



**ROSEBURG AIRPORT COMMISSION AGENDA**  
**THURSDAY, APRIL 21, 2022**  
**3:30 p.m. Regular Meeting**

4-15-2022

**Electronic Meeting**

**Public Access: [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)**

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**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: Patrice Sipos  
Commissioners: Dave Morrison Frank Inman Clint Newell  
Dan Sprague Robb Paul Steve Skenzick  
Rob Levin (ex-officio)

**III. APPROVAL OF MINUTES**

A. January 6, 2022

**IV. DISCUSSION ITEMS**

- A. Updated 2022-2027 Capital Improvement Plan
- B. Corporate Hangar Space #12 Lease Assignment

**CITIZEN PARTICIPATION** – Comments can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to 12:00 p.m. on Thursday, April 21, 2022. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

**V. INFORMATIONAL**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: June 16, 2022**

**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  
JANUARY 6, 2022**

**CALL TO ORDER:** Chair Patrice Sipos called the meeting of the Roseburg Airport Commission to order at 3:04 p.m., Thursday, January 6, 2022, electronically via Zoom in Roseburg, Oregon.

**ROLL CALL:** Present: Chair Patrice Sipos, Commissioners Frank Inman, David Morrison, Clint Newell, Robb Paul, Steve Skenzick, Dan Sprague, and Ex-officio Rob Levin

Absent: None

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Design and Construction Manager Ryan Herinckx, and Staff Assistant Kandi Street

Others Present: None

**APPROVAL OF MINUTES:** Commissioner Sprague moved to approve the minutes from the August 19, 2021 meeting. Motion was seconded by Commissioner Skenzick and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Airport Engineering, Planning and Consulting Services – Five-Year Contract Award Recommendation:**

Messenger reported the City issued a Request for Qualifications (RFQ) in order to select a consultant for architectural, engineering, planning, and consulting Services for the airport for the next five years. Included in the RFQ was a list of CIP projects approved by the FAA, Messenger briefly went over the approved list of projects. Messenger informed staff had submitted for the FY 27 project to be design and construction of Aviation Reserve 1 to add additional apron space. Just prior to this meeting staff received a response from the FAA indicating FY 27 will be programmed as carry over and have not had a chance to get clarification as to why. Messenger stated one RFQ was received from Mead & Hunt, she said that is not unusual to only receive one due to other consultants not wanting to spend a lot of time putting together a proposal when they know the company is happy with their current consultant. Subsequently, the approval process is shorter than originally anticipated. This is beneficial as staff was notified last week there is environmental work that is due before January 15<sup>th</sup> for the FY 22 project.

**MOTION:** Commissioner Newell moved to recommend the City Council award a contract to Mead & Hunt for architectural, engineering, planning, and consulting services at the airport for a five-year period. Motion was seconded by Commissioner Paul and approved with the following vote: Chair Sipos, Commissioners Inman, Morrison, Newell, Skenzick, Paul and Sprague voted yes. No one voted no.

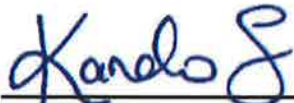
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Messenger informed there is funding available to airports in one of the Federal Funding packages (IIJA Act). For our size of airport it is \$295k per year over the next five years. The rules on what the funds can be used for have not yet been defined, staff will update the commission when more information is received. Messenger and Herinckx provided a brief update on airport security. Messenger informed staff received a request for an airplane weather vane. Discussion ensued regarding the FAA process, financial impact, ongoing maintenance and potential aircraft types. Messenger stated staff would have to look into the approval process and bring it to the commission for consideration.

**BUSINESS FROM THE COMMISSION:** Commissioner Morrison requested an update on bird strikes and geese issues. Levin replied there haven't been as many issues recently. Messenger informed that our depredation permit contractor was called out for an unusually large flock that came in for a few days. Discussion ensued regarding the hazards and potential remedies. Commissioner Inman questioned if the FAA requires the airport to plow the runway. Messenger replied not that she is aware of.

**NEXT MEETING DATE:** February 17, 2022

**ADJOURNMENT:** Meeting adjourned at 3:28 p.m.

A handwritten signature in blue ink that reads "Kandi Street". The signature is written in a cursive, flowing style.

Kandi Street, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** April 21, 2022  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** Updated 2022-2027 Capital Improvement Plan

**ISSUE STATEMENT AND SUMMARY**

At the request of the FAA, staff submitted an updated 5-Year Capital Improvement Plan request to reflect projects that could be funded with additional federal funding that has been dedicated to airports. At the time of submittal, staff informed FAA that the Airport Commission had not had a chance to review the proposed projects and that as a result, changes may be forthcoming in future CIPs.

