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CITY OF ROSEBURG
AIRPORT COMMISSION
Thursday, December 17, 2015
City Hall Third Floor Conference Room 3:30 p.m.

NOTE: *It is up to each of you as Commissioners and Staff to let staff know before the day of the meeting if you will not be able to attend. Thank you.*

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL:

Tom Ryan, Chair	Dave Morrison
Gary Crowe	Frank Inman
Dan Sprague	Clint Newell
Robb Paul	Rob Levin (ex-officio)
- III. APPROVAL OF MINUTES
 - A. November 19, 2015 - Airport Commission Meeting
- IV. DISCUSSION ITEMS/VERBAL REPORTS
 - A. Funding Options for improvements
- V. INFORMATIONAL
 - A. Airport Activity Report
 - B. Maintenance Report – November, 2015
- VI. BUSINESS FROM THE GENERAL PUBLIC: At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name and address for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.
- VII. BUSINESS FROM COMMISSION MEMBERS
- VIII. NEXT REGULAR COMMISSION MEETING DATE – January 21, 2016
- IX. ADJOURNMENT

*** * * AMERICANS WITH DISABILITIES ACT NOTICE * * ***

Please contact the office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

The Agenda packet is available on line at -- <http://www.cityofroseburg.org/your-government/commissions/airport-commission/>

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

CALL TO ORDER: Vice-Chair David Morrison 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: Commissioners Gary Crowe, David Morrison, Clint Newell, Dan Sprague and ex-officio Rob Levin

Absent: Chair Tom Ryan, Commissioners Robb Paul (excused) and Frank Inman (excused)

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

APPROVAL OF MINUTES

Crowe moved to approve the minutes of the October 15, 2015 Airport Commission meeting as presented. Motion was seconded by Sprague and carried unanimously.

Lease Reassignment – Corporate Hangar #2

Loegering advised that Don R. Johnson requested a reassignment of the lease on Corporate Hangar space #2 to his son Rod Johnson. Staff recommended approval of the request to be forwarded to the City Council.

Crowe moved that the Airport Commission recommend to City Council to approve the requested assignment of Corporate Hangar #2 from Don R. Johnson to Rod Johnson. Motion was seconded by Sprague and carried unanimously.

Funding Options for Improvements

This item is postponed to the next Commission meeting for discussion. Contact Loegering or Colley for questions.

Airport Activity Report

Loegering provided information on Staff's attempts to mitigate the fall migrating geese population now settling on the Airport and runways. Suggestions to use silhouettes and other deterrents are not recommended at this time. Staff is currently using the local Relocator and scaring devices are used alternately in an effort to move the geese off the airport property. Loegering check the area each morning. Newell shared that the airport in Napa has found success with reflective pinwheels that are bright and flashy.

Maintenance Report – The monthly maintenance report was included in the packet.

Business from the Commission – Sprague requested a follow up on the missing fire extinguisher that was reported at the previous meeting.

ADJOURNMENT - Meeting was adjourned at 3:45 p.m. Next meeting is scheduled for December 17, 2015.

Sandy Cook, Staff Assistant



ROSEBURG AIRPORT COMMISSION AGENDA ITEM SUMMARY

AIRPORT IMPROVEMENT PROJECTS FUNDING OPTIONS

Meeting Date: November 19, 2015

Staff Contact: Patricia Loegering

www.cityofroseburg.org

Contact Telephone Number: 541/492-6873

ISSUE STATEMENT AND SUMMARY The Airport Commission needs to address potential funding sources for past and future improvement projects not covered by FAA Grant funding.

BACKGROUND

A. Commission Action History. The Commission has discussed funding concerns several times in the past including the August 21, 2014 meeting. That discussion included:

- a. A description of the additional paving to be included in the project
- b. The estimated cost of \$71,211.50 for the additional work
- c. Clarification that this extra work was not eligible for FAA grant funding
- d. The funding source would likely be Urban Renewal
- e. At some point the Airport Commission would need to address a mechanism for Airport Users to contribute to help offset the costs of improvements or matching funds for grants

B. Analysis.

During the planning phase for the FAA Grant work to refurbish the south apron pavement, it was determined that this would be a good time to also include refurbishment of those pavement areas up to the affected hangar rows not covered by the approved grant work. The additional paving work not covered through the FAA Grant and subsequent change order totaled \$90,963.84. The initial paving work cost was \$49,090.84 and the "C" row paving costs were \$41,873.00. Urban Renewal funded the initial matching grant monies and the non-FAA costs associated with this project. City Council has indicated that this money needs to be reimbursed to the Urban Renewal fund. The issue before the Commission is how to develop a way to fund current and future expenses and to create a list of potential funding options to be presented to the City Council for consideration.

C. Financial and/or Resource Considerations. In the past five years, the City has constructed approximately \$9.5 million in capital improvement projects at the airport. This includes over \$1million the City and/or Urban Renewal Agency has paid in matching funds or for non-grant eligible projects. The Urban Renewal District will sunset in 2019. After that date, the Airport fund will need to provide matching funds for any future FAA grant-funded projects. The Airport Fund does not currently generate enough revenue to cover these costs.

