



ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, MAY 16, 2019

af

3:30 p.m. Special 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. February 21, 2019

IV. DISCUSSION ITEMS

- A. **Runway 16/34 Edge Lighting & NAVAID Improvements
 Bid Award Recommendation – 19GR01**
- B. **FAA Grant Acceptance Authorization**

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

A. **Obstruction Mitigation Update - Verbal**

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: June 20, 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
MEETING MINUTES
February 21, 2019**

CALL TO ORDER: Chair Linda Fisher-Fowler, called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, February 21, 2019, in the Third Floor Conference Room at City Hall.

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

Absent: Commissioners Chris Berquist, Clint Newell, and Robb Paul

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

Others Present: Art Redcay and Dan Loomis

APPROVAL OF MINUTES: Commissioner Sprague moved to approve the October 4, 2018 minutes. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Sprague, Inman and Morrison voted yes. No one voted no.

DISCUSSION ITEMS:

Runway Electrical Project

Messenger reported the FAA will allow the runway to be open outside the contractor's working hours. The estimated time to complete the project will depend on the number of hours allotted in the contractor's workday. Messenger stated during the PAPI project the contractor worked from 8:00 am to 4:30 pm. Commissioner Sprague questioned if construction could take place prior to daylight or at night. Messenger stated the FAA will not pay for additional costs associated with working outside of daylight hours. Commissioner Sprague asked if half of the runway could be closed. Messenger replied the FAA has to approve the construction phasing plan and they will not allow it. Ex-officio Levin questioned if variances to the working hours would be allowed with 24-hour notice. Messenger replied we cannot assume the contractor will be flexible, their contract will state the specific hours the runway can be closed. After discussing the ramifications of various work hours, the consensus is an 8-hour work day from 8 am - 4:30 pm, preferably in the fall months.

Airport Updates - Verbal:

Messenger reported the Oregon Department of Aviation recently awarded two COARS grants. The grants will cover ninety percent of the ten percent match for the second Obstruction Mitigation grant and Runway Electrical grant. Equaling \$20,000 of the \$22,222 match for Obstruction Mitigation and \$66,000 of the \$73,333 match for Runway Electrical.

Messenger stated one of the challenges we currently face is our program manager and planner with the FAA will be changing again. Our current program manager is moving from

the Seattle ADO to the Helena ADO this summer and our planner who was on maternity leave is moving to another division with the FAA. Staff plans to complete the Master Plan, ALP and Property Acquisition prior to the program manager moving offices. Commissioner Inman questioned if the staff changes could set back our approval. Messenger replied yes it could.

Messenger reported the appraisal for the Peterson property is nearly complete. There are two issues to be resolved; there is no legal access to the parcel and there is a small piece that is under different ownership. Therefore, there is a second property owner to obtain access from. Commissioner Morrison questioned if the City is handling the property acquisition. Messenger stated a property acquisition firm was hired through Mead and Hunt. The appraisal will likely be completed the last week of February, it will then be forwarded to the review appraiser. Commissioner Morrison questioned what the process is if the property owner goes dark with the third party consultant. Messenger stated City Council passed an eminent domain resolution authorizing the steps to start the process. Colley said the process would be handled by the acquisition specialist.

Messenger stated the ALP is expected to be completed in early March. After staff has reviewed, it will be submitted to the FAA for approval. The FAA approval process takes approximately sixty to ninety days. Colley questioned the impacts of the delay with the ALP. Messenger replied the FAA will not allow the taxiway extension to be put into the 5 year CIP until the ALP is completed. Once the ALP is adopted, the new process requires completion of environmental work for the projects on the ALP.

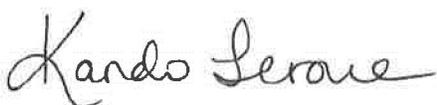
AUDIENCE PARTICIPATION: During discussion of the Runway Electrical Project, Dan Loomis questioned if there is a long fire season would the airport still be able to facilitate the Myrtle Creek firefighters. Ex-officio Levin replied yes, there are alternate means.

