

**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
MONDAY, DECEMBER 2, 2024, 6:00 PM, MT
[Zoom Link](#)**

Pursuant to the Public Meetings Laws and Rules within the Oregon Revised Statutes, the Airport Committee has the authority, ability, and standing to take action on any items on the Agenda, or add items to the Agenda, during a meeting, as long as all public meeting notice requirements have been met.

1) CALL TO ORDER

Roll Call: Bill Hager _____ John Freeburg _____ Gary Taylor _____ Shawn Coleman _____
Michael Franks _____ Vice-Chair Rick Todd _____ Chairman Dan Beaubien _____
Alternate: Jim Beaumont

Council Liaison _____ City Manager _____ Airport Manager _____ FBO _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on November 27, 2024. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) MOTION TO ADOPT MINUTES

A) November 4, 2024 Airport Committee Meeting Minutes

5) PUBLIC COMMENT Citizens may address the Airport Committee; however, the Committee may not be able to provide an immediate answer or response. Out of respect to the Committee and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

6) OLD BUSINESS

A) Ontario Municipal Airport Budget Needs and Assessment

7) HAND-OUTS/DISCUSSION ITEMS

A) Oregon Trail STOL Agreement/Sponsorship Update
B) Airport Advisory Committee Applicants

8) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

9) ADJOURN



"The Gateway to Adventure"

Ontario Municipal Airport

444 SW 4th Street | Ontario, OR 97914

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

andy.wood@ontariooregon.org

Airport Committee Meeting Minutes

November 04, 2024

The committee meeting was called to order by Chairman Dan Beaubien at 6:01 pm.

- 1) **Roll Call:** Bill Hager-present, John Freeburg-present, Gary Taylor- absent, Shawn Coleman-present, Michael Franks-Present, Rick Todd-Present, Chairman Dan Beaubien-present, Alternate Jim Beaumont- present

Ex Officio members: John Kirby (City Council)-present, Dan Cummings (City Manager)-present.

Airport Manager: Andy Wood-present

FBO: Silverhawk: Charlotte Hatch

- 2) **PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) **MOTION TO ADOPT THE AGENDA:** *Rick Todd moved to approve the agenda as presented. Shawn Coleman second. Roll call vote: Bill-yes, John-yes, Gary-out, Shawn-yes, Mike-yes, Rick-yes, Dan-yes and Jim-out. Motion carried 6/0/2.*
- 4) **APPROVAL OF MINUTES:** *John Freeburg moved to approve the minutes from 10/7/2024 as presented. Mike Franks second. Roll call vote: Bill-yes, John-yes, Gary-out, Shawn-yes, Mike-yes, Rick-yes, Dan-yes and Jim-out. Motion carried 6/0/2.*
- 5) **PUBLIC COMMENT** None
- 6) **NEW BUSINESS:**
- A) *Airport Advisory Committee Application.* Chairman Dan Beaubien introduced Charlotte Hatch who has applied for a position on the airport advisory committee anticipating the opening that will take place in January 2025 as Dan Beaubien's resignation will take effect. Charlotte has a private pilot's license, instrument rating, commercial, multi engine rating, CFI, CFII and sea plane rating. She is the lead flight instructor for the TVCC flight school having graduated from UND's flight training



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program in North Dakota. She possesses a skill set of organization, typing and knowledge of aviation as well as management skills.

- B) *2025 Oregon Trail STOL Agreement.* Airport Manager Andy Wood presented next years STOL agreement for the City of Ontario to sign. The agreement was in our packet. There were 20 competitors and 32,800 views just during the practice before the contest. Final number were not presented as of yet. The STOL competition was put in a better place on the circuit which moved our date to May of next year. Andy said that \$15,000 was needed sooner because to the competition taking place earlier on the schedule next year. Dates and deadlines were discussed but no motions were made.
- C) *Letter of support for COAR Grant2024 for the city of Vale Grant application at Miller Memorial Airpark.* Andy presented the letter from Luke Keller asking for support for the grant. It was decided that the grant due date was past and so no action was taken.
- D) *Ontario Municipal Airport Budget needs and Assessment.* The rank ordered list of needs and the airport was provided in our packet and Andy presented and overview. Andy was asked by the committee to assign what items are covered by the FAA, City and volunteer or aviation groups.

