



ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, October 26, 2023
3:30 p.m. Regular Meeting

UK
10-18-2023

City Hall – Council Chambers
900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

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.

NOTE: Date Change

I. CALL TO ORDER

II. ROLL CALL:

Chair: David Mohr
Commissioners: Dave Morrison Frank Inman Clint Newell
Dan Sprague Robb Paul Steve Skenzick
Rob Levin (ex-officio)

III. APPROVAL OF MINUTES

A. August 17, 2023

IV. DISCUSSION ITEMS

- A. Airport Standby Power Bid Award Recommendation – 22PW06
- B. Update on 2024-29 FAA Capital Improvement Program
- C. General Updates

CITIZEN PARTICIPATION – In Person during the meeting: 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 for the record. All remarks shall be directed to the whole Commission. Comments can also be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to 12:00 p.m. on the day of the meeting. 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: December 21, 2023

VIII. ADJOURNMENT

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

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act. TDD users, please call Oregon Telecommunications Relay Service at 800-735-2900.

**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
AUGUST 17, 2023**

CALL TO ORDER: Commissioner Newell called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, August 17, 2023, at the Public Safety Center in Roseburg, Oregon.

ROLL CALL: Present: Chair David Mohr, 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 Dawn Easley, Design and Construction Manager Ryan Herinckx, and Staff Assistant Kandi Street

Others Present: Ben Tatone with Aerostate, LLC

APPROVAL OF MINUTES: Commissioner Sprague moved to approve the minutes from the February 16, 2023 meeting. Motion was seconded by Commissioner Skenzick and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

DISCUSSION ITEMS:

2024-2029 Capital Improvement Plan – FAA AIP and BIL Funding:

Messenger stated in July the FAA notified staff the deadline for submitting the 2024-2029 Capital Improvement Plan (CIP) was moved from August 31st to August 1st. Staff and the consultant reviewed the Airport Master Plan and the Pavement Management Plan. After review, the recommendation is to add rehabilitation of the South Apron, including environmental and design to FY 2029. Construction would take place in FY 2030 or 2031. The South Apron was reconstructed in 1999 and has been slurry sealed once since then. The 2019 ODA pavement inspection rated the pavement condition at 71. The report predicts it will fall to 64 by 2029 and between 50 and 60 by 2030.

Messenger stated the Vehicle Service Road Design and Phase I Construction was not in last year's approval letter. The consultant provided the FAA with backup documentation proving it is an eligible expense; the project was added to FY 2026. Messenger informed staff reached out to Douglas County regarding their bridge sections, they stated they plan on keeping them in the event Cascadia hits.

Messenger stated the Taxiway Extension Design, Security/Fencing Improvements, and Standby Power projects do not show on the list because as they are in the current fiscal year. The Standby Power project will cost significantly more than initially anticipated; the overrun is eligible for BIL funding.

Commissioner Newell asked if there are any items discussed at previous meetings that were not included. Messenger replied the purchase of Aviation Suites has not be forecasted.

Commissioner Sprague asked what it would be used for. Messenger stated that has not been determined.

Chair Mohr asked if there are projections for providing wildland firefighting services and life flights in the future. If so, do we have the capacity over the next five year to support such services. Messenger replied currently REACH Air Medical Services is a tenant in Aviation Suites, they have not indicated they are experiencing any capacity issues. The Oregon Department of Forestry, Douglas Forest Protective Agency (DFPA) and the US Forest Service utilize the airport. DFPA is potentially interested in having a permanent building at the airport in the future. When that time comes, expansion of the Aviation Reserve may help to facilitate that need. Commissioner Newell stated we have very good capacity to provide firefighting and life flight services. Messenger stated DFPA would like to have power on the North end; however, it is not eligible for funding.

In response to Commissioner Inman, Messenger stated the CIP shown in the packet was submitted to the FAA, the first three years of the CIP are considered locked in. If no changes are requested it will be incorporated into the City CIP plan and presented to Council.

MOTION: Commissioner Paul recommended approval of the FY 2024-2029 Capital Improvement Plan for the Roseburg Regional Airport.

