

**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, JULY 7, 2025, 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 _____ Vacant _____ Charlotte Hatch _____
Michael Franks _____ Vice-Chair Rick Todd _____ Chairman Shawn Coleman _____
Alternate: Jim Beaumont _____

Council Liaison _____ City Manager _____ Airport Manager _____ FBO _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on July 3, 2025. 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) Airport Committee Meeting Minutes 02 June 2025

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) HAND-OUTS/DISCUSSION ITEMS

A) Budget Status - Airport April 25

7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

8) ADJOURN



Airport Committee Meeting Minutes

June 2, 2025

The committee meeting was called to order by Chairman Shawn Coleman at 6:00 pm.

- 1) Roll Call:** Bill Hager-absent, John Freeburg-absent, Gary Taylor- present, Charlotte Hatch-excused, Michael Franks-present, Rick Todd-excused, Chairman Shawn Coleman-present, Alternate Jim Beaumont- present.

Ex Officio members: Ken Hart (City Council)-present, Dan Cummings (City Manager)-present.

Airport Manager: Andy Wood-present

FBO: Silverhawk: Absent

Public attendees: Lee (JUB Engineering), BLM, Julie Lynch (TVCC).

- 2) PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) MOTION TO ADOPT THE AGENDA:** *Jim Beaumont moved to adopt the agenda as presented. Gary Taylor second. Roll call vote: Bill-out, John-out, Gary-yes, Charlotte-out, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. Motion carried 4/0/4.*
- 4) APPROVAL OF MINUTES:** *Gary Taylor moved to approve the minutes from 5/5/2025. Mike Franks second. Roll call vote: Bill-out, John-out, Gary-yes, Charlotte-out, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. Motion carried 4/0/4.*
- 5) OLD BUSINESS**
 - A) Hartman Land Lease – New Build Hangar 143 Cessna:** Andy Wood gave a brief overview of James Hartman’s hangar plans and airport lease. Gary Taylor requested clarification on if the building plans had been approved; Andy Wood and Dan Cummings assured Gary that Hartman has to go through the standard city approval process before moving forward. *Gary Taylor moved to approve moving forward with the process of Hangar 143 Cessna. Jim Beaumont second. Roll call vote: Bill-out, John-out, Gary-yes, Charlotte-out, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. Motion carried 4/0/4.*
- 6) REPORTS**

Shawn Coleman asked if future buildings, such as James Hartman’s hangar at the airport will be plumbed for sewer and water. Dan Cummings clarified that the new buildings will



“The Gateway to Adventure”

be plumbed to allow for a future bathroom, but there is no sewer into the airport in that area, only water.

7) HAND-OUTS/DISCUSSION ITEMS

A) *March 2025 Airport Budget Status Report:* Andy Wood presented the current Airport Budget Status Report for March 2025. He noted that the airport is on track with the current budget.

8) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Andy Wood is waiting on the official report from the National STOL competition at the end of May. Shawn Coleman was present at the competition and believed there was a comparable attendance, if not more, compared to last year. He mentioned that food running out had been an issue brought up by attendees. Andy Wood mentioned that there had been food trucks, but there was some discontent among them, which had affected the service. Shawn Coleman also suggested that next year shower access could have been better and Andy Wood explained that the FBO was lacking staff to allow for full use of the shower.

Discussion followed about encouraging participation from Ontario and promoting next year’s competition along with other events at the airport to increase engagement and customer experience.

Julie Lynch, the Aviation Director from TVCC, confirmed that the college administration had approved the transfer of the Redbird TD flight simulator to the EAA. The transfer will be completed prior to the end of June. Julie also brought up a recent complaint to the college from someone living near the airport about the traffic pattern of 15 being over their house. Shawn Coleman asked Andy Wood if we needed to change the calm wind runway back to 33 and Julie mentioned that TVCC and Silverhawk would discuss the issue and see if it is needed to be brought up as an official issue.

Lee from JUB Engineering updated the committee on the jet apron expansion. The second coat of markings is scheduled for next week and the apron should be complete after that. The BLM seat base is still moving forward as planned. They are waiting for the BLM to approve the plans and then will continue to bidding. Dan Cummings mentioned that the city has been working on redesigning the swales to the west of the BLM road to improve drainage in the area.

The BLM representative commented that two Single Engine Air Tanker (SEAT) aircraft will be starting at the airport as of June 12th. They are waiting on an update if the Aero Commander will be stationed there as well.

9) ADJOURN *Moved by Mike Franks. Second by Jim Beaumont.* Roll call vote: Bill-out, John-out, Gary-yes, Charlotte-out, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. *Motion carried 4/0/4.*



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“The Gateway to Adventure”

The meeting was adjourned at 7:00 pm.

Next meeting: Monday July 7, 2025, at 6 pm at Ontario City Hall.

