

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
October 15, 2015**

CALL TO ORDER: Chair Tom Ryan called the meeting of the Roseburg Airport Commission to order at 3:32 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

Present: Chair Tom Ryan, and Commissioners Gary Crowe, David Morrison, Clint Newell, Dan Sprague and ex-officio Rob Levin

Absent: Commissioner Frank Inman (excused) and Robb Paul,

Others Present: Human Resources Director John VanWinkle, Airport Manager Pat Loegering, and Staff Assistant Sandy Cook.

APPROVAL OF MINUTES

Crowe moved to approve the minutes of the August 20, 2015 Airport Commission meeting as presented. Motion was seconded by Morrison and carried unanimously.

Airport Paving Project Completion

Loegering provided an update on the completion of the Airport Paving Project. There are only a few items left to be completed and the project can be closed out at that time.

“C” Row Repair Status

On October 1, the City took over the “C” row t-hangars. Asphalt paving has been completed around the hangars. Clean up and repairs are being completed on the four vacant hangars and then more work will be completed as needed.

Fire-Fighting Support Plan Development

Loegering is in the process of preparing a Fire-Fighting Support Plan with the intent to have it in place prior to the 2016 fire season. This will detail procedures to be followed by all of the agencies involved. Concerns/issues that occurred during this past year will be addressed and clarifying the processes necessary to allow the activities to occur in a safe and efficient manner. In an effort to allow further review and input, this draft will be provided to those agencies involved with fire-fighting support.

Newell questioned whether the damage to the asphalt by the helicopters could be repaired and mitigated. He also suggested concrete pads be provided for this type of equipment. Ryan suggested the possibility those agencies could be held responsible for the damage the asphalt and/or pay for the damages that did occur. Loegering advised that this is definitely being considered. This plan is expected to include the ability for the City to charge a tie-down fee. Ryan encouraged Staff to consider grant opportunities to cover the costs of any improvements necessary to alleviate further damage by the fire-fighting support equipment.

Business from Staff – Loegering noted that the plants along the creek that did not survive will again be re-planted and this time irrigation will be provided.

Maintenance Report – The monthly maintenance reports were included in the packet.

Business from the Commission – Sprague asked Loegering to follow-up on the note in the previous Maintenance Report about a missing fire extinguisher. Commissioners expressed a desire to begin identifying projects for long-term planning in the near future.

ADJOURNMENT - Meeting was adjourned at 3:46 p.m. Next meeting is scheduled for November 19, 2015.

Sandy Cook, Staff Assistant



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

Meeting Date: November 19, 2015

ASSIGNMENT OF GROUND LEASE - CORPORATE HANGAR SPACE #2

ISSUE SUMMARY

Don R. Johnson has requested that the lease on Corporate Hangar Space #2 be assigned from Don R. Johnson to Rod Johnson. Rod Johnson is the son of Don R. Johnson.

STAFF RECOMMENDATION

Staff would suggest the Commission recommend Council approval of the requested assignment.

Staff will be present at the meeting to answer any questions the Commission may have regarding the assignment.

SUGGESTED MOTION

"I MOVE THAT THE AIRPORT COMMISSION RECOMMEND TO CITY COUNCIL TO APPROVE THE REQUESTED ASSIGNMENT OF CORPORATE HANGER #2 FROM DON R. JOHNSON TO ROD JOHNSON."

ATTACHMENTS

1. Draft: Ground Lease Assignment Agreement

GROUND LEASE ASSIGNMENT AGREEMENT
DRAFT

PARTIES: City of Roseburg, an Oregon Municipal Corporation (Lessor)

AND: Don R. Johnson (Assignor)

AND: Rod Johnson (Assignee)

EFFECTIVE DATE: December 1, 2015

RECITALS

WHEREAS, on July 1, 2006, Don R. Johnson, as Lessee, entered into a ground lease with the City of Roseburg for Corporate Hangar Space #2 at the Roseburg Regional Airport ("Lease"), attached hereto as Exhibit "A", and by this reference, incorporated herein; and

WHEREAS, on October 26, 2015, Don R. Johnson requested Lessor's approval of an assignment of the Lease to Rod Johnson and Lessor has no objection to said assignment;

NOW THEREFORE, the parties hereby agree as follows:

AGREEMENT

SECTION 1. Assignment.

