



**ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, JULY 18, 2024**

*✓
7-15-2024*

3:30 p.m. Special Meeting

**City Hall – Council Chambers
900 SE Douglas Avenue, Roseburg, Oregon 97470**

Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

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.

NOTE: Date Change

I. CALL TO ORDER

II. ROLL CALL:

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

III. APPROVAL OF MINUTES

A. June 20, 2024

IV. DISCUSSION ITEMS

A. 2025-2030 Capital Improvement Plan – FAA AIP and BIL Funding
B. Taxiway A Extension Phase II – Construction Management Services
Task Order – 25GR01

CITIZEN PARTICIPATION – In Person during the meeting: anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. Comments can also be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to 12:00 p.m. on the day of the meeting. 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

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: August 15, 2024

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

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**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
June 20, 2024**

CALL TO ORDER: Chair Mohr called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, June 20, 2024, in the Council Chambers at City Hall in Roseburg, Oregon.

ROLL CALL: Present: Chair David Mohr, Commissioners Frank Inman, Clint Newell, David Morrison (3:35), Steve Skenzick, Dan Sprague, and Ex-officio Rob Levin

Absent: Robb Paul

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, and Operations Accountant Kandi Street

Others Present: None

APPROVAL OF MINUTES: Commissioner Sprague moved to approve the minutes from the January 18, 2024 meeting. The motion was seconded by Commissioner Newell and approved with the following vote: Chair Mohr, Commissioners Inman, Newell, Skenzick, and Sprague voted yes. No one voted no.

DISCUSSION ITEMS:

Bid Award Recommendation – Taxiway A Extension – Project No. 22GR18:

Messenger reported when the project was put out for bid, staff was unsure if we would receive a grant to fund the construction. Staff was advised by the FAA to bid the project with a 120-day bid hold. Typical bid holds are 90-days. One bid was received from LTM, Inc. dba Knife River materials for \$2,064,955. The bid came in over the engineer's estimate of \$1,692,005. Staff provided the Commission with a copy of the Engineer's Bid Recommendation Letter. The letter provided detail behind the differences between the contractors bid and the engineer's estimate.

Staff learned earlier this week that State Apportionment funding will be available this fiscal year. Staff provided an additional memo outlining the most recent funding scenario. At this point, there have been no AIP grants written nationwide. Staff anticipates a grant offer will be received in July or mid-August, with a few day window to accept. The funding will cover ninety percent, allowing us to reserve our BIL funding. The Local match will be \$235,661.25. Staff has applied for a Connect Oregon grant for approximately \$172,000. The fact we have hard numbers strengthens our grant application. A task order for construction administration still needs to be negotiated. The consultant submitted a cost estimate. It came in higher than anticipated, due to sub consultant costs. The consultant is in the process of getting another bid. After a scope and fee is received a third party consultant is hired to complete an independent fee evaluation. Staff expects to receive the third party estimate within the next few weeks. Staff will compare the two estimates and negotiate changes, if needed. Staff anticipates presenting a task order for construction administration to the Commission for approval at a special meeting in July. Also at that

meeting, staff will present an update to the 5-year Capital Improvement Plan which is due early August.

Commissioner Newell questioned the high cost for electrical. Messenger replied potentially it is due to wire theft being an issue on job sites. Herinckx indicated the contractor received multiple bids from sub-contractors for the electrical.

Commissioner Sprague requested clarification if the local match amount is roughly \$236,000. Messenger confirmed the local match and reported a Connect Oregon grant application was submitted to cover \$172,222 of the match and briefly described the grant review process. If successful, the grant will likely be awarded in September. The FY 24/25 Airport Budget was prepared based on estimates. The Budget Committee was informed of the potential need for a supplemental budget to be submitted in July to cover the actual costs in order for the project to be awarded. The Airport fund has enough in contingency to cover the entire match if necessary. Commissioner Sprague questioned the timing of funding and actual construction. Messenger stated timing will be dependent on when the grant offer is received, when the contract can be awarded, when the notice to proceed can be issued and lead time on materials as well as when the weather shifts. Staff prefers not to start the project and have to stop due to weather. Ideally, there will be only one impact to the airport.