INFORMATIONAL ITEMS: Messenger reported she will be attending an FAA conference March 18-20th.

BUSINESS FROM THE COMMISSION: Chair Fisher-Fowler thanked Commissioners Inman, Morrison, and Paul for being reappointed to the Commission.

NEXT MEETING DATE: TBD

ADJOURNMENT: Meeting adjourned at 4:11 p.m.



Kandi Leroue, Public Works Staff Assistant

CITY OF ROSEBURG
MEMORANDUM



DATE: May 16, 2019
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: Runway 16/34 Edge Lighting & NAVAID Improvements
Bid Award Recommendation – 19GR01

ISSUE STATEMENT AND SUMMARY

The City received bids for the Runway Electrical project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

The runway electrical 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 wind cone and segmented circle, including new conduit, wiring, and wind cone assembly
- Installation of a new supplemental wind cone on Runway 16, including new conduit, wiring, and wind cone assembly
- Installation of runway aiming point markings on both ends of Runway 16/34

The project was advertised on April 10, 2019. Three bids were received on May 1st. They were as follows:

<u>Bidder</u>	<u>Bid Price</u>	
Colvico, Inc.	\$540,886.00	
Marcum and Sons, Inc.	\$662,091.78	
Sims Electric, Inc.	\$881,551.00*	(*corrected bid)
<i>Engineer's Estimate</i>	<i>\$569,564.00</i>	

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

This project will be funded via grants from the Federal Aviation Administration (FAA), Oregon Department of Aviation (ODA), and the Airport Fund. Total project costs are estimated as follows:

Administration	\$ 10,000.00
Construction	\$540,886.00
Engineering	\$ 83,032.00
Inspection/CM	<u>\$ 79,599.50</u>
Total	\$713,517.50

Project funding is outlined below:

FAA	\$642,165.00
ODA	\$ 61,236.40
Airport Fund	\$ 10,116.10
Total Funding	\$713,517.50

TIMING ISSUES

Staff will be submitting a grant application to the FAA this week. The project will not go to the City Council for award until a grant offer has been received from the FAA. This is expected to happen by late June. Given the lead-time on materials, staff does not expect construction to begin until spring of 2020.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council award the project to the lowest responsible bidder, Colvico, Inc. for \$540,886; or
2. Request additional information; or
3. Not recommend awarding the project at this time.

STAFF RECOMMENDATION

The bids appear to be both responsive and responsible. Money has been budgeted and is available to construct the project. The project engineer has recommended awarding the project to the low bidder, Colvico, Inc. for \$540,886. Staff concurs with this recommendation.

RECOMMENDED MOTION

I move to recommend the City Council award the Runway 16/34 Edge Lighting and NAVAID Improvements to the lowest responsible bidder, Colvico, Inc. for \$540,886.

ATTACHMENTS

Engineer's Letter of Recommendation



9600 NE Cascades Parkway, Suite 100
Portland, Oregon 97220
503-548-1494
meadhunt.com

May 10, 2019

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

Re: Roseburg Regional Airport
Runway 16/34 Edge Lighting and NAVAID Improvements – Bid Recommendation

Dear Ms. Messenger:

We have completed our review of the Contractor's bid proposals for the abovementioned project. A total of three bids were received and publicly opened on May 1st, 2019. After examining the three bid proposals, a mathematical irregularity was contained within the bid proposals by Colvico, Inc. and by Sims Electric, Inc.

