



**ROSEBURG AIRPORT COMMISSION AGENDA**  
**THURSDAY, FEBRUARY 16, 2023**  
**3:30 p.m. Regular Meeting**

*Handwritten:* 2-14-2023

**Electronic Meeting**

Facebook Live at [www.Facebook.com/CityofRoseburg](https://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.**

**NOTE: Electronic Meeting**

**I. CALL TO ORDER**

**II. ROLL CALL:**

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

**III. APPROVAL OF MINUTES**

A. December 15, 2022

**IV. DISCUSSION ITEMS**

A. Standby Power Project Update – 22PW06  
B. Airport Updates

**AUDIENCE 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 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: April 20, 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  
December 15, 2022**

**CALL TO ORDER:** Commissioner David Morrison called the meeting of the Roseburg Airport Commission to order at 3:31 p.m., Thursday, December 15, 2022, electronically via Zoom in Roseburg, Oregon.

**ROLL CALL: Present:** Commissioners Frank Inman, David Morrison, Robb Paul, Steve Skenzick, Dan Sprague

**Absent:** Chair Patrice Sipos, Commissioner Clint Newell and Ex-officio Rob Levin

**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 August 18, 2022 meeting. Motion was seconded by Commissioner Inman and approved with the following vote: Commissioners Inman, Morrison, Paul, Skenzick, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Airport Security – North Gate:**

Messenger stated there are four vehicle gates at the airport. The gates can be opened by either entering a code on the keypad or with a keycard. Gates 1, 2 and 4 are closed on a 24/7 basis. Gate 3 is open during weekday business hours and closed the remainder of the time. At the July 21<sup>st</sup> meeting, the Commission recommended gate 3 be closed on a 24 hour basis. Staff intended to take the recommendation to Council for discussion at their December 12<sup>th</sup> meeting. A small group of airport users met to discuss other potential options for the gate. They submitted a proposal to close gate 3 on a 24/7 basis, but program it to open when the vehicle detection loop is triggered during weekday business hours. During non-business hours, a code or keycard would be required.

Messenger reported the conditional use permit (CUP) for the second floor of Hangar 12 has been approved. Their intent is to sublease the first floor to Douglas Fast Net. The hangar owners have submitted the required CUP application. Commissioner Paul questioned if the sublease to Douglas Fast Net would be for their walk-in customers. Tatone answered there will be not customers visiting the location; it is strictly for technicians only. Commissioner Sprague asked since the sublease to Douglas Fast Net is temporary, who would be renting the space after they have vacated. Tatone answered any future tenants would have little to no customer traffic. Commissioner Sprague asked if any other tenant would require a CUP. Messenger replied she believes the CUP would remain in place as long as it was another professional office use. If the use changed, it would require a new application. Tatone added even if it were the same use, the City would have to approve the sublease.

Herinckx stated the loop is already in the ground, a controller would need to be purchased and installed. The approximate cost is \$1,000. There is a second option of utilizing a Wi-Fi switch which would allow the gate to be opened remotely. The approximate cost is \$2,500.

Tatone stated the group met to come to up with a solution for security concerns involving gate 3. The solution being presented was mutually agreed upon by the group. Commissioner Sprague stated he feels the solution presented is reasonable and it should be revisited if there continues to be security issues.

**MOTION:** Commissioner Sprague recommended the airport commission proceed with a gate loop and reprogramming of gate to close during business hours. Motion was seconded by Commissioner Inman and approved with the following vote: Commissioners Inman, Morrison, Skenzick, Paul and Sprague voted yes. No one voted no.

**CITIZEN PARTICIPATION:**

Tatone suggested staff consider using a separate code for gate 3.

**INFORMATIONAL ITEMS:**

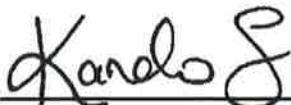
Messenger stated funding for the fencing project is being pursued as part of the Bipartisan Infrastructure Law (BIL) funding. Staff and the Consultant met virtually with the FAA. Herinckx reported the FAA is requiring an archeological and wetland study be completed. Commissioner Sprague asked for an update on adding another PED gate on the North End. Messenger replied it would be considered as part of the fencing project. Commissioner Morrison questioned how long it would take for the project to be completed once it is approved. Messenger indicated we could potentially pay for it upfront and be reimbursed when the funding is available, which would allow the project to proceed sooner.

