

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
May 19, 2016**

CALL TO ORDER: Chair John McDonald, 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 John McDonald, Commissioners Frank Inman, David Morrison, Clint Newell, Robb Paul (arrived at 3:50 pm) and Dan Sprague (arrived at 3:35 pm)

Absent: Commissioner Gary Crowe (excused) and Ex-officio Rob Levin

Others Present: City Manager Lance Colley, Human Resources Director John Van Winkle, Airport Manager Pat Loegering, and Staff Assistant Sandy Cook.

APPROVAL OF MINUTES

Inman moved to approve the minutes of the March 17, 2016 Airport Commission meeting as presented. Motion was seconded by Morrison and carried unanimously.

Colley reported the receipt of Airport Manager Pat Loegering's resignation, for the purpose of retirement, which is effective June 3rd. Colley explained that he is working on a transition plan to disperse tasks during the interim time of determining the best way for the City to move forward with or without a designated Airport Manager. Several commissioners voiced that the Airport was in a good place at this time and could potentially run smoothly without a salaried Airport Manager, which could potentially reduce some of the budget impact. It was suggested the current Airport FBO, Rob Levin, could perhaps be compensated for assisting with some of the on-site tasks. Colley offered to provide a report outlining the generated cost savings with the caveat that there was still the potential to return to a part-time Airport Manager in future years.

Funding Options for Improvements

Colley reported that Public Works Director Nikki Messenger has advised the FAA has scheduled someone to fly obstructions in two different locations on the west coast. Roseburg will be flown for free. These costs were not grant eligible so that will save some monies and should be completed within the next 30-45 days.

Loegering will finish an evaluation of the electrical costs and provide the information to Lance before she leaves. A surcharge would be based on an average cost and distributed accordingly. Facility Maintenance is modifying the automatic switches to manual switches in various hangars as complaints are received. Colley left at 4:05 pm.

Potential revenue increasing options and specific questions were provided –

- Utilizing Landing fees
- Raise rent at FBO Facility, tie down hangars and corporate hangar land lease
- Additional electrical fees – tie downs, hangar lessors, t-hangars
- Challenge the cost of personnel services, city services, management, public works and building/grounds to take a 5% reduction. Management in particular.

- Requested more information in an effort to gain a better understanding of the Airport debt service and interest.
- Would like Finance Director Ron Harker to talk finance so they can understand it better. Questions include more detailed information of costs for city management, public works.
- Suggested further discussion and consideration of “Through the Fence” and “Over the Fence” options
 - Prepare a marketing plan to research allowances, restrictions and opportunities per FAA.
 - Prepare an RFP for the use/sale of the property north of Edenbower
 - Have available land shovel ready for future development
- Suggested utilizing some of the funds provided to the Chamber to advertise for the Airport – VanWinkle noted those monies are to be used for tourism related uses only.
- Questioned the status of the wetlands (formerly Palm Harbor site) and the need to move forward with making it developable.

Paul advised that Roseburg Forest Products (RFP) has some wetlands credits available that they will lose within the next year. He suggested Staff might talk with RFP to see if that is something the City can utilize at a potentially reduced rate.

Inman moved to ask City Staff to research the possibility of advertising the availability of hangars at the Airport. Paul seconded, Morrison suggested this could be an engine for economic development in the community. Motion passed unanimously

Activity Report – Loegering reported as follows –

- Wildlife Mitigation - The dogs appear to be working; the Relocator has removed more nutria and additional geese.
- Obstacle Removal – trees have been removed and avigation easement obtained
- Upcoming events – Control Line Regional Competition is May 26-30. Wings & Wheels has been cancelled for this year.

Business from Commission – commissioners thanked Pat for the work that she has done.

Maintenance Report – The April Maintenance Report was included in the packet.

ADJOURNMENT - Meeting adjourned at 4:43 p.m. Next meeting is scheduled for June 16, 2016.

Sandy Cook, Staff Assistant

STAFF RECOMMENDATION

Staff recommends implementing a security deposit requirement for rental of City owned T-hangars or storage units of \$100.

SUGGESTED MOTION

I move 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.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 21, 2016

TO: Airport Commission

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

SUBJECT: Fee Schedule Update – Adding a deposit to T-Hangar Leases

ISSUE STATEMENT AND SUMMARY

Staff is proposing to add the requirement of a cleaning/security deposit when leasing a City-owned hangar or storage unit. The issue for Commission is whether to forward a recommendation to the City Council to implement this fee.