1.1 Don R. Johnson (Assignor) assigns all of his rights and interests in the Lease, to Rod Johnson (Assignee) and Assignee accepts all of Assignors' rights and interests in said Lease. Assignor also delegates all obligations under the Lease to Assignee and Assignee accepts and assumes all of Assignor's obligations, duties and liabilities, other than liabilities with respect to actions taken, or omitted by Assignor prior to the date hereof, as Lessee under the Lease.

1.2 Assignor covenants and warrants to Assignee that Assignor's rights in the Lease are fully assignable, have not been previously assigned from Assignor to any other party, and that nothing prohibits Assignor from assigning all of their rights in the Lease to Assignee. Assignor agrees to indemnify Assignee for any loss, cost or damages incurred by Assignee for breach of this warranty.

SECTION 2. Other Terms and Conditions. All other terms and conditions of the Lease, as herein assigned, shall remain in full force and effect, unchanged by this Assignment Agreement.

SECTION 4. Incorporation into Lease. This Assignment Agreement, with City's Consent, shall be incorporated into, and shall become a part of the Lease.

ASSIGNOR
DON R. JOHNSON

ASSIGNEE
ROD JOHNSON

Don R. Johnson
Date: _____

Rod Johnson
Date: _____

STATE OF OREGON }
 }
COUNTY OF DOUGLAS }

On this _____ day of _____, 2015, the above named Don R. Johnson appeared before me and signed this document of his own free act and deed.

Before me, Notary Public for Oregon: _____

My commission expires: _____

STATE OF OREGON }
 }
COUNTY OF DOUGLAS }

On this _____ day of _____, 2015, the above named Rod Johnson appeared before me and signed this document of his own free act and deed.

Before me, Notary Public for Oregon: _____

My commission expires: _____

CITY'S CONSENT TO ASSIGNMENT

As Lessor, City consents to requested assignment of the Lease on Corporate Hangar Space No. 2 from Don R. Johnson, as Lessee, to Rod Johnson, as herein set forth, effective December 1, 2015; provided however, City shall retain all rights granted Lessor pursuant to the Lease and releases no parties. Lessee consents to the incorporation of the foregoing into the Lease.

CITY OF ROSEBURG

C. Lance Colley, City Manager
Date: _____

ATTEST:

Sheila R. Cox, City Recorder



ROSEBURG AIRPORT COMMISSION AGENDA ITEM SUMMARY

AIRPORT IMPROVEMENT PROJECTS FUNDING OPTIONS

Meeting Date: November 19, 2015
www.cityofroseburg.org

Staff Contact: Patricia Loegering
Contact Telephone Number: 541/492-6873

ISSUE STATEMENT AND SUMMARY The Airport Commission needs to address potential funding sources for past and future improvement projects not covered by FAA Grant funding.

BACKGROUND

A. Commission Action History. The Commission has discussed funding concerns several times in the past including the August 21, 2015 meeting. That discussion included:

- a. A description of the additional paving to be included in the project
- b. The estimated cost of \$71,211.50 for the additional work
- c. Clarification that this extra work was not eligible for FAA grant funding
- d. The funding source would likely be Urban Renewal
- e. At some point the Airport Commission would need to address a mechanism for Airport Users to contribute to help offset the costs of improvements or matching funds for grants

B. Analysis.

During the planning phase for the FAA Grant work to refurbish the south apron pavement, it was determined that this would be a good time to also include refurbishment of those pavement areas up to the affected hangar rows not covered by the approved grant work. The additional paving work not covered through the FAA Grant and subsequent change order totaled \$90,963.84. The initial paving work cost was \$49,090.84 and the "C" row paving costs were \$41,873.00. Urban Renewal funded the initial matching grant monies and the non-FAA costs associated with this project. City Council has indicated that this money needs to be reimbursed to the Urban Renewal fund. The issue before the Commission is how to develop a way to fund current and future expenses and to create a list of potential funding options to be presented to the City Council for consideration.

C. Financial and/or Resource Considerations. In the past five years, the City has constructed approximately \$9.5 million in capital improvement projects at the airport. This includes over \$1million the City and/or Urban Renewal Agency has paid in matching funds or for non-grant eligible projects. The Urban Renewal District will sunset in 2019. After that date, the Airport fund will need to provide matching funds for any future FAA grant-funded projects. The Airport Fund does not currently generate enough revenue to cover these costs.

