
CITY OF ASHLAND

AIRPORT COMMISSION **AGENDA**

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

August 5, 2014 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 3, 2014 MEETING
4. OLD BUSINESS:
 - A. FBO Lease
 - B. AIP Project
 - C. Airport Zoning
5. NEW BUSINESS:
 - A. Airport: Good Neighbor Items
 - B. ODA Pavement Maintenance Program
 - C. Autos on Taxilanes
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
 - E. Airport Day/Marketing
 - F. Airport Users Group Report
8. NEXT MEETING DATE: **September 2, 2014 9:30 AM**

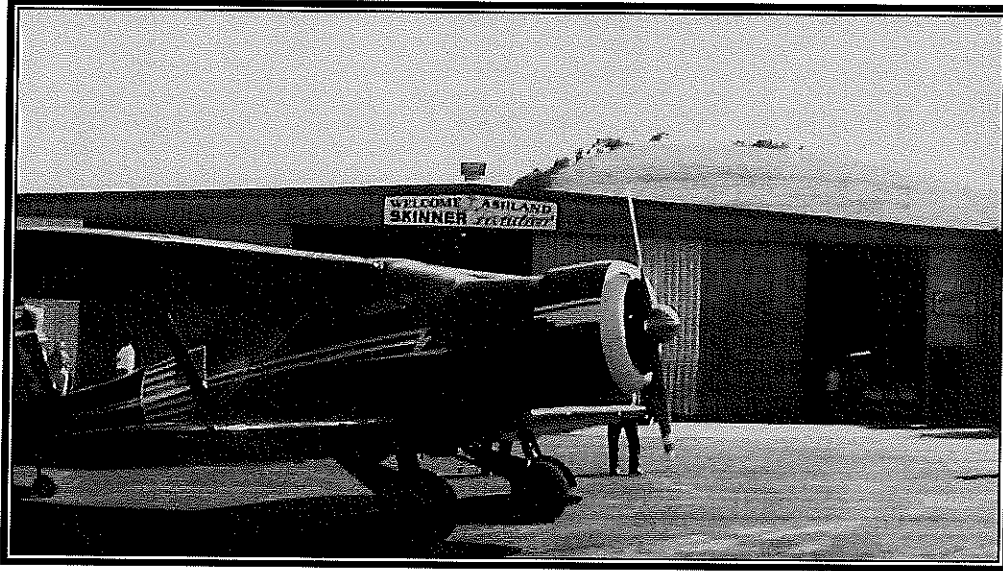
Call Scott at 552-2412 if you will be unable to attend!