Commissioner Inman questioned where the retaining wall will be located. Messenger described the location being at the end of the taxiway where you turn toward the runway. The consultant researched the best location. The jet blast fence will be put on top of the retaining wall to keep material from being thrown across Aviation Drive. Herinckx stated it is approximately 185 feet long and accounts for roughly twenty-five percent of the project cost.

MOTION: Commissioner Newell moved to recommend the City Council award Taxiway A Extension Project to the lowest responsible bidder, LTM, Inc. dba Knife River Materials, for \$2,064,955 contingent upon receiving a grant offer from the FAA. The motion was seconded by Commissioner Inman and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Skenzick and Sprague voted yes. No one voted no.

In response to Chair Mohr's question, Messenger stated the Construction Administration task order and the 5-Year Capital Improvement Plan will be presented to the Airport Commission on July 18th and Council on July 22nd.

MOTION: Commissioner Sprague moved to recommend the City Council authorize acceptance of a grant offer from the FAA to Extend Taxiway A – Phase II Construction Project in an amount not to exceed \$2.4 million. The motion was seconded by Commissioner Newell and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Skenzick and Sprague voted yes. No one voted no.

AUDIENCE PARTICIPATION:

None

INFORMATIONAL ITEMS:

Messenger stated staff received a verbal notification that the Special Procedure Publication is scheduled for Fall of 2025. Commissioner Inman asked for a recap. Messenger stated a

new procedure is currently being designed allow night time minimums to be reinstated. Commissioner Newell questioned if it will be a private approach with special authorization required. Messenger replied yes it will be. Discussion ensued regarding the impact to airport users.

Herinckx stated the generator is on site. The contractor was waiting for the automatic transfer switch to arrive in order to begin. The conduit from the generator to the fuel farm is scheduled to be installed beginning July 8th. In late July, power to the runway lights will be shut down in order to allow the service line to be pulled from the transformer to the new meter base.

Herinckx reported the wetland investigation has been completed for the fencing project. No adverse impacts were identified. The archeological study has also been completed, it will require further investigation before moving forward. Staff is hopeful design will begin in August.

Herinckx stated Mount Nebo tree trimming is planned for this summer or fall.

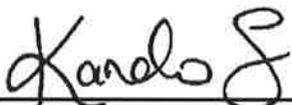
Commissioner Sprague questioned if the generator will supply power for the gates. Herinckx stated it is strictly powering navigational aids and the fuel farm. In the future, the South gate could potentially be tied in.

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE: July 18, 2024

ADJOURNMENT: Meeting adjourned at 4:01 p.m.



Kandi Street, Operations Accountant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 18, 2024
TO: Airport Commission
FROM: Nikki Messenger, P.E., City Manager
SUBJECT: 2025-2030 Capital Improvement Plan – FAA AIP and BIL Funding

ISSUE STATEMENT AND SUMMARY

The FAA requested an updated Capital Improvement Plan (CIP) outlining projects planned for both Airport Improvement Program (AIP) funding and Bipartisan Infrastructure Law (BIL) funding. The issue for Commission is whether to recommend approval of the CIP.

BACKGROUND/ANALYSIS

Due to a number of staff changes at the FAA, the ‘approved’ project list the City received in 2024 did not match the direction that we had previously received. As such, staff is including the 2023 approved project list below.