7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Toby Epler from JUB engineering said the jet apron was moving forward and should start this Wednesday after the storm water permit comes in. The ground work should be completed this fall and paving will be in the spring as temperatures warm up.

Dan Cummings has been working on the locates this week and the Connect Oregon grant for the east fencing project. He is hoping for a 30% match from the COAR grant.

8) **ADJOURN** *Moved by Bill Hager, Second by Jim Beaumont.*

Roll call vote: Bill-yes, John-yes, Gary-out, Shawn-yes, Mike-yes, Rick-yes, Dan-yes, and Jim-yes. *Motion carried 7/0/1.*

The meeting was adjourned at 7:32 pm.

Next meeting: Monday December 2, 2024, at 6 pm at Ontario City Hall.

Dan Beaubien - Chairman

Mike Franks - Secretary

Ontario Municipal Airport Needs and Assessment

STEP 1: Gather Evidence

STEP 2: Analyze Evidence

STEP 3: Brainstorm Contributing Factors

STEP 4: Get to a Root Cause

STEP 5: Determining Next Steps for Improvements

Gathering Evidence: What do you see as a NEED for the Airport?

- 1) Infrastructure: Water, Sewer, Power, NG, Fire hydrants (City of Ontario)**
- 2) Equipment: Joma Snow plow blades vs Polyethylene Snow plow blades (UHMW), Loader forks, Turf Roller (Turf Roller estimate: \$2000.00) (EAA and City of Ontario)**
- 3) Static Display - Phantom Jet Fundraising (EAA and Airport Museum)Currently \$12K budget for detail work & static display to angle mount vs flat mount.**
- 4) Memorial maintenance (EAA)**
- 5) Outdoor Viewing Platform/Area (City of Ontario)**
- 6) Windsocks(City of Ontario)**
 - **Painting**
 - **Preparation**
 - **Paint**
 - **Colored Internal lighting of all windsocks**
 - **additional windsock (location to be established)**
 - **Airport Master Plan - Long-term plan - Relocated segmented windsock near to South RWY33**
- 7) Public Restrooms(City of Ontario)**
 - Near Hangars and public areas**
- 8) Data collection Runway cameras(City of Ontario)**
 - Cameras and Apps**
 - Third party contractor subscription license**
- 9) Surveillance Cameras x3 Airport Way (City of Ontario)**
- 10) Aircraft Wash Station - (TAC4 meeting 20221205 not Airport Improvement Program (AIP) funded by ODAV/COAR or ODOT); (Private Ownership or City of Ontario)**
- 11)Ground leases (City of Ontario)**
- 12) FBO: 3, 5&10 year plan(City of Ontario)**
- 13) More pavement at Gates/Taxiways/Aprons/parking lots(City of Ontario)**
 - EAA parking & FBO parking area more gravel or pavement**

Ontario Municipal Airport Needs and Assessment

STEP 1: Gather Evidence

STEP 2: Analyze Evidence

STEP 3: Brainstorm Contributing Factors

STEP 4: Get to a Root Cause

STEP 5: Determining Next Steps for Improvements

Rehabilitate pavement at around EAA, Museum, and additional hangar areas with similar deterioration. (City of Ontario)

14) More gravel at Runway 15/33 & Taxiways (City of Ontario)

Preventative Maintenance allowance: \$3K Previous budget \$14,100 - Used \$7,770.29 plus \$2k for Apron Expansion Matching fund increase from \$8 to \$10K. Remaining \$4329.71 Jacobs to deliver Roadmix to Airport for spreading as needed on taxiways. \$23.00/ton delivered = Approx 175 tons

15) Grass strip: glider events, backcountry flyers (EAA and City of Ontario)

16) Promotions: power to sign board or sign upgrade to digital sign (EAA and City of Ontario)

17) How to generate more local community interest (EAA and City of Ontario)

18) FBO Designated Parking areas: (City of Ontario)

FBO long-term parking

19) Capital Improvement Plan: (City of Ontario, FAA, ODAV, ODOT)

In Progress:

2024 Expand Jet Parking Apron: \$1,000,704 - \$900,633 FAA Companion Grants AIP BIL, \$90K ODAV, \$10,071 City

2024 BLM Way: Utilities and Access Road: \$719,721.28 - 478,157.28 BLM, \$241,564 City

2025 East Fence and Gate: \$150K - \$105K ODOT, \$45K ODAV, City & BLM

Upcoming Projects:

