
CITY OF ASHLAND

AIRPORT COMMISSION AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

March 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 February 7, 2017 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. Miscellaneous painting onsite (segmented circle, compass rose etc.)
 - e. Tree topping project
 - f. Airport Website
 - g. Pest control
 - h. Webcams
 - D. ODA Grant Application/Master Plan Update
 - E. Entry Road Landscape Project
5. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
 - B. Airport Biennium Budget
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: **April 4, 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)*.



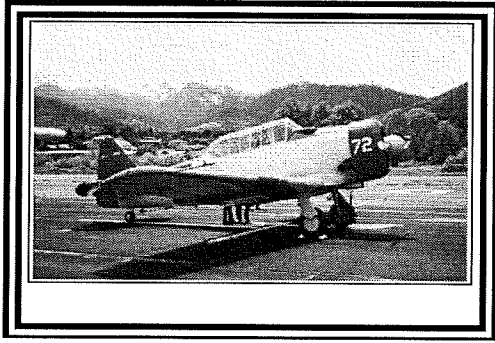
ASHLAND AIRPORT COMMISSIONERS

2015-2016



<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>



ASHLAND AIRPORT COMMISSION

February 7, 2017

MINUTES

Members Present: Lincoln Zeve, George Schoen, Bob Skinner, William Butler, Susan Moen, and Bill Skillman (9:43am)

Members Absent: Mike Morris

Staff: Scott Fleury, Kaylea Kathol and Kyndra Irigoyen

Guests: Mike Bull (Century West Engineering), Daniel Palomino (JLC), Renee Dowan (JaviationJaviation), Matt Rogers (Century West Engineering), Dave Nafie (WHPacific)

1. CALL TO ORDER: 9:31 AM

2. AGENDA ITEM ADDITIONS:

A. Airport Website – Include in action list.

B. Mice – Include in action list.

3. APPROVAL OF MINUTES: Motion to approve the minutes as submitted, first by Schoen and Seconded by Zeve. All approved.

4. OLD BUSINESS:

A. Entry Road Landscape: Butler said the Willow Oaks recommended by the landscaper would encroach on the taxiway because of their size. The Oklahoma Redbud and Wireless Zelkova are good candidates. Julie Smitherman and the landscaper will attend next meeting to discuss water conservation. Commission will ask questions and list concerns to the landscaper.

B. FBO Lease: Fleury has given itemized information on liability to city attorney. Skinner has been asked to carry insurance coverage that is more than double the amount of other municipal airports in Oregon. He is asking for it to be fair and reasonable. Skinner Aviation's lease is up in less than a year. Fleury said his next step is to set up a meeting in person to discuss this the city attorney.

C. Action Item List:

1. Airport Website – Zeve said Google does not pull up the website. Kathol said she will work on getting it more searchable. Zeve asked about the webcams. Kathol said they are not up and running; Jason Wegner from the

5. NEW BUSINESS:

- A. Airport Good Neighbor Items: A few phone calls about helicopter operations.
- B. Airport Day 2017 Planning: Butler would like someone else to chair Airport Day. Zeve will be the new chairman for the Airport Day committee and all commissioners will serve on the committee. The proposed date of May 20th may have a conflict with another event in Ashland. Fleury will look for other dates for the event and bring back to Commission.
- C. Commission Vacancies: Daniel Palomino will submit application. Fleury does not know of any other applicants. Butler will not renew his position as chair in May.

6. FBO REPORT(S):

- A. Attached: Airport was closed one day due to weather. Runway was swept. Noise abatement sign is still down.
- B. Maintenance Updates: None.

7. INFORMATIONAL ITEMS:

- A. Brown Bag: None.
- B. Transportation Commission: None.
- C. Medford Update: None.

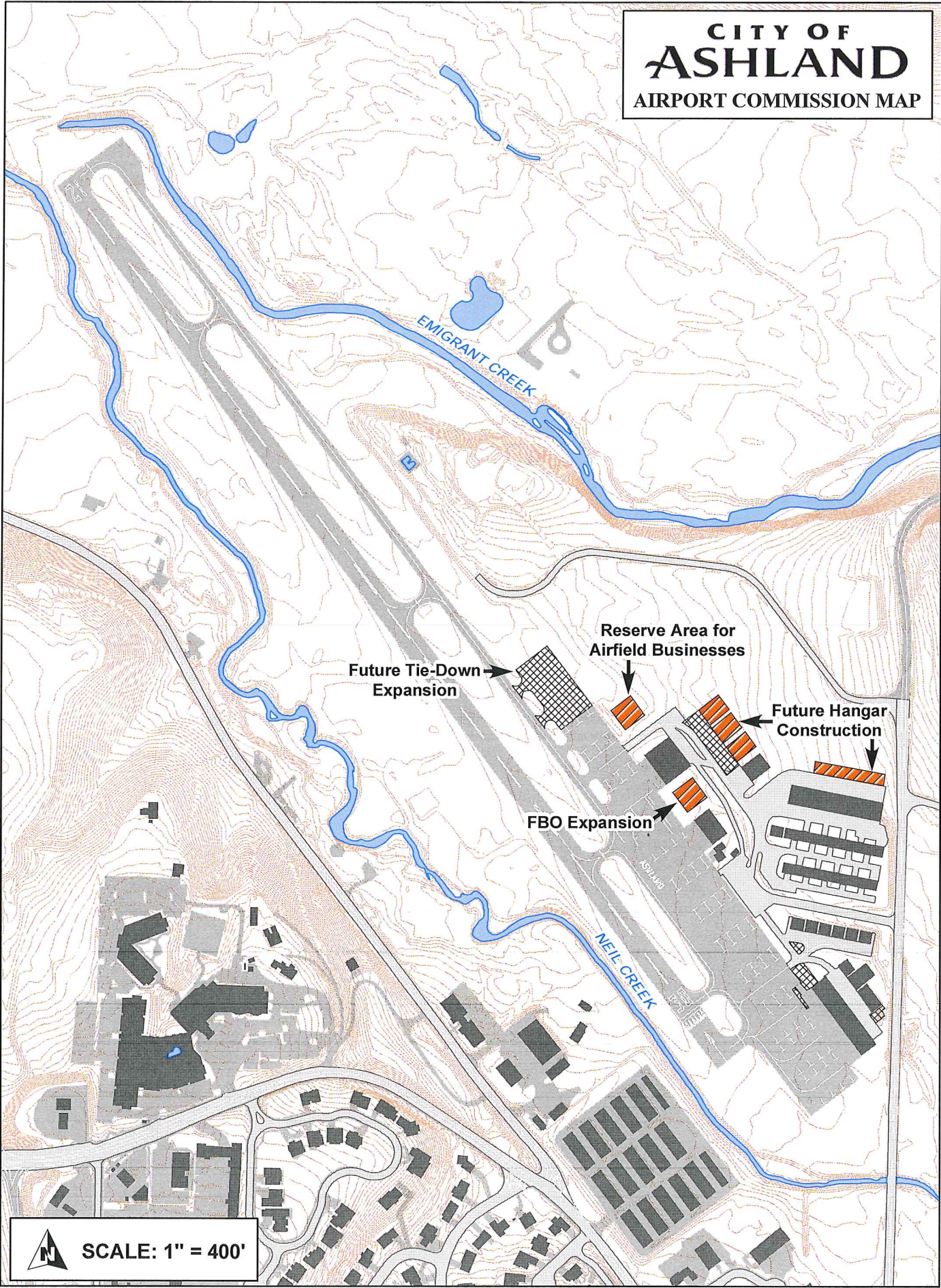
NEXT MEETING DATE: March 7, 2017 beginning at 9:30 AM

