

CITY OF ROSEBURG  
AIRPORT COMMISSION  
*Thursday, February 19, 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
  - Gary Crowe
  - Dan Sprague
  - Robb Paul
  - Dave Morrison
  - Frank Inman
  - Clint Newell
  - Rob Levin (ex-officio)
- III. APPROVAL OF MINUTES
  - A. December 18, 2014 - Airport Commission Meeting
- IV. INFORMATIONAL
  - A. Airport Activity Report
    - a. Fish Bridge Design Award
    - b. Gate repair update
    - c. Status of control line competition
    - d. Wings and Wheels status update
  - B. Maintenance Report – December, 2014 and January, 2015
- V. 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.
- VI. BUSINESS FROM COMMISSION MEMBERS
- VII. NEXT REGULAR COMMISSION MEETING DATE – March 19, 2015
- VIII. ADJOURNMENT

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

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

**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEETING MINUTES  
December 18, 2014**

**CALL TO ORDER:** Chair Tom Ryan 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 Tom Ryan and Commissioners Gary Crowe (arrived at 3:35 pm), Frank Inman, David Morrison, Clint Newell, Robb Paul and ex-officio Rob Levin

**Absent:** Commissioner Dan Sprague (Excused)

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

**APPROVAL OF MINUTES**

*Newell moved to approve the minutes of the September 18, 2014 Airport Commission meeting as presented. Motion was seconded by Morrison and carried unanimously.*

**Control-Line Regional Competition Presentation** - David Shrum and Bob Lewis requested approval to sponsor a state competition for u-control airplanes to be held at the south end of Airport property. This competition was previously held in Roseburg and is the third largest competition in the State. It has been scheduled over Memorial Day Weekend beginning on Wednesday, May 20<sup>th</sup>. The proposed location was discussed with safety being paramount. The box carriers and the transient aircraft are the only tenants directly affected by the requested location and Loegering will work with them. Even though the ramp construction project could be going on at that time, the requested location should not conflict with that project.

*Inman moved to permit the exercise as described. Motion was seconded by Paul; and carried unanimously.*

**CAT 3 Airport Comparison**

Loegering noted the Oregon Department of Aviation has classified the Roseburg Regional Airport as Category 3. Loegering presented a spreadsheet with a great deal of detail comparing the Roseburg Airport with other Category 3 Airports throughout the State of Oregon. This report can be used for future planning, grant work, and options other airports offer that could be considered. There was some discussion regarding the way criteria is used to make the category determination and whether the City should pursue the possibility of being upgraded to Category 2.

**Airport Occupancy Report**

Loegering provided a current occupancy report noting that occupancy has improved and maintaining during the past year. There are currently three corporate hangars up for sale, but Staff does not have information of aircraft housed in those hangars. Colley advised that Council has directed the Commission to begin looking into generating additional revenue to cover Airport costs. The property north of Edenbower is actively being marketed and The Partnership has included that site in the inquiries they receive, where applicable. Staff may conduct cost comparisons for consideration as well. Newell noted that lengthening the runway has increased aircraft activity. Upon questioning regarding the Obstacle

survey/improvements, Colley advised that everything is in the hands of the FAA, so the City needs to wait until that process is completed before proceeding with any obstacle removal.

**Maintenance Report** – The September, October and November 2014 reports were provided.

**Business From The Staff** – Loegering advised that ODA had conducted its final inspection with W&H Pacific, of the recent slurry project and was happy with the results.

**Business From The Commission** – Upon questioning regarding the status of the Marion Carl Memorial, Colley advised the City is now doing all of the maintenance work. The sign was refurbished by Signcraft (pro-bono) and the north Airport sign is being repaired as well. Discussion followed regarding the City's request to identify aircraft in hangars and insurance coverage information as required in the Rules and Regulations as well as in each lease. Loegering will soon follow up on those individuals/businesses who do not respond to the initial request.

In response to questions regarding a possible hangar expansion, Colley advised that it would be conducted as a Staff review and approval that is not subject to Commission consideration. Staff has requested the proposed amendment be presented in writing and that has not yet occurred.

Newell advised the ASOS was completely down again and Loegering requested she be advised when that happens again.

**Business from the Public** - none

**ADJOURNMENT** - Meeting was adjourned at 4:22 p.m. Next meeting is scheduled for January 15, 2015.

Sandy Cook, Staff Assistant



**CITY OF ROSEBURG  
AIRPORT COMMISSION  
AGENDA ITEM SUMMARY**  
Meeting Date: February 19, 2015

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**AIRPORT ACTIVITY REPORT**

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- Fish Bridge Design Award
- Gate Repair Update
- Status of Model Aircraft Control Line Competition
- Wings and Wheels Planning Update

**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".

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**Patricia Loegering, Airport Manager**

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## SURFACE WATER

Sharing storm water, environmental and other water-related news, issues & trends

### Airport Fish Ladder Project Recognized for Excellence in Engineering

Mead & Hunt and ESA Vigil-Agrimis accepted the Engineering Excellence Award for the Roseburg Airport Fish Ladder Project from American Council of Engineering Companies of Oregon.

The EEA is an annual design competition that recognizes engineering achievements that demonstrate the highest degree of merit and ingenuity. The competition spotlights outstanding work performed by Oregon and southwest Washington engineering and land surveying firms.

The award-winning project helped solve a safety issue while addressing environmental concerns for a local airport, the Roseburg Regional Airport. Mead & Hunt and ESA Vigil-Agrimis lead the project team that included Land Mark Surveying, Pinnacle Western and Wildish Construction Co.

The Roseburg Regional Airport faced the challenge of balancing the need to improve airfield safety while providing fish passage and maintaining floodplain function.



Fish Passage due to Award-Winning Collaboration. [Read blog](#)



[Read more](#)



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## AIRPORT MAINTENANCE REPORT

December-2014

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. Repair Gate #3
10. Water samples twice

## AIRPORT MAINTENANCE REPORT

Jan-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. Change out bulbs for Flags and adjust
- 10.