



**ROSEBURG AIRPORT COMMISSION AGENDA  
THURSDAY, JUNE 20, 2024  
3:30 p.m. Regular Meeting**

*W  
6-14-2024*

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

**Public Access: Facebook Live at [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: David Mohr  
Commissioners: Dave Morrison Frank Inman Clint Newell  
Dan Sprague Robb Paul Steve Skenzick  
Rob Levin (ex-officio)

**III. APPROVAL OF MINUTES**

A. January 18, 2024

**IV. DISCUSSION ITEMS**

A. Bid Award Recommendation – Taxiway A Extension – Project No. 22GR18

**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](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: July 18, 2024**

**VIII. ADJOURNMENT**

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

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**CITY OF ROSEBURG  
AIRPORT COMMISSION  
MEETING MINUTES  
January 18, 2024**

**CALL TO ORDER:** Chair Mohr called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, January 18, 2024, in the Council Chambers at City Hall in Roseburg, Oregon.

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

Absent: Robb Paul

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, and Staff Assistant Autumn David

Others Present: None

**APPROVAL OF MINUTES:** Commissioner Newell moved to approve the minutes from the October 26, 2023 meeting. The motion was seconded by Commissioner Skenzick and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Skenzick, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Election of Vice Chair:** Messenger informed the Commission elects a Vice Chair annually, who assumes the role of the Chair in their absence.

**MOTION:** Commissioner Inman moved to elect Clint Newell to serve as Vice Chair. The motion was seconded by Commissioner Morrison and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Skenzick and Sprague voted yes. No one voted no.

**Airport Industrial Property Lease Renewal:**

Commissioner Skenzick recused himself from the discussion. Messenger reported RBGAP, LLC has a long-term lease on airport property that originated in 1983. The lease included four 10-year renewal terms. The original lease was replaced with a new lease effective September 1, 2003. The initial term of the new lease was 11 years and four months and ended December 31, 2003, with options to renew for four successive 10-year periods. It also included a condition that the rent would periodically be adjusted. The current lease term expired December 31, 2023. Steve Skenzick, representing RBGAP, LLC has requested to exercise the third renewal term. The City Manager only has authority to renew leases that have a duration of five years or less. The issue for the Commission was whether to recommend the Council approve the lease renewal.

Messenger shared that there have been a number of amendments and addendums to the lease, which are outlined in the memo. As required by the lease, an appraisal has been completed to determine the property value. The second lease amendment and first ten-year renewal, which occurred in January 2004, renewed the lease for an additional 10-years and

adjusted the rent formula to 11%, placing a 50% cap on total rent increase allowed every five years. An appraisal is therefore performed every 5 years and the annual rent is determined and adjusted. The history of annual lease adjustments was included in the memo. The current rate was \$21,692. An appraisal was conducted in December 2023, and the property was valued at \$540,000. Utilizing the formula, this equaled an annual lease payment of \$34,452. However, since the increase is capped at 50%, the actual lease rate would be \$32,538, for the next five year period.

City Staff recommends that the Commission provide a recommendation to the City Council to approve the third ten-year lease renewal. In the event that the Commission does not recommend the lease renewal, supporting information explaining why would be required.

In response to Commissioner Newell, Messenger confirmed appraisals have occurred every five years; however, the property had remained at the same value; therefore, there was no increase.

Commissioner Inman questioned if the appraisal value of \$540,000 included buildings and structures, or just the land. Messenger briefly explained the appraisal process and confirmed it was a land lease, so the appraisal was on the land.

**MOTION:** Commissioner Newell moved to recommend the City Council approve the third 10-year renewal for the RBGAP, LLC lease at the airport industrial property with an annual lease rate of \$32,538 for the next five year period. The motion was seconded by Commissioner Inman and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, and Sprague voted yes. No one voted no.

**Connect Oregon Grant Application Authorization – Taxiway A Extension Project:**

Messenger reported that after a number of challenges, staff was notified that the Taxiway A Extension would receive FAA funding in the current federal fiscal year. An email was received on December 13 inquiring if the project could be constructed in 2024, if funding were available. The project was ready to bid and construction could begin in 2024. The problem with this was that the application period for the ODA COARS grants had already closed, which would have been applied for to pay 90 percent of the match. This resulted in a significant loss of matching funds. FAA grants require a ten percent match, which would be a match of \$186,446. If the City were successful in obtaining a ConnectOregon grant, 90 percent of the match, \$167,801 would be covered by the grant. Staff was committed to moving forward on the project and would like to apply for a ConnectOregon grant. The grant period opened on January 11 with grants due February 29, 2024. This would be a lengthy grant selection process, and was not expected to be completed until October 2024. The FAA requires bids to be in hand by April 1; therefore, the project would go out to bid in late February. This was a reimbursement program and if successful the City would be reimbursed for the funds spent. Staff was excited for the opportunity and recommends the Commission forward a recommendation to the City Council to adopt a resolution authorizing submission of a ConnectOregon grant application for the Taxiway A Extension project match.