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

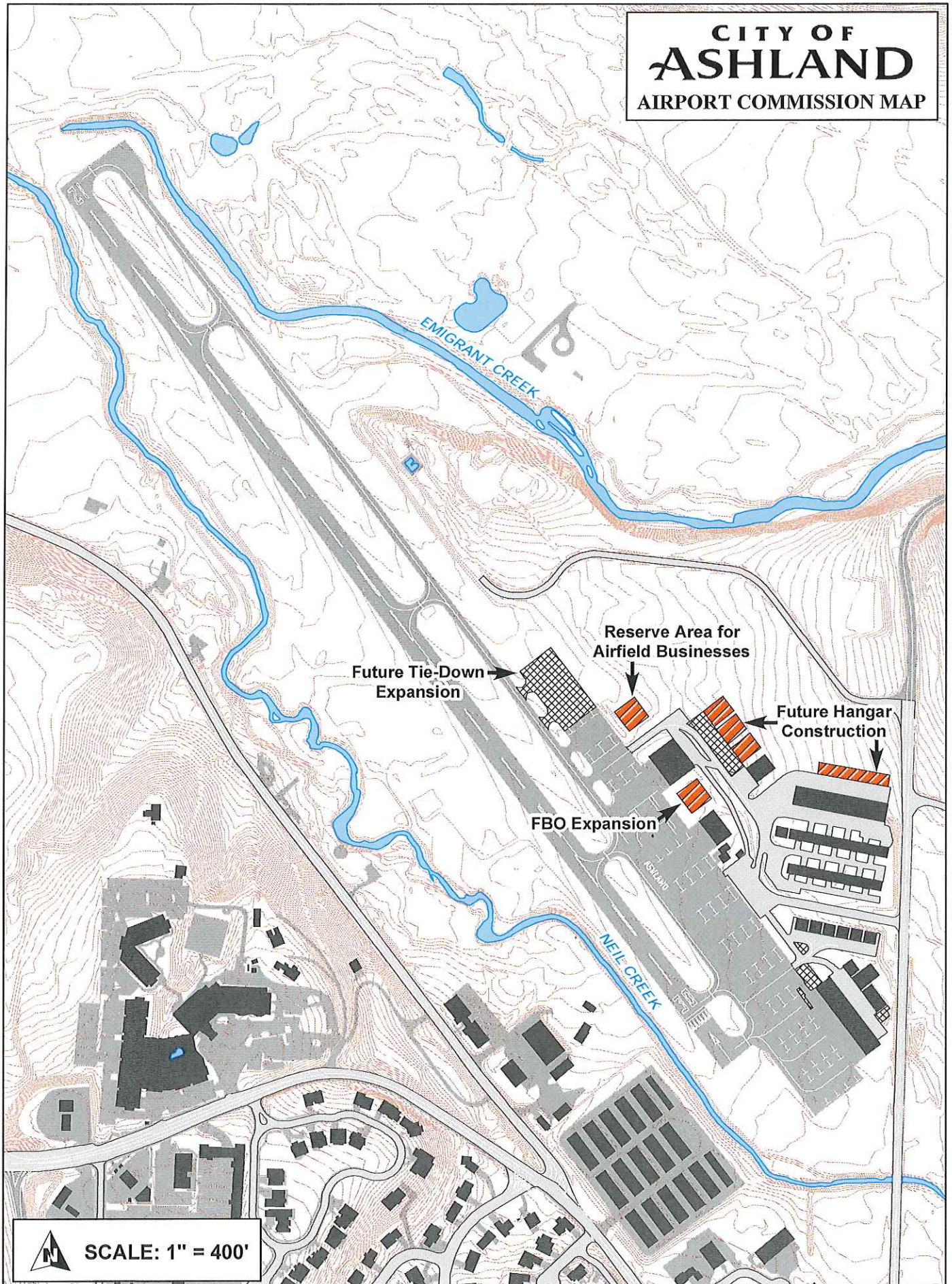
2013-2014



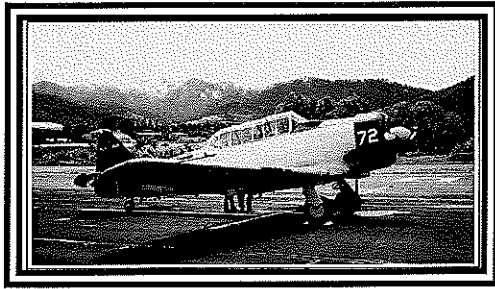
<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>E-Mail</u>	<u>Term</u>
Vacant				
William Skillman	635 Oak Knoll Drive	482-2148	Skillman_Ashland@yahoo.com	2016
Elizabeth Tripp	433 Dead Indian	488-1964	liz@jlcavionics.com	2014
H. Lincoln Zeve	2710 Siskiyou Blvd.	482-5436	lincolnzeve@gmail.com	2016
Nicole Doran	445 Dead Indian Memorial Rd.	552-5106	Nicole.Doran@skyresearch.com	2015
Alan DeBoer	2260 Morada Lane	944-1600	awdb@aol.com	2014
David Wolske, Chair	1390 Frank Hill Road	482-3233	david@davidwolske.com	2015
Vacant				
Susan Moen, Vice Chair	43 Morninglight Drive	201-0678	silverwinglodge@charter.net	2016
Michael Morris, Liaison	20 E. Main St.	890-0506	mike@ashland.council.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 3, 2014

MINUTES

Members Present: Bob Skinner, David Wolske, Richard Hendrickson, Bill Skillman, Michael Morris, Lincoln Zeve, Nicole Doran, Alan DeBoer, and Elizabeth Tripp

