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**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEMORANDUM**

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**Date:** November 10, 2016  
**To:** Airport Commission  
**From:** Public Works Director Nikki Messenger  
**Subject:** November 17<sup>th</sup> Meeting Cancellation

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After conferring with the City Manager and Commission Chair John McDonald, the Airport Commission meeting scheduled for November 17, 2016 has been CANCELLED.

Attached is an Airport Activity Report to provide an update on recent activities related to the Airport.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** November 11, 2016  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., Public Works Director  
**SUBJECT:** Airport Activity Report – Information Only

There are no action items for the Airport Commission at this time, so the November 17<sup>th</sup> meeting is being cancelled. The following is an update on airport related issues.

**VASI** – The consultant has identified a contractor to work on the VASI. The unit is so old that there is not a good way to install mechanical baffles. As such, the contractor is identifying ways to restrict the lenses themselves by applying a thermally activated material to a portion of the lenses. There is a risk that a lens may be broken during this process. The lenses are commercially available; in lots of 35 each (we need six of each). We are hoping to not have to go to the additional time and expense to purchase the additional lenses and just work with the existing lenses.

**Obstruction Mitigation** – Staff has forwarded the draft scope of work to the FAA for review and comment. Once the scope is approved, staff can execute the contract and move forward with identifying acceptable options to mitigate the obstructions.

**Joint Planning Conference** -- In recent years, the process around project planning has changed. Staff now submits a list of proposed projects and project worksheets to the Oregon Department of Aviation (ODA). The ODA compiles the statewide list to ensure that all Non-Primary Entitlements are used each year within the state. Then the ODA schedules a Joint Planning Conference with the Airport Sponsor, their consultant, the ODA and FAA project manager, planner and environmental technician assigned to each airport. This JPC was handled by conference call on November 3<sup>rd</sup>. The following is the list of projects Roseburg has requested to be programmed. The Obstruction Mitigation project was split in to two federal fiscal years to ensure environmental compliance. Staff informed the FAA that it is our intent to proceed as quickly as possible, even if the work is done before the grant can be written. It is important to ensure that all of the work be compliant so that it is reimbursable.

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
			<b>185.00</b>	<b>2,450,000.00</b>	<b>0.00</b>	<b>259,776.00</b>	<b>\$2,709,961.00</b>

***Airport Master Plan & Airport Layout Plan Update*** – Staff is working on putting together the Request for Proposals for the Airport Master Plan/ ALP update. This will go out by the end of the month to ensure consultant selection early next year. In the past, staff has been told that the City would need to do a separate runway justification study that was not eligible for FAA funding. The new FAA planner has indicated that the forecasting that is required as part of every master plan should be sufficient to cover this need, which is great news.

**New Leases** –Staff has processed seven new leases in the past month or so.