



ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, DECEMBER 17, 2020
3:30 p.m. Regular Meeting
Electronic Meeting

12-10-2020

Public Access: [www.Facebook.com/CityofRoseburg](https://www.facebook.com/CityofRoseburg)

Comments on Agenda Items Only can be provided via email to pwd@cityofroseburg.org prior to 12:00 p.m. on Thursday, December 17, 2020.

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.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Linda Fisher-Fowler
Commissioners: Dave Morrison Frank Inman Clint Newell
Dan Sprague Robb Paul
Rob Levin (ex-officio)

III. APPROVAL OF MINUTES

A. August 20, 2020

IV. DISCUSSION ITEMS

A. 2021-2026 Capital Improvement Plan

CITIZEN PARTICIPATION – Anyone wishing to provide comments may do so by emailing pwd@cityofroseburg.org by 12:00 p.m. Thursday, December 17, 2020.

V. INFORMATIONAL

A. Airport Updates - Verbal

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: February 18, 2021

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 20, 2020**

CALL TO ORDER: Commissioner Newell, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, August 20, 2020, via Zoom in Roseburg, Oregon.

ROLL CALL: Present: Commissioners Frank Inman, David Morrison, Clint Newell, Robb Paul, and Dan Sprague, and Ex-officio Rob Levin

Absent: Chair Linda Fisher-Fowler, Commissioner Chris Berquist

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Communications Specialist Eric Johnson, Design and Construction Manager Ryan Herinckx, and Staff Assistant Kandi Leroue

Others Present: None

APPROVAL OF MINUTES: Commissioner Morrison moved to approve the December 19, 2019 minutes. Motion was seconded by Commissioner Sprague and approved with the following vote: Commissioners Inman, Morrison, Newell, Paul, and Sprague voted yes. No one voted no.

DISCUSSION ITEMS:

FAA Five-Year Capital Improvement Plan (CIP):

Messenger informed earlier this spring the FAA approved the 5-Year CIP. Messenger said for the past ten years the City has included the Taxiway Extension Project in the 5-year plan. Every year, the FAA removed the project indicating the additional runway length installed in 2009 had not been justified. The runway was analyzed for the critical aircraft during the master planning effort. As a result, the runway length has been justified and the taxiway extension project is included in the 5-year CIP. An environmental assessment was completed at the same time as the runway extension and taxiway relocation. In September 2018, a request was submitted to the FAA to determine if the previous environmental assessment is still valid and can be updated rather than completing a new assessment, the FAA is still looking into it. Once determined a Request for Qualifications (RFQ) will be published for the environmental study, design and construction of the taxiway. Additionally, a RFQ will be published for a 5-year engineering services contract. Commissioner Paul asked if the RFQ could be for both the environmental work and the engineering services contract. Messenger replied the FAA will not allow it. Commissioner Sprague asked if the taxiway extension is the only project scheduled for the next five years. Messenger stated it is the only FAA funded project, it will use all of the non-primary entitlements and \$1.1 million in discretionary funds.

Airport Updates:

Messenger gave a brief update on the CARES Act Funding and the PAPI/Obstruction

Mitigation, Runway Electrical, Parking Lot Improvements projects. Messenger stated Commissioner Berquist moved out of the area and is resigning from the commission. The resignation is on the agenda for the August 24th council meeting and the vacancy will be posted soon after the meeting. Commissioner Paul asked if it must be a City resident. Messenger stated yes it does

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

Herinckx reported a photo cell went out on the PAPI lights, which caused the lights not to dim at night. He asked if users notice them not dimming after dark to please notify staff so it can be remedied.

BUSINESS FROM THE COMMISSION:

Commissioner Morrison thanked staff for their efforts in promptly handling the recent incident with signs being displayed on a hangar. Commissioner Paul expressed concern over the lack of clarity in the rule and regs in regards to displaying banners or signs. Discussion ensued regarding the need to review and update the rules and regs in a future meeting.

Commissioner Sprague reported the Idaho Aviation Association has a program where donated bicycles are placed at airports to be used free of charge. He questioned if the commission and the City would be interested in doing something similar. Ex-officio Levin stated there are a few bicycles currently at the airport.

