



**ROSEBURG AIRPORT COMMISSION AGENDA  
THURSDAY, FEBRUARY 18, 2021  
3:30 p.m. Regular Meeting**

OK  
2-17-2021

**Amended Electronic Meeting**

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

Comments on Agenda Items or Audience Participation can be provided via email to [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) prior to 12:00 p.m. on Thursday, February 18, 2021.

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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.**

**I. CALL TO ORDER**

**II. ROLL CALL:**

Chair: Sheila Cox  
Commissioners: Clint Newell                      Dave Morrison                      Frank Inman  
   Dan Sprague                      Robb Paul                      Steve Skenzick  
   Rob Levin (ex-officio)

**III. APPROVAL OF MINUTES**

A. December 17, 2020

**IV. DISCUSSION ITEMS**

- A. Airport Parking Lot Improvements Bid Award Recommendation – 20PW22
- B. Update – Nighttime Approach

**CITIZEN PARTICIPATION** – Anyone wishing to provide comments may do so by emailing [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) by 12:00 p.m. Thursday, February 18, 2021.

**V. INFORMATIONAL**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: April 15, 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  
DECEMBER 17, 2020**

**CALL TO ORDER:** Commissioner Newell, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, December 17, 2020, electronically via Zoom in Roseburg, Oregon.

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

**Absent:** Chair Linda Fisher-Fowler

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

**Others Present:** None

**APPROVAL OF MINUTES:** Commissioner Morrison moved to approve the August 20, 2020. Motion was seconded by Commissioner Inman and approved with the following vote: Commissioners Inman, Morrison, Newell, Paul, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**2021-2026 Capital Improvement Plan:**

Messenger reported the City coordinates with the FAA and ODA yearly to update the Five Year Capital Improvement Plan (CIP). The Joint Planning Conference is held yearly to discuss upcoming FAA funded projects. This year's conference was held virtually. The participants included airport sponsors and their consultants, representatives from the Oregon ODA, Seattle ODA and the FAA. The last CIP approval letter from the FAA included an environmental assessment (EA) for FY 2021. The new acting environmental specialist from the Seattle ADO's office reviewed the EA that was completed prior to the taxi-way relocation and decided a Documented Categorical Exclusion was more appropriate. The non-primary entitlements will be put toward future projects. Staff was required to propose a project for the fifth year of the CIP. The next project in the master plan is Aviation Reserve Phase 1, which includes expansion of the north apron. Staff recommends prioritizing a runway rehabilitation project due to the recent decline in the pavement condition based from the last ODA pavement analysis. Staff requested the design of the taxiway be moved into FY 2022 rather than FY 2023. The ODA has a pavement project scheduled for FY 2023. The ODA accesses funding directly from the FAA, there is no match required from the City. The construction of the taxiway was moved into FY 2024. The design and construction of the runway project were placed in FY 2025 & 2026. All of the projects are ninety percent FAA funded. The estimated project costs total \$4.7 million. The City's portion totals \$460,000 over the next six years. If legislature does not renew the COARS grant program it will sunset in FY 2022. If the program continues, staff will apply for a grant. Which would provide ninety percent of the matching funds. Commissioner Inman questioned why the suggested motion only included the airport fund.

Messenger stated the City's Capital Improvement Plan is divided by fund; this commission has the prevue of only the airport fund. Commissioner Inman questioned what is involved in the runway rehabilitation project. Messenger stated it would be a grind inlay. Commissioner Paul questioned if it would a two inch grind inlay. Messenger stated it would be full depth.

**MOTION:** Commissioner Morrison moved to recommend the City Council adopt the updated Five-Year Capital Improvement Plan for the Airport Fund. Motion was seconded by Commissioner Paul and approved with the following vote: Commissioners Inman, Morrison, Newell, Paul and Sprague voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:**

Messenger reported the PAPI approval is still in progress and is unsure how long it will be before it is approved. Once approved a PNOTAM will be issued. Commissioner Morrison asked what will the result be of an approval. Messenger stated the NA will be lifted on nightttime approach. Commissioners Newell and Morrison requested staff contact Representative DeFazio's office to see if he is willing to contact the FAA regarding expediting the process.

