



Department of Public Works

Blossom Scott-Heim, P.E.
Director

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FACILITIES MANAGEMENT

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ROAD OPERATIONS

Superintendent of
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SOLID WASTE

Solid Waste Director
Deborah Reagan
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SURVEYING

County Surveyor
Warren Smith, L.S.
209.533.5626

AGENDA
TUOLUMNE COUNTY BOARD OF SUPERVISORS
AIRPORTS ADVISORY COMMITTEE
April 14, 2025
10:00 AM – 12:00 PM

LOCATION:
48 Yaney Ave, Sonora, CA
Third Floor Conference Room- Public Works-3A

This Airports Advisory Committee meeting will be available to the public via in-person attendance only at the above physical address.

1. INTRODUCTIONS

2. PUBLIC FORUM

The public may speak on any item, not on the printed agenda. No Action may be taken by the committee. The amount of time allocated for the public forum is limited to 15 minutes total.

3. COMMITTEE BUSINESS

- a. Swearing in of Airports Advisory Committee members - Heather Ryan, Senior Board Clerk.

4. STAFF / COMMITTEE REPORTS

5. DISCUSSION/ACTION ITEMS

- a. Columbia Airport Campground and Pavilion Policies

6. NEXT MEETING – May 12, 2025, 10:00 AM – 12:00 PM, 48 Yaney Ave, Sonora, CA,
Third Floor Conference Room- Public Works-3A

7. ADJOURNMENT



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TO: Airport Advisory Committee Members

FROM: Tonya Scheftner, P.G., Airport Manager
Blossom Scott-Heim, P.E., Director

DATE: April 11, 2025

RE: Columbia Airport Campground and Pavilion Policies

REQUESTED ACTION

Presentation and consideration of recommending acceptance of the updated Columbia Airport Fly-In Campground Policy and Columbia Airport Campground Pavilion Policy.

BACKGROUND INFORMATION

The Columbia Airport Fly-In Campground is a unique asset in our region and a popular destination for aircraft organizations to hold annual fly-ins for their members and guests. One of only a few fly-in campgrounds in the state, our campground boasts 20 campsites with picnic tables and fire rings, as well as areas where pilots can camp right under the wing of their airplane. Campground amenities include flush toilets, hot showers, barbecues, horseshoe pits, and a volleyball court. The campground Pavilion also features a full kitchen and dining hall and is available for rent separately.

The Campground and Pavilion policies have not been updated for many years and are overdue for a refresh. The updates include updated fees, restrictions on use, clean up language, updated payment options, clarifying maximum camping durations, and clarifying RV policies.

FINANCIAL IMPACT

We anticipate that the increase in Campground fees will generate an additional \$10,000 annually, and that the increase in Pavilion fees will generate an additional \$1,300 annually at the current usage. We expect this revenue to increase as we implement a targeted marketing campaign for the facilities.

RECOMMENDATION

It is recommended that you recommend acceptance of the updated Columbia Airport Fly-In Campground Policy and Columbia Airport Campground Pavilion Policy, including updated fees.

Columbia Airport

Fly-In Campground **Information and Rules for Use**

Historically, the Columbia Airport has contributed locally as an economic generator. A component of doing so is public relations. Part of public relations is image building. Columbia Airport has two distinct main image builders: the Father's Day Fly-In and the Columbia Airport Campground. Many of the flying public first experience the Columbia area by camping at the Campground, or attending the Fly-In. This, in turn, results in many return trips by these pilots and passengers back to Columbia Airport, who then shop at stores, eat at restaurants and stay in hotels in Columbia and the surrounding area.

The Columbia Airport Campground is an amenity of Columbia Airport available to all visiting aircraft. Ground support vehicles, including cars and RVs, are only permitted when they are directly associated with walk-in or in support of an aviation related event. The campground is open for year-round fly-in camping. During the winter, the wet and often muddy conditions discourage pilots from taxiing their planes to the campground. The peak use of the campground is between May and August.

The campground is available on a first-come, first-served basis. No reservations are required for campsites; however, pilots and fly-in groups are encouraged to contact the Columbia Airport Administration office at 209-533-5685 in advance to verify availability.

