

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
February 19, 2015**

CALL TO ORDER: Chair Tom Ryan called the meeting of the Roseburg Airport Commission to order at 3:31 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

Present: Chair Tom Ryan and Commissioners Gary Crowe, Frank Inman, David Morrison, Robb Paul. Dan Sprague (arrived at 3:33 pm)

Absent: Commissioner Clint Newell (Excused) and ex-officio Rob Levin

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

APPROVAL OF MINUTES

Ryan suggested the minutes implied he was late and requested a correction. *Paul moved to approve the minutes of the December 18, 2014 Airport Commission meeting as corrected. Motion was seconded by Inman and carried unanimously.*

Fish Bridge Design Award – – Loegering advised that Mead & Hunt and ESA Vigil-Agrimis received the Engineering Excellence Award for the Roseburg Airport Fish Ladder Project from the American Council of Engineering Companies of Oregon. This is an annual design competition that recognizes engineering achievements that demonstrate the highest degree of merit and ingenuity. With concurrence of the Commission, Colley will do a full press release.

Gate Repair Update – Loegering advised the repairs to the gate have been completed and it appears to be working properly at this time. She explained that the removed defective hydraulic component will be sent out to be refurbished and kept in storage as a backup for any of the 3 lift gates at the Airport.

Status of control line competition – Advertising has begun for this Memorial Day weekend event.

Wings and Wheels status update – The Saturday of Memorial Day weekend (May 23rd) will be a fly-in breakfast fundraiser. This event is moving forward with a lot of volunteers interested in participating. Loegering anticipates expanding the vendors to include aviation and possibly community involvement. This event is scheduled for July 18th weekend. In response to questioning about potential air show type attractions, Loegering said nostalgic warbird by-plane rides may be included. Staff will research the possibility of fly-bys.

Maintenance Report – The December, 2014 and January, 2015 reports were provided.

Business From The Staff – Loegering is working with the Relocator for the nutria and water fowl.

ADJOURNMENT - Meeting was adjourned at 3:50 p.m. Next meeting is scheduled for March 19, 2015.

Sandy Cook, Staff Assistant

CITY OF ROSEBURG
AIRPORT
COMMISSION AGENDA
ITEM SUMMARY Meeting
Date: April 16, 2015



PLR

TOM THUMB MINI-STORAGE LEASE AMENDMENT

SUMMARY: Tom Thumb Mini-Storage LLC has requested an amendment to their lease of Airport property as follows:

- Extend the initial term to 35 years ending December 31, 2040
- Add options for renewal for two (2) ten year extensions
- Change the rental rate section to Base Rent only (eliminate the gross income clause), and continue to adjust the rate every 5 years as in the current lease.

Staff will present the amended lease for consideration at the meeting on April 16. This will be a recommendation to City Council for approval.

STAFF RECOMMENDATION: Recommend to approve as stated.

RECOMMENDED MOTION: I recommend to Council the approval of the Airport lease amendment for Tom Thumb Mini-Storage as presented.

Patricia Loegering, Airport Manager



PH

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

Meeting Date: April 16, 2015

AIRPORT ACTIVITY REPORT

- Wildlife Mitigation
- Apron Paving Schedule and Status
- Status of Model Aircraft Control Line Competition and Fly-In Breakfast
- Wings and Wheels Planning Update
- Carl Memorial Upgrade
- FBO Annual Review

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

Patricia Loegering, Airport Manager

AIRPORT MAINTENANCE REPORT

Feb-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. Had Pacific Northwest Fence repair Gate #3

AIRPORT MAINTENANCE REPORT

March-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)