

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**AIRPORT COMMITTEE MEETING AGENDA
CITY OF ONTARIO OREGON
August 7, 2023 - 6:00 PM
Ontario City Hall
[Zoom Link](#)**

Committee Members: Shay Myers _____ Bill Hager _____ John Freeburg _____ Gary Taylor _____
Shawn Coleman _____ David Bryant _____ Luke Keller _____
Alternate: Jim Bain _____

Ex Officio Members: John Kirby (City Council) _____ Dan Cummings (City Manager) _____

Airport Manager/Staff: Andy Wood _____

FBO: Silverhawk _____

- I. Public Comment
- II. Approval of Agenda
- III. Approval of Minutes
 - a. Minutes: 06-05-2023 Airport Committee Meeting
- IV. Discussion Items
 - a. Surveillance Camera Update
 - b. Grass Runway Irrigation As-Built Plan
 - c. Notice of Nonrenewal of Insurance
- V. Committee Member Comments
- VI. Adjournment

Called to order:6:01

-roll call John Freeburg, Shawn Coleman, David Bryant, Luke Keller, John Kirby, Andy Wood, Dan Cummings, Shay Meyers

I. Public Comment-Dan Baubien pavement looks good

II. Approval of Agenda. Luke motion David second all approve.

III. Approval of Minutes John Freeburg and David Bryant second, all approve.

IV. Discussion items:

A. Name and Branding for KONO. Ideas(Ontario or Malheur County Executive, Tax Free Executive) Shawn asked to Dan Cummings about county money for Ontario airport to get some county funding. Lots of idea's on what to name and how to do it. Start small with social media. Dan will check into some options. To do and A:B test.

Shay moves for AB test on social media that focuses on Oregon(Ontario) as being sales tax exempt versus any Idaho location.

Second by David.

Motion carries: Shay, John, David, Luke

Andy will get to work on this

B.TAF update: David Bryant-working with national weather service to determine how to get a TAF. It will take about 90 days for approval. Should have a TAF by the end of the summer!

C: Reno Air race

-ideas mostly looking into the STOL racing demographic

D:airport fence update: Dan Cummings-in the process of laying out and measure to ensure we stay within budget. Map showing the proposed layout of security fence, City council has approved budget. David's comment is he suggests starting at the SW corner because that is the point of most trespassing as of right now. Trying to get bids and start construction by early summer.

Member Comments:John Freeburg concert was kind of a problem lead to a discussion of gate timings.

Shawn comment-video cameras. City is still working on this. Technical problems are slowing this.

Shawn-Ozawa is for sale? Museum building?

Shay is there WiFi at the FBO? Yes but with a code



AGENDA REPORT
DISCUSSION ITEMS
August 7, 2023

To: Airport Committee

FROM: Andy Wood, Airport Manager

SUBJECT: SURVEILLANCE CAMERA UPDATE

DATE: July 31, 2023

PROPOSED MOTION:

NONE

SUMMARY:

On June 20, 2023, Lt. Cooper received an email stating the camera parts are on back order and awaiting an update. There have been several verbal follow-ups with Day Wireless Systems, and the situation remains the same. Attached is the latest email update from Lt. Cooper, dated August 3, 2023, addressing the down cameras, parts on on back order, and that three (3) additional cameras are to be installed at the airport.

BACKGROUND:

Staff has been working with Day Wireless for the replacement and/or installation of cameras in various locations in Ontario. On June 20, 2023, Lt. Cooper received an email stating the camera parts are backordered. Lt. Cooper has remained in contact, verbally and in writing, with Day Wireless, with the most recent email attached.

CURRENT SITUATION:

Cameras are down and parts are on back order. An additional three (3) cameras are to be installed at the airport.

ANALYSIS:

- A. **STRATEGIC PLAN** None.
- B. **FINANCIAL** Originally budgeted in the FY 2021- 2022 budget, there has been no change from the CARES Act Funding for \$13,000, and \$14,492, and \$1,492 from the Airport Minor Improvements Fund, per Resolution #2021-125. This will place \$14,492 into the Airport Security Improvements budget for the project.
- C. **TIMING** Nothing can be done until Day Wireless receives the equipment. However, staff has requested the installation be completed as soon as possible.
- D. **POLICY/LEGAL** None.

ALTERNATIVES:

None. Cameras are needed.

RECOMMENDATION:

There is no recommendation from staff as this is an informational update only.

ATTACHMENTS:

1. 20230803 - Cooper - Camera update (1)

Andy Wood

From: Jason Cooper
Sent: Thursday, August 3, 2023 2:06 PM
To: Michael Iwai; Dan Cummings; Andy Wood
Cc: James Swank
Subject: Re: Camera update

Good afternoon, Gents !!

Just wanted to provide you with an update on our camera system:

- 1) I spoke with Jeremiah today for an update as parts have been on backorder for some time now. He seems to be my most reliable contact there. I was told that Josh (Manager) no longer works there. They did not offer any details and I didn't ask.
- 2) Jeremiah advised me that they plan to be out next week (tentatively Aug 9th-10th-11th) to effect repairs on the camera system.
- 3) For those who do not know, I had been working with Josh to develop a maintenance program/contract proposal. The benefit of this was two-fold:
 - a) Inspect, clean and replace equipment (as necessary) on a designated schedule, to maintain the system at peak level.
 - b) Avoid costly repairs as much as possible. (We have identified some of the seals for the older camera housing(s) that have failed, allowing water inside. This ultimately damaged a few camera's beyond repair last time.