NEXT MEETING DATE: October 15, 2020

ADJOURNMENT: Meeting adjourned at 4:05 p.m.



Kandi Leroue, Public Works Staff Assistant



**CITY OF ROSEBURG
MEMORANDUM**

DATE: December 17, 2020
TO: Airport Commission
FROM: Nikki Messenger, P.E., City Manager
SUBJECT: 2021-2026 Capital Improvement Plan

ISSUE STATEMENT AND SUMMARY

Each year, the City is required to coordinate with FAA and ODA to update its Five Year Capital Improvement Plan. The issue for the Commission is whether to recommend approval of the Airport's updated Five Year Capital Improvement Plan (CIP).

BACKGROUND/ANALYSIS

As a General Aviation Airport, the Roseburg Regional Airport is allotted \$150,000 per year in Non-Primary Entitlement Funds (NPEs). Every year, a Joint Planning Conference (JPC) is held to discuss upcoming FAA funded projects. JPC participants include the airport sponsor and their consultant, representatives from the Oregon Department of Aviation, and representatives from the Seattle ADO. Whenever possible, these meetings are held in person at conferences. If that is not an option, they are held by phone. This year was even more difficult with personnel changes at the ADO's office, so it has happened over a series of phone calls and emails over a number of months.

Last year's CIP approval letter included the following projects:

Roseburg Regional Airport
5-YEAR PROJECTS & REQUESTED FUNDING

Year	Project Name	NPE*	ST/DI	Total
2021	Environmental Assessment	\$300,000	\$0/\$0	\$300,000
2022	Carryover	\$0	\$0/\$0	\$0
2023	Extend Taxiway A: Phase I Design; PMP	\$300,000	\$0/\$0	\$300,000
2024	Carryover	\$0	\$0/\$0	\$0
2025	Extend Taxiway A: Phase II Construction	\$300,000	\$0/\$1,100,000	\$1,400,000

Staff held multiple phone conversations with the FAA to define what work was required for the Environmental Assessment (EA). As part of the Taxiway Relocation Project, an EA had been completed which covered the taxiway relocation, runway extension, and taxiway extension projects. On November 23, 2020, staff and the consultant participated in a

conference call with the Seattle ADO's office regarding upcoming EA. The acting environmental specialist had reviewed the previous EA and decided that a new EA was not required. He indicated a Documented Categorical Exclusion (CatEx) was appropriate. This was great news.

In addition to better defining the current year project, we were required to propose a project for FY 2026. In the recently adopted master plan, the next project was "Aviation Reserve Phase 1" project. This project includes an expansion of the north end of the airport and has an estimated price of \$5.129 million. Initially, staff requested to place this project in year FY 2026. After further review, staff has revised that request.

The ODA provides pavement analysis for all Oregon GA airports on a three-year rotation. At Roseburg, this last occurred in 2019. Overall, pavements at the airport are in good shape. One area of concern was the degradation of the runway since the last reporting period (2016). In 2016, the Pavement Condition Index (PCI) for the runway was between 80 and 82, with the exception of the north extension area, which rated 100. Anything between 70-85 is considered "satisfactory" and anything over 85 is considered "good". In the 2019 report, the range of the PCI dropped to 54 to 63, with the extension still rated at 100. Given the significant drop in PCI and the emphasis that FAA places on runway condition, staff has proposed a runway rehabilitation project for FY 2026.

Year	Project Name	NPE	State Apportionment/ Discretionary	TOTAL
2021	Carryover	\$0	\$0 / \$0	\$0
2022	Extend Taxiway A: Env. And Phase I Design	\$200,000	\$0 / \$0	\$200,000
2023	PMP	\$100,000	\$0 / \$0	\$100,000
2024	Extend Taxiway A: Phase II Construction	\$450,000	\$0 / \$950,000	\$1,400,000
2025	Runway 16/34 Rehab: Env. And Prelim Design	\$150,000	\$0 / \$0	\$150,000
2026	Runway 16/34 Rehab: Final Design and Construction	\$150,000	\$0 / \$2,700,000	\$2,850,000

ODA shows a pavement project for Roseburg in 2023. At this point, we do not know what the scope or associated cost may be, so have programmed \$100,000 as a placeholder. When ODA does a pavement management project, it accesses the City's NPE funds directly and there is no match required from the City.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The estimated project costs for FY 2021-2026 total \$4.7 million. Of this total, the City's required match would be \$460,000. This is a significant amount and will require careful planning now that the Urban Renewal District has expired.

