



**ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, JANUARY 6, 2022**

✓
12-30-2021

3:00 p.m. Special Meeting

Electronic Meeting

Public Access: www.Facebook.com/CityofRoseburg

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.

NOTE: Date Change

I. CALL TO ORDER

II. ROLL CALL:

Chair: Patrice Sipos
Commissioners: Dave Morrison Frank Inman Clint Newell
Dan Sprague Robb Paul Steve Skenzick
Rob Levin (ex-officio)

III. APPROVAL OF MINUTES

A. August 19, 2021

IV. DISCUSSION ITEMS

A. Airport Engineering, Planning and Consulting Services – Five-Year Contract Award Recommendation

CITIZEN PARTICIPATION – Comments can be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to 12:00 p.m. on Thursday, January 6, 2022. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. INFORMATIONAL

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: February 17, 2022

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
AUGUST 19, 2021**

CALL TO ORDER: Chair Patrice Sipos called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, August 19, 2021, electronically via Zoom in Roseburg, Oregon.

ROLL CALL: Present: Chair Patrice Sipos, Commissioners Frank Inman, David Morrison, Clint Newell, Steve Skenzick, Dan Sprague, and Ex-officio Rob Levin

Absent: Commissioner Robb Paul

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, and Staff Assistant Kandi Street

Others Present: None

APPROVAL OF MINUTES: Commissioner Morrison moved to approve the minutes from the February 18, 2021 meeting. Motion was seconded by Commissioner Sprague and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Skenzick, and Sprague voted yes. No one voted no.

Messenger introduced Patrice Sipos as the new commission chair and commission members introduced themselves.

DISCUSSION ITEMS:

Authorization to apply for ODA COARS Grant(s):

Messenger reported the Oregon Department of Aviation (ODA) is opening the Critical Oregon Airport Relief grant cycle for FY 2022. Staff would like to utilize the program to cover ninety percent of the ten percent match for the FAA AIP grant for the design of the Taxiway Extension. The second project staff wishes to use the grant for is to provide backup power at the airport. Under the Oregon Resilience Plan list the airport is considered a "Tier 1" airport. Meaning the airport is considered essential in the event of a natural disaster or seismic event. The 2019 snow event showed just how crucial backup power is to keep the airport functioning during a natural disaster. Commissioner Inman questioned if the backup power would be diesel or another fuel source. Messenger replied diesel or natural gas depending on the size requirements. Levin indicated JET A fuel would be a good option.

MOTION: Commissioner Newell moved to forward a recommendation to the City Council authorizing staff to apply for two grants through the Oregon Department of Aviation's Critical Oregon Airports Relief program, one for AIP matching funds and one for backup power at the airport. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Skenzick, and Sprague voted yes. No one voted no.

FAA Five-Year Capital Improvement Plan:

Messenger stated every year a list of Five-Year projects is submitted to the FAA. Typically a Joint Planning conference is held to review upcoming FAA funded projects. In the past the meetings have been held in person or virtually. This year, FAA requested updated lists be submitted and they will determine if a meeting is necessary. Messenger went over the projects listed in the approved Five-Year CIP as compared to the Airport Master Plan near and mid term projects. Messenger informed during firefighting season both ramps are very busy. Levin indicated the extra space on the North End was a huge help. Messenger requested feedback on swapping "Aviation Reserve 1" with "Aviation Reserve 2". Discussion ensued regarding the pros and cons of each area and which is the most logical choice.

Messenger asked for input regarding adding a fuel area on the North end to support the additional traffic during fire season. Levin believes it would be more cost effective to add additional storage to where it is already set up. Commissioner Sprague asked how many deliveries the airport is currently receiving per week. Levin replied two to three per week. Messenger questioned the number of gallons per delivery. Levin replied between 10,100 and 10,400 gallons. He added deliveries have been delayed due to a shortage of drivers and fuel trucks. Messenger stated the Connect Oregon Grant which is geared toward reducing transportation costs, is opening soon and will be due in September. Discussion ensued regarding how adding additional fuel storage could potentially reduce transportation costs. Perkins stated from an emergency management standpoint additional fuel reserves would be essential in the event a natural disaster. Messenger informed the ODA has been requesting frequent fuel level updates to confirm airports supporting fire operations are getting enough fuel.

Messenger is not sure if the FAA will have an issue with changing the FY2027 project from "Aviation Reserve 1" to "Aviation Reserve 2". It is not critical at this time, there is an option to still change it next year. Once a project is in year three of the five year plan it is locked in. Commissioner Newell believes switching to "Aviation Reserve 2" is the better option but recommends asking the consultant for input.

Commissioner Skenzick questioned if the possibility for a terminal on the North end and potential for commercial flights was removed from the Master Plan. Messenger stated the new Master Plan refers to that area as Aviation Reserve, it is not identified specifically as it was in the previous Master Plan.

