

ed
1/14/16

CITY OF ROSEBURG
AIRPORT COMMISSION
Thursday, January 21, 2016
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: John McDonald, Chair Dave Morrison
 Gary Crowe Frank Inman
 Dan Sprague Clint Newell
 Robb Paul Rob Levin (ex-officio)
- III. APPROVAL OF MINUTES
 A. December 17, 2015 - Airport Commission Meeting
- IV. ELECTION OF VICE-CHAIR
- V. DISCUSSION ITEMS/VERBAL REPORTS
 A. Airport Capital Improvement Plan
- VI. INFORMATIONAL
 A. Airport Activity Report
 B. Maintenance Report – December, 2015
- VII. 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.
- VIII. BUSINESS FROM COMMISSION MEMBERS
- IX. NEXT REGULAR COMMISSION MEETING DATE – February 18, 2016
- X. 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 541-492-6866) 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.

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
December 17, 2015**

CALL TO ORDER: Vice Chair David Morrison, 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: Commissioners Gary Crowe, Frank Inman, David Morrison, Clint Newell, Robb Paul, Dan Sprague and ex-officio Rob Levin

Absent: Chair Tom Ryan

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

APPROVAL OF MINUTES

Newell moved to approve the minutes of the November 19, 2015 Airport Commission meeting as presented. Motion was seconded by Crowe and carried unanimously.

Funding Options for improvements

City Manager Colley provided information pertaining to the status of the Airport Fund which currently does not generate enough revenue to cover annual expenditures. The City has constructed approximately \$9.5 million in capital improvement projects at the Airport. Over the last several years, the City and/or Urban Renewal Agency has paid grant matching funds or funded non-grant eligible projects. The Urban Renewal District needs to be reimbursed as soon as practical as it is scheduled to sunset in 2019. Additional funding will be required for future FAA grants and Airport improvements. Discussion followed.

Council has requested the Commission consider ways to reimburse Urban Renewal for monies expended and to consider options to cover operational costs of the Airport. At the beginning of the year, Colley suggested Staff provide financial information and projections for the next 3-5 years on resource generation. There is currently a deficiency and no additional resources are available. Council requested the Commission provide recommendations for funds to be generated by airport users so they become responsible for generating monies necessary to sustain the operation/maintenance of the Airport on a regular basis.

Morrison complimented the City on making the Airport such a great facility and others agreed. The Airport Master Plan is scheduled to be completed in 2017 and that will provide additional information on upcoming projects that will require funding. Colley requested the Commission to become pro-active in planning for the future by developing a strategy over the next several months to identify alternative funding sources with the hopes of having something in place at the start of the fiscal year in July. Discussion followed regarding the meaning of an Enterprise Fund.

Business from Staff

Messenger noted that an obstruction survey was provided to the FAA in August, 2014. Due to concerns regarding an aircraft incident in North Carolina involving obstructions on approach, and at the request of Congress, the FAA has reviewed airports across the country with potentially similar dangers. The City received notice on November 15th of the FAA Flight

Standard's intent to eliminate IFR approaches to the Roseburg Regional Airport based on data that indicates ground penetration and obstructions located within the approach path. Messenger updated the Commission on Staff activities to mitigate the concerns of the FAA and the specific locations of those obstacles including lighting the ground penetration areas. Messenger has been working closely with Mead and Hunt (consultant) and FAA Staff to address the issues within the imposed 30-day time limitation. An extension of another 30 days has been provided until January 15th.

Commissioners expressed dismay and alarm at the determination of the FAA and offered any assistance available. Suggestions included engaging Congressman DeFazio and the Aircraft Owners and Pilots Association (AOPA) for additional support and assistance. It was suggested that Rob Levin (the FBO) assist staff as needed, especially when discussing aircraft approach, etc. with FAA staff.

Airport Activity Report

Loegering noted the Beacon is not functioning at this time but should be fixed soon. She provided an update on the current Occupancy rates.

Maintenance Report – The monthly maintenance report was included in the packet. The City's street sweeper checks the lights at the Airport on a regular basis and provides a security light report. Loegering contacts property owners to repair/replace any deficient lights that are their responsibility.

Business from the Commission –

ADJOURNMENT - Meeting was adjourned at 4:37 p.m. Next meeting is scheduled for January 21, 2016.

Sandy Cook, Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**

1/13/16



DATE: January 21, 2016
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: 2016-21 Draft Capital Improvement Plan - Airport

ISSUE STATEMENT AND SUMMARY

Staff is in the process of updating the City's Five Year Capital Improvement Plan (CIP). The issue for Commission is whether to recommend approval of the proposed plan for the Airport Fund.

BACKGROUND/ANALYSIS

Staff works with the Oregon Department of Aviation (ODA) and Federal Aviation Administration (FAA) annually to update the five year CIP. The latest update was submitted to ODA in December 2015 for consideration. The proposed CIP has not received approval from FAA yet. The table below outlines the projects included in the draft CIP. The last three projects listed are not eligible for FAA funding and were not submitted as part of the ODA/FAA CIP process.

052 AIRPORT FUND									
Project Description	Estimated Cost	FAA	City	2016-17	2017-18	2018-19	2019-20	2020-21	
Obstruction Removal	100,000	90,000	10,000	100,000					
Master Plan / ALP Update	222,223	200,000	22,223		222,223				
ODA Pavement Mgt	20,000	20,000	-		20,000				
Runway Lighting Rehab	620,000	558,000	62,000			620,000			
Taxiway Extension	1,250,000	1,125,000	125,000				1,250,000		
* Runway Justification w/Master Plan ALP Update	25,000		25,000		25,000				
* Approach Procedure Update	10,000	-	10,000	10,000					
* Wetland mitigation/fill project	65,000	-	65,000	65,000					
AIRPORT TOTAL	2,312,223	1,993,000	319,223	175,000	267,223	620,000	1,250,000		-

* Not eligible for FAA funding

FINANCIAL/RESOURCE IMPACTS

The total City responsibility for the projects included in the draft CIP is \$319,223. The projects through FY 19 may be eligible to receive Urban Renewal Funding to cover the project match and/or ineligible costs. By fiscal year, funding requirements are as follows:

FY 16-17 \$ 85,000
 FY 17-18 \$ 47,223
 FY 18-19 \$ 62,000
 FY 19-20 \$125,000

TIMING ISSUES Staff intends to take the overall Five Year CIP to the City Council and Urban Renewal Board in February.

COMMISSION OPTIONS

Commission has the following options:

1. Recommend the City Council & Urban Renewal Agency approve the Five Year Airport Fund CIP as part of the City's CIP update; or
2. Recommend changes to the draft Airport CIP; or
3. Not recommend approval.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council and Urban Renewal Board to approve the Airport Fund portion of the City's Five Year Capital Improvement Plan.

SUGGESTED MOTION

I move to recommend to the City Council and Urban Renewal Board approval of the Five Year Capital Improvement Plan for the Airport Fund.

ATTACHMENTS

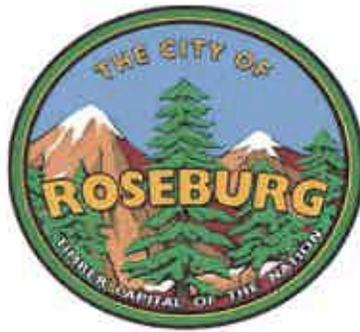
Airport Pages from Draft CIP

AIRPORT PROJECTS



The Airport Fund was separated from Economic Development in 2002 to account for revenues and expenditures of the Roseburg Regional Airport. Primary operating revenues are from fuel sales and lease income. The fund depends on federal grants from the Federal Aviation Administration for most airport construction and major improvements.

052	AIRPORT FUND						
		Total	2016/17	2017/18	2018/19	2019/20	2020/21
	Obstruction Removal	100,000	100,000				
	Approach Procedure Update	10,000	10,000				
	Wetland Mitigation/Fill	65,000	65,000				
	Master Plan/ALP Update/Runway Justification	247,223		247,223			
	ODA Pavement Mgt	20,000		20,000			
	Runway Lighting Rehab	620,000			620,000		
	Taxiway Extension	1,250,000				1,250,000	
	TOTAL	2,312,223	175,000	267,223	620,000	1,250,000	



AIRPORT PROJECTS



Obstruction Removal/Mitigation Approach Procedure Update

The City has completed an airspace analysis to identify obstructions within various airport surfaces. This project will correct, light or remove some airport and airspace hazards to air navigation. Related work may include correcting or removing abrupt surface irregularities, trees, equipment, and other identified hazards to aviation within the Runway Safety Area, Runway Protection Zone, Object Free Zone, Obstacle Free Area, etc. Having the approach procedure flown and having the Visual Approach Slope Indicator certified by the FAA is another method to mitigate ground obstructions, but is not eligible for reimbursement by FAA.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs						
Obstruction Removal	100,000	100,000				
Approach Procedure Update	10,000	10,000				
Funding Source						
FAA	90,000	90,000				
Urban Renewal	20,000	20,000				

AIRPORT PROJECTS

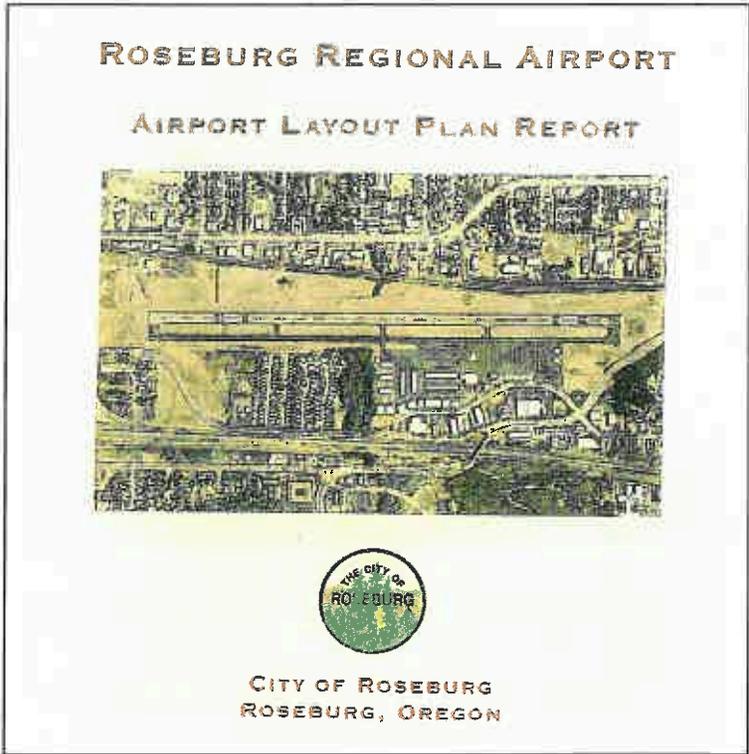


Airport Wetland Mitigation

This would address existing wetlands located just west of the new north apron area. These wetlands will have to be mitigated in order to fill this area to the elevation of the rest of the airport. Mitigation will most likely involve purchasing credits from a wetland bank.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs	65,000	65,000				
Funding Source						
Urban Renewal	65,000	65,000				

AIRPORT PROJECTS



Master Plan / ALP Update /Runway Justification

With completion of the taxiway relocation, runway extension and other airport improvements, the Airport Master Plan and Airport Layout Plan will need to be updated. In order to qualify for any future FAA support for the runway extension completed in 2012, the City must justify its new length through a study to verify usage.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs	247,223		247,223			
Master Plan/ALP Update			222,223			
Runway Justification			25,000			
Funding Source						
FAA	200,000					
Urban Renewal	47,223					

AIRPORT PROJECTS



Runway Lighting Rehabilitation

Runway 16/34 has an aging electrical infrastructure constructed in the 1970's. The project will include new LED medium intensity runway lights (MIRLS), runway end identifier lights (REILs), LED wind cones and a new Precision Approach Path Indicator (PAPI) to replace the existing Visual Approach Slope Indicator (VASI).

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs	620,000			620,000		
Funding Source						
FAA	558,000			558,000		
Urban Renewal	62,000			62,000		

AIRPORT PROJECTS



Taxiway Extension

The runway was extended 400 feet in 2009 utilizing a ConnectOregon 3 Grant. Due to funding constraints, the parallel taxiway was not constructed. The proposed project will extend the taxiway 400 feet to eliminate the back taxi required on Runway 16. In order to be eligible for FAA participation, the City must first justify the runway extension. The justification study is scheduled to be completed in parallel with the Master Plan Update in FY 17-18.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs	1,250,000				1,250,000	
Funding Source						
FAA	1,125,000				1,125,000	
Urban Renewal	125,000				1,250,000	



AIRPORT MAINTENANCE REPORT

Dec.-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. Clean gutters on Hanger I and repair downspout