Staff: Scott Fleury

Members Absent: Susan Moen

Visitors: None

CALL TO ORDER: 9:34AM

1. APPROVAL OF MINUTES: May 6, 2014 motion by Skillman for approval, second by Tripp, minutes approved as written.
2. Agenda Item Addition: None
3. Public Forum: No public discussion.
4. OLD BUSINESS:
 - A. FBO Lease: Staff informs Commission he has received Skinners comments on the lease document. The final comment document includes staff and Skinner edits that have been created through a couple of discussions and meetings. The next step is to met with Legal and discuss the proposed changes and to verify the living wage requirement and who it applies to with respect to the lease document.
 - B. AIP Project: Staff informs Commission the project is going out for public bid today and the bid opening is scheduled for June 26 at 2 pm. There is a non-mandatory pre-bid meeting scheduled on June 17. This meeting if for contractors who are interested in asking questions about the project. Construction will most likely start in September after grant award and the contractor supplies the engineer of record with all required submittals. Commission would like to see the rock road from Brim's storage area pad to the end of the next taxilane extended as high as possible. Staff to discuss this alignment with the contractor on site to see how this can be accomplished within the scope of the project. Commission also voices concern over direct access from taxilane to the storage area. Staff to discuss with Brim when they meet to discuss AIP project and how it will affect Brim's current parking and storage areas. Staff also discusses the connection that currently exits to the taxilane behind Sky's hangar and how that connection needs to be removed in order for the new pavement to meet FAA grade requirements.
 - C. Airport Zoning: Staff had a preliminary meeting with Severson who has been assigned to assist in development of the updated code. The meeting included discussion of code objectives and timelines. Severson was going to discuss issues with Molnar that included parking/landscaping/building height etc. One of the items discussed was updating the

current airport master plan to include riparian restoration, low impact development and landscaping in future parking areas along with re-landscaping the entry road to cover any landscaping requirements. The master plan is scheduled for an update in the next AIP. Staff to meet again with Severson and continue forward with the code update.

- D. Airport Policies: Staff updated the policy document to include the addition of one tie down spot, per month, for the customers of a commercial operator with a SASO. This was in response to the request by JLC Avionics for additional customer parking on the ramp in a safe area as prescribed by the FBO.

5. NEW BUSINESS:

- A. Airport Good Neighbor Items: Commission discussed the email sent from Judy Blue regarding operations at the Airport, specifically helicopter operations. Hendrickson replied to Judy via email letter and specifically stated he was a Commission member, but not speaking for the Commission. Hendrickson stated the airport is a general aviation airport that is subject to FAA rules and regulations and that they Airport Commission works hard with operators to be good neighbors, but sometimes there isn't anything the Commission can do. Commission discusses protocol for responses from members. Commission agrees that Hendrickson's email response was appropriate, but would like a formal follow up from Skinner representing the entire Commission as well. Skinner's response should include more discussion of operations at the airport and the approach and departure pattern. Skinner to respond to Judy appropriately and copy the Commission.

Commission feels in general that if an email comes to all members that individuals can respond in a similar fashion as Hendrickson. Commission agrees the protocol for responses should clearly delineate yourself responding as an individual and not speaking for the whole Commission and a follow up response should come from the FBO after a Commission meeting and discussion on the issue.

- B. Airport Day Follow Up: Staff asks Hendrickson to provide Commission with follow up on Airport Day. Hendrickson stated that airport day went off without incident. Everything worked as planned and the volunteers on site did a great job. He believes this go round they did not publicize enough on the internet as more was done with flyers and notices. He would like to see more internet chatter/advertisements next time. Staff stated they did not put an article on the City's homepage which would have drawn more attention. The antique biplane rides were a big hit and the owner expects to return next year. Hendrickson will not be putting airport day together next year and hopes someone will step in to fill the void. Hendrickson also stated the Chamber Board Meeting the week prior was a success as well and included airplane flights for raffle winners.

Staff states the Main St. banner has probably had its final run this year and should be replaced with a new updated banner. A general quote for a banner of that size and type would be approximately \$800.

- C. Vice Chair: Staff informs Commission they should elect a new vice chair to replace Nielsen who recently resigned. The post would be effective until new elections occur in December. Even though Moen not in attendance to discuss the Commission believes she would make an excellent vice chair.

Skillman motions to nominate Moen, 2nd by Hendrickson, all approved.

