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**ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, FEBRUARY 21, 2019**

**3:30 p.m. Regular Meeting City Hall Third Floor Conference Room
900 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.

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. October 4, 2018

IV. DISCUSSION ITEMS

- A. Runway Electrical Project
- B. Airport Updates - Verbal

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: April 18, 2019

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
SPECIAL MEETING MINUTES
October 4, 2018**

CALL TO ORDER: Chair Linda Fisher-Fowler, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, October 4, 2018, in the Umpqua Room at the Public Safety Center.

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

Absent: Commissioner Chris Berquist

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, and Staff Assistant Kandi Leroue

Others Present: Shan Rammah of Mead & Hunt and Hangar Tenant Joe Messinger

APPROVAL OF MINUTES: Sprague moved to approve the August 16, 2018 minutes; the motion was seconded by Newell and carried unanimously.

DISCUSSION ITEMS:

Runway Lighting & Misc. Electrical Upgrades – Engineering Task Order Authorization

Messenger reported that the next airport grant project for FY 2019 is to replace the runway lighting. The task order requested is for engineering and construction management services, beginning with design and following through project closeout. Mead and Hunt's proposed fee is \$162,631.50. The FAA requires an independent fee estimate for engineering contracts over \$100,000. Therefore, Century West was asked to provide an estimate, which came in at \$250,036. Staff analyzed the estimates to determine why there was a significant difference between the two. It was determined that there were calculation errors in the subconsultant section of the Century West spreadsheet. The errors amounted to approximately \$60k, which brought their estimate down to \$190k. Mead and Hunt have completed numerous projects for the City and can complete the majority of the process in-house. Century West has not; their corrected estimate included \$20k for subconsultants. Staff is confident Mead and Hunt's proposal is adequate to complete the work.

Inman questioned how the runway lighting will impact the FAA's future requirement to narrow the runway. Rammah explained that it has been accounted for in the design. The FAA will not require the narrowing of the runway until it needs to be reconstructed. It is currently in good condition and estimated to need major work in 2036.

MOTION: Inman moved 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. Motion was seconded by Newell and carried unanimously.

Authorization to apply for Critical Oregon Airport Relief Program Grants: Messenger stated that the Oregon Department of Aviation is accepting applications for the COAR grant program. The FAA requires a ten percent match and the COAR program can cover up to ninety percent of the local match. The City was recently awarded a grant for the obstruction mitigation project for \$200,000, with a local match of approximately \$22,000. Staff anticipates receiving the Runway Electrical grant in FY19, with a local match of approximately \$73,000. If we are successful with the COAR grant, the local match for these two projects would be just under \$10,000.

MOTION: Morrison moved to recommend that the City Council authorize the submission of two COAR grant applications. Motion was seconded by Paul and carried unanimously.

AUDIENCE PARTICIPATION: Airport tenant, Joe Messinger, asked the commission to consider placing signs on each side of the South gate when it is not operational. He questioned if anyone had spoken with the property owner regarding the tree off the runway. Messenger indicated it was assigned to one of our technicians and that she is unsure of the status. Paul stated the trees had been cut.

INFORMATIONAL ITEMS: Messenger reported that she recently went to Seattle to the ADO's office to hear comments and discuss the status of the Master Plan and ALP with the Planner and Program Manager. The meeting went well. After the chapters have been completed the next step will be the production of the ALP, there is a ninety day review period with the FAA. Once approved the FAA will allow the Taxiway Relocation to be programmed into our CIP. Both the assigned Planner and Project Manager will be changing soon. A conference call with a temporary Planner and new Program Manager is scheduled for Tuesday, October 9th.

BUSINESS FROM THE COMMISSION: None

NEXT MEETING DATE: TBD

ADJOURNMENT: Meeting adjourned at 3:47 p.m.

Kandi Leroue

Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 21, 2019

TO: Airport Commission

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

SUBJECT: Runway Electrical Project – Hours of Work/Runway Closure

ISSUE STATEMENT AND SUMMARY

The Runway Electrical Project is currently in design. Staff is seeking direction from the Commission regarding a preferred work schedule as it relates to runway closures.

BACKGROUND/ANALYSIS

The runway electrical project is the next capital improvement project programmed for FAA funding at the airport. The project includes the following elements:

- 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

In order to meet FAA's preferred schedule, the City should have bids in hand by May 1st. It is likely we will not receive a grant until June or July. The City will not award the project until such time as a grant offer has been received. Given that timing, and the lead time for the materials (up to 12 weeks), it is likely that construction will not occur until spring/summer of 2020.

Initially, staff was told that the runway would be closed for an extended period of time during construction, between three and four weeks. During the pre-design meeting with FAA last fall, we were able to work out a plan that allowed the runway to remain functional outside of the contractor's working hours. In other words, the project is being designed such that the existing runway lighting can remain functional while the new conduit and lighting is installed. This will enable the runway to be closed during the day while the contractor works and reopened when work is not occurring.

The consultant has presented two scenarios regarding the time required to complete the work.

- If the contractor is allowed an 8-hour work day, Monday through Friday, the project is estimated to take 45 calendar days.
- If the contractor is allowed to work a 12-hour work day, Monday through Friday, the project is estimated to take 30 calendar days.

Staff is seeking direction from the Commission on the preferred length of work day allowed and what times the work should occur between. Examples of potential hours are given below. One half hour has been included each day for required lunch breaks.

- For an 8-hour day
 - 7 am – 3:30 pm
 - 8 am – 4:30 pm
 - 8:30 am – 5:00 pm
- For a 12-hour day
 - 6 am – 6:30 pm
 - 6:30 am – 7:00 pm

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The preliminary project estimate submitted for grant purposes is \$733,000 including design and construction management. The FAA portion will be 90 percent of that total or \$660,000. The City has recently been awarded a COARS grant from the Oregon Department of Aviation for \$66,000. The Airport Fund will be responsible for the remainder of about \$7,000.

TIMING ISSUES

The consultant is in the process of finalizing the design and needs direction regarding the preferred work hours to include in the contract specifications.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the specifications in for the runway electrical project allow the contractor to work an 8-hour day and specify those preferred hours; or
2. Recommend that the specifications for the runway electrical project allow the contract to work a 12-hour day and specify those preferred hours; or
3. Propose a different schedule for consideration; or
4. Request additional information.

STAFF RECOMMENDATION

Staff is seeking input from the Commission regarding how to schedule the work to provide the least impact to the airport users without adding significant constraints that would drive costs up.

RECOMMENDED MOTION

Staff is seeking a consensus from the Commission on preferred work hours for the Runway Electrical Project.

ATTACHMENTS None