The Columbia Airport Campground offers several features that make it an excellent destination for visiting pilots. These features include:

- 20 regular campsites with picnic tables and fire rings
- 3 Gorilla carts to transport belongings from aircraft to campsite
- A community fire ring (56" diameter)
- Firewood available for purchase
- Two Bathrooms (1 for each gender) with flush toilets and hot showers
- Meeting room and kitchen facility rentals (the Pavilion)
- 9-hole Disc golf course
- 5 small pedestal barbecues
- Bear box containers to store food items at each campsite
- 2 large block barbecues
- 2 horseshoe pits
- 1 sand volleyball court
- Walking distance to Columbia State Historic Park
- Historic air tanker available to tour

Campground Rules:

The walk-in campground is designated solely for aviation-related activities. Only guests arriving by aircraft are permitted to camp. Support vehicles directly associated with the fly-in aircraft are allowed, but ground vehicle access for non-aviation camping is strictly prohibited to maintain the aviation-focused nature of the site and maintain airport safety. To ensure the safety and enjoyment of all, campground visitors must abide by the following rules:

Aircraft Parking

1. Pilots shall not park their aircraft in the grass runway's Object Free Area (OFA). This area must be kept clear of parked aircraft, people, vehicles, etc. The edge of the OFA is 125' from the centerline of the grass runway and extends 200' beyond each end of the runway. Failure to keep this area clear may result in closing the grass runway for safety.
2. There are no tiedowns at the campground, but pilots can install their own temporary anchors. Pilots must remove all tiedown anchors at the end of their visit. Pilots must exercise caution when taxiing to the unimproved parking areas. Please do not use rocks as wheel chocks.
3. Camping under the wing of your plane is permitted and subject to the overnight use fee.

Campground Use

1. Campfires are permitted in the designated fire rings only. Use of the barbecues is permitted with charcoal briquettes only. No wood shall be placed in the barbecues. Summer brings EXTREME FIRE DANGER to Columbia Airport, so please keep campfires no larger than 2' above the fire ring. **Fires must be COMPLETELY extinguished before departing.**
2. Camp stoves are only permitted when used on the picnic tables.
3. Pavilion rental is separate. The event coordinator must schedule the rental of the Pavilion meeting room and/or kitchen with the Airport Administration office in advance.
4. Showers should be limited to 5 minutes to reduce hot water consumption and to avoid backing up the septic system.
5. Quiet hours are between 10:00 pm and 7:00 am (airplane noise excepted).
6. Trash cans and recycle bins are provided around the campground and shall be used by all campers. No household waste disposal is permitted.
7. **The overnight use fee is \$20 per campsite** in the campground or **per aircraft** if camping under the wing of an airplane. Payment should be made using the payment envelopes provided in the campground kiosk, Bald Eagle Aviation, or Airport Administration office or by QR Code.
8. Tent or airplane camping is allowed for no more than 7 consecutive days.
9. **The Recreational Vehicle (RV) of \$25 per night** should be paid using the payment envelopes provided in the campground kiosk, Bald Eagle Aviation, or Airport Administration office or by QR Code. **Dry dock rental only**; the campground does not supply water, electricity, or sewage disposal.

10. RV Camping is allowed for no more than a period of 7 consecutive days. RVs must be associated with fly-in aircraft or aviation related activities and must be approved by the Airport Manager.
11. The vehicle parking area for the campground is accessed via the Chili Gulch Road gate. Vehicles may be parked overnight in the designated parking area only and must be associated with fly-in aircraft or aviation related activities. Vehicles are subject to the overnight use fee of \$20 per vehicle.
12. If the number of guests is anticipated to exceed 40 people and the event will last for more than 5 hours, the camping group is required to pay for additional porta-potties.
13. Dogs are allowed in the campground but must be on a leash or under owners control at all times.

Runway Safety

1. All pilots shall strictly adhere to the rules for use of the grass runway.
2. No vehicles are allowed to drive on the grass runway as this could damage the grass.
3. Aircraft always have the right-of-way.
4. **Vehicle crossing at the windsock is not permitted. If vehicles associated with the camping group, or individuals associated with the camping group are observed crossing Rwy 17/35 at the windsock, your organization may not be allowed to use the Campground in the future or may be assessed a fee of \$500 per vehicle per occurrence.**
5. Pedestrians and those on bicycles may cross the runway at the windsock after carefully looking both directions for arriving and departing aircraft and verifying that it is safe to cross.

