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# CITY OF ASHLAND

## AIRPORT COMMISSION

### AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

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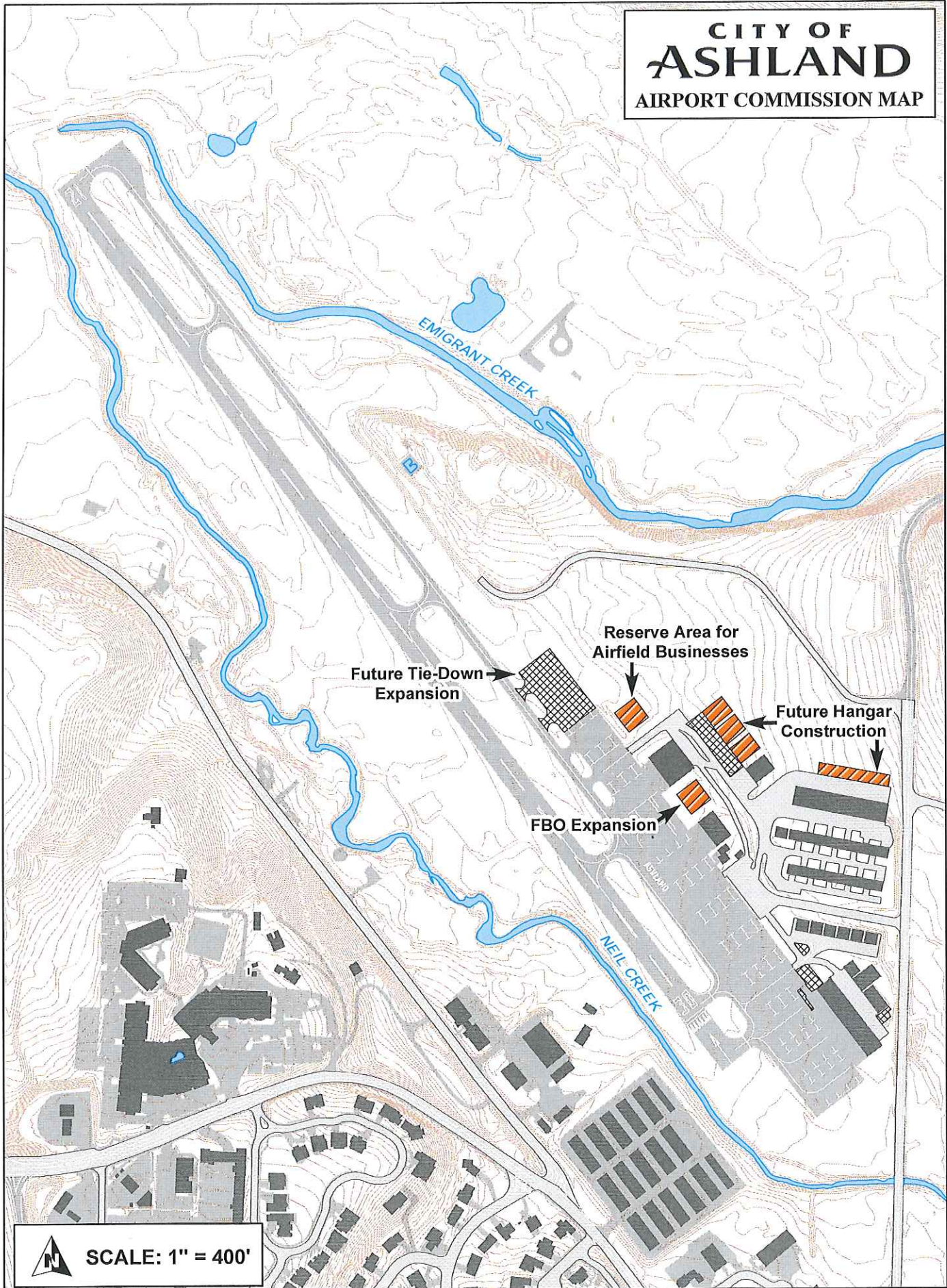
May 2, 2017 9:30 AM