Motion was seconded by Commissioner Inman and approved with the following vote: Commissioners Inman, Morrison, Newell, Paul, Skenzick and Sprague voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

Standby Power Project:

Herinckx received an email from Pacific Power stating the service upgrade contract is in internal review. Messenger believes the consultant can have the final design completed within three weeks. The project should be out to bid by the end of the month. The project will not provide power to the gates during a power outage. Staff is looking into other solutions. Commissioner Sprague asked why the generator won't be able to power the gates. Messenger replied the generator will be too far away. Discussion ensued regarding cars being trapped when the power is out and potential solutions. Commissioner Sprague suggested a solution to the pedestrian gates code issue.

Fencing Improvements:

Commissioner Sprague requested on update on the fencing improvements. Herinckx stated a scope and fee for the wetland study was sent to the FAA for review. The FAA is requiring a cost analysis.

Taxiway Extension Design:

Herinckx stated the FAA reviewed the 75% plans and provided comments. The consultant is finalizing design and specs.

Airport Use Compliance:

Commissioner Paul brought up concerns around airport use in corporate hangars. Messenger stated the FAA is conducting a compliance inspection on August 30th. Chair Mohr questioned if there is a policy in place and if the tenants have to agree to adhere to the policies. Commissioner Newell replied yes, there is a policy in place and users sign a lease agreement stating they will adhere to the policies. Discussion ensued regarding the requirement for hangars to be used primarily for aviation use. Messenger stated the FAA inspection is a complete compliance inspection of the airport.

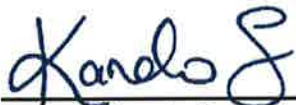
BUSINESS FROM THE COMMISSION:

Ex-officio Levin asked if there is a manual way to open the exterior gate on the North end, so that vehicles are not trapped and emergency personnel have access during a power outage. Messenger replied staff will look into solutions and determine which is the most effective.

Commissioner Newell stated it has come to his attention we no longer have a waiting list for hangars. It is currently a first come first serve. At times, certain hangar rows are full and he recommends we maintain a waiting list. Commissioner Inman asked if the list should be kept by individual hangar or by row. Commissioner Newell feels it should be by row. Discussion ensued regarding what prospective tenants are looking for and what is involved in maintaining a list. Staff will have a discussion with the FBO.

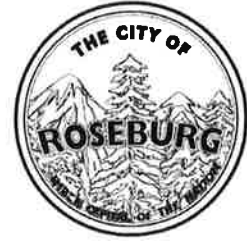
NEXT MEETING DATE: October 19, 2023

ADJOURNMENT: Meeting adjourned at 4:19 p.m.



Kandi Street, Public Works Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 26, 2023
TO: Airport Commission
FROM: Ryan Herinckx, PW Design/Construction Manager
SUBJECT: Airport Standby Power Bid Award Recommendation - 22PW06

ISSUE STATEMENT AND SUMMARY

Construction bids were received for the Airport Standby Power Generator project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGRROUND/ANALYSIS

In September 2021, the City Council authorized staff to apply for an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) program grant. The grant was for the installation of a standby power generator to power airfield lighting and fuel dispensing in the event of a power outage.

In August 2022, the City received a grant from the Oregon Department of Aviation in the amount of \$121,500 for the installation of a standby power generator at the Roseburg Regional Airport. The Roseburg Regional Airport competed well for this grant is because the Oregon Resilience Plan lists Roseburg Regional Airport as a “Tier 1” airport, meaning it is an “essential airport that will allow access to major population centers and areas considered vital for both rescue operations and economic restoration”.

In September 2023, Mead & Hunt and City staff meet with the FAA to discuss using \$149,322.00 of Bipartisan Infrastructure Law, (BIL) funding to cover additional costs of the project over the ODA grant amount.

The construction bid documents were advertised for bid on September 19, 2023 and bids were opened on October 26, 2023.

Two bids were received and are summarized below:

No.	Bidder	Schedule A	Schedule B	Total Bid
1	Sims Electric	\$111,120.83	\$71,379.56	\$182,500.39
2	Kunert Electric	\$135,240.00	\$109,312.00	\$244,552.00
	<i>Engineer's Estimate</i>	<i>\$141,175.00</i>	<i>\$97,298.00</i>	<i>\$ 238,473.00</i>

FINANCIAL CONSIDERATIONS

The adopted FY 23-24 Airport Fund budget includes \$262,767 for this project. Total project costs are estimated below.

