



ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, JUNE 21, 2018

Handwritten: Oye
6/14/18

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. Airport Projects – Verbal 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: August 16, 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: June 21, 2018

TO: Airport Commission

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

SUBJECT: **Airport Projects - Verbal Updates**

Staff will provide verbal updates on the following items at the June 21st Airport Commission meeting. No action items are expected.

- Obstruction Removal and PAPI Installation
 - Utility relocation & tree removal
 - Flight Check
 - Grand amendment/additional grant

- Airport Master Plan – Next Steps
 - New chapters available for AC review – end of June
 - Public Meeting – July
 - Next Advisory Committee meeting – August/September – Alternatives, Capital Improvement Plan & Financial Feasibility

- Upcoming Project – Runway Electrical – FY 19
 - Runway edge lighting, MIRLS, REILs, wind cones
 - Pre-design meeting completed at OAMA conference
 - Categorical exclusion in place
 - Next step – negotiate engineering contract

- Control Line Event – Memorial Day Weekend – want to book for 2019