Jeremiah is working with staff to provide a proposal to us as soon as possible for us to review. I believe this would be a good investment moving forward and would alleviate a lot of the recent problems we have been experiencing.

- 4) DAN-I asked again about the estimate for the camera at the dump site you requested, near the Fairgrounds. He assures me that they are working on that document and he should have that to us, hopefully next week. We will discuss the expansion project again, once we get them here on site and try and get a timeline for that once they get the system back up and running.

*****If I missed anything, please let me know.....sounds like there has been some controlled chaos going on there. I told him we have been very patient, but we need to get things moving forward now.

Respectfully,



Jason Cooper | Administrative Lieutenant
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Jason.Cooper@ontariooregon.org



AGENDA REPORT
DISCUSSION ITEMS
August 7, 2023

To: Airport Committee

FROM: Andy Wood, Airport Manager

SUBJECT: **GRASS RUNWAY IRRIGATION AS-BUILT PLAN**

DATE: July 31, 2023

PROPOSED MOTION:

NONE.

SUMMARY:

There is currently no as-built plan of the grass strip irrigation on file.

BACKGROUND:

There is currently no plan on file for the grass strip irrigation. The as-built plan is not to scale, rather indicating datum points for reference for locating the solenoids, valves, blow out points, and zones at current times. Regarding runway light RW04 SE datum, the measurements start heading north and west, indicating the southern end of the grass strip. The well valve and lowest blowout point are measured from the well. The well is 455' from RW04 and the south end of the runway in a straightline to the well is 52'.

CURRENT SITUATION:

As there is no as-built plan currently on record, this item is to inform the committee what has been done in-house by the Airport Manager, and to get the information on record.

ANALYSIS:

- A. **STRATEGIC PLAN** None.
- B. **FINANCIAL** None.
- C. **TIMING** Not applicable.
- D. **POLICY/LEGAL** Not applicable.

ALTERNATIVES:

Not applicable.

RECOMMENDATION:

Staff makes no recommendation as this report is for informational and discussion purposes only.

ATTACHMENTS:

1. 20230703 - Grass Strip Irrigation As Built Plan (1)

2w1b - 2379

2385' 9"

Spinkher line

Approx 24 / Zone
Sprinklers
@ 30' - 36' Apart

Key: V - Valve
LB - Lower
Blowout
VB - Valve &
Blowout
S - Solenoid
Z - Zone

Club House
POND

Field House
pump shed



AGENDA REPORT
DISCUSSION ITEMS
August 7, 2023

To: Airport Committee

FROM: Andy Wood, Airport Manager

SUBJECT: **NOTICE OF NONRENEWAL OF INSURANCE**

DATE: July 31, 2023

PROPOSED MOTION:

NONE.

SUMMARY:

The insured location no longer fits within the insurance company's Wildfire/Bushfire Guidelines. The hangar, 215 Golf, belongs to Shawn Coleman.

BACKGROUND:

Owner of hangar 215 Golf, Shawn Coleman, received notice that the insurance carrier will not renew coverage as it no longer fits within the company's Wildfire/Bushfire Guidelines.

CURRENT SITUATION:

Based upon notice that 215 Golf no longer fits within the insurance company's Wildfire/Bushfire Guidelines, owner Shawn Coleman has requested the opportunity to discuss this matter with the committee.

ANALYSIS:

- A. **STRATEGIC PLAN** None.
- B. **FINANCIAL** None.
- C. **TIMING** As the notice received from the carrier indicates coverage will cease on September 10, 2023, it is necessary to find alternative insurance coverage before that date.
- D. **POLICY/LEGAL** Each hangar owner is required, per lease agreement with the city, to have active insurance coverage. To have no coverage would be a breach of the agreement.

ALTERNATIVES:

It is a requirement that all hangars have active insurance coverage, as per their hangar agreements with the city; therefore, the owner must find new coverage before the indicated cease date of September 10, 2023, by the current provider.

RECOMMENDATION:

Staff makes no recommendation; this discussion was requested by the hangar owner.

ATTACHMENTS:

1. Notice of Non Renewal of Insurance (215 Golf) Shawn Coleman

ACE AMERICAN INSURANCE COMPANY
436 WALNUT ST
PHILIDELPHIA PA 19106

NOTICE OF NONRENEWAL OF INSURANCE

Named Insured & Mailing Address:

Producer: M4611

SHAWN COLEMAN
1484 ARATA WAY
ONTARIO OR 97914

THE ABC PROGRAM
A DIVISION OF CRC INSURANCE SERVICES, INC
ONE METROPLEX DR. SUITE 400
BIRMINGHAM AL 35209

Policy No.: SVRD42210055-005
Type of Policy: PACKAGE
Date of Expiration: 09/10/2023; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

The reason for nonrenewal is THE INSURED LOCATION NO LONGER FITS WITHIN THE ACE AMERICAN INSURANCE COMPANY WILDFIRE/BRUSHFIRE GUIDELINES

This policy provides fire and extended coverage insurance on your property. You should contact your agent concerning coverage through another insurer or your possible eligibility for coverage through the Oregon Fair Plan Association, 8705 S.W. Nimbus Ave., Suite 360, Beaverton, OR 97008-7157. If no agent exists, we will directly assist in submission of the application.

Named Insured

SHAWN COLEMAN
1484 ARATA WAY
ONTARIO OR 97914

Date Mailed:
22nd day of July, 2023

AUTHORIZED REPRESENTATIVE