Roseburg Regional Airport
5-YEAR PROJECTS & PLANNED
FUNDING

Year#	Project Name	NPE*	ST	DI	BIL	FAA Total
2024	Extend Taxiway A: Phase II Construction	\$578,018		\$1,000,000	\$150,000	\$1,728,018
2025	Runway 16/34 Rehabilitation Environmental	\$150,000				\$150,000
2026	Runway 16/34 Rehabilitation: Design & Construction	\$150,000	\$1,000,000	\$1,700,000		\$2,850,000
2027	Aviation Reserve 1: Design	\$150,000			\$193,000	\$343,000
2028	Aviation Reserve 1: Construction	\$150,000		\$0**		\$150,000

**Note that your submitted CIP shows AIP funding needs greater than what is anticipated to be available.

NPE = Non-primary entitlement funds
 BIL = Bipartisan Infrastructure Law

DI = Discretionary funds
 ST = State Apportionment

Projects underway and not shown include the security/fencing improvements and the standby power project.

Funding uncertainties have led to submission of multiple CIP iterations/scenarios in the past 12 months. The current expectation is that the City will receive a grant for the construction of the Taxiway A Extension Project this federal fiscal year, which ends September 30, 2024.

The FAA has indicated that runways are their highest priority and maintaining existing paving is high on their list. New (still in development) requirements include environmental work for paving projects that is more extensive than previous (typically a categorical exclusion if you were not adding surface area). Those priorities and changes to timing are reflected in the chart below which outlines the proposed 5-year CIP for federally funded projects at the airport.

FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2025			\$0	\$150,000		\$150,000	\$881,000	\$294,000	\$1,175,000		
2025	Carryover (Rehabilitate Runway 16/34 & South Apron Environmental)										
2025	Airport Fencing & Security Upgrades	\$423,237					\$380,913		\$380,913	\$42,324	\$423,237
2025	Standby Power Generator	\$121,652					\$109,487		\$109,487	\$12,165	\$121,652
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2026			\$150,000	\$150,000		\$300,000	\$684,600	\$294,000	\$978,600		
2026	Rehabilitate Runway 16/34 & South Apron - Env. / Design	\$500,000	\$150,000	\$150,000		\$300,000	\$150,000		\$150,000	\$50,000	\$500,000
2026											
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2027			\$0	\$150,000		\$150,000	\$828,600				
2027	Rehabilitate Runway 16/34 - Construction	\$3,333,333		\$150,000	\$2,850,000	\$3,000,000			\$0	\$333,333	\$3,333,333
2027	Rehabilitate South Apron - Construction	\$920,667					\$828,600		\$828,600	\$92,067	\$920,667
2027											
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2028			\$0	\$150,000							
2028	Carryover (Environmental Apron Reserve 1)										
2028											
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2029			\$150,000	\$150,000							
2029	Carryover										
2029											
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2030			\$300,000	\$150,000							
2030	Environmental / Design Apron Reserve 1	\$444,444	\$300,000	\$100,000		\$400,000			\$0	\$44,444	\$444,444
2030											
	Total	\$5,743,333	\$ 450,000	\$ 750,000	\$ 2,850,000	\$ 3,700,000			\$ 1,469,000	\$ 574,333	\$ 5,743,333

FY 2025

The standby power project is currently under construction. This grant would cover that portion that was not covered by the Oregon Department of Aviation (ODA) grant. Currently, it has been combined with the Fencing & Security Improvement project in order to reduce the number of BIL grants the FAA staff have to issue. The fencing project environmental work is currently underway. Because sponsors are responsible for funding environmental work *prior* to issuance of an FAA grant, the Runway Rehab and South Apron Rehab projects environmental work is shown in FY2025, but funding would likely not occur until FY 2026.

FY 2026

Design work and reimbursement for the environmental work on the Runway Rehab and South Apron Rehab projects. The 2019 Pavement Condition Index (PCI) for the runway ranged from 54 on the south end to 60-63 for the center section to 100 for the north 400 feet. PCI predictions showed the runway deteriorating quickly to very poor to serious during the next five years. As part of this project, we will likely be required to narrow the runway to meet current standards. The South Apron was reconstructed in 1998. The 2019 PCI was 71, which is barely in the satisfactory category and is predicted to go to 64 (fair) in the next five years.

