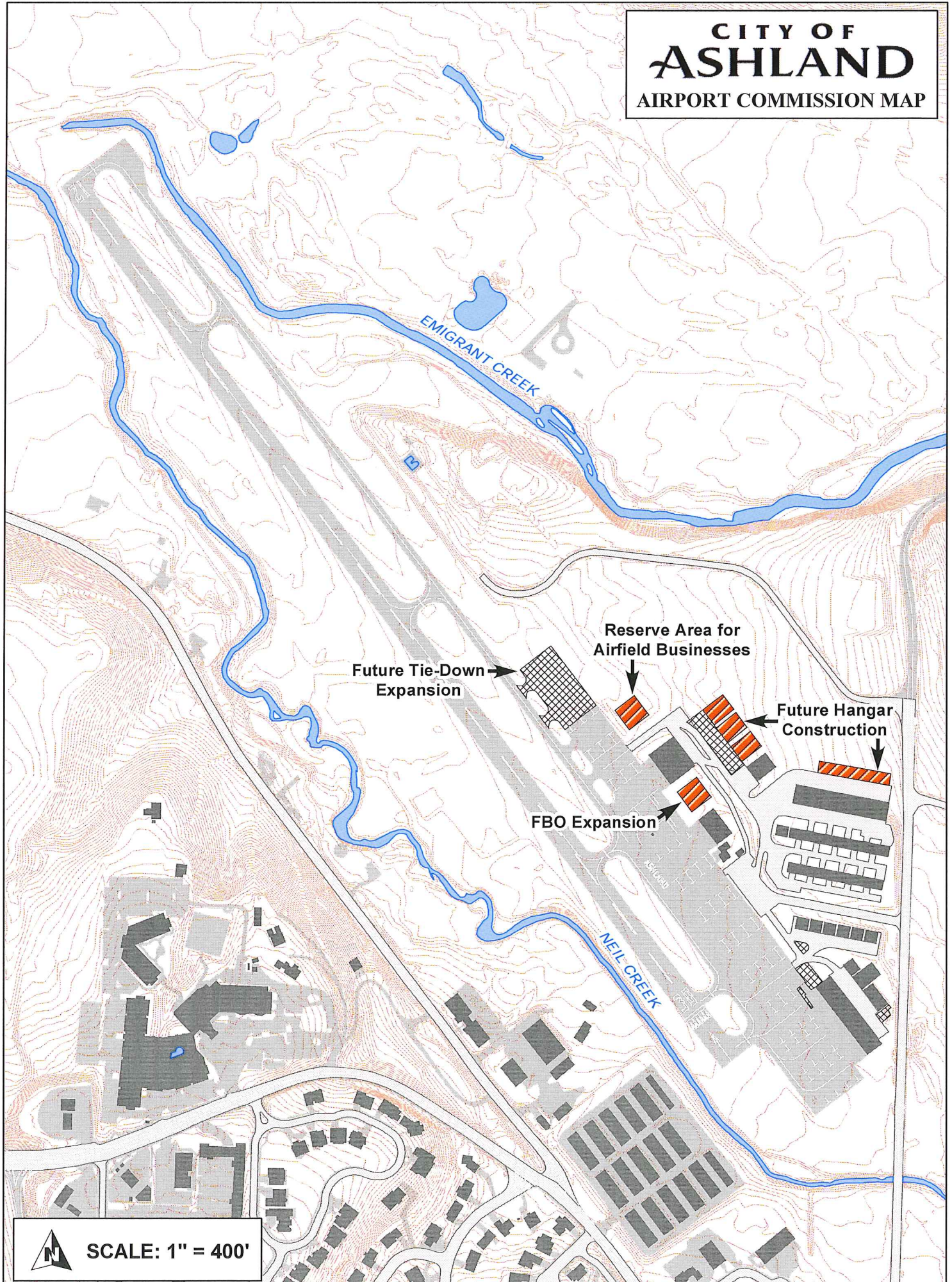


<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>E-Mail</u>	<u>Term</u>
William Skillman	635 Oak Knoll Drive	482-2148	Skillman_Ashland@yahoo.com	2016
H. Lincoln Zeve	2710 Siskiyou Blvd.	482-5436	lincolnzeve@gmail.com	2016
Alan DeBoer, Vice Chair	2260 Morada Lane	944-1600	awdb@aol.com	2016
David Wolske	1390 Frank Hill Road	482-3233	david@davidwolske.com	2015
William Butler, Chair	1956 Crestview Dr.	488-0970	Billbashland@charter.net	2017
Susan Moen	43 Morninglight Drive	201-0678	silverwinglodge@charter.net	2016
Stefani Seffinger, Council Liaison	20 E. Main St.	890-0506	stefani@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	