1. CALL TO ORDER: 9:30 AM
2. Request for Additional Items from Commission Members
  - A. Public Forum:
3. APPROVAL OF MINUTES FROM April 4, 2017 MEETING
4. OLD BUSINESS:
  - A. Entry Road Landscape
  - B. 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/Webcams
    - g. Pest control
    - h. Entry Road Landscaping
  - C. ODA Grant Application/Master Plan Update
5. NEW BUSINESS:
  - A. Airport: Good Neighbor Items
  - B. Election of Officers
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: **June 6, 2017 9:30 AM**  
Call Scott at 552-2412 if you will be unable to attend!

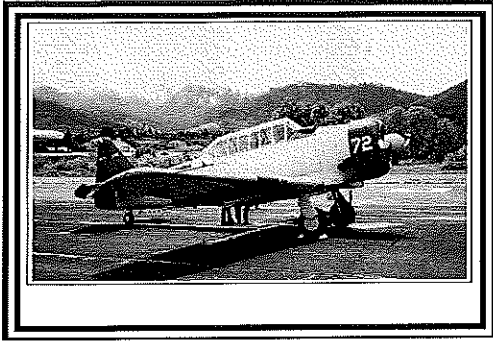
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make *reasonable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



CITY OF  
**ASHLAND**  
AIRPORT COMMISSION MAP



 **SCALE: 1" = 400'**



## ASHLAND AIRPORT COMMISSION

April 4, 2017

### MINUTES

**Members Present:** Lincoln Zeve, George Schoen, William Butler, David Wolske and Susan Moen, Bill Skillman, Bob Skinner

**Members Absent:** Mike Morris

**Staff:** Kaylea Kathol and Scott Fleury

**Guests:** Daniel Palomino (JLC)

1. CALL TO ORDER: 9:30 AM
2. AGENDA ITEM ADDITIONS: None.
3. APPROVAL OF MINUTES: Motion to approve minutes as submitted by Wolske, 2<sup>nd</sup> by Shoen, all approved.
4. OLD BUSINESS:
  - A. Entry Road Landscape: Fleury indicates City is considering phasing the planting commensurate with available funds. Suggests labor cost savings may be realized if Parks staff or inmate crew are able to perform planting. Fleury to schedule meeting with Parks Staff to discuss options.
  - B. FBO Lease: Final version of lease has been approved by Skinner, staff is awaiting legal approval on two minor language changes. The insurance requirements have been approved by Skinner and staff and incorporated into final document. Staff will work to obtain final signatures and Council approval shortly. Skinner stated he is very satisfied with the terms of the lease.
  - C. Action Item List:
    1. Riparian Restoration: No update. USBR has provided no indication of impending decisions or actions
    2. Paving dirt areas around the hangars: No update. City is considering performing paving internally.
    3. Hangar enclosure project: No update.
    4. Miscellaneous painting onsite (segmented circle, compass rose etc.): Kathol obtained bid for segmented circle painting. Painting will commence once the ground in/around circle has completely dried. Bid is valid for six months. Compass rose may need to be recalibrated prior to painting.

Recalibration/repainting will be addressed during implementation of the Airport Master Plan update.

5. Tree topping project: RFP is complete, but not released.
6. Airport website: City is in the process of executing a contract with SOS Alarm for the installation of an airport webcam, viewable on the public internet. ODOT webcams have been linked to website. Commission requested ODOT's online webcam map also be linked to site. Kathol agreed to update website accordingly.
7. Pest control: Complete

D. ODA Grant Application: Grading of the four RFP's received is complete. City intends to have issued Notice of Intent to Award by next month's Commission meeting. City will initiate scope and fee negotiations with selected consultant, and expects to have a fully executed contract in place by August 2017. City desires Commission's participation in the crafting of the public input section of scope.

