

**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, JANUARY 5, 2026, 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 January 2, 2026. 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

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) NEW BUSINESS

A) 2026 Officers Elections

7) REPORTS

8) HAND-OUTS/DISCUSSION ITEMS

A) Airport Budget Status October 2025 Report
B) Airport City-Owned Staged Hangar Project

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

A) Helicopter Parking Pad Project Updates

10) ADJOURN



Airport Committee Meeting Minutes

December. 1, 2025

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

- 1) **Roll Call:** Bill Hager-present, John Freeburg-absent, Pete Morgan-present, Charlotte Hatch-excused, 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)-excused.

Airport Manager: Andy Wood-present

FBO: Silverhawk: Absent

- 2) **PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) **MOTION TO ADOPT THE AGENDA:** Pete Morgan requested that item 7(B) be moved to 6(B) and “Helipad” be added as item 7(B). *Bill Hager moved to adopt the agenda as presented. Jim Beaumont second.* Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 6/0/2.*
- 4) **APPROVAL OF MINUTES:** Pete Morgan *moved to approve the minutes from 10/6/2025. Pete Morgan second.* Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 6/0/2.*

5) **OLD BUSINESS**

- A) *Airport Traffic Pattern:* Andy Wood updated the Committee about the sub-committee formed by airport shareholders that met on November 19th, 2025 to discuss pattern operations. The sub-committee and Andy Wood came up with four options as attached in the meeting packet. Andy Wood stressed the fact that the main reason for this discussion was noise complaints.

Shawn Coleman brought up having 33 as the calm wind runway allows for avoidance of flying over town. Bill Hager mentioned that it is much easier for the glider operations to takeoff towards the south (15). Rick Todd suggested that the airport do away with the calm wind runway. Lee Unterwegner from JUB Engineering said that the designated calm wind runway was suggested to protect the City from liability. Rick Todd asked that the glider club be added as an authorized user to post NOTAMs during their operations to let other pilots know and plan accordingly.



Ontario Municipal Airport
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andy.wood@ontariooregon.org

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Pete Morgan moved to approve Option 1 to remove the calm wind runway to improve noise abatement options. Rick Todd second. Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 6/0/2.

- B) *City of Ontario Snow and Ice Control Plan 2025 – Airport Section Only:* Pete Morgan asked about the corporate ramp not being listed as having any priority in the Snow Control Plan. Andy Wood explained that the first three priority areas are cleared first, then the corporate ramp and around the hangars. Pete Morgan suggested that the crosswind runway not be cleared to allow pilots to practice taxiing in snow and ice. No objections.

Rick Todd and Shawn Coleman asked for an update about the approved fluid and de-icing material. Andy Wood said they removed the ambiguous de-icing material specifications in the Plan.

6) HAND-OUTS/DISCUSSION ITEMS

- A) *Airport Budget Status September 2025 Report:* Andy Wood presented the budget and stated that it is tracking properly. There was a shortage of about \$3000 worth of Jet A flowage fees from the summer that was made up by the helicopters stationed at the airport during November. There should also be some Blackhawks coming this month as well, which should help the airport’s revenue.
- B) *Airport Helipad:* Pete Morgan had discussed with some local helicopter pilots about the proposed helipad and claimed they did not want to use a separate helipad away from the fixed wing apron. He mentioned that the other popular general aviation airports in the Treasure Valley do not have a helipad and don’t have a use for one. Pete proposed that the helipad be pushed back a few years and have other airport projects started sooner.

Andy Wood explained that he and the City had discussed at length with the FAA about the location and use of the helicopter parking area. The most practical area they found was between the FBO and Lifeflight. The planning and adding this project to the Master Plan has cost about \$500,000 and the design is supposed to start this winter. Lee Unterwegner interjected that there was enough of a public interest that the project was added to the Master Plan.

Pete Morgan moved that Andy Wood look into the FAA funding for the helipad and if it can be used for something else. Lee Unterwegner explained that the scope of work has already been approved by the FAA and Andy Wood is getting another estimate to confirm JUB Engineering’s fees are reasonable. JUB has also received the



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environmental clearance. Lee also explained that the CIP FAA funding cannot be used to make the City money until other requirements are satisfied.