Staff to email Moen and inform her of the Commission motion. She can turn down the position formally at the next meeting if she so chooses.

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

- A. Status of Airport, Financial Report, Review of Safety Reports: Skinner states he is waiting for an invoice to forward on to the pilot who struck a runway light. Mike Cook replaced the light and staff will contact him to obtain an invoice. Commission states that sometimes Brims Citation jet is parked on the taxilane adjacent to his hangar and blocks other plane traffic. Tripp stated a windshield was broken from rock debris at the avionics hangar after a helicopter took off from his hangar and Brim was responsive and had the windshield repaired. Doran stated that occasionally helicopter operators have gotten fairly close to the Sky hangar on departure. Commission would like to continue to monitoring situations like this and respond appropriately. Commission would like Skinner to draft letter to Brim and discuss these matters. Skinner will draft letter and staff will review prior to sending.
- B. Maintenance Updates: The airport was recently mowed by the Parks Department. Commission would like to see the area adjacent to the power pole storage area mowed as well. Staff to look into having that area taken care of. The airport weeds were also recently sprayed by the Street Department. Skinner would like to see the parking T's repainted as they are fading away. Staff also working with Facilities to get necessary hangar numbering and fire extinguishers installed per Fire Department requirements. Staff still needs to send out notice to specific tenants regarding inspection findings and required fixes before a follow up inspection can be scheduled.
- C. Brown Bag: No update.
- D. Transportation Commission: No update.
- E. Medford Airport: No update. Bender to possibly attend July meeting.
- F. Action Item List: Trailer chassis has been removed.
- G. Airport Day/Marketing: Hendrickson informs Commission the Science Works Aviation Week is taking place June 16-20 at the airport. Himself and Lew Nash will be working with a group of 15 middle school and high school students giving them an intro to aviation. They will do some hands on activities including flight simulations, learning how to fill out a flight plan and all students will actually get to fly in an aircraft the last day.
- H. Airport Users Group: No update.

OTHER:

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

NEXT MEETING DATE: August 5, beginning at 9:30 AM

ADJOURN: Meeting adjourned at 11:12AM

RECOMMENDATIONS

Data collected during the visual condition survey were used by the Micro PAVER software to generate the Network Maintenance Report contained in Appendix 3. This report identifies, for each pavement section, the recommended localized maintenance activities (i.e.-crack sealing, patching) that should be completed to repair the defects observed during the visual inspection. The repair quantities identified in the report were extrapolated to cover the entire pavement section, based on the distresses measured in the inspected sample units. If the repair activities identified are completed, the pavement deterioration rate will be slowed.

The recommended localized maintenance activities to be applied are selected by the Micro PAVER software based on a Distress Maintenance Policy established for the Oregon airport system. The report results indicate that, over your entire airport, the following quantity of localized maintenance is needed:

- 5,945 linear feet of asphalt concrete crack sealing
- 331 linear feet of wide crack sealing
- 574 square feet of deep asphalt patching.

The Micro PAVER software can also identify and schedule recommended global (applied over an entire section) maintenance activities such as fog seals, slurry seals and other surface treatments, as well as major rehabilitation activities such as asphalt concrete overlays and complete reconstruction. Micro PAVER schedules global maintenance on a user-defined interval. To schedule major rehabilitation Micro PAVER uses pavement deterioration models developed during this project. These models are used to estimate future pavement condition and to schedule rehabilitation based on a trigger PCI.

During this project a 5-year program outlining recommended global maintenance and rehabilitation was developed. The program begins in the year 2014 to allow time for project development. These recommendations are presented in Table 2, which identifies the pavement section requiring rehabilitation, the year the action should be completed, the type of action, and an associated cost. This information is also presented graphically in Figure AS-6.

Table 2. Five-Year Global Maintenance and Rehabilitation Plan.

Year	Branch	Section	Action	Area (sf)	Unit Cost (\$/sf)	Total Cost (\$)
2014	A01AS	1	Slurry Seal	76,095	\$0.23	\$17,502
2014	A01AS	2	Slurry Seal	77,707	\$0.23	\$17,873
2014	A01AS	3	Slurry Seal	54,121	\$0.23	\$12,448
2014	A01AS	4	Slurry Seal	67,518	\$0.23	\$15,529
2014	A01AS	5	Slurry Seal	5,930	\$0.23	\$1,364

Table 2. Five-Year Global Maintenance and Rehabilitation Plan.

