



ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, July 21, 2022
3:30 p.m. Special Meeting

J
7-15-2022

Electronic Meeting

Public Access: [www.Facebook.com/CityofRoseburg](https://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. April 21, 2022

IV. DISCUSSION ITEMS

- A. FAA Grant Acceptance – Reconfigure Taxiway A – Phase 1 Design
- B. Extend Taxiway A – Phase 1 Design - Task Order Award Recommendation – 22GR18
- C. 2023-2028 Capital Improvement Plan – Preliminary Discussion
- D. Nighttime Approach – Verbal update

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 the day of the meeting. 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: August 18, 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
APRIL 21, 2022**

CALL TO ORDER: Chair Patrice Sipos called the meeting of the Roseburg Airport Commission to order at 3:00 p.m., Thursday, April 21, 2022, 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: Robb Paul

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

Others Present: Ben Tatone with Aerostate, LLC

APPROVAL OF MINUTES: Commissioner Newell moved to approve the minutes from the January 6, 2022 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.

DISCUSSION ITEMS:

Updated 2022-2027 Capital Improvement Plan:

Messenger reported as part of the Bipartisan Infrastructure Law the airport is eligible to receive \$295,000 every year for the next 5 years. The FAA requested an updated CIP to show how the City plans to spend the additional funding and if the City intends to apply for the terminal construction grant. The FAA national notice indicated they would prefer to see projects added to the CIP that could not be funded from another source. Staff and the consultant reviewed the Airport Layout Plan and Airport Master Plan to update the CIP. Messenger gave a brief overview of the updates. She indicated, if the Commission would like to make changes, they could be submitted in the fall. Levin asked if acquiring Aviation Suites could stay in the list. Messenger answered if it wasn't on the list it couldn't happen, however, a grant application would need to be submitted. Levin questioned if the additional funding moves any of the previously planned projects up the timeline. Messenger replied it doesn't move any of the AIP programmed projects. Commissioner Morrison questioned the status of future development of corporate hangars on the North end. Commissioner Newell replied future development is outlined in the Airport Master Plan and the grading work in the updated CIP puts us one-step closer. The commission approved the updated CIP.

Corporate Hangar Space #12 Lease Assignment:

Messenger reported staff received a letter indicating Corporate Hangar #12 has a sale pending and has requested a ground lease assignment. The lease has an effective date of December 1, 2006 and the initial term ends on June 20, 2027. Municipal code requires airport leases with more than five years remaining on the term to have council approval after a recommendation from the commission. The lease states the request for assignment shall

not be unreasonably withheld. The hangar currently has a combination of aeronautical and non-aeronautical uses recorded under the First Amendment to Ground Lease and Settlement Agreement. Research done by the City Attorney found that the non-aeronautical portion of the lease is assignable. The non-aeronautical use is charged at a higher rate per sq. ft. The non-aeronautical use is considered interim by the FAA. If there is not an aviation demand for the space it can be approved in five-year increments.

Levin asked if the portion of non-aeronautical use is mapped out. Tatone stated there is a red line in the aviation portion of the hangar signifying the split between the two uses. Commissioner Sprague questioned what the non-aeronautical use will be. Tatone stated the two office suites would be used for a homebuilder and real estate. Commissioner Newell asked what is the anticipated occupancy head count. Tatone answered between eight and ten. Commissioner Sprague asked if the use would be considered retail. Tatone stated no it would more fall into a professional office use. Commissioner Inman asked if construction equipment would be stored in the hangar. Tatone replied the aeronautical portion of the hangar will not be used to store machinery, equipment or materials.

Commissioner Sprague asked if shipping carriers would need to go into the taxiway area. Tatone replied no, the non-aeronautical portion of the business would not need access to the taxiway. Messenger stated the front gate is open to allow access to the non-airside of the hangars. There is potential for the gate to be closed full time and operated by a card lock system to alleviate security concerns. Tatone stated having the gate closed during business hours would be beyond an inconvenience for their business to withstand. Commissioner Newell stated the plan to close both gates full time has been in motion for some time.

Commissioner Inman questioned what they plan to use for signage. Tatone stated the current sign is on the awning, he proposes a vertical sign the same size. Commissioner Sprague asked if any use is allowed in the non-aviation portion. Messenger replied there are uses that are allowed outright and others that are allowed with a condition use permit. Professional offices are allowed with a conditional use permit.