Commissioner Paul requested an update on the nighttime approach. Messenger stated staff has not received an update since it was last flown. Commissioner Morrison questioned when it was last flown. Messenger replied it was on November 14<sup>th</sup>. Commissioner Paul asked what it was flown with. Messenger stated she is unsure, it was supposed to be with a class B aircraft.

**BUSINESS FROM THE COMMISSION:** None

**NEXT MEETING DATE:** February 16, 2023

**ADJOURNMENT:** Meeting adjourned at 4:01 p.m.



Kandi Street, Public Works Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 16, 2023

**TO:** Airport Commission

**FROM:** Nikki Messenger, P.E., City Manager

**SUBJECT:** Standby Power Project Update – 22PW06

**ISSUE STATEMENT AND SUMMARY**

Staff has encountered significant cost impacts with the standby power project at the airport. The issue for the Commission is whether to recommend proceeding with the project utilizing additional Airport Fund money to cover the costs.

**BACKGROUND/ANALYSIS**

In September 2021, the City Council authorized staff to apply for two Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) program grants. One grant was for a portion of the matching funds required for the FAA grant to design the taxiway extension. The other was to install standby power at the airport.

The standby power project had not been designed at the time of application. The intent was/is to provide backup power to the runway and taxiway lighting, navigation aids including the PAPI, and the fuel system. One of the reasons 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 other words, the airport is considered essential in responding during a natural disaster, especially during a major seismic event that may eliminate other forms of transportation.

As part of the runway lighting project, a new electrical building was installed south of Aviation Suites. The building includes the control systems for the runway and taxiway lighting, the PAPI, the REILS and other navigation aids. The control system and power for the fuel farm are located within the FBO hangar. The intent of the project is to connect the fuel system to the backup power system, which will be located adjacent to the new electrical building.

The issue discovered during design is that the FBO and fuel farm is currently being served by 208V 3-phase power while the airport runway and taxiway lighting is powered by 240V single-phase power. The motors powering the fuel pumps are 240V 3-phase and are currently being undervolted, potentially shortening the motor service life.

Staff has been working with Mead & Hunt to narrow down a list of six options for providing backup power to the airport lighting and fuel farm. The preferred option selected is to upsize the existing service to the airport lighting electrical building from 200amp single-phase to 400amp single-phase. This option will include replacing the fuel pump motors with 240V 1-phase motors to match the power service provided. Staff has reached out to PP&L for a cost

estimate to upsize the primary conductors, transformer and secondary conductors from the power utility to the electrical vault for the runway lights. Preliminary information from PP&L indicates the estimated cost to upsize the service is between \$20,000 and \$25,000.

### **FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

At the time of application, the project cost estimate was \$135,000. The ODA grant award is \$121,500. The current cost estimate is as follows:

Original Work Planned	\$110,500
Additional Work Required	\$ 81,000
PP&L Upgrade (est)	\$ 20,000
Engineering/CM	<u>\$ 38,328</u>
<i>Total estimated cost</i>	<i>\$249,828</i>
Estimated funding "gap"	\$115,828

Through our consultant, staff has reached out to the FAA to inquire if it is feasible to use the airport's Bipartisan Infrastructure Law (BIL) funding to cover the additional cost of the project. Other options may include a portion of the City's ARPA funding, or funding the difference directly from the Airport Fund.

### **TIMING ISSUES**

The challenges encountered have delayed the project schedule and staff will be seeking a change order to the grant contract with ODA to reflect the updated schedule. If the Commission's direction is to continue with the project, staff anticipates the project could be ready to bid mid-March. If FAA funding is involved, this may push that timeline out as we complete federal bidding requirements and update the Disadvantage Business Enterprise (DBE) goal.

