

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
October 20, 2016**

CALL TO ORDER: Chair John McDonald, called the meeting of the Roseburg Airport Commission to order at 3:31 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

ROLL CALL

Present: Chair John McDonald, Commissioners Gary Crowe, Frank Inman, David Morrison, Robb Paul, Dan Sprague and Ex-officio Rob Levin

Absent: Commissioners Clint Newell (excused)

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

APPROVAL OF MINUTES

Sprague moved to approve the minutes of the September 15, 2016 Airport Commission meeting as presented. Motion was seconded by Paul and carried unanimously.

Lease reassignment Corporate Hangar #18

Russ Noah and Company has requested reassignment of Hangar #18 to Clint Newell Motors, Inc. effective November 1, 2016. The Roseburg Municipal Code requires approval by the City Council following a recommendation from the Airport Commission for any change to a lease that has a remaining term of over five years. The initial term of this lease is for 20 years from the effective date of December 1, 2006.

Crowe moved to recommend that the City Council APPROVE the lease assignment for Corporate Hangar #18 from RE Noah and Company to Clint Newell Motors, Inc. Inman seconded; motion passed unanimously.

Grant Applications – Critical Oregon Airport Relief Program (COAR)

Messenger advised that Staff had received Council approval to apply for three potential grants for upcoming projects related to aviation purposes. The three proposals include: obstruction removal and/or lighting, update to the Airport Master Plan/Airport Layout Plan (ALP) and a Runway Justification Study. If successful, a ten percent match is required by the local government. The three grants combined would total \$637,778 with the City responsible for approximately \$11,778. Without these grants, the Airport and/or Urban Renewal would be responsible for the entire \$117,778 in matching funds. The grant applications were recently submitted for this new program. Messenger advised that discussion with the FAA resulted in positive feedback. This was provided as informational with no action required by the commission at this time.

Upon questioning, Messenger advised the Airport Master Plan was last completed in 1995 and since most of the projects have been completed, it needs to be updated. The ALP has been updated more frequently to comply with FAA grants. Staff will begin the RFP process for a planning consultant in January and the Commission will be working on the Plan in the coming year.

Update on VASI/Nighttime Approaches

Messenger updated the Commission on the latest information as it pertains to the VASI and Obstruction Mitigation Plan. Staff is proposing a contract with Mead & Hunt to revamp the Visual Approach Slope Indicator (VASI) and mitigate any obstructions previously identified as part of the AGIS survey for Runway 34. Preliminary engineering costs are \$45,694 with an estimated \$10,000 to baffle the VASI since the City's equipment is no longer supported by the manufacturer. Staff believes much of the work would be eligible for FAA funding via the Airport Improvement Program (AIP), which requires a 10% match. The Urban Renewal Board will be asked to authorize the requested task order with a not to exceed cost of \$60,000 to cover any additional costs that may occur during this process.

Upon questioning, Messenger reported that a contractor has been identified who can work on the lenses for the VASI. Baffling is expected to be on the lens, but this does not mitigate the FAA's concerns regarding the terrain. Discussion followed regarding the actual obstructions and potential mitigation. Inman stated that a local Citizens group would like to work with the Elks Lodge to relocate the historic airport tower on Mt. Nebo and donate it as a museum piece to an interested party in Seattle.

Additional discussion followed in an effort to clarify the major FAA issues and the process necessary to mitigate those concerns. The process will begin once a contract is signed with Mead & Hunt and will then follow the FAA process which could be a lengthy process while the airport retains status quo until some sort of approval and mitigation can occur. Inman suggested Staff or the Engineer work towards a possible temporary waiver in the interim. Messenger advised the staff at Mead & Hunt has a team that has the expertise and knowledge to accomplish the tasks at hand. They work well with Staff and the FAA and are in constant contact with both.

Morrison moved to recommend that the Urban Renewal Board authorize for the City Manager to execute a task order with Mead & Hunt up to \$60,000 for the VASI and Obstruction Mitigation Plan. Crowe seconded; motion passed unanimously.

Business from the Public – Stapleton suggested applying political pressure and Colley advised that Staff and Mead & Hunt are continuing to actively work with the FAA at this time; as are other airports across the country regarding this same issue. In response to a question regarding an estimated time to complete the mitigation plan, Messenger anticipated two to three months, provided environmental issues do not become an issue.

Business from the Commission - McDonald met with the Douglas County Veterans group and there is an effort ensuing to coordinate a fly over on Veterans Day.

ADJOURNMENT - Meeting adjourned at 4:20 p.m. Next meeting is scheduled for November 17, 2016.