No second was made. No motion approved.

7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Lee Unterwegner from JUB Engineering updated the Committee on the current airport projects. The BLM base project is being redesigned due to the budget, and JUB is waiting on approval from the City. The start of the project is likely to be delayed; there is no set date for bidding.

Andy Wood commented that the Airport Gate and Fence Project should be closed out during December, and the paperwork will be complete, as the project was completed at the end of October.

- 8) ADJOURN** *Moved by Bill Hager. Second by Mike Franks.* Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 6/0/2.*

The meeting was adjourned at 7:30 pm.

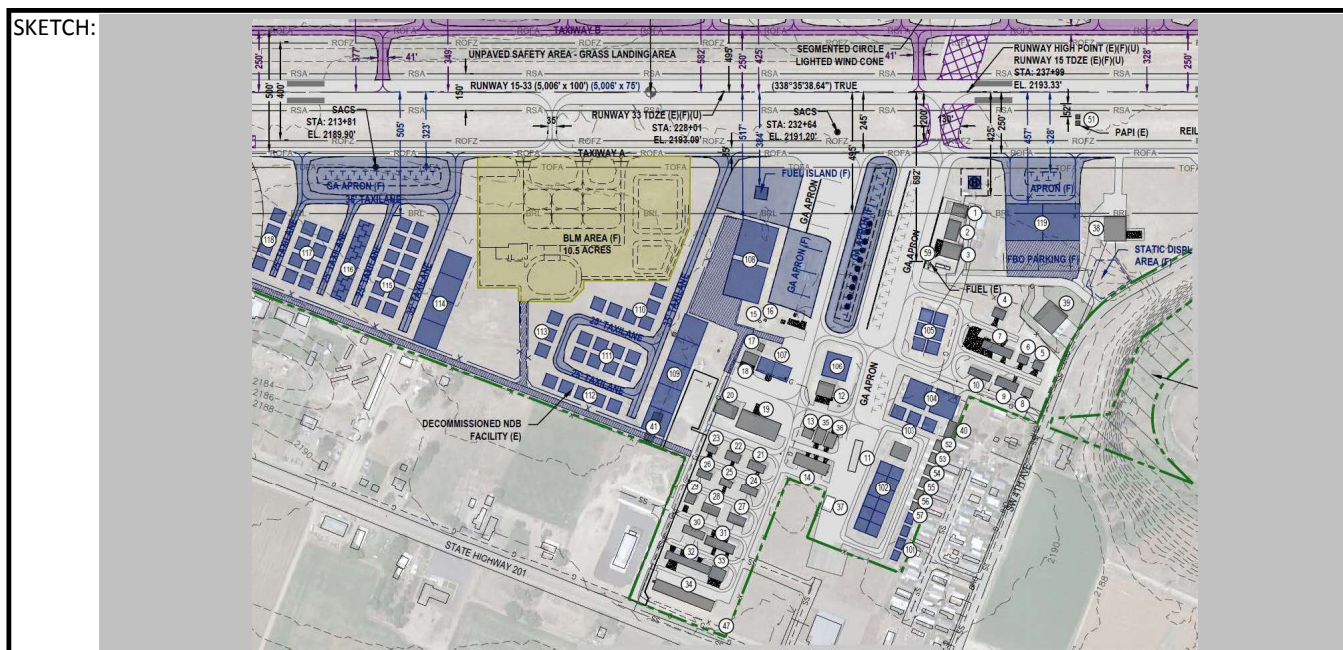
Next meeting: Monday, January 5, 2026, at 6 pm at Ontario City Hall.

