



**ROSEBURG AIRPORT COMMISSION AGENDA**  
**THURSDAY, AUGUST 19, 2021**  
**3:30 p.m. Regular Meeting**

✓  
8-13-2021

**Electronic Meeting**

Public Access: [www.Facebook.com/CityofRoseburg](http://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.**

**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. February 18, 2021

**IV. DISCUSSION ITEMS**

- A. Authorization to apply for ODA COARS Grant(s)
- B. FAA Five-Year Capital Improvement Plan

**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 p.m. on Thursday, August 19, 2021. 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**

A. General Updates

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: October 21, 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  
FEBRUARY 18, 2021**

**CALL TO ORDER:** Chair Cox called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, February 18, 2021, electronically via Zoom in Roseburg, Oregon.

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

Absent: Commissioner Clint Newell

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

Others Present: Ryan Bergstrom – Mead & Hunt, Matt Leasure and Dan Whelan – State Representative DeFazio’s Office, Justin Biassou and David Park – Federal Aviation Administration, and Tim VanMaren – CAL-ORE

**APPROVAL OF MINUTES:** Commissioner Paul moved to approve the December 17, 2020. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Cox, Commissioners Inman, Morrison, Paul, Skenzick, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS: Update – Nighttime Approach:**

Messenger reported the FAA conducted a daytime and a night flight check to commission the REILS and runway lighting. The report showed the nighttime approach still as N/A. This came as a result of the flight check pilot losing sight of the airport when circling due to terrain located between the runway and the west portion of the circling approach. The approach should not have been approved for nighttime operations. The FAA has been looking into special procedures that would allow for some nighttime operations at the airport.

Parker, with the FAA, provided a brief history of the Mt. Nebo obstruction, mitigation and flight inspection. Most recently, the Aviation Flight Standard Procedures Review Board reviewed the request to use the PAPI to mitigate the obstruction and were prepared to restore night operations. Flight Inspection however, denied the request due to concerns with the circling maneuver at night. Parker went over potential procedure designs and the minimum procedure angles required. In order to allow CAT B, C, and D, a special procedure is required. Development and approval should take between twelve and twenty four months. Once in place, users wanting access to the special procedure would need to contact the airport for authorization. The authorization would then be taken to the local Flight Standards District Office; the user would be given any briefing training required to use the procedure. Transient aircraft is not likely to be authorized to use the procedure. It should not be an issue for those based at or regularly operating in and out of the airport. The FAA will provide the graphics and charts. Messenger questioned if the special procedures would have been possible if the PAPI project hadn’t been completed. Parker stated it would not be possible if the PAPI project hadn’t been done. Commissioner Sprague asked if the

approach could be available in the mean time for CAT A aircraft. Parker replied if there isn't a line of site issue then he can ask Flight Standards and Flight Inspection if it would be allowed. Parker asked for feedback on the special procedure design he went over. Levin stated there are users that will find it very beneficial. Commissioner Sprague questioned if the only approach that will be available will be the LPV or LP. Parker stated yes they will be the only approaches approved for nighttime operation. VanMaren, with CAL-ORE, stated the straight in approach would be more beneficial to them than the circling approach. Messenger asked what the next step is. Parker replied to get a group of users together to review the special procedure designs. The group should have users that understand the equipment capabilities and certification standards. The chosen design would then be requested through the IFP Gateway. Messenger informed airport user Bill Woods emailed asking when does the circling approach begin after you've reached the circling minimum decent altitude. Parker replied as soon as you cross the missed approach point at the MDA.

**Airport Parking Lot Improvements Bid Award Recommendation – 20PW22:**

Herinckx informed that in 2004 Commercial Hangars A and B were removed, leaving a gravel area that is now used as an entrance to the FBO. This project consists of resurfacing the existing asphalt and paving the gravel area, ADA improvements, and landscaping. Herinckx stated the project was advertised on January 21, 2021, on February 11, 2021, three bids were received with Black Pearl Asphalt Maintenance, LLC being the low bidder at \$117,588.50. Commissioner Inman questioned if the landscaping will require irrigation. Herinckx replied yes, irrigation was included in the bid. Commissioner Paul asked if the fencing along the sidewalk is included in the bid. Herinckx replied it was bid as schedule B and came in at \$8,100.00; however, there isn't enough room in the budget to include it. Messenger informed she just received an email from the FAA awarding \$23,000.00 in additional CRF funding and recommends the motion be updated to include schedule B.

**MOTION:** Commissioner Paul moved to recommend the City Council award the Airport Parking Lot Improvements project to the lowest responsible bidder, Black Pearl Asphalt Maintenance, for \$125,658.50. Motion was seconded by Commissioner Morrison and approved with the following vote: Chair Cox, Commissioners Inman, Morrison, Paul, Skenzick, and Sprague voted yes. No one voted no.

