



**ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, AUGUST 15, 2019**

WFS

**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. May 16, 2019

IV. DISCUSSION ITEMS

- A. Mt. Nebo Easement Acquisition
- B. Airport Master Plan Update

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: October 17, 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
MAY 16, 2019**

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

Others Present: City Councilor Beverly Cole

APPROVAL OF MINUTES: Commissioner Sprague moved to approve the February 21, 2019 minutes. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Morrison, Sprague, and Inman voted yes. No one voted no.

DISCUSSION ITEMS:

Runway 16/34 Edge Lighting & NAVAID Improvements Bid Award Recommendation – 19GR01: Messenger reported the project was advertised on April 10th. Three bids were received on May 1st. The project includes removal and replacement of existing edge lighting, REIL's, segmented circle and wind cone; adding an additional wind cone; and adding runway aiming point markings, which is a new FAA standard. Construction will likely begin spring of 2020. Commissioner Inman questioned why the Sims Electric, Inc. bid was significantly higher. Messenger replied they were late putting their bid together; as a result, the sub-contractors they called were booked and submitted higher bids.

MOTION: Commissioner Morrison moved 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. Motion was seconded by Commissioner Sprague and approved with the following vote: Chair Fisher-Fowler and Commissioners Inman, Morrison, and Sprague voted yes. No one voted no.

FAA Grant Acceptance Authorization: Messenger reported an FAA grant application for the Runway 16/34 Edge Lighting & NAVAIDS Improvements was submitted on May 15th. Staff expects to receive a grant offer within the next forty-five days. The ODA recently awarded a COARS grant to cover ninety percent of the local match.

Commissioner Morrison questioned the long lead time on materials. Messenger stated she confirmed at the last FAA conference the previous four month lead time is now taking six

months. Commissioner Sprague asked if the materials used are required to be procured in the United States. Messenger replied yes, there is a Buy American clause. Chair Fisher-Fowler asked how long construction will take. Messenger responded approximately thirty days.

MOTION: Commissioner Sprague moved 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. Motion was seconded by Commissioner Inman and approved with the following vote: Chair Fisher-Fowler and Commissioners Morrison, Sprague, and Inman voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

Obstruction Mitigation Update – Verbal: Messenger reported the consultant met with the property owner at the end of April. If the consultant doesn't hear from the property owner by next week, they will draft a letter indicating it is the last chance to negotiate. Staff will request Council approval prior to sending the final offer letter. Commissioner Sprague questioned if the offer decreases as it gets closer to condemnation. Messenger replied it does not, the offer has to remain fair when going into condemnation. Commissioner Morrison questioned how long the eminent domain process takes. Messenger replied approximately ninety days after the final offer.

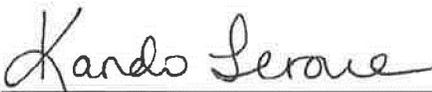
Messenger also informed the draft ALP was received on May 13th, it will be submitted to the FAA next week for approval. There is a sixty to ninety day processing period. A conference call is scheduled for May 20th.

Messenger mentioned a meeting has been scheduled for next week between Police, Fire and FBO to discuss emergency protocol.

BUSINESS FROM THE COMMISSION: None

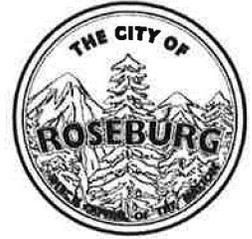
NEXT MEETING DATE: June 20, 2019

ADJOURNMENT: Meeting adjourned at 3:55 p.m.



Kandi Leroue, Public Works Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 15, 2019

TO: Airport Commission

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

SUBJECT: Mt. Nebo Easement Acquisition

ISSUE STATEMENT AND SUMMARY

An appraisal and review appraisal have been completed to obtain easements necessary to complete the obstruction mitigation project for the Roseburg Regional Airport. The issue for Commission is whether to recommend the City Council authorize the easement acquisition.

BACKGROUND/ANALYSIS

The construction of the PAPI was completed last summer. 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 (Mount Nebo) which would allow reinstatement of the nighttime instrument approach. In order to complete the obstruction mitigation process, there are trees and utility lines located on private property that will need to be removed and/or relocated. To do this work, the City needs to obtain easements from the property owner. In order to ensure that the property is kept free from obstructions in perpetuity, the City is seeking an aviation easement that would prevent any structures or other obstructions from being constructed and requires any vegetation to be maintained at height that does not impact the airspace.

Initially, staff attempted to obtain easements to remove/trim trees and relocate utility lines by working directly with the property owner. These efforts were not successful. Once a grant was issued, the City hired an acquisition specialist and has been working within the federal process for property acquisition. This process includes getting a full appraisal and review appraisal to determine the value of the taking. That work has been completed, and the value of the easements has been determined to be \$75,000.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The City received a grant from the Federal Aviation Administration (FAA) for up to \$200,000 to cover expenses related to the obstruction mitigation. That grant has a ten percent match requirement. The City has also received a grant from the Oregon Department of Aviation (ODA) to cover 90% of the ten percent match. The remaining match is budgeted in the Airport Fund. The appraisal and review appraisal value the easements at \$75,000. In addition, the property owner has requested some additional service from DFN. DFN has agreed to provide this for a one-time cost of \$700 that the City will pay directly to DFN.

TIMING ISSUES

The nighttime instrument approach is critical, especially during the winter months. The property owner has indicated he is willing to sign the offer agreement, but had not done so at

the time this memo was prepared. As such, staff seeks authorization to execute the easements as soon as practical.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize staff to execute the easement acquisition for \$75,000; or
2. Request additional information.

STAFF RECOMMENDATION

Staff recommends the Commission recommend that the City Council authorize the purchase of these easements as soon as practical after the offer has been signed by the property owner.

RECOMMENDED MOTION

I move to recommend the City Council authorize the staff to execute the necessary documents to complete the easement acquisition for \$75,000 as soon as practical.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 15, 2019
TO: Airport Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: **Airport Master Plan Update**

ISSUE STATEMENT AND SUMMARY

The consultant has submitted the final draft of the Airport Master Plan. The issue for the Commission is whether to recommend the Council adopt the plan.

BACKGROUND/ANALYSIS

Since late 2017, the advisory committee has been working with the consultant on updating the Airport Master Plan. At this point, the FAA has approved all of the written chapters included in the Master Plan. The FAA has reviewed and requested some minor edits to the Airport Layout Plan. At this point, staff is seeking a recommendation to adopt the Master Plan itself. Once the ALP is finalized, staff will present that to the Commission for a final recommendation to Council.

The Master Plan will become part of the City's Comprehensive Plan. As such, the plan will be presented to the Planning Commission prior to taking the document to the Council for final adoption.

The final draft of the Airport Master Plan can be found at the following link:

<http://www.cityofroseburg.org/departments/airport/documents/>

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The City received both FAA and ODA grants to fund this project. The FAA grant covers ninety percent of the cost of the plan. The ODA grant covers approximately nine percent, with the Airport Fund contributing about one percent. Total cost for the Master Plan is \$401,558.

TIMING ISSUES

None

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the Council adopt the Airport Master Plan; or
2. Request additional information; or
3. Wait until the ALP is complete prior to making a final recommendation.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to adopt the Airport Master Plan, keeping in mind the final adoption will not be forwarded to Council until the Commission has reviewed and recommended approval of the ALP.

RECOMMENDED MOTION

I move to recommend the City Council adopt the Airport Master Plan Chapters.

ATTACHMENTS

None