



**ROSEBURG AIRPORT COMMISSION AGENDA  
THURSDAY, FEBRUARY 20, 2020**

*W  
2-14-2020*

**3:30 p.m. Regular Meeting      City Hall Third Floor Conference Room  
900 SE Douglas Avenue, Roseburg, Oregon 97470**

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**NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.**

**I. CALL TO ORDER**

**II. ROLL CALL:**

Chair: Linda Fisher-Fowler  
Commissioners: Dave Morrison      Frank Inman      Clint Newell  
Dan Sprague      Chris Berquist      Robb Paul  
Rob Levin (ex-officio)

**III. APPROVAL OF MINUTES**

A. December 19, 2019

**IV. DISCUSSION ITEMS**

A. Airport Updates

**AUDIENCE PARTICIPATION** – 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.

**V. INFORMATIONAL**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: April 16, 2020**

**VIII. ADJOURNMENT**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470 (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.

**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEETING MINUTES  
DECEMBER 19, 2019**

**CALL TO ORDER:** Chair Linda Fisher-Fowler, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, December 19, 2019, in the Third Floor Conference Room at City Hall.

**ROLL CALL:** Present: Chair Linda Fisher-Fowler, Commissioners Frank Inman, David Morrison, Clint Newell, Dan Sprague, and Ex-officio Rob Levin

Absent: Commissioners Chris Berquist, and Robb Paul

Attending Staff: City Manager Nikki Messenger, Communications Specialist Eric Johnson, Engineer Technician Ryan Herinckx, and Staff Assistant Kandi Leroue

Others Present: Shan Rammah & Ryan Bergstrom of Mead & Hunt

**APPROVAL OF MINUTES:** Commissioner Sprague moved to approve the August 15, 2019 minutes. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Airport Master Plan & Airport Layout Plan Adoption Recommendation:**

Messenger stated when the Commission met in August; the consensus was to wait for the FAA to approve the Airport Layout Plan (ALP) before recommending City Council adopt the Master Plan. The Master Plan will become part of the City's Comprehensive Plan. It will be presented to the Planning Commission prior to the Council.

Rammah gave a presentation reviewing the progress over the past two years and explaining what the Airport Layout, Capital Improvement, and Master Plans are. A list of near-term Capital Improvement Projects was included. An environmental assessment is required to be completed for all projects in the Master Plan. Rammah stated the Taxiway A Extension is the most critical project scheduled. If FAA discretionary funding is available, construction will take place in 2024. Commissioner Sprague questioned if the future hangar sites shown in the ALP could be utilized in the near future. Bergstrom answered the FAA has reviewed and approved the location; however, an environmental determination would be required and potential air space requirements. Commissioner Newell questioned the relocation of Stewart Parkway. Rammah replied a small portion of Stewart Parkway is within the ROFA, the FAA's goal is for the ROFA to be clear. When the road is at the end of its useful life, they will require it be re-routed.

**MOTION:** Commissioner Morrison moved to recommend the City Council adopt the Airport Master Plan and Airport Layout Plan. Motion was seconded by Commissioner Sprague and

approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**VOR-A Approach:** Messenger stated the FAA is seeking concurrence or objection to the proposed removal of the VOR-A approach. Ex-officio Levin stated if VOR-A is eliminated there would be no approach in the event of Cascadia. The consensus among the commissioners and users they spoke with is that the approach is used routinely. Messenger stated staff will create a summarized response and inquire if backup feedback is requested.

**MOTION:** Commissioner Newell moved to recommend City Staff immediately respond to the FAA voicing strong objection to eliminating the VOR-A approach. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Messenger introduced Eric Johnson who is the new City Communications Specialist.

**Obstruction Removal Update – Verbal:**

Herinckx reported the property owner and Pacific Power agreed to make a slight adjustment to the easement. The surveyors recently staked the easement. Pacific Power intends to begin relocating the utilities the beginning of January. Tree cutting is scheduled for the beginning of February, it will take approximately three days to complete. Rammah stated a confirmation survey will be completed during the tree removal to ensure the appropriate trees are being removed. Bergstrom stated the flight check is being requested this month. Depending on timing, there is a potential to join an existing group run. Joining a group run would lower the cost of the flight check.

**BUSINESS FROM THE COMMISSION:** None

**NEXT MEETING DATE:** February 20, 2020

**ADJOURNMENT:** Meeting adjourned at 4:14 p.m.



Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 20, 2020

**TO:** Airport Commission

**FROM:** Nikki Messenger, P.E., City Manager

**SUBJECT:** **Airport Updates**

The following is a brief update on airport related issues. Staff will provide additional information at the Commission meeting.

- **Obstruction Removal/Mitigation**
  - As of February 14, 2020 the tree removal process is complete. This took a few more days than anticipated. Once the trees on the north side of Mount Nebo were removed, additional trees on the south side could be seen by the surveyor and could be identified and trimmed.
  - Pacific Power placed their utility underground in early February.
  - DFN relocated their utility line underground on February 13/14.
  - A flight check to commission the PAPI is scheduled for Friday, February 21<sup>st</sup>.
  
- **Airport Master Plan and ALP Update**
  - This will go to Planning Commission on March 2<sup>nd</sup> and the City Council on March 9<sup>th</sup>.
  
- **New Public Works Director Brice Perkins will be at the meeting.** Brice has some positions to fill after he gets his feet under him. In the meantime, Nikki Messenger will continue to be involved in the airport, with heavy assistance from Ryan Herinckx and Kandi Leroue.
  
- **Runway Electrical Project –** The contractor has started the submittal process. We have not received a schedule yet. The contract documents indicate the City will issue a Notice to Proceed no later than May 1<sup>st</sup>.