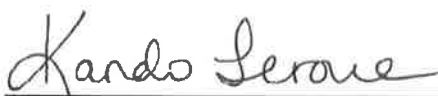
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:** Chair Cox welcomed Commissioner Skenzick to the commission.

**NEXT MEETING DATE:** April 15, 2021

**ADJOURNMENT:** Meeting adjourned at 4:14 p.m.



Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 19, 2021

**TO:** Airport Commission

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

**SUBJECT:** Authorization to apply for ODA COARS Grant(s)

**ISSUE STATEMENT AND SUMMARY**

The Oregon Department of Aviation (ODA) is expected to open the application process for the Critical Oregon Airport Relief (COAR) grant program very soon. The issue for the Commission is whether to forward a recommendation to the City Council to authorize the submission of two grant applications.

**BACKGROUND/ANALYSIS**

The ODA has scheduled a webinar for next week to announce the opening of the FY 2022 COAR grant cycle. This program allows airports to seek assistance for three types of projects: to assist with match requirements for FAA Airport Improvement Program (AIP) grants, to assist with emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan, and to assist in aviation related economic development. Staff seeks to apply for grants in the first two categories.

FAA AIP grants require a local match of ten percent. The COAR program can be utilized for up to ninety percent of the local match requirement. For FY 22, the airport is programmed to receive \$200,000 towards the design of the Taxiway Extension Project. The City's matching requirement would be \$22,222. The COAR grant could cover \$20,000 of that match.

The second grant staff would like to pursue would be for the installation of backup power at the airport. The project has not yet been designed, but could include runway and taxiway lighting and navigation aids including the PAPI and the fuel system. The Oregon Resilience Plan list Roseburg Regional Airport as a "Tier 1" airport, meaning an "essential airport that will allow access to major population centers and areas considered vital for both rescue operations and economic restoration". In other words, RBG is considered essential in responding during a natural disaster, especially during a major seismic event that may eliminate other forms of transportation. In order to provide service, backup power will be an essential component. Staff is working on an estimate for this project. The maximum grant amount is \$150,000 with a ten percent match requirement.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The financial impacts of one or both grants can only be estimated at this time. If the FAA grant were issued for the full \$200,000, the grant request to ODA would be \$20,000 for the AIP matching funds. Depending on the cost of the backup power project, the City may request a grant up to \$150,000 with a match requirement of \$30,000. The FY 2021-2022

Airport Budget includes funding for a portion of both projects. Both projects would be expected to continue through the following fiscal year.

### **TIMING ISSUES**

Information on the latest grant cycle is expected to be released next week. In previous grant cycles, grants were due in October. There is a chance the grant applications will be due prior to the next scheduled Airport Commission meeting.

### **COMMISSION OPTIONS**

The Commission has the following options:

1. Forward a recommendation to the City Council authorizing staff to apply for two ODA COAR grants for fiscal year 2022;
2. Forward a recommendation to the City Council authorizing staff to apply for one ODA COAR grant for fiscal year 2022; or
3. Request additional information.

### **STAFF RECOMMENDATION**

Staff will know more after next week's webinar on the grant program. If the program is similar to previous years and both projects fit as expected, staff recommends the Commission forward a recommendation to the Council authorizing submission of two grant applications.

### **RECOMMENDED MOTION**

***I move to forward a recommendation to the City Council authorizing staff to apply for two grants through the Oregon Department of Aviation's Critical Oregon Airports Relief program, one for AIP matching funds and one for backup power at the airport.***

### **ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 19, 2021  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** FAA Five-Year 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 for the Airport Improvement Program (AIP). The issue for the Commission is whether to recommend submission of a project to FAA for federal fiscal year 2027.

**BACKGROUND/ANALYSIS**

As a General Aviation Airport, the Roseburg Regional Airport is allocated \$150,000 per year in Non-Primary Entitlement Funds (NPEs). Normally, a Joint Planning Conference (JPC) is held annually 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 or virtual meeting. This year, FAA is requesting the airport sponsors submit updated data sheets and then they will decide if a meeting is needed.

The current approved five-year CIP is as follows:

Roseburg Regional Airport  
5-YEAR PROJECTS & PLANNED  
FUNDING

<b>Year#</b>	<b>Project Name</b>	<b>NPE*</b>	<b>ST/DI</b>	<b>Total</b>
2022	Extend Taxiway A: Phase I - Env & Design	\$200,000	\$0/\$0	\$200,000
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 II – Construction	\$150,000	\$1,000,000/ \$1,700,000	\$2,850,000

The following tables are taken directly from the adopted Airport Master Plan.