E. Entry road landscape project: None.

#### 5. NEW BUSINESS:

A. Airport Good Neighbor Items: None.

B. Airport Biennium Budget: Staff presents Commission with current rental and hangar lease rate sheet. The leases are automatically increased per the January CPI-U. The January 2016-2017 CPI-U increase was 2.5%. Staff recommended increasing lease rates consistent with the current rate increase of the Consumer Price Index (2.5%). Commission approved rate increase. Staff recommends appropriating \$25,000 for projects plus \$20,000 contingency.

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

A. Attached: None.

B. Maintenance Updates:

- a. Herbicide application was completed in late March. Skinner indicates he is pleased with the results of spraying.
- b. Streets department removed failing concrete walkway on east lawn of FBO office and replaced with a functional rock aggregate/decomposed granite walkway.

#### 7. INFORMATIONAL ITEMS:

A. Brown Bag: None.

B. Transportation Commission: None.

C. Medford Update: None.

NEXT MEETING DATE: April 4, 2017 beginning at 9:30 AM

ADJOURN: Meeting adjourned at 10:30 AM

Respectfully submitted,

Kaylea Kathol  
Project Manager  
Public Works Department

2017

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

					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						



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# CITY OF ASHLAND

## AIRPORT COMMISSION Subcommittee AIRPORT DAY PLANNING AGENDA

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

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May 2, 2017 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: **None**

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)*.

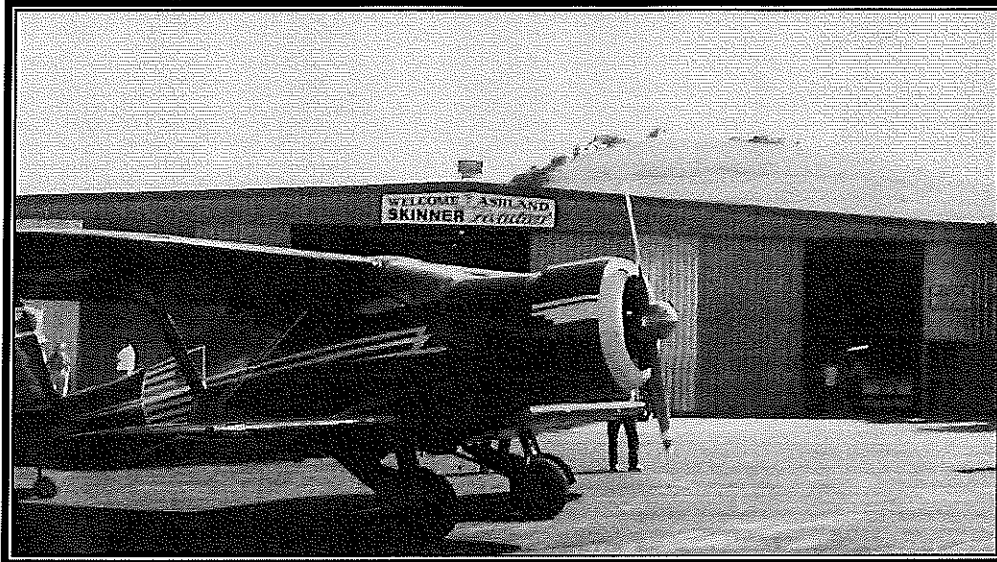


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# ASHLAND AIRPORT COMMISSIONERS

## 2015-2016

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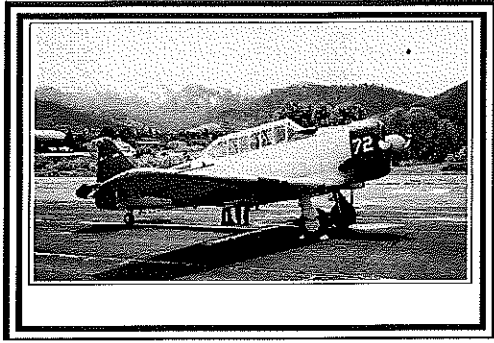


