

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
June 18, 2015**

CALL TO ORDER: Vice Chair David Morrison called the meeting of the Roseburg Airport Commission to order at 3:33 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

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

Absent: Chair Tom Ryan

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 April 16, 2015 Airport Commission meeting as presented. Motion was seconded by Crowe and carried unanimously.

Control Line Model Airplane Competition Report

Loegering provided a report on the recently successful Control Line Model Airplane Competition conducted at the Airport. This is the first time in almost 20 years that the competition has been held in Roseburg. There was minimal impact/disruption of aircraft activities. This group will be invited back for next year's competition.

Roseburg Wings and Wheels Planning Update

The Roseburg Wings and Wheels event is scheduled for July 18th. Planning is moving forward with the second fly-in breakfast scheduled for Saturday, June 20th. Fundraising continues up until the day of the July 18 event. Media and volunteer participation has increased throughout the year. Two focal aircraft including a DC-3 out of Aurora and a Stinson from the Cottage Grove Oregon Aviation Historical Society will be in attendance. There will be multiple vehicles in attendance as well as emergency aircraft on display. Booths representing various local groups/organizations will be set up with demonstrations provided throughout the day.

South Apron Construction Status

The contractor has begun work again on the last phase of the apron paving work on the south ramp. They are slightly ahead of schedule with an anticipated completion date of July 2nd.

Airport Occupancy Report

Loegering provided an update on the current occupancy at the airport reviewing each category. This report will be presented to the Commission on a regular basis. Occupancy has been pretty stable throughout this past year. Upon questioning, Loegering clarified the number of vacant lots available in the Corporate Hangar area.

Maj. General Marion T. Carl Memorial Upgrades

The Marine Corp League has continued to improve the landscaping with the help of Wintergreen Nursery and without additional cost to the City. Loegering provided a photo of the proposed sign replacement to be provided by Elias Minaise of Signcraft free of charge to the City.

Maintenance Report – The April and May, 2015 reports were provided. Staff removed tie down chains during the Control Line Competition and then replaced all the chains after the event with more easily removable chains.

Business from the Commission – none

ADJOURNMENT - Meeting was adjourned at 3:53 p.m. Next meeting is scheduled for July 16, 2015.

Sandy Cook, Staff Assistant



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

Meeting Date: August 30, 2015

AIRPORT ACTIVITY REPORT

- Paving Project Completion
- Fire-Fighting Support Status
- 'C' Row Turnover Status
- Wings & Wheels Final Report

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

AIRPORT MAINTENANCE REPORT

June-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

July-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)
9. Replaced all parts for Toilet Hangar G
10. Delivered and picked up Barricades for show