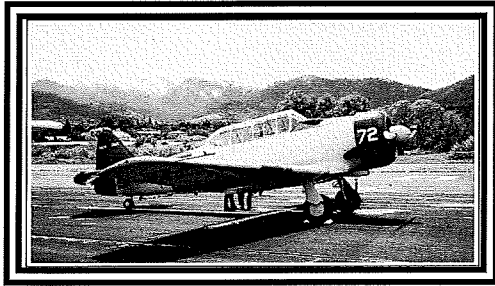
Website: <http://www.ashland.or.us/SectionIndex.asp?SectionID=494>

CITY OF ASHLAND

AIRPORT COMMISSION MAP



SCALE: 1" = 400'



ASHLAND AIRPORT COMMISSION

June 2, 2015

MINUTES

Members Present: Bob Skinner, David Wolske, Alan DeBoer, Lincoln Zeve, William Butler, Bill Skillman, Susan Moen and Stefani Seffinger

Staff: Scott Fleury

Members Absent:

Visitors: Doug Burman, Burl Brim and Christopher Corich

CALL TO ORDER: 9:30AM

1. APPROVAL OF MINUTES: May 5, 2015 motion by Zeve for approval, second by Moen minutes approved as written.
2. Agenda Item Addition: A discussion regarding the master plan process is added to new business item E.
3. Public Forum: No public discussion.
4. OLD BUSINESS:
 - A. Airport Zoning: Staff needs to schedule a follow up meeting with Planning to continue moving the process forward after their previous presentation before the Commission. The overall process outline is to finalize the code language and present language before advisory Commissions for review and recommendations. Then the code and recommendations would be presented before the Planning Commission and ultimately before the City Council for final approval. The State must be notified 35 days prior to the start of a code amendment process.
 - B. FBO Lease: Staff informs Commission that a meeting between Skinner, legal and staff occurred previously to discuss insurance requirements along with living wage. Staff was to provide Legal with currently approved insurance requirements of FBO's working on State run airports and Legal was to contact and discuss insurance requirements with Skinner's insurance agent. Legal to also re-review living wage requirements. Staff to forward the maintenance matrix to Skinner for final review as well.
 - C. AIP Project: No change. Staff is still waiting final invoice request from Knife River Materials for work completed as part of construction project.
 - D. Self Fueling Permit: Staff needs to forward strikethroughs to Brim for final review before discussion with the Legal Department and then the Commission. The main issue now is the requirement of a CDL license to drive onsite. Medford does not require a CDL license and Skinner's staff is not required to have one in order to drive their fuel truck onsite. Skinner considers it a benefit to the Airport to have the fuel truck and if required to

obtain CDL endorsements he would most not use the fuel truck anymore. Staff to discuss with Legal.