Construction	\$ 182,500.39
Design/CM Services	\$ 38,328.00*
Contingency (10%)	\$ 22,082.00
Total Estimated Cost	\$ 242,910.39

* \$23,876 of this total was spent in previous fiscal year

TIMING ISSUES

If the Commission recommends award, the bid result will be presented to the City Council at their November 13, 2023 meeting. If awarded, the Notice to Proceed (NTP) for mobilization phase would be issued in December. Notice to Proceed for the construction phase will be issued upon procurement and delivery of the generator. The contractor is allowed 20 working days to complete to construction phase of the project.

COMMISSION OPTIONS

The Public Works Commission can provide its recommendation to the City Council to:

1. Award the contract to the lowest responsive bidder, Sims Electric, Inc. for \$182,500;
or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, Sims Electric, Inc. for \$182,500.

SUGGESTED MOTION

I move to recommend the City Council award the Airport Standby Power Generator Project to the lowest bidder, Sims Electric, Inc. for \$182,500.

ATTACHMENTS

Engineer's Recommendation



October 18, 2023

Nikki Messenger
City Manager
City of Roseburg
900 SE Douglas
Roseburg, OR 97470

Project: Roseburg Regional Airport – Standby Power Generator
Subject: Bid Recommendation

Dear Nikki:

Mead & Hunt has completed our review of the contractors' bid proposals for the subject project. A total of two proposals were received. Below is a summary of our review and recommendation.

On October 17, 2023, bid proposals by Sims Electric, Inc. and Kunert Electric, LLC were submitted to the City Recorder. There were four mathematical errors noted in the proposal submitted by the apparent low bidder, Sims Electric, Inc. These errors were found in the extended price column under Items A-3, B-1, B-3 & B-4. Section 30-01 of the General Contract Provisions states the bids "will be compared on the basis of the summation of the products obtained by multiplying the estimated quantities shown in the proposal by the unit bid prices." Using this methodology, the corrected extended price for Items A-3, B-1, B-3, & B-4 is summarized in the table below.

Item No.	Description	Estimated Quantity	Unit Price	Extended Price (As Submitted)	Extended Price (Corrected)
A-3	Remove 6-foot Chain Link Fence	43	\$55.81	\$2,400.00	\$2,399.83
B-1	Concrete Encased, Electrical Conduit, 1-Way 3-inch C, 18-inch Minimum Cover	386	\$67.18	\$25,931.00	\$25,931.48
B-3	4-#250KCMIL, 1-#2 Ground Installed Duct Bank or Conduit	402	\$39.80	\$16,000.00	\$15,999.40
B-4	No. 6 AWG, Solid, Bare Copper Counterpoise Wire	402	\$1.24	\$498.00	\$498.48

When utilizing the corrected extended prices shown in the table above, the total for Bid Schedule A & Bid Schedule B of the apparent low bidder is **\$111,120.83** & **\$71,379.56**, respectively. The table below summarizes the corrected bid results.

Bidder	Schedule A	Schedule B	Total
Sims Electric, Inc. PO Box 1245 Roseburg, OR 97470 541-673-5521	\$111,120.83	\$71,379.56	\$182,500.39
Kunert Electric, LLC PO Box 1729 Roseburg, OR 97470 541-672-3333	\$135,240.00	\$109,312.00	\$244,552.00
Engineer's Opinion of Probable Construction Cost	\$141,175.00	\$97,298.00	\$238,473.00

The bid proposals were further examined for responsiveness by evaluating conformance to all significant terms and conditions contained in the Invitation to Bid. Both bidders submitted their proposals on-time and are licensed with the Oregon Construction Contractors' Board. In addition, both bidders provided the First-Tier Subcontractor Disclosure Form and the Drug Testing Program Certification Form at the time of bid. Bidders were required to submit forms, executed in full, as identified on the Bidder's checklist. The table below summarizes the forms required to be submitted at the time of bid.