ADJOURN: Meeting adjourned at 11:21 AM

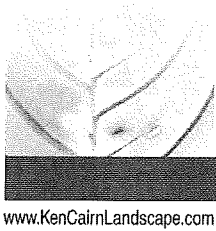
Respectfully submitted,

Kyndra Irigoyen
Administrative Assistant
Public Works Department

**CITY OF
ASHLAND**
AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**



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 10th.

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.

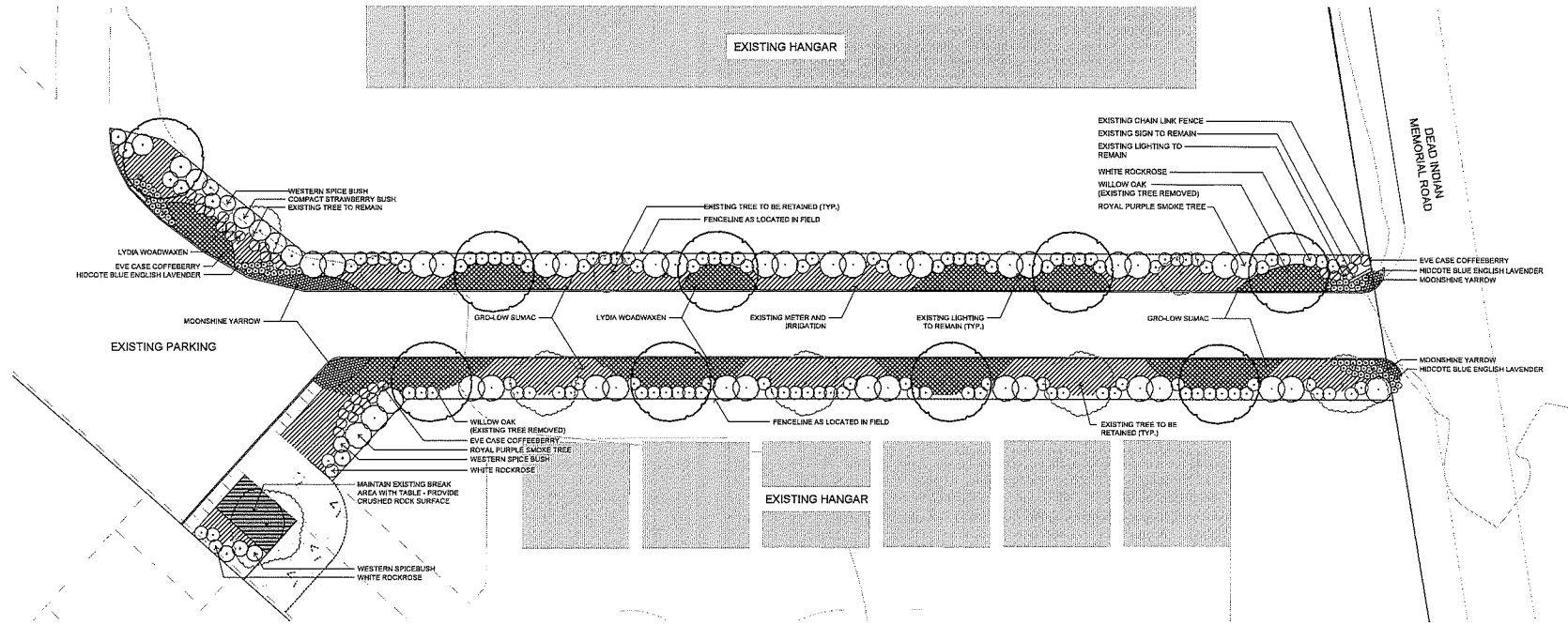
One of our directives was to provide a "Fire Safe" planting scheme. We added to that a plant pallet that includes low maintenance and low water use plantings. Our selections include plants that will provide seasonal interest and texture that will provide interest without requiring regular ongoing maintenance. 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.



PRELIMINARY PLANT LEGEND			
BOTANICAL NAME	COMMON NAME	ALTERNATE	SIZE
TREES			
<i>Quercus macrocarpa</i>	White Oak	White Oak	20" dia
<i>Quercus prinus</i>	White Oak	White Oak	2" dia
<i>Quercus rubra</i>	Red Oak	Red Oak	2" dia
SHRUBS & PERENNIALS			
<i>Abutilon</i>	Abutilon	Abutilon	4" pot
<i>Adiantum</i>	Adiantum	Adiantum	5 gal
<i>Asplenium</i>	Asplenium	Asplenium	5 gal
<i>Clematis</i>	Clematis	Clematis	3 gal
<i>Conoclinium</i>	Conoclinium	Conoclinium	3 gal
<i>Cornus</i>	Cornus	Cornus	3 gal
<i>Cypripedium</i>	Cypripedium	Cypripedium	3 gal
<i>Delphinium</i>	Delphinium	Delphinium	3 gal
<i>Dracopis</i>	Dracopis	Dracopis	3 gal
<i>Erigeron</i>	Erigeron	Erigeron	3 gal
<i>Galium</i>	Galium	Galium	3 gal
<i>Geranium</i>	Geranium	Geranium	3 gal
<i>Hebe</i>	Hebe	Hebe	3 gal
<i>Hydrangea</i>	Hydrangea	Hydrangea	3 gal
<i>Impatiens</i>	Impatiens	Impatiens	3 gal
<i>Juniper</i>	Juniper	Juniper	3 gal
<i>Lamb</i>	Lamb	Lamb	3 gal
<i>Lydia</i>	Lydia	Lydia	3 gal
<i>Monarda</i>	Monarda	Monarda	3 gal
<i>Ornithogalum</i>	Ornithogalum	Ornithogalum	3 gal
<i>Phlox</i>	Phlox	Phlox	3 gal
<i>Rosa</i>	Rosa	Rosa	3 gal
<i>Sedum</i>	Sedum	Sedum	3 gal
<i>Sparganium</i>	Sparganium	Sparganium	3 gal
<i>Thalictrum</i>	Thalictrum	Thalictrum	3 gal
<i>Yucca</i>	Yucca	Yucca	3 gal