Shawn Coleman - Chairman

Charlotte Hatch - Secretary

General Ledger

Budget Status

User: kari.ott
 Printed: 6/20/2025 - 11:05 AM
 Account: From 120-00-010050 To 120-335-999999
 Period: 10, 2025
 Include: Revenue and Expense
 Include Uncommitted JE's: True



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	AIRPORT FUND							
Dept 120-000								
R04	AIRPORT							
120-000-406000	AVAILABLE CASH ON HAND	71,185.00	0.00	122,929.89	-51,744.89	0.00	-51,744.89	0.00
120-000-441000	INTEREST ON ACCOUNTS	100.00	0.00	827.64	-727.64	0.00	-727.64	0.00
120-000-441410	BLM LEASE	18,312.00	0.00	0.00	18,312.00	0.00	18,312.00	100.00
120-000-441420	KITIMURA LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-441430	GC Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-441445	MONTGOMERY LEASE	2,000.00	1,000.00	2,000.00	0.00	0.00	0.00	0.00
120-000-441450	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-441451	CARES ACT FUNDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-441452	FAA GRANT	0.00	0.00	11,022.00	-11,022.00	0.00	-11,022.00	0.00
120-000-441453	BLM PROJECT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-442000	FIBER REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-443000	STOL SPONSORSHIP	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
120-000-444000	EVENT INCOME	0.00	0.00	2,272.45	-2,272.45	0.00	-2,272.45	0.00
120-000-458000	TRANSFERS IN	172,947.00	0.00	0.00	172,947.00	0.00	172,947.00	100.00
120-000-469200	MISC AIRPORT REVENUE	500.00	0.00	0.00	500.00	0.00	500.00	100.00
120-000-469201	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-469205	RESERVATION INCOME - ECLIP:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R04 Sub Totals:	290,044.00	1,000.00	139,051.98	150,992.02	0.00	150,992.02	52.06
R05	AQUATIC							
120-000-441440	GOLF STORAGE LEASE	1,200.00	100.00	1,000.00	200.00	0.00	200.00	16.67
	R05 Sub Totals:	1,200.00	100.00	1,000.00	200.00	0.00	200.00	16.67
R1	REVENUE							
120-000-441100	HANGAR SPACE RENTALS	29,333.00	0.00	45,105.05	-15,772.05	0.00	-15,772.05	0.00
120-000-441200	TIE DOWN FEES (ANNUAL & TE	2,000.00	0.00	7,212.50	-5,212.50	0.00	-5,212.50	0.00
120-000-441300	OTHER RENT/USE FEES	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
120-000-441400	COMMERCIAL AIRPORT USE FE	5,000.00	0.00	4,312.50	687.50	0.00	687.50	13.75
120-000-469204	MISC INCOME AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-471500	FUEL GAS SALES	11,200.00	1,281.46	14,137.88	-2,937.88	0.00	-2,937.88	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R1 Sub Totals:	49,033.00	1,281.46	70,767.93	-21,734.93	0.00	-21,734.93	0.00
	Revenue Sub Totals:	340,277.00	2,381.46	210,819.91	129,457.09	0.00	129,457.09	38.04
	Dept 000 Sub Totals:	-340,277.00	-2,381.46	-210,819.91	-129,457.09	0.00		
Dept 120-006	AIRPORT							
01	PAYROLL RELATED EXPENSES							
120-006-511000	WAGES & SALARIES	62,308.00	5,069.90	50,699.00	11,609.00	0.00	11,609.00	18.63
120-006-513100	VACATION/SICK BUYOUT	1,199.00	0.00	0.00	1,199.00	0.00	1,199.00	100.00
120-006-514000	EMPLR-PAID EMPLR BENEFITS	255.00	20.28	202.80	52.20	0.00	52.20	20.47
120-006-514100	MEDICAL INSURANCE CO-PAY	23,063.00	1,968.15	19,082.49	3,980.51	0.00	3,980.51	17.26
120-006-514200	DEFERRED COMPENSATION	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00	100.00
120-006-515000	WORKMANS COMP	1,261.00	1.73	16.26	1,244.74	0.00	1,244.74	98.71
120-006-516000	RETIREMENT	16,182.00	1,291.81	10,797.82	5,384.18	0.00	5,384.18	33.27
120-006-516500	SOCIAL SECURITY	4,996.00	336.77	3,378.41	1,617.59	0.00	1,617.59	32.38
	01 Sub Totals:	111,064.00	8,688.64	84,176.78	26,887.22	0.00	26,887.22	24.21
02	MATERIALS & SUPPLIES							
120-006-610660	MEDICAL EXAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-610850	CELL PHONE	635.00	0.00	321.10	313.90	0.00	313.90	49.43
120-006-610900	CHEMICAL / FERT / SEED	5,000.00	0.00	832.86	4,167.14	0.00	4,167.14	83.34
120-006-611100	MEETING MEALS	250.00	0.00	0.00	250.00	0.00	250.00	100.00
120-006-612000	LICENSES / PERMITS / FEES	200.00	14.99	89.99	110.01	0.00	110.01	55.01
120-006-612400	ELECTRICITY	13,275.00	667.84	8,916.84	4,358.16	0.00	4,358.16	32.83
120-006-613300	FUEL HEAT	2,000.00	115.12	1,049.17	950.83	0.00	950.83	47.54
120-006-613400	GARBAGE SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-613500	GENERAL SUPPLIES	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
120-006-613600	COURSE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-613700	ECLIPSE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-613800	EVENT EXPENSES	25,000.00	0.00	17,248.74	7,751.26	0.00	7,751.26	31.01
120-006-613900	LIABILITY INSURANCE	3,893.00	0.00	3,539.00	354.00	0.00	354.00	9.09
120-006-614900	OFFICE SUPPLIES	5,700.00	88.50	1,313.79	4,386.21	2,440.64	1,945.57	34.13
120-006-615100	PETROLEUM SUPPLIES	2,000.00	108.13	1,809.25	190.75	235.72	-44.97	0.00
120-006-615200	POSTAGE	150.00	0.00	11.16	138.84	0.00	138.84	92.56
120-006-615300	PRINT / AD / RECORD	275.00	0.00	81.25	193.75	0.00	193.75	70.45
120-006-615500	PROPERTY TAXES	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	100.00
120-006-615550	CONTRACT SERVICES	81,034.00	6,728.70	74,015.57	7,018.43	6,728.64	289.79	0.36
120-006-615551	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-615600	RADIO MAINT.	200.00	0.00	196.75	3.25	0.00	3.25	1.63
120-006-617100	UTILITIES	250.00	0.00	0.00	250.00	0.00	250.00	100.00
120-006-617300	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-617330	INTERNET	11,500.00	344.47	6,802.10	4,697.90	0.00	4,697.90	40.85