Shawn Coleman - Chairman

Charlotte Hatch - Secretary

CIP DATA SHEET

AIRPORT	Ontario Municipal Airport	LOCID	ONO	LOCAL PRIORITY	1
PROJECT DESCRIPTION	City-owned Hangar Project - Stage 2			PLANNED YEAR TO CONSTRUCT	2029



JUSTIFICATION: The 3 staged development of approx 45 hangars, will allow for staged growth in the aviation industry by increasing aircraft protection from Oregon weather, vandalism, and preserving value. Allows for on-site work, quicker pre-flight checks, and keeps aircraft ready for immediate use. Stage 2 building 14 hangars will significantly increase the airport investment, self-reliance, productivity, and future growth to self sustainability. FYI: each hangar estimate: 5k admin, 20K eng, 10k inspect, const cost 145k, yrly 8% CPI for stages 2 and 3

COST ESTIMATE:

ADMINISTRATION:	\$ 85,000	1. Construction	\$ 2,445,000		4 \$
ENGINEERING:	\$ 340,000	2	\$		5 \$
INSPECTION:	\$ 170,000	3	\$		TOTAL: \$ 3,040,000

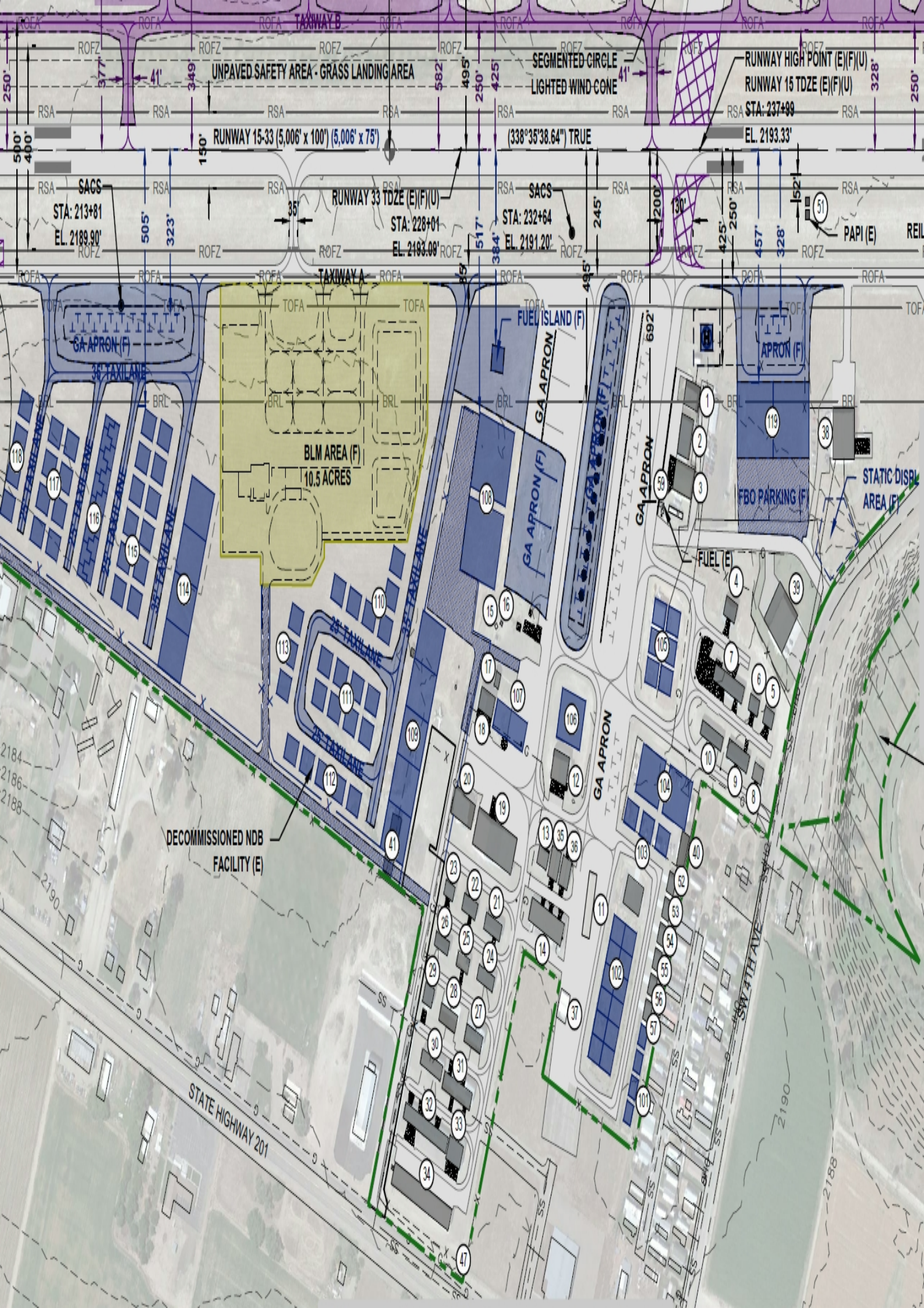
Federal (%) \$ 2,736,000
State \$ 273,600
Local (%) \$ 30,400

