

**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 1, 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 November 26, 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

**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) Airport Traffic Pattern

**7) HAND-OUTS/DISCUSSION ITEMS**

A) Airport Budget Status September 2025 Report  
B) City of Ontario Snow and Ice Control Plan 2025 - Airport Section Only

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

**9) ADJOURN**



“The Gateway to Adventure”

## *Airport Committee Meeting Minutes*

*November 3, 2025*

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

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

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

**Airport Manager:** Andy Wood-present

**FBO: Silverhawk:** Absent

- 2) **PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) **MOTION TO ADOPT THE AGENDA:** *Pete Morgan moved to adopt the agenda as presented. Mike Franks second. Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-present, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. Motion carried 7/0/1.*
- 4) **APPROVAL OF MINUTES:** *Charlotte Hatch moved to approve the minutes from 10/6/2025. John Freeburg second. Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-present, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. Motion carried 7/0/1.*
- 5) **PUBLIC COMMENT**  
Violet presented her idea to the committee that Ontario Airport should look into planning for and putting on another airshow, as there have been in the past. She would help with putting up flyers and start a GoFundMe. Pete Morgan commented that the main cost for an event like this would be the event insurance. *Pete moved to table this topic until next meeting. Charlotte Hatch second. Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-present, Mike-yes, Rick-out, Shawn-yes, and Jim-yes. Motion carried 7/0/1.*

Sean McDougall was also present and stated that the EAA supports the idea of planning another airshow. He updated the committee on the success of the EAA’s Trunk of Treat, with a turnout of about 2000 people. TVCC was also present at this event, stated by Charlotte Hatch.

- 6) **OLD BUSINESS**



“The Gateway to Adventure”

- A) *Airport Snow Removal Plan Review*: John Freeburg brought up in Section 3 of the plan that it mentions deicer and asked if the specific deicer could be confirmed. Shawn Coleman asked Andy to confirm that the trucks being used at the airport will not have residual road salt in them. Andy will report back after verifying the aforementioned information. No motion needed at this time.

**7) HAND-OUTS/DISCUSSION ITEMS**

- A) *Airport Budget Status August 2025*: Andy Wood presented the budget for August. Ken Hart asked about why there were no tiedown fees collected in August; Andy explained that those came mostly in September. No other questions.
- B) *2026-2027 FY Budget Requests*: Andy Wood asked the committee for any requests to be included in the upcoming airport budget. Toby Epler presented the tentative location for the helipad west of the FBO and requested feedback on its impact. The committee discussed and agreed that the current planned position would be the best area on the airport due to its proximity to the FBO.

Andy asked if the committee would like to change any details on the Capital Improvement Plan, which the committee did not. Andy further explained that for the Fire Hydrant Project, they are seeking a \$150,000 Core grant and looking into the available FAA grants. This project would reduce the turnaround time for Aircraft Rescue and Firefighting (ARFF) vehicles on the airport.

Pete Morgan suggested the airport investigate putting in some additional hangars at the airport and that it cost about \$1.2 million to construct 10 T-hangars at another airport nearby. Andy agreed that he would like to investigate that possibility to provide some consistent income for the airport in lease/rental fees. Toby Epler explained that this would be a several-year commitment if using FAA funding, but that it might be possible to get grants.

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

Toby Epler from JUB Engineering updated the committee that the airport helipad is being designed this winter and construction is estimated to begin next summer.

- 9) **ADJOURN** *Moved by Bill Hager. Second by John Freeburg.* Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-present, Mike-yes, Rick-out, Shawn-yes, and Jim-yes.  
*Motion carried 7/0/1.*

The meeting was adjourned at 7:13 pm.

**Next meeting:** Monday, December 1, 2025, at 6 pm at Ontario City Hall.

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Shawn Coleman - Chairman

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Charlotte Hatch - Secretary



**AGENDA REPORT  
OLD BUSINESS**  
December 1, 2025

To: Airport Committee  
FROM: Andy Wood, Airport Manager  
SUBJECT: **AIRPORT TRAFFIC PATTERN**  
DATE: November 21, 2025

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**PROPOSED MOTION:**

**OPTION 1): I MOVE THE AIRPORT COMMITTEE TO APPROVE REMOVING THE CALM WIND RUNWAY.**

**OPTION 2): I MOVE THE AIRPORT COMMITTEE TO APPROVE THE RUNWAY 15 PATTERN AS RIGHT TRAFFIC, AND MAINTAINING THE CALM WIND RUNWAY AS 15.**

**OPTION 3): I MOVE THE AIRPORT COMMITTEE TO APPROVE RUNWAY 33 PREFERRED CALM WIND RUNWAY.**

**OPTION 4): I MOVE THE AIRPORT COMMITTEE TO RETAIN THE CURRENT TRAFFIC PATTERN AS IS.**

**SUMMARY:**

The Airport is striving to improve airport safety and minimize conflicts with the Air Traffic Pattern. Complaints have been raised about the flow, noise and operation of the traffic pattern. The Airport Committee appointed a Subcommittee to review the Air Traffic Pattern with airport shareholders. Their report is attached by way of meeting minutes for the Airport Committee's consideration.

**BACKGROUND:**

Since June 6, 2022, Runway 15 has been designated a calm wind runway and the traffic pattern is over the Ontario City Limits. For the majority of the years, the airport has operated Runway 33. Recent noise complaints have brought these matters to the Airport Committee, City Council, and the Aviation Schools. The Airport Committee approved having a subcommittee of airport shareholders to discuss options and forward recommendations.