Messenger stated the City has an administrative services contract with the FBO. Staff is currently working on an amendment to compensate for additional services brought on by the PAPI lights.

Messenger stated so far three applications have been received for the commission opening. Linda Fisher-Fowler is stepping down from Council. A new chair will be assigned at the January 11<sup>th</sup> council meeting. The new chair will interview the applicants and will make a recommendation to council. The new member will be appointed at the January 25<sup>th</sup> council meeting.

Messenger stated staff is in the process of negotiating an on-call contract with Mead and Hunt for a term of eighteen months and no more than \$50,000. The initial project under this contract will be to assist in updating our Disadvantaged Business Enterprise goals.

Herinckx reported the Airport Parking Lot Improvements project is set to be posted on January 19<sup>th</sup>. A bid award recommendation will be presented at the February meeting. The construction window will be between April and May. Commissioner Newell requested a schematic be emailed to the commission. Herinckx stated the building department is requiring an ADA access path from Aviation Drive to the parking lot. Staff is working on the plans to meet this requirement.

Commissioner Inman questioned the status of the changes to the Airport Rules and Regulations. Messenger stated she has not had an opportunity to work on the changes.

**BUSINESS FROM THE COMMISSION:**

**NEXT MEETING DATE:** February 18, 2021

**ADJOURNMENT:** Meeting adjourned at 4:04 p.m.

*Kandi Leroue*

Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 12, 2021  
**TO:** Airport Commission  
**FROM:** Brice Perkins, P.E., Public Works Director  
**SUBJECT:** **Airport Parking Lot Improvements  
Bid Award Recommendation – 20PW22**

**ISSUE STATEMENT AND SUMMARY**

The City received bids for the Airport Parking Lot Improvements project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

In 2004 Commercial Hangars A and B that were located to the southwest of the FBO Hangar were demolished. As a result the entrance into the Roseburg Airport and FBO changed and is now through the gravel area that remained after the demolition project. This parking lot improvement project will surface this area with asphalt and include the following additional elements:

- Concrete sidewalk along the south side of the FBO Hangar with an ADA access ramp onto the sidewalk.
- An ADA parking space and unloading zone adjacent to the new ADA access ramp.
- A landscape planter along the south side of the FBO between the existing building and new concrete sidewalk.
- ADA access path from the FBO to Aviation Dr.
- A new driveway approach along Aviation Dr.
- Landscaping along Aviation Dr. on both sides of the new driveway approach.
- Storm drainage to collect storm water runoff from the new asphalt surface.

The project was advertised on January 21, 2021. Three bids were received on February 11, 2021. They are as follows:

<u>Bidder</u>	<u>Bid Price</u>
Black Pearl Asphalt Maintenance, LLC	\$117,558.50
LTM Inc, DBA Knife River Materials	\$123,736.00
<u>Wildish Construction Co.</u>	<u>\$141,774.00</u>
<i>Engineer's Estimate</i>	<i>\$117,791.00</i>

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

The FY 2020-21 Airport budget includes \$125,000 for this project. The project was designed in-house and staff will be providing construction management. Total project costs are estimated below.

Construction	\$117,558.50
Contingency	<u>\$ 6,000.00</u>
<b>Total</b>	<b>\$123,558.50</b>

## **TIMING ISSUES**

The City has 45 days to accept or reject bids. The Commission's recommendation will be presented to the City Council at the March 8, 2021 meeting. If approved, the project will be constructed during the 20-21 Fiscal Year.

## **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council award the project to the lowest responsible bidder, Black Pearl Asphalt Maintenance, for \$117,558.50; or
2. Request additional information; or
3. Recommend that the City Council reject all bids.