SPONSOR VERIFICATION:	Date (see instruction sheet or attached comments for more information)
For each and every project as applicable	8/12/25 -Date of approved ALP with project shown -Date of environmental determination (ROD, FONSI, CatEx) -Date of land acquisition or signed purchase agreement -Date of pavement maintenance program -Date of Benefit Cost Analysis (BCA) as required

SPONSOR'S SIGNATURE: Andrew Wood **DATE:** 12/23/2025
PRINTED NAME: Andrew Wood **TITLE:** Ontario Airport Manager
PHONE NUMBER: 541-709-7651 **EMAIL:** airport@ontariooregon.org

FAA USE ONLY

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$



UNPAVED SAFETY AREA - GRASS LANDING AREA

SEGMENTED CIRCLE
LIGHTED WIND CONE

RUNWAY HIGH POINT (E)(F)(U)
RUNWAY 15 TDZE (E)(F)(U)
STA: 237+99
EL. 2193.33'

RUNWAY 15-33 (5,006' x 100') (5,006' x 75')

(338°35'38.64") TRUE

SACS
STA: 213+81
EL. 2189.90'

RUNWAY 33 TDZE (E)(F)(U)
STA: 228+01
EL. 2193.00'

SACS
STA: 232+64
EL. 2191.20'

(51)

PAPI (E)

SA APRON (F)

BLM AREA (F)
10.5 ACRES

FUEL ISLAND (F)

GA APRON (F)

APRON (F)

STATIC DISPLAY
AREA (F)

FBO PARKING (F)

FUEL (E)

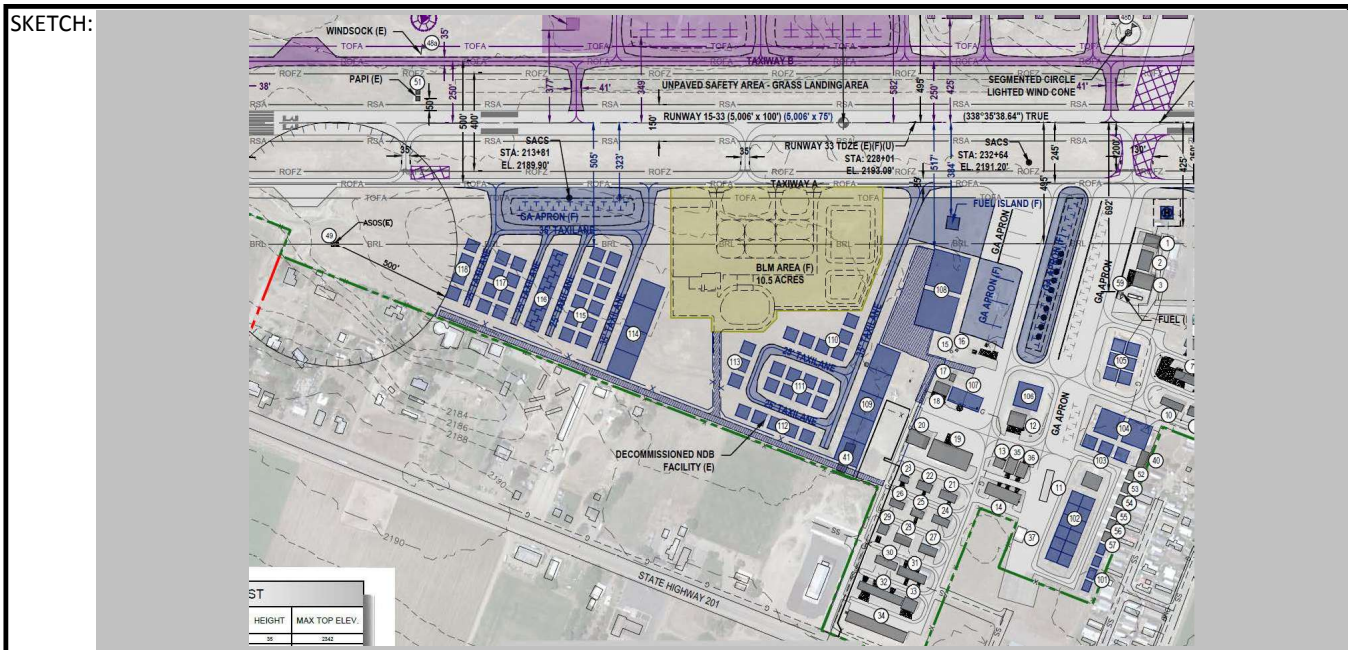
DECOMMISSIONED NDB
FACILITY (E)