MOTION: Commissioner Newell recommends to submit design of the "Aviation Reserve 2" project to the FAA, given that Mead and Hunt concurs with the recommendation. If not, go with the "Aviation Reserve 1" instead. Motion was seconded by Commissioner Sprague and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Skenzick, and Sprague voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

Obstruction Removal/Nighttime Instrument Approach:

Messenger stated Congressman DeFazio's office recently requested an update, so she contacted Dave Parker with the FAA for an update. He informed the project was being

processed for a March 24, 2022 publication date, nearly a year ahead of schedule. Levin asked if the possibility of a blanket approval was discussed. Messenger said only the special approach was discussed, she will check on the status with the FAA. Messenger also mentioned staff is working with the consultant to submit the final closeout report to the FAA which will allow staff to request final reimbursement on both the FAA and ODA grants.

FBO Parking Lot Paving:

Messenger informed the parking lot paving project is complete. The Commission and user group is grateful to staff for their hard work.

RFQ for Airport Engineering Services:

Messenger stated staff is putting together a Request for Proposal for the next five year engineering services contract. The intent is to complete the selection process and first task order in time for the next FAA grant cycle.

Disadvantaged Business Enterprise (DBE) Goal Update:

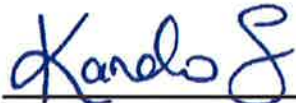
Messenger informed a new three-year DBE goal was due this year. Since the airport does not have a construction project scheduled until 2024, establishment of a new goal for 2021-2023 is not required. Staff submitted a letter to the FAA to this effect in April 2021. The FAA DBE coordinator agreed that no goal update was required in July 2021.

BUSINESS FROM THE COMMISSION: Commissioner Sprague requested a man gate be installed near the North Apron giving access to nearby hotels and restaurants. Messenger asked if the North end is being used for transients. Levin stated it is not convenient, but it gets used often. Messenger said staff would look into it.

Commissioner Morrison stated a new hangar tenant requested information on pattern approach to runway 34. Levin replied AIM spells it out and the circle to land approach is different for category A, B, C or D aircraft. Messenger shared a fly friendly brochure for the airport. Discussion ensued regarding the various patterns.

NEXT MEETING DATE: October 21, 2021

ADJOURNMENT: Meeting adjourned at 4:25 p.m.



Kandi Street, Public Works Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: January 6, 2022

TO: Airport Commission

FROM: Nikki Messenger, P.E., City Manager
Ryan Herinckx, Design & Construction Manager

SUBJECT: **Airport Engineering, Planning and Consulting Services
Five-Year Contract Award Recommendation**

ISSUE STATEMENT AND SUMMARY

The City is in the process of selecting a consultant for architectural, engineering, planning and consulting services for the airport for the next five-year period. The issue for the Commission is whether to forward a recommendation to the City Council to award the consulting services contract.

BACKGROUND/ANALYSIS

The City selected Mead & Hunt in 2014 to perform Architectural, Engineering, Planning, and Consulting Services for the Roseburg Regional Airport for a period of five years. Mead & Hunt's contract has expired and the City issued a Request for Qualifications (RFQ) in order to select a consultant to perform all required services at the airport for the next five years. The contract that results from this selection process will require separate task orders for each work assignment.

The current FAA approved capital improvement projects for the airport include the following:

FFY 2022	Extend Taxiway A: Phase I – Environmental & Design
FFY 2023	Carry over
FFY 2024	Extend Taxiway A: Phase II – Construction
FFY 2025	Rehabilitate Runway 16/34: Phase I – Environmental & Design
FFY 2026	Rehabilitate Runway 16/34: Phase II – Construction

In September 20221, staff submitted the required data sheet for FFY 2027 for design and construction of Aviation Reserve 1 to add additional apron space. To date, staff has not received an official response from FAA.

An RFQ was advertised in November 2021. All City, state and FAA guidelines were followed in the RFQ. The City received one response to the RFQ by the December 16, 2021 deadline. Staff reviewed the lone proposal received from Mead and Hunt and found that it substantially complies with the requirements in the RFQ.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The costs associated with each task order will be negotiated based on the approved scope of work. For each task order over \$100,000, the FAA will require an independent fee

evaluation. The estimated value of the contract over the five years is just under \$1 million. Airport Improvement Program (AIP) project grants are typically funded at a 90 percent from the FAA. The City/airport is responsible for the remaining 10 percent. In the recent past, the City has been successful in securing Oregon Department of Aviation (ODA) grants to cover approximately 90 percent of the airport's match requirement.

TIMING ISSUES

The FAA has requested a small amount of consultant work be performed immediately in order for the City to be eligible to receive grant funding in FFY 2022. As such, staff intends to take the recommendation to award a contract to the City Council on January 10, 2022, if the Airport Commission concurs.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council award a five year contract to Mead & Hunt; or
2. Reject all submittals and start the process over.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to award the five-year contract to Mead & Hunt.

RECOMMENDED MOTION

I move to recommend the City Council award a contract to Mead & Hunt for architectural, engineering, planning, and consulting services at the airport for a five-year period.

ATTACHMENTS

None