

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
January 21, 2016**

CALL TO ORDER: Chair John McDonald, 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.

New Chair John McDonald was welcomed to the Commission.

ROLL CALL

Present: Chair McDonald, Commissioners Frank Inman, David Morrison, Clint Newell, Robb Paul and Dan Sprague

Absent: Commissioner Gary Crowe and Ex-officio Rob Levin

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

APPROVAL OF MINUTES

Paul moved to approve the minutes of the December 17, 2015 Airport Commission meeting as presented. Motion was seconded by Morrison and carried unanimously.

Election of Vice-Chair

Paul nominated David Morrison as Vice-Chair of the Airport Commission. Sprague seconded; motion passed unanimously.

2016-21 Draft Five Year Capital Improvement Plan - Airport

Messenger presented the draft 2016-21 Five Year Capital Improvement Plan (CIP) for consideration, noting the City would be responsible for \$319,223 in funding during that timeframe. Proposed projects include – Obstruction Removal, Approach Procedure Update, Wetland mitigation/fill project, Master Plan / ALP Update, ODA Pavement Management, Runway Justification w/Master Plan ALP Update, Runway Lighting Rehab and Taxiway Extension. Discussion ensued.

Many of the projects have been submitted to FAA to being their review process. Each Commission will review their respective CIP for those funds they are responsible for recommending to City Council. Messenger explained the matching funds are budgeted through Urban Renewal which is scheduled to sunset in September, 2019.

A few years ago, the City received entitlement monies from Myrtle Creek Airport. Since that time, Myrtle Creek has indicated they do not have any prospective projects; therefore, Roseburg will not be obligated to re-pay those monies. In regards to the nighttime approach issues related to the obstruction study and identification, Messenger advised that Staff has reached a tentative agreement with the property owner of the subject trees. The City will require a navigation easement in perpetuity to prevent this from happening again. Once an agreement is in place, the trees will be removed and the FAA will be asked to fly the approach to verify that the obstructions have been removed to allow for IFR approaches. The FAA will not fund this task. Additionally, it is anticipated that placing lighting on Mast Hill will be sufficient to get the night time approach on Runway 34 approved.

In regards to the 2017-18 Runway Justification item (also part of the Airport Layout Plan and Master Plan updates), the Fixed Based Operator Rob Levin has started tracking movement and logging ops to get a head start on this task. This will provide information regarding movement in and out of the airport to show need for the taxiway extension. Sprague suggested keeping the ground traffic bridge as a future item and to consider a possible camping/picnic area around the fish ladder. Messenger noted those items would not be eligible for FAA funding. Loegering was asked to update our fixed based aircraft to the FAA.

Morrison moved to recommend to the City Council and Urban Renewal Board, approval of the Five Year Capital Improvement Plan for the Airport Fund. Motion was seconded by Newell and carried unanimously.

Business from the Public –

Jacob Brewer, 511 SE Stephens St., Roseburg, requested clarification on the data collection and wetland mitigation items in the CIP and also questioned where the funding comes from for the Runway Justification Study. Although many of these were answered, he was also advised to contact Pat Loegering, Airport Manager, for additional questions he may have.

Jim Stapleton, 1739 NW Harvey, stated he is pleased to hear that things are going well regarding the VFR concerns. Upon questioning, Messenger advised the City's consultant has submitted necessary forms to light both Nebo and Mast Hill with FAA standardized obstruction lighting but have not received a response as yet from the FAA. Stapleton was pleased to hear of the recent progress on resolve the concerns about nighttime approaches.

Maintenance Report – The December Maintenance Report was included in the packet. Loegering advised the fence that was damaged when the tree fell has been completely repaired. Staff is also monitoring the fish ladder for debris from the recent rains.

Business from the Commission – Newell thanked Messenger for her work on alleviating this difficult situation. Sprague questioned who was responsible for maintaining lighting on towers. Loegering advised the FAA would be notified and they would notify the owners directly. Newell advised the security light on the southwest corner of "J" row is currently not working.

ADJOURNMENT - Meeting was adjourned at 4:08 p.m. Next meeting is scheduled for February 18, 2016.

Sandy Cook, Staff Assistant

AIRPORT MAINTENANCE REPORT

Jan.-2016

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)
9. Install 5 fake dogs for geese control
10. Install new U.S. Flag

AIRPORT MAINTENANCE REPORT

Feb.-2016

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)