NOTES:
 1. MATURE 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 LANDSCAPING AREA TO BE PLANTED.
 2. THE ORNITHOGALUM REBBLID AND YELLOWWOOD TREES LISTED ABOVE SHOULD BE CONSIDERED AS ADDITIONAL ALTERNATE TREES FOR THE WILLOW OAK.

KenCairn
Landscape Architecture



Drawn By:
JL
SCALE: 1"=20'-0"

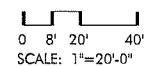
ASHLAND MUNICIPAL AIRPORT
403 DEAD INDIAN MEMORIAL ROAD
ASHLAND, OR, 97520

REVISION DATE

LANDSCAPE PLAN

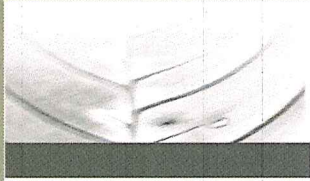
ISSUE DATE:
OCTOBER 19, 2016

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ASHLAND AIRPORT COMMISSION





www.KenCairnLandscape.com

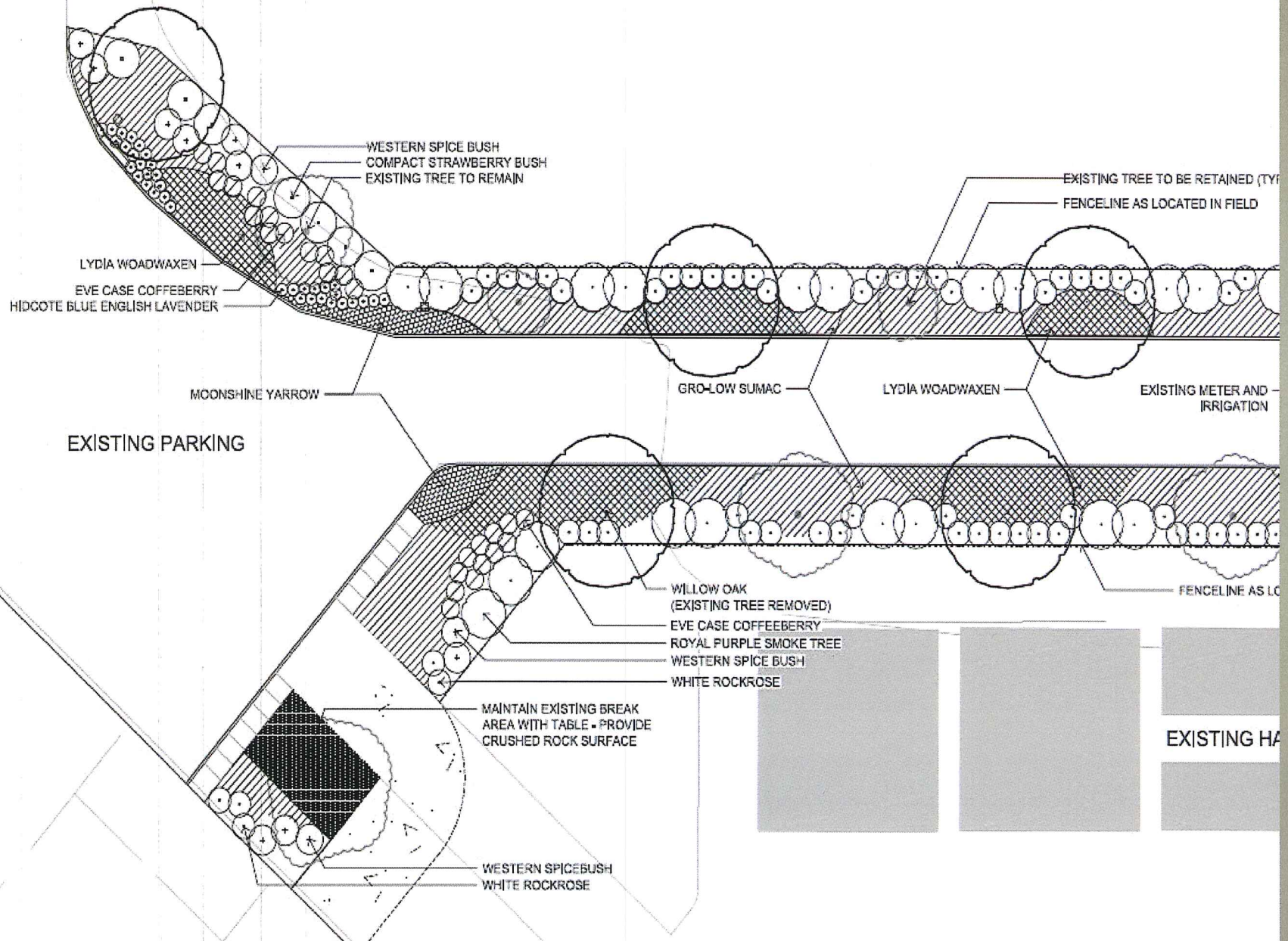
KenCairn
Landscape Architecture

Tel: 541.488.3194
Fax: 541.552.9512
Cell: 541.601.5559

545 A Street
Ashland, OR 97520
kerry@kencairnlandscape.com

ASHLAND AIRPORT PLANT EXAMPLE PHOTOS





Willow Oak

quercus phellos

40' to 60' X 40' spread