5. NEW BUSINESS:

- A. Airport Good Neighbor Items: Skinner states the FBO office received a few phone calls regarding the activity on airport day, but once staff explained what was going on, no issues developed.
- B. Airport Day Wrap Up: Staff and Commission discuss success and possible improvements for next year's event. Butler states he had a great time and received good feedback from people he spoke to. Their appeared to be lots of people in attendance throughout the day. Brim stated they gave 90 helicopter rides during the event. People enjoyed the skydivers and the skydivers enjoyed both jumps at the airport. They will attend next year if asked. Commission mentions better communication and coordination should occur if they are to attend next year. The smoke jumpers museum display was big draw. The food truck worked well for lunch and next year a different breakfast caterer will need to be obtained as they will no longer be providing pancake breakfasts. The CAP monitoring and marshaling also worked well. Commission talks options for bigger outreach with respect to marketing Airport Day. Staff goes over this year's marketing, which included a Council presentation, newspaper articles, flyers, Main St. banner and mass email distribution. Commission talks about development of a pamphlet with action photos of airplane/helicopter activities to distribute next year. Commission would like to develop a notebook of the "good and bad" to work from for next year's event. Commission would also like to send a formal thank you to all volunteers who helped make this year a success. Butler to work on thank you letter.
- C. Budget Process Update: Staff informs Commission of Budget Committee meeting that occurred on May 14. Public Works presented their overall budget during the meeting and now the final steps include Council approval at the June 16 and subsequent June 30th meeting. There were no specific questions regarding the airport budget requests. The budget includes 20k per year for general facility maintenance and improvement projects along with an increase in the Commission line item for Airport Day planning. Staff to provide the Commission with a quarterly budget update to include expenditures and revenues.
- D. Electrical Improvements: Staff informs Commission about discussion of electrical improvements to the bank of vintage enclosed hangars. A tenant contacted staff about the current electrical service capability. A couple tenants on the east end have electrical that comes from one meter. The tenant would like his own service. Staff informed him of the development to put the service packs on the end of the hangars and the potential to install a channel system that allows for wiring to each individual hangar. Commission would like to see two potential options discussed at the July meeting. One option being all electrical service run from one meter and a surcharge added to the monthly billing and the other option is development of a channel system with each tenant obtaining a meter if they so choose. Staff to work on bringing this information back to the Commission next month.
- E. Master Plan Update: Christopher Corich from WHPacific in attendance. WHPacific does airport master plans and Corich can answer questions from the Commission if they have

any. Commission would like to understand master plan update process. Staff describes overall process of the master plan update. The process includes releasing a qualifications based selection proposal, scoring responses, selecting a preferred consultant to perform scoping and project cost for update, conducting an independent fee analysis, awarding contract and then scheduling project kickoff. Staff and Commission discuss important connection between the master plan/airport layout and current process to update the overlay zoning code. Staff sees this project as more of an update to the current plan and not a full blown new plan as operations have not changed dramatically since 2005. The AIP project list and cost estimates should be updated, any new FAA requirements should be added and the tie into the planning code should be referenced. Commission questions Corich on estimated time to complete master plan update. Corich states a minimum of six months to one year will be required to complete update and meet FAA requirements. Staff states one new requirement will be for the Airport GIS survey. The FAA requires this site survey in order to develop a digital database of all airports and their surfaces. Corich mentions the legislature is discussing a aviation fuel tax increase. The fuel tax would only affect aviation users and would help bring back FAM grants and support infrastructure improvements. Commission discusses means to support the passage of the fuel tax increase bill.

*Motion by DeBoer: The Commission send a letter of support for the aviation fuel tax increase bill to the Joint Ways and Means Committee.
Second by Butler, all approved.*

Staff to draft a support letter and forward to Commission for review and approval prior to signature by Butler.

6. AIRPORT MANAGER REPORT/FBO REPORT/AIRPORT ASSOCIATION:

- A. Status of Airport, Financial Report, Review of Safety Reports: Updates are mainly regarding maintenance related issues (see B).
- B. Maintenance Updates: Skinner informs Commission the noise abatement sign at the south end is down, the fire extinguishers are still not installed, some tie down chains need to be replaced and weed abatement still needs to occur. Commission wonders if Skinner can take the lead on some of these items. Skinner states only with prior approval by City staff. Commission would like to see some language additions to the lease that give Skinner ability to remedy certain maintenance related issues. Staff to discuss with the Legal Department. Overall site mowing needs to occur prior to fire season and the Commission would also like to see the mowing area expanded. Parks only mows directly around the runway and bio-swale area. Staff to see if Parks can extend the mowing area. If not a contract for site specific mowing will need to be generated. Staff will also see if the Street Department has plans for site mowing similar to previous years. Staff informs Commission of the development of a "rotation list" of contractors to perform various services for the City. These services will include electrical, plumbing, roofing, engineering and general handyman services. Development of an on call rotation list will give the City flexibility to obtain these types of services over the next biennium. City staff is constrained with what it can currently accomplish in short time frames due to the procurement process and development of the rotation list will dramatically shorten the time frame to accomplish simple tasks.

- C. Brown Bag: No update.
- D. Transportation Commission: No update.
- E. Medford Airport: No update
- F. Action Item List: Updated as requested.
- G. Airport Day/Marketing:
- H. Airport Users Group:

OTHER:

The meeting of the JC airport commission is the third Monday of the month at 12:00 PM.