Year	Branch	Section	Action	Area (sf)	Unit Cost (\$/sf)	Total Cost (\$)
2014	A01AS	6	Slurry Seal	4,640	\$0.23	\$1,067
2014	A02AS	1	Slurry Seal	33,552	\$0.23	\$7,717
2014	A03AS	1	Slurry Seal	35,966	\$0.23	\$8,272
2014	A03AS	2	Slurry Seal	29,105	\$0.23	\$6,694
2014	A03AS	3	Slurry Seal	14,041	\$0.23	\$3,229
2014	AH12AS	1	Slurry Seal	7,625	\$0.23	\$1,754
2014	T01AS	1	Slurry Seal	1,343	\$0.23	\$309
2014	T02AS	1	Slurry Seal	1,343	\$0.23	\$309
2014	T03AS	1	Slurry Seal	15,453	\$0.23	\$3,554
2014	TA1AS	2	Slurry Seal	2,629	\$0.23	\$605
2014	TA2AS	2	Slurry Seal	1,736	\$0.23	\$399
2014	TA3AS	3	2" AC Mill and Replace	2,508	\$3.00	\$7,524
2014	TA4AS	3	Slurry Seal	2,512	\$0.23	\$578
2014	TA5AS	3	2" AC Mill and Replace	2,197	\$3.00	\$6,591
2014	TA6AS	2	Reconstruct with 4" AC / 4" Crushed Aggregate Base / 8.5" Subbase	797	\$7.92	\$6,312
2014	TAAS	1	Slurry Seal	11,957	\$0.23	\$2,750
2014	TAAS	2	Slurry Seal	9,760	\$0.23	\$2,245
2014	TAAS	3	Slurry Seal	12,472	\$0.23	\$2,869
2014	TAAS	4	Slurry Seal	52,944	\$0.23	\$12,177
2014	TAAS	5	Reconstruct with 4" AC / 4" Crushed Aggregate Base / 8.5" Subbase	22,650	\$7.92	\$179,388
2014 Total						\$319,059
2017	R12AS	1	Slurry Seal	9,120	\$0.23	\$2,098
2017	R12AS	2	Slurry Seal	110,703	\$0.23	\$25,462
2017	R12AS	3	Slurry Seal	132,672	\$0.23	\$30,515
2017	R12AS	4	Slurry Seal	17,808	\$0.23	\$4,096
2017	TA1AS	1	Slurry Seal	3,140	\$0.23	\$722
2017	TA2AS	1	Slurry Seal	2,250	\$0.23	\$518
2017	TA3AS	1	Slurry Seal	467	\$0.23	\$107
2017	TA3AS	2	Slurry Seal	1,179	\$0.23	\$271
2017	TA4AS	1	Slurry Seal	1,935	\$0.23	\$445
2017	TA4AS	2	Slurry Seal	800	\$0.23	\$184
2017	TA5AS	1	Slurry Seal	2,392	\$0.23	\$550

Table 2. Five-Year Global Maintenance and Rehabilitation Plan.

Year	Branch	Section	Action	Area (sf)	Unit Cost (\$/sf)	Total Cost (\$)
2017	TA5AS	2	Slurry Seal	800	\$0.23	\$184
2017	TA6AS	1	Slurry Seal	4,844	\$0.23	\$1,114
2017 Total						\$66,265
TOTAL						\$385,324