**BACKGROUND/ANALYSIS**

As part of the Bipartisan Infrastructure Law (BIL), the Roseburg Airport is eligible to receive an additional \$295,000 per year for five years. The funding has similar provisions to the Airport Improvement Program (AIP) grant funding and requires a ten percent match. Any proposed projects have to be included in the adopted Airport Layout Plan. The funding appears to have a bit more flexibility than typical AIP funding, in that the FAA may have less say in the prioritization of projects requested for BIL funding.

The FAA Seattle Airport Districts Office requested an updated Capital Improvement Plan (CIP) and data sheets prior to March 11, 2022. The FAA approved the following CIP on January 6, 2022.

Roseburg Regional Airport  
5-YEAR PROJECTS & PLANNED  
FUNDING

Year#	Project Name	NPE*	ST/DI	Total
2023	Carry Over	\$0	\$0/\$0	\$0
2024	Extend Taxiway A: Phase II - Construction	\$550,000	\$0/\$1,000,000	\$1,550,000
2025	Rehabilitate Runway 16/34: Phase I – Env & Design	\$150,000	\$0/\$0	\$150,000
2026	Rehabilitate Runway 16/34: Phase I – Env & Design	\$150,000	\$1,000,000/ \$1,700,000	\$2,850,000
2027	Carry Over	\$0	\$0/ \$0	\$0

Given the short turn-around time and lack of an opportunity to gather the Airport Commission, staff worked with the consultant to submit an updated CIP that best reflected the needs of the

airport and the opportunity presented by the additional funding. In general terms, staff is proposing to:

- Add the environmental and design work to grade the site north of corporate hangar #15 (Woods' hangar) into the design for the extension of Taxiway A in FFY 2022.
- Add the construction of the site grading/removal of material from north of hangar #15 into FFY 2024 to coincide with the Taxiway A extension.
- Add the environmental work for constructing a vehicle access road connecting the north and south areas of the airport into FFY 2024.
- Add the design and first phase of construction of the vehicle access road connecting the north and south areas into FFY 2026.
- Include design and construction of Aviation Reserve 1 in FFY 2027. *This was previously included in our 2022 CIP request, but not included in the approved FAA list.*

The BIL also includes a specific grant program for terminal construction. Absolutely no decisions have been made, but in order to get the possibility on the FAA's radar, staff submitted the purchase of Aviation Suites as a potential Terminal BIL grant application *that may or may not be submitted*. The grant application period for 2022 has passed, and no application was submitted.

### FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The total program described above is represented in the following chart:

FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
	Available Funding		\$300,000	\$150,000		\$450,000		\$295,000	\$295,000			
2022	Extend Taxiway A and Aviation Reserve Site Grading: Phase I - Environmental and Design	\$222,222	\$200,000			\$200,000					\$22,222	\$222,222
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2023	PMP	\$111,111	\$100,000			\$100,000					\$11,111	\$111,111
2023	Acquire Aviation Suites	\$1,052,632								\$1,000,000	\$52,632	\$1,052,632
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2024			\$250,000	\$150,000		\$400,000	\$295,000	\$295,000	\$590,000			
2024	Extend Taxiway A: Phase II Construction	\$1,722,222	\$300,000	\$150,000	\$950,000	\$1,400,000	\$150,000		\$150,000		\$172,222	\$1,722,222
2024	Aviation Reserve: Site Grading Construction	\$555,556					\$500,000		\$500,000		\$55,556	\$555,556
2024	Vehicle Access Road: Environmental	\$166,667					\$150,000		\$150,000		\$16,667	\$166,667
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2025			\$0	\$150,000		\$150,000	\$85,000	\$295,000	\$380,000			
2025	Runway 16/34 Rehabilitation Environmental	\$166,667		\$150,000		\$150,000					\$16,667	\$166,667
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2026			\$0	\$150,000	\$2,700,000	\$2,850,000	\$380,000	\$295,000	\$675,000			
2026	Runway 16/34 Rehabilitation: Design & Construction	\$3,166,667		\$150,000	\$2,700,000	\$2,850,000					\$316,667	\$3,166,667
2026	Vehicle Access Road: Design and Phase I Construction	\$750,000					\$380,000	\$295,000	\$675,000		\$75,000	\$750,000
FY	Project Description	Project Estimate	Entitlement Carryover	Entitlements	ST/DI	Total Ent/ST/DI	BIL Carryover	BIL	Total BIL	Terminal BIL	Match	Total
2027			\$0	\$150,000								
2027	Aviation Reserve 1: Design & Construction	\$5,129,000		\$150,000	\$4,466,100	\$4,616,100					\$512,900	\$5,129,000
	<b>Total</b>	<b>\$13,042,743</b>	<b>\$ 300,000</b>	<b>\$ 900,000</b>	<b>\$8,116,100</b>	<b>\$ 9,316,100</b>	<b>\$ 1,475,000</b>	<b>\$ 1,475,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,251,643</b>	<b>\$13,042,743</b>	

**TIMING ISSUES**

The information was due to the FAA by March 11, 2022.