NEXT MEETING DATE: July 7, 2015 beginning at 9:30 AM

ADJOURN: Meeting adjourned at 11:01 AM



Oregon

Kate Brown, Governor



3040 25th Street, SE
Salem, OR 97302-1125
Phone: (503) 378-4880
Toll Free: (800) 874-0102
FAX: (503) 373-1688

April 9, 2015

City of Ashland
20 East Main Street
Ashland, OR 97520

Inspection Summary
FAA Site 19352.1*A
Ashland Municipal- Sumner Parker Field

On March 18, 2015 I conducted an Airport Safety Data Inspection of Ashland Municipal Airport-Sumner Parker Field. This letter documents the results of my inspection.

The controlling obstruction to Runway 12 is a 34' tree at 250' from the threshold and 90' right of centerline, providing an obstruction clearance slope of 1:1. The Obstruction Data for Runway 30 is a 45' tree at 340' from the threshold and 100' left of centerline, providing an obstruction clearance slope of only 3:1. However, from the displaced threshold, the slope is 13:1. Both ends also have close-in obstructions, which are 8-10' briars bushes from 0-200' from runway end, within 80-100' of centerline. In the interest of flight safety, ODA recommends removal of these obstructions and any others necessary to re-establish the 20:1 slopes. In addition, there are many 30-60' trees on the west side of the airport that appear to penetrate the 7:1 Transitional Surface that should be removed as well.

The runway surface is in excellent condition and its markings are in good condition. The magnetic heading of the runway is 125-305°, so its designation of 12-30 may need to be changed to 13-31. Current VFR Sectional charts indicate the magnetic variation for the area has changed approximately 45 minutes east over the last 5 years.

The information and noise abatement signage located at the entrance to Runway 12 is not mounted frangible and lays within the Object Free Area (OFA), which is 125' both sides of runway centerline. Any signage fixed by function within the OFA must be mounted frangible or moved beyond its boundary. One runway edge light was inoperative, which I flagged. The REIL and PAPI were all functioning properly.

The taxiway surfaces are in fair condition. Its edge markings at the south end are very faded. Many areas of unsealed cracking are visible and contain vegetation growth. Along the taxiway edges, many of the retro-reflectors are obscured by vegetation growth as well. ODA recommends removal of the vegetation. The curbing along the edge of the north run-up area poses a prop strike hazard. It is also delineated with a mixture of orange/yellow and blue retro-reflectors, which is non-standard. Blue is the only acceptable color. ODA recommends removing both of these items.

Both wind socks at the north and south ends are badly faded and need to be replaced. The color on the segmented circle tiles is faded and needs to be repainted, especially the white ones.

Attached are photos taken during the inspection with notes to help correct some of the deficiencies. I will forward a copy of the updated master record as soon as it is published. If you have any questions please feel free to contact me at my office.

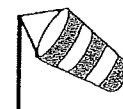
In accordance with FAA Order 5010.4, ORS 836 and OAR 738-020; items of concern have been identified at Ashland Municipal Airport which prevent the airport from meeting minimum airport standards. A quick review of the airport's inspection file indicates some of the discrepancies were identified in past inspections and have failed to be corrected. Additionally, airport site approval and issuance of license for operation of an airport is granted based on adherence to minimum airport standards. Please notify us by June 1, 2015 of your intended or completed actions concerning the items.

If you have any questions, please feel free to contact me at my office. I may be reached at (503) 378-4176 or via email at: Donald.E.Hankwitz@aviation.state.or.us.

With Sincerity,

Don Hankwitz, C.M., ACE
Airport Safety Inspector

Windsock Suppliers



Aerosock Inc Attn R W Lemmons
PO Box 5798, Hobbs, NM 88241
Ph: 505-391-7620 Ph: 800-648-6926 F 505-391-9521
sales@aerosock.com

Aircraft Specialties Services
2860 N Sheridan Road, Tulsa, OK 74115
Ph: 918-836-6872 Ph: 800-826-9252 F 918-836-4419

Aircraft Spruce & Specialty Co Attn Jim Irwin
PO Box 4000, Corona, CA 928784000
Ph: 951-372-9555 Ph: 877-477-7823 F 951-372-0555
Internally lighted windsock frame
<http://www.aircraftspruce.com/catalog/pspages/lightedframe.php>

Airport Windsock Corp
3051 100th St, Barnesville, MN 56514-9096
Ph: 218-493-4307 Ph: 800-579-5135 F 218-493-4305
aviation@rrt.net
<http://www.airportwindsocks.com/windsocks.html>

