



**ROSEBURG AIRPORT COMMISSION AGENDA**  
**THURSDAY, AUGUST 20, 2020**  
**3:30 p.m. Regular Meeting**  
**Electronic Meeting**

CM  
8-17-2020

**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](mailto:pwd@cityofroseburg.org) prior to 12:00 p.m. on Thursday, August 20, 2020.

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

**III. APPROVAL OF MINUTES**

A. December 19, 2019

**IV. DISCUSSION ITEMS**

- A. FAA Five-Year Capital Improvement Plan (CIP)
- B. Airport Updates

**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, August 20, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Commission.

**V. INFORMATIONAL**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: October 22, 2020**

**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 19, 2019**

**CALL TO ORDER:** Chair Linda Fisher-Fowler, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, December 19, 2019, in the Third Floor Conference Room at City Hall.

**ROLL CALL:** Present: Chair Linda Fisher-Fowler, Commissioners Frank Inman, David Morrison, Clint Newell, Dan Sprague, and Ex-officio Rob Levin

Absent: Commissioners Chris Berquist, and Robb Paul

Attending Staff: City Manager Nikki Messenger, Communications Specialist Eric Johnson, Engineer Technician Ryan Herinckx, and Staff Assistant Kandi Leroue

Others Present: Shan Rammah & Ryan Bergstrom of Mead & Hunt

**APPROVAL OF MINUTES:** Commissioner Sprague moved to approve the August 15, 2019 minutes. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Airport Master Plan & Airport Layout Plan Adoption Recommendation:**

Messenger stated when the Commission met in August; the consensus was to wait for the FAA to approve the Airport Layout Plan (ALP) before recommending City Council adopt the Master Plan. The Master Plan will become part of the City's Comprehensive Plan. It will be presented to the Planning Commission prior to the Council.

Rammah gave a presentation reviewing the progress over the past two years and explaining what the Airport Layout, Capital Improvement, and Master Plans are. A list of near-term Capital Improvement Projects was included. An environmental assessment is required to be completed for all projects in the Master Plan. Rammah stated the Taxiway A Extension is the most critical project scheduled. If FAA discretionary funding is available, construction will take place in 2024. Commissioner Sprague questioned if the future hangar sites shown in the ALP could be utilized in the near future. Bergstrom answered the FAA has reviewed and approved the location; however, an environmental determination would be required and potential air space requirements. Commissioner Newell questioned the relocation of Stewart Parkway. Rammah replied a small portion of Stewart Parkway is within the ROFA, the FAA's goal is for the ROFA to be clear. When the road is at the end of its useful life, they will require it be re-routed.

**MOTION:** Commissioner Morrison moved to recommend the City Council adopt the Airport Master Plan and Airport Layout Plan. Motion was seconded by Commissioner Sprague and

approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**VOR-A Approach:** Messenger stated the FAA is seeking concurrence or objection to the proposed removal of the VOR-A approach. Ex-officio Levin stated if VOR-A is eliminated there would be no approach in the event of Cascadia. The consensus among the commissioners and users they spoke with is that the approach is used routinely. Messenger stated staff will create a summarized response and inquire if backup feedback is requested.

**MOTION:** Commissioner Newell moved to recommend City Staff immediately respond to the FAA voicing strong objection to eliminating the VOR-A approach. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Messenger introduced Eric Johnson who is the new City Communications Specialist.

**Obstruction Removal Update – Verbal:**

Herinckx reported the property owner and Pacific Power agreed to make a slight adjustment to the easement. The surveyors recently staked the easement. Pacific Power intends to begin relocating the utilities the beginning of January. Tree cutting is scheduled for the beginning of February, it will take approximately three days to complete. Rammah stated a confirmation survey will be completed during the tree removal to ensure the appropriate trees are being removed. Bergstrom stated the flight check is being requested this month. Depending on timing, there is a potential to join an existing group run. Joining a group run would lower the cost of the flight check.

**BUSINESS FROM THE COMMISSION:** None

**NEXT MEETING DATE:** February 20, 2020

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



Kandi Leroue  
Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 20, 2020  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** **FAA Five-Year Capital Improvement Plan (CIP)**

**ISSUE STATEMENT AND SUMMARY**

Earlier this spring, staff received the approved 5-Year CIP letter from the FAA. This item is informational only. No action is required by the Commission.

**BACKGROUND/ANALYSIS**

As a General Aviation Airport, the Roseburg Regional Airport is eligible to receive \$150,000 in non-primary entitlement funds annually. 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.

Prior to the meeting, the airport sponsor submits its proposed project list including proposed funding sources. For the past decade (+/-) the City has submitted the Taxiway Extension Project as part of our 5-year plan. Every year, the FAA has removed the project indicating the additional runway length installed in 2009 had not been "justified". As part of the master planning effort, the runway was analyzed for the critical aircraft. As a result, the runway length has now been justified and the taxiway extension project is included in the attached CIP approval letter.

In synopsis, the attached letter includes the following:

FY 2021	Environmental Assessment of updated Airport Layout Plan
FY 2022	Carryover
FY 2023	Taxiway Extension Design
FY 2024	Carryover
FY 2025	Taxiway Extension Construction

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The 5-Year plan includes utilizing \$900,000 in non-primary entitlements and \$1.1 million in State Apportionment and/or Discretionary funding. The City's match requirement is ten percent. On the last four grants, the City has received ODA grants, which reduced the City's match to between one and two percent.