Copyright © Robert O'Brien



Primary Surface

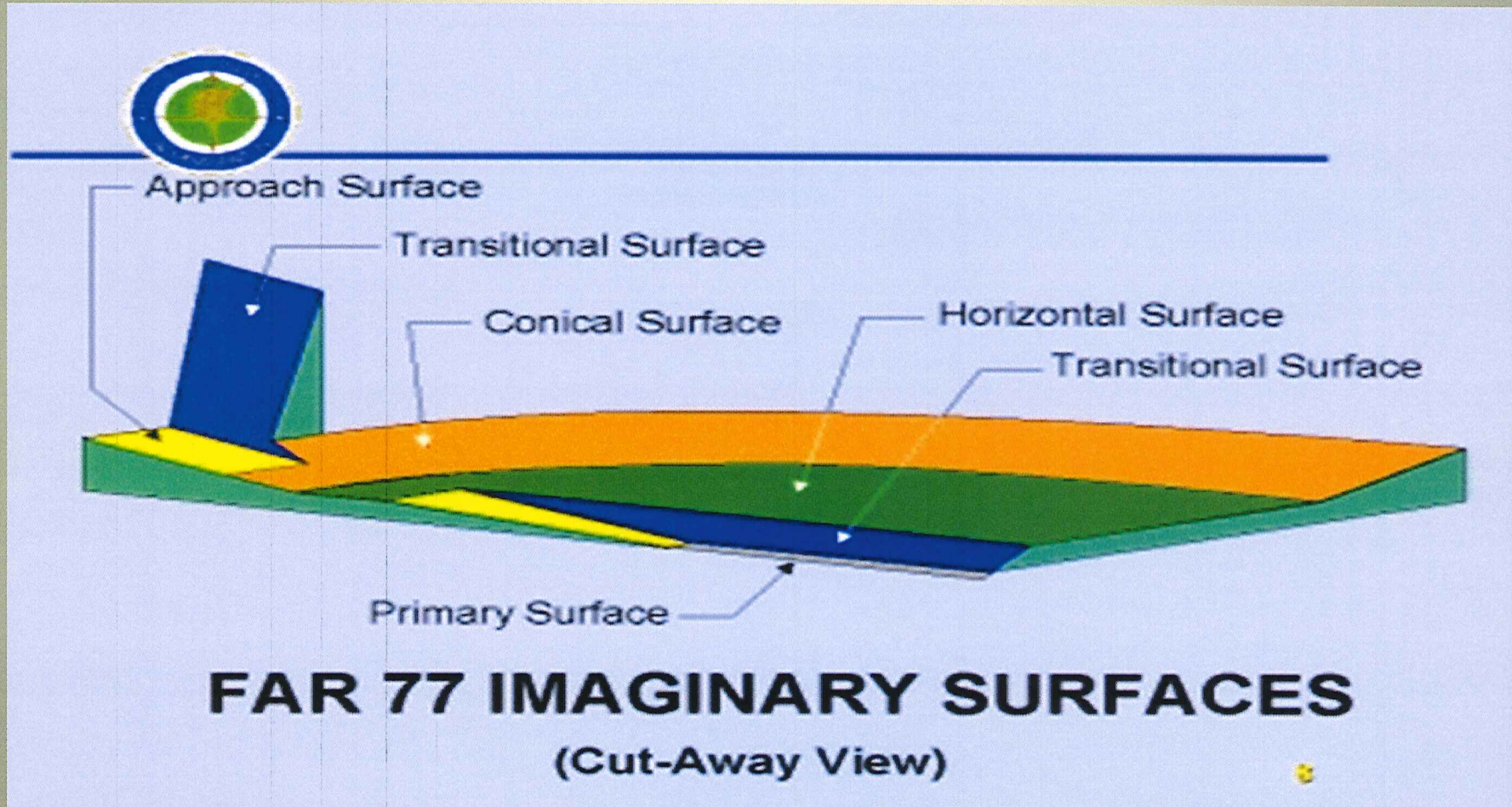


- ◆ Width - 250 ft to 1000 ft
- ◆ Length - extends 200 ft from runway end

NO OBJECT MORE THAN 3" TALL

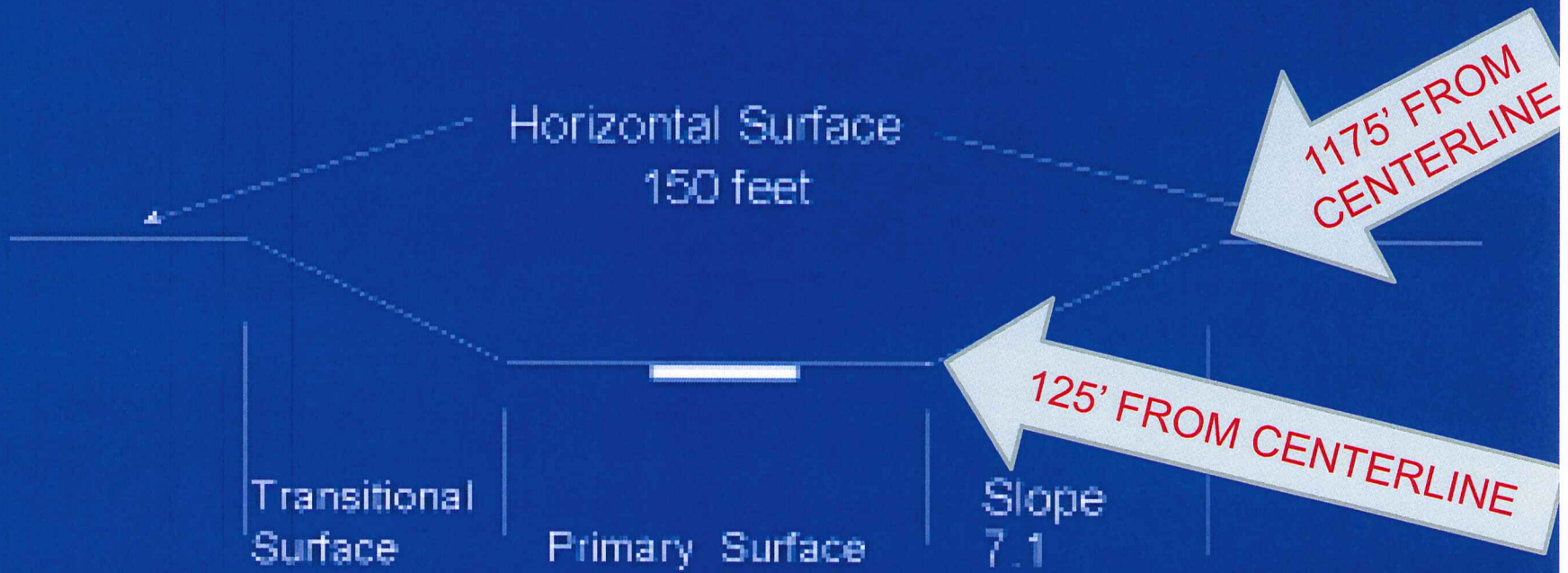


14 CFR 77



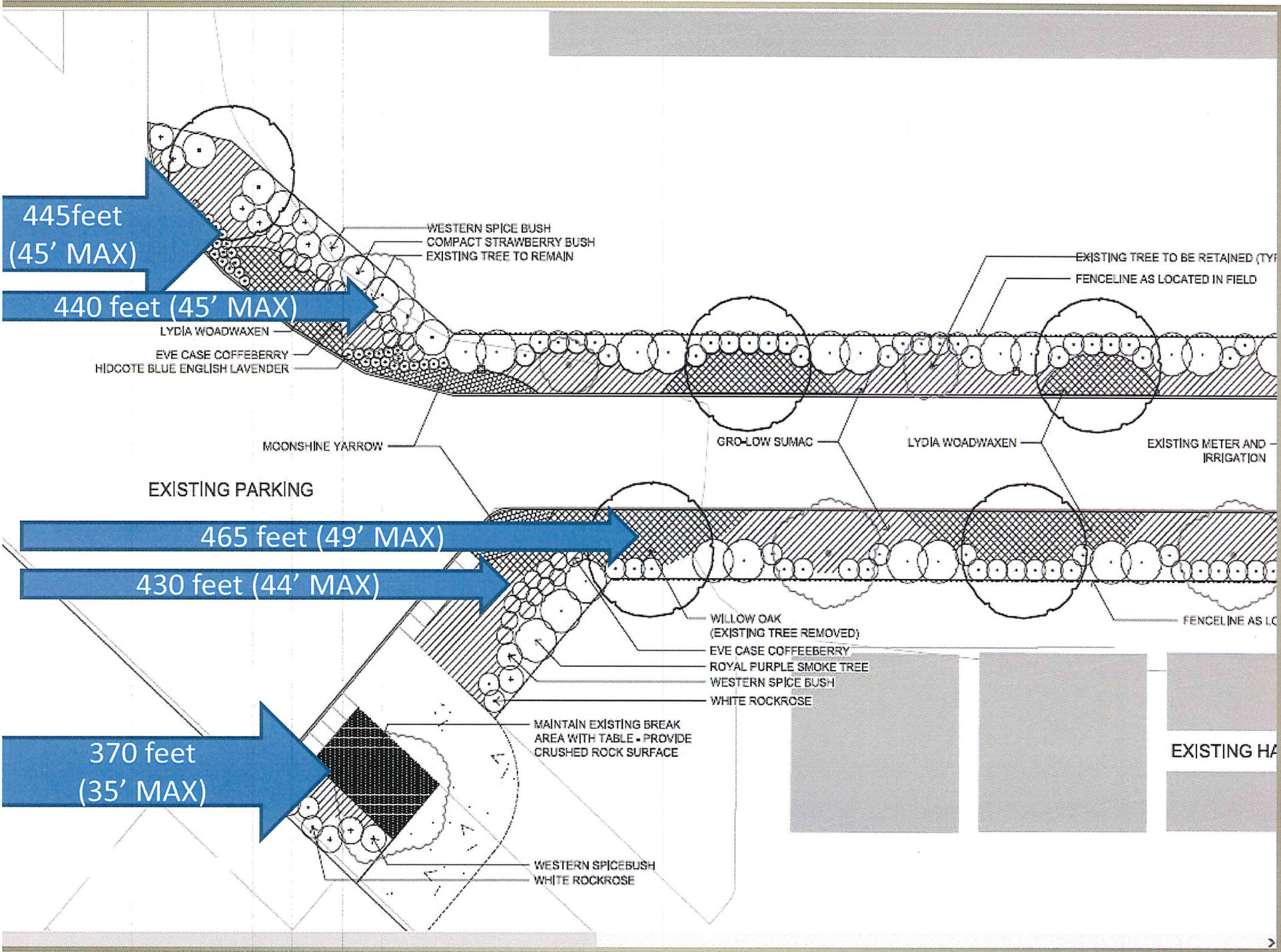


Transitional Surfaces



60 FOOT TREE
 $125' + 420' = 545'$
FROM RUNWAY CENTERLINE





445 feet
(45' MAX)

440 feet (45' MAX)

465 feet (49' MAX)

430 feet (44' MAX)

370 feet
(35' MAX)