Airtex Products
Fallsington Ind Park
Lower Morrisville Rd., Fallsington, PA 19054
Ph: 215-295-4115 F 215-295-4417
<http://www.airtexinteriors.com/catalogue/windsocks.htm>

Air Source One
4200 North Main Street, Suite 220
Fort Worth, TX 76106
Ph 817-626-5550
<http://www.airsource1.com/catalog.cgi/HARDWARE/WINDSOCKS>

American Flag & Banner Company, Inc.
5220 Lardon Rd. NE, Salem, Oregon 97305
Ph 503-999-3673 F 503-585-4294
Email richard@allflags.com
<http://www.winddirection.com/>

Aradyne Windsocks
P.O. Box 757, Brookshire, Texas USA 77423
Ph 281-934-1776 F 281-934-2314
E-Mail socks@windsocks.com
<http://www.windsocks.com/>

Behrens Construction & Mfg.
7110 County Rd. 15 W, Minot, ND 58703
"The Glowing Wonder" internally lighted wind sock
Ph 800-659-1268 Ph 800-659-1268 F 701-838-4264
www.glowingwonder-windsocks.com

Huffy's Airport Windsocks
117 S Thayer St., PO Box 288
Spencer Nebraska 68777
Ph 800-218-7625 Ph 402-589-1224 F 402-589-0064
E-mail ghoffman@huffyswindsocks.com
Web [Http://www.huffyswindsocks.com/](http://www.huffyswindsocks.com/)

Northern Line Textiles Carie Boster
P.O. Box 278, 131 SE Second Street
Halliday, North Dakota 58636
Phone / FAX 701-938-3378
northernline1@NDsupernet.com

Scott's Sales Inc
3209 E Empire Ave., Benton Harbor, MI 49022
Phone 616-926-8568 800-982-8565 F 616-926-8566
windsocks@sbcglobal.net

Shelby Flying Service Terry L. Coons
PO Box 809, Shelby, MT 59474
ph 406-424-2518
sales@shelbyflyingsservice.com

Sporty's Pilot Shop Phone 800-776-7897
<http://www.sportys.com/pilotshop/>
<http://www.sportys.com/pilotshop/pages/windsocks.cfm>

Univair Aircraft Corporation Attn Dean Burch
2500 Himalaya Road, Aurora, CO 80011-8156
Ph 303-375-8882

Ground Support Mfg. (Div of Wag Aero)
1216 North Rd., Lyons WI. 53148
Ph 800-558-6868
<http://www.ground-support.com/windsocks.html>

Windsok Bruce Hawk
1673 Corbin Lake Rd, Rutledge TN 37861
Ph 800-826-2719 F 865-828-3235
bhawk@esper.com

Windtek
10451 Peach St., Girard, PA 164179209
Ph 800-468-7697 814-774-7111 F 814-774-7222
<http://www.bestwindsocks.com/>

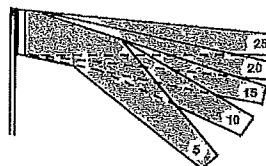
Note Be sure windsock has a UV (Ultra-violet light) inhibitor, otherwise, it will fade & deteriorate quickly.

References

FAA Advisory Circular AC 150/5345-27D –
Specification of Wind cone assemblies
FAA Advisory Circular AC 150/5350-5B –
Segmented Circle
<http://rql.faa.gov/>

Click on Advisory Circulars then type in "Segmented Circle"
See also: <http://en.wikipedia.org/wiki/Windsock>

Wind Speed gauge from Windsok (in MPH):