Hangar Ground Lease lots \$0

2026 Helipad: \$277,778 - \$263,889 FAA, \$11,111 ODAV, \$2,778 City (\$2.9K)

2027 Pavement Rehabilitation Crack fill/ Seal Coat (RWY, Taxilanes, & Tiedowns Aprons): \$437,778 - \$394,000 FAA, \$39,400 ODAV, \$4,378 City (\$4.7K)

2028 Construct Apron/Taxiway- Phase 1- Design Only \$111,111 - \$100,000 FAA, \$10,000 ODAV, \$1,111 City (\$1.2K)

2030 Construct Apron/Taxiway- Phase 1- Construction: \$944,444 - \$850,000 FAA, \$85,000 ODAV, \$9,444 City (\$11K)

NATIONAL STOL/Oregon Municipal Airport Event Agreement

This **AVIATION EVENT AGREEMENT** is entered into as of the Day of November, 2024, by and between **National STOL, LLC**, a Florida limited liability company operating as **National STOL** (hereafter known as “**The Organizer**”), whose business address is 451 S. Airport Road, Lake Wales, FL 33859, and the **Oregon Municipal Airport** (hereafter known as “**The Airport**”), an Oregon Municipal Corporation whose business address is 444 SW 4th Street, Ontario, OR 97914.

This **AVIATION EVENT AGREEMENT** for **Oregon Trail STOL**, to be held on **June 6-7, 2025**, at **Ontario Municipal Airport** in **Ontario, OR**, will terminate on the 31st Day of December, 2025, and may be extended or modified by mutual agreement by both parties in writing.

The Organizer agrees to assume all authority, operational and financial responsibility of the Oregon aviation event; releasing The Airport of all risks or rewards associated with the operations of the STOL Event, except as outlined below.

The Organizer’s Operations of the event include, but are not limited to:

- Setting up the competition area, including marking the grass strip (hereafter known as “**The Runway**”), with a start/finish line and distance hashmarks. If the airport does not want The Runway painted, The Airport will, at their own cost, provide another means of marking the runway that is visible to aircraft.
- Securing a Certificate of Insurance for liability coverage naming the **Ontario Municipal Airport, EAA Chapter 837**, and the **City of Ontario, OR**, as additional insured on the policy with the following coverages:
 - Bodily Injury and Property Damage: \$3,000,000
 - Owned and Hired Auto (on airport premises): \$3,000,000
 - Personal/Advertising Injury: \$3,000,000
 - Products-Completed Operations: \$1,000,000
 - Medical Payments: \$2,500/\$10,000
 - Volunteer Accident Policy: \$25,000

The Organizer may agree to amend this agreement pending any reasonable changes of requirements to the above coverage list by the named parties. Any requests should be made in writing at least 30 days in advance of the event.

- Providing Unicom personnel to handle the event air traffic, including their roles on Unicom and handling of competition traffic during the event.
- Creating an event landing page on nationalstol.com with information and marketing materials regarding the event for general attendees and competitors.
- Online processing of pilot registrations, camping reservations, event tickets, and associated fees.
- Providing National STOL staff on site to coordinate the event.

- Providing access to necessary applications to check in registered participants and to process credit card payments on site.
- Providing event-specific waivers and hold harmless agreements for competitors and volunteers.
- Providing use of National STOL Scoring Spreadsheets, including calculation for Most Consistent, Pilot Performance Index (PPI), and overall winning pilots. Scores will be used for the 2025 National STOL Season Standings, will be included in Championship Points, and will be listed on The Organizer's website and social media related to the 2025 season.
- Producing & directing a broadcast/recording of the event.
- Providing an announcer(s) for the PA and live broadcast during the event.
- Transporting and providing necessary equipment for operations to and from the event, including but not limited to a production trailer, radios, safety vests, marking paint, cameras, PA system, airboss equipment, etc.