**CURRENT SITUATION:**

On November 19, 2025, from 3:30pm to 4:00pm the subcommittee convened to discuss the traffic pattern map, and the pros and cons of possible solutions. Meeting minutes are attached to this agenda item.

**ANALYSIS:**

- A. **STRATEGIC PLAN** To improve airport operations and decrease noise complaints.

- B. **FINANCIAL** None
- C. **TIMING** Chart Supplement updated and FAA NOTAMs posted in late January for transition to the approved traffic pattern.
- D. **POLICY/LEGAL** The calm wind runway protects the City of Ontario for liability reasons.

**ALTERNATIVES:**

Several options are suggested above and/or to leave the traffic pattern as is.

**RECOMMENDATION:**

Staff recommends Option 2: the Airport Committee to approve the Runway 15 pattern as right traffic, and maintaining the calm wind runway as 15.

**ATTACHMENTS:**

1. 20251119 Airport Pattern Sub-Committee Minutes (signed)
2. Calm Wind Runway Discussion
3. AHSC Pattern



## *Airport Pattern Sub-Committee Meeting Minutes*

*November 19, 2025*

The committee meeting was called to order by Chairman Andy Wood at 3:34 pm. This is a sub-committee of the Ontario Airport Committee to discuss traffic pattern operations and consider options moving forward that would serve a common purpose for all airport shareholders.

- 1) Roll Call:** Brandon Sweeney (FBO)-present via Zoom, Shawn Coleman (recreational pilots/EAA)-present via Zoom, Michael Spelman (BLM)-present, Brody Brock (Aero Head Soaring Club)-present, Ian Phillips (Life Flight)-present, Charlotte Hatch (TVCC)-present, Chairman Andy Wood (airport manager)-present.

### **2) HAND-OUTS/DISCUSSION ITEMS**

Andy Wood completed introductions and provided the attendees with a Calm Winds Data handout. The packet of historic data from 1973 to 2022 collected by a previous airport manager. The data showed the winds favoring 33 mostly when calm. It also contained a graphic of the current traffic patterns for each runway and the gliders.

Ian Phillips asked about the noise complaints the airport received and Andy Wood and Charlotte Hatch explained that there have been residents on the east side of the airport that have expressed frustration with the level of noise over their houses. Ian mentioned that Life Flight's normal route is the stay over the farmland to the northeast of the airport and over the Oregon Route 201 to avoid populated residential areas.

Brody Brock corrected that the gliders have not been doing right pattern on 15 during operations, but would like to start doing that since the tow plane drops the gliders over the Malheur Butte, about three miles west of the airport. Sean also mentioned that the gliders would prefer to use 15 as the designated calm winds. The inactive crosswind runway west of the current runway 15-33 provides sufficient space for the gliders to operate safely without disturbing the powered-aircraft operations as significantly as when 33 is in use. Andy Wood asked for an updated depiction of the glider pattern so the airport and city can correct their published materials.

Charlotte Hatch expressed that TVCC flight training operations also favor 15, especially when working with the gliders. The taxiways also tend to be less congested with taxiing aircraft and aircraft entering/exiting the runway on 15 compared to 33. Charlotte said there are downsides to both runways, but if cooperating with the gliders is a priority, 15 is the better option for the calm wind runway.

Mike Spelman commented that the BLM operates on 15 because that is what the flight training operations (TVCC) does and they do not want to disrupt those operations. Mike



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also brought up that the RNAV 15 approach is not available at night, which would favor 33 as the calm runway.

Shawn Coleman remarked that he would prefer to fly over the farmland on the west side of the airport in the pattern in the case of an engine failure. Emergency landing would be safer in fields, rather than in the populated areas in town on the east side of the airport.

Charlotte Hatch suggested keeping 15 as the calm wind runway, but changing the pattern direction to right traffic as to provide a safer downwind over the farmland and avoid flying over town. This would allow the gliders and powered aircraft to continue to operate smoothly.

*This sub-committee recommends to the airport committee that the calm wind runway remain 15, but to change the pattern to right traffic. This would be carried out late January, with notification of airport shareholders, publishing of a NOTAM(s) and notifying the FAA to update the chart supplement and applicable documents.*

3) **ADJOURN** The meeting was adjourned at 4:00 pm.

**Next meeting if necessary:** Wednesday, December 10, 2025 at 3:30 pm.

Andy Wood - Chairman

Charlotte Hatch - Secretary

	<b>15</b>	<b>33</b>
<b>Pros</b>	<ul style="list-style-type: none"> <li>- Gliders can stay on crosswind runway out of way of powered aircraft</li> <li>- Seems like recent calm days have favored the south or variable</li> <li>- Not landing over the powerlines</li> <li>- Full power over fields</li> <li>- Less taxiway congestion (exiting/taxiing)</li> </ul>	<ul style="list-style-type: none"> <li>- Downwind over fields</li> <li>- Potentially less noise complaints</li> <li>- Not taking off into powerlines</li> <li>- Historical data favors 33 for calm winds (2022)</li> <li>- RNAV 33 available at night</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>- Taking off towards powerlines</li> <li>- Downwind over the town</li> <li>- RNAVs NA for 15 at night</li> <li>- Potentially more noise complaints</li> </ul>	<ul style="list-style-type: none"> <li>- Taking off towards rising terrain and the river</li> <li>- Much less room for gliders to operate at departure end (impedes powered ops)</li> <li>- Full power over houses</li> <li>- More taxiway congestion (exiting/taxiing D)</li> </ul>

Other solutions:

- 1) Make 15 pattern right traffic.