STATE HIGHWAY 201

SWATHAVE

CIP DATA SHEET

AIRPORT	Ontario Municipal Airport	LOCID	ONO	LOCAL PRIORITY	1
PROJECT DESCRIPTION	City-owned Hangar Project - Stage 3			PLANNED YEAR TO CONSTRUCT	2030



JUSTIFICATION: The 3 staged development of approx 45 hangars, will allow for staged growth in the aviation industry by increasing aircraft protection from Oregon weather, vandalism, and preserving value. Allows for on-site work, quicker pre-flight checks, and keeps aircraft ready for immediate use. Stage 3 building 15 hangars will significantly increase the airport investment, self-reliance, productivity, and future growth to self sustainability. FYI: each hangar estimate: 5k admin, 20K eng, 10k inspect, const cost 145k, yrly 8% CPI for stages 2 and 3

COST ESTIMATE:

ADMINISTRATION:	\$ 85,000	1. Construction	\$ 2,904,200		4 \$
ENGINEERING:	\$ 340,000	2	\$		5 \$
INSPECTION:	\$ 170,000	3	\$		TOTAL: \$ 3,499,200

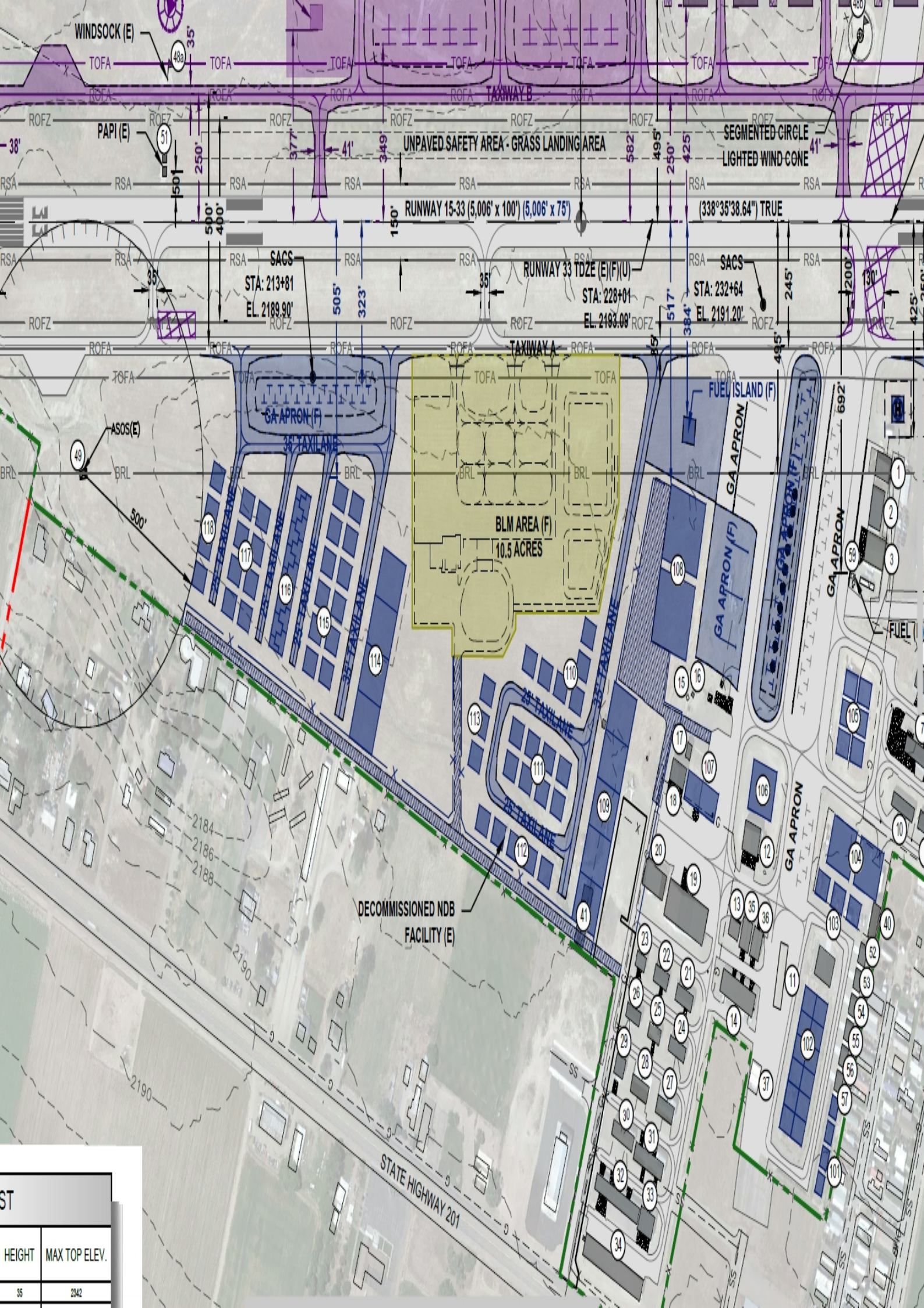
Federal (%) \$ 3,149,280
State \$ 314,928
Local (%) \$ 34,992

