



**ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, OCTOBER 4, 2018**

**3:30 p.m. Special Meeting Public Safety Center, Umpqua Room
700 SE Douglas Avenue, Roseburg, Oregon 97470**

**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 & LOCATION CHANGE

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. August 16, 2018

IV. DISCUSSION ITEMS

- A. **Runway Lighting & Misc. Electrical Upgrades
Engineering Task Order Authorization**
- B. **Authorization to apply for Critical Oregon Airport Relief Program Grants**

AUDIENCE PARTICIPATION – At this time, 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 and address for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. INFORMATIONAL

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: TBD

VIII. ADJOURNMENT

**REMINDER: Airport Master Plan Advisory Committee Meeting immediately
following this Commission Meeting.**

***** 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 16, 2018**

CALL TO ORDER: Chair Linda Fisher-Fowler, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, August 16, 2018, 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 Lance Colley, Public Works Director Nikki Messenger, and Staff Assistant Kandi Leroue

Others Present: Hangar Tenant Joe Messinger

APPROVAL OF MINUTES: Newell moved to approve the April 19, 2018 minutes; the motion was seconded by Inman and carried unanimously.

DISCUSSION ITEMS:

Proposed Update to Roseburg Municipal Code Section 3.22.020

Messenger provided information pertaining to how other Oregon airports are handling wildland firefighting operations and the various rates and agreements they use. Messenger explained the Roseburg Municipal code exempts government agencies from paying fees; therefore, the only revenue coming in from wildland firefighting operations is fuel flowage fees. Levin brought attention to verbiage in his contract entitling him to 100% of the ramp and overnight fees; and that charging a higher flowage fee during firefighting operations may be an option to consider. Discussion ensued regarding the broad range of fees others are charging and how the commission would determine a rate. The general consensus was that having agreements in place is beneficial and, in particular, it allows the airport to have legal recourse if damage occurs during firefighting operations. Inman questioned if revenues received would go into the Airport Fund. Messenger stated they would. Newell mentioned the commission would need to consider the impact and long-term maintenance costs it generates. The commissioners agreed additional research and discussion would be necessary to outline the designated area, rate(s), and other terms.

MOTION: Newell moved to recommend that the City Council adopt an ordinance updating Section 3.22.020 of the Roseburg Municipal Code to exempt firefighting staging and operations from the general government exemption. Motion was seconded by Inman and carried unanimously.

FAA Grant Application Authorization

Messenger reported it has become evident that the remaining costs associated with the PAPI installation and obstruction mitigation will exceed the initial grant. Staff has spoken with the FAA representatives who indicated there is potential for a discretionary grant this fiscal year, which ends September 30th. The grant would cover the costs to complete the tree removal and relocate utilities. Currently, there are two easements in place. Staff is meeting with the City Attorney to determine if they are adequate for the utilities to go underground in their current location. In response to Fisher-Fowler's question, Messenger explained a temporary construction easement is necessary for the tree removal. Inman questioned if the trees were in the vicinity of the towers. Messenger answered they are on the face of the hill and are in the object clearance surface. Sprague asked about the tree off the runway, Messenger indicated the tree is in the 20:1 surface; however, it is not in the PAPI surface and a NOTAM has been issued indicating the tree is within the 20:1. Inman questioned if all of the PAPI work has been completed and paid for. Messenger indicated the flight check has been paid for but not completed and the Final Mitigation Plan will need to be completed and paid for once the PAPI has been commissioned.

MOTION: Newell moved to recommend that the City Council authorize the submission of a grant application and acceptance of a grant from the Federal Aviation Administration for the completion of the PAPI Installation and Obstruction Removal Project. Motion was seconded by Inman and carried unanimously.

AUDIENCE PARTICIPATION: Mr. Messinger brought forward his concern regarding the tree off the runway; he believes it should be removed. Messenger reported the consultant analyzed the tree and advised staff to issue a NOTAM. Discussion ensued regarding the NOTAM, 20:1 surface, and landing heights. Colley stated he understands that whether or not the tree is in the PAPI approach that there is a concern, and that staff would look into it.

INFORMATIONAL ITEMS: Messenger reminded the commission of the upcoming Airport Master Plan Update Open House, Thursday, August 23rd, from 4:00-6:00 at the Public Safety Center.

BUSINESS FROM THE COMMISSION: None

NEXT MEETING DATE: TBD

ADJOURNMENT: Meeting adjourned at 4:28 p.m.

Kandi Leroue

Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 4, 2018

TO: Airport Commission

FROM: Nikki Messenger, P.E., Public Works Director

SUBJECT: **Runway Lighting & Misc. Electrical Upgrades
Engineering Task Order Authorization**

ISSUE STATEMENT AND SUMMARY

The runway electrical project is the next capital improvement project programmed for FAA funding at the airport. The issue for the Commission is whether to forward a recommendation to the City Council to authorize an engineering services task order.

BACKGROUND/ANALYSIS

On June 9, 2014 the Council authorized a five year contract with Mead & Hunt for engineering, architectural and related services at the Roseburg Regional Airport. Each project or assignment is negotiated independently and a task order is issued to authorize the work.

