



**ROSEBURG AIRPORT COMMISSION AGENDA**  
**THURSDAY, August 18, 2022**  
**3:30 p.m. Regular Meeting**

W  
8-12-2022

**City Hall Council Chambers**  
**900 SE Douglas Avenue, Roseburg, Oregon 97470**

**Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](https://www.Facebook.com/CityofRoseburg)**

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**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: Location 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. July 21, 2022

**IV. DISCUSSION ITEMS**

A. 2023-2028 Capital Improvement Plan – FAA AIP and BIL Funding

**CITIZEN PARTICIPATION** - Comments can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto: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: October 20, 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  
JULY 21, 2022**

**CALL TO ORDER:** Chair Patrice Sipos called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, July 21, 2022, electronically via Zoom in Roseburg, Oregon.

**ROLL CALL: Present:** Chair Patrice Sipos, Commissioners Frank Inman, David Morrison, Clint Newell, Robb Paul, Steve Skenzick, Dan Sprague

**Absent:** Ex-officio Rob Levin

**Attending Staff:** City Manager Nikki Messenger, Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, and Staff Assistant Kandi Street

**Others Present:** None

**APPROVAL OF MINUTES:** Commissioner Sprague moved to approve the minutes from the April 21, 2022 meeting. Motion was seconded by Commissioner Newell and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

Messenger introduced Dawn Easley as the new Public Works Director.

**DISCUSSION ITEMS:**

**FAA Grant Acceptance – Reconfigure Taxiway A – Phase 1 Design:**

Messenger reported a grant offer was received from the FAA for the design of the taxiway extension project. The project involves extending the taxiway to be the same length as the runway. The project was originally designed with the runway extension project. Due to funding issues, the taxiway extension portion was put on hold. The required environmental work and CatEx were completed early this year. The previous design will need to be updated to comply with current design standard. The environmental/document CatEx, design, independent fee estimate and admin costs bring the total design to \$191,092. The grant will cover ninety percent, equaling \$171,982. The grant acceptance is due by August 5, 2022. An ODA grant was received, it will cover ninety percent of the ten percent match.

**MOTION:** Commissioner Morrison moved 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. Motion was seconded by Commissioner Newell and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Skenzick, Paul and Sprague voted yes. No one voted no.

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

Messenger stated Mead & Hunt was awarded a five-year master contract in January 2022. A draft scope of work for Phase 1 Design of the Taxiway A Extension was submitted to the

FAA, the FAA provided comments at the virtual pre-design meeting. Mead & Hunt submitted their initial fee proposal based on the updated scope of work. Staff contracted with Century West Engineering to provide an Independent Fee Estimate. The Century West Engineering estimate came in slightly lower. Staff completed a negotiation process with Mead & Hunt. Mead & Hunt submitted a revised fee proposal. The FAA approved the process and final fee proposal of \$172,352. The negotiated scope of work includes services from design through bidding. The construction grant is scheduled for FY 2024, at that time a task order will be negotiated for construction management.

**MOTION:** Commissioner Newell moved to recommend the City Council award a task order to Mead & Hunt for the Taxiway A Extension – Phase 1 Design for \$172,352. Motion was seconded by Commissioner Skenzick and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Skenzick, Paul and Sprague voted yes. No one voted no.

**2023-2028 Capital Improvement Plan – Preliminary Discussion:**

Messenger stated staff is not seeking a decision at this time, the information was provided to allow the Commission time to prepare for further discussion at the August meeting. The current Capital Improvement Plan (CIP) includes approved projects utilizing non-primary entitlement funds and State Apportionment/Discretionary funds. As part of the Bipartisan Infrastructure Law the airport is eligible to receive an additional \$295,000 per year. The FAA requested an updated CIP be submitted by the end of August 2022. The update shall outline projects planned for both Airport Improvement Program funding and Bipartisan Infrastructure Law funding. Messenger recapped the projects on the current CIP and provided ideas for potential changes. Messenger requested the commission review the information and be prepared to take formal action at the August meeting.

Commissioner Paul asked if a pedestrian gate could be added off the North ramp. Messenger indicated she feels it should be part of the discussion around security concerns and that staff is looking into technology solutions. Discussion ensued regarding the various security concerns. Commissioner Newell asked if the US Postal Service now has access through their own box. Herinckx replied yes the gate is setup to allow them access when the gate is closed. Commissioner Newell suggested the North gate be closed now and in the future there be two separate codes for the outer gate and the inner gate. Messenger stated Council voted to approve the lease assignment with no conditions pertaining to the gate being closed. Commissioner Newell is under the impression there is nothing in the lease pertaining to the gates and that the Commission previously voted to close the gate after the Postal Service access was completed. Messenger stated if closing the gate is what the Commission desires; it could be a topic for a future agenda to allow citizen input.

**Nighttime Approach – Verbal update:**

Messenger reported a month ago staff received a rejection from flight check. Staff has not received a flight check report. She reviewed the timeline of events leading up to this point. She believes the approach was flown with a class C aircraft rather than class B, which is likely the reason it failed. After the meeting, she will send the Commission her response to the FAA requesting a solution.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:**

Commissioner Morrison asked what factors the Council considered when approving the tenancy/lease assignment of Corporate Hangar #12. Messenger replied the majority of the discussion was around the ability to add conditions to the approval regarding closing the gate and the need for a conditional use permit. Ultimately, Council chose to approve the assignment with no conditions. Commissioner Newell stated the intent is to control access, not deny it.