Commissioner Morrison stated the need for a higher-level security seems to conflict with the primary function of the business. Messenger added there is a high potential the gate will not remain open in the future, staff has been working on other solutions. Tatone stated that would be less than ideal. Commissioner Morrison suggested contacting the City attorney regarding the overriding need for security at the airport and the businesses need to have the gates open for customer access. Messenger answered she can but does not believe signing the lease takes away the City's right to do security upgrades.

Messenger asked Tatone for their timeline. Tatone answered they are prepared to close in the middle of May, he noted that the buyer and the seller would need to be comfortable with the process going forward. Messenger said the sixty-day clause is still valid.

Discussion ensued regarding concerns around security and access for users, customers and the postal service.

MOTION: Commissioner Morrison moved to defer the decision to the City Council.

Motion was seconded by Commissioner Skenzick and approved with the following vote: Chair Sipos, Commissioners Morrison, Skenzick, Sprague voted yes. Commissioners Inman & Newell voted no.

AUDIENCE PARTICIPATION: None

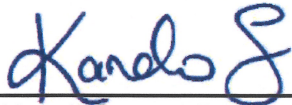
INFORMATIONAL ITEMS: Herinckx reported staff was contacted by Century West Engineering regarding upcoming pavement maintenance at the Airport the week of May 9th. The maintenance involves crack sealing of the runway, north and south apron areas as well as in the hangar areas. The runway will be closed from 7 am to 4 pm on May 10th, 11th, 12th and possibly the 13th. The work could potentially be postponed due to weather. Upon receiving confirmation from the contractor, an email will be sent to Airport Users and a NOTAM will be issued.

Messenger reported the special procedure has not been published, it appears it will be a May publication date.

BUSINESS FROM THE COMMISSION: None

NEXT MEETING DATE: June 16, 2022

ADJOURNMENT: Meeting adjourned at 4:51 p.m.



Kandi Street, Public Works Staff Assistant

CITY OF ROSEBURG
MEMORANDUM



DATE: July 21, 2022
TO: Airport Commission
FROM: Nikki Messenger, P.E., City Manager
SUBJECT: FAA Grant Acceptance – Reconfigure Taxiway A – Phase 1 Design

ISSUE STATEMENT AND SUMMARY

The FAA has forwarded a grant offer to cover ninety percent of the costs for the design of the taxiway extension project. The issue for the Commission is whether to recommend the City Council adopt the attached resolution authorizing grant acceptance.

BACKGROUND/ANALYSIS

In its current configuration, the north end of the taxiway is approximately 400 feet shorter than the runway. The subject grant would utilize the airport's non-primary entitlement funding to reimburse ninety percent of the costs associated with the design phase of the taxiway extension project. This phase would take the project through bidding. A grant for construction of the improvements is tentatively scheduled for federal fiscal year 2024.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The grant will cover ninety percent of the design phase costs as outlined below:

Environmental/Document CatEx	\$ 11,740
Design	\$172,352
IFE	\$ 4,000
Admin Costs	\$ 3,000
<i>Total</i>	<u>\$191,092</u>
	<u>x 0.90</u>
<i>FAA Grant Amount</i>	<i>\$171,982</i>

TIMING ISSUES

The FAA has requested the City obtain authorization from Council and execute the grant agreement no later than August 5, 2022.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council adopt the attached resolution authorizing grant acceptance; or
2. Not recommend grant acceptance, which will delay the project at least one year.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council to adopt the attached resolution authorizing acceptance of an FAA grant for the Reconfigure Taxiway A (Phase 1 - Design) project.

RECOMMENDED MOTION

I move to recommend the City Council adopt the attached resolution authorizing the acceptance of a grant from the Federal Aviation Administration in the amount of \$171,982 for the design of the reconfiguration of Taxiway A.

ATTACHMENTS

Resolution No. 2022-

RESOLUTION NO. 2022-

A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$171,982 TO BE USED TOWARDS THE RECONFIGURE TAXIWAY A (PHASE 1 – DESIGN), AIP #3-41-0054-030-2022, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: That the City of Roseburg shall accept a Grant Offer of the Federal Aviation Administration in the maximum amount of \$171,982 for the Reconfiguration of Taxiway A (Phase 1 – Design) Project for the Roseburg Regional Airport; and

Section 2: That the City Manager of the City of Roseburg is hereby authorized and directed to execute the grant agreement on behalf of the City of Roseburg; and

Section 3: Once received, a true copy of the Grant Offer referred to herein shall be attached hereto and made a part hereof.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 25th DAY OF JULY, 2022.