Chair Mohr requested clarification on the reimbursement aspect. Messenger explained the reimbursement process and confirmed some of the costs would be expensed prior to receiving the grant funds. In response to Commissioner Sprague, Messenger stated the

project would need to be started in 2024, not completed. Price quotes only have to be honored for 90 days; therefore, there was a balancing act for bid solicitations. Staff would solicit the project to have bids in by March.

In response to Chair Mohr, Messenger provided clarification on the reimbursement program and explained how the airport had to work with its available funding and avoid overspending.

**MOTION:** Commissioner Newell recommended the City Council adopt a resolution authorizing submission of a ConnectOregon grant application for the Taxiway A Extension project match. The motion was seconded by Commissioner Sprague.

Chair Mohr suggested the City Council may have questions about the reimbursement program once it was brought to them for discussion. Commissioner Newell added that this was common practice and did not feel that it was a risk to float the funding while waiting for the reimbursement. Discussion ensued. In response to Ex-officio Levin, Messenger stated if staff were to attempt to combine this project with the runway project, it would require wait time and funding could be lost. The deadline to apply for the grant was February 29 with an award window scheduled for October 2024. Herinckx previously prepared the ODA grant; however, that deadline was missed because staff had been notified there would be no funding. Staff would now need to prepare for the ConnectOregon opportunity and put in the effort to compete with other agencies that would be going after the same grant.

The motion was approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Skenzick and Sprague voted yes. No one voted no.

**AUDIENCE PARTICIPATION:**

None

**INFORMATIONAL ITEMS:**

Messenger shared information about the Capital Improvement Plan. Staff received a CIP letter last week, which contained everything that we were told was not going to be funded. There was a new project manager and appears to be some miscommunication between them and the project manager that left. The letter was forwarded to the consultant for review and they were unaware of what was going on. Therefore, the item was not placed on the agenda because there would likely be changes.

Messenger requested direction on verbiage around what can and cannot be stored in hangars. There has been an ongoing compliance question about this and the Commission had requested information about what hangars can and cannot be used for. Public Works Staff Assistant Kandi Street spent a lot of time tracking tail down number and logging information; however, there were some hang-ups along the way due to different circumstances, such as lessees who were in the process of purchasing new aircraft, assembling aircraft, or looking for someone with aircraft to lease their space. Staff was requesting guidance around setting perimeters on a reasonable timeline for these situations. Discussion ensued. The purpose of hangars is to store aircraft and if you do not have aircraft we are in a bind, do not have resources to police that.

Commissioner Sprague stated he did not feel that this was an issue because there was currently a surplus of hangars and if the hangar was rented out that was income for the city regardless of there being an airplane housed in the hangar. Messenger explained that the

issue was not about income or availability of hangars. The issue was with assurances and the requirements of the federal government and ensuring the property was used to store aircraft. Discussion ensued. Commissioner Newell reiterated that this was about compliance. Staff was requesting guidance on what a reasonable grace period would be for a hangar to not be occupied by an aircraft if the lessee were in process of either purchasing or building an aircraft. Commissioner Newell stated it was difficult to put a timeframe on that as the timeline could vary depending on the market and type of aircraft. Discussion continued. Messenger requested commission members send their suggestion and staff would work to draft some language around this and try to nail it down. In response to Commissioner Inman, Messenger stated that the parameters would be added to the terms of the agreement. The information from Bill Woods regarding what can and cannot be stored in hangars would be provided to the Commission and staff was looking for some guidance to move forward with some clear language to address those who clearly abuse the policy. In response to Chair Mohr, Messenger stated staff could look at some other general aviation airports and how they handle this type of thing.

Herinckx provide an update on the Airport Standby Generator project. Staff was reviewing bid submittals on materials. The transfer switch gear and generator have been approved so the contractors can proceed in ordering those items. The initial lead time on the generator was quoted at 40 weeks; however, now that the submittal was approved and a purchase order could be issued, staff was hopeful that the lead time would come down so that the project could be constructed this summer.

Herinckx reported the fencing project consultant would be proceeding with the archeological wetland mitigation study at the airport grounds. The plan was to bid that project late spring or early summer 2024.

