

CITY OF ROSEBURG
AIRPORT COMMISSION
Thursday, October 20, 2016
City Hall Third Floor Conference Room 3:30 p.m.

etc
10/13/16

***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. September 15, 2016 - Airport Commission Meeting
- IV. DISCUSSION ITEMS/VERBAL REPORTS
 - A. Lease reassignment – Corporate Hangar #18
 - B. Grant Applications – Critical Oregon Airport Relief Program (COAR)
 - C. VASI/Obstruction Update
- 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 – November 17, 2016
- VIII. 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 packet is available on line at -- <http://www.cityofroseburg.org/your-government/commissions/airport-commission/>

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
September 15, 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 Frank Inman, David Morrison, Robb Paul and Dan Sprague

Absent: Commissioners Clint Newell, Gary Crowe, and Ex-officio Rob Levin

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

APPROVAL OF MINUTES

Paul moved to approve the minutes of the July 21, 2016 Airport Commission meeting as presented. Motion was seconded by Inman and carried unanimously.

Update on VASI/Nighttime Approaches

Staff continues to work on issues surrounding the VASI and working on finding someone who can baffle it as has been required by the FAA. Staff is also working on the potential to provide lighting on Mt. Nebo and developing a monitoring/management plan for nighttime approaches. Lengthy discussion followed regarding the attempt to collect letters of support to address this issue. The VASI and nighttime approaches are two separate issues, as potentially one could be resolved while the other is not. Commissioners were encouraged to contact as many affected aircraft/pilots as possible to submit letters of support. Inman agreed to approach the box carriers and Sprague will talk to DFPA. Colley suggested that any pilots for any type of commerce can submit a letter as the volume of users shows a different level of concern.

Update on Lease Management

Messenger updated the Commission regarding Staff's work on overdue commercial hangar structural inspections, overdue fire inspections and updating of lease language. Required security deposits have been implemented as approved by Commission and Council. Alternative billing options may be presented to the Commission in the future for consideration including annual, semi-annual or incentives. Changes to lease language will also be presented to the Commission. MacDonald suggested considering the option of an electrical surcharge. Morrison noted the bathrooms appear to be cleaner since the requested signs were installed.

Meeting Schedule

Staff recommended the Commission consider scheduling meetings every other month with the option of scheduling special meetings as needed for those items requiring timely action. Consensus was to schedule meetings for every other month but keep the same Thursday available as an option if a meeting is necessary. Once things pick up

like developing the Airport Master Plan or projects, then monthly meetings may become necessary.

Sprague moved to change Airport Commission meetings to every other month with the option of scheduling special meetings, as needed, for those items requiring timely action, preferably on the same Thursday of the month. Morrison seconded; motion passed unanimously.

Business from Staff - Messenger advised the gate code would be changed soon. Staff was recently advised that grant monies are available from ODA for FAA grant matching funds as well as funding for projects that are not grant eligible. Consensus of the Commission was to encourage Staff to apply for those matching funds for the Master Plan update grant and for the non-eligible runway justification. An RFQ will be prepared to begin the Master Plan update soon which will need FAA grant approval. This project should be completed next year.

Business from the Public – none

Business from the Commission - Inman suggested considering preparing a marketing plan for the Airport. After much discussion, the VASI and nighttime approach issues should be resolved before moving forward with this suggestion. The Master Plan may provide some of information as part of the planning effort. The ODA does an economic study every three years on airports throughout the state, which may accomplish this task.

Inman questioned if Staff had moved forward with the previous discussion to consider advertising hangar rentals similar to how it was done in the Medford and Eugene area. This had previously been discussed by Commission at the May 19th meeting.

McDonald advised the Marine Corp. League has commissioned bronze medallions to be installed at the Marion Carl Memorial.

ADJOURNMENT - Meeting adjourned at 4:23 p.m. Next meeting is scheduled for November 17, 2016.

Sandy Cook, Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 20th, 2016
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: **Corporate Hangar #18 Lease Assignment**

ISSUE STATEMENT AND SUMMARY

The current owner of corporate hangar #18 has requested a lease assignment. The issue for Commission is whether to recommend to the City Council the approval of the assignment.

BACKGROUND/ANALYSIS

Staff received a letter from Russ Noah indicating that he is in the process of selling his hangar to Clint Newell Motors, Inc. The original lease for hangar #18 became effective on December 1, 2006. It was assigned to RE Noah and Company on January 11, 2008. The initial term of the lease is for 20 years and will be in effect until December 1, 2026. According to the Roseburg Municipal Code Section 3.22.160, any change to a lease that has a remaining term of over five years must be approved by the City Council after a recommendation from the Airport Commission.

FINANCIAL/RESOURCE IMPACTS None

TIMING ISSUES

Mr. Noah has requested that the lease assignment process be completed by November 1, 2016 if possible. If the Commission recommends approving the lease assignment, it will be presented to the City Council at their October 24th meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council approve the lease assignment from RE Noah and Company to Clint Newel Motors, Inc.; or
2. Request additional information; or
3. Recommend that the City Council deny the lease assignment.