The Airport is responsible for:

- Obtaining any and all necessary approvals from the Airport, City, County, and State for the event.
- Assisting with securing volunteers for the weekend of the event (a minimum of 30 is recommended). Volunteers must register through The Organizer's website.
- Physical preparation of the event area, including maintenance of the runway, mowing of any camping and spectator areas, and any leveling or rolling of the ground that may be necessary.
- Working with The Organizer to develop a site plan that:
 - Identifies parking and if needed, obtain parking lot shuttles to move spectators efficiently from the event from the parking lot. The parking lot and shuttles should be able to accommodate at least 500 cars and 1000 people throughout the event
 - Identifies RV and Tent camping areas for spectators and competitors (staff and competitor camping is complimentary)
 - Identifies parking for competitor and transient aircraft
 - Ensures that the site plan limits points of entry and funnels spectators to a ticket collection point the day of the event
- Providing adequate crowd control fencing along the safety area of the competition zone to keep spectators clear of the runway and pits.
- Obtaining a minimum of ten (10) portable toilets and two (2) handwashing stations for competitor, camper, and spectator use. Portable toilets should be onsite at minimum from Thursday 12pm until Sunday 12pm.
- Obtaining sufficient trash receptacles for competitor, camper, and spectator use, and ensuring pick up of such trash at the conclusion of the event.
- Working with The Organizer to ensure sufficient food and beverage offerings are available onsite for competitors, campers, and spectators throughout the event.
- Accepting and safely storing any items The Organizer may need to ship in advance of their arrival. Packages should be sent to: **3165 Airport Way, Ontario, OR, 97914.**

- Informing local emergency response agencies of the event and having EMS/emergency services on site during the event.
- Facilitating contact with local shareholders in a timely manner.
- Collecting and processing payment for any sales tax, local tax, event permits, or other fees as required by the local municipalities, county, or state agency or department.

The Organizer retains the event naming rights and imagery associated with the event; all branding will be done in cooperation with The Airport.

The Airport and The Organizer grant mutual permission to use one another's names, logos, and images for securing sponsorships, marketing & promotional purposes. If the Airport produces any STOL event marketing material, that material will be co-branded to include appropriate NATIONAL STOL logos and trademarks and will be submitted to NATIONAL STOL for approval (including design and content) prior to being produced, printed or distributed.

The Airport will remain in a support role as liaison and consultant to The Organizer, for the purposes of marketing and securing community support including, but not limited to the local airport commission, Tourism Board, local media & Communications and securing local community sponsorships; monetary and in-kind.

The Organizer agrees to design merchandise that will promote the Event and the series. No other merchandise may be sold that includes the NATIONAL STOL name or logos without advance written approval of The Organizer. Such merchandise will be subject to a licensing fee.

To Discuss: The Airport will pay The Organizer a non-refundable deposit of \$_____ no later than December 31, 2024, by wire transfer or check. This initial payment is deemed earned at the time paid, whether or not the Event takes place. No later than April 1, 2025, The Airport will pay The Organizer an additional payment of \$_____. The final balance of \$_____ shall be paid no later than May 15, 2025.

The Organizer and Airport recognize that the event success is paramount and is determined by a positive experience by the community. As such, if the Airport does not complete any of their requirements, then the Organizer will be compensated by The Airport for any costs incurred by the Organizer in coordinating and planning these changes.

The Organizer reserves the right to produce, record and distribute social media, photos, and broadcast content from this event to further promote the series, regardless of Live Broadcast or recording status. The Airport may produce video & photo content, but all video content must include the National STOL Series in the title or description and is to be published first to the NATIONAL STOL social media platforms, and then may be republished from these accounts.

The Organizer reserves the right to curtail, cancel or reschedule the event due to circumstances, including weather, safety, or unforeseen circumstances. If the event needs to be rescheduled, it will be done in agreement with the Airport.

If, on account of causes not due to the fault or negligence of either party, such as, but not limited to, national emergency, disaster, or an act of God, the event is abandoned, canceled, or prevented, neither party hereto shall be liable to the other for any expense incurred in connection with the event.

The Organizer and The Airport are in agreement, the terms are to be duly executed as of the Effective Date.

National STOL, LLC

Name:

Title:

Ontario Municipal Airport

Name: Andy Wood

Title: Airport Manager

Addendum A: Sponsorships

The Organizer will be allowed to recognize their 2025 Annual Sponsors by displaying any agreed upon flags/banners/sample items in the competition area. If any Annual Sponsors attend the Event, they will receive complimentary admission, camping, and/or exhibitor space per the requirements of their contract with The Organizer.

The Organizer agrees that the Event Announcer will recognize the Airport's 2025 Event Sponsors during the event on the live PA and on the broadcast/recording online. In addition, these event sponsors will have their logos displayed on the Organizer's website throughout the 2025 season. A list of these event sponsors, as well as recognition requirements/specific verbiage if needed, will be provided in writing at least one week in advance of the Event.