WESTERN SPICE BUSH
COMPACT STRAWBERRY BUSH
EXISTING TREE TO REMAIN

EXISTING TREE TO BE RETAINED (TYPE)
FENCELINE AS LOCATED IN FIELD

LYDIA WOODWAXEN
EVE CASE COFFEEBERRY
HIDCOTE BLUE ENGLISH LAVENDER

MOONSHINE YARROW

GRO-LOW SUMAC

LYDIA WOODWAXEN

EXISTING METER AND IRRIGATION

EXISTING PARKING

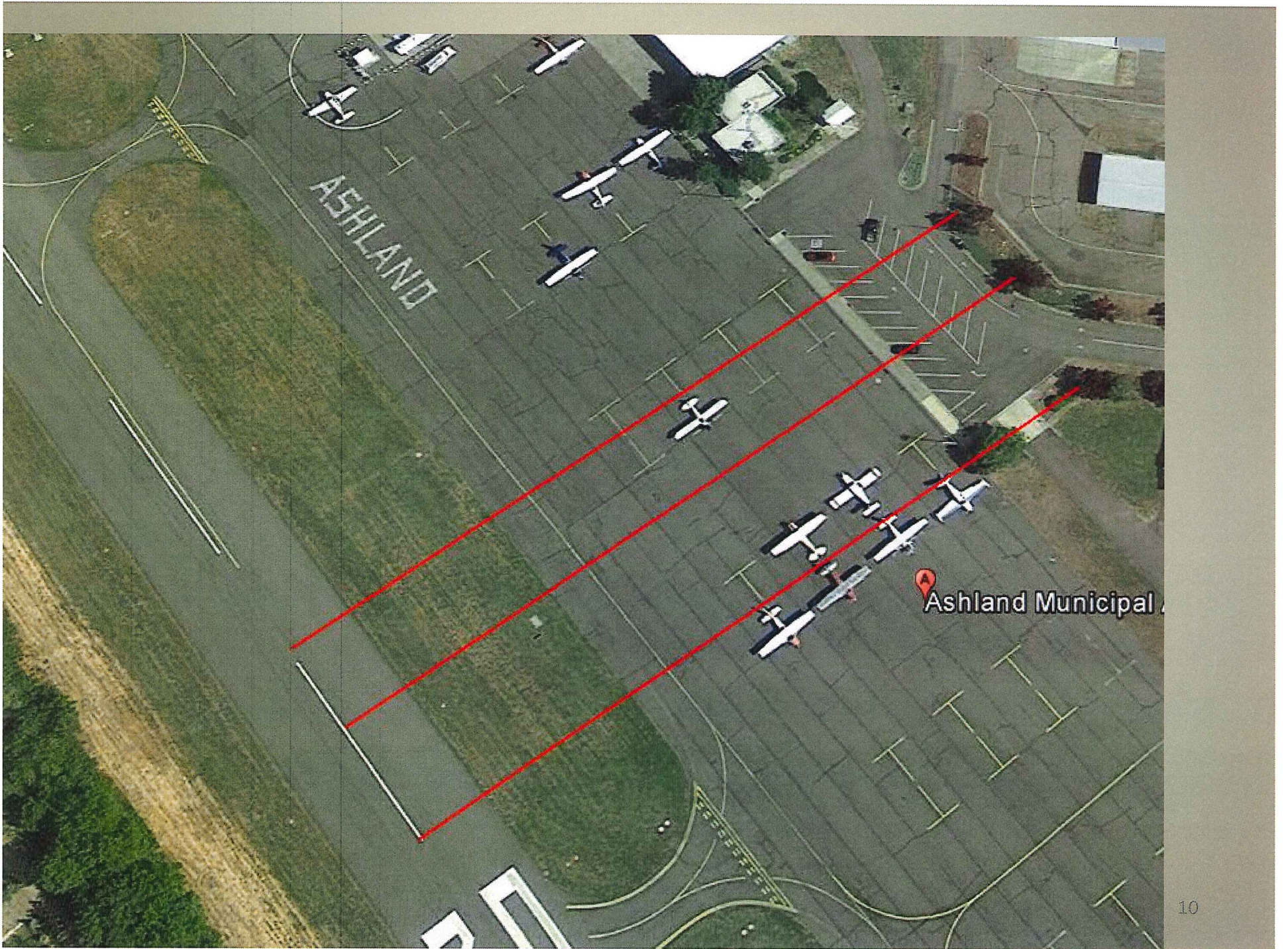
WILLOW OAK
(EXISTING TREE REMOVED)
EVE CASE COFFEEBERRY
ROYAL PURPLE SMOKE TREE
WESTERN SPICE BUSH
WHITE ROCKROSE

FENCELINE AS LOCATED

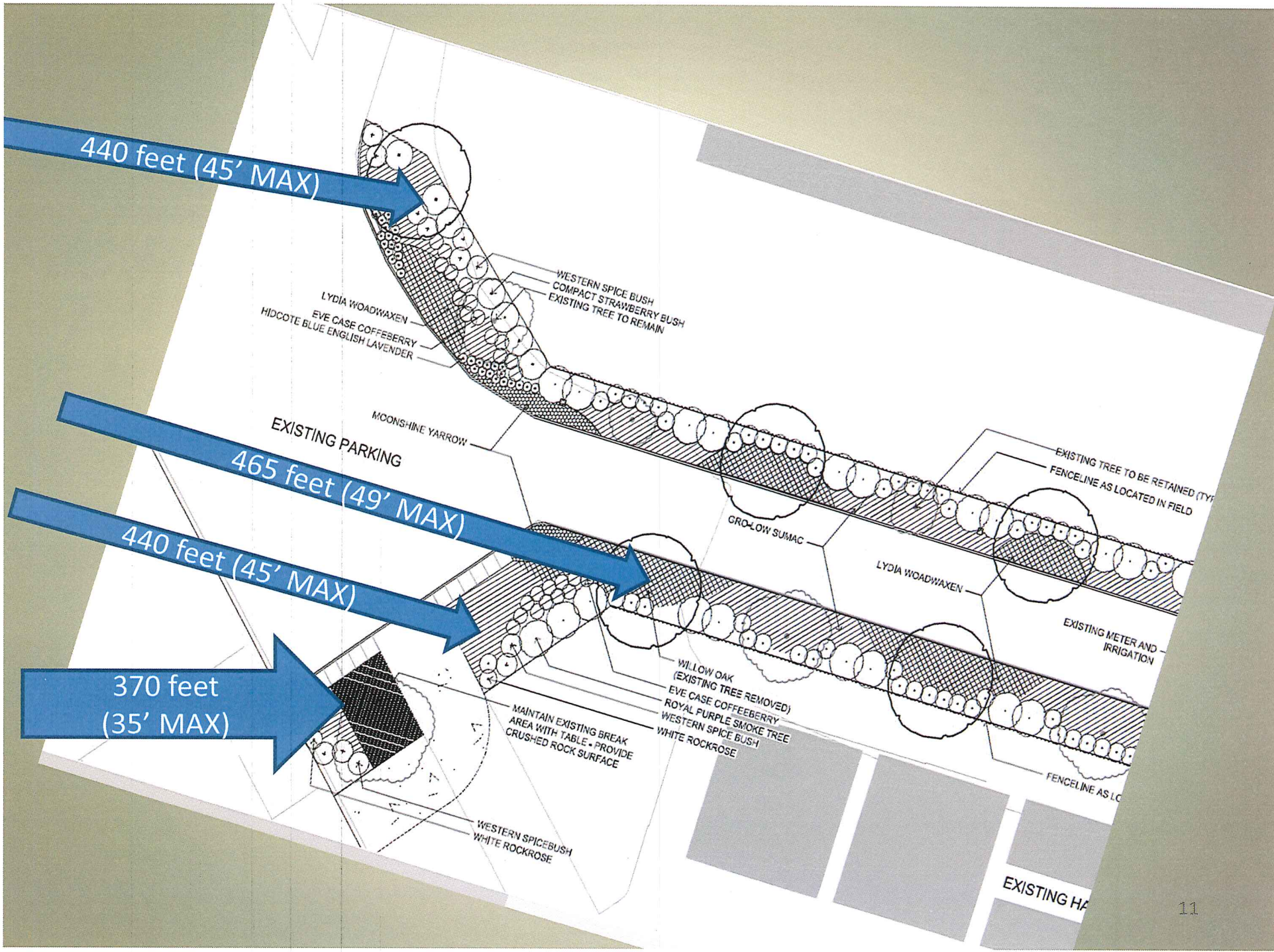
MAINTAIN EXISTING BREAK
AREA WITH TABLE - PROVIDE
CRUSHED ROCK SURFACE

EXISTING HA

WESTERN SPICEBUSH
WHITE ROCKROSE



Ashland Municipal



WESTERN SPICE BUSH
 COMPACT STRAWBERRY BUSH
 EXISTING TREE TO REMAIN

LYDIA WOADWAXEN
 EVE CASE COFFEBERRY
 HIGGOTE BLUE ENGLISH LAVENDER

EXISTING TREE TO BE RETAINED (TYPE)
 FENCELINE AS LOCATED IN FIELD

MOONSHINE YARROW

GRO-LOW SUMAC

LYDIA WOADWAXEN

EXISTING METER AND IRRIGATION

EXISTING PARKING

465 feet (49' MAX)