SPONSOR VERIFICATION:	Date (see instruction sheet or attached comments for more information)
For each and every project as applicable	8/12/25 -Date of approved ALP with project shown -Date of environmental determination (ROD, FONSI, CatEx) -Date of land acquisition or signed purchase agreement -Date of pavement maintenance program -Date of Benefit Cost Analysis (BCA) as required

SPONSOR'S SIGNATURE: Andrew Wood **DATE:** 12/23/2025
PRINTED NAME: Andrew Wood **TITLE:** Ontario Airport Manager
PHONE NUMBER: 541-709-7651 **EMAIL:** airport@ontariooregon.org

FAA USE ONLY

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$



ST	
HEIGHT	MAX TOP ELEV.
35	2942

CIP DATA SHEET

AIRPORT	Ontario Municipal Airport	LOCID	ONO	LOCAL PRIORITY	1
PROJECT DESCRIPTION	City-owned Hangar Project - Stage 1			PLANNED YEAR TO CONSTRUCT	2028

SKETCH:

Development Costs:
Main line power recapture fee: \$2,067.11 as of April 14, 2022
Power Service to building fees apply by Idaho Power.
SDC fee: \$142 per 1,000 Sq. Ft. building
Sewer & Water fees apply if connected
2025 Land Lease Area Rate: \$0.1799 per Sq. Ft.

JUSTIFICATION: The 3 staged development of approx 45 hangars. Will allow for staged growth in the aviation industry by increasing aircraft protection from Oregon weather, vandalism, and preserving value. Allows for on-site work, quicker pre-flight checks, and keeps aircraft ready for immediate use. Stage 1 building 16 hangars will significantly increase the airport investment, self-reliance, productivity, and future growth to self sustainability. FYI: each hangar estimate: 5k admin, 20K eng, 10k inspect, const cost 145k, yrly 8% CPI for stages 2 and 3

COST ESTIMATE:

ADMINISTRATION:	\$ 85,000	1. Construction	\$ 2,585,000		4 \$
ENGINEERING:	\$ 340,000	2	\$		5 \$
INSPECTION:	\$ 170,000	3	\$		TOTAL: \$ 3,180,000

Federal (%) \$ 2,862,000
State \$ 286,200
Local (%) \$ 31,800

SPONSOR VERIFICATION:	Date (see instruction sheet or attached comments for more information)
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