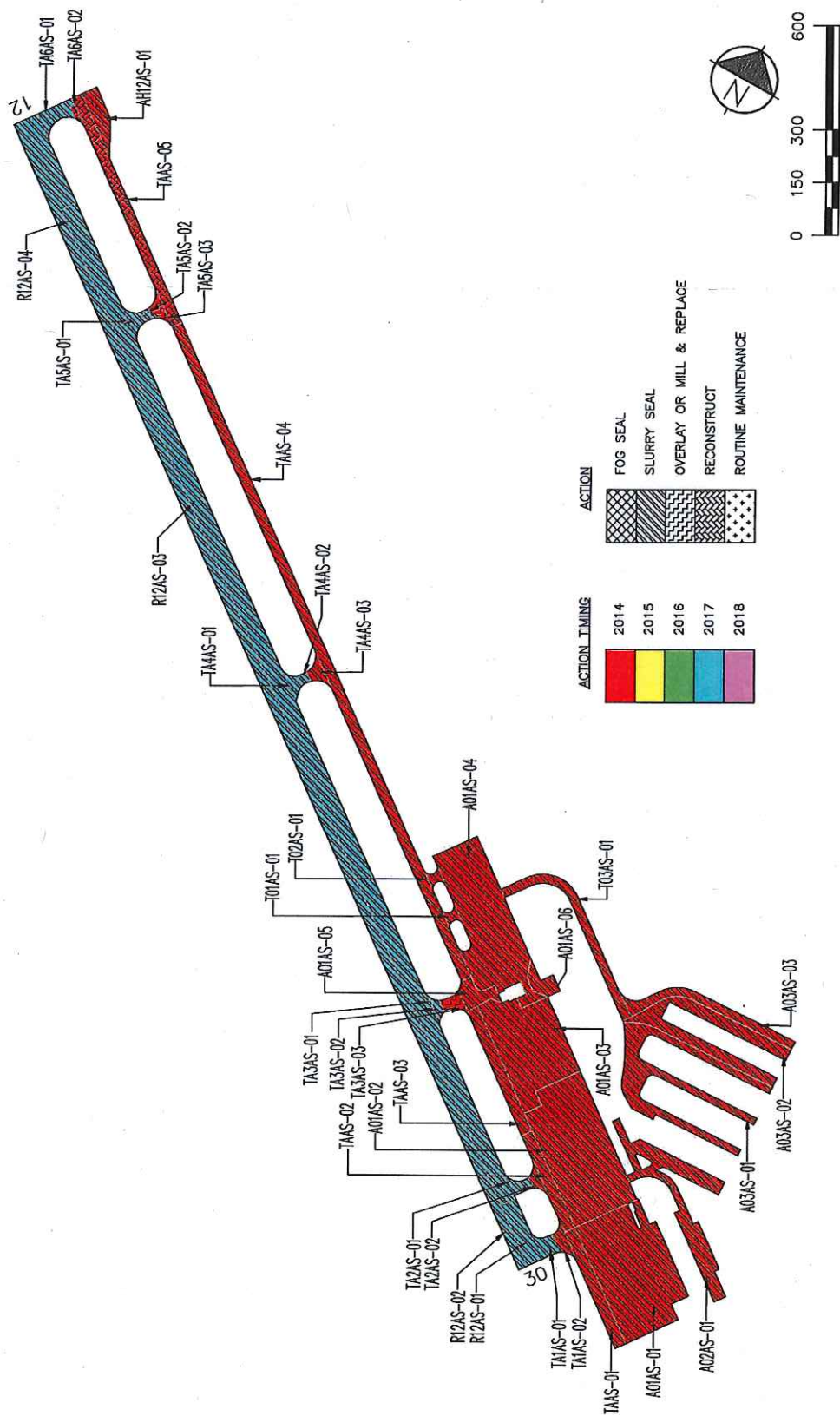
If the global maintenance and/or rehabilitation activities recommended in Table 2 are not completed, the localized maintenance activities identified in the Network Maintenance Report (Appendix 3) for that section should be done. Additionally, for those sections not listed in Table 2 as requiring global maintenance or rehabilitation, the localized maintenance activities outlined in the Network Maintenance Report should be completed. By completing the localized maintenance activities, pavement condition is improved, life is extended, deterioration is slowed and the length of time until major repair or rehabilitation is required is increased.

INSPECTION SCHEDULE

To comply with the inspection schedule requirement of FAA Grant Assurance Number 11, a detailed visual inspection should be conducted every 3 years using the methodology described in ASTM D5430. The next scheduled detailed visual inspection should take place in 2016.

In addition, the FAA requires that a drive-by inspection be conducted monthly to detect unforeseen changes in pavement condition. The results of each drive-by inspection should be recorded and kept in a file. At a minimum, the date of the inspection and an indication of any maintenance performed since the last drive-by inspection should be recorded.

