

**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  
TUESDAY, SEPTEMBER 2, 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 \_\_\_\_\_ Pete Morgan \_\_\_\_\_ 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 August 29, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at [www.ontariooregon.org](http://www.ontariooregon.org).

**3) MOTION TO ADOPT THE AGENDA**

**4) MOTION TO ADOPT MINUTES**

A) Airport Committee Meeting Minutes August 4, 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) Airport Budget Status June 2025  
B) East Fence and Gate Project Update

**7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS**

**8) ADJOURN**



"The Gateway to Adventure"

**Ontario Municipal Airport**  
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## *Airport Committee Meeting Minutes*

*August 4, 2025*

The committee meeting was called to order by Chairman Shawn Coleman at 6:03 pm.

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

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

**Airport Manager:** Andy Wood-present

**FBO: Silverhawk:** Absent

- 2) PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) MOTION TO ADOPT THE AGENDA:** *Rick Todd moved to adopt the agenda as presented. Mike Franks second. Roll call vote: Bill-yes, John-yes, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 7/0/0.*
- 4) APPROVAL OF MINUTES:** *Charlotte Hatch moved to approve the minutes from 7/7/2025. John Freeburg second. Roll call vote: Bill-yes, John-yes, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 7/0/0.*
- 5) PUBLIC COMMENT**

Pete Morgan suggested that the Committee put together an annual airport newsletter when the hangar bills are sent out. Andy Wood and Charlotte Hatch agreed to use Andy's quarterly reports to try to put something together. No vote required.

Several Committee members discussed that the Silverhawk FBO 100LL Self Service Fuel Station has had multiple issues that have gone unfixed. The fuel hose motor has been broken since the winter, there have been issues with the grounding cable binding, and receipts are not always dispensed. It was decided that Andy Wood will send Catherine Weber of the FBO an email noting this problems that need to be addressed. If there is no reply or corrective action, the City of Ontario will coordinate repairs and bill the FBO for the expenses.

- 6) HAND-OUTS/DISCUSSION ITEMS**



“The Gateway to Adventure”

- A) *Budget Status Report – Airport May 2025:* Andy Wood presented that the airport is on budget for May 2025. The airport camera system is still waiting on installation. The budget for the installation was approved.
- B) *Grass Strip Irrigation Schedule:* The FBO and Andy Wood have fielded a few complaints of the grass strip being soggy. The triple digit weather had increased the irrigation length to compensate for the heat, but Andy has now adjusted the irrigation schedule to reduce muddiness. There haven’t been any complaints since the adjustment.

**7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS**

- A) *Security Fencing Update:* Dan Cummings explained the total project estimate for the airport fencing was \$150,000. The City was able to get an Oregon grant to cover 70% of that cost, the FAA supplied 27% funding, leaving the City with the remaining 3%. The City received two bids for the work, both slightly over budget. The Council approved the lower bid for \$154,000 to Dynamic Metals.

Lee from JUB Engineering updated the Committee on three current airport projects. The jet apron is finished, and the FAA reports are being finalized. The BLM SEAT Base is currently on hold as the BLM trims their plans. Dan Cummings added that the plan is to decrease the initial size with future intention of adding an area for helicopter operations later when more funding is available. And finally, the airport helipad, to be west of the FBO, is planned for 2026 with a predesign meeting in late August with the FAA.

Shawn Coleman and Rick Todd asked if the Committee could petition the FAA in the future to keep the pavement between the current Foxtrot and Golf taxiways on the approach end of 15, as the FAA plans to remove it in the future. Dan Cummings and JUB will be looking into the possibility of keeping this area available for use.

- 8) ADJOURN** *Moved by Bill Hager. Second by John Freeburg. Roll call vote: Bill-yes, John-yes, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 7/0/0.*

The meeting was adjourned at 6:56 pm.

