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11-15-2024



**ROSEBURG AIRPORT COMMISSION AGENDA  
THURSDAY, NOVEMBER 21, 2024**

**3:30 p.m. Special Meeting**

**Electronic Meeting**

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

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

**III. APPROVAL OF MINUTES**

A. July 18, 2024

**IV. DISCUSSION ITEMS**

- A. Amendment No. 1, Fence Improvements – Environmental Work
- B. FAA Grant Authorization – Standby Power Project – 22PW06

**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 5:00 p.m. on November 20, 2024. 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 19, 2024**

**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  
July 18, 2024**

**CALL TO ORDER:** Chair Mohr called the meeting of the Roseburg Airport Commission to order at 3:30 p.m., Thursday, July 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, 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 Operations Accountant Kandi Street

Others Present: None

**APPROVAL OF MINUTES:** Commissioner Newell moved to approve the minutes from the June 20, 2024 meeting. The motion was seconded by Commissioner Sprague and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

**DISCUSSION ITEMS:**

**2025-2030 Capital Improvement Plan – FAA AIP and BIL Funding:**

Messenger informed every year an updated 5-year Capital Improvement Plan (CIP) is provided to the FAA, the deadline for submission is August 2<sup>nd</sup>. A response is typically received the following February. Due to a number of staff changes at the FAA, the approved project list the City received in 2024 did not match the direction we had received previously. Staff included the 2023 approved project list in the memo. There are two projects underway that are not listed, the Fencing and Security Improvements and the Standby Power project. The environmental portion of the Airport Fencing and Security Improvements project is currently underway. The FAA requires the environmental work be completed prior to applying for a grant. The project will be funded with Bipartisan Infrastructure Law (BIL) funding. The Standby Power Generator project is nearly complete utilizing a grant from the Oregon Department of Aviation (ODA). There is a portion of the project not covered by the ODA grant. It has been combined with the Fencing & Security upgrades in FY 2025 to reduce the number of BIL grants the FAA staff has to issue.

Due to sponsors being responsible for funding environmental work prior to issuance of an FAA grant, the environmental for the Rehabilitation of Runway 16/34 and the South Apron will begin in FY 2025 and the funding will not be received until FY 2026. The design portion is scheduled for FY 2026 and the construction phase is scheduled for FY 2027. Carryover is forecasted for FY 2028 & 2029. The environmental work for the Apron Reserve 1 project is listed in FY 2028 with reimbursement coming in FY 2030 along with design phase.

All of the projects listed have been in previous CIP lists. In the past, paving projects that did not add surface area were considered a categorical exclusion. New requirements include more extensive environmental work. The FAA has not outlined what will be involved.

**MOTION:** Commissioner Newell moved to recommend approval of the FY 2025-2030 Capital Improvement Plan for the Roseburg Regional Airport. The motion was seconded by Commissioner Sprague and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

**Taxiway A Extension Phase II – Construction Management Services Task Order – 25GR01:**

Messenger stated Mead & Hunt was awarded a five-year master contract in 2022. The contract requires separate task orders be negotiated for each project. A draft scope of work and fee estimate was submitted to the FAA for Construction Management services for the Taxiway A Extension Phase II project. Staff contracted with Century West Engineering to provide an Independent Fee Estimate (IFE). The Century West Engineering estimate came in more than 10% lower than the Mead & Hunt proposal. Staff worked with Mead & Hunt to make changes to their proposal. The majority of the difference was for construction administration and testing. Mead & Hunt revised their proposal, lowering the difference to 8.3% from the IFE. The revised fee estimate along with a record of the negotiations was submitted to the FAA.

The total project cost will come in around \$2,319,807. The FAA grant will cover \$2,087,826, leaving a match balance of \$231,981. Staff has submitted a Connect Oregon grant application to fund \$172,222 of the match. We ranked fairly well with the area transportation commission, we did not rank highly with the State Aviation board. The State Aviation board seemed to be more focused on the large airports. The final selection will be made in August/September of 2025. If we are not successful, funds are available in the Airport fund to cover the entire match. The project came in higher than what was budgeted. When staff brings the award to Council a supplemental budget will also be requested. In response to Commissioner Newell's question, the Century West fee estimate was \$228,900. Commissioner Newell asked why we are not hiring Century West. Messenger stated third party consultant is excluded from being hired to do the work. They merely give a second opinion on what it should cost.

**MOTION:** Commissioner Paul recommended the City Council authorize the task order with Mean & Hunt for construction management services on the Extend Taxiway A – Phase II Construction Project for \$247,851.65. The motion was seconded by Commissioner Newell and approved with the following vote: Chair Mohr, Commissioners Inman, Morrison, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

**AUDIENCE PARTICIPATION:**

None

**INFORMATIONAL ITEMS:**

Herinckx provided an update on the Standby Generator Project. The trenching to the fuel farm was paved over yesterday. Staff is coordinating with Pacific Power to shut down the power to the electrical vault to upsize the service. This work will likely occur next week. The

runway and NAV AIDS will be down for a period of time during the day. FBO Levin stated he would issue a NOTAM for the PAPI lights. In response to Commissioner Sprague's question, the power will be out for roughly six hours.

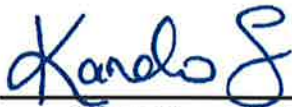
**BUSINESS FROM THE COMMISSION:**

Commissioner Newell stated there are issues with vehicles parking in aircraft movement areas. Messenger stated staff would send out a reminder to all airport users to leave the all movement areas clear.

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

**ADJOURNMENT:** Meeting adjourned at 3:54 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kandi Street". The signature is written in a cursive style and is positioned above a horizontal line.