Figure AS-6. Five-Year Pavement Management Plan.
Ashland Municipal Airport (Sumner Parker Field)



Adopted Airport Policies and Procedures

The administrative policies presented below are for the benefit of all users of the Ashland Municipal Airport.

1. RIGHT OF FIRST REFUSAL

When an airport lessee is granted a right of first refusal according to the terms of their lease the City Administrator will make an initial offer to the lessee that includes the lease price, term, and other applicable provisions. If the lessee declines the offer and chooses not to enter into the lease on the proposed terms, the City will then extend that same offer to interested parties in the order established by the airport's waiting list, if there is an applicable waiting list.

If the lessee declines the offer and the City is unable to rent the property under the terms presented in the offer for a period of four months because the rental price is too high for the current market, the Airport Commission may recommend to the City Council that the rental rate for the hangar should be decreased. If the City Council approves a decrease in the rental price for the hangar, the hangar will be re-offered under the newly established rates to the lessee that received the first offer.

2. WAIVING OF TIE DOWN FEES

When a non-profit or public service group requires use of the Ashland Municipal Airport tie downs it is the will of the Airport Commission to waive the fees associated with the City Council approved fee chart. Secondly all fees associated with fire fighting activities on site will be waived.

3. Bi-Annual Hangar Inspection

The Public Works Department in conjunction with the Fire Marshal, building official and FBO will conduct an onsite inspection of all hangars on a biannual basis. The inspection should be scheduled in spring with a follow up inspection in summer to verify issues have been remedied.

4. Hangar Waiting List

The hangar waiting list is split into two distinct sections, one a general tenant list and two a commercial hangar waiting list. General tenant waiting list individuals will be given hangar rental opportunities based on their position of order. If there is an opening in a closed hangar tenants in a shade hangar, by length of stay, will be given first right to move into a closed hangar. Commercial hangar waiting list is meant specifically for City owned hangars other than T-hangars. Current commercial hangar tenants who by length of stay will be given first right to rent a hangar of larger size than their current rental. After first right is given to current commercial hangar renters the FBO will move onto the commercial hangar waiting list.

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5. Long Term Parking

Any vehicle parking over 48 hours in the public lot will be required to check in with the Fixed Base Operator who will make a determination if the vehicle should stay in its current location or be moved to another location onsite for a specified time period.

6. Hangar Parking

No vehicle shall park adjacent to a hangar within 39' of centerline of a taxilane.

7. Camping

Camping permitted for airport users in appropriate area as specified by FBO. Anyone interested in camping onsite is required to check in with the FBO. FBO will determine acceptable time frame and location for camping activities. All fire season restrictions to be followed.

8. Pets

Pets are not permitted on any asphalt surfaces including aprons, taxilanes, taxiways and runways. Any pets onsite that will travel in an aircraft are required to be leashed at all times.

9. Commercial Tie Down Parking

One tie down parking space to be made available as part of SASO lease agreement for commercial operators onsite. Parking space will be for customers only. One tie down space per month or the equivalent of 31 days of total parking time (i.e. 2 aircraft for 15 days). FBO will determine ramp tie down spot for operators.



CITY OF ASHLAND

AIRPORT COMMISSION **Action Item List**

COMMUNITY DEVELOPMENT & PW BUILDING, 51 WINBURN WAY

June 3, 2014

Action Items:

1. Airport Zoning/Riparian Restoration
2. Paving of dirt areas around hangars
3. Entrance Sign Replacement(\$)
4. Hangar Enclosure Project(FY14 Postponed)
5. AIP : Taxilane and security fencing project (FY14)
6. Transportation to and from Airport
7. Self Fueling Permit (Brim)
8. Annual hangar inspection(January 2014-2 year cycle)
9. Fire Department Training Unit
10. Animal Sign
11. Fire Extinguisher Installation



2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		7 Meeting				
January		New Year's Resolutions				
		Fire Inspection				
		4 Meeting				
February						
		4 Meeting				
March						
		1 Meeting				
April		Rate Discussion				
		Airport Day Prep				
		6 Meeting				
May		Airport Day May 17th				
		Chamber Board Meeting				
		3 Meeting				
June		Airport Rate Approval				
		Council Approval				
		end of fiscal year				

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