The Airport retains the right to offer Event sponsors and local vendors an area to display/sell merchandise to support their fundraising efforts. Any merchandise that makes use of the National STOL name or logo is subject to a licensing fee and must be approved prior to production or distribution.

The Organizer and The Airport agree not to contact any current or previous sponsors of the other without prior written permission.



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"The Gateway to Adventure"

Interested in being a volunteer for airport events and fly-ins and making them exciting; contact the Airport Manager.

KONO ONTARIO MUNICIPAL AIRPORT National STOL Event

Ontario Municipal Airport
444 SW 4th Street | Ontario, OR 97914
P: (541) 709-7651 | F: (541) 889-7121
airport@ontariooregon.org



National STOL Event Sponsorship Request form:

☐ \$25,000 NSTOL Event Sponsor ☐ \$20,000 NSTOL Event Sponsor ☐ \$15,000 NSTOL Event Sponsor

National STOL Event & KONO Friends Sponsorship Package:

- NSTOL Event Sponsor Packages from \$13.1K to \$18K
- 4' x 12' Advertising Banner of your design
Provided by TNT Signs of Ontario
 - Banner displayed prominently on the airport perimeter fence.
 - Banner displayed for 44 days – from 14 days prior to the event & 30 days post event.
- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page and Kono Facebook page.
- Your Personal or Business name & logo included on event flyers and mailings.
- 2 - 10'x10' Shade shelter Canopies (Max 16 People)
- 16 – Entry tickets

National STOL Event & KONO Friends Sponsorship Package:

- NSTOL Event Sponsor Packages from \$8.1K to \$13K
- 4' x 8' Advertising Banner of your design
Provided by TNT Signs of Ontario
 - Banner displayed prominently on the airport perimeter fence.
 - Banner displayed for 30 days post event.
- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page and Kono Facebook page.
- 1 - 10'x10' Shade shelters Canopy (Max 8 People)
- 12 – Entry tickets

National STOL Event & KONO Friends Sponsorship Package:

- NSTOL Event Sponsor Package up to \$8K
- 4' x 6' Advertising Banner of your design
Provided by TNT Signs of Ontario
 - Banner displayed prominently on the airport fence at the event.

Payable to City of Ontario -, memo line ref: STOL Events, 120-000-443000, please attach check and mail to: Andy Wood – Airport Manager at 444 SW 4th Street | Ontario, OR 97914. For any further information for 501c3 payments please contact Airport Manager P: (541) 709-7651 airport@ontariooregon.org



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- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page, and Kono Facebook page.
- 8 – Entry tickets



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KONO ONTARIO MUNICIPAL AIRPORT COMMUNITY EVENTS AND FLY-INS

KONO Friends Sponsorship Request form:

- ☐ \$5,000 KONO Friends Sponsor ☐ \$1,000 KONO Friends Sponsor
- ☐ \$500 KONO Friends Sponsor ☐ \$250 KONO Friends Sponsor

KONO Friends Sponsorship Package:

- 3' x 12' Advertising Banner of your design
Provided by TNT Signs of Ontario
 - Banner displayed prominently at the event.
 - Banner displayed for 44 days – from 14 days prior to the event & 30 days post event.
- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page and Kono Facebook page.
- Your Personal or Business name & logo included on event flyers and mailings.
- 6 – Entry tickets

KONO Friends Sponsorship Package:

- 3' x 8' Advertising Banner of your design
Provided by TNT Signs of Ontario
 - Banner displayed prominently at the event.
 - Banner displayed for 30 days post event.
- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page and Kono Facebook page.
- 4 – Entry tickets

KONO Friends Sponsorship Package:

- 3' x 4' Advertising Banner of your design
Provided by TNT Signs of Ontario
 - Banner displayed prominently at the event.
- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page, and Kono Facebook page.
- 2 – Entry tickets

KONO Friends Sponsorship Package:

- Your Personal or Business name & logo included on City of Ontario Events Website, City of Ontario Facebook page, and Kono Facebook page.
- 1 – Entry ticket

Payable to City of Ontario - memo line ref: Airport Events, 120-000-444000, please attach check and mail to: Andy Wood – Airport Manager at 444 SW 4th Street | Ontario, OR 97914. For any further information for 501c3 payments please contact Airport Manager P: (541) 709-7651 airport@ontariooregon.org



