



**ONTARIO**  
OREGON

"The Gateway to Adventure"

**Ontario Municipal Airport**  
444 SW 4<sup>th</sup> Street | Ontario, OR 97914  
P: (541) 709-7651 | F: (541) 889-7121  
andy.wood@ontariooregon.org

## *Airport Committee Meeting Minutes*

*March 4, 2024*

The committee meeting was called to order by Chairman Dan Beaubien at 6:02 pm.

Dan Beaubien began with opening comments. introducing James Johnson and Jordan Groat who are student pilots attending tonight as note takers using the template provided. James was unable to attend tonight.

Dan also went over some procedures for making a motion, seconding the motion and microphone use as well as discussing the recordings that are taken at each meeting.

Committee members present were Bill Hager, Shawn Coleman, Rick Todd, Dan Beaubien, Michael Franks, John Freeburg.

Those absent were Gary Taylor.

**Ex Officio members:** John Kirby-Airport committee liaison and Dan Cummings-City Manager.

**Airport Manager:** Andy Wood.

**Public attendees:** None

**Public comment:** None

**Approval of the agenda:** Rick Todd moved and Shawn Coleman seconded to adopt the agenda as amended. Roll call vote: John-yes, Shawn- yes, Rick-yes, Mike-yes, Bill-yes and Gary-out and Dan-yes. Motion carried 6/0/1.

**Approval of the minutes:** John Freeburg moved and Rick Todd seconded to adopt the airport committee minutes from 2/5/2024 as presented. Roll call vote: John-yes, Shawn-yes, Rick-yes, Mike-yes, Bill-yes and Gary-out and Dan-yes. Motion carried 6/0/1.

**Old Business:** Andy presented an update of the Short Take Off and Landing (STOL) competition in September. This Wednesday the 6<sup>th</sup> at 10:30 am, representatives from the national STOL competition will be at the airport to survey the area for the upcoming event.

Andy also discussed the maintenance on the sides of the runway, filling the sides of the runway with gravel. This is to comply with the federal aviation administration (FAA) requirement for the pavement management plan (PMP) conducted at Ontario Airport. We may need to shut down the



**ONTARIO**  
OREGON

**Ontario Municipal Airport**

444 SW 4<sup>th</sup> Street | Ontario, OR 97914

P: (541) 709-7651 | F: (541) 889-7121

andy.wood@ontariooregon.org

"The Gateway to Adventure"

runway for a few hours in order to better repair the runway.

Andy then discussed equipment pricing, talking with the Verkada company about getting cameras and equipment to better survey the runway and who uses it and getting a roller for the grass strip. He stated that \$50,000 for fencing on the east side would be coming from Connect Oregon as a match grant for the FAA funding. Airport lighting improvements would be \$2,000. Andy will be taking all of this to the city council for that approval.

**New Business:** Rotary aircraft hot fueling policy: The current best practices document from the FAA is only a recommendation. They recommend that airports do not hot fuel. If you do then only use Jet A. Ontario's airport manual outright denies hot fueling. Helicopter pilots have asked the city to review this rule. Perhaps adding a rule, stating that fixed wing aircraft not hot fuel but allow rotary aircraft to hot fuel if they follow certain safety guidelines. Current standing rule is they can refuel on their own with their tank but not at the Fixed Base Operator (FBO)s tank. Between now and the next meeting, draft up a form to allow pilots to fill out for hot fueling.

Andy stated that the city has asked this committee to review the airport manual. He spoke with Bend and John Day to see their Manuals and compare theirs and ours to make adjustments and improvements. Andy will get paper copies to each committee member before the next meeting.

Andy brought forth the private hangar lease agreement. The last revision was in 2022 according to Dan Cummings. Andy said that lots of current ones have different terms and suggests trying to find a better middle ground between them all. Insurance differences are a big point that should be uniform across the board. Hanger inspections also need to be reviewed. Andy would like to add verbiage about using electronic communications like email to notify people about events going on rather than simply using phone numbers.

**Reports:** Toby Epler from JUB engineering firm shared information about the expansion of Jet parking to the East. All plans have been drawn up and they are about to put it out for bid to get the funding for the project. Hopefully construction will start by early summer. This should not disrupt normal airport traffic. The Bureau of Land Management (BLM) base plans are also in the works and are almost complete with plans for fueling and parking areas. Hopefully we'll have the plans ready by next month, with breaking ground and construction in late 2025 and then open for use in 2026.

Brian Riddlesbacher from the BLM said that the bids are out for the Single Engine Air Tanker (SEAT) aircraft and that the planes will arrive at the Ontario airport in mid June.

Dan Cummings had Toby share the plans for the new BLM layout. Dan said that the city will be doing the infrastructure for the project. He also said that the new hangars out there will be required to have utilities such as sewer, water and electricity as a recapture for the city. Gas will



**ONTARIO**  
OREGON

**Ontario Municipal Airport**

444 SW 4<sup>th</sup> Street | Ontario, OR 97914

P: (541) 709-7651 | F: (541) 889-7121

andy.wood@ontariooregon.org

**"The Gateway to Adventure"**

also be brought out to the new BLM site and so will be available to new hangar construction. The master plan includes a new fuel farm that will be accessible from all sides but is not in the current construction plans.

John Kirby and Dan Cummings said that they and the rest of the city council appreciate the airport committee minutes. Dan Beaubien said that it is his goal to have complete agendas and minutes for each meeting in 2024 and to see them published on the city's website.

**Committee member comments:** None

**Adjournment:** Bill Hager moved to adjourn and Shawn Coleman seconded. Roll call vote: John-yes, Shawn- yes, Rick-yes, Mike-yes, Bill-yes and Gary-out and Dan-yes. Motion carried 6/0/1.

The meeting was adjourned at 07:42 pm.

**Next meeting:** Monday April 1st, 2024, at 6 pm at Ontario City Hall.

Dan Beaubien - Chairman

Mike Franks - Secretary