**BUSINESS FROM THE COMMISSION:**

None

**NEXT MEETING DATE:** February 15, 2024

**ADJOURNMENT:** Meeting adjourned at 4:09 p.m.

Respectfully submitted,

*Autumn David*

Autumn David, Management Staff Assistant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** June 20, 2024  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** Extend Taxiway A – Bid Award Recommendation -- 22GR18

**ISSUE STATEMENT AND SUMMARY**

The City received bids for the Taxiway A Extension Project on May 16, 2024. The issue for the Commission is whether to recommend the City Council award the project contingent upon receiving a grant offer from the Federal Aviation Administration (FAA).

**BACKGROUND/ANALYSIS**

The Taxiway A Extension project will lengthen the taxiway approximately 400 feet to the north to match the length of the runway, which was extended in 2011/12. The design and environmental work were funded through an FAA grant. The Oregon Department of Aviation (ODA) provided a grant to assist with the match through the COARS program. The construction project has been included in the airport's approved five-year capital improvement plan (CIP) since at least 2021, but at this point, we are still awaiting a final answer regarding whether we will receive a grant to complete the construction.

The FAA advised to go ahead and bid the project, with a 120-day bid hold. Typical bid holds are 90-days. The project was advertised on April 18, 2024. One bid was received on May 16, 2024.

LTM, Inc. dba Knife River Materials	\$2,064,955
<i>Engineer's Estimate</i>	\$1,692,005

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

Total project costs are estimated as follows:

Construction	\$2,064,955
Construction Mgt	\$ 250,000
Administration (IFE)	\$ 5,000
Contingency (7.5%)	<u>\$ 154,872</u>
<i>Estimated Total</i>	<i>\$2,474,827</i>

The FAA grant will not include the contingency line item. In general, FAA grants can be amended up to 15% if necessary, and require an approved grant amendment.

The FY 24-25 Airport Fund budget includes \$2.15 million for capital projects. The fund includes an operating contingency of \$1.14 million. The City Council will be required to make a budget appropriation moving funds from the contingency to the capital line item as part of the award of the project (once a grant is verified).

The proposed funding package is outlined below. The City has applied for a Connect Oregon grant to assist with the match. That application was for \$172,222, which would leave the Airport with a balance of \$59,738, if awarded. If the Airport does not receive the Connect Oregon funding, the Airport Fund will be responsible for the entire match of \$231,996.

FAA AIP Grant (Entitlement + Discretionary/State Apportionment)	\$1,899,846
FAA BIL Grant	<u>\$ 188,113</u>
<i>Total FAA Funding</i>	<i>\$2,087,959</i>
<i>Grant Match (City and/or Connect Oregon &amp; City)</i>	<i><u>\$ 231,996</u></i>
<b>Total</b>	<b><u>\$2,319,955</u></b>

**TIMING ISSUES**

The bidding specification allows for a 120-day bid hold. Whether the project moves forward and is scheduled for award by the City Council will be dependent upon whether the City receives the grant funding from the FAA. If a grant award is authorized, staff will move as quickly as practical to get the contract awarded and contracts signed in order to allow construction this season (if possible).

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council award the Taxiway A Extension Project to the lowest responsible bidder, Knife River Materials for \$2,064,955 contingent upon a grant award from the FAA; or
2. Request additional information;
3. Do nothing and wait for more information regarding a grant for the project.

**STAFF RECOMMENDATION**

The bid appears to be both responsive and responsible. The engineer has forwarded a recommendation to award the project. Given the current funding environment, staff is looking for flexibility in order to be able to move quickly if/when a grant offer is received. As such, staff recommends the Airport Commission forward the following recommendations to the City Council:

- 1) Recommend award of the Taxiway A Extension Project to the lowest responsible bidder, LTM, Inc. dba Knife River for \$2,064,955 contingent upon receipt of a grant offer from the FAA; and
- 2) Recommend the City Council authorize acceptance of a grant offer from the FAA for the Extend Taxiway A – Phase II Construction Project in an amount up to \$2.4 million.



**RECOMMENDED MOTIONS**

***“I move to recommend the City Council award the Taxiway A Extension Project to the lowest responsible bidder, LTM, Inc. dba Knife River Materials, for \$2,064,955 contingent upon receiving a grant offer from the FAA.”***

***“I move to recommend the City Council authorize acceptance of a grant offer from the FAA for the Extend Taxiway A – Phase II Construction Project in an amount not to exceed \$2.4 million.”***

**ATTACHMENTS**

None.