Sandy Cook, Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: December 15, 2016
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: Revised 2016-21 Five Year Capital Improvement Plan

ISSUE STATEMENT AND SUMMARY

The timing and scope of some of the airport projects listed in the City's Five Year Capital Improvement Plan have changed. The issue for the Commission is whether to recommend to the City Council the adoption of the attached updated plan for the Airport Fund.

BACKGROUND/ANALYSIS

The City Council and Urban Renewal Board last adopted the City's Five Year Capital Improvement Plan (CIP) on March 14, 2016. Every year, each airport sponsor submits an updated draft CIP to the Oregon Department of Aviation (ODA). ODA then schedules a Joint Planning Conference for each sponsor. The Joint Planning Conference is usually a conference call with the sponsor's representative, the sponsor's consultant, Jeff Caines from ODA, and the FAA's environmental specialist, planner and engineer assigned to that particular airport.

Given the issues with VASI and obstruction issues, Roseburg's CIP had some changes this year. The dollar amount for the obstruction mitigation was pushed from \$100,000 to \$300,000 and the moved into FY17 and FY18. As a result, other projects were also pushed back a fiscal year. In addition, the FAA's planner assigned to the Roseburg Master Plan update has indicated that a separate Runway Justification Study is not necessary. The information and projections included in the Master Plan should suffice for this purpose. As such, the justification study has been removed from the CIP.

Normally, the City updates the Five Year CIP bi-annually. However, with the changes to the current FAA CIP, it would be appropriate to update the City's CIP to mirror those timelines and dollar amounts. The FAA operates October 1-September 30 fiscal year. The City's fiscal year is July 1 – June 30, so the two CIPs will not match exactly. The CIP that ODA submitted to the FAA is shown below:

Year	Name	Status	Type	FAA	State	Local	Total
2016	Carry Over	CIP	Carry Over	\$0.00	\$0.00	\$0.00	\$0.00
2017	Master Plan	CIP	Planning (De...	\$250,000.00	\$0.00	\$27,778.00	\$277,778.00
2017	Obstruction Removal Study	CIP	Planning (De...	\$50,000.00	\$0.00	\$5,556.00	\$55,556.00
2017	PMP	CIP	Pavement Ma...	\$20,000.00	\$0.00	\$0.00	\$20,000.00
2018	Obstruction Removal / Mitigation	CIP	Design & Con...	\$220,000.00	\$0.00	\$24,442.00	\$244,442.00
2019	Runway Lighting	CIP	Construction	\$568,000.00	\$0.00	\$63,111.00	\$631,111.00
2020	PMP	CIP	Pavement Ma...	\$20,000.00	\$0.00	\$0.00	\$20,000.00
2020	Taxiway A Extension - Environ	CIP	Environmental	\$72,000.00	\$0.00	\$0.00	\$72,000.00
2021	Taxiway A Extension - Construction	CIP	Construction	\$1,250,000.00	\$0.00	\$138,889.00	\$1,388,889.00
2022	Carry Over	CIP	Carry Over	\$0.00	\$0.00	\$0.00	\$0.00
			185.00	2,450,000.00	0.00	259,776.00	\$2,709,961.00

Adjusting for the different fiscal years and realizing that the City will push forward on obstruction mitigation as quickly as possible regardless of when FAA funding is available, the proposed City Five Year CIP is reflected below:

520 AIRPORT FUND		Estimated Cost	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Project Description							
Obstruction Mitigation/VASI modifications		300,000	100,000	200,000			
Master Plan / ALP Update		277,778	75,000	202,778			
ODA Pavement Mgt		40,000		20,000			20,000
Runway Lighting Rehab		631,111			631,111		
Taxiway Extension		1,460,889				72,000	1,388,889
AIRPORT TOTAL		2,709,778	175,000	422,778	631,111	72,000	1,408,889

Attached to this memo are draft replacement sheets for the City's adopted Five Year CIP.

FINANCIAL/RESOURCE IMPACTS

The proposed projects are estimated to total \$2,709,778. Of this amount, \$40,000 is shown for ODA Pavement Management Projects. Those projects combine FAA and ODA funds and do not run through the City budget. The remaining projects are eligible for FAA grant funding. The current funding ration is 90/10. Staff has also applied for grants from the ODA to cover 90 percent of the match for the Obstruction Mitigation and the Master Plan/ALP Update. The grants have not been awarded yet, so have not been included in the financial information shown below.