Issue: Conflicts with glider pattern. Everyone right pattern?

Thoughts: Caldwell and Boise both have RT runways.

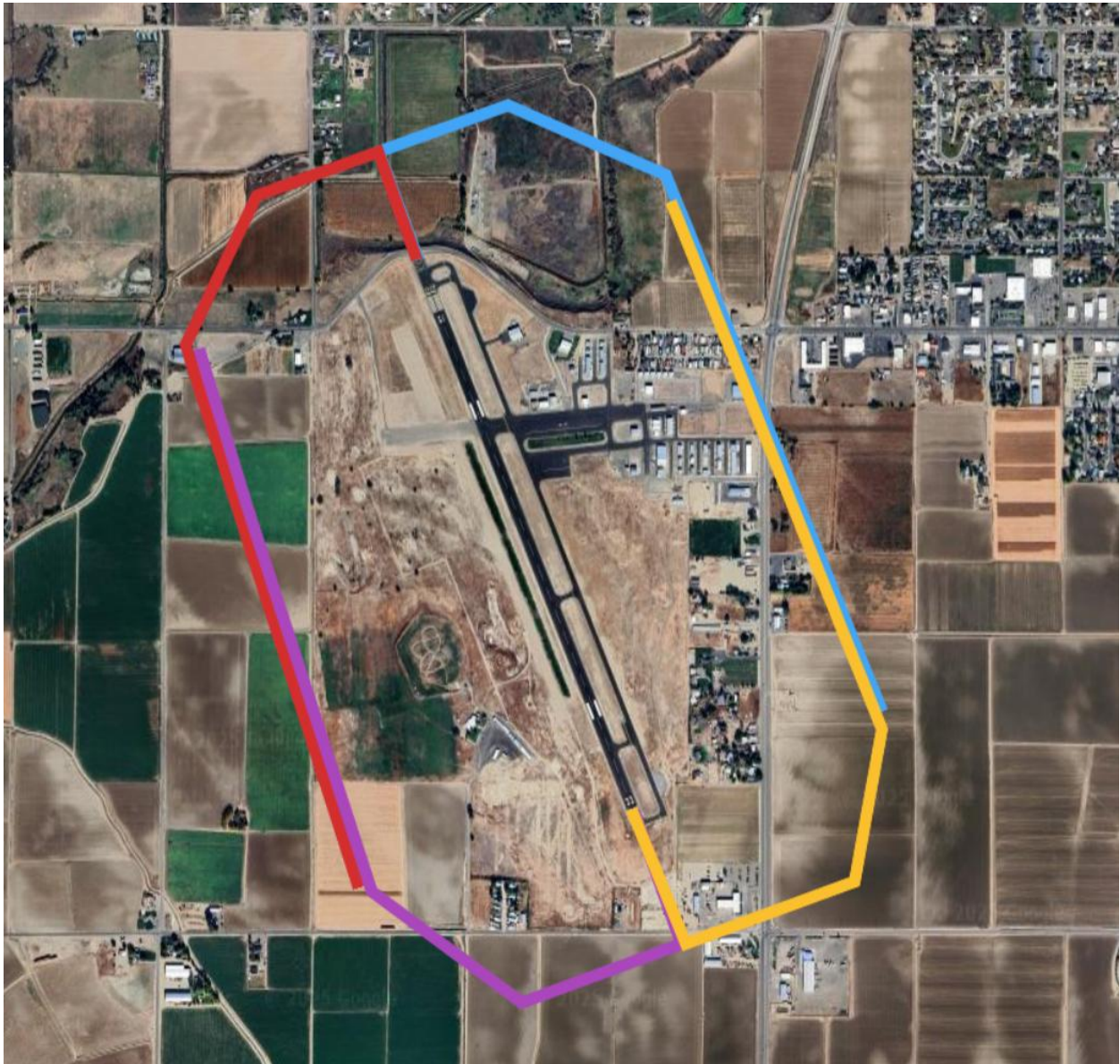
- 2) Get rid of calm runway.

Issue: JUB advises against due to liability reasons

- 3) Make 33 preferred Calm Wind Runway.

Issue: Smaller Glider operational area

## Aero Head Soaring Club Traffic Patterns



**Red** = Right Traffic for 15; to be used when towed to the West and winds favor 15 or calm.

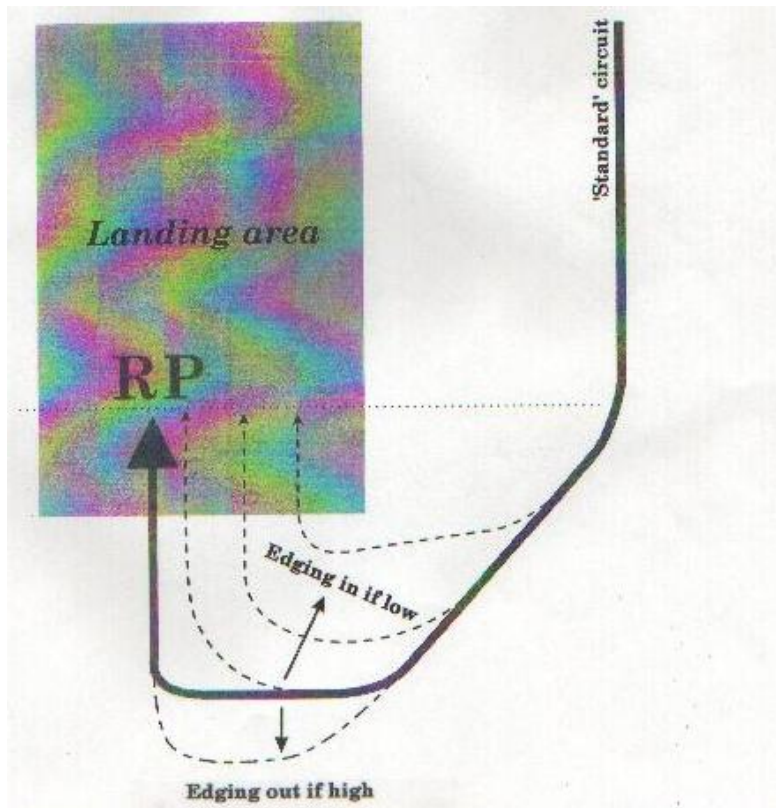
**Purple** = Left Traffic for 33; to be used when towed to the West and winds favor 33.