440 feet (45' MAX)

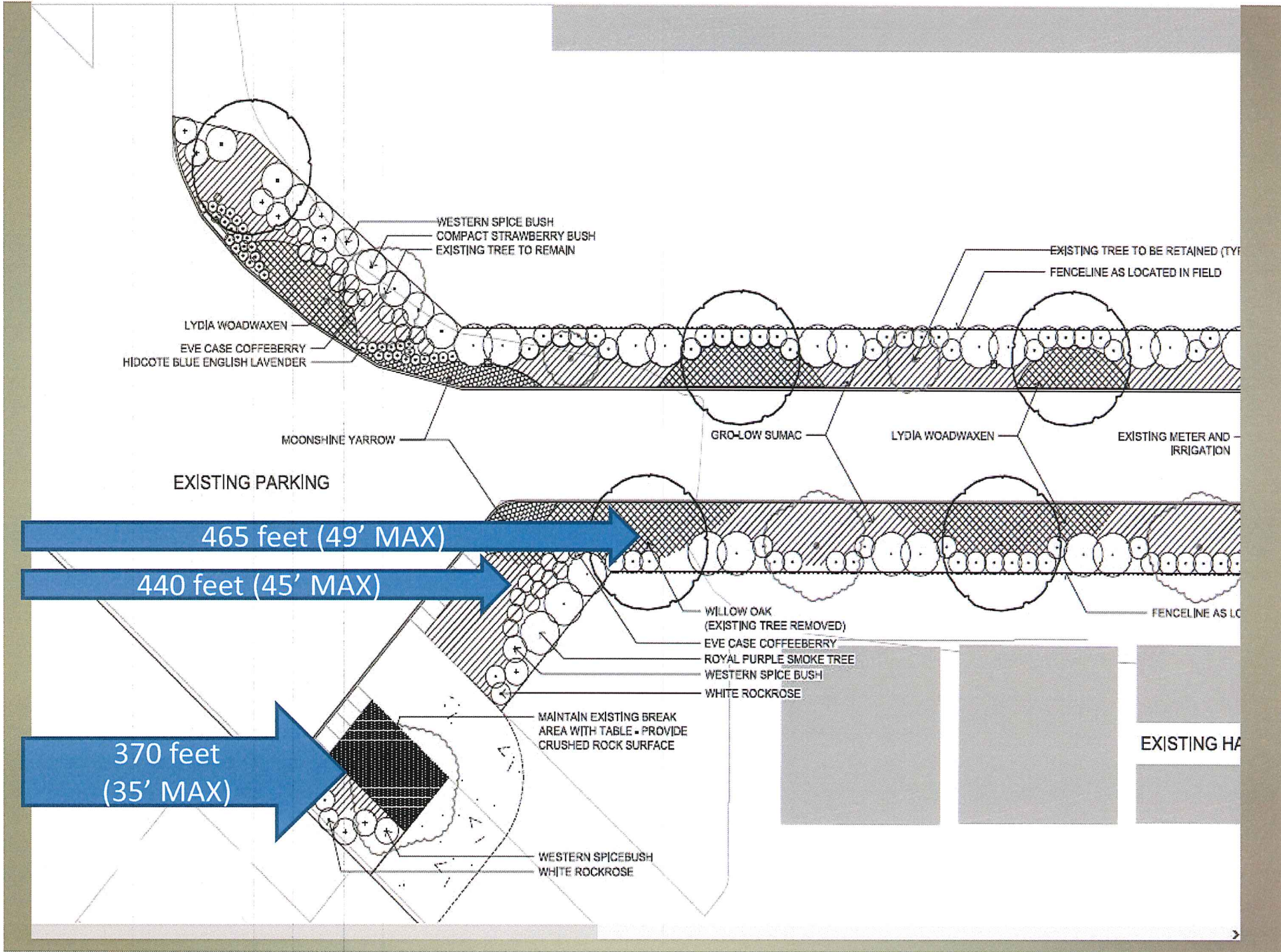
370 feet (35' MAX)