The runway electrical project includes the following

- Removal and replacement of the existing Runway 16/34 edge lighting system, including new conduit, wiring, base cans, and fixtures
- Removal and replacement of the existing Runway End Identifier Lights (REILs), including new conduit, wiring, and REIL units
- Removal and replacement of the existing primary windcone and segmented circle, including new conduit, wiring, and windcone assembly
- Installation of a new supplemental windcone on Runway 16, including new conduit, wiring, and windcone assembly
- Installation of runway aiming point markings on both ends of Runway 16/34

The scope of work for the proposed task order includes preliminary design, final design, bid administration, preconstruction services, construction management and post construction services related to as-built documentation, flight check support and grant closeout.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Mead & Hunt's proposed fee to provide these services is \$162,631.50. The FAA requires an Independent Fee Evaluation (IFE) for any engineering or planning contract over \$100,000. As such, staff contracted with Century West Engineers to perform the IFE. Century West estimated a total cost of \$250,036. This will require some additional analysis and coordination by staff. Staff will begin this effort prior to the Commission meeting and will bring any updated information to the meeting.

TIMING ISSUES

The City must have bids in hand for the FAA to issue a grant for the project. The intent is to design the project this winter and bid in the late spring. What year the project is constructed in will depend on when FAA is able to issue the grant. The contractor will be required to hold their bid until the 2020 construction season in the event the grant is not issued early enough to construct in 2019.

In order to get to bid in a timely manner, staff may seek some flexibility in the task order award recommendation. If the Commission is comfortable giving staff some flexibility in the negotiation of the final task order price, the task order could be presented at the City Council meeting on October 22nd. The next City Council meeting after that date is scheduled for November 26th. If the Commission prefers to see the final task order price prior to making a recommendation, and if that is not accomplished prior to the October 4th meeting, staff would seek to schedule a special meeting either the last week of October or first week of November.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend to the City Council the authorization of a task order up to \$180,000 for engineering services related to the runway lighting project. This will allow staff time to perform the required analysis and/or negotiation process prior to taking the task order to the Council on October 22nd; or
2. Request that staff schedule a special Airport Commission meeting once the negotiation process is complete prior to taking the task order to Council for authorization. Under this scenario, the soonest it could go to Council would likely be November 26th; or
3. Not recommend proceeding with the project.

STAFF RECOMMENDATION

Staff received the Independent Fee Estimate the same day as this memo was written. At first glance it appears that Century West may have been unaware of the amount of data that is already available concerning the existing electrical conduit that was upgraded as part of the taxiway and apron projects. In addition, Mead & Hunt is able to perform all of the services in house, with the exception of survey. Mead & Hunt's fee estimate has \$11,310 for subconsultants. Century West's estimate includes \$80,000 for subconsultants.

Staff has been in contact with FAA and with Mead & Hunt. Mead & Hunt is comfortable with their fee estimate and staff is confident that the fee is adequate to perform the work. However, staff may request flexibility in awarding this task order if the review process is not fully complete prior to the October 4th meeting. A formal staff recommendation will be presented at the meeting.

RECOMMENDED MOTION

The preliminary recommended motion is as follows:

I move to recommend that the City Council authorize a task order in an amount up to \$180,000 for engineering services related to the Runway Electrical Project.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 4, 2018
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: Authorization to apply for Critical Oregon Airport Relief Program Grants

ISSUE STATEMENT AND SUMMARY

The Oregon Department of Aviation is accepting applications for its Critical Oregon Airport Relief (COAR) grant program. The issue for Commission is whether to forward a recommendation to the City Council to authorize the submission of two grant applications.

BACKGROUND/ANALYSIS

The Oregon Department of Aviation has issued a request for applications for the FY2019 COAR grant program. This program allows airports to seek assistance in meeting their match requirements for FAA grants. FAA grants require a local match of ten percent. The COAR program can be utilized for up to ninety percent of the local match requirement.

The City recently received an FAA grant for \$200,000 to complete the obstruction mitigation project. This grant has a match requirement of \$22,222. Staff anticipates receiving a grant in FY19 to replace the runway lighting and related items. The preliminary programmed grant amount is for the electrical project is \$660,000 which requires a City match of \$73,333.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Staff is proposing to apply for two grants. The COAR program requires a ten percent match. If the FAA and COAR grants are both awarded, the funding breakdown would be as follows:

	<u>Total</u>	<u>FAA</u>	<u>COAR</u>	<u>City/UR</u>
Obstruction Removal/Lighting	\$222,222	\$200,000	\$20,000	\$2,222
Runway Electrical	<u>\$733,333</u>	<u>\$660,000</u>	<u>\$66,000</u>	<u>\$7,333</u>
<i>Total</i>	\$955,555	\$860,000	\$86,000	\$9,555

Without the COAR grants, the Airport and/or Urban Renewal would be responsible for \$95,555.

TIMING ISSUES

The grant applications are due October 15, 2018. As such, this item has been placed on the October 8th City Council agenda.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize the submission of two grant applications to the ODA for the COAR program; or
2. Recommend that staff not apply for this grant program.

STAFF RECOMMENDATION

Staff recommends applying for two COAR grants.

RECOMMENDED MOTION

I move to recommend that the City Council authorize the submission of two COAR grant applications.

ATTACHMENTS

None