**Next meeting:** Tuesday, September 2, 2025, at 6 pm at Ontario City Hall.

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Shawn Coleman - Chairman

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Charlotte Hatch - Secretary

# General Ledger

## Budget Status

User: kari.ott  
 Printed: 8/26/2025 - 12:05 PM  
 Account: From 120-00-010050 To 120-335-999999  
 Period: 12, 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        | -19.00        | 256.84     | -156.84    | 0.00              | -156.84    | 0.00        |
| 120-000-441410 | BLM LEASE                   | 18,312.00     | 16,744.75     | 16,744.75  | 1,567.25   | 0.00              | 1,567.25   | 8.56        |
| 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      | 0.00          | 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    | 172,947.00    | 172,947.00 | 0.00       | 0.00              | 0.00       | 0.00        |
| 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    | 189,672.75    | 328,172.93 | -38,128.93 | 0.00              | -38,128.93 | 0.00        |
| R05            | AQUATIC                     |               |               |            |            |                   |            |             |
| 120-000-441440 | GOLF STORAGE LEASE          | 1,200.00      | 100.00        | 1,200.00   | 0.00       | 0.00              | 0.00       | 0.00        |
|                | R05 Sub Totals:             | 1,200.00      | 100.00        | 1,200.00   | 0.00       | 0.00              | 0.00       | 0.00        |
| R1             | REVENUE                     |               |               |            |            |                   |            |             |
| 120-000-441100 | HANGAR SPACE RENTALS        | 29,333.00     | -451.85       | 26,279.74  | 3,053.26   | 0.00              | 3,053.26   | 10.41       |
| 120-000-441200 | TIE DOWN FEES (ANNUAL & TE  | 2,000.00      | 125.00        | 8,650.00   | -6,650.00  | 0.00              | -6,650.00  | 0.00        |
| 120-000-441300 | OTHER RENT/USE FEES         | 1,500.00      | 1,500.00      | 1,500.00   | 0.00       | 0.00              | 0.00       | 0.00        |
| 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     | 2,762.36      | 16,900.24  | -5,700.24  | 0.00              | -5,700.24  | 0.00        |

| Account Number | Description               | Budget Amount | Period Amount | YTD Amount  | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|---------------------------|---------------|---------------|-------------|------------|-------------------|------------|-------------|
|                | R1 Sub Totals:            | 49,033.00     | 3,935.51      | 57,642.48   | -8,609.48  | 0.00              | -8,609.48  | 0.00        |
|                | Revenue Sub Totals:       | 340,277.00    | 193,708.26    | 387,015.41  | -46,738.41 | 0.00              | -46,738.41 | 0.00        |
|                | Dept 000 Sub Totals:      | -340,277.00   | -193,708.26   | -387,015.41 | 46,738.41  | 0.00              |            |             |
| Dept 120-006   | AIRPORT                   |               |               |             |            |                   |            |             |
| 01             | PAYROLL RELATED EXPENSES  |               |               |             |            |                   |            |             |
| 120-006-511000 | WAGES & SALARIES          | 62,308.00     | 6,336.09      | 62,104.99   | 203.01     | 0.00              | 203.01     | 0.33        |
| 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        | 25.34         | 248.42      | 6.58       | 0.00              | 6.58       | 2.58        |
| 120-006-514100 | MEDICAL INSURANCE CO-PAY  | 23,063.00     | 1,968.15      | 23,018.79   | 44.21      | 0.00              | 44.21      | 0.19        |
| 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      | 637.74        | 655.73      | 605.27     | 0.00              | 605.27     | 48.00       |
| 120-006-516000 | RETIREMENT                | 16,182.00     | 1,614.44      | 13,704.07   | 2,477.93   | 0.00              | 2,477.93   | 15.31       |
| 120-006-516005 | RETIREMENT - EE SHARE     | 0.00          | 0.00          | 0.00        | 0.00       | 0.00              | 0.00       | 0.00        |
| 120-006-516500 | SOCIAL SECURITY           | 4,996.00      | 433.63        | 4,148.81    | 847.19     | 0.00              | 847.19     | 16.96       |
|                | 01 Sub Totals:            | 111,064.00    | 11,015.39     | 103,880.81  | 7,183.19   | 0.00              | 7,183.19   | 6.47        |
| 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        | 42.85         | 449.65      | 185.35     | 0.00              | 185.35     | 29.19       |
| 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        | 0.00          | 89.99       | 110.01     | 0.00              | 110.01     | 55.01       |
| 120-006-612400 | ELECTRICITY               | 13,275.00     | 633.21        | 10,282.21   | 2,992.79   | 0.00              | 2,992.79   | 22.54       |
| 120-006-613300 | FUEL HEAT                 | 2,000.00      | 26.50         | 1,112.41    | 887.59     | 0.00              | 887.59     | 44.38       |
| 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         | 1,755.30    | 3,944.70   | 1,999.13          | 1,945.57   | 34.13       |
| 120-006-615100 | PETROLEUM SUPPLIES        | 2,000.00      | 786.39        | 2,687.85    | -687.85    | 0.00              | -687.85    | 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     | 0.00          | 80,744.27   | 289.73     | 77,441.96         | -77,152.23 | 0.00        |
| 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        |