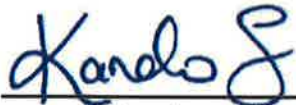
**MOTION:** Commissioner Newell made a motion to recommend to have all of the drive through gates to the airport closed on a 24 hours basis. Motion was seconded by Commissioner Inman and approved. No one voted no.

Discussion ensued regarding the authority of the Commission as it pertains to airport security. Messenger stated staff would take the concerns to Council. Commissioner Morrison questioned what will happen if the tenant goes to Council to voice concern over their ability to use the property for their intended purpose. Messenger stated staff would like to find a technology solution similar to other gates used at City facilities.

Commissioner Sprague asked if the fence on the East side of the airport is barbed wire and six feet high. Herinckx replied it is chain link fencing, approximately five feet high with no barbed wire. Commissioner Newell suggested an evaluation of the perimeter fence be completed in order to plan for a future fencing upgrade. Messenger stated staff would obtain an estimate and bring it back to the commission.

**NEXT MEETING DATE:** August 18, 2022

**ADJOURNMENT:** Meeting adjourned at 4:15 p.m.



Kandi Street, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 18, 2022  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** 2023-2028 Capital Improvement Plan – FAA AIP and BIL Funding

**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. The issue for the Commission is which projects to support for funding over this period.

**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 a spreadsheet including the following projects for consideration utilizing the BIL funding.

- Aviation Reserve Site Grading (Design FY 22, Construction FY 24)
- Acquire Aviation Suites (BIL Terminal funding)
- Vehicle Access Road (Design FY 24, Construction FY 26)



Staff has since learned that the Aviation Reserve grading is not eligible as a stand-alone project and will need to be rolled into the actual design and construction of the additional apron area. As such, that project has been removed from the proposed list and some BIL funding has been included with the overall project in FY27. In lieu of that project, staff is recommending to reallocate funding to security upgrades at the airport. Specific improvements would include improved fencing and may also include cameras and/or a replacement of the keycard entry systems operating each of the mechanized gates.

Airport users have shared information regarding increased intrusion on the airfield by unauthorized individuals that are typically walking from the east side of the airport by the railroad tracks to Aviation Drive. While the entire airfield is fenced, the height varies and there is a significant portion that does not have the three-strand barbed wire atop the fence. Staff has estimated there is 5,700 lineal feet of fence that is under six feet tall without barbed wire. The area where Newton Creek enters the culvert on the east side of the runway could use additional security measures. The initial estimate for fencing alone is \$258,500. Staff has included just under \$70,000 for additional security upgrades at the gates.

The consultant had preliminary discussions regarding the eligibility of the fencing replacement for funding and the initial indication is that it could be funded with BIL funds. Additional research is ongoing regarding the potential for the camera system and the gate control upgrades.

Other changes include breaking the Aviation Reserve project into separate fiscal years for design and construction. The draft CIP proposal has been attached for your review and consideration.

### **FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

Both the AIP and BIL grants fund up to ninety percent of project costs. With the projects currently shown, the City's matching requirements would be in excess of \$1.25 million. A portion of this may be eligible for matching grants provided by the ODA, but those have a maximum amount of \$150,000 for each grant. Even with ODA matching funds, the City's match requirements would exceed \$500,000 over the life of the CIP.

### **TIMING ISSUES**

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

### **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend approval of the project list attached for submittal for FAA's consideration;
- or
2. Suggest changes to the proposed CIP project list for submittal to the FAA.

### **STAFF RECOMMENDATION**

Staff recommends the Commission recommend the submittal of the attached FY 2023-2038 CIP project list for FAA consideration.

### **RECOMMENDED MOTION**

***I move to recommend submittal of the FY 2023-2028 Capital Improvement Plan for the Roseburg Regional Airport to the FAA for consideration.***

**ATTACHMENTS**

Draft FY 2023-28 CIP

**Roseburg Regional Airport  
Draft Capital Improvement Program (2023-2028)**

FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
			\$278,018	\$150,000			\$295,000	\$295,000	\$590,000			
2023	Airport Fencing & Security Upgrades	\$327,778							\$295,000		\$32,778	\$327,778
2023	Acquire Aviation Suites	\$1,052,632								\$1,000,000	\$52,632	\$1,052,632
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2024			\$428,018	\$150,000			\$295,000	\$295,000	\$590,000			
2024	Extend Taxiway A: Phase II Construction	\$1,722,222		\$400,000	\$1,000,000	\$1,400,000			\$150,000		\$172,222	\$1,722,222
2024	Vehicle Access Road: Environmental	\$166,667							\$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			\$178,018	\$150,000			\$290,000	\$295,000	\$585,000			
2025	Runway 16/34 Rehabilitation 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
2026			\$178,018	\$150,000	\$2,700,000	\$3,028,018	\$585,000	\$295,000	\$880,000			
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							\$675,000		\$75,000	\$750,000
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2027			\$178,018	\$150,000			\$205,000					
2027	Aviation Reserve 1: Design	\$512,900		\$256,610		\$256,610			\$205,000		\$51,290	\$512,900
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2028			\$71,408	\$150,000			\$0					
2028	Aviation Reserve 1: Construction	\$4,616,100		\$221,408	\$3,933,082	\$4,154,490					\$461,610	\$4,616,100
	<b>Total</b>	<b>\$12,481,632</b>	<b>\$ -</b>	<b>\$ 1,178,018</b>	<b>\$ 7,633,082</b>	<b>\$ 8,811,100</b>			<b>\$ 1,475,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,195,532</b>	<b>\$ 12,481,632</b>