**Blue** = Left Traffic for 15; to be used when towed to the East and winds favor 15 or calm.

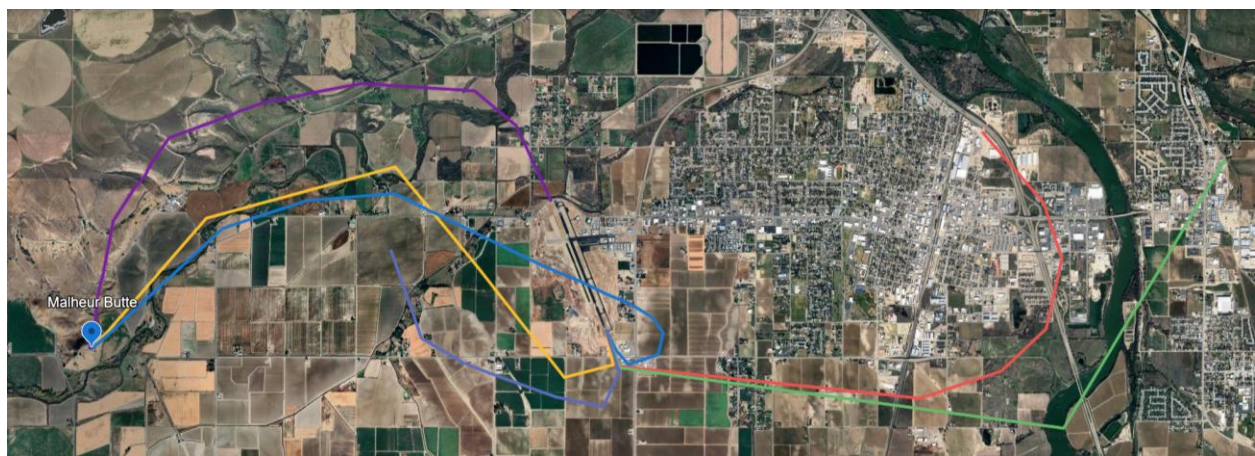
**Yellow** = Right Traffic for 33; to be used when towed to the East and winds favor 33.

Tow Plane to follow standard flow of Airplane traffic pattern as established by the airport.

**A note about the glider traffic pattern:** Gliders use a flexible, goal-oriented traffic pattern rather than the standard square airplane pattern to reduce the risk of landing short—the most accident in glider flying worldwide. By flying a closer pattern with the option for an early or “clipped” base, the pilot keeps the runway in sight off the wingtip at all times and maintains more immediate options to turn in if altitude or conditions require.



## Aero Head Soaring Club Tow Routes



Pictured above are some of the common routes, both West and East, which are used. It is important to note that each tow will be different depending on the goal of the flight.

# General Ledger

## Budget Status

User: kari.ott  
 Printed: 11/26/2025 - 9:51 AM  
 Account: From 120-00-010050 To 120-335-999999  
 Period: 3, 2026  
 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	81,196.00	0.00	0.00	81,196.00	0.00	81,196.00	100.00
120-000-441000	INTEREST ON ACCOUNTS	100.00	0.00	73.33	26.67	0.00	26.67	26.67
120-000-441410	BLM LEASE	18,862.00	0.00	38,420.00	-19,558.00	0.00	-19,558.00	0.00
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	0.00	0.00	2,000.00	0.00	2,000.00	100.00
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	0.00	0.00	0.00	0.00	0.00
120-000-441453	BLM PROJECT REVENUE	0.00	-12,584.90	263,963.10	-263,963.10	0.00	-263,963.10	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-444000	EVENT INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-000-458000	TRANSFERS IN	117,100.00	0.00	0.00	117,100.00	0.00	117,100.00	100.00
120-000-469200	MISC AIRPORT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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:	219,258.00	-12,584.90	302,456.43	-83,198.43	0.00	-83,198.43	0.00
R05	AQUATIC							
120-000-441440	GOLF STORAGE LEASE	1,200.00	100.00	300.00	900.00	0.00	900.00	75.00
	R05 Sub Totals:	1,200.00	100.00	300.00	900.00	0.00	900.00	75.00
R1	REVENUE							
120-000-441100	HANGAR SPACE RENTALS	29,333.00	0.00	26,445.68	2,887.32	0.00	2,887.32	9.84
120-000-441200	TIE DOWN FEES (ANNUAL & TE	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
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	0.00	5,000.00	0.00	5,000.00	100.00
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	12,500.00	1,785.51	3,919.85	8,580.15	0.00	8,580.15	68.64