**TABLE 5-3: Summary of RBG Near-Term Capital Improvement Plan (FY 2019 – FY 2023)**

<b>Year</b>	<b>Project</b>	<b>Entitlement</b>	<b>Discretionary</b>	<b>Local</b>	<b>Total</b>
<b>2019</b>	Rehabilitate Runway Lighting Design & Construction	\$300,000	\$360,000	\$73,333	\$733,333
<b>2020</b>	Pavement Management Program (PMP)	\$20,000	\$0	\$2,222	\$22,222
<b>2021</b>	Environmental Assessment (ALP)	\$280,000	\$0	\$31,111	\$311,111
<b>2022</b>	Carryover	\$0	\$0	\$0	\$0
<b>2023</b>	Taxiway A Extension Design	\$150,000	\$0	\$16,667	\$166,667
	PMP	\$20,000	\$0	\$2,222	\$22,222
<b>Near-Term CIP Total</b>		<b>\$770,000</b>	<b>\$360,000</b>	<b>\$125,556</b>	<b>\$1,255,556</b>

**TABLE 5-4: Summary of RBG Mid-Term Capital Improvement Plan (FY 2024 – FY 2028)**

<b>Year</b>	<b>Project</b>	<b>Entitlement</b>	<b>Discretionary</b>	<b>Local</b>	<b>Total</b>
<b>2024</b>	Taxiway A Extension	\$255,000	\$960,000	\$135,000	\$1,350,000
<b>2024</b>	PAPI Tree Maintenance Program	\$25,000	\$0	\$2,778	\$27,778
<b>2025</b>	Aviation Reserve 1 Apron	\$150,000	\$4,466,100	\$512,900	\$5,129,000
<b>2026</b>	Runway 34 Blast Pad	\$130,000	\$239,000	\$41,000	\$410,000
<b>2026</b>	PMP	\$20,000	\$0	\$2,222	\$22,222
<b>2027</b>	North/South Apron Vehicle Access Road	\$60,000	\$268,500	\$36,500	\$365,000
<b>2028</b>	Carryover	\$0	\$0	\$0	\$0
<b>Near-Term CIP Total</b>		<b>\$640,000</b>	<b>\$5,933,600</b>	<b>\$730,400</b>	<b>\$7,304,000</b>

The next project listed in the Airport Master Plan would be “Aviation Reserve 1 Apron”, which is the expansion of the north apron area (see attachment). Given the capacity issues experienced this summer and last during firefighting operations, staff believes this would be the next appropriate project. Staff would recommend submitting the design of this project as the airport’s FY2027 project.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

With the rehabilitation of Runway 16/34 scheduled in FY2026, the airport will have used all of the available non-primary entitlement funding. The grant funding available for FY 2027 would be \$150,000. With the City’s match requirement, the funding would total \$165,000.

**TIMING ISSUES**

The CIP data sheets are due back to FAA by September 30, 2021. This is before the next Airport Commission meeting. As such, it would be appropriate for the Commission to provide direction to staff at the August meeting.

### **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend staff submit the design of "Aviation Reserve Apron 1" for FAA funding in FY 2027; or
2. Recommend staff submit another project from the adopted master plan for funding in FY 2027; or
3. Request additional information, which may require a special meeting in September.

### **STAFF RECOMMENDATION**

Staff recommends that design of "Aviation Reserve 1" be submitted to the FAA as the proposed FY 2027 project for the Roseburg Regional Airport's AIP program.

### **RECOMMENDED MOTION**

***I move to recommend staff submit the design of the Aviation Reserve 1 project to the FAA for consideration for funding in federal fiscal year 2027.***

### **ATTACHMENTS**

Airport Master Plan Figure 5-2 Mid-Term CIP Projects





- CIP Projects
- Non-Eligible CIP Projects
- Completed CIP Projects



Figure 5-2

Mid-Term (2024-2028) CIP Projects



**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 19, 2021

**TO:** Airport Commission

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

**SUBJECT:** General Updates

**ISSUE STATEMENT AND SUMMARY**

The following is a brief update on various items affecting the Roseburg Regional Airport. No action is required by the Commission.

Obstruction Removal/Nighttime Instrument Approach – I emailed Dave Parker at FAA Western Flight Procedures for an update last week. I received the following email:

The project is being processed for a 3/24/22 publication date and is currently with our Environmental Team for their review. The coordination, design, and environmental stages should all be completed by mid-September and the project will be forwarded to development. No delays are anticipated at this time.

As far as the grant goes, staff is working with the consultant to submit the final closeout report to the FAA. This will allow staff to request final reimbursement on both the FAA and ODA grants.

FBO Parking Lot Paving – This project is complete.

RFQ for Airport Engineering Services – Staff is working on a Request for Proposals for engineering services for the next five years. The intent is to have an engineer selected and the first task order (design of the taxiway extension) negotiated by early spring.

Disadvantaged Business Enterprise (DBE) Goal Update – The City's previous DBE goal was for 2018-2020. A new three-year goal was due for consideration this year. Since the airport does not have a construction project scheduled until 2024, establishment of a new goal for 2021-2023 is not required. Staff submitted a letter to FAA to this effect in April 2021. The FAA DBE coordinator agreed that no goal update was required in July 2021.