Bidder	Bid Form	Addenda (1)	Bid Bond (10%)	First-Tier Sub. Disclosure	Drug Testing Program	Public Works Pre-Bid Notice	Pay Equity Compliance	Buy American Certification	Certification Regarding Domestic Preferences	EEO Statement	Tax Delinquency and Felony Convictions	Bidder's List	DBE Utilization Statement	DBE Contract Goal Met	If Goal Not Met, Good Faith Efforts Provided	DBE Letter of Intent
Sims Electric, Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X		X	N/A
Kunert Electric, LLC	X	X	X	X	X	X	X	X	X	X	X	X	X		X	N/A

In evaluating a responsible bidder, the apparent low bidder has successfully performed previous contract work at the Roseburg Regional Airport. In our opinion, this demonstrates the bidder's experience on work of the nature involved, a record of dependability in carrying out of contracts, and ability to perform the Contract in a satisfactory manner.

Nikki Messenger
October 18, 2023
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As required by the Airport Improvement Program Handbook (Order 5100.38D), a price analysis was performed which analyzes the total price to evaluate that it is fair and reasonable. Adequate competition exists since there were two or more bidders by sealed bids. The low bid for Bid Schedules A & B was found to be approximately 23% below the Engineer's Opinion of Probable Construction Cost with the second bid being within 2.5% of the Engineer. It is our opinion this analysis provides evidence of cost reasonableness and that the apparent low bid is fair and reasonable.

After examining both proposals, it is our opinion that Sims Electric, Inc. is the lowest responsive and responsible bidder. Therefore, we recommend the project be awarded to Sims Electric, Inc. for Bid Schedules A & B in the amount of \$182,500.39. 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 questions or require additional information, please contact me at 503-548-1494 or ryan.bergstrom@meadhunt.com.

Sincerely,

MEAD & HUNT, Inc.



Ryan Bergstrom, PE
Project Manager

Attachments: Bid Tabulation
Bid Proposal (Sims Electric, Inc.)

cc: Ryan Herinckx, City of Roseburg
Kandi Street, City of Roseburg

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 26, 2023
TO: Airport Commission
FROM: Nikki Messenger, P.E., City Manager
SUBJECT: Update on 2024-29 FAA Capital Improvement Program

ISSUE STATEMENT AND SUMMARY

Staff virtually attended the annual CIP planning meeting with FAA on October 17. The meeting was not business as usual. Due to FAA funding constraints, the construction project in the current federal fiscal year will not be funded. Staff is working on an updated plan to address this situation.

BACKGROUND/ANALYSIS

At the August 14, 2023 meeting, the Airport Commission was presented the current **approved** 5-Year CIP shown below and discussed which project to propose to add in year 5 (2029) of the upcoming plan.

Roseburg Regional Airport
5-YEAR PROJECTS & PLANNED
FUNDING

Year#	Project Name	NPE*	ST	DI	BIL	FAA Total
2024	Extend Taxiway A: Phase II Construction	\$578,018		\$1,000,000	\$150,000	\$1,728,018
2025	Runway 16/34 Rehabilitation Environmental	\$150,000				\$150,000
2026	Runway 16/34 Rehabilitation: Design & Construction	\$150,000	\$1,000,000	\$1,700,000		\$2,850,000
2027	Aviation Reserve 1: Design	\$150,000			\$193,000	\$343,000
2028	Aviation Reserve 1: Construction	\$150,000		\$0**		\$150,000

**Note that your submitted CIP shows AIP funding needs greater than what is anticipated to be available.

- NPE = Non-primary entitlement funds
- ST = State Apportionment
- DI = Discretionary funds
- BIL = Bipartisan Infrastructure Law

Staff presented and the Airport Commission approved the plan represented in the following table, which was forwarded to FAA.

