

CITY OF ROSEBURG  
AIRPORT COMMISSION  
**Wednesday, February 15, 2018**  
*City Hall Third Floor Conference Room 3:30 p.m.*

*2/10/18*

**NOTE:** *It is up to each of you as Commissioners and Staff to let staff know before the day of the meeting if you will not be able to attend. Thank you.*

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL:           Linda Fisher-Fowler, Chair           Dave Morrison  
                              Frank Inman                            Clint Newell  
                              Dan Sprague  
                              Rob Levin (ex-officio)           Robb Paul
- III. APPROVAL OF MINUTES  
      A. November 9, 2017 - Airport Commission Meeting
- IV. DISCUSSION ITEMS/VERBAL REPORTS  
      A. Election of Vice-Chair  
      B. 2018-23 Five Year Capital Improvement Plan – Draft Updates  
      C. Runway 34 PAPI Installation Project Update  
      D. Hangar Occupancy Update
- V. BUSINESS FROM THE GENERAL PUBLIC: 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.
- VI. BUSINESS FROM COMMISSION MEMBERS
- VII. NEXT TENTATIVE COMMISSION MEETING DATE – **March 29, 2018**
- VIII. ADJOURNMENT

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

Please contact the office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, OR 97470-3397 (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.

The packet is available on line at -- <http://www.cityofroseburg.org/your-government/commissions/airport-commission/>

**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEETING MINUTES  
November 8, 2017**

**CALL TO ORDER:** Chair John McDonald, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., in the Third Floor Conference Room of City Hall in Roseburg, Oregon.

**ROLL CALL**

**Present:** Chair John McDonald, Commissioners Frank Inman, David Morrison, Clint Newell, Dan Sprague, and Ex-officio Rob Levin

**Absent:** Commissioner Robb Paul (excused)

**Others Present:** City Manager Lance Colley, Public Works Director Nikki Messenger, and Staff Assistant Sandy Cook.

**APPROVAL OF MINUTES**

*Newell moved to approve the minutes of the September 21, 2017 Airport Commission meeting as presented. Motion was seconded by Sprague and carried unanimously.*

**PAPI Installation Bid Award Recommendation**

Messenger provided information pertaining to the process used to pursue installation of a Precision Approach Path Indicator (PAPI) at the Airport in an effort to obtain approval as a mitigation measure for the terrain obstruction (Mount Nebo). Please note the PAPI has moved from the left to the right of the runway as a result of flight simulation. Installation of the PAPI is the only viable solution to obtaining a waiver to reinstate the nighttime instrument approach at the Airport for Class A and B aircraft. The only other solution involves creation of a special procedure which has its own limitations. This project was advertised earlier in the year and no bids were received at that time. The City Council then approved a special exemption waiving the requirement for performance and payment bonds for this project. The project was re-bid with two bids received on November 1<sup>st</sup>. The project costs are slightly higher than expected, but Staff has been advised the FAA had increased the bond exemption requirement to \$150,000. Staff will continue to work with the FAA in an effort to amend the FAA grant to cover more of the additional costs involved in this project of which a 15% increase can occur without affecting the timeline. Later in the process, staff will determine the amount of any overrun and will work with the FAA to amend the existing grant to reflect the increased costs. Following a review of the bids by Mead & Hunt, Staff recommends a motion to award the project to Tomco Electric, Inc. for \$118,146.00 with specific language regarding the 7 day notice. Messenger noted that the low bidder is out of Bend and is doing a similar project in Klamath Falls.

Messenger advised there is a 60 day lead time to order/receive the equipment with an anticipated completion date at the end of March with time built in for the flight check. The contractor will be permitted to close the runway between 8 and 5 for up to 10 days but that does not have to be consecutively. Only one night will be permitted for a full closure of the runway. The agreement with the FAA for flight check has been started. There are still trees on FAA property as well as private property that will need to be removed.

*Morrison moved to recommend that the City Council and Urban Renewal Board award the Runway 34 PAPI Installation Project to the lowest responsible bidder, Tomco Electric, Inc. for \$118,146 upon expiration of the seven day Notice of Intent to Award protest period. Newell seconded; motion passed unanimously.*

Inman requested consideration to remove the tree to the west of center line on approach of the runway – it is south and further west of the previously removed trees.

**Business from Public** - none

**Business from the Commission** – none

**Business from the Staff** - Messenger advised the Commission of the upcoming Airport Advisory Committee meeting that has now been scheduled for Thursday, November 30<sup>th</sup> to discuss the Airport Master Plan and Airport Layout Plan updates. All members present indicated they would be available for a meeting on that date.