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R1 Sub Totals:	53,333.00	1,785.51	30,365.53	22,967.47	0.00	22,967.47	43.06
	Revenue Sub Totals:	273,791.00	-10,699.39	333,121.96	-59,330.96	0.00	-59,330.96	0.00
	Dept 000 Sub Totals:	-273,791.00	10,699.39	-333,121.96	59,330.96	0.00		
Dept 120-006	AIRPORT							
01	PAYROLL RELATED EXPENSES							
120-006-511000	WAGES & SALARIES	60,545.00	5,248.43	15,745.29	44,799.71	0.00	44,799.71	73.99
120-006-513100	VACATION/SICK BUYOUT	1,165.00	0.00	0.00	1,165.00	0.00	1,165.00	100.00
120-006-514000	EMPLR-PAID EMPLR BENEFITS	247.00	20.99	62.97	184.03	0.00	184.03	74.51
120-006-514100	MEDICAL INSURANCE CO-PAY	29,070.00	2,335.79	7,007.37	22,062.63	0.00	22,062.63	75.89
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	1,226.00	1.73	636.73	589.27	0.00	589.27	48.06
120-006-516000	RETIREMENT	15,724.00	1,316.31	3,948.93	11,775.07	0.00	11,775.07	74.89
120-006-516005	RETIREMENT - EE SHARE	3,703.00	314.91	944.73	2,758.27	0.00	2,758.27	74.49
120-006-516500	SOCIAL SECURITY	4,859.00	378.55	1,135.65	3,723.35	0.00	3,723.35	76.63
	01 Sub Totals:	118,339.00	9,616.71	29,481.67	88,857.33	0.00	88,857.33	75.09
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	520.00	64.55	104.10	415.90	0.00	415.90	79.98
120-006-610900	CHEMICAL / FERT / SEED	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
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	0.00	200.00	0.00	200.00	100.00
120-006-612400	ELECTRICITY	13,275.00	820.96	2,896.31	10,378.69	0.00	10,378.69	78.18
120-006-613300	FUEL HEAT	2,000.00	26.50	79.50	1,920.50	0.00	1,920.50	96.03
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	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
120-006-613900	LIABILITY INSURANCE	3,893.00	0.00	4,379.00	-486.00	0.00	-486.00	0.00
120-006-614900	OFFICE SUPPLIES	5,700.00	556.50	758.50	4,941.50	2,889.76	2,051.74	36.00
120-006-615100	PETROLEUM SUPPLIES	2,500.00	50.93	371.31	2,128.69	2,328.69	-200.00	0.00
120-006-615200	POSTAGE	150.00	0.00	22.36	127.64	0.00	127.64	85.09
120-006-615300	PRINT / AD / RECORD	275.00	0.00	0.00	275.00	0.00	275.00	100.00
120-006-615500	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-006-615550	CONTRACT SERVICES	84,464.00	7,014.61	28,058.44	56,405.56	63,283.42	-6,877.86	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	0.00	200.00	0.00	200.00	100.00
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	4,300.00	0.00	344.47	3,955.53	0.00	3,955.53	91.99
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	185.00	364.20	1,635.80	434.18	1,201.62	60.08
120-006-618300	VEHICLE REPAIR	500.00	0.00	0.00	500.00	0.00	500.00	100.00
120-006-618310	EQUIPMENT REPAIR	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00	100.00
120-006-618950	OFFICE LEASES	7,200.00	600.00	2,400.00	4,800.00	0.00	4,800.00	66.67
120-006-619000	MINOR AIRPORT IMPROVEMEN	11,000.00	0.00	505.96	10,494.04	28.95	10,465.09	95.14
	02 Sub Totals:	153,577.00	9,319.05	40,284.15	113,292.85	68,965.00	44,327.85	28.86
03	CAPITAL OUTLAY							
120-006-711000	AIRPORT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	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	92,965.31	93,040.67	-93,040.67	61,810.21	-154,850.88	0.00
120-006-712108	SECURITY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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:	0.00	92,965.31	93,040.67	-93,040.67	61,810.21	-154,850.88	0.00
05	TRANSFERS							
120-006-832000	TRANSFER TO GRANT FUND	1,875.00	0.00	0.00	1,875.00	0.00	1,875.00	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:	1,875.00	0.00	0.00	1,875.00	0.00	1,875.00	100.00
	Expense Sub Totals:	273,791.00	111,901.07	162,806.49	110,984.51	130,775.21	-19,790.70	0.00
	Dept 006 Sub Totals:	273,791.00	111,901.07	162,806.49	110,984.51	130,775.21		
	Fund Revenue Sub Totals:	273,791.00	-10,699.39	333,121.96	-59,330.96	0.00	-59,330.96	0.00
	Fund Expense Sub Totals:	273,791.00	111,901.07	162,806.49	110,984.51	130,775.21	-19,790.70	0.00
	Fund 120 Sub Totals:	0.00	122,600.46	-170,315.47	170,315.47	130,775.21		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	273,791.00	-10,699.39	333,121.96	-59,330.96	0.00	-59,330.96	0.00
	Expense Totals:	273,791.00	111,901.07	162,806.49	110,984.51	130,775.21	-19,790.70	0.00
	Report Totals:	0.00	122,600.46	-170,315.47	170,315.47	130,775.21		

# City Of Ontario



# SNOW & ICE CONTROL PLAN

Presented by  
**Jacobs**

Challenging today.  
Reinventing tomorrow.

# ONTARIO MUNICIPAL AIRPORT SNOW REMOVAL PLAN



Presented and Administered by

## Jacobs

Challenging today.  
Reinventing tomorrow.

For

The City of Ontario, Oregon



*(Revised December 2025)*

## Section 1 – Administrative

### **a) Objective:**

The objective of the Ontario Municipal Airport Snow Removal Plan (ONO-SRP) is for the prompt removal of snow, ice, and slush in an efficient manner so that the airfield is in a safe operational status at all times. The handling of snow is an important part of airport operations, and personnel engaged in snow removal must know their assigned duties and snow removal operations, and will be effective upon the declaration of a snow emergency by the Airport Manager or his or her representative. The snow removal effort will be directed at clearing the airfield and associated taxiways areas. Priorities will be established to remove snow in the most efficient and safe manner regardless of snowfall. Snow & Ice Control responders and equipment will give first priority to the airfield until accumulated snow has been removed in a satisfactory manner. Additional snow and ice control information, as well as other related material, can be found in the Federal Aviation (FAA) Advisory Circular 150/5200-30C.

### **b) Airport Management Pre-season Meeting:**

The Airport Committee Director, Airport Manager, and Public Works Director will typically initiate a meeting, no later than the end of August, to discuss equipment and material inventory, repair needs, staffing, budget, training, previous years issue's, and any other topics associated with snow and ice control and its plan.

### **c) Ontario Airport Committee (ONO-AC) Meetings:**

The City of Ontario City Council has developed the Ontario Municipal Airport Committee (ONO-AC) to provide feedback and make recommendations for operations and maintenance at the airport, including snow and ice removal operations. The ONO-AC is chaired by the Airport Manager and includes the following: Airport Committee Director and Committee members, City Council Ex-Officio, FBO Manager, City of Ontario Public Works Director or designee, and other members as deemed necessary. During the month of July the Airport Manager will begin notifying tenants and airport users to review and provide comments to be discussed at the ONO-AC meeting, typically in September.

The following topics may be discussed in the ONO-AC meeting:

- ❖ Airport Clearing Operations Discussion Topics
- ❖ Areas Designated as Priority 1, any new airfield infrastructure
- ❖ Clearing operations and follow-up airfield assessments
- ❖ Potentials for pilot or vehicular runway incursions or incidents
- ❖ Staff requirements and qualifications (training)
- ❖ Streamline decision making process
- ❖ Response time to keep runways, taxiways and ramp areas operational
- ❖ Communication, terminology, frequencies, and procedures
- ❖ Monitoring and updating of runway surface conditions

- ❖ Issuance of NOTAMS/FCR's and dissemination to ensure timely notification
- ❖ Equipment inventory
- ❖ Status of procurement contracts, including storage of materials
- ❖ Validation of deicer certification letters from vendors (if applicable)
- ❖ Procedures for stormwater runoff mitigation
- ❖ Snow hauling/disposing, snow dumps
- ❖ FBO & Tenants Ground Deicing/Anti-icing Programs
- ❖ Assessing all airport tenants deicing programs.
- ❖ Maximize efficiency of operations during icing conditions by identifying locations for airplane deicing; planning taxi routes to minimize ground times.
- ❖ Any requirements for containment/collection of deicing/anti-icing.

**d) Personnel Training:**

All Jacobs Public Works personnel shall receive annual, recurrent snow removal training. All training for Public Works personnel is conducted by the Public Works Manager or appointed designee. Training requirements shall consist of knowledge of snow equipment, snow removal procedures, airfield layout, and any changes to the airport. (Reference FAA 14 C.F.R. 139.303a)

**e) Pre-event Meetings:**

Before each snow event, if possible, the Airport Manager should host a meeting and invite the FBO Manager to discuss any issues that have arisen from the last event, and that all outstanding issue items have been resolved. In addition, airport management shall ensure that sufficient staffing, materials, and equipment are available for a snow or ice event. (Reference FAA 14 C.F.R. 139.303a)

**f) Post Event Meetings:**

During the monthly meeting of the ONO-AC, the Airport Manager will address the most recent winter storm event and discuss any issues that need to be addressed or resolved before the next winter storm event. The FBO Manager may also bring forward any known issues, including those that may have come forward from other sources, including airport tenants and other users of the airport facilities. All members of the ONO-AC are encouraged to provide feedback to airport management before, during, or following each snow event if applicable. After a significant event or a challenging operation, or if as special circumstances dictate, a separate ONO-AC meeting may be held.

**g) Equipment Preparation:**

Sixty days prior to the snow season, Jacobs shall inspect and prepare each piece of snow removal equipment identified for use in airport snow removal operations. Required fluids, replacement parts, and snow removal equipment components will be inventoried and stockpiled. This information will be communicated to the Airport Manager.

## **Section 2 – Snow Removal Operations**

**Authority.** During the beginning of a winter storm event, the Airport Manager shall make a visual inspection of runways and taxiways and coordinate any necessary response with the Public Works Manager, who will make a determination of what action, if any, should be taken to improve the conditions (DOT/FAA/TC-TN/3/22 dated June 2013 – TALPA ARC RCAM). The FBO Manager may also contact the Airport Manager when conditions degrade. (*Call list phone numbers can be found on page 35.*)

**a) Snow Control Center (SCC):**

The SCC shall be the Airport Manager’s vehicle during all snow events. The SCC shall manage snow clearing operations, and serve as a prime source of all field condition reports.

**b) Shift Coverage:**

Jacobs is responsible to provide consistent coverage of all shifts (if applicable) during a snow event. Shifts will end upon the discretion of the Public Works Manager, or the next immediate supervisor.