Amy L. Sowa, Assistant City Manager/City Recorder

RESOLUTION NO. 2022-

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 21, 2022

TO: Airport Commission

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

SUBJECT: **Extend Taxiway A – Phase 1 Design
Task Order Award Recommendation – 22GR18**

ISSUE STATEMENT AND SUMMARY

Staff has negotiated and received FAA approval for the proposed scope and fee for the design of the Taxiway A Extension Project. The issue for the Commission is whether to recommend the Council award the task order.

BACKGROUND/ANALYSIS

Runway 16/34 was extended by 400 feet in 2012, for a total length of just over 5,000 feet. That project was completed utilizing a ConnectOregon grant. Due to funding limitations, the taxiway extension was not completed at the same time. In order for the FAA to participate in funding the taxiway extension, the airport needed to justify the runway length, which was accomplished with the 2020 adoption of the Airport Master Plan and Airport Layout Plan.

In November 2021, the City issued a Request for Qualifications to solicit proposals for a five-year contract for Architectural, Engineering, Planning and Consulting services for the airport. Mead & Hunt was awarded the contract at the January 10, 2022 City Council meeting. Each task order under the contract will be negotiated individually and be dependent upon the approved scope of work.

The City is programmed to receive an FAA grant this fiscal year for the environmental and design of the taxiway extension. In order to be eligible to receive a grant this fiscal year, the environmental work had to be completed by mid-January. This work was accomplished under the first task order and resulted in a documented categorical exclusion. The following steps have occurred prior to the task order being presented to the Commission:

- A draft scope of work was submitted to FAA on April 26, 2022.
- A pre-design conference with the City, FAA and consultant was held virtually on April 29, 2022.
- FAA provided comments on the draft scope on May 3. Changes were made as recommended.
- Consultant submitted their initial fee proposal on June 13.
- City contracted with Century West Engineering for an Independent Fee Estimate (required for contracts over \$100,000). Approved scope was provided to Century West on June 16. The IFE was returned on June 29.
- Staff performed a detailed cost analysis and found one item missing from IFE. Revised IFE was received July 5.

- Negotiation session between City and Mead & Hunt was held virtually on July 6.
- Mead & Hunt submitted revised fee proposal (lower) later in the day on July 6.
- The final fee was agreed to and a Record of Negotiations and related documentation was submitted to the FAA on July 8. (Grant application submitted same day as well).
- FAA required minor changes to submitted information, which were made and re-submitted on July 11.
- Received FAA fee approval on July 11.

The negotiated scope of work includes services through bidding. The construction grant is scheduled for FY 2024 and would include construction management services.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The original fee proposal from Mead & Hunt was \$176,621. The IFE came in at \$160,706.50. After reviewing and comparing the two estimates, staff negotiated with Mead & Hunt and arrived at a proposed fee of \$172,352. While this was still 7.25% higher than the IFE, believes this final fee proposal is fair and reasonable. The FAA issued an acceptance letter via email on July 11, 2022. The approximate funding breakdown is as follows:

FAA Grant (90%)	\$155,116
ODA Grant	\$ 15,512
City Match	<u>\$ 1,724</u>
<i>Total</i>	<i>\$172,352</i>

TIMING ISSUES

If the Commission forwards a recommendation to award the task order, it will be presented to the City Council at the July 25 meeting. Design would proceed shortly thereafter, with bidding occurring in late 2023 or early 2024.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council award the task order for the design of the extension of Taxiway A to Mead & Hunt for \$172,352; or
2. Request additional information; or
3. Recommend not awarding the task order, which would delay the grant award and the project.

STAFF RECOMMENDATION

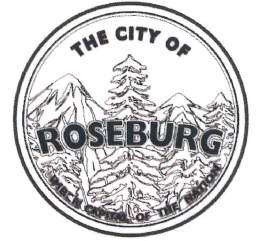
Money has been budgeted and is available to complete this project. Staff recommends the Commission forward a recommendation to the City Council to award a task order to Mead & Hunt for the Taxiway A Extension – Phase 1 Design for \$172,352.

RECOMMENDED MOTION

I move to recommend the City Council award a task order to Mead & Hunt for the design of Taxiway A Extension – Phase 1 Design for \$172,352.

ATTACHMENTS

None



**CITY OF ROSEBURG
MEMORANDUM**

DATE: July 21, 2022
TO: Airport Commission
FROM: Nikki Messenger, P.E., City Manager
SUBJECT: 2023-2028 Capital Improvement Plan – Preliminary Discussion

ISSUE STATEMENT AND SUMMARY

The FAA has request an updated Capital Improvement Plan (CIP) outlining projects planned for both Airport Improvement Program (AIP) funding and Bipartisan Infrastructure Law (BIL) funding. Staff is not seeking any formal discussion or decisions at the July meeting, but wanted to get the existing information to the Commission in preparation for additional discussion at the upcoming August meeting.

