8/10/18

ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, AUGUST 16, 2018

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

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. April 19, 2018

IV. DISCUSSION ITEMS

A. Proposed Update to Roseburg Municipal Code Section 3.22.020 Government Exemptions

B. FAA Grant Application Authorization

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: September 20, 2018

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
April 19, 2018

CALL TO ORDER: Chair Linda Fisher-Fowler, 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 Linda Fisher-Fowler, Commissioners, Frank Inman, David Morrison, Clint Newell and Dan Sprague
Absent: Commissioner Chris Berquist (excused), Rob Paul (excused) Ex-officio Rob Levin
Others Present: City Manager Lance Colley, City Recorder Sheila Cox, incoming City Recorder Amy Sowa and Staff Assistant Sandy Cook.

APPROVAL OF MINUTES
Newell moved to approve the minutes of the February 15, 2018 Airport Commission meeting as presented. Motion was seconded by Morrison and carried unanimously.

Corporate Hangar #11 Lease Assignment
Cox explained that Diemert Flying, LLC, has requested a reassignment of the ground lease for Corporate Hangar #11 to South Deer Creek Ranch, LLC. Diemert Flying LLC will be assuming the lease for Hangar #8 and South Deer Creek Ranch will be assuming the ground lease on Hangar #11. Corporate Hangar #8 has less than five years remaining until the next renewal and the assignment can be approved by the City Manager.

Newell moved to recommend City Council approve the ground lease assignment for Corporate Hangar #11 from Diemert Flying, LLC to South Deer Creek Ranch, LLC. Inman seconded; motion passed unanimously.

Business from Staff – Cox introduced incoming City Recorder Amy Sowa.

Business from Public - none

Business from the Commission – Morrison asked for an update on the VASI project. Newell shared that a few items on Mt. Nebo need to be dealt before a flight check. The physical work is completed on the PAPI.

ADJOURNMENT - Meeting adjourned at 3:38 p.m. The next meeting is scheduled for June 21, 2018.

Sandy Cook, Staff Assistant

CITY OF ROSEBURG
MEMORANDUM

DATE: August 16, 2018

TO: Airport Commission

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

SUBJECT: **Proposed Update to Roseburg Municipal Code Section 3.22.020 Government Exemptions**

ISSUE STATEMENT AND SUMMARY

The Roseburg Municipal Code section regarding the Roseburg Regional Airport includes a section exempting government operations from paying fees. Staff is proposing to update that section to allow the airport to charge for fire operations. There are two issues for the Commission.

1. Whether to forward a recommendation to the City Council to adopt an ordinance updating this section of the code.
2. Whether to forward a recommendation to the City Council updating the fee schedule for charges related to firefighting staging.

BACKGROUND/ANALYSIS

The Roseburg Municipal Code (RMC) Chapter 3.22 covers the Roseburg Regional Airport. Section 3.22.020 reads as follows:

3.22.020 - Government exemptions.

Any schedule of charges set forth in this Chapter or adopted by resolution, rules or regulations, or promulgated pursuant hereto pertaining to public apron areas and public aircraft parking and storage areas shall not apply to aircraft owned by or operated in the conduct of official business of any federal, state or local governmental agency, except that if the use by any such agency is substantial, a reasonable share proportional to such use in the cost of operating and maintaining such facilities so used may be charged.

This policy has been carried forward in the fee schedule such that the sections titled "Overnight Tie-Down Rates" and "Rent/Lease Rates (Monthly)" specifically state "Government Operations Exempted". It appears that this has been interpreted to include contractors working for government operations and that the City has not been charging anything other than fuel flowage fees for wildland firefighting operations that have staged at the airport.

Staff has been researching how other Oregon airports deal with wildland firefighting operations staging at the airport. Every other airport that staff has contacted charges something for the operations to utilize the airfield. The Oregon Department of Aviation has a fee schedule that charges between $350 and $500 per day dependent upon the functional

classification of the airport. *Roseburg is a category 3 airport, for which ODA would charge $450 per day if it were an ODA airport.* Examples of agreements ODA had last summer include the following:

- Willamette National Forest for $350 per day at Oakridge State Airport
- Forest Service Region 6 -- $350 per day for Prospect Airport
- OR Dept. of Forestry -- $500 per day not to exceed $20,000 for any ODA airport that ODF uses

Prineville uses an intergovernmental agreement with the Oregon Department of Forestry and charges $1,400 per month ($4,200 annually) for the ramp area from July 1st to September 30th and $40 per day for each additional day after.