## **STAFF RECOMMENDATION**

The bid appears to be both responsive and responsible. Funds have been budgeted and are available to construct the project. Therefore, staff recommends awarding the contract to the low bidder, Black Pearl Asphalt Maintenance, for \$117,558.50.

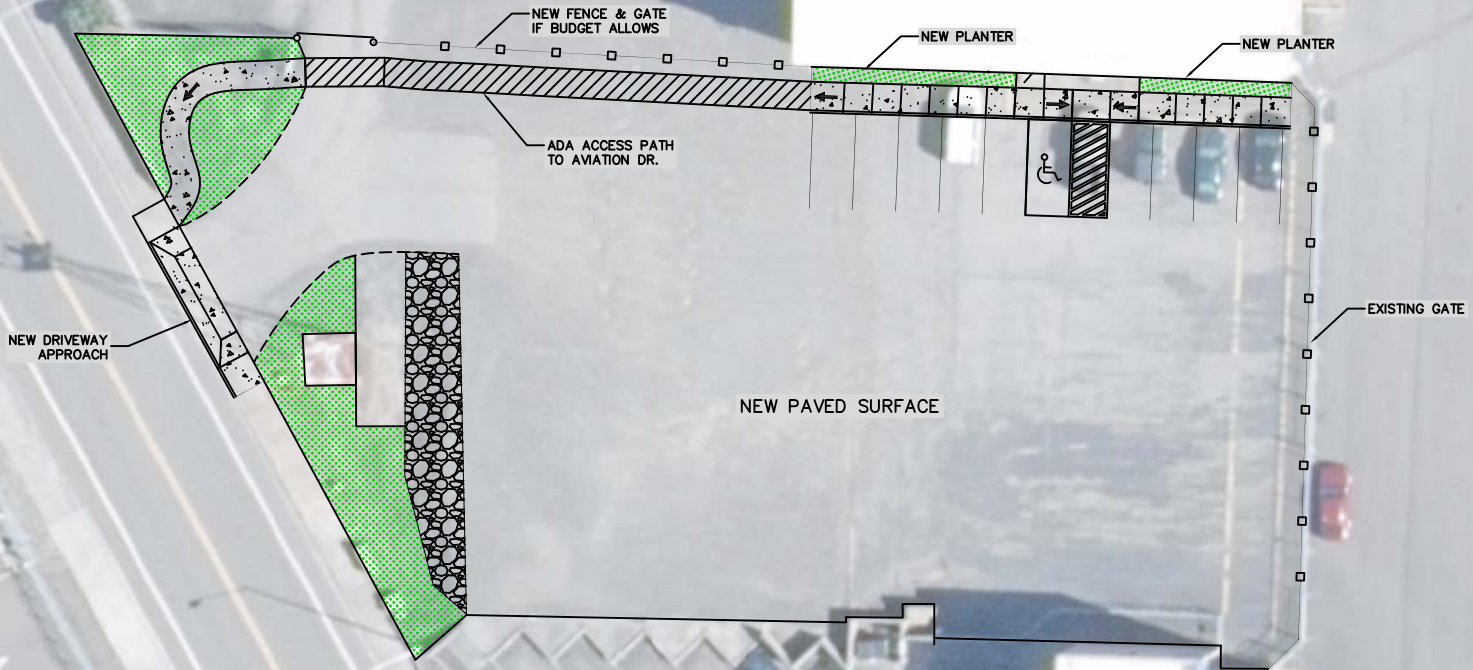
## **RECOMMENDED MOTION**

***I move to recommend the City Council award the Airport Parking Lot Improvements project to the lowest responsible bidder, Black Pearl Asphalt Maintenance, for \$117,558.50.***

## **ATTACHMENTS**

None

# AIRPORT PARKING LOT PROJECT



- LEGEND:
- = 6' SIDEWALK
  - = ADA RAMP
  - = LANDSCAPING
  - = GABION ROCK

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 18, 2021

**TO:** Airport Commission

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

**SUBJECT:** Update – Nighttime Approach

**ISSUE STATEMENT AND SUMMARY**

The FAA has identified new issues with the nighttime circling approach that are unrelated to Mt. Nebo. Staff attempts to explain the issues and potential solutions below. Staff has invited an FAA representative to attend the virtual meeting and is hoping to have additional information at the meeting.