The irregularity for Colvico, Inc. relates to the summation of the total bid submitted. The total bid in words submitted by Colvico, Inc. was \$546,886.00. However, when the summation of the total price for each bid is performed, the total bid for Colvico, Inc. is \$540,886.00. This results in a total bid that is \$6,000 less than the total bid in words submitted. Per Section 5 of the Information to Bidders, if the City determines that the bid submitted contains a minor informality or irregularity, then the City shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid, or waive the deficiency, whichever is to the advantage of the City. Additionally Per Section 5, when it appears from a review of the bid that a mistake has been made, the bidder may be requested to confirm their bid. Colvico, Inc. confirmed to Mead & Hunt on May 9th, 2019 a mistake has been made and their total bid should read \$540,886.00.

The irregularity for Sims Electric, Inc. relates to Bid Items: #6, #7, #11 - #13, #15, #16 - #21, #25, and #27 - #29. Each of these bid items had a mathematical error where the total price submitted did not equal the multiplication of the submitted unit price by the proposed quantities in the bid form. Per section 4 of the Information to Bidders, if there is a discrepancy between the unit price and the total price, the unit price shall be used to determine the applicable total. The total bid in words submitted by Sims Electric, Inc. was \$879,883.00. However, when the total prices for the mentioned bid items are corrected, the total bid is \$881,551.00. This results in a total bid that is \$1,668 greater than the total bid in words submitted. It shall be noted that waiving this irregularity does not result in a different low bidder.



9600 NE Cascades Parkway, Suite 100
Portland, Oregon 97220
503-548-1494
meadhunt.com

After examining the bid proposals, it is our opinion Colvico, Inc. is the lowest responsive and responsible bidder. Therefore, we recommend the project be awarded to Colvico, Inc. in the amount of \$540,886.00, contingent on the availability of federal funds. Per Section 30-03 of the General Provisions, the Owner reserves the right to cancel the award without liability to the bidder, except return of proposal guaranty, at any time before a contract has been fully executed by all parties.

If you have any further questions regarding the price analysis procedure performed, please contact me at 503-548-1494.

Sincerely,

A handwritten signature in cursive script that reads "Shan Rammah".

MEAD & HUNT, Inc.

Shan Rammah, PE

Cc: Ryan Herinckx– City of Roseburg
Ryan Bergstrom – Mead & Hunt, Inc.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: May 16, 2019
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: **FAA Grant Acceptance Authorization**

ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization to accept a grant from the FAA (when offered) for the Runway 16/34 Edge Lighting & NAVAIDS Improvements.

BACKGROUND/ANALYSIS

At the May 16th meeting, the Commission will be considering making a recommendation to award the construction contract for the runway electrical project. This project is scheduled to receive grant funding from the FAA this fiscal year. Staff cannot say for certain when the grant will be offered, but is seeking authorization to accept the grant when offered.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The City has previously received a grant from the Oregon Department of Aviation to assist with the grant match. The total funding associated with the project is outlined below:

FAA	\$642,165.00
ODA	\$ 61,236.40
Airport Fund	<u>\$ 10,116.10</u>
Total Funding	\$713,517.50

TIMING ISSUES

In order to react in a timely manner to a grant offer, staff would like to get a recommendation from the Airport Commission to authorize the acceptance of any grant at the May meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize staff to accept a grant for the runway electrical project; or
2. Request additional information.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council authorizing grant acceptance, should a grant be offered.

RECOMMENDED MOTION

I move to recommend that the City Council adopt a resolution authorizing the acceptance of a grant from the Federal Aviation Administration for the Runway 16/34 Edge Lighting & NAVAIDS Improvement Project.

ROSEBURG AIRPORT COMMISSION SYNOPSIS

May 16, 2019

1. Approved the February 21, 2019, meeting minutes.
2. Recommended the City Council award the Runway 16/34 Edge Lighting & NAVAID Improvements to the lowest responsible bidder, Colvico, Inc., for \$540,886.
3. Recommended the City Council adopt a resolution authorizing the acceptance of a grant from the FAA for the Runway 16/34 Edge Lighting & NAVAIDS Improvement Project.
4. Received an update on the status of the Obstruction Mitigation.
5. Next meeting is June 20, 2019.