In order to facilitate the ability to charge a fee for firefighting operations, staff would propose adding the following sentence to RMC Section 3.22.20: "Aircraft and related resources utilized for firefighting efforts, whether on private, local, state or federal land are not covered by this exemption."

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The north ramp includes six twin and twenty five single tie down spaces. Typically, this entire area is used for staging when there is an ongoing wildland fire operation. Daily tie down fees are $3/day for a single and $5/day for a twin. If the current tie down rates were used, this would amount to $105 per day or $3,150 per month. During an active wildfire, aircraft are landing and refueling or adding retardant multiple times a day. This usage is heavier than an average tie down space may generate, and a higher fee could be justified.

TIMING ISSUES

If the Commission recommends updating the municipal code and fee schedule, the item would be scheduled for an upcoming City Council meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council update RMC 3.22.020 and the fee schedule to establish a fee for the staging of firefighting operations at the airport; or
2. Request additional information; or
3. Choose to take no action and continue allowing the exemption.

STAFF RECOMMENDATION

Given that other airports that have the same federal grant assurances as Roseburg have been charging for firefighting operations, staff recommends that the Commission forward a recommendation to the City Council to adopt an ordinance updating Section 3.22.020 of the Roseburg Municipal Code. Staff further recommends that the Commission recommend that a daily fee for firefighting operations and related staging be included in the fee schedule.

RECOMMENDED MOTION

I move to recommend that the City Council adopt an ordinance updating Section 3.22.020 of the Roseburg Municipal Code to exempt firefighting staging and operations from the general government exemption.

I move to recommend the City Council add a fee of $_____per day for firefighting operations to the City's fee schedule.

ATTACHMENTS

None

CITY OF ROSEBURG
MEMORANDUM

DATE: August 16, 2018

TO: Airport Commission

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

SUBJECT: **FAA Grant Application Authorization**

ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization to submit a grant application to FAA for the additional costs associated with the PAPI installation and obstruction removal.

BACKGROUND/ANALYSIS

The costs associated with the PAPI installation and obstruction removal project will exceed the original grant amount. The FAA has indicated they intend to issue a discretionary grant this fiscal year to cover the additional costs, primarily associated with tree removal and utility relocation. The end of the federal fiscal year is September 30th. Staff is not certain when a grant may be made available. As such, we are seeking a recommendation to Council to authorize a grant application in order to facilitate the process.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The funding associated with the original FAA grant for this project is as follows:

FAA Grant	$200,000
ODA Grant	$ 16,858
City/UR	$ 5,364
Grant 24 Total	*$222,222*

It has become clear that the costs associated with re-designing and re-bidding the PAPI project and the additional obstruction mitigation that still needs to occur (tree and utility removal/relocation) will exceed the grant by at least $100,000. As the final costs have not been determined, staff has been speaking with FAA regarding an additional grant of up to $200,000. If a $200,000 grant were to be awarded, the City's match would be $22,222.

TIMING ISSUES

In order to react in a timely manner to a grant offer, staff would like to get a recommendation from the Airport Commission to authorize application and acceptance of any grant at the August meeting.

COMMISSION OPTIONS
The Commission has the following options:

1. Recommend that the City Council authorize staff to submit a grant application and accept a grant for the completion of the PAPI Installation and Obstruction Removal Project; or
2. Request additional information.

STAFF RECOMMENDATION
Staff recommends the Commission forward a recommendation to the City Council authorizing a grant application and grant acceptance, should one be offered.

RECOMMENDED MOTION
I move to recommend that the City Council authorize the submission of a grant application and acceptance of a grant from the Federal Aviation Administration for the completion of the PAPI Installation and Obstruction Removal Project.

ATTACHMENTS
None