Kandi Street, Operations Accountant

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** November 21, 2024  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** **Amendment No. 1, Fence Improvements – Environmental Work**

**ISSUE STATEMENT AND SUMMARY**

Staff is seeking authorization to execute an amendment to Task Order No. 3 with Mead & Hunt, which includes the environmental work associated with the Fencing/Security Project at the Roseburg Regional Airport.

**BACKGROUND/ANALYSIS**

In order to submit a grant for the design and construction of fencing and security improvements, the airport must complete the environmental work associated with the project. This work is reimbursable, but must be completed prior to grant submission. In the case of this project, that means a Documented Categorical Exclusion (CatEx).

The City has a master contract with Mead & Hunt and executes task orders for individual projects or components of work. In January 2024, staff executed a task order for \$80,237 for Mead & Hunt to perform work associated with the Documented CatEX and to provide required updates to the airport's Disadvantaged Business Enterprise (DBE) Program. Since the task order was under \$100,000, it was within the City Manager's authority to execute the task order without Commission or City Council approval.

During the performance of the cultural resource survey, the sub-consultant discovered components that require additional collection and identification. As such, the sub-consultant has requested a contract amendment of \$41,620. Mead & Hunt does not mark up the subconsultant's price, so the total task order would be up to \$121,857, which exceeds the City Manager's contract authority and requires Commission and Council action. Staff has worked through the process of getting FAA's approval for the additional work, and is now seeking authorization from Commission and Council.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The total task order cost is \$121,857. Under the current BIL program, the airport will be eligible for reimbursement of 95% of those costs, leaving a match of \$6,093. The adopted FY 24-25 Airport Fund budget includes \$2.862 million for capital projects.

**TIMING ISSUES**

Staff recommends moving forward with the environmental work as quickly as practical in order to be eligible to apply for an FAA BIL grant in late spring of 2025. This is imperative as the airport has BIL funds that need to be obligated in the current federal fiscal year in order to avoid losing those funds.

## **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council authorize execution of Amendment No. 1 to Task Order No. 3 with Mead & Hunt for \$41,620; or
2. Request additional information; or
3. Not recommend executing the amendment and proceeding with the required environmental work. This may delay the project and cause the airport to lose a portion of the BIL funding.

## **STAFF RECOMMENDATION**

Money has been budgeted and is available. Staff recommends the Commission forward a recommendation to the City Council to authorize execution of the amendment to the task order with Mead & Hunt for \$41,620.

## **RECOMMENDED MOTION**

***I move to recommend the City Council authorize execution of Amendment No. 1 to Task Order No. 3 with Mead & Hunt for \$41,620 for additional environmental study for the Fencing & Security Improvement Project at the Roseburg Regional Airport.***

## **ATTACHMENTS**

None.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** November 21, 2024  
**TO:** Airport Commission  
**FROM:** Nikki Messenger, P.E., City Manager  
**SUBJECT:** **FAA Grant Authorization – Standby Power Project – 22PW06**

**ISSUE STATEMENT AND SUMMARY**

Staff has been advised by the FAA to submit a grant application for the federal portion of the Standby Power Project at the airport. The issue for the Commission is whether to recommend the Council adopt a resolution authorizing acceptance of the grant when offered.

**BACKGROUND/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 for \$121,500 from the Oregon Department of Aviation for the installation of a standby power generator at the Roseburg Regional Airport. The airport competed well for this grant 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 met with the FAA to discuss using Bipartisan Infrastructure Law, (BIL) funding to cover additional costs of the project over the ODA grant amount. The intent at the time was to bundle the federal portion of the generator project with the security/fencing project in order to limit the number of grants FAA staff had to write for the BIL program.

The project was bid and awarded to the low bidder, Sims Electric, at the November 13, 2023 City Council meeting. Construction has been ongoing and the project is now considered substantially complete. The City cannot apply for a grant on the fencing/security project until the environmental work has been completed. As such, the decision has been made to split the standby power project from the airport fencing/security project. Staff is seeking authorization to apply for and accept an FAA grant when offered.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

Total project costs and corresponding revenue are summarized below:

**Project Cost:**

Design and Construction Administration	\$ 38,328.00
Base Bid – Schedule A (federal portion)	\$111,120.83
Base Bid – Schedule B	\$ 71,297.56
Utility Service Upgrade by PP&L	\$ 8,147.00
Change Order #1	<u>\$ 8,580.00</u>
<b>Total Project Cost:</b>	<b>\$237,473.39</b>

**Revenue:**

COARS grant	\$121,500
FAA grant (anticipated)	\$113,304
Airport Fund	<u>\$ 2,670</u>
<b>Total Revenue</b>	<b>\$237,474</b>

**TIMING ISSUES**

The construction is substantially complete. Staff anticipates receiving an FAA grant offer by the end of the year. The last City Council meeting of the year is scheduled for December 9, 2024.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council adopt a resolution authorizing acceptance of an FAA grant for the Standby Generator Project at the Roseburg Regional Airport, when offered; or
2. Request additional information; or
3. Not recommend grant acceptance and utilize Airport Funds to pay the costs associated with the project that exceeded the COARS grant funding.

**STAFF RECOMMENDATION**

The construction of the Airport Standby Power Project is substantially complete. Given that the environmental work for the fencing project is not yet complete, it makes sense to split the projects and apply BIL funding to the Standby Power project in order to obligate a portion of the BIL funds and receive reimbursement in a timely manner. Staff recommends the Commission forward a recommendation to the City Council to adopt a resolution authorizing acceptance of an FAA grant for the Airport Standby Power project.

**RECOMMENDED MOTION**

***I move to recommend the City Council adopt a resolution authorizing acceptance of an FAA grant for the Airport Standby Power project, when offered.***

**ATTACHMENTS**

None.