D. Timing Issues. Reimbursement to the Urban Renewal District needs to be addressed as soon as practical. The next planned FAA funded airport project is the master plan update scheduled for federal fiscal year 2017. Additional funding will be required for future FAA grants and improvements to the Airport.

STAFF RECOMMENDATION. The Airport Commission needs to evaluate and make a recommendation to Council as to how to generate funding resources necessary to either repay Urban Renewal or to set aside monies for upcoming Airport projects. The Commission is asked to consider preparing a list of Airport project funding options to be considered and presented to the City Council in the near future.

SUGGESTED MOTION

This item is being presented as an informational item. No motion is required at this time. Staff anticipates bringing additional information to a future meeting to better define funding options. Staff is seeking direction from the Commission regarding funding scenarios they would like investigated.

ATTACHMENTS

1. City of Roseburg Airport Commission Meeting Minutes, August 21, 2014

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
August 21, 2014**

CALL TO ORDER: Senior Commissioner Robb Paul called the meeting of the Roseburg Airport Commission to order at 3:35 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

Present: Chair Tom Ryan (arrived at 3:45 pm) and Commissioners Gary Crowe, Frank Inman, Clint Newell, Robb Paul, Dan Sprague and ex-officio Rob Levin

Absent: Commissioner David Morrison (excused)

Others Present: City Manager Lance Colley, Airport Manager Pat Loegering, Public Works Director Nikki Messenger and Staff Assistant Sandy Cook.

APPROVAL OF MINUTES

Sprague moved to approve the minutes of the July 17, 2014 Airport Commission meeting as presented. Motion was seconded by Crowe and carried unanimously.

Apron Rehabilitation Change Order

Messenger presented a proposal to include paving the areas between the taxilanes and the D and E hangars as a part of the upcoming paving project. The initial cost estimate for this work is \$71,211.50 with the potential that the work could be modified for a less expensive amount. The additional paving can be accomplished through a Change Order during the upcoming Apron & Taxilane Rehabilitation Project. However, the additional paving is not FAA grant eligible. The Urban Renewal Agency needs to be asked to fund this portion of the project by a change order as a part of the current project. Additionally, at some point, the Commission will need to discuss a mechanism for the airport users to contribute to help offset these costs.

Discussion followed. Although there was agreement the paving work should be accomplished at this time, the ability to fund future improvements or reimburse the Urban Renewal District was not addressed. The Urban Renewal Agency has contributed over \$2 million in matching funds during the life of the agency and those funds will not be available much longer. The Airport users will need to participate in the costs associated with those improvements of the Airport facility that benefits only those users.

Newell moved to recommend the Urban Renewal Agency the authorization of a change order not to exceed \$75,000 to pave the areas between the taxilanes and hangars as part of the Apron and Taxilane Rehabilitation Project Crowe seconded; motion passed unanimously.

Airport Activity Report – Loegering provided a report on the following items -

- Marion Carl Memorial Re-Furb – as of July 1 this area is now the responsibility of the City. Wintergreen Nursery recently completed landscaping improvements. The Marine Corp has expressed an interest in performing the interim maintenance in conjunction with periodic work (quarterly) by Wintergreen Nursery. Elias from SignCraft will be refurbishing the sign.

- The Fire Fighting Support equipment has now left the Airport
- Updated User Contact List – includes those to be relocated during the upcoming paving project
- Proposed FAA Policy 'Use of Aeronautical Land and Facilities', FAA-2014-0463-0001 – This is an update on the policy of hangar use that is open for private aviation users comments. Commissioners were encouraged to provide input directly to the FAA.
- FAA representatives will be in Roseburg next week

Maintenance Report – The July, 2014 report was provided.

Business From The Staff – ODA (Oregon Department of Aviation) will be back to do the permanent marking shortly which will require a complete closure of the Airport during that time.

Business From The Commission – There was some discussion regarding relocating the V-tail Bonanza to the north end of the Airport.

Business from the Public – Al Saterla expressed concern about the land shifting near his hangar. Colley reminded him that the City had previously indicated he could get permission to do work on the leased space, if he so chose.

ADJOURNMENT - Meeting was adjourned at 4:10 p.m. Next meeting is scheduled for September 18, 2014.

Sandy Cook, Staff Assistant



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

Meeting Date: December 17, 2015

AIRPORT ACTIVITY REPORT

- Staff will discuss the current Airport Occupancy Report.

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

A handwritten signature in cursive script, appearing to read "Patricia Loegering".

Patricia Loegering, Airport Manager

AIRPORT MAINTENANCE REPORT

Nov.-2015

1. Checked runway and taxi way lights weekly – changed bulbs, adjusted signs as needed
2. Clean Hangar G and Hangar I Restrooms weekly –bi weekly in Summer
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)