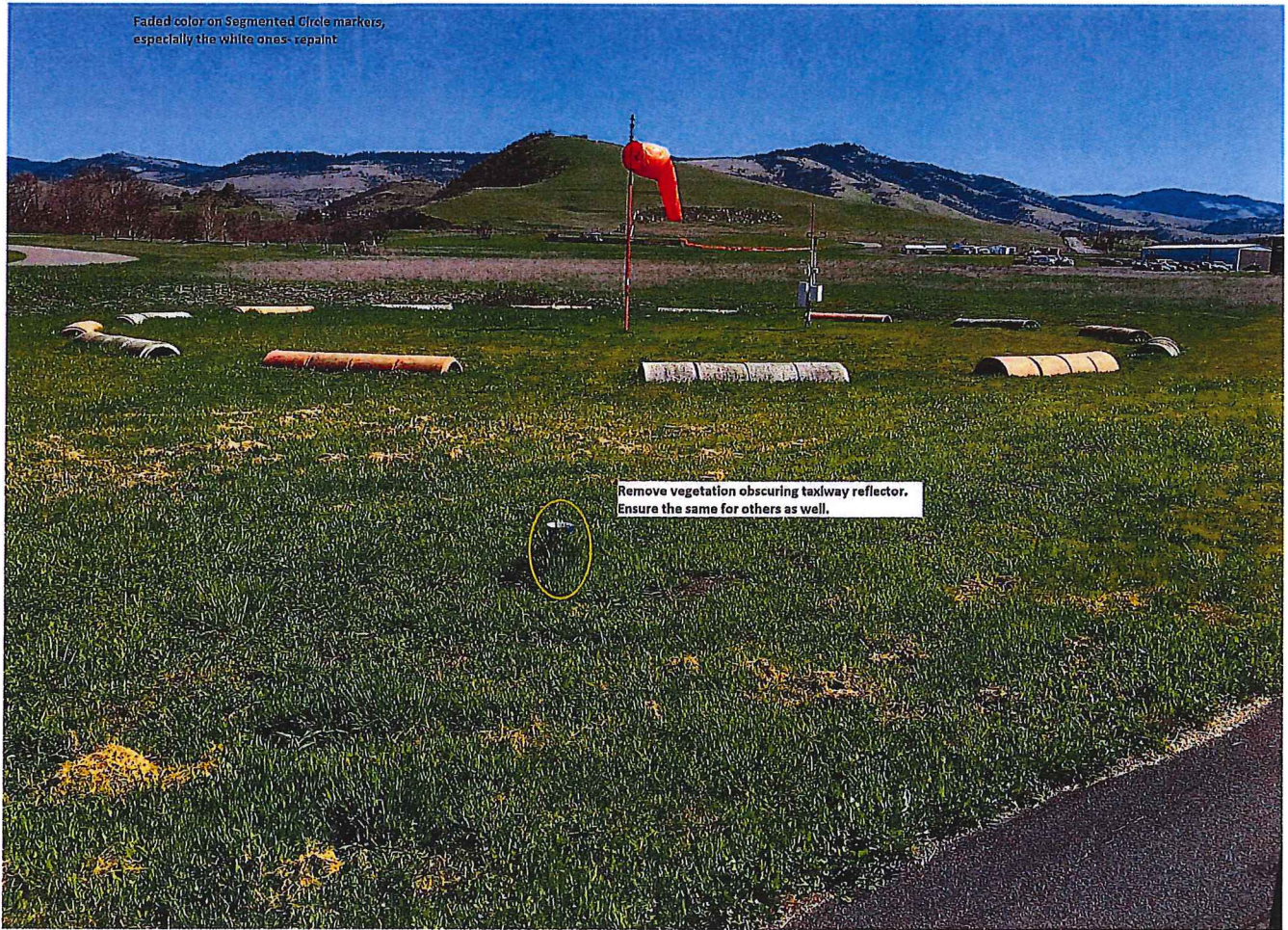


<http://www.windsok.com/How%20it%20Works.htm>