Fly-In Group Requirements

1. Assign a responsible individual/spokesperson to ensure no aircraft park in the runway Object Free Area (OFA) of the grass runway. All communication between Airport Staff and the Group shall be via the spokesperson identified by the Group.
2. Schedule the use of the Pavilion in advance with the Airport Administration Office. The Pavilion use fee must be paid in advance.
3. Clean up the campground and Pavilion before leaving the airport.
4. Place all refuse in the location specified by the airport.
5. Notify the Airport Administration Office if you plan to conduct special events or contests such as spot landings, live music, banquets, etc.
6. Fly-In groups shall understand that their group may not exclusively use the tiedown areas or campsites. The airport and campground will remain open to all visitors.
7. The sale of alcoholic beverages is not permitted.
8. If the number of guests is anticipated to exceed 40 people and the event will last for more than 5 hours, the camping group is required to pay for additional porta-potties

Special Events

1. Airport personnel need a minimum of 7 days notification for Fly-In special events, such as spot landings.
2. Provide Airport personnel with the name, address, and phone number of a "Contact Person/Spokesperson" for the Fly-In group. This person must be immediately available to Airport personnel during the Fly-In, so that circumstances requiring immediate resolution to mitigate safety problems can be addressed.
3. With prior notification of date and time, Airport personnel will put a chalk/limestone line on Runway 17/35 for spot landings. No contest or special events are to be held on the grass runway.
4. No more than two judges for each special event may stand inside the runway Obstacle Free Zone (OFZ) on the west side of Runway 17/35 (within 40 feet of the edge of Runway 17-35 pavement) during landing or other contests.
5. Spectators must stay at least 40 feet from the west edge of Runway 17/35 (behind the runway OFZ on the west side of the Runway) or on the east side of the parallel taxiway.

Do's and Don'ts for Pilots

1. Do not take off on Runway 17 and then make an early turnout to the right over the campground or grass runway.
2. All pilots shall be alert that there are four active runways at Columbia Airport and that aircraft could be using them at any time.
3. Landings on Runway 11 are discouraged, and go-arounds on Runway 11 should be avoided if possible. Take-offs on Runway 11 are prohibited. This is due to the conflict with aircraft departing Runway 17-35.
4. Pilots should avoid heavy braking on the grass runway. Also, tailwheel pivot turns should be avoided as this damage the grass.
5. All pilots shall use the radio (Unicom 122.975) to announce their position in the traffic patterns.
6. Pilots taking off on Runway 17 should be especially alert for aircraft landing on Runway 29. Also, pilots landing on Runway 29 should be alert for aircraft departing Runway 17.
7. Pilots on downwind for Runway 17 should be alert for aircraft departing Runway 29 or in the traffic pattern for Runway 29.
8. Pilots should manage their power settings to minimize propeller noise while in the traffic pattern but also maintain safe operation of their aircraft.
9. Repetitive low passes on the grass runway are discouraged.
10. If a "KEEP OFF – MUDDY" sign is posted anywhere on a taxiway or parking area, pilots shall not taxi or park their aircraft there. These areas are not suitable for aircraft movements.

Policies and Procedures
Columbia Airport Campground
Pavilion and Kitchen

The Columbia Airport Campground Pavilion and Kitchen is an amenity of the Columbia Airport available to all visiting aircraft and aviation centered events. The Campground Pavilion and Kitchen is open year-round for rental. The peak use of the Campground Pavilion and Kitchen is between May and August.

All facility reservations will be conducted through the Airport Administrative Office either in person or on their website at <https://www.tuolumnecounty.ca.gov/372/Columbia-Airport>. To lock in a reservation, users will be required to complete the Campground Pavilion and Kitchen Use Agreement, pay the full rental fee, and provide the required insurance.

1. Private individuals and organizations may use the Campground Pavilion and Kitchen, and outdoor meeting spaces outlined below with advance payment at a cost of:

Campground Pavilion and Kitchen

Facility	Cost
Pavilion and Kitchen	\$200.00 per day
Pavilion and Kitchen	\$350.00 per weekend*
Refundable Cleaning Deposit	\$250.00

* Weekend includes either the preceding Friday or the following Monday

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate, and the endorsement page:

