

CITY OF ROSEBURG
AIRPORT COMMISSION
Thursday, April 19, 2018
City Hall Third Floor Conference Room 3:30 p.m.

of
4/12/18

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: Linda Fisher-Fowler, Chair Dave Morrison
 Frank Inman Clint Newell
 Dan Sprague
 Rob Levin (ex-officio) Robb Paul
- III. APPROVAL OF MINUTES
 A. February 15 - Airport Commission Meeting
- IV. DISCUSSION ITEMS/VERBAL REPORTS
 A. Corporate Hangar #11 Lease Assignment
- 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 COMMISSION MEETING DATE – **June 2 , 2018**
- 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 packet is available on line at -- <http://www.cityofroseburg.org/your-government/commissions/airport-commission/>

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
February 15, 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 Chris Berquist, Frank Inman, Clint Newell, Rob Paul and Ex-officio Rob Levin

Absent: Commissioner David Morrison (excused) and Dan Sprague (excused)

Others Present: City Manager Lance Colley, Public Works Director Nikki Messenger, and Staff Assistant Sandy Cook.

Messenger introduced new Chair Linda Fisher-Fowler and welcomed newly appointed Commissioner Chris Berquist.

APPROVAL OF MINUTES

Newell moved to approve the minutes of the November 9, 2017 Airport Commission meeting as presented. Motion was seconded by Inman and carried unanimously.

Election of Vice-Chair

Messenger suggested the Commission consider electing a Vice-Chair to serve as chair in the event of an absence of the Commission Chair.

Inman nominated Clint Newell as Vice-Chair of the Airport Commission. Paul seconded. Motion passed unanimously.

2018-23 Five Year Capital Improvement Plan – Draft Updates

Messenger presented the draft Five Year Capital Improvement Plan (CIP) for the Airport Fund for consideration. The total City responsibility for the projects included in the draft CIP is \$218,377 and has been already been presented to the FAA. The plan for the next five years includes the Master Plan/ALP Update, runway lighting rehab, ODA Pavement Management and Taxiway Extension. Staff has been working with the Oregon Department of Aviation, the Federal Aviation and the City consultant in preparation of this Five Year CIP. The draft CIP is expected to be presented to City Council in late March or early April. Discussion followed to include paving of the parking and driveway to the FBO office. Upon questioning about additional projects, Messenger noted a north/south connection is identified in the ALP but is not fundable at this time. The CIP can be modified as the City's needs change.

Newell moved to recommend to the City Council, Approval of the Five Year Capital Improvement Plan for the Airport Fund. Paul seconded; motion passed unanimously.

Runway 34 PAPI Installation Project Update

Messenger provided the background and most recent update on the scheduled installation of the Precision Approach Path Indicator (PAPI) on Runway 34. The equipment has been ordered and is scheduled to be shipped February 23rd. Since the original contractual completion date was March 2nd, Staff is working with the FAA to process a change order to modify the substantial completion date to March 19th. The contractor anticipates working four days a week (Monday through Thursday) for the allowed 15 working days to complete the work and is scheduled to begin the work on February 26.

Staff continues to work with the consultant and property owner to identify those trees needing to be trimmed or removed prior to requesting the FAA flight check. Upon successful clearance of the flight check from FAA, Staff will begin the paperwork to request a waiver to allow the PAPI to be used as mitigation for the terrain obstruction. If and when that waiver is approved, the nighttime instrument approach can be reinstated. Levin requested a construction schedule so he can communicate information with pilots so they will be plan flights around the project work.

Hangar Occupancy Update

Staff provided an update on current hangar occupancy.

Business from Public - none

Business from the Commission – none

ADJOURNMENT - Meeting adjourned at 3:50 p.m. The next meeting is tentatively scheduled for March 29, 2018. This is not a regular meeting date but could be the next Master Plan group meeting.

Sandy Cook, Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 19, 2018
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: Corporate Hangar #11 Lease Assignment

ISSUE STATEMENT AND SUMMARY

The current owner of corporate hangar #11 has requested a lease assignment. The issue for Commission is whether to recommend to the City Council the approval of the assignment.

BACKGROUND/ANALYSIS

Staff received a request from James and Roberta Diemert to reassign the lease for Corporate Hangar Space #11 from Diemert Flying LLC to South Deer Creek Ranch, LLC. The original lease for hangar #11 became effective on January 1, 2007. The initial term of the lease is for 20 years and six months. The initial term will be in effect until June 30, 2027. According to the Roseburg Municipal Code Section 3.22.160, any change to a lease that has a remaining term of over five years must be approved by the City Council after a recommendation from the Airport Commission.

In this particular case, the Diemerts are switching lease assignments with 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 lease on Hangar #11. The lease on Hangar #8 has less than five years remaining until the next renewal and the assignment can be approved by the City Manager.

FINANCIAL/RESOURCE IMPACTS None

TIMING ISSUES

If the Commission recommends approving the lease assignment, it will be presented to the City Council at their April 23rd meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council approve the lease assignment from Diemert Flying, LLC to South Deer Creek Ranch, LLC.; or
2. Request additional information; or
3. Recommend that the City Council deny the lease assignment.

STAFF RECOMMENDATION

Staff recommends that the Airport Commission recommend approval of the lease assignment to the City Council.

SUGGESTED MOTION

I move to recommend that the City Council approve the lease assignment for corporate hangar #11 from Diemert Flying, LLC to South Deer Creek Ranch, LLC.

ATTACHMENTS

None



Retirement

RECEPTION

PLEASE JOIN US FOR A RETIREMENT GATHERING
HONORING

Sheila R. Cox

.....
APRIL

27th

.....
3:00 -4:30 PM

.....
Public Safety Center
Umpqua Conference Room
.....

Help us celebrate her 30 years of service as a City Recorder. Light refreshments will be provided.

After 30+ years working for the City, it's time to take an uninterrupted vacation! Please join us as we offer

Sandy Cook

Best Wishes in her Retirement

Monday, April 30th

3rd Floor Conference Room

@ City Hall

3:00 p.m. - 5:00 p.m.