**TIMING ISSUES**

The federal government's FY 21 begins on October 1, 2020. Typically, the FAA wants consultant selection complete and contracts negotiated by the end of February (2021) for the upcoming grant cycle. As such, staff intends to issue an RFQ as soon as practical. Staff is scheduling a call with FAA to better define the requirements of the environmental assessment in preparation of issuing the RFQ.

**ATTACHMENTS**

FAA Letter



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Northwest Mountain Region  
Seattle Airports District Office  
2200 South 216<sup>th</sup> Street  
Des Moines, Washington 98198

March 16, 2020

Nikki Messenger  
Public Works Director  
City of Roseburg  
900 SE Douglas Avenue  
Roseburg, OR 97470

Roseburg Regional Airport, Roseburg, OR  
Fiscal Year 2021-2025  
CAPITAL IMPROVEMENT PLAN (CIP)

Over the past few years the Federal Aviation Administration (FAA) and the Oregon Department of Aviation (ODA) have partnered together with sponsors in a continued effort towards developing solid Capital Improvement Plans (CIPs). Through the development of the State Capital Improvement Program (SCIP), ODA and the FAA have been able to work together to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective.

Last October through November we met with you during Joint Planning Conferences to review and compile a list of projects. Over the past few months your FAA PM, FAA State Planner and SCIP Coordinator have worked together to review, analyze and coordinate your airport's CIP. The summary below represents the plan the FAA will move forward with at this time. Our office believes that this plan is both eligible and justified; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year. We appreciate your willingness to work through this process with us, and look forward to continuing to do so in the future.

Your non primary entitlements balance prior to any FY2020 funding actions are listed below.

<b>(2017 Expiring)</b>	<b>FY 2017</b>	<b>\$0</b>
	<b>FY 2018</b>	<b>\$0</b>
	<b>FY 2019</b>	<b>\$0</b>
	<b>FY 2020</b>	<b>\$150,000</b>
	<b>TOTAL</b>	<b>\$150,000</b>

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

\*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated as follows; the lesser of \$150,000 or 1/5 of an airport's 5-year development cost.

***Please be reminded that you need to coordinate with ODA to ensure this plan is updated in GCR database with the CIP Datasheet detailing your projects.***

Projects originally planned for FY2020 that have been postponed are not addressed in this letter. If you plan to move a FY2020 project into FY2021 for a grant, please talk to your project manager to ensure that you have a schedule. To improve response timing due to Airport Improvement Program (AIP) grant schedule constraints, the ADO will be adjusting the CIP process in the coming year. Look for more information and further direction later this spring.

If you have any questions please call your Project Manager, Joseph Dalke, at (206) 231-4137.

Sincerely,



Joelle Briggs  
Manager, Seattle Airports District Office

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 20, 2020  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** **Airport Updates**

***PAPI/Obstruction Mitigation***

The Commission is well aware of the history behind this issue, so I will just fill in the latest information. The FAA flight checked the PAPI on February 21, 2020, and to our dismay/disappointment, the pilot indicated the terrain "was just too close" and required the PAPI to be baffled at five degrees right of the runway centerline. The PAPI was commissioned with the restriction. Unfortunately, the PAPI could not serve as mitigation for the Mt. Nebo terrain obstruction with the baffle requirement.

Since the time, the consultant has been working with staff at FAA Western Flight Procedures to determine what information we needed to submit, and who it needed to go to, in order to appeal this decision. On July 20, 2020, the 44-page document was submitted to the Flight Inspection Policy and Procedures Manager, with a cc to Congressman DeFazio's office.

On August 4, 2020, the FAA performed a second flight check on the PAPI. As a result of that second inspection, the PAPI has been commissioned with no restrictions. Now that the restriction has been lifted, the City will submit an application to use the PAPI as mitigation for the terrain obstruction. Once submitted, the application will be reviewed by the FAA's Procedure Review Board, and if approved, the nighttime instrument approach procedure will be reinstated. It is not clear exactly how long this may take. There is the possibility that the review board will require another flight check to check the procedure itself. If they do not require the additional flight check, a P-NOTAM could be issued within a few weeks of the review board's decision.

***CARES Act Funding***

As part of the federal CARES Act, the airport was eligible to receive \$69,000 in funding. The City applied the funding as reimbursement for a portion of the FY 19-20 airport debt payment, which ultimately helps the Airport Fund beginning fund balance for FY 20-21.

***Runway Electrical Project***

This project is complete. The FAA flight checked the lights and REILs on August 13<sup>th</sup> and approved the installation. Once the final invoice for the flight check is received, the consultant will prepare the final closeout report (FCR) for submission to FAA. Once the FCR is approved, the City can request final payment on the grant.

***Parking Lot Improvements***

Public Works staff is currently working on a design to improve a portion of the parking area abutting the FBO building. In order to meet City code requirements, the improvements will include paving, curbing, landscaping, and striping. The intent is to pave the entrance leading to the parking area and the parking area itself. The project will bid this winter for spring construction.

***Resignation from Commission***

Chris Berquist has submitted his resignation from the Commission. Mr. Berquist has moved out of the area. The resignation will be presented to the Council at their August 24<sup>th</sup> meeting, at which time they should declare the position vacant. Staff will post an advertisement for the open position shortly thereafter.