



**ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, March 20, 2025**

3:30 p.m. Special Meeting

Electronic Meeting

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

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

III. APPROVAL OF MINUTES

A. February 20, 2025

IV. DISCUSSION ITEMS

A. Taxiway A Extension – Change Order No. 1 - Project No. 22GR18

CITIZEN PARTICIPATION – Comments can 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 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

A. Discussion to appoint Vice-Chair

VII. NEXT MEETING DATE: April 17, 2025

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
February 20, 2025**

CALL TO ORDER: Chair Michalek called the meeting of the Roseburg Airport Commission to order at 3:32 p.m., Thursday, February 20, 2025, in the Council Chambers at City Hall in Roseburg, Oregon.

ROLL CALL:

Present: Chair Tom Michalek, Commissioners Frank Inman, Steve Skenzick, Dan Sprague, and Ex-officio Rob Levin

Absent: Commissioners Clint Newell and Robb Paul

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

Others Present: None

APPROVAL OF MINUTES: Commissioner Skenzick moved to approve the minutes from the November 21, 2024. The motion was seconded by Chair Michalek and approved with the following vote: Chair Michalek and Commissioners Inman, Skenzick, and Sprague voted yes. No one voted no.

DISCUSSION ITEMS:

Project Updates

Herinckx provided an update on the Taxiway A Extension Project, stating that Knife River and the consultant are working to get submittals approved, with the project tentatively scheduled to begin on Monday, April 14. The FAA requested a design modification to the connector between the taxiway and runway. The original FAA-approved design featured a 110-foot centerline radius when transitioning from the taxiway to the runway. However, the FAA has requested a reduction to a 35-foot radius to ensure aircraft approach the hold line in a more perpendicular position.

This design change requires a substantial modification, resulting in a change order estimated at approximately \$219,000. The FAA will fund 90% of this cost. The revision includes the addition of 1,800 cubic yards of material and an extra foot on the retaining wall and blast fence.

Messenger noted that the change order exceeds her approval authority. Once FAA approval is secured, the matter will be brought before the Commission and City Council for review. Due to the timing, a March meeting may be necessary, either on the regular meeting date or earlier, to move forward with the approval process. She also mentioned that throughout the project's design phase, the team worked with three different FAA program managers, and the requested changes arose after bid submissions. However, since the change order

remains within the 15% amendment limit for the grant, no issues are anticipated at the FAA level.

Commissioner Inman inquired whether Knife River's work includes modifications to the blast shield. Herinckx confirmed that the changes affect the blast wall, which is being straightened and raised by approximately one foot, with the blast fence installed on top.

Ex-officio Levin asked if the taxiway project would result in any runway closures. Herinckx responded that there would be temporary closures when demolishing the old connector, installing the new connector, and completing electrical trenching. Once the construction schedule is finalized, more details will be provided.

Herinckx provided an update on the airport security fencing project. In March of the previous year, an archaeological investigation identified artifacts, including debris and glass, necessitating further examination. This additional investigation took place the week of January 27, with test holes confirming no further concerns. A report is being finalized and will be submitted to the FAA for review and approval.

Messenger added that the FAA has a 30-day review period for comments. The project design scope is currently being prepared, and while the project is relatively simple, requiring only a fence installation, formal approval is still required. The estimated project cost is under \$100,000, which allows it to remain within the City Manager's approval authority and bypass the need for an external independent fee review. This will expedite the process, allowing internal approval before submitting to the FAA.

The goal is to have the project ready for bidding in May, with bids secured by the end of May or early June. This timeline ensures the use of available Bipartisan Infrastructure Law (BIL) funding before it expires at the end of the federal fiscal year. Since the fencing project is straightforward, the City will oversee inspections internally, reducing the overall project scope.

Ex-officio Levin asked about the expected timeline for removing the old fence and installing the new one. Mr. Herinckx stated that the duration will depend on factors such as workforce size and logistics, as the project covers approximately one mile of fencing.

Herinckx reported that the standby power generator project has been completed. A change order of approximