



**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEETING MINUTES  
July 21, 2016**

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

**Absent:** Chair John McDonald

**Others Present:** City Manager Lance Colley, Public Works Director Nikki Messenger and Staff Assistant Sandy Cook. Mitch Hooper from Mead & Hunt

**APPROVAL OF MINUTES**

*Sprague moved to approve the minutes of the May 19, 2016 Airport Commission meeting as presented. Motion was seconded by Paul and carried unanimously.*

**Fee Schedule Update – T-Hangar Deposit**

Staff requested the Commission consider implementing a cleaning/security deposit of \$100 when leasing T-Hangars and storage units. This would ensure that a tenant vacating a hangar or storage unit cleans the facility and properly disposes of any remaining articles prior to the end of their lease. The fee needs to be established and included in the City's Fee Schedule by Ordinance adoption and would be implemented from here forward. This would be a recommendation to the City Council for consideration in August. Commissioners were in agreement this was an appropriate fee to be added. Morrison suggested reviewing current lease agreements to incorporate this change and to include language regarding the recovery of costs for damage incurred by a lessee.

*Paul moved to recommend to the City Council the implementation of a requirement for a security deposit of \$100 for new leases of City owned T-hangars or storage units and that the fee be added to the City Fee Schedule. Newell seconded; motion passed unanimously.*

**Airport Approach Procedure/Obstruction Survey Update**

Messenger provided background of the actions that have occurred since the 2013 obstruction survey requirement by the FAA. In November, 2015, the City was informed of concerns by the FAA and the potential to lose the nighttime instrument approach procedure due to obstructions near the Airport. On July 12, 2016, the FAA Flight Procedures flew the Runway 34 approach in an effort to commission the Visual Approach Slope Indicator (VASI). Following this test flight, City Staff was directed to turn the VASI off and issue a NOTAM that it is out of service. The preliminary report indicates it shall remain out of service until such time as it is baffled so that the west side of the approach is reduced to 5 degrees and until such time as Flight Standards re-flies and commissions the VASI.

Mitch Hooper from Mead & Hunt was in attendance to answer questions. Mead & Hunt is the consultant who has assisted City Staff throughout this process. Hooper advised there is terrain that penetrates the air space on the west side approach. The specific obstacle and location will be provided in the final report. Commissioners expressed concern that turning the VASI completely off did not make the airport safer. Disregarding the nighttime approach notice is not an option and becomes a safety issue. The box carriers can apply for special procedure to fly at night but that does not affect all users. Hooper noted that regular users are familiar with the terrain and operations of this airport, but the logic of the FAA is for users who are unfamiliar with the airport and the area. Staff is working with Mead & Hunt to quickly provide an acceptable solution to get the VASI turned back on. Considering a NOTAM has been issued, it is still at a temporary level. This still does not address the nighttime approaches.

In regards to the authorization to get nighttime approaches approved, Mead & Hunt has been working with the FAA for a while negotiating alternative solutions. Messenger suggested additional leverage can be attained by submittal of letters of support from impacted businesses including air ambulances. Since the FAA won't provide information as to how to mitigate the situation, the City must prepare a proposal that is obtainable and is acceptable to the FAA. Mead & Hunt is actively reviewing other regions throughout the country for alternative solutions, but will need the final report before proceeding further. It was suggested that if this continues for a while without an acceptable solution, then gathering political assistance may be an option.

In conclusion, Morrison requested the Commission to be kept updated on the progress and for the Commission to be advised if there is anything that can be done to assist in the process.

#### **Airport Management Update – Verbal Report**

Messenger distributed a draft letter explaining tasks for management of the Airport that will be distributed to tenants in the near future. Colley advised that given the financial status of the Airport it was not prudent to replace the Airport Manager vacancy at this time. Additionally, Staff will soon be requesting updated information from fixed base aircraft as required by the FAA and the City lease agreement, which will include contact information, insurance and aircraft tail numbers.

Messenger noted the FAA has relaxed some of their requirements to permit non-aviation uses at the airport with conditions beginning July 1, 2017. The Commission may be discussing this issue in the coming year.

**Maintenance Report** – The May and June Maintenance Reports were included in the packet. Upon questioning, it was consensus of the Commission to discontinue this monthly report. Items of concern or repair will be provided on the agenda as needed.

Discussion followed regarding the condition of the restrooms/showers at the airport. The showers are apparently used by fire personnel primarily during the fire season.

Commissioners agreed that better and cleaner habits need to be encouraged by users. City Staff cleans the restrooms twice a week, but users need to take some responsibility for cleaning up after themselves. Staff will provide reminder notices in the restrooms to encourage cleaning up by users. Several Commissioners agreed self-policing would also be provided unless further action becomes necessary.

**Business from the Public** – Greg North introduced himself as an aviation enthusiast interested in becoming involved in the aviation community. It was suggested that “Wings and Wheels” was looking for volunteers and information was provided to Mr. North.

**ADJOURNMENT** - Meeting adjourned at 4:37 p.m. Next meeting is scheduled for August 18, 2016.

Sandy Cook, Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 15, 2016  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., Public Works Director  
**SUBJECT:** **Update on VASI/Nighttime Approaches**

**ISSUE STATEMENT AND SUMMARY**

Staff is continuing to work on issues surrounding the VASI and getting it back into operation. Staff will provide a verbal report at the Commission meeting. No formal action is required from the Commission on this item.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** September 15, 2016  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., Public Works Director  
**SUBJECT:** **Update on Lease Management**

**ISSUE STATEMENT AND SUMMARY**

Staff has been working to get caught up on issues surrounding airport leases. These items include such things as overdue commercial hangar structural inspections, overdue fire inspections and updating lease language.

Staff will present a verbal report at the meeting updating the Commission on items that are being addressed and may seek input on some preliminary ideas regarding changes to future leases.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** September 15, 2016  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., Public Works Director  
**SUBJECT:** Meeting Schedule

**ISSUE STATEMENT AND SUMMARY**

Staff would like to get input from the Commission regarding the regular meeting schedule for the Airport Commission.

**BACKGROUND/ANALYSIS**

The Airport Commission is currently scheduled to meet the third Thursday of each month. Over the past two years, several meetings have been cancelled. Some meetings that have been held have been informational only and have not had any action items.

The following was downloaded from the Airport Commission page of the City's website. So far this year, three meetings have been cancelled. Last year, five meetings were cancelled.

**2016 Airport Commission Meetings**

August 18, 2016 - CANCELLED  
July 21, 2016  
June 16, 2016 - CANCELLED  
May 19, 2016  
April 21, 2016  
March 17, 2016  
February 18, 2016 - CANCELLED  
January 21, 2016

**2015 Airport Commission Meetings**

December 17, 2015  
November 19, 2015  
October 15, 2015  
September 17, 2015 - CANCELLED  
August 20, 2015  
July 16, 2015 - CANCELLED  
June 18, 2015  
May 21, 2015 - CANCELLED  
April 16, 2015  
March 19, 2015 - CANCELLED  
February 19, 2015  
January 15, 2015 - CANCELLED

**STAFF RECOMMENDATION**

Staff is seeking input on the Commission's thoughts on potentially scheduling meetings every other month. Staff would still reserve the room on a monthly basis and if there were items requiring timely action, a special meeting could be scheduled.