**c) Airfield Clearance Times:**

The Ontario Municipal Airport shall use table 1-2 to determine clearance times. (Reference AC 150/5200-30c) **NOTE** – *Ontario Municipal Airport conducts up to 40,000 operations annually.*

**Table 1-2. Clearance Times for Non-Commercial Service Airports**

<i>Annual Airplane Operations (includes cargo operations)</i>	<i>Clearance Time<sup>1</sup> (hour)</i>
<i>40,000 or more</i>	<i>2</i>
<i>10,000 – but less than 40,000</i>	<i>3</i>
<i>6,000 – but less than 10,000</i>	<i>4</i>
<i>Less than 6,000</i>	<i>6</i>
<i>General: Although not specifically defined, Non-Commercial Service Airports are airports that are not classified as Commercial Service Airports [see Table 1-1, general note].</i>	
<i>Footnote 1: These airports may wish to have sufficient equipment to clear 1 inch (2.54 cm) of falling snow weighing up to 25 lb/ft<sup>2</sup> (400 kg/m<sup>2</sup>) from Priority 1 areas within the recommended clearance times.</i>	

**d) Airfield Clearing Priorities:**

Jacobs will provide a plow truck to begin airport snow removal operations once the City’s street network priorities have been addressed (In normal storm event conditions the response time will typically be 1 ½ to 2 hours). Snow and/or ice removal shall begin on the primary (instrument) runway and its associated taxiway. As necessary, the Airport Manager’s vehicle equipped with a plow will begin removal operations on the main road and parking lots. The snow removal efforts shall continue on the highest priority areas until completed, then move on to the next level of priority. Jacobs may dispatch additional equipment to support airport snow removal efforts as the City’s street network allows. Outside of normal working hours, a 12 hour advanced notification to the Airport Manager can provide for snow removal priorities to accommodate arriving or departing aircraft. The Airport Manager will maintain a log to track such requests.

**Priority 1**

Runway 15 & 33.

**Priority 2**

Main Taxiway.

**Priority 3**

Tarmac/plane parking area in front of FBO and appropriate taxiways to hangars.

*Parking lots and incidental areas will be plowed by the Airport Manager in the SCC vehicle.*

**e) Snow Removal Operations Triggers:**

Snow operations will commence when the depth of snow reaches 3 inches. Jacobs will dispatch a plow truck to the airport once its Street network Priority 1 streets have been treated. Snow removal will continue until completed.

### **Section 3 – Snow Clearing Principles**

**a) Runway and Taxiways:**

Jacobs plow operator will commence plowing of the main runway from the centerline out to the edge of pavement, then finish by plowing the second half the other direction. This will allow minimal impact of plows riding on runway striping. Priority crossovers are opened as needed along with priority connecting taxiways and intersections. When needed, a plow truck, loader, or backhoe may be used to remove the banks of snow along all of the edges. The lesser priorities are taken care of after the top priorities have been satisfied. A solid deicer, liquid deicer, and sand may be used alone or in combo when the need arises.

**b) Terminal Ramps, Taxi-lanes, other Ramps:**

All ramps are normally cleaned by their appropriate owners/renters, but as needed the airport will assist when able.

**c) NAVAIDs/Weather Observation Equipment:**

As needed, the airport will assist in clearing of snow around those areas.

**d) Controlling/Mitigating Snow Drifts:**

Snow piles/drifts will be addressed, if necessary, with the appropriate removal equipment (i.e., plow truck, loader, backhoe, etc.). Edges of runway and taxiway may also be plowed when needed.

### **Section 4 – Postseason Activities**

**a) Post Season ONO-AC Meeting:**

After each snow season, an ONO-AC meeting will be held, typically in July to review the snow season issues and recommendations for changes. The same topics as preseason should be reviewed. Provide assignments for postseason actions, i.e. Maintenance-inspect and repair equipment, replace sweeper heads, Operations – calibrate friction tester, Airport management – update Snow & Ice Control Plan.

**b) Airport Management Postseason Meeting:**

In July, airport management will review ONO-AC minutes, and make any recommendations necessary for procedural changes to both the Snow and Ice Control Program if applicable.

## **Section 5 – Notification Information**

*Please call for snow removal notification*

**City Manager**

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Cell – (541) 889-9197  
[ontario.silverhawkaviation@gmail.com](mailto:ontario.silverhawkaviation@gmail.com)

