

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
April 16, 2015**

CALL TO ORDER: Chair Tom Ryan called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

Present: Chair Tom Ryan and Commissioners David Morrison, Robb Paul, Dan Sprague and ex-officio Rob Levin

Absent: Commissioner Clint Newell (excused), Frank Inman (excused) and Gary Crowe

Others Present: City Manager Lance Colley, Airport Manager Pat Loegering, and Staff Assistant Sandy Cook.

APPROVAL OF MINUTES

Paul moved to approve the minutes of the February 19, 2015 Airport Commission meeting as presented. Motion was seconded by Sprague and carried unanimously.

Lease Amendment – Tom Thumb Storage

Loegering advised that the owners of the Tom Thumb Storage facility have requested a modification to their existing lease contract. Staff has been working with them to resolve issues and the document was presented to the Commission for consideration. The amendment includes: an extension to the initial term to December 31, 2040; options for renewal for 2 ten year extensions and one five year extension; and, change to the rental rates. The Commission is asked to forward a recommendation to Council for consideration and final decision. The two extensions will be renegotiated upon renewal of the contract at the end of the twenty five years.

Paul moved to recommend Council approve the Airport Lease Amendment for Tom Thumb Mini-Storage as presented. Morrison seconded; motion passed unanimously.

Wildlife Mitigation – Loegering advised the status of recent mitigation of wildlife on the Airport property and vicinity noting The Relocator has already removed 12 geese and 42 nutria from the Airport property.

Apron Paving Schedule and Status – Loegering advised that the contractor will finish the contract work at the Airport on May 26 and will have 48 calendar days to complete the work. This does not impact other activities scheduled at the Airport. This will complete the paving project although some additional relocating of hangars will occur during the paving.

Status of control line competition – The Model Aircraft organization is finalizing plans for the upcoming completion including a fly-in breakfast.

Wings and Wheels planning update – Loegering updated the Commission on the progress of the Wings and Wheels event scheduled for July 18, 2015. Fundraising is ongoing.

Carl Memorial Upgrade – There have been additional improvements at the Carl Memorial. The Marine Corp. League is working with Wintergreen Nursery to accomplish additional work. The Commission recognized the improvements and applauded Staff.

FBO Annual Review – Loegering completed the FBO annual review with Rob Levin yesterday, noting everything is as required per the current lease.

Maintenance Report – The February, 2015 and March, 2015 reports were provided. Please note that the gate between the corporate hangars on the south ramp has been fixed.

Business from the Commission – The sign at the north end needs repaired and Loegering is working with the vendor to accomplish those repairs under warranty. The homeless shelter located near the seep area has been reported to the Police for enforcement.

ADJOURNMENT - Meeting was adjourned at 3:48 p.m. Next meeting is scheduled for May 21, 2015.

Sandy Cook, Staff Assistant

AIRPORT MAINTENANCE REPORT

April-2015

1. Checked runway and taxi way lights weekly – changed bulbs, adjusted signs as needed
2. Clean Hangar G Restroom weekly
3. Check grounds, fence, signs, runway, gates, taxiway, Marion Carl Memorial area
4. Security lights checked after dark by street sweeper employee
5. Pick up trash weekly and as needed
6. Monthly visual storm water check for DEQ report
7. Changed reader board
8. South end trash(daily) and North end restrooms cleaned and stocked (weekly)

AIRPORT MAINTENANCE REPORT

May-2015

1. Checked runway and taxi way lights weekly – changed bulbs, adjusted signs as needed
2. Clean Hangar G Restroom weekly
3. Check grounds, fence, signs, runway, gates, taxiway, Marion Carl Memorial area
4. Security lights checked after dark by street sweeper employee
5. Pick up trash weekly and as needed
6. Monthly visual storm water check for DEQ report
7. Changed reader board
8. South end trash(daily) and North end restrooms cleaned and stocked (weekly)
9. Street crew mowed grounds
10. Installed anchor bolts for model airplane club, removed tie down chains and provide barricades for Memorial Day Control Line Competition



**CITY OF ROSEBURG
AIRPORT COMMISSION
AGENDA ITEM SUMMARY**

Meeting Date: June 18, 2015

AIRPORT ACTIVITY REPORT

- Control Line Model Airplane Competition Report
- Roseburg Wings and Wheels Planning Update
- South Apron Construction Status
- Airport Occupancy Report
- Maj. General Marion T. Carl Memorial Upgrades

STAFF RECOMMENDATION: This memo is for information only. No commission action is necessary at this time.

A handwritten signature in black ink, appearing to read "Patricia Loegering".

Patricia Loegering, Airport Manager