STAFF RECOMMENDATION

Staff recommends that the Airport Commission recommend approval of the lease assignment to the City Council.

SUGGESTED MOTION

I move to recommend that the City Council approve the lease assignment for corporate hangar #18 from RE Noah and Company to Clint Newell Motors, Inc.

ATTACHMENTS None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 20th, 2016

TO: Airport Commission

FROM: Nikki Messenger, P.E., Public Works Director

SUBJECT: **Grant Applications – Critical Oregon Airport Relief Program (COAR)**

ISSUE STATEMENT AND SUMMARY

Staff has applied for three grants through the Critical Oregon Airport Relief (COAR) Program. This memo is informational only and does not require Commission action.

BACKGROUND/ANALYSIS

In 2015, the Oregon State Legislature passed House Bill 2075 to increase the fuel tax on Aviation Gas (AV Gas) and Jet Fuel by .02 cents per gallon to invest in aviation for specific purposes. The fuel tax increase became effective January 1, 2016 and currently has a sunset date of January 1, 2022. Fifty percent of the amounts from the fuel tax increase shall be distributed for the following purposes:

- (A) To assist airports in Oregon with match requirements for Federal Aviation Administration (FAA) Airport Improvement Program grants.
- (B) To make grants for emergency preparedness and infrastructure projects, in accordance with the Oregon Resilience Plan, including seismic studies, emergency generators, etc.
- (C) To make grants for:
 - 1. Services critical or essential to aviation including, but not limited to, fuel, sewer, water and weather equipment.
 - 2. Aviation-related business development including, but not limited to, hangars, parking for business aircraft and related facilities.
 - 3. Airport development for local economic benefit including, but not limited to, signs and marketing.

Staff anticipates receiving two FAA grants in the current federal fiscal year. The first is for obstruction removal and/or lighting and the second is to complete an update to the Airport Master Plan and Airport Layout Plan (ALP). The obstruction removal/lighting project is currently estimated at \$300,000, which would require a match of \$30,000. The Master Plan/ALP update is estimated at approximately \$278,000 which would require a \$28,000 match.

In addition to the two FAA funded projects, staff is proposing to have a Runway Justification Study completed in conjunction with the Master Plan/ALP update. In 2009, the City received a ConnectOregon grant to extend the runway. In order to have the FAA assist in long-term maintenance of this extended runway and consider funding the associated taxiway extension, the City must “justify” the additional length. This entails studying and

documenting the type of aircraft using the runway and the number of arrivals and departures that require the additional length. The estimated cost of Runway Justification Study is \$60,000.

FINANCIAL/RESOURCE IMPACTS

Staff has applied for three grants. The COAR program requires a ten percent match. If the FAA and COAR grants are awarded, the funding breakdown would be as follows:

	<u>Total</u>	<u>FAA</u>	<u>COAR</u>	<u>City/UR</u>
Obstruction Removal/Lighting	\$300,000	\$270,000	\$27,000	\$3,000
Master Plan/ALP Update	\$277,778	\$250,000	\$25,000	\$2,778
Runway Justification Study	<u>\$ 60,000</u>	<u>\$ 0</u>	<u>\$54,000</u>	<u>\$6,000</u>
<i>Total</i>	<i>\$637,778</i>	<i>\$520,000</i>	<i>\$106,000</i>	<i>\$11,778</i>

Without the COAR grants, the Airport and/or Urban Renewal will be responsible for the entire \$117,778.

TIMING ISSUES The grant applications were due on October 14th. Staff received City Council authorization to apply for grants on October 10th.

R.E. NOAH AND CO. N
C.
GENERAL CONTRACTORS

241 N.E. IVAN STREET • ROSEBURG, OREGON 97470
Phone (541) 672-2550 • Fax (541) 672-6213 • renoah.com

October 3, 2016

City of Roseburg
Public Works Department
900 SE Douglas Ave.

Attention: Nikki Messenger
Public Works Director

RE: Hanger Sale and Lease Transfer
Lot #18
2795 NW Aviation Dr

We are in the process of selling our corporate hanger at the airport to Clint Newell Motors, Inc. and request the transfer/assignment of the ground lease to the same.

I believe the current lease requires City approval and first right of refusal. Please process this letter as our formal notification of the anticipated transaction. Please provide us notification that the pending transfer/assignment of the ground lease and sale of the hanger is approved.

We wish the transaction to be complete prior to November 1st.

I have included a copy of the assignment of the ground lease to R.E. Noah and Co. for convenience. If you need anything else from me please do not hesitate.

Sincerely,



Russell F. Noah
President
RFN



**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 20th, 2016
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: **VASI/Obstruction Update**

ISSUE STATEMENT AND SUMMARY

Staff is working with the consultant and FAA to resolve the issues with the VASI and develop a plan to address the obstructions within the 20:1 approach surface. Staff is expecting a scope of work and fee proposal from the consultant prior to the Commission meeting. More information will be provided at the Commission meeting.