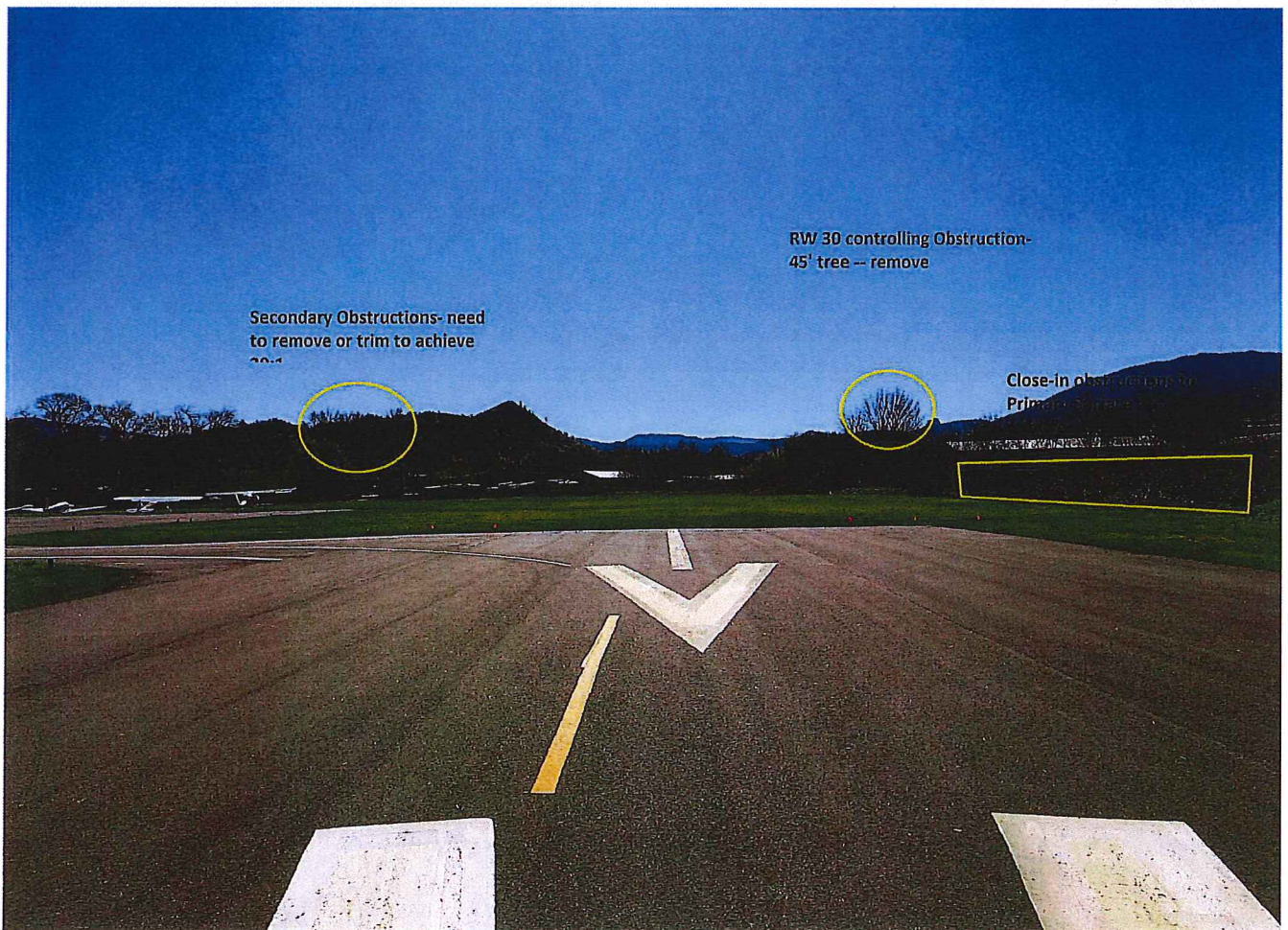
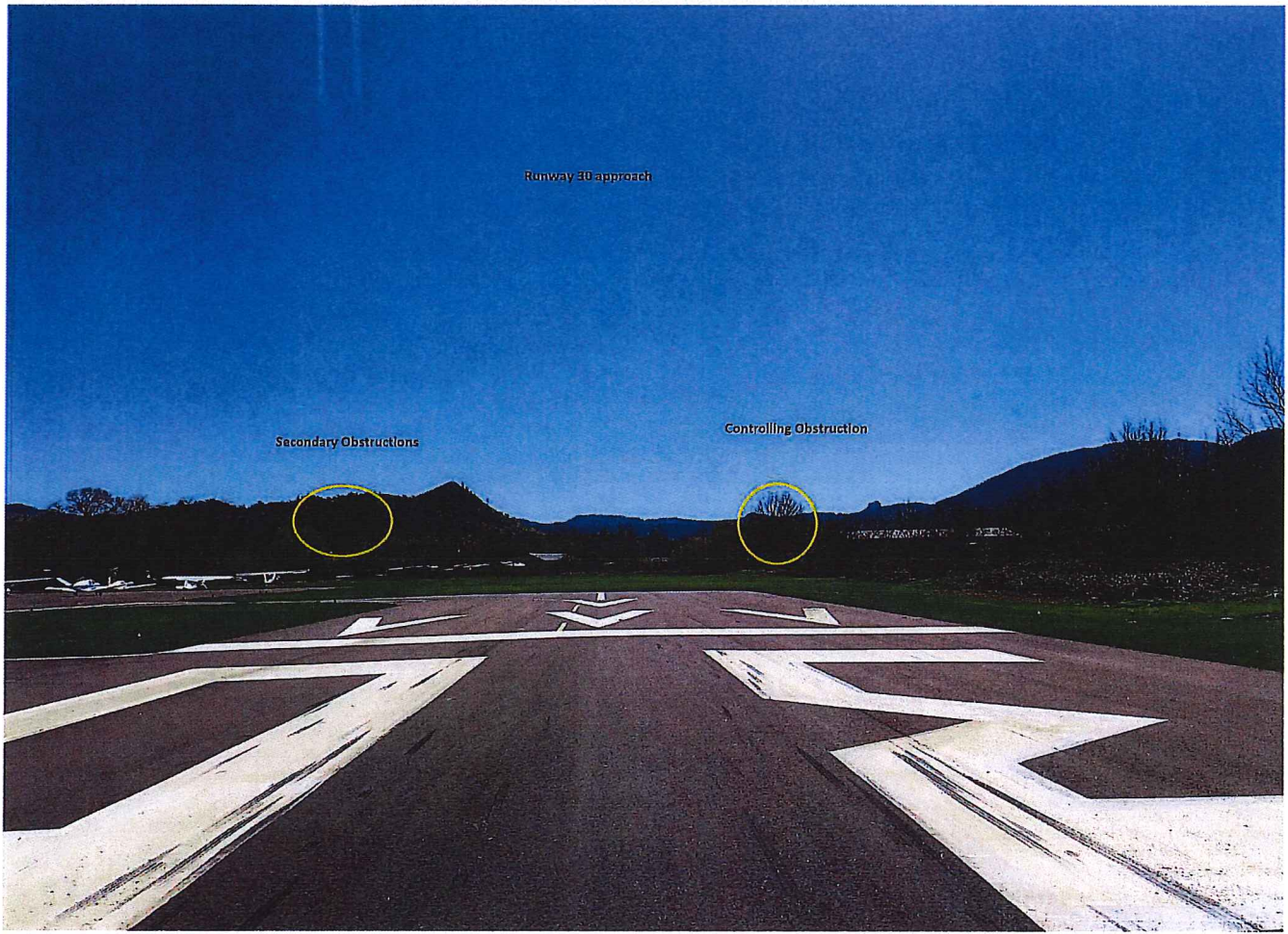