FY 2027

Construction of the Runway Rehabilitation and South Apron Rehabilitation projects.

FY 2028/2029

Start environmental work for Aviation Reserve 1 project to get grant eligible in 2023. Carryover years to build NPE's for the future Aviation Reserve 1 project.

FY 2030

- Design Aviation Reserve 1 and reimbursement for environmental work.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Both the AIP and BIL grants fund up to ninety percent of project costs. With the projects currently shown, the City's matching requirements would be \$574,388. A portion (up to 90%) of this may be eligible for ODA grants, but those have a maximum amount of \$150,000 per grant. If we were successful with ODA matching funds, the City's match requirements would be just under \$205,000 over the life of this CIP.

TIMING ISSUES

The FAA deadline for submitting this year's CIPs is August 2.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend approval of the five year CIP as presented; or
2. Suggest changes to the later years of the CIP; or
3. Request additional information prior to taking action.

STAFF RECOMMENDATION

Staff recommends the Commission recommend approval of the FY 2025-2030 CIP as presented.

RECOMMENDED MOTION

I move to recommend approval of the FY 2025-2030 Capital Improvement Plan for the Roseburg Regional Airport.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 18, 2024

TO: Airport Commission

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

SUBJECT: **Taxiway A Extension Phase II – Construction Management Services
Task Order – 25GR01**

ISSUE STATEMENT AND SUMMARY

Bids have been received for the Taxiway A Extension project and staff is anticipating receiving a grant offer shortly. The issue for the Commission is whether to recommend authorization of the engineering task order for Construction Management services.

BACKGROUND/ANALYSIS

The City selected Mead & Hunt in 2022 to perform Architectural, Engineering, Environmental, and Consulting Services for the Roseburg Regional Airport for a period of five years. The contract requires separate task orders be negotiated for each assignment.

Staff has been negotiating a scope and fee for this task order. Briefly, the process involves the following steps:

- Develop an agreed upon scope of work & submit to FAA for approval
- Consultant provides a fee estimate
- Sponsor (City) engages a third party consultant to provide an Independent Fee Estimate (IFE)
- Sponsor compares consultant's proposed fee with IFE, if they are more than 10% apart, sponsor works with consultant *and* IFE third party to ensure equal understanding of work
- Sponsor negotiates final fee with consultant and submits to FAA for approval with a statement that sponsor believes the fee is fair and reasonable

Staff has completed the negotiation process and will be submitting the information to the FAA.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed fee for the task order is \$247,851.65. This is down from the original proposal of \$286,657 and within 10% (8.27%) of the IFE of \$228,917. The total project costs and funding are outlined below:

Project Costs	
Construction	\$2,064,955
CM Task Order	\$ 247,852
IFE fee	\$ 4,000
Admin.	\$ 3,000
Total	<u>\$2,319,807</u>

Proposed Funding	
FAA Grant	\$2,087,826
City Match	\$ 231,981

Staff has submitted a Connect Oregon grant application to fund \$172,222 of the match. That process is ongoing. Although there is adequate cash available in the Airport fund to cover the City's portion of the project, the project costs exceed the allocated budget for FY 24-25. Staff will be bringing a budget adjustment forward for Council consideration to ensure there is adequate authorization to award the project.

TIMING ISSUES

FAA grants are typically issued by early August. If the Commission recommends approving the task order for CM Services and the City receives a grant offer, the task order will be scheduled for the August 12 Council meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council authorize the task order for Construction Management services for \$247,851.65; or
2. Request additional information; or
3. Not recommend authorization of the task order, which may delay the project.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council to authorize the task order for CM services.

RECOMMENDED MOTION

"I move to recommend the City Council authorize the task order with Mead & Hunt for construction management services on the Extend Taxiway A – Phase II Construction Project for \$247,851.65."

ATTACHMENTS

None.