Fed FY	Available		Funding Source	Data Sheet - Project Component/Phase	Estimated Cost	Funding Plan				
	NPE	AIG				NPE	AIG	Additional AIP	Other	Match
2025	\$150,000	\$694,610	AIP	Runway 16/34 Rehabilitation Environmental	\$166,667	\$150,000				\$16,667
	Total = \$844,610									
	\$694,610		Remaining Funds		2025 Annual Subtotals:	\$166,667	\$150,000			\$16,666
2026	\$150,000	\$986,610	AIP	Runway 16/34 Rehabilitation: Design & Construction	\$3,166,670	\$150,000		\$2,700,003		\$316,667
			BIL	Vehicle Service Road: Design and Phase I Construction	\$750,000		\$675,000			\$75,000
	Total = \$1,136,610									
	\$311,610		Remaining Funds		2026 Annual Subtotals:	\$3,916,670	\$150,000	\$675,000	\$2,700,003	\$391,667
2027	\$150,000	\$311,610	AIP/BIL	Aviation Reserve 1: Design	AIP portion: 32% \$166,667	\$150,000				\$16,667
			AIP/BIL	Aviation Reserve 1: Design & Env.	BIL portion: 68% \$346,234		\$311,610			\$34,623
	Total = \$461,610									
			Remaining Funds		2027 Annual Subtotals:	\$512,901	\$150,000	\$311,610		\$61,290
2028	\$150,000		AIP	Aviation Reserve 1: Construction	\$4,616,100	\$150,000		\$4,004,490		\$461,610
	Total = \$150,000									
			Remaining Funds		2028 Annual Subtotals:	\$4,616,100	\$150,000	\$4,004,490		\$461,610
2029	\$150,000		AIP	Rehabilitate South Apron - Env & Design	\$166,667	\$150,000				\$16,667
	Total = \$150,000									
			Remaining Funds		2029 Annual Subtotals:	\$166,667	\$150,000			\$16,666
6 Year CIP Totals:					\$9,379,005	\$750,000	\$986,610			\$937,899

At the virtual CIP planning meeting on October 17, staff was informed that the FAA did not have sufficient funding to fund all of the approved discretionary projects over the foreseeable future and was removing a significant number of projects from approved CIP lists. For RBG, this included the Taxiway Extension Project, which was scheduled in the current federal fiscal year which began October 1. It also means that the FAA is unlikely to include funding for the Aviation Reserve 1 project or the South Apron Rehabilitation Project unless there is a significant change in their funding package.

Since runway and safety projects are their top priority, the runway project should remain in the approved list. Staff is working with the consultant on a scenario that would combine the taxiway extension project with the runway project. This would may save a significant amount of money during construction, as there would be a single mobilization and overhead costs, and the runway closure would occur simultaneously instead of over different construction years. In order to accomplish this, we will need to dedicate as much of our non-primary entitlement (NPE) and Bipartisan Infrastructure Law (BIL) funds as possible to make it attractive enough for FAA to fill the gap with either discretionary or state apportionment funding. This will likely mean we have to remove the vehicle service road connecting the north and south aprons and delay the design on the aviation reserve project in order to dedicate those funds to the higher priority – the taxiway extension project.

Staff intends to provide additional information at the meeting as these scenarios continue to develop, be discussed with FAA and be refined.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

To be determined.

TIMING ISSUES

FAA is in the process of 'finalizing' the 2024 CIP letters. Staff and the consultant are working together as quickly as possible to propose a new CIP list that is most advantageous to the airport while fitting into the FAA's limited funding criteria.

COMMISSION OPTIONS/ STAFF RECOMMENDATION/ RECOMMENDED MOTION

Staff hopes to have more information at the Commission meeting.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 26, 2023
TO: Airport Commission
FROM: Nikki Messenger, P.E., City Manager
SUBJECT: General Updates

ISSUE STATEMENT AND SUMMARY

The following is a brief list of updates for the Commission's information.

- Nighttime Approach – With consultant support, staff submitted a request for the FAA to design a straight-in RNP procedure to Runway 34 with night minimums to the IFP Information Gateway on September 25, 2023. Thank you to those that were able to provide information to Dave Parker at FAA to support the design of this procedure.
- Based aircraft data – during the FAA CIP meeting, FAA staff stressed the importance of updating the based aircraft into the FAA system. The expectation is to have all of the data entered *and* all conflicts resolved by the end of November. They have moved this date up and we will need help from the Commission getting the word out on the importance of providing this data to Kandi when she requests it.
- ODA COARS grant cycle – the Oregon Department of Aviation's Critical Oregon Airport Relief grant requests are due October 27. We had been planning on submitting for the grant match on the Taxiway Extension, vehicle service road and fencing projects. Given the news from FAA discussed in the previous memo, we will only be applying for matching funds for the fencing/security improvement project, which will be primarily funded using BIL funds.
- FAA Compliance Inspection – The FAA compliance inspection planned for August was cancelled due to the poor air quality related to wildland fires west of Roseburg. The inspection will be rescheduled in Q1 of 2024.