**ADJOURNMENT** - Meeting adjourned at 3:48 p.m. The next meeting is scheduled for December 21, 2017.

Sandy Cook, Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 15, 2018  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., Public Works Director  
**SUBJECT:** Vice Chair

**ISSUE STATEMENT AND SUMMARY**

Staff suggests that the Commission consider electing a vice-chair to serve as chair in the event of an absence of the Commission chairperson, Linda Fisher-Fowler.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 15, 2018  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., Public Works Director  
**SUBJECT:** 2018-23 Five Year Capital Improvement Plan – Draft Updates

**ISSUE STATEMENT AND SUMMARY**

Staff is in the process of updating the City’s Five Year Capital Improvement Plan (CIP). The issue for Commission is whether to recommend approval of the proposed plan for the Airport Fund.

**BACKGROUND/ANALYSIS**

Staff works with the Oregon Department of Aviation (ODA) and Federal Aviation Administration (FAA) annually to update the five year CIP. Staff submitted a preliminary CIP to ODA in September 2017 for consideration. After a joint planning conference with staff, the City’s consultant, FAA and ODA on October 13, 2017 slight modifications were made. The final submittal is outlined below. The proposed CIP has not received approval from FAA yet.

The draft CIP pages to be included in the City’s overall CIP updated have been attached to this memo. The table below outlines the projects included in the draft CIP.

520 AIRPORT FUND						
Project Description	Estimated Cost	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Master Plan / ALP Update	200,000	200,000				
ODA Pavement Mgt	20,000			20,000		
Runway Lighting Rehab	766,667		766,667			
Taxiway Extension	1,397,000				85,000	1,312,000
<b>AIRPORT TOTAL</b>	<b>\$2,383,667</b>	<b>\$200,000</b>	<b>\$766,667</b>	<b>\$20,000</b>	<b>\$85,000</b>	<b>\$1,312,000</b>

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The total City responsibility for the projects included in the draft CIP is \$218,377. By fiscal year, funding requirements are as follows:

FY 18-19     \$ 2,000  
FY 19-20     \$ 76,677  
FY 20-21     \$ 0  
FY 21-22     \$ 8,500  
FY 22-23     \$131,200

## **TIMING ISSUES**

Staff intends to take the overall Five Year CIP to the City Council in late March or early April.

## **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council approve the Five Year Airport Fund CIP as part of the City's CIP update; or
2. Recommend changes to the draft Airport CIP; or
3. Not recommend approval.

## **STAFF RECOMMENDATION**

Staff recommends that the Commission forward a recommendation to the City Council to approve the Airport Fund portion of the City's Five Year Capital Improvement Plan.

## **RECOMMENDED MOTION**

*I move to recommend to the City Council approval of the Five Year Capital Improvement Plan for the Airport Fund.*

## **ATTACHMENTS**

Airport Pages from Draft CIP

# AIRPORT PROJECTS

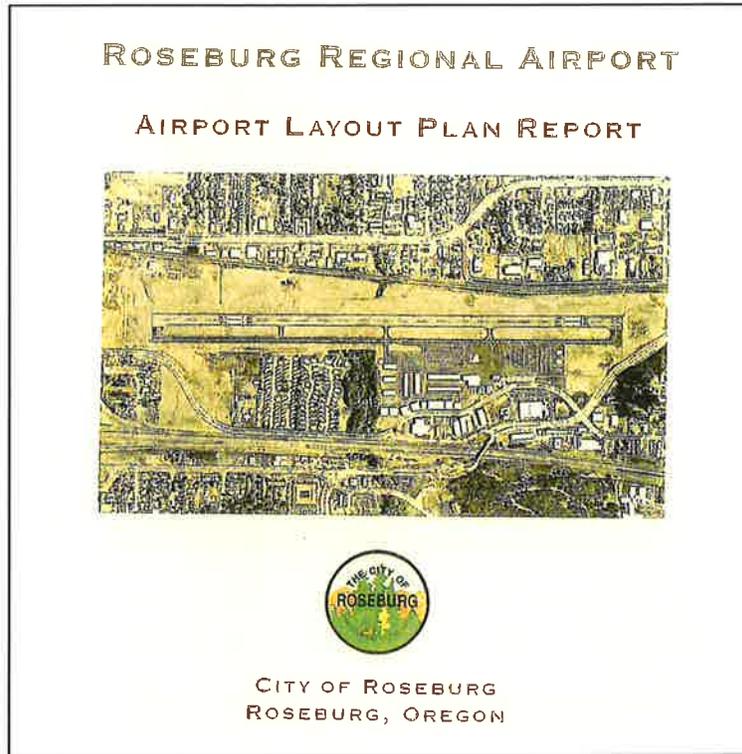


The Airport Fund was separated from Economic Development Fund in 2002 to account for revenues and expenditures of the Roseburg Regional Airport. Primary operating revenues are from fuel sales and lease income. The fund depends on federal grants from the Federal Aviation Administration for most airport construction and major improvements. The airport is located within the boundary of the current Urban Renewal District, which expires in September of 2019. Matching funds for FAA grants have often been provided by the Urban Renewal Fund.