Faded color on Segmented Circle markers,
especially the white ones- repaint



Remove vegetation obscuring taxiway reflector.
Ensure the same for others as well.



Close-in Obstructions to RW 30 Primary Surface Area- remove



Obstructions to west-side 7:1 Transitional Surface- Consider removing





Repair Sign at RW 30 entrance



Faded Taxiway edge markings- restripe



CITY OF ASHLAND

AIRPORT COMMISSION **Action Item List**

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

June 2, 2015

Action Items:

1. Airport Zoning/Riparian Restoration
2. Paving of dirt areas around hangars
3. Entrance Sign Replacement/Animal Signs/ Highway 66 Sign(\$)
 - a. Staff to contact ODOT about Highway signs and naming "Ashland Municipal Airport"
4. Hangar Enclosure Project(Staff to work with Skinner)
5. Transportation to and from Airport
6. Self Fueling Permit (Brim)(Staff making final edits)
7. Fire Extinguisher Installation/Hangar Numbering (Number has started and extinguishers have been ordered).
8. Roof action plan
9. Tie Down Chain Repairs
10. Signs-security-access control-way finding
11. Security System Improvements



2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		7 Meeting New Year's Resolutions Fire Inspection				
		4 Meeting				
		4 Meeting Approach Survey Budget Preparation Discussion				
		1 Meeting Rate Discussion Airport Day Prep				
		6 Meeting Airport Day May 16th Election of Officers Chamber Board Meeting				
		3 Meeting Airport Rate Approval Council Approval end of fiscal year				

July		Meeting	1					
		Meeting	5					
August		Meeting	2					
		Meeting	7					
September		Meeting	4					
		Meeting						
October		Meeting	2					
		Meeting						
November		Meeting Election of Officers self fueling permit	2					
December								