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APPOINTEE
ROLES AND RESPONSIBILITIES FOR INDIVIDUALS
SERVING ON STATUTORY BOARDS, COMMITTEES AND
THE PLANNING COMMISSIONS

Introduction

The City of Ontario uses various appointments to boards, committees, and the Planning Commission to advise the City Council. Each varies in terms of:

- 1) the duties of the individuals appointed;
- 2) the length of the appointment;
- 3) compensation, if any, that is to be received;
- 4) whether City Councilors may serve as voting members or in Ex-Officio status;
- 5) the date and time of meetings and the number of meetings per year

Appointment Process

- 1) Solicitation - The opening is advertised in the local media for all positions.
- 2) Application - Each individual must complete an application form – whether they are nominated or responding to a solicitation. The forms are available from the City Recorder's Office, the City Hall Reception Desk, or can be downloaded off the city's internet website www.ontariooregon.org.
- 3) Nomination - A person can be nominated for the position at a City Council meeting.

Completed applications shall be submitted to the City Recorder's Office – 444 SW 4th Street, Ontario, OR 97914. A faxed application is acceptable at (541)889-7121.

Applicant Requirements

Potential nominees should:

- Have an interest in the position they are applying for;
- Be willing to become knowledgeable about the particular board, committee, or commission;
- Be committed and willing to serve as a representative of the city;
- Have no conflict of interest in regard to the appointment they are applying for;
- Apply or accept a nomination willingly, and not out of a sense of obligation;
- Be available on the dates and times of the meetings, as attendance at meetings is encouraged. The determination of unexcused absences shall be made by the respective board, committee, or commission. A recommendation for removal from the position shall be forwarded to the City Council for review and potential action. This Section shall not apply to boards, committees or commissions which have other statutory procedures for removal of members

Roles and Responsibilities

The roles of individuals appointed to various boards and commissions vary depending on the statutory nature of the appointment.

1) Some board, committee, or commission appointments serve only in an **advisory capacity** while other positions may be both **advisory and policy management**. The statutes govern the nature of the role of the board or commission.

- a) **Advisory Boards** - Boards, committees, and the Planning Commission which are advisory in nature function as a sounding board to the agency director or management personnel. The member is appointed to solicit feedback from the community and to advise the management staff on such issues as program priorities, the success of the agency in meeting stated objectives, and to provide assistance to management staff in addressing issues and concerns which may develop in relationship to the agency functioning in the community. Separating an advisory role from a policy management role is a fine line which may have to be defined by mutual agreement between the board, committee, or Planning Commission and management staff. The internal day-to-day management and operation of an agency is not the function of an advisory board, committee, or Planning Commission unless management staff solicits input. If the operation, management, and performance is below desired levels (assuming it is known what those levels are), the advisory body has an obligation to provide feedback to the management staff and actively seek resolution of the deficiencies.
- b) **Advisory and Policy Management Boards** - Boards, committees, or the Planning Commission which have both advisory and policy management responsibilities, such as approving contracts, approving and reviewing budgets, or making decisions on land use actions, require a more active role on the part of appointed members. This requires each appointee to gain an in-depth understanding of the operating policies and guidelines which contribute to the operation of the agency. However, the day-to-day management of the agency remains with the management staff.

2) After Appointment:

- a) Once appointed, board, committee, and Planning Commission members have the responsibility to become familiar with the goals and objectives of the agency, and any state and/or county statutes which guide the operation of the agency and its financing arrangements. Some agencies have a complex financing arrangement with federal, state and local funds involved. Developing a knowledge base of the financing arrangement is important if the appointee is to fulfill their role as a contributing member to the advisory body.
- b) Appointees should be mindful that they are serving as a representative of the City of Ontario.
- c) Appointees should come prepared to meetings. Members should take the time to become familiar with the agency, its challenges, problems and programs. In addition, gaining operational knowledge of the financial condition is paramount to becoming an effective member.

Mail, email or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 tori.barnett@ontariooregon.org

Date:

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME:

Last

First,

Middle Initial

**HOME
ADDRESS:**

Street

City

Zip Code

TELEPHONE: ()

Home, Work, Cell, or Business (Include Area Code)

E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

Employment:

Current Employer:

Position:

Dates of Employment:

Current Employer:

Position:

Dates of Employment:

Education:

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Additional Information you feel may be helpful in considering your request for appointment:



Signature:

Date: