

CITY OF ROSEBURG
AIRPORT COMMISSION
Thursday, October 15, 2015
City Hall Third Floor Conference Room 3:30 p.m.

John
10/18
PA

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	Dave Morrison
Gary Crowe	Frank Inman
Dan Sprague	Clint Newell
Robb Paul	Rob Levin (ex-officio)

III. APPROVAL OF MINUTES

A. August 20, 2015 - Airport Commission Meeting

IV. INFORMATIONAL

A. Airport Activity Report
B. Maintenance Report – September, 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 – November 19, 2015

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

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
August 20, 2015**

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 Frank Inman, David Morrison, Robb Paul, Dan Sprague and ex-officio Rob Levin

Absent: Commissioner Clint Newell and Gary Crowe (excused)

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

APPROVAL OF MINUTES

Sprague moved to approve the minutes of the June 18, 2015 Airport Commission meeting as presented. Motion was seconded by Inman and carried unanimously.

Roseburg Wings and Wheels Summary Report

Loegering provided a final report on the recently completed Wings and Wheels event held at the Airport in July. There were approximately 2,000 participants/guests in attendance. A new aspect of the event was the Community participants. The event proved to be successful.

Row "C" Hangar Transition to City Ownership

The forty year lease for Hangar "C" with Jack Mathis has now expired. The reversionary clause within the contract provided the hangar to be transitioned over to City ownership effective September 1, 2015. New leases have been prepared and distributed to the existing leases including the fee for the first month. Staff has updated the fee schedule for this hangar and the increased revenue is expected to net the Airport an additional \$18,000 annually.

Major General Marion Carl Memorial Status

Upgrades continue to be added to the memorial including additional low maintenance landscaping, etc. Future improvements include the addition of a replica of the American Fighter Aces Congressional Gold Medal received by Major General Marion Carl. Jim Barnett representing the Marine Corps League has received a trophy in Marion Carl's honor that may be displayed at City Hall in the future. Levin questioned the sealant on the rock at the memorial that now has to be maintained on a regular basis. Levin was offered a photo of General Marion Carl, at a fee, with the potential to display it at the Fixed Base Operator offices. Further research is needed.

Firefighting Support

Loegering advised that Firefighting support equipment from various agencies have been stationed at the Airport throughout the fire season. If the Guard comes back to the Airport in the future, discussion will be necessary regarding operations of aircraft activities.

Airport History Update

Staff received historical information from Mr. Arthur Horton providing additional historical facts about the Airport.

Maintenance Report – The June and July, 2015 reports were provided. Levin reported the middle gate is making noise. Extra sweeping has been provided during the fire season because of increased helicopter operations. The hangar door that was damaged during the paving will be repaired shortly. The plantings next to the fish ladder will need to be watered during this dry weather.

Business from the Commission – Morrison thanked staff for the recent paving work noting that it has been a wonderful improvement. Inman questioned when the Airport Development Plan is scheduled to be updated. Colley noted the City is still working on the identified projects within the current FAA cycle. The FAA anticipates funding the update to the plan during an upcoming funding cycle and the document will be reviewed by this commission at that time. In response to questioning, Loegering advised Staff has not heard from the FAA regarding the trees at the south end of the airport. Inman questioned the status of the north/south connector road and was advised that funding is not yet available for that project. Sprague advised there is a fly-in scheduled at Felts Field on September 7.

ADJOURNMENT - Meeting was adjourned at 3:54 p.m. Next meeting is scheduled for September 17, 2015.

Sandy Cook, Staff Assistant



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

Meeting Date: October 15, 2015

AIRPORT ACTIVITY REPORT

- Apron Paving Project Completion
- "C" Row Repair Status
- Fire-Fighting Support Plan Development

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".

Patricia Loegering, Airport Manager

AIRPORT MAINTENANCE REPORT

Sept-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. Check out hangers 2,3,9 and 10 in Unit “C”-re-lamp all