D. Timing Issues. Reimbursement to the Urban Renewal District needs to be addressed as soon as practical. The next planned FAA funded airport project is the master plan update scheduled for federal fiscal year 2017. Additional funding will be required for future FAA grants and improvements to the Airport.

STAFF RECOMMENDATION. The Airport Commission needs to evaluate and make a recommendation to Council as to how to generate funding resources necessary to either repay Urban Renewal or to set aside monies for upcoming Airport projects. The Commission is asked to consider preparing a list of Airport project funding options to be considered and presented to the City Council in the near future.

SUGGESTED MOTION

This item is being presented as an informational item. No motion is required at this time. Staff anticipates bringing additional information to a future meeting to better define funding options. Staff is seeking direction from the Commission regarding funding scenarios they would like investigated.

ATTACHMENTS

1. City of Roseburg Airport Commission Meeting Minutes, August 21, 2015

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
August 21, 2014**

CALL TO ORDER: Senior Commissioner Robb Paul called the meeting of the Roseburg Airport Commission to order at 3:35 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

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

Absent: Commissioner David Morrison (excused)

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

APPROVAL OF MINUTES

Sprague moved to approve the minutes of the July 17, 2014 Airport Commission meeting as presented. Motion was seconded by Crowe and carried unanimously.

Apron Rehabilitation Change Order

Messenger presented a proposal to include paving the areas between the taxilanes and the D and E hangars as a part of the upcoming paving project. The initial cost estimate for this work is \$71,211.50 with the potential that the work could be modified for a less expensive amount. The additional paving can be accomplished through a Change Order during the upcoming Apron & Taxilane Rehabilitation Project. However, the additional paving is not FAA grant eligible. The Urban Renewal Agency needs to be asked to fund this portion of the project by a change order as a part of the current project. Additionally, at some point, the Commission will need to discuss a mechanism for the airport users to contribute to help offset these costs.

Discussion followed. Although there was agreement the paving work should be accomplished at this time, the ability to fund future improvements or reimburse the Urban Renewal District was not addressed. The Urban Renewal Agency has contributed over \$2 million in matching funds during the life of the agency and those funds will not be available much longer. The Airport users will need to participate in the costs associated with those improvements of the Airport facility that benefits only those users.

Newell moved to recommend the Urban Renewal Agency the authorization of a change order not to exceed \$75,000 to pave the areas between the taxilanes and hangars as part of the Apron and Taxilane Rehabilitation Project Crowe seconded; motion passed unanimously.

Airport Activity Report – Loegering provided a report on the following items -

- Marion Carl Memorial Re-Furb – as of July 1 this area is now the responsibility of the City. Wintergreen Nursery recently completed landscaping improvements. The Marine Corp has expressed an interest in performing the interim maintenance in conjunction with periodic work (quarterly) by Wintergreen Nursery. Elias from SignCraft will be refurbishing the sign.

- The Fire Fighting Support equipment has now left the Airport
- Updated User Contact List – includes those to be relocated during the upcoming paving project
- Proposed FAA Policy 'Use of Aeronautical Land and Facilities', FAA-2014-0463-0001 – This is an update on the policy of hangar use that is open for private aviation users comments. Commissioners were encouraged to provide input directly to the FAA.
- FAA representatives will be in Roseburg next week

Maintenance Report – The July, 2014 report was provided.

Business From The Staff – ODA (Oregon Department of Aviation) will be back to do the permanent marking shortly which will require a complete closure of the Airport during that time.

Business From The Commission – There was some discussion regarding relocating the V-tail Bonanza to the north end of the Airport.

Business from the Public – Al Saterla expressed concern about the land shifting near his hangar. Colley reminded him that the City had previously indicated he could get permission to do work on the leased space, if he so chose.

ADJOURNMENT - Meeting was adjourned at 4:10 p.m. Next meeting is scheduled for September 18, 2014.

Sandy Cook, Staff Assistant



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

Meeting Date: October 15, 2015

AIRPORT ACTIVITY REPORT

Staff will discuss options for mitigating the fall migrating geese population.

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

Oct.-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. Chain all man gates-due to President visit
10. Assemble and install new Trash container