



ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, February 20, 2025
3:30 p.m. Regular Meeting

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2-14-2025

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.

I. CALL TO ORDER

II. ROLL CALL:

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

III. APPROVAL OF MINUTES

A. November 21, 2024

IV. DISCUSSION ITEMS

B. Project 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: April 17, 2025

VIII. ADJOURNMENT

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

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**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
November 21, 2024**

CALL TO ORDER: Commissioner Newell called the meeting of the Roseburg Airport Commission to order at 3:36 p.m., Thursday, November 21, 2024, electronically via Zoom in Roseburg, Oregon.

ROLL CALL:

Present: Commissioners Frank Inman, Robb Paul, Clint Newell, Steve Skenzick, Dan Sprague, and Dave Morrison (3:45pm)

Absent: Chair David Mohr and Ex-officio Rob Levin

Attending Staff: City Manager Nikki Messenger, Acting Public Works Director/ Design and Construction Manager Ryan Herinckx, Operations Accountant Kandi Street, and Public Works Staff Assistant Rachel Blackburn

Others Present: None

APPROVAL OF MINUTES: Commissioner Paul moved to approve the minutes from the July 18, 2024 meeting. The motion was seconded by Commissioner Sprague and approved with the following vote: Commissioners Inman, Newell, Paul, Sprague and Skenzick voted yes. No one voted no.

DISCUSSION ITEMS:

Amendment No. 1 Fence Improvements – Environmental Work:

Herinckx informed the Commission about the Airport Fencing Improvement project. Earlier this year, the City executed a contract with Mead and Hunt under a task order for \$80,237 to perform environmental work at the airport, specifically a documented categorical exclusion. This contract was executed in January, and the initial investigation work took place in the spring.

During the investigation, the company identified artifacts requiring additional investigation, resulting in the need for an amendment to the original task order. The amendment for the additional artifact collection work is \$41,620, bringing the total task order amount to \$121,857. Since this total exceeds the City Manager's signing authority of \$100,000, the amendment is being presented for approval.

Under the Bipartisan Infrastructure Law (BIL) program, the airport is eligible for 95% reimbursement of these costs, leaving the City responsible for a match of \$6,093. The adopted airport fund for the current year includes over \$2.8 million allocated for capital projects, and funds for this task order amendment can be drawn from that budget.

Staff recommends proceeding with the amendment promptly to remain eligible to apply for the FAA BIL Grant in the spring of 2025. This is a critical step as the airport must obligate its BIL funds in the current federal fiscal year to avoid losing them.

Commissioner Newell inquired about the findings from the initial artifact investigation. Herinckx informed the Commission that the findings primarily consisted of railroad-related debris, including insulators from communication lines.

MOTION: Commissioner Paul moved to 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. The motion was seconded by Commissioner Inman and was approved with the following vote: Commissioners Inman, Newell, Paul, Skenzick, and Sprague voted yes. No one voted no.

FAA Grant Authorization – Standby Power Project – 22PW06:

Herinckx introduced the item regarding authorization to apply for an FAA Grant for the federal portion of the Standby Power project. Staff has been advised by the FAA to submit a grant application to cover the federal share of the project. The purpose of this item is to determine whether to recommend that the City Council adopt a resolution accepting the anticipated FAA grant offer.

In September 2021, the City Council authorized staff to apply for the Oregon Department of Aviation Critical Oregon Relief Program (COAR) grant, which was approved and awarded in August 2022. The City received \$121,500 through this grant for the Standby Power project. In September 2023, Mead & Hunt and City staff met with the FAA to discuss utilizing Bipartisan Infrastructure Law (BIL) funding to cover the remaining costs of the project exceeding the COAR grant amount. At that time, the intent was to bundle the federal portion of the generator project with the security fencing project to minimize the number of grants.

The Standby Power project was bid and awarded to Sims in November 2023, and the project is now complete, operational, and live. The total project cost was \$237,473.39, with \$121,500 covered by the COAR grant. The FAA grant portion is anticipated to be \$113,304, leaving the airport fund responsible for \$2,670.