- The certificate of insurance must be submitted no later than thirty(30) calendar days prior to the reservation date.
 - Insured's name is the same as listed on the Facility Use Application.
 - Date, time and location of the event
- a. All organizations, public or private individuals ("Renter") shall provide insurance at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The Renter's insurance policy(ies) shall be placed with insurer(s) with acceptable Best's rating of A:VII or with approval of the Risk Manager. The Renter shall provide notice hand delivered to the Recreation Division of the County or by registered mail, return receipt requested, thirty (30) days prior to cancellation or material change for all of the following stated

insurance policies:

- General Liability Coverage - Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an “occurrence” basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. If the use includes athletic activities, Renter shall provide evidence of that the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance. If the Renter maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.
- a. Other Insurance Provisions - The insurance policies are to contain, or be endorsed to contain, the following provisions:
- Additional Insured Status - The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
 - Primary Coverage - For any claims related to this contract, the Renter’s insurance coverage shall be primary and non-contributory insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Renter’s insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.
 - Umbrella or Excess Policy - The Renter may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis,

with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Renter's primary and excess liability policies are exhausted.

- Notice of Cancellation - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.
- Waiver of Subrogation - Renter hereby grants to Entity a waiver of any right to subrogation which any insurer of said Renter may acquire against the Entity by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

- Verification of Coverage - Renter shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. All certificates and endorsements are to be received and approved by the Entity at least five days before Renter commences activities.
- Homeowners Insurance - In some cases, the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the Entity.
- Special Events Coverage - Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Renter can obtain additional information and cost from Entity.
- Special Risks or Circumstances - Entity reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

- b. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. At the

County's option, Renter shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

- c. Unsatisfactory Policies: If at any time any of the policies or endorsements be unsatisfactory as to form or substance, or if an issuing company shall be unsatisfactory, to the Risk Manager, a new policy or endorsement shall be promptly obtained and evidence submitted to the Recreation Division for approval.
- d. Failure to Comply: Upon failure to comply with any of these insurance requirements, this Agreement may be forthwith declared suspended or terminated. Failure to obtain and/or maintain any required insurance shall not relieve any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the indemnification obligations.

Renter's Responsibilities

1. Facility Use Applications must be submitted no later than thirty (30) calendar days prior to the reservation date. Applications for reservations that already have insurance on file and will not have alcohol may be submitted within the 30-day window only if all documents are submitted and approved prior to the reservation date.
2. An airport employee will unlock the facility and dumpster an hour before the reservation start time.
3. The Renter shall be responsible for cleaning the facility immediately after the conclusion of their scheduled event. All set-up and clean-up time must be included in the Facility Use Application requested rental hours. The facility must be thoroughly cleaned as detailed in the cleaning checklist that is provided online through the reservation system and posted on site. All trash must be placed in the Failure to clean the facility after will result in the loss of the cleaning deposit and possible future rental privileges.
4. Use of facilities includes tables and chairs within the facility as part of the rental fee.
 - a. Tables, chairs and any other items used need to be returned to the proper storage location upon completion of the rental. Renter must return the space to the same set up and condition as when renter arrived.
5. No alcoholic beverages of any kind shall be consumed inside the facility or on any part of the property on which the facility is located unless the proper application to serve or sell alcohol has been submitted and approved by the County prior to the reservation date.
6. No open flames allowed inside or outside the facility.
7. Decorating using nails, staples, push pins, metallic confetti, glitter, sand and all varieties of tape are prohibited. In the event these items are used without prior authorization and damage is caused to the Facility as a result, all repair, clean-up, and/or replacement

costs will be charged to the renter.

8. No smoking shall be permitted inside the facility or on any part of the property on which the facility is located.
9. No illegal activity of any kind shall be conducted inside the facility or on any part of the property on which the facility is located.
10. No advertising shall be exhibited, and no solicitations or sales shall be allowed inside the facility or on any part of the property on which the facility is located, if such advertising, solicitation or sales are made on behalf of a profit-making organization/group or person.
11. Verifiable abuses of any of these policies and procedures will result in the inability to rent a facility in the future.

Facility Damages

- If damages are caused because of the rental of the facility, it will be the responsibility of the Renter to pay for said damage. Damages will be shown to the renter before repairs are made. It is the responsibility of the renter to identify and alert the County of any damage noted prior to the use of the facility. The County has the sole discretion of who performs the repairs or replacement products and all the fees incurred will be the financial responsibility of the Renter.

Cancellations

- All cancellations will be based on the Tuolumne County Airport Division's Refund and Cancellation Policy as agreed to when submitting the reservation request.