

**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, MAY 4, 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 May 1, 2026. 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 - April 6, 2026

**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) Silverhawk FBO Services

**7) NEW BUSINESS**

A) Fuel Card Lock Matching City Grant

**8) REPORTS**

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

A) Airport Budget Status Report - HANDOUT

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

**11) ADJOURN**



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## *Airport Committee Meeting Minutes*

*April 6, 2026*

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-present, Chairman Shawn Coleman-present, Alternate Jim Beaumont-excused.

**Ex Officio members:** Ken Hart (City Council)-present, 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:** *Pete Morgan moved to adopt the agenda. Charlotte Hatch second.* Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-yes, Mike-yes, Rick-yes, and Shawn-yes. *Motion carried 7/0/0.*
- 4) **APPROVAL OF MINUTES:** *Rick Todd moved to approve the minutes from 3/2/2026. John Freeburg second.* Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-yes, Mike-yes, Rick-yes, and Shawn-yes. *Motion carried 7/0/0.*

### 5) **REPORTS**

- A) *Helicopter Parking Pad Bid Results:* Andy Wood reported to the committee that the city received three bids, the lowest being from Gyllenberg Construction Inc. at \$195,687.10. The original engineer’s base bid estimate was \$165,995.00. Lee Unterwegner from JUB Engineering confirmed that the lowest bid was better than they had expected. The next steps will be to take the bids to the City Council for approval. *Pete Morgan moved that the Ontario Airport Committee finds the bids acceptable. John Freeburg second.* Roll call vote: Bill-yes, John-yes, Pete-yes, Charlotte-yes, Mike-yes, Rick-yes, and Shawn-yes. *Motion carried 7/0/0.*

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

- A) *January 2026 Airport Budget Status Report:* Andy Wood presented the January 2026 Airport Budget to the committee. Tie down fees started to come in during the January budget. There was an expense for fertilizer for airport maintenance. Pete Morgan asked about the amount under Petroleum Supplies and mentioned it seemed low.



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Andy Wood said he would check into that. Otherwise, everything on the budget was tracking according to plan.

- B) *Silverhawk FBO Services – Subcommittee meeting update:* Andy Wood summarized the subcommittee meeting between the City Manager and Silverhawk. Silverhawk will put together a 5-year plan for the FBO. The fuel farm updates and location are still being discussed. The FBO Manager sent Andy a fuel flowage report with TVCC and public fuel sales separated. There was no clear plan by Silverhawk to employ a full-time Ontario manager. There was a spoken agreement that Silverhawk intends to renew their lease. The next subcommittee meeting is planned for April 15<sup>th</sup>. The city must make the final decision by June to renew Silverhawk’s lease, which expires this October.

Discussion continued about the most beneficial course of action for the airport. Rick Todd stated that successful FBOs work with corporate operators to negotiate fuel rates to increase sales and corporate traffic to the airport. Ken Hart asked if there was another option for the FBO if the city decides not to renew Silverhawk’s lease. Dan Cummings mentioned there are no other interested parties at this time. With no FBO, the city could sell fuel, but that would require city personnel to staff it, even for fuel station maintenance. This would not be sustainable for the city. Rick Todd suggested a co-op of Ontario-based pilots could purchase fuel. Bill Hager suggested getting avionics shop on the field.

The discussion ended on the note that the city should plan for contingency in the likelihood that Silverhawk will request to renew their lease. In the event that the required FBO services continue not to be met, the committee suggested the city look into other options to protect the airport.

- C) *20240801 – Airport Master Plan:* Andy Wood presented previous airport projects, as listed in the Airport Master Plan excerpt attached to the meeting agenda. Andy also included figures on the validated aircraft based in Ontario from 2017 to 2026. The airport occupancy has trended up to nearly 100% over the past four years. Andy mentioned that this is also another reason he has pushed for there to be more hangars built on the airport to make space for more occupants.

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

Lee Unterwegner from JUB Engineering reported that the helicopter parking pad plans are set to start in June or July. The FAA funding is pending for the parking pad. The city could pursue grant funding, which would be faster than FAA funding. However, FAA funding is more flexible.



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The BLM plans are being reviewed in two weeks. They are currently at 65% design process. The plans have been downsized to exclude the helicopter section due to budget restrictions.

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

The meeting was adjourned at 7:35 pm.

**Next meeting:** Monday, May 4, 2026 at 6 pm at Ontario City Hall.

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Shawn Coleman - Chairman

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Charlotte Hatch - Secretary



**AGENDA REPORT  
NEW BUSINESS  
May 4, 2026**

To: Airport Committee  
FROM: Andy Wood, Airport Manager  
SUBJECT: **FUEL CARD LOCK MATCHING CITY GRANT**  
DATE: April 29, 2026

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**PROPOSED MOTION:**

**I MOVE THE AIRPORT COMMITTEE TO RECOMMEND TO THE ONTARIO BUDGET COMMITTEE TO APPROVE A FUEL CARD LOCK MATCHING CITY GRANT IN THE AMOUNT OF \$40,000.00**

**SUMMARY:**

During a scheduled Airport Subcommittee Meeting an offer was made for the City of Ontario to match the estimated \$40,000 to improve the Fuel Terminal at Ontario Municipal Airport by Silverhawk FBO.

**BACKGROUND:**

The Airport Committee formed a subcommittee to review Silverhawk FBO Service agreement and lease agreements.

**CURRENT SITUATION:**

Two Airport Committee meetings and two Airport Subcommittee meetings have occurred to improve the FBO services at Ontario Municipal Airport. Part of these resolutions is to upgrade the fuel terminals.

**ANALYSIS:**

- A. **STRATEGIC PLAN** None
- B. **FINANCIAL** Silverhawk Aviation \$40,000.00 fuel improvement upgrade with the City of Ontario matching another \$40,000.00 total. Matching funds to be allocated in the 2026-2027 Financial Year City Budget.
- C. **TIMING** Silverhawk Aviation would like to start the upgrade as soon as possible.
- D. **POLICY/LEGAL** None

**ALTERNATIVES:**

None

**RECOMMENDATION:**

Staff recommends the Airport Committee to recommends the \$40,000.00 matching funds for fuel terminal improvements.

**ATTACHMENTS:**

None