<b>520 AIRPORT FUND</b>							
<b>Project Description</b>	<b>Estimated Cost</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	
Master Plan / ALP Update	200,000	200,000					
ODA Pavement Mgt	20,000			20,000			
Runway Lighting Rehab	766,667		766,667				
Taxiway Extension	1,397,000				85,000	1,312,000	
<b>AIRPORT TOTAL</b>	<b>\$2,383,667</b>	<b>\$200,000</b>	<b>\$766,667</b>	<b>\$20,000</b>	<b>\$85,000</b>	<b>\$1,312,000</b>	



## AIRPORT PROJECTS

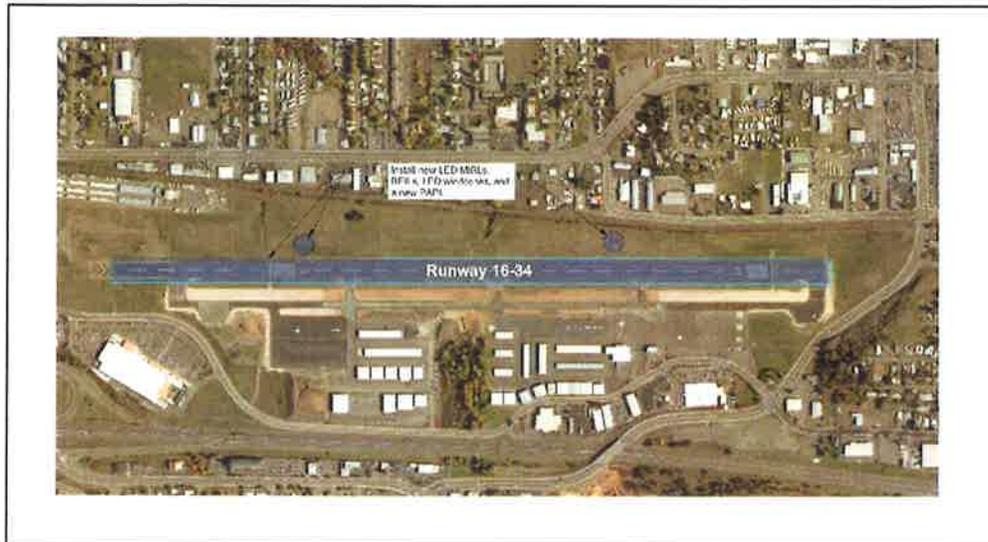


### Master Plan / ALP Update

The Airport Master Plan and Airport Layout Plan were last updated in 1995 and 2006, respectively. The masterplan update is a strategic process that evaluates the Airport's needs over a 20-year planning period, for airfield, airspace, terminal area and landside facilities. The goal of the masterplan is to document the orderly development of Airport facilities essential to meeting the City's needs, in accordance with FAA standards, and in a manner complementary with community interests. This project kicked off in the fall of 2017 and is scheduled to be complete by the end of 2018.

	<b>Total</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Capital Costs</b>						
Master Plan/ALP Update	<b>200,000</b>	200,000				
<b>Funding Source</b>						
FAA	<b>180,000</b>	180,000				
ODA COARS Grant	<b>18,000</b>	18,000				
Airport Funds	<b>2,000</b>	2,000				

## AIRPORT PROJECTS



### Runway Lighting Rehabilitation

Runway 16/34 has an aging electrical infrastructure constructed in the 1970's. The project will include new LED medium intensity runway lights (MIRLs), runway edge lighting, runway end identifier lights (REILs), and LED wind cones.

	<b>Total</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Capital Costs</b>	<b>766,677</b>		766,677			
<b>Funding Source</b>						
FAA	<b>690,000</b>		690,000			
Airport Fund	<b>76,677</b>		76,677			

## AIRPORT PROJECTS



### Taxiway Extension

The runway was extended 400 feet in 2009 utilizing a ConnectOregon 3 Grant. Due to funding constraints, the parallel taxiway was not constructed. The proposed project will extend the taxiway 400 feet to eliminate the back taxi required on Runway 16. In order to be eligible for FAA participation, the City must first justify the runway extension. The evaluation of the runway length is part of the Master Plan Update currently underway.