BACKGROUND/ANALYSIS

The airport's current approved five-year CIP utilizing AIP funding is shown below:

Roseburg Regional Airport
5-YEAR PROJECTS & PLANNED
FUNDING

Year#	Project Name	NPE*	ST/DI	Total
2023	Carry Over	\$0	\$0/\$0	\$0
2024	Extend Taxiway A: Phase II - Construction	\$550,000	\$0/\$1,000,000	\$1,550,000
2025	Rehabilitate Runway 16/34: Phase I – Env & Design	\$150,000	\$0/\$0	\$150,000
2026	Rehabilitate Runway 16/34: Phase I – Env & Design	\$150,000	\$1,000,000/ \$1,700,000	\$2,850,000
2027	Carry Over	\$0	\$0/ \$0	\$0

- NPE = Non-primary entitlement funds
- ST/DI = State Apportionment/Discretionary funds

The Bipartisan Infrastructure Law includes an additional \$295,000 per year for five years for the Roseburg Regional Airport. In March 2022, staff submitted the attached spreadsheet to identify projects for the next five years utilizing AIP or BIL funding.

Since the design of the grading for Aviation Reserve 1 was not included in the design of the taxiway extension, staff has requested a virtual meeting with the FAA to clarify next steps on getting the design funded (BIL) in order to construct in FY 24 as shown. Staff believes it will be more cost effective, efficient, and less impact on airport users if these projects can occur simultaneously, even though they would be separate grants and separate payment

mechanisms. Staff intends to have more information regarding these questions at the August 18 meeting, but wanted to get the information to Commission early.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Both the AIP and BIL grants fund up to ninety percent of project costs.

TIMING ISSUES

The FAA's deadline for submitting updated CIPs is August 31.

COMMISSION OPTIONS

No action is required at this time.

STAFF RECOMMENDATION

N/A

RECOMMENDED MOTION

N/A

ATTACHMENTS

FY 2022-27 CIP

**Roseburg Regional Airport
Capital Improvement Program (2022-2026)**

FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
	Available Funding		\$300,000	\$150,000		\$450,000		\$295,000	\$295,000			
2022	Extend Taxiway A and Aviation Reserve Site Grading: Phase I - Environmental and Design	\$222,222	\$200,000			\$200,000					\$22,222	\$222,222
2022												
2022												
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
			\$250,000	\$150,000		\$400,000	\$295,000	\$295,000	\$590,000			
2023	PMP	\$111,111	\$100,000			\$100,000					\$11,111	\$111,111
2023	Acquire Aviation Suites	\$1,052,632								\$1,000,000	\$52,632	\$1,052,632
2023												
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2024			\$300,000	\$150,000	\$950,000	\$1,400,000	\$590,000	\$295,000	\$885,000			
2024	Extend Taxiway A: Phase II Construction	\$1,722,222	\$300,000	\$150,000	\$950,000	\$1,400,000	\$150,000		\$150,000		\$172,222	\$1,722,222
2024	Aviation Reserve: Site Grading Construction	\$555,556					\$500,000		\$500,000		\$55,556	\$555,556
2024	Vehicle Access Road: Environmental	\$166,667					\$150,000		\$150,000		\$16,667	\$166,667
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2025			\$0	\$150,000		\$150,000	\$85,000	\$295,000	\$380,000			
2025	Runway 16/34 Rehabilitation Environmental	\$166,667		\$150,000		\$150,000					\$16,667	\$166,667
2025												
2025												
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2026			\$0	\$150,000	\$2,700,000	\$2,850,000	\$380,000	\$295,000	\$675,000			

2026	Runway 16/34 Rehabilitation: Design & Construction	\$3,166,667		\$150,000	\$2,700,000	\$2,850,000					\$316,667	\$3,166,667
2026	Vehicle Access Road: Design and Phase I Construction	\$750,000						\$380,000	\$295,000	\$675,000	\$75,000	\$750,000
2026												
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2027			\$0	\$150,000								
2027	Aviation Reserve 1: Design & Construction	\$5,129,000		\$150,000	\$4,466,100	\$4,616,100					\$512,900	\$5,129,000
2027												
2027												
	Total	\$13,042,743	\$ 300,000	\$ 900,000	\$ 8,116,100	\$ 9,316,100		\$ 1,475,000	\$ 1,475,000	\$ 1,000,000	\$ 1,251,643	\$ 13,042,743