**COMMISSION OPTIONS**

If the Commission supports the capital improvement program that has been submitted, no action is required at this time. If the Commission would like to discuss changes to the CIP, it would be appropriate to start that discussion and provide direction to staff for the next submission cycle, which would typically be in the fall.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** April 21, 2022  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** Corporate Hangar Space #12 Lease Assignment

**ISSUE STATEMENT AND SUMMARY**

The current owner of corporate hangar #12 has a sale pending and has requested a ground lease assignment. The issue for the Commission is whether to recommend the City Council approve the assignment.

**BACKGROUND/ANALYSIS**

On March 17, 2022, staff received a written request from Derek Simmons on behalf of REIS, LLC to transfer its interest in the ground lease for corporate hangar space #12 to Aerostate, LLC, owned by Jody and Ben Tatone.

The ground lease for Hangar #12 has an effective date of December 1, 2006. The initial term ends June 20, 2027. Since there is more than five years remaining on the lease, the assignment requires City Council approval after recommendation from the Airport Commission.

Hangar #12 currently has a combination of aviation and non-aviation uses covered under the lease and the "First Amendment to Ground Lease and Settlement Agreement" dated February 2011. The portion of Hangar 12 used for non-aeronautical purposes totals 4,894 square feet and is charged at a higher lease rate than the remaining 7,218 square feet. The non-aeronautical use is considered "interim" by the FAA and requires the City to submit a written request for extension of the interim non-aeronautical use every five years. The FAA's last approval for the non-aeronautical use was issued via email on April 16, 2021.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The current lease rate for the non-aviation portion of the hangar is \$0.73/SF and total \$3,572.62 annually. The aviation lease rate is \$0.3115/SF and totals \$2,248.56. Previously, the hangar owner had also rented additional parking spaces at \$24/month per space.

**TIMING ISSUES**

Section 20 of the lease agreement gives the City 60 days from receiving the written request for assignment to consent or object to the assignment (which shall not be unreasonably withheld). The written request was received on March 17, which gives the City until May 16.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend approval of the lease assignment from REIS, LLC to Aerostate, LLC; or

2. Request additional information and schedule a special meeting in order to make a recommendation to the Council prior to the May 9 meeting.

**STAFF RECOMMENDATION**

Staff recommends the Commission forward a recommendation to the City Council authorizing the ground lease assignment.

**RECOMMENDED MOTION**

*I move to recommend the City Council approve a ground lease assignment for Corporate Hangar Space #12 from REIS, LLC to Aerostate, LLC.*

**ATTACHMENTS**

Request for Consent to Assignment of Ground Lease for Corporate Hangar Space No. 12



**DEREK D. SIMMONS**

Attorney

Derek@SeriousBusiness.Law



2270 NW Aviation Drive #4  
Roseburg, OR 97470  
541-677-7185  
www.SeriousBusiness.Law

March 17, 2022

**VIA EMAIL: [NMessenger@CityOfRoseburg.org](mailto:NMessenger@CityOfRoseburg.org)**

Nicole Messenger, City Manager  
Roseburg City Hall  
900 SE Douglas Ave  
Roseburg, OR 97470

Dear Nikki:

Re: Request for Consent to Assignment of Ground Lease  
for Corporate Hangar Space No. 12

I represent REIS, LLC (REIS), in respect to its Ground Lease with the City of Roseburg dated December 1, 2006, as amended (the Lease). The lease and the amendment are attached.

REIS proposes to transfer its interest in the hangar to Aerostate, LLC, owned by Jody and Ben Tatone. ***Pursuant to paragraph 20 of the Lease, this letter is a request for the city's consent to assignment.***

The terms of the assignment are very simple: Aerostate, LLC, steps into the shoes of REIS for the duration of the lease. REIS understands that it remains liable after the assignment. My understanding is that the transaction is intended to close as soon as the city consents. Please let me know if there are other details that the city considers necessary for consideration.

Paragraph 20 prescribes a timeline for response from the city. If no response is received, the assignment is deemed approved. Nevertheless, I am asking that you respond, if possible, to close the loop.

I look forward to hearing from you.

Sincerely,

Derek D. Simmons

DDS:jp

Enclosure

c: REIS, LLC, via email

Aerostate, LLC, via email