	<b>Total</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Capital Costs</b>						
Environmental	<b>85,000</b>				85,000	
Design/Construct	<b>1,312,000</b>					1,312,000
<b>Funding Source</b>						
FAA	<b>1,257,300</b>				76,500	1,180,800
Airport Fund	<b>139,700</b>				8,500	131,200

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 15, 2018

**TO:** Airport Commission

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

**SUBJECT:** Runway 34 PAPI Installation Project Update

**ISSUE STATEMENT AND SUMMARY**

The following is a brief update on the schedule for the installation of a Precision Approach Path Indicator (PAPI) on runway 34. No action is required by the Commission at this time.

**BACKGROUND/ANALYSIS**

The City is pursuing the installation of a Precision Approach Path Indicator (PAPI) at the airport with the hope that it will be approved as a mitigation measure for the terrain obstruction (Mount Nebo). The ultimate goal is to increase safety at the airport and to apply for a waiver that will allow the PAPI to be used as mitigation for the terrain obstruction which would allow reinstatement of the nighttime instrument approach.

Originally, the project was advertised for bids on August 11<sup>th</sup>. No bids were received at the August 31<sup>st</sup> bid opening. In an effort to encourage electrical contractors to bid the project, the City Council approved a special exemption waiving the requirement for performance and payment bonds for this project. The consultant repackaged the bid documents removing these bonds and the project was re-advertised. Bids were opened on November 1, 2017. The contract was awarded to the low bidder at the City Council's November 13, 2017 meeting.

A contract was executed by the end of November and a pre-construction meeting was held on December 15<sup>th</sup>. The contractor started the submittal process shortly after that meeting. The submittal process is required to ensure that the materials and equipment ordered and installed meet the contract specifications. The submittal for the PAPI was approved in late December and the PAPI equipment was ordered on January 2<sup>nd</sup>. The PAPI is scheduled to ship on February 23<sup>rd</sup>. As discussed at a previous Commission meeting, the FAA has a concrete specification that requires special testing prior to the concrete mix design submittal being approved. That testing takes approximately 45 days and is scheduled to be complete on February 16<sup>th</sup>.

The contractor has submitted a schedule that shows them *beginning* work on February 26<sup>th</sup>. The contract allows a total of 15 working days to complete the work. The contractor's schedule shows working four days a week (Monday through Thursday) with a substantial completion date of March 19, 2018. The original contractual completion date was March 2<sup>nd</sup>. Given that the PAPI will not be delivered until the last week of February, this date has changed. In consultation with FAA, a change order is in the approval process to change the substantial completion date to March 19, 2018.

In addition to the PAPI work, there are trees that still need to be trimmed or removed prior to requesting a flight check. Staff has been working with the consultant and the property owner to identify which trees may be impacted and will continue to pursue the removal of these trees. It appears that the trees on the ridge near the VOR may not need to be removed or trimmed as previously thought due to the ultimate design and location of the PAPI.

Once all of the work is complete, staff will request a flight check from FAA. Once that hurdle is cleared, the paperwork can be filed to apply for a waiver to allow the PAPI to be used as mitigation for the terrain obstruction. If and when that waiver is approved, the nighttime instrument approach can be reinstated.

## FEBRUARY 2018 HANGAR OCCUPANCY

T-Hangar	Type	Total	Occupied	Vacant
B	Single	14	11	3
C	Single	10	8	2
D	Twin	5	3	2
E	Single	7	7	0
F	Single	5	4	1
G	Single	5	2	3
H	Single	5	3	2
I	Single	18	15	3
J	Twin	7	3	4
<b>TOTAL</b>		<b>76</b>	<b>56</b>	<b>20</b>
<b>Occupancy Rate</b>			<b>74%</b>	

## APRIL 2017 HANGAR OCCUPANCY

T-Hangar	Type	Total	Occupied	Vacant
B	Single	14	11	3
C	Single	10	9	1
D	Twin	5	3	2
E	Single	7	7	0
F	Single	5	5	0
G	Single	5	1	4
H	Single	5	4	1
I	Single	18	15	3
J	Twin	7	4	3
<b>Total</b>		<b>76</b>	<b>59</b>	<b>17</b>
<b>Occupancy Rate</b>			<b>78%</b>	

## DECEMBER 2016 HANGAR OCCUPANCY

T-Hangar	Type	Total	Occupied	Vacant
B	Single	14	11	3
C	Single	10	10	0
D	Twin	5	3	2
E	Single	7	7	0
F	Single	5	5	0
G	Single	5	2	3
H	Single	5	5	0
I	Single	18	15	3
J	Twin	7	6	1
<b>Total</b>		<b>76</b>	<b>64</b>	<b>12</b>
<b>Occupancy Rate</b>			<b>84%</b>	