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	TOTAL
FAA eligible	\$ 157,500	\$ 380,500	\$ 568,000	\$ 64,800	\$ 1,268,000	\$ 2,438,800
Urban Renewal	\$ 17,500	\$ 42,278	\$ 63,111			\$ 122,889
Airport				\$ 7,200	\$ 140,889	\$ 148,089
<i>Total/year</i>	\$ 175,000	\$ 422,778	\$ 631,111	\$ 72,000	\$ 1,408,889	\$ 2,709,778

TIMING ISSUES

The Airport Fund is only one of the sections of the Five Year CIP that will need to be adjusted for the FY17-18 fiscal year. It is not yet known when the remaining sections will be ready to be presented to the City Council and Urban Renewal Board.

COMMISSION OPTIONS

Commission has the following options:

1. Recommend the City Council adopt the updated Five Year Capital Improvement Plan for the Airport Fund as shown on the attachment; or
2. Request additional information; or
3. Not recommend adoption at this time.

STAFF RECOMMENDATION

The Five Year Capital Improvement Plan is meant to be a living document. It is not necessary to update the document every time there is a minor change in the five year plan. However, given the changes proposed for the airport five year plan, staff is recommending that the Airport Fund section be updated. Therefore, staff recommends that the Commission forward a recommendation to the City Council to adopt the attached updated Airport Fund section of the City's Five Year Capital Improvement Plan.

SUGGESTED MOTION

I move to recommend the City Council adopt the updated Five Year Capital Improvement Plan for the Airport Fund.

ATTACHMENTS

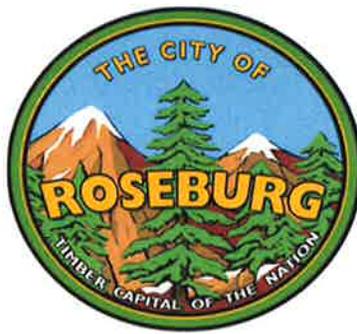
Draft Revised Five Year Capital Improvement Plan for the Airport Fund

AIRPORT PROJECTS



The Airport Fund was separated from Economic Development Fund in 2002 to account for revenues and expenditures of the Roseburg Regional Airport. Primary operating revenues are from fuel sales and lease income. The fund depends on federal grants from the Federal Aviation Administration for most airport construction and major improvements. The airport is located within the Urban Renewal District. Matching funds for FAA grants have often been provided by the Urban Renewal Fund. The ODA Pavement Management Program utilizes State and Federal funds, so no City funds are involved.

520 AIRPORT FUND							
Project Description	Estimated Cost	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Obstruction Mitigation/VASI modifications	300,000	100,000	200,000				
Master Plan / ALP Update	277,778	75,000	202,778				
ODA Pavement Mgt	40,000		20,000			20,000	
Runway Lighting Rehab	631,111			631,111			
Taxiway Extension	1,460,889				72,000	1,388,889	
AIRPORT TOTAL	2,709,778	175,000	422,778	631,111	72,000	1,408,889	