**Airport Manager**

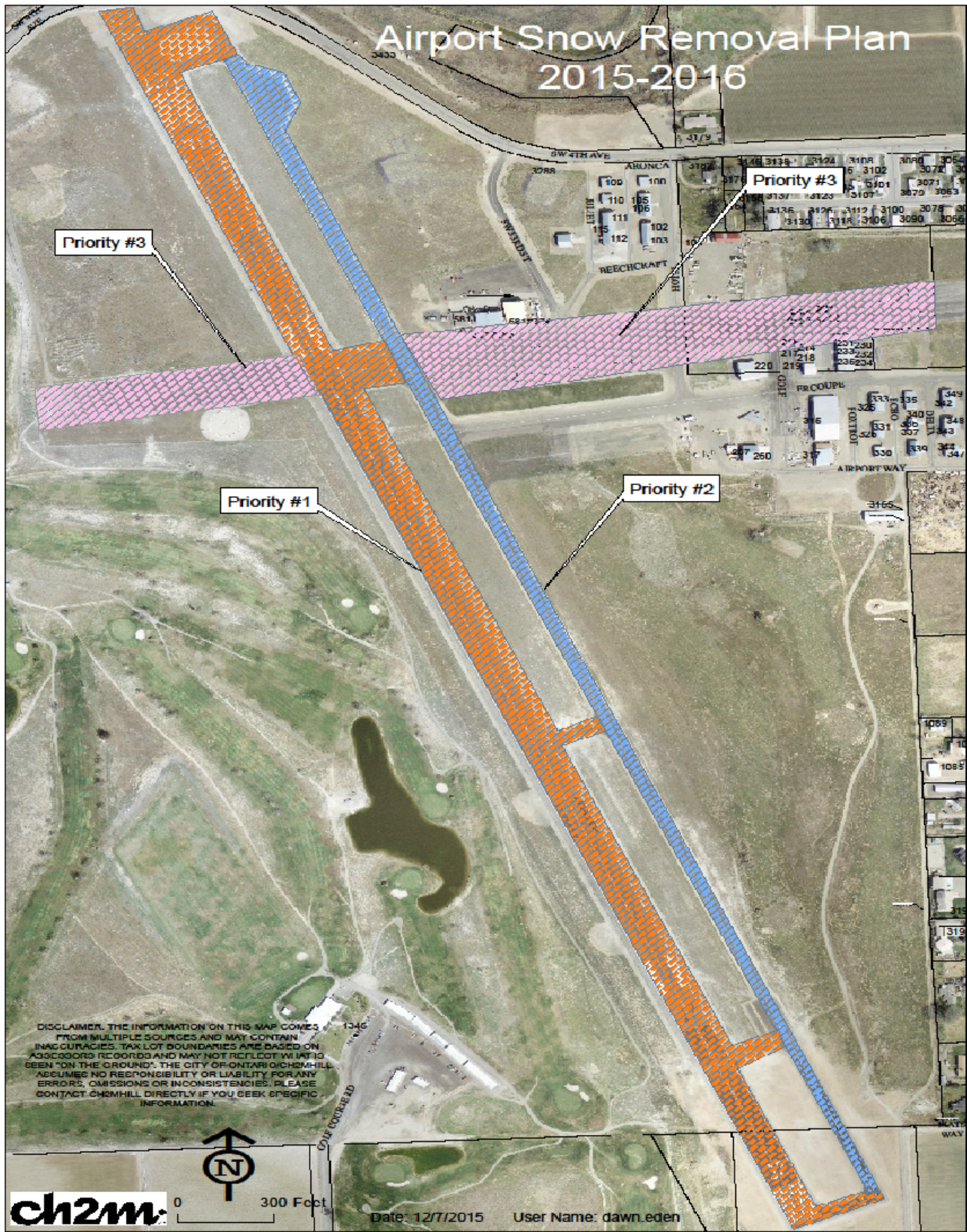
*Andy Wood*  
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[andy.wood@ontariooregon.org](mailto:andy.wood@ontariooregon.org)

**Section 6 – Definitions**

a) *Contaminant.* Any substance on a runway or taxiway; for the purpose of this SRP contaminant is snow, slush, ice or standing water.

- b) *Dry Snow*. Snow that has insufficient free water to cause cohesion between individual particles. If, when making a snowball, it falls apart, the snow is considered dry.
- c) *Wet Snow*. Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces. A well-compacted, solid snowball can be made, but water will not squeeze out.
- d) *Compacted Snow*. Snow that has been compressed into a solid mass that resists further compression and will hold together or break up into lumps if picked up.
- e) *Slush*. Snow that has water content exceeding its freely drained condition, such that it take on fluid properties (e.g. flowing and splashing). Water will drain from slush when a handful is picked up.
- f) *Patchy Conditions*. Areas of bare pavement showing through snow and/or ice covered pavements.
- g) *Approved Chemicals*. A chemical, either solid or liquid, that meets a generic SAE or MIL specification.
- h) *Fluid Deicer/Anti-Ice*. The approved specification is SAE AMS 1435. This specification covers deicing and anti-icing materials in the form of a fluid for runways and taxiways.
- i) *Generic Solids*. The approved specification is SAE AMS 1431. This specification covers a deicing and anti-icing compound in the form of a solid. Unless otherwise stated, all specifications referenced herein are latest (current) revision. These compounds have been used typically at airports on aircraft maneuvering areas, such as aprons, runways, and taxiways, for the prevention and removal of frozen deposits of snow, frost, and ice, but usage is not limited to such applications.
- j) *Braking Action*. A report of conditions on the airport movement area providing a pilot with a degree/quality of braking that he/she might expect. Braking action is reported in terms of good fair, poor, or nil.
- k) *Incursion*. Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.
- l) *Notice to Airmen (NOTAM)*. A notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.
- m) *PIREP*. Weather and other observations communicated by pilots to Flight Service, where they are made available to other pilots.

# Airport Snow Removal Plan 2015-2016



DISCLAIMER: THE INFORMATION ON THIS MAP COMES FROM MULTIPLE SOURCES AND MAY CONTAIN INACCURACIES. TAX LOT BOUNDARIES ARE BASED ON AGGREGORS RECORDS AND MAY NOT REFLECT WHAT IS SEEN "ON THE GROUND". THE CITY OF ONTARIO (CH2MHILL) ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ERRORS, OMISSIONS OR INCONSISTENCIES. PLEASE CONTACT CH2MHILL DIRECTLY IF YOU SEEK SPECIFIC INFORMATION.

**ch2m**

Date: 12/7/2015 User Name: dawn.eden