Given that the environmental work for the fencing project is not yet complete, staff has determined that splitting the projects and applying BIL funding solely to the Standby Power project is the best course of action. This approach will allow the City to obligate a portion of its BIL funds and receive timely reimbursement. Staff anticipates receiving the FAA grant offer by the end of the calendar year. If received, this item will be presented to the City Council at its December 9th meeting.

Staff recommends the Commission recommend to the Council the adoption of the resolution to accept the FAA grant offer for the Standby Power project.

Commissioner Inman inquired on whether or not tests of the backup system have been run. Herinckx informed the Commission that they have ran load tests as well and testing the process of switching from utility to generator power.

Commissioner Inman asked whether the City Police, State Patrol, or Fire Department would have access to the generator to control the gates in the event of a power outage. Messenger clarified that the gates are not connected to the generator and would need to be opened manually. However, she noted that the fuel farm would remain operational and available for use.

Commissioner Sprague asked if there were any future plans to connect the gates to the generator for operation during power outages. Herinckx explained that this would not be feasible due to the distance between the various gates and the backup power source. Commissioner Newell suggested that the south gate could be a potential option, as it would be the most cost-effective and is the primary access point for emergency services.

MOTION: Commissioner Paul recommended the City Council adopt a resolution authorizing acceptance of an FAA grant for the Airport Standby Power project, when offered. The motion was seconded by Commissioner Sprague and approved with the following vote: Commissioners Inman, Newell, Paul, Skenzick, Morrison, and Sprague voted yes. No one voted no.

AUDIENCE PARTICIPATION:

None

INFORMATIONAL ITEMS:

Messenger provided an update on the Taxiway Project. It was noted that the City had previously applied for a Connect Oregon grant to cover the matching funds for the project. While the initial ranking was not very high, the City was unexpectedly awarded the grant. The grant provides \$172,000 in matching funds, and since work on the project has not yet started, all incurred costs will be eligible for the grant.

Herinckx provided a follow-up on the Taxiway Project. Knife River is submitting project submittals to Mead & Hunt this evening, and construction is anticipated to begin in early spring 2025.

Commissioner Paul inquired whether the runway extension was included in the Connect Oregon grant. Commissioner Newell and City Manager Messenger confirmed that it was.

BUSINESS FROM THE COMMISSION:

Commissioner Newell raised concerns about vehicles being parked in aircraft movement areas, noting that some individuals believe it is acceptable to park in front of hangars, which can obstruct movement in tighter spaces. He emphasized the need to continue building awareness on this issue.

Commissioner Newell also mentioned that trash dumpsters at the airport are being overused or abused, particularly by non-aviation individuals renting space at the airport.

Messenger responded that if there are specific problem hangars or users, staff should be notified offline so they can address the issue directly with those individuals.

NEXT MEETING DATE: December 19, 2024

ADJOURNMENT: Meeting adjourned at 3:58 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Blackburn', written over a horizontal line.

Rachel Blackburn, PW Staff Assistant

CITY OF ROSEBURG
MEMORANDUM



DATE: February 20, 2025
TO: Airport Commission
FROM: Ryan Herinckx
SUBJECT: Project Updates

The following is a brief status update of current Airport Capital Improvement projects.

Taxiway A Extension:

Knife River and Mead & Hunt are currently processing submittals for the project. Knife River anticipates beginning construction on the project in late March.

Airport Fencing and Security Upgrades

Archaeological Investigations Northwest completed field work the week of January 27th. Work consisted of excavating and screening the material from two 20-inch square pits by minimum of 20-inches deep. The screening process resulted in a couple of aqua colored glass fragments; no pre-contact material was identified. Mead & Hunt will submit the CATEX to the FAA later this month. Mead & Hunt is currently working on design and the project is expected to bid this June.

Airport Standby Power

This project has been completed. The project included installation of an 80kW standby power generator that will supply power during a power outage to airfield lighting as well as the fuel farm. Project financials are shown below.

22PW06	Airport Stadby Power		
	Bid	Final	% to Bid
Design Engineering Services	\$ 38,328.00	\$ 37,774.44	-1.4%
Construction	\$ 182,500.39	\$ 191,080.39	4.7%
Contingency (Power Service Upgrade, Building Permits, Misc.)	\$ 22,082.00	\$ 10,235.43	-53.6%
Total Cost:	\$ 242,910.39	\$ 239,090.26	-1.6%