BACKGROUND/ANALYSIS

The City owns seventy six T-hangars and ten storage units that are available for lease. Currently, a tenant can move into a hangar or storage unit upon signing a lease with no security deposit. Public Works maintenance staff has mentioned that there are occasions when tenants move out and leave a significant amount of garbage behind. Staff then has to clean the hangar, transport the garbage to the dump, and pay the dump fees. The intent of the security deposit is to ensure that a tenant that is vacating a hangar cleans the hangar and properly disposes of any remaining articles prior to the end of their lease. Staff would propose that this fee be imposed moving forward and not retroactively on existing leases.

FINANCIAL/RESOURCE IMPACTS

T-hangar rents vary between \$163 and \$415 per month. Storage unit rents vary between \$53 and \$100 per month. Staff anticipates being able to manage a deposit system without a significant amount of staff time. This will not generate revenue for the airport, but may help cover costs associated with hangar cleanup.

TIMING ISSUES

There are no pressing time issues. Staff would like to implement a security deposit as soon as practical. If the Commission recommends moving forward with a requirement for a security deposit, staff would anticipate presenting that recommendation to the City Council in August.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council add to the City Fee Schedule a security deposit of \$100 as part of the rental agreement for leasing a City owned T-hangar or storage unit; or
2. Recommend that City Council add a different amount to the fee schedule for a security deposit; or
3. Request additional information; or
4. Decline to require security deposits at this time.

STAFF RECOMMENDATION

Staff recommends implementing a security deposit requirement for rental of City owned T-hangars or storage units of \$100.

SUGGESTED MOTION

I move 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.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 21, 2016

TO: Airport Commission

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

SUBJECT: **Airport Approach Procedure/Obstruction Survey Update**

ISSUE STATEMENT AND SUMMARY

This memo is meant as an informational item to update the Commission on the obstacle issues at the airport and the impact to approach procedures.

BACKGROUND/ANALYSIS

In 2013, the FAA required the City to do an obstruction survey prior to the flight checking the approaches at the airport. The following bullet points are a quick re-cap of actions since that time.

- On September 23, 2013, the Urban Renewal Board authorized a task order with Mead & Hunt to do an airspace analysis/AGIS study.
- On October 18, 2013 an aerial survey was flown.
- In January of 2015, the results/analysis were submitted to FAA.
- FAA accepted results/analysis in October of 2015.
- City received letter from FAA in November of 2015 regarding the potential N/A of nighttime approaches.

The City was notified in November 2015 that it was in danger of losing its nighttime instrument approach procedure due to obstructions near the airport. These obstructions are not new; however, the FAA made it a priority to address obstructions in the visual approach surface starting in 2014. As a result, many airports nationwide are facing a similar challenge.

Staff immediately began working with FAA staff to find a solution to avoid losing nighttime approaches. Steps were taken to remove trees and to obtain an aviation easement south of the airport. Possible mitigation options were discussed which included lighting Mast Hill or commissioning the 34 VASI. The best (and potentially only feasible option) was to get the Visual Approach Slope Indicator (VASI) commissioned. The VASI has never been commissioned by the FAA. If this were to happen, the City could propose to the FAA the use of the VASI as mitigation for terrain obstructions located within the visual approach surface. This would work by guiding pilots over the terrain obstructions through the use of a higher than standard glide angle. This approach to obstruction mitigation is common at airports facing challenges with terrain or other obstructions that would be costly (or impossible) to remove. There is no guarantee that this would be accepted as mitigation, but is the best option.