WILLOW OAK (EXISTING TREE REMOVED)
 EVE CASE COFFEBERRY
 ROYAL PURPLE SMOKE TREE
 WESTERN SPICE BUSH
 WHITE ROCKROSE

MAINTAIN EXISTING BREAK AREA WITH TABLE - PROVIDE CRUSHED ROCK SURFACE

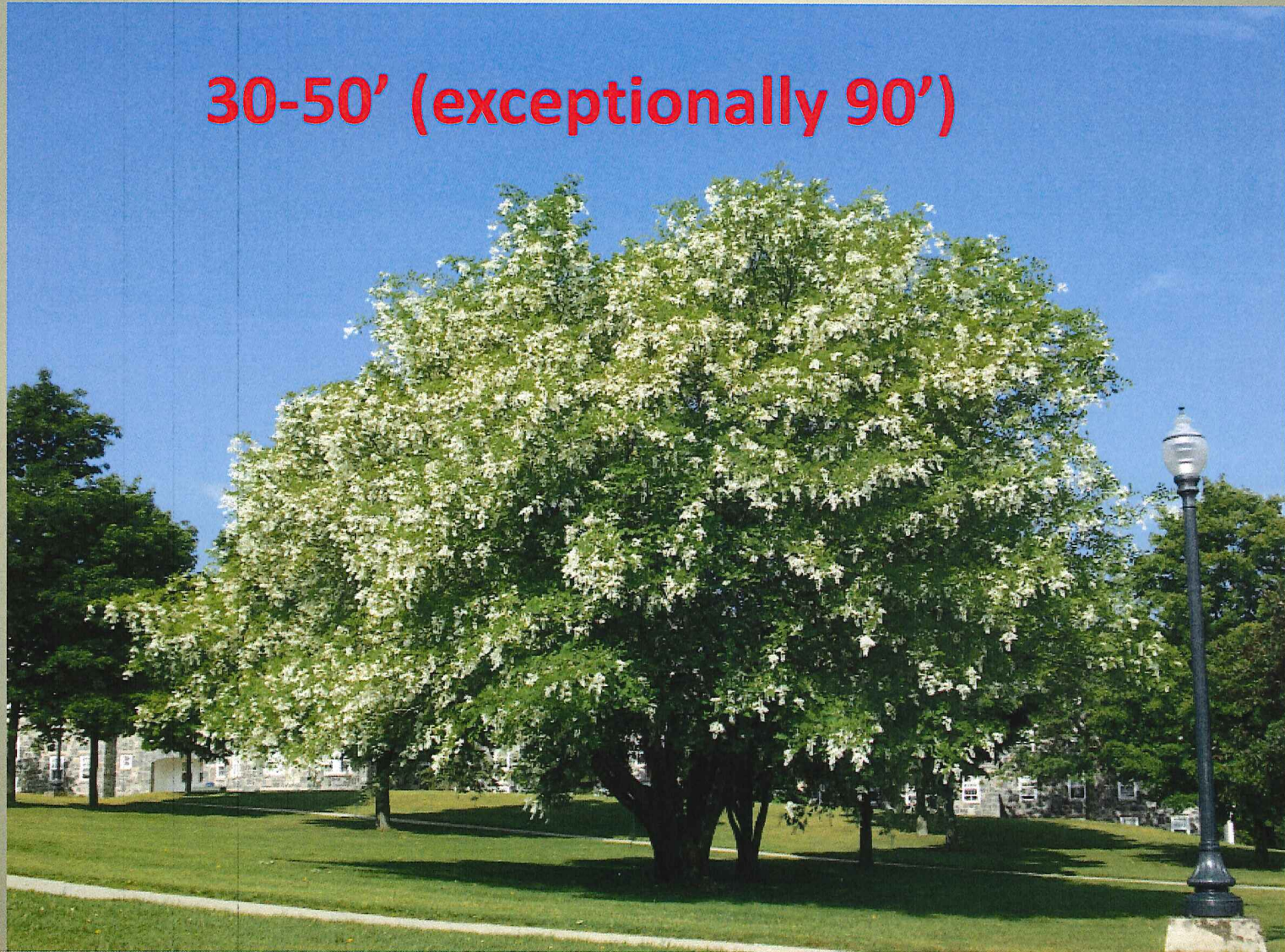
WESTERN SPICEBUSH
 WHITE ROCKROSE

EXISTING HA



AMERICAN YELLOWWOOD
Cladrastis kentukea

30-50' (exceptionally 90')





OKLAHOMA REDBUD
20'-30'





WIRELESS ZELKOVA





Smoke tree



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

**THAT'S ALL
FOLKS!**



2017

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

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

FBO MONTHLY REPORT

January, 2017

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		
3	Freight Operations (x1000)	@ \$ 5.83 =	\$ 17.49		
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		
7	Open Hangar	@ \$ 183.00 =	\$ 1,281.00		
1	Commercial Hangar-JLC	@ \$ 768.00 =	\$ 768.00		
1	Commercial Hangar	@ \$ 471.00 =	\$ 471.00		
1	Sky Research Land Lease	@ \$ 472.00 =	\$ 472.00		
2256	Fuel Flowage Fee Brim	@ \$ 0.07 =	\$ 157.92		
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 =	\$ 10,842.41	x 0.75	\$ 8,131.81	
	UTILITY CHARGE NEW CLOSED HANGARS		=	\$ 65.00	
	FBO FLOWAGE FEE				
	Price Per Gallon	\$4.99 100LL	1254 Gallons		
	Price Per Gallon	\$ 5.20 JET A	0 Gallons		
	Total Gallons	1254	x 0.07	\$ 87.78	
	CREDITS				
	Water Credit	-		\$158.17	
	Garbage Credit	-		\$52.55	
	DEBITS				
	Preauthorized other credit for:				
	TOTAL DUE TO CITY BY 20TH		=	\$ 9,784.50	

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

January, 2017

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:

Noise abatement sign down south end. Weed spray aprons and taxiways.

Aircraft Based on Field:	Hangars	<u>30</u>	Tie-Downs	<u>5</u>
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DeBoer Hangar	<u>13</u>	Private Hangars	<u>17</u>	Maintenance Hangar	<u>4</u>
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Skinner	<u>5</u>	TOTAL AIRCRAFT:	<u><u>77</u></u>
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Other Items:	Current # of Students	<u>3</u>	# of Charter Flights	<u>0</u>
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Special Events: None

Airport Users Group: None

CITY OF ASHLAND

AIRPORT COMMISSION Subcommittee **AIRPORT DAY PLANNING AGENDA**

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

March 7, 2015 11:00 AM

1. CALL TO ORDER: 11:00 AM
2. Request for Additional Items from Commission Members
 - A. Public Forum:
3. APPROVAL OF MINUTES FROM: None
4. OLD BUSINESS:
 - A. None
5. NEW BUSINESS:
 - A. Airport Day Planning
 - i. Task List (attached)
6. NEXT MEETING DATE: **April 4, 2015**

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)*.



TASK	DESIGNEE	COMPLETED
<u>Site Preperation</u>		
Sanitation	Fleury	
Mowing	Fleury	
Cones/Caution Tape	Fleury	
Banner/Signs	Fleury	
Tables/Chairs	Fleury	
<u>Civil Air Patrol</u>		
Marshaling(parking)	Skillman	
<u>Media/Publicity</u>		
Flyers	Lamb	
Radio	Zeve	
TV	Zeve	
Sneak Preview	Zeve	
Ashland Website	Irigoyen	
MC Patrick Henry	Wolske	
<u>Exhibitors</u>		
EAA	Butler	
Sky Hangar	Brim	
Car Clubs	Lamb	
Fire/Police/ODF Apparatus	Fleury/Skinner	
Smoke Jumpers	Butler	
Skydivers	Skinner	
Helicopters	Brim/Zeve	
Bounce House (2)	Lamb	
Kids Toys	Moen	
Science Works	Wolske	
<u>Food Trucks</u>		
Garcias	Butler	
Ooblies	Lamb	
Thyme	Lamb	
Buttercloud	Lamb	
420 Blackird	Lamb	

*** Notes**

Schedule walkthrough prior to event with volunteers and Fire Marshall to ensure adequate safety
Date to be determined-May 20 or June 3