| Account Number | Description               | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|---------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 120-006-617330 | INTERNET                  | 11,500.00     | 344.47        | 7,491.04   | 4,008.96   | 0.00              | 4,008.96   | 34.86       |
| 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      | 0.00          | 767.38     | 1,232.62   | 0.00              | 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        | 7,200.00   | 0.00       | 0.00              | 0.00       | 0.00        |
| 120-006-619000 | MINOR AIRPORT IMPROVEMEN  | 8,000.00      | 50.94         | 7,248.92   | 751.08     | 0.00              | 751.08     | 9.39        |
|                | 02 Sub Totals:            | 181,462.00    | 2,572.86      | 143,419.86 | 38,042.14  | 79,441.09         | -41,398.95 | 0.00        |
| 03             | CAPITAL OUTLAY            |               |               |            |            |                   |            |             |
| 120-006-711000 | AIRPORT IMPROVEMENTS      | 26,100.00     | 5,659.71      | 24,825.22  | 1,274.78   | 6,870.00          | -5,595.22  | 0.00        |
| 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     | 1,050.00      | 9,347.16   | 4,303.84   | 0.00              | 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     | 6,709.71      | 34,347.88  | 5,403.12   | 6,870.00          | -1,466.88  | 0.00        |
| 05             | TRANSFERS                 |               |               |            |            |                   |            |             |
| 120-006-832000 | TRANSFER TO GRANT FUND    | 8,000.00      | 8,000.00      | 8,000.00   | 0.00       | 0.00              | 0.00       | 0.00        |
| 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      | 8,000.00      | 8,000.00   | 0.00       | 0.00              | 0.00       | 0.00        |
|                | Expense Sub Totals:       | 340,277.00    | 28,297.96     | 289,648.55 | 50,628.45  | 86,311.09         | -35,682.64 | 0.00        |
|                | Dept 006 Sub Totals:      | 340,277.00    | 28,297.96     | 289,648.55 | 50,628.45  | 86,311.09         |            |             |
|                | Fund Revenue Sub Totals:  | 340,277.00    | 193,708.26    | 387,015.41 | -46,738.41 | 0.00              | -46,738.41 | 0.00        |
|                | Fund Expense Sub Totals:  | 340,277.00    | 28,297.96     | 289,648.55 | 50,628.45  | 86,311.09         | -35,682.64 | 0.00        |
|                | Fund 120 Sub Totals:      | 0.00          | -165,410.30   | -97,366.86 | 97,366.86  | 86,311.09         |            |             |

| Account Number | Description     | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|----------------|-----------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
|                | Revenue Totals: | 340,277.00    | 193,708.26    | 387,015.41 | -46,738.41 | 0.00              | -46,738.41 | 0.00        |
|                | Expense Totals: | 340,277.00    | 28,297.96     | 289,648.55 | 50,628.45  | 86,311.09         | -35,682.64 | 0.00        |
|                | Report Totals:  | 0.00          | -165,410.30   | -97,366.86 | 97,366.86  | 86,311.09         |            |             |