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
120-006-617510	RECRUITMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-617520	UNEMPLOYMENT CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-618000	PROFESSIONAL DEVELOPMENT	2,000.00	210.00	465.00	1,535.00	302.38	1,232.62	61.63
120-006-618300	VEHICLE REPAIR	500.00	0.00	9.88	490.12	0.00	490.12	98.02
120-006-618310	EQUIPMENT REPAIR	2,400.00	0.00	1,671.20	728.80	0.00	728.80	30.37
120-006-618950	OFFICE LEASES	7,200.00	600.00	6,600.00	600.00	3,000.00	-2,400.00	0.00
120-006-619000	MINOR AIRPORT IMPROVEMEN	8,000.00	344.70	6,128.27	1,871.73	1,104.51	767.22	9.59
	02 Sub Totals:	181,462.00	9,222.45	131,101.92	50,360.08	13,811.89	36,548.19	20.14
03	CAPITAL OUTLAY							
120-006-711000	AIRPORT IMPROVEMENTS	26,100.00	9,780.82	17,942.11	8,157.89	7,553.11	604.78	2.32
120-006-712100	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712102	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712103	IRRIGATION SYSTEM	0.00	0.00	175.50	-175.50	0.00	-175.50	0.00
120-006-712104	BLM CONSOLIDATION OF EFFO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712105	AIRPORT MASTER PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712106	PHANTOM CONCRETE PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712107	AIRPORT FENCING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712108	SECURITY IMPROVEMENTS	13,651.00	0.00	8,297.16	5,353.84	1,050.00	4,303.84	31.53
120-006-712109	AIRPORT POWER LINES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712110	WELL WATER METERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-712111	AIRPORT LIGHTING IMPROVEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	03 Sub Totals:	39,751.00	9,780.82	26,414.77	13,336.23	8,603.11	4,733.12	11.91
05	TRANSFERS							
120-006-832000	TRANSFER TO GRANT FUND	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
120-006-899999	TRANSFER TO PERS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	05 Sub Totals:	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
	Expense Sub Totals:	340,277.00	27,691.91	241,693.47	98,583.53	22,415.00	76,168.53	22.38
	Dept 006 Sub Totals:	340,277.00	27,691.91	241,693.47	98,583.53	22,415.00		
	Fund Revenue Sub Totals:	340,277.00	2,381.46	210,819.91	129,457.09	0.00	129,457.09	38.04
	Fund Expense Sub Totals:	340,277.00	27,691.91	241,693.47	98,583.53	22,415.00	76,168.53	22.38
	Fund 120 Sub Totals:	0.00	25,310.45	30,873.56	-30,873.56	22,415.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	340,277.00	2,381.46	210,819.91	129,457.09	0.00	129,457.09	38.04
	Expense Totals:	340,277.00	27,691.91	241,693.47	98,583.53	22,415.00	76,168.53	22.38
	Report Totals:	0.00	25,310.45	30,873.56	-30,873.56	22,415.00		