**BACKGROUND/ANALYSIS**

In order to commission the new runway lighting and REILs, the FAA conducted two flight checks, one during the daytime and one at night. The flight check report indicated that the nighttime approach remained N/A. Everyone assumed this was related to Mt. Nebo, the new PAPI, and the application process required to utilize the new PAPI as mitigation for the terrain obstruction. Turns out, that is not the case.

When the flight check pilot was flying the approach pattern, he/she lost sight of the airport when circling due to terrain located between the runway and the west portion of the circling approach (Moorea Drive area). At night, the procedure requires that the pilot maintain visual contact with the airport environment throughout the pattern, which raises a new issue for Roseburg. Apparently, the existing approach should have never been approved for nighttime flight.

FAA representatives have been working on potential solutions to this issue, which would involve the creation of one or two special procedures. One potential solution is a WAAS/GPS approach, which would actually lower the approach minimums. The WAAS procedure would require special equipment in the aircraft to be able to qualify to fly the approach. In order for the FAA to explore (and pay for) the WAAS special procedure, the airport would need to identify at least two users capable of flying the approach. The other potential special procedure would be an LNAV procedure. This procedure would likely be available to more GA pilots, but would require a higher minimum descent altitude. One major downside of any special procedure is that it will typically not be available for transient aircraft.

Staff will need the Commission's help in identifying the best solution for our airport. Staff is expecting additional information from FAA prior to the meeting and will forward that as soon as it is received.



**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

If the airport can identify at least two users capable of flying a WAAS procedure, the City could petition the FAA to provide that procedure at no cost to the airport.

**TIMING ISSUES**

Development of a new special procedure could take between six and twelve months.

**ATTACHMENTS**

Email from FAA

## Nicole A. Messenger

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**From:** Harris, Stephanie C (FAA) <stephanie.c.harris@faa.gov>  
**Sent:** Monday, February 1, 2021 9:36 AM  
**To:** Nicole A. Messenger  
**Cc:** Ferrell, Warren (FAA); Garrison, William (FAA); Munoz, Deepeka (FAA); Chew, Byron (FAA); Parker, David G (FAA); Tulip, Beverly (FAA)  
**Subject:** Roseburg Requested use of Rwy 34 PAPI for night minimums restoral

Ms. Messenger,

The request to use the Rwy 34 Precision Approach Path Indicator (PAPI) to mitigate obstructions that restrict night instrument operations at Roseburg, OR (RBG) was reviewed by the Aviation Flight Standards (AFS) Procedures Review Board (PRB) on January 14, 2021. While the PRB had no issue with the mitigation request, Flight Inspection voiced concerns with aircraft performing the circling maneuver at night and mandated the approaches remain Not Authorized (NA) at night. The specific concern is high terrain west of the airport that obscures the runway lights from an aircraft performing the circling maneuver at night. As a result, the request to restore night minimums on the approach procedures at Roseburg, OR (RBG) has been denied.

A follow-up meeting with AFS, Flight Inspection, and the Flight Procedures Team was held on January 19, 2021 and outlined procedure amendment options that may allow night operations at Roseburg Airport. The Flight Procedures Team has agreed to work directly with the airport and the users to determine the best overall solution to mitigate the significant terrain challenges. Dave Parker (Flight Procedures Team Specialist) will be reaching out to discuss a path forward.

In the interim, if you have any questions, please feel free to reach out to me. I'll be more than happy to help.

Stephanie C. Harris  
Manager, Flight Procedures Team  
Western Service Center  
Ph: (206) 231-2269