

CITY OF ROSEBURG
AIRPORT COMMISSION
Thursday, May 19, 2016
City Hall Third Floor Conference Room 3:30 p.m.

5/11/16
PM
5/19/2016

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: John McDonald, Chair Dave Morrison
 Gary Crowe Frank Inman
 Dan Sprague Clint Newell
 Robb Paul Rob Levin (ex-officio)
- III. APPROVAL OF MINUTES
 A. March 17, 2016 - Airport Commission Meeting
- IV. DISCUSSION ITEMS/VERBAL REPORTS
 A. Funding Options for improvements
- V. INFORMATIONAL
 A. Airport Activity Report
 B. Maintenance Report – April, 2016
- 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 – June 16, 2016
- IX. ADJOURNMENT

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

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

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
March 17, 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.

ROLL CALL

Present: Chair John McDonald, Commissioners Gary Crowe, Frank Inman, David Morrison, Robb Paul, Dan Sprague and Ex-officio Rob Levin

Absent: Commissioner Clint Newell

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

APPROVAL OF MINUTES

Paul moved to approve the minutes of the January 20, 2016 Airport Commission meeting as presented. Motion was seconded by Inman and carried unanimously.

Assignment of Ground Lease – Corporate Hangar Space #8

Yesterday, Staff received a request from Dave Leonard of LIDO, LLC for assignment of his lease of Corporate Hangar Space #8 to South Deer Creek Ranch, LLC. This will be considered “off agenda” to prevent further delay in the requested transaction. Transfer of this lease is revenue neutral as all corporate hangars pay the same monthly amount.

Crowe moved that the Airport Commission recommend to City Council to approve the requested assignment of Corporate Hangar #8 from LIDO, LLC (Dave Leonard) to South Deer Creek Ranch, LLC. Motion was seconded by Paul and carried unanimously.

Funding Options for Improvements

Colley provided background information regarding recent expenditures from Urban Renewal Funds that have been used as matching funds for FAA grants for Airport improvements. Urban Renewal will be discontinued in three years and will no longer be available to assist with similar funding. The City’s General Fund may not have additional monies available either. Council has requested the Airport Commission to consider alternative funding mechanisms. Finance Director Ron Harker presented a spreadsheet detailing historical revenue/expenditures from the Airport fund as well as projected forecasts for future years. This indicates the Airport will have a deficit in funding within a few years. Something needs to be in place for expenses including contingencies for unexpected costs. The forecast does not include additional expenditures as matching funds to any grants that might become available.

Harker recommended that in addition to the operational fund balance, the regular ending fund balance should stay at about 20% of annual expenditures and have a reserve for future capital. This is an enterprise fund and is intended to fund itself. With significant investments completed there are no anticipated capital expenditures expected over the next three to five years. It is incumbent upon the commission to come up with innovative ideas to increase revenue for the airport and provide a recommendation to the City

Council. Some resources have been included in the Urban Renewal Budget for this upcoming years' FAA match. The Airport Master Plan is scheduled to be updated in 2017-18 which will be identify proposed projects and projected expenses for the coming years. However, Council has requested additional funding mechanisms to be in place. In response to questioning regarding the recommendation of excess monies necessary to be available, Colley suggested \$45-\$50,000 over actual forecasted expenses.

Upon questioning, Loegering explained the hangar vacancy rate has been consistent in recent times. The Commission reviewed revenue sources currently in place – Tom Thumb, land leases, rental income, and interest income. Brief discussion occurred regarding “through the fence program” of which the FAA policy does not endorse. Colley noted the City needs to comply with federal guidelines. Sprague suggested marketing the vacant lot at the north end Hangars. There was additional discussion about the vacant lot north of Airport Runway 16 (across Edenbower) and the difficulty with marketing it. Airport users benefit by identifying and completing the long term plans of the Airport and should therefore contribute to those costs. Morrison identified obvious resources – increase hangar rents, costs of keeping a plane at the Airport and promoting more use by fuel consumption. He suggested that use by private pilots provides economic development potential of the Airport and makes Roseburg accessible. The question is how to enhance the likelihood that the Airport can be an engine of economic development of the community. It is hard to measure and hard to develop it, but it should be a component of the economic value. Crowe suggested that since the entire County can benefit and not just the City of Roseburg, then the County should also participate.

Inman stated that ideas for raising revenue is somewhat limited and suggested they should consider how to curb expenditures by reviewing the line items in the budget. Colley advised that one of the major service reductions was when the full-time Airport Manager position was cut to half-time. A lot of the expenses are actual payments such as the \$5,000 annual cost to maintain the Carl Memorial. Administrative costs, maintenance costs and other services provided to the Airport by City Staff are not charged at one hundred percent of actual cost. Inman went through the first page of Operational Expenditures line by line requesting an explanation and asked to review the second page at the next meeting.

Colley advised and Commission concurred that this will be a recurring item on upcoming meeting agendas.

Activity Report – Loegering advised there appears to be a downward trend of geese being removed from the airport over recent years.

Maintenance Report – The January and February Maintenance Report were included in the packet.

ADJOURNMENT - Meeting adjourned at 4:39 p.m. Next meeting is scheduled for April 21, 2016.

Sandy Cook, Staff Assistant



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

Meeting Date: May 19, 2016

AIRPORT ACTIVITY REPORT

- Wildlife Mitigation
- Obstacle Removal – trees removed south of Stewart Parkway
- Upcoming Events Planning
 - Control Line Regional Competition
 - Wings and Wheels
- Airport Manager Resignation

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

April-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. Moved fake dogs around
10. Repair all electrical, lights and doors-remove all trash and swept, ready to Lease.