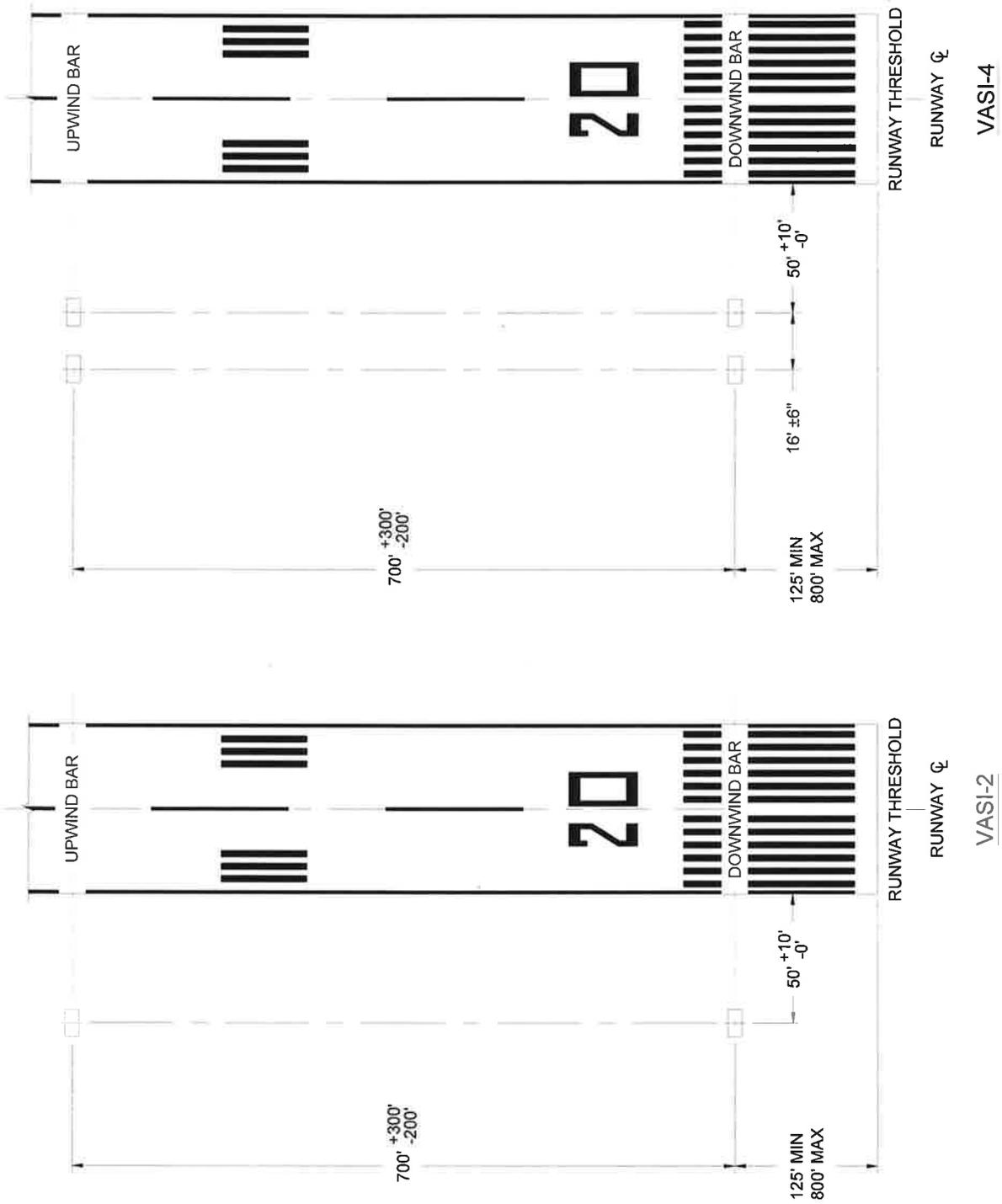
On July 12, 2016 FAA Flight Procedures flew the Runway 34 approach in an effort to commission the VASI. The controlling surface for the VASI is the Obstruction Clearance

Surface (OCS), which is an imaginary surface that starts at the runway centerline abeam from the VASI box closest to the runway end. The VASI OCS splays outward at ten degrees on both sides of the runway centerline for a distance of four nautical miles. The VASI OCS angle is set to 1.5 degrees below the VASI glide path surface. An attachment is included that shows the relationship between the glide path angle and the VASI OCS. The preferred VASI glide path angle is three degrees; however, it can be set to a maximum of four degrees for obstacle clearance.

On the first approach, the VASI was flown at the 3.5 degree glide slope that it has been operating at and the pilot indicated that at this angle, the VASI OCS was penetrated by terrain. City staff then reset the VASI glide path to 4 degrees and the pilot re-flew the approach. The pilot indicated that 4 degrees provided required obstacle clearance along the extended runway centerline. However, the flight check indicated that the OCS is not clear for the entire 10 degrees east and west of centerline as required. The pilot indicated that the VASI will need to be baffled to prevent it from being visible beyond 5 degrees left of centerline and then re-flown prior to being commissioned. It also appears that the 4 degree angle with a 2.5 degree OCS has a slight penetration by terrain right of course at about 18,129' from threshold. This would appear to be terrain of about 1350' plus a tree and is located just north of the RBG VOR. This obstacle should be verified to determine if it is in fact a penetration and, if so, the VASI will also be restricted in distance as to not provide obstruction clearance beyond 2.50 nm from threshold. If it is determined that the OCS is not penetrated by this obstacle, the distance restriction would not be necessary.

The pilot directed City staff to turn the VASI off and issue a NOTAM that it is out of service. He indicated that 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 Flight Standards re-flies and commissions the VASI.

Ryan Bergstrom from Mead & Hunt has been in contact with FAA Flight Procedures regarding the VASI and the required baffling. FAA staff has indicated that if the VASI is required to be baffled, it cannot be used as mitigation for the terrain obstructions as we had originally hoped. We are awaiting the actual report so that we may evaluate the controlling obstacles and devise a plan for moving forward. The information included in this memo is from preliminary results provided by the pilot in an email. Mitch Hooper from Mead & Hunt will be at the Commission meeting to help answer any questions.



RBG has a VASI-2, depicted at bottom.