### **COMMISSION OPTIONS**

At this point, staff is seeking direction to proceed with final design and bidding. Commission options include the following:

- Recommend staff to work with the consultant to finalize the design and proceed to bidding while exploring additional funding sources; or
- Recommend the project be delayed until additional funding can be secured. This will be dependent upon ODA's willingness to extend the grant timelines; or
- Recommend staff work with the consultant to finalize design but not proceed to bidding. This option would require the City to relinquish the ODA grant. We have not submitted any reimbursement requests to date, so would not be required to pay anything back. The airport would be responsible for the cost of the design (approximately \$23,000); or
- Request additional information.

**STAFF RECOMMENDATION**

Even though the project is costlier than originally thought, staff believes it is still an important project to help prepare the community in the event of a long power outage or natural disaster. Staff recommends finalizing the design and proceeding to bidding while exploring additional funding sources.

**RECOMMENDED MOTION**

*I move to recommend staff proceed with finalizing the design for the Airport Standby Power project while exploring additional funding options.*

**ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 16, 2023  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** **Airport Updates**

**ISSUE STATEMENT AND SUMMARY**

The following is a brief update on a variety of airport projects that are currently in process.

***Nighttime Instrument Approach*** - As previously discussed, the latest flight check of the special procedure designed to allow a new nighttime approach occurred on November 14, 2022. To date, staff has not received a written analysis of that flight check. We have heard that flight check has rejected the special procedure (again) based on circling pattern losing visual contact with the airport when circling west behind the Moorea Drive hill area. Dave Parker, the designer of the special procedure, has indicated a "final" decision letter will be forthcoming. On December 28, 2022, Mr. Parker sent an email to a small number of local aircraft owners that staff and Rob Levin thought might have the equipment and certifications to fly an RNP procedure in order to gauge if this option may be something worth pursuing. Several of the pilots contacted indicated that they either have or could have the equipment installed in their aircraft.

Once I receive the written rejection from the FAA regarding the flight check, I will forward the information to Dan Whelan from Congresswoman Hoyle's office. Mr. Whelan has transitioned from Mr. DeFazio's team and remains involved with transportation issues on behalf of Representative Hoyle.

***Disadvantaged Business Enterprise (DBE) Goal Update:*** Mead & Hunt is working on updating the City's DBE goal for FAA projects. Any year in which an airport sponsor has \$250,000 or more in FAA funded projects, they must have an established DBE goal prior to grant award. For FFY 2021-2023, Roseburg did not have any projects meeting this threshold so no goal was needed or calculated. With the infusion of BIL funding, Roseburg is interested in obtaining a FY23 grant for fencing upgrades. This project exceeds the \$250,000 threshold and will require the City to update its DBE goal. Mead & Hunt has performed the preliminary calculations. For just the fence project, the DBE participation goal is 5.48%. If we are able to obtain FAA funding to cover the funding gap for the standby power project, this goal will need to be recalculated. The next step in this process is to hold a public consultation meeting and post the draft goal methodology for comment for 30 days. The consultation meeting will be held virtually and is tentatively scheduled for February 28.

Once the current goal is adopted and approved by FAA, the City will need to work on updating the DBE program and calculate a goal for the next three-year period.

***Taxiway Extension Design*** – Mead & Hunt has completed the 75% design. The design was submitted to the City for comment and staff provided comments back on January 30. Next steps include providing the 75% design package to FAA for comments. The City may need to adjust the Aviation Drive right-of-way or make another accommodation to ensure the blast fence is on airport property.

***Fencing Improvements*** - FAA is requiring a Documented Categorical Exclusion (CATEX) for the project. Since the fencing limits are outside of areas previously studied at RBG, FAA is requesting a wetland delineation and archeological investigation along the proposed fence line. Mead & Hunt is working on a scope and fee to perform the Documented CatEx, which will be submitted to FAA for review and approval. Mead & Hunt is also working on the DBE goal update outlined above required to proceed with this project in the current federal fiscal year.

***FAA Five-Year CIP*** – The latest 5-Year Capital Improvement Program was submitted for FAA review on August 31, 2022. Staff received comments back in late November. Mead & Hunt has addressed all of the comments and is updated the CIP data sheets for resubmission.