AIRPORT PROJECTS

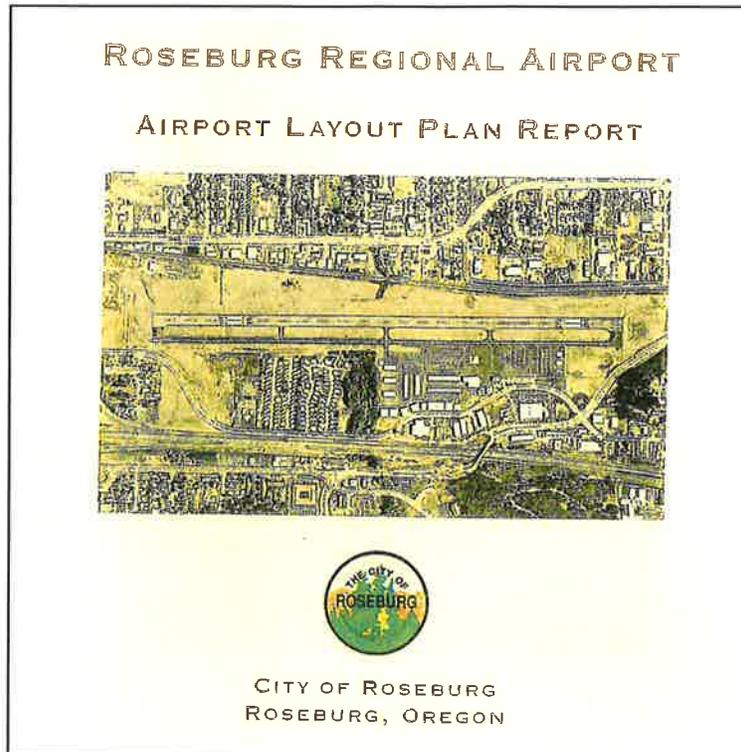


Obstruction Mitigation & VASI Modifications

The City has completed an airspace analysis to identify obstructions within various airport surfaces. This project will correct, light or remove some airport and airspace hazards to air navigation. Related work may include correcting or removing abrupt surface irregularities, trees, equipment, and other identified hazards to aviation within the Runway Safety Area, Runway Protection Zone, Object Free Zone, Obstacle Free Area, etc. The project also includes baffling the VASI in order to reach compliance and have the VASI certified.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs						
VASI Modifications	30,000	30,000				
Obstruction Mitigation	100,000	70,000	200,000			
Funding Source						
FAA	270,000	90,000	180,000			
Urban Renewal	30,000	10,000	20,000			

AIRPORT PROJECTS



Master Plan / ALP Update

With completion of the taxiway relocation, runway extension and other airport improvements, the Airport Master Plan and Airport Layout Plan will be updated. The Master Plan will include forecasting to identify the critical design aircraft and will identify any existing or future needs of the airport.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs						
Master Plan/ALP Update	277,778	75,000	202,778			
Funding Source						
FAA	250,000	67,500	182,500			
Urban Renewal	27,778	7,500	20,278			

AIRPORT PROJECTS



Runway Lighting Rehabilitation

Runway 16/34 has an aging electrical infrastructure constructed in the 1970's. The project will include new LED medium intensity runway lights (MIRLs), runway end identifier lights (REILs), LED wind cones and a new Precision Approach Path Indicator (PAPI) to replace the existing Visual Approach Slope Indicator (VASI).

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs	631,111			631,111		
Funding Source						
FAA	568,000			568,000		
Urban Renewal	63,111			63,111		

AIRPORT PROJECTS



Taxiway Extension

The runway was extended 400 feet in 2009 utilizing a ConnectOregon 3 Grant. Due to funding constraints, the parallel taxiway was not constructed. The proposed project will extend the taxiway 400 feet to eliminate the back taxi required on Runway 16.

	Total	2016/17	2017/18	2018/19	2019/20	2020/21
Capital Costs						
Environmental	72,000				72,000	
Construction	1,388,889					1,388,889
Funding Source						
FAA	1,314,800				64,800	1,250,000
Urban Renewal/ Airport	146,089				7,200	138,889

CITY OF ROSEBURG
MEMORANDUM



DATE: December 15, 2016
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: **Airport Status Update – Informational Only**

The following items are informational and do not require formal Commission action at this time. Staff will provide more information and answer any questions at the meeting.

VASI – Staff is in the process of signing a contract with Airside Solutions, Inc. for baffling of the VASI. After the contractor made an initial site visit, the decision was made to pursue mechanical baffling as previously discussed (instead of installing something on each lens. Contract amount is \$16,015. This does not include Mead & Hunt's work. Once the contract is signed, work will begin.

Obstruction Mitigation – At this time, the scope of work and fee for a mitigation plan has been submitted to FAA. Once FAA concurs with the scope of work, a task order will be executed with Mead & Hunt. Task order amount of \$45,694 includes the VASI baffling engineering work. Once the task order is executed, the mitigation plan can proceed. The plan will identify the proposed mitigation measures and seek FAA approval prior to designing and installing any improvements.

Staff has been working with PP&L regarding a power pole on Mount Nebo that has been identified as an obstruction. PP&L has confirmed that they are willing to add lighting at their cost.

Representatives from Peter Defazio's office are scheduled to be here on Tuesday, December 13th. Staff will report on those conversations at the Commission meeting.

Airport Master Plan & Airport Layout Plan – The Request for Qualifications was published on November 18th. Statements of Qualifications are due back December 20th. Staff's intent is to make a selection and negotiate the contract to have it ready for award in March.

Personal Services Contract with FBO for additional services - Since Pat Loegering retired as the Airport Manager, the FBO has taken on additional duties such as showing available hangars and answering general questions. Staff has negotiated with Rob and will be entering into a Personal Services Contract to pay the FBO \$750 per month for these additional services.

City Owned T-Hangar Occupancy – The following chart shows the current occupancy numbers as of the end of November.

T-Hangar	Type	Total	Occupied	Vacant
B	Single	14	11	3
C	Single	10	10	0
D	Twin	5	3	2
E	Single	7	7	0
F	Single	5	5	0
G	Single	5	2	3
H	Single	5	5	0
I	Single	18	15	3
J	Twin	7	6	1
Total		76	64	12
Occupancy Rate			84%	