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<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>E-Mail</u>	<u>Term</u>
George Schoen	645 Ashland St	415- 298-4516	george.schoen@sbcglobal.net	2017
William Skillman	635 Oak Knoll Drive	482-2148	Skillman_Ashland@yahoo.com	2019
Vacant				
H. Lincoln Zeve	2710 Siskiyou Blvd.	482-5436	lincolnzeve@gmail.com	2019
Vacant				
Vacant				
David Wolske	1390 Frank Hill Road	482-3233	<a href="mailto:david@davidwolske.com">david@davidwolske.com</a>	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	<a href="mailto:bob@skinneraviation.com">bob@skinneraviation.com</a>	
Scott Fleury, Staff Liaison	20 E. Main Street	488-5587	fleury@ashland.or.us	

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

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**ASHLAND AIRPORT COMMISSION**  
**Airport Day Planning Subcommittee**  
April 4, 2017

**MINUTES**

**Members Present:** Lincoln Zeve, George Schoen, William Butler, David Wolske and Susan Moen, Bill Skillman, Bob Skinner (10:53am)

**Members Absent:** Mike Morris

**Staff:** Kaylea Kathol, Kyndra Irigoyen, and Scott Fleury

**Guests:** Dawn Lamb, Daniel Palomino (JLC)

1. CALL TO ORDER: 10:45 AM
2. AGENDA ITEM ADDITIONS: None
3. APPROVAL OF MINUTES: None
4. OLD BUSINESS: None
5. NEW BUSINESS: Group discusses current planning status of Airport Day. Staff confirm arrangement for delivery of tables, chairs, cones, caution tape and porta potties for airport day. The banner will be placed the week of airport day and staff is working on obtaining a smaller banner to be placed on the middle school fence along Walker Ave.

Wolske confirms Patrick Henry will perform MC duties again.

Lamb discusses advertising in the sneak preview, appears timing does not link well with airport day. Staff to place note in utility billing City Source that goes to all citizens with a billing address for the City. Fleury to also request the Mayor announce the event activities at the Council meeting just prior to airport day. Zeve will contact JPR about advertising the event on radio.

Food truck have been contacted and confirmed. Lamb has provided the food and beverage tax information as needed to vendors.

Moen will purchase kid toys for the event and confirms Science Works will bring static displays to the event. In order to bring the simulator to the site a truck/trailer is needed. Commission members/staff can work towards facilitating this if needed. Moen to confirm.

Airport Day punchlist updated with current information per discussion.

**NEXT MEETING DATE:** May 2, 2017 beginning at 11:00 AM

ADJOURN: Meeting adjourned at 11:42 AM

Respectfully submitted,

Scott A. Fleury  
Engineering Services Manager  
Public Works Department

TASK	DESIGNEE	COMPLETED
<b><u>Site Preparation</u></b>		
Sanitation	Fleury	X
Mowing	Fleury	X
Cones/Caution Tape	Fleury	X
Banner/Signs	Fleury	X 2nd banner ordered
Tables/Chairs	Fleury	X
<b><u>Civil Air Patrol</u></b>		
Marshaling(parking)	Skillman	X
<b><u>Media/Publicity</u></b>		
Flyers	Lamb	X
Radio (JPR)	Zeve	
TV	Zeve	
Sneak Preview	Lamb	
Ashland Website	Campos	
MC Patrick Henry	Wolske	X
Council Statement	Fleury	
City Source	Fleury	X
<b><u>Exhibitors</u></b>		
Model Airplane Club	Butler	X
Sky Hangar	Brim/Zeve	X
Car Clubs	Lamb	
Fire/Police/ODF Apparatus	Fleury/Skinner	
Smoke Jumpers	Butler	
Skydivers	Skinner	
Helicopters	Brim/Zeve	
Bounce House (2)	Lamb	X
Kids Toys	Moen	
Science Works	Moen	X may need help moving simulator
<b><u>Food Trucks</u></b>		
Garcias	Butler	X
Thyme	Lamb	X
Buttercloud	Lamb	X
420 Blackbird	Lamb	X

**\* Notes**

Schedule walkthrough prior to event with volunteers and Fire Marshall to ensure adequate safety GIS to develop walkthrough map and locations for vendors etc.