FIGURE 2. SYSTEM LAYOUT, VASI-2 AND VASI-4

SYMBOLS

- A = AIMING ANGLE, (UPWIND BAR), NO. 2
- B = EFFECTIVE VISUAL GLIDE PATH ANGLE
- C = AIMING ANGLE, (DOWNWIND BAR), NO. 1
- T = EFFECTIVE VISUAL THRESHOLD CROSSING HEIGHT
- $A = B = C + 1/2^\circ$

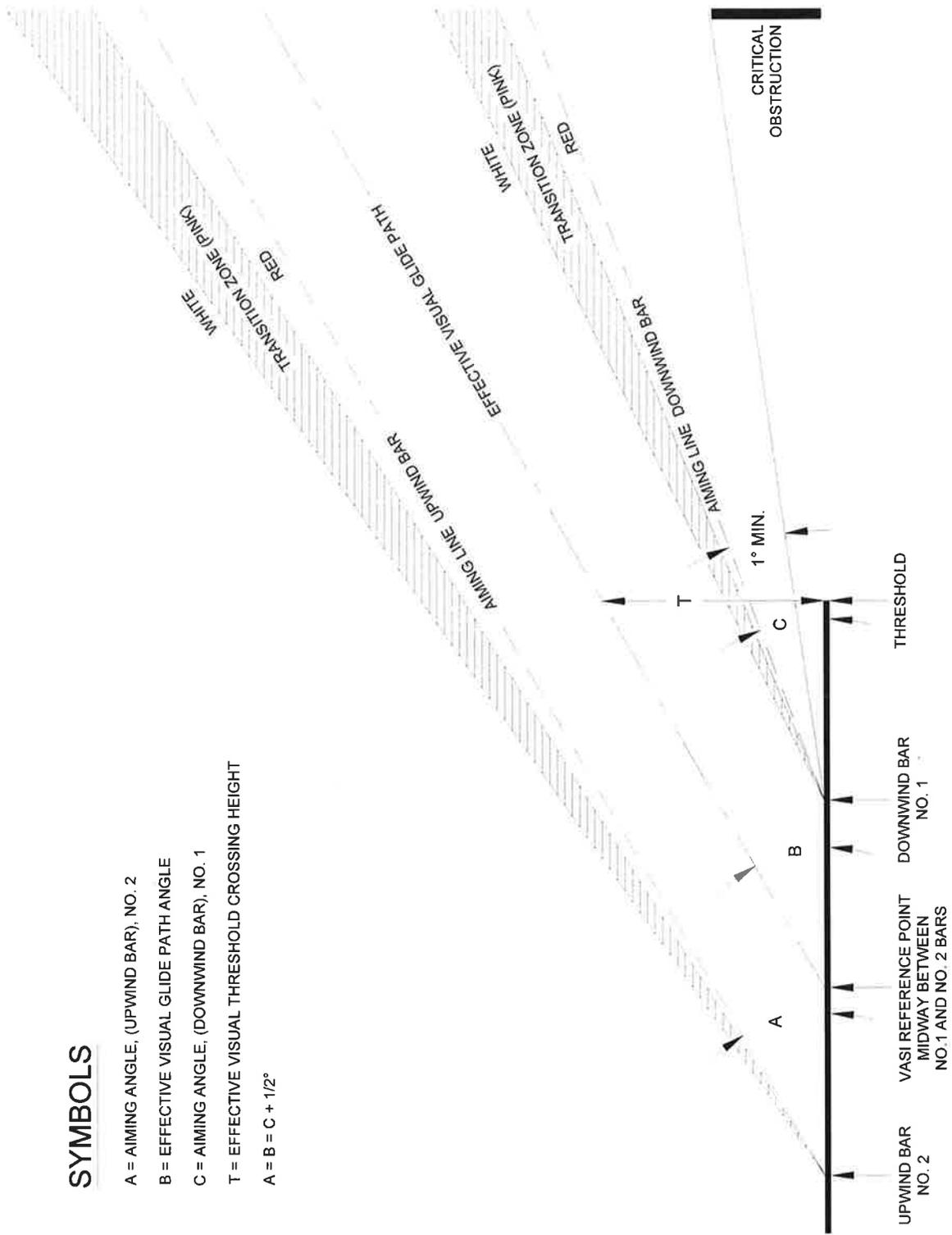


FIGURE 3. AIMING AND OBSTRUCTION CLEARANCE DIAGRAM FOR 2-BAR VASI

AIRPORT MAINTENANCE REPORT

May-2016

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. Repair broken lights at North end of runway
10. Deliver 20 sets of Barracades for Show

AIRPORT MAINTENANCE REPORT

June-2016

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. Replace chains for tie down units
10. Replace all lamps and ballasts outside on FBO building