Staff is optimistic that the ODA will continue its COARS grant program, which provides 90% of the matching funds (up to \$150,000). This would bring the Airport Funds commitment

down to \$153,500. The future of the ODA's Airport System Action Program depends upon the extension of the special aviation fuel tax (\$.02/gallon), which is currently programmed to sunset on January 1, 2022. The ODA is lobbying for the legislature to eliminate the sunset date.

TIMING ISSUES

Typically, capital improvement planning with the FAA and ODA happens in the fall and is completed by the end of October. Originally, the airport was scheduled to spend \$300,000 in the current federal fiscal year on updating environmental work. When that requirement was eliminated two weeks ago, that freed up \$300,000 in NPE money and two years on the CIP schedule. As such, staff requested the following changes to the CIP.

- Move the taxiway extension design up one year. *We are hoping this may lead to moving construction up as well, but no guarantees.*
- Add the design of the runway pavement rehabilitation project and move forward in to FFY 25.
- Add the construction of the runway pavement rehabilitation project into FFY 26.

Given that we were so late in the CIP planning process; staff did not have the opportunity to consult with the Airport Commission prior to submitting the current CIP request. If the Commission supports the five-year plan as reported, it would be appropriate to make a recommendation to the Council to adopt the projects into the next revision of the City's Five-Year Capital Improvement Plan.

COMMISSION OPTIONS

The Commission has the following options:

- 1) Recommend the City Council adopt the updated Five-Year Capital Improvement Plan for the Airport Fund;
- 2) Recommend changes to the CIP and recommend adoption;
- 3) Request additional information; or
- 4) Take no action.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council to adopt the updated Five-Year Capital Improvement Plan for the Airport Fund.

RECOMMENDED MOTION

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

ATTACHMENTS

Draft Airport Fund 2021-2026 CIP

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. In recent history, the Oregon Department of Aviation has provided for the majority of the required matching funds for FAA grants. The remaining match comes from the Airport Fund.

520 AIRPORT FUND							
Project Description	Estimated Cost	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Taxiway Extension	1,600,000	50,000	150,000	1,400,000			
ODA Pavement Mgt	100,000			100,000			
Runway Pavement Rehabilitation	3,000,000				150,000	2,850,000	
AIRPORT TOTAL	\$4,700,000	\$50,000	\$150,000	\$1,500,000	\$150,000	\$2,850,000	



AIRPORT PROJECTS



Taxiway A Extension

The runway was extended by 400 feet in 2009/10 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. The extended runway length was justified as part of the 2019 Airport Master Plan update and is eligible for FAA funding.

	Total	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Costs						
Environmental/Prelim Design	200,000	50,000	150,000			
Final Design Construct	1,400,000			1,400,000		
Funding Source						
FAA	1,440,000	45,000	135,000	1,260,000		
Airport Fund/ ODA COARS Grant*	160,000	5,000	15,000	140,000		

**If available/awarded*

AIRPORT PROJECTS



Runway Pavement Rehabilitation

Preservation of runway pavements is among the highest priorities for FAA funding. The Pavement Condition Index (PCI) of Runway 16/34 was rated between 54 and 63 in the 2019 evaluation performed by the Oregon Department of Aviation’s consultant. This project will identify the type of preservation project required and include design and construction of that project.

	Total	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Costs						
Preliminary Design	150,000				100,000	50,000
Final Design						
Construct	2,850,000					2,850,000
Funding Source						
FAA	2,700,000				90,000	2,610,000
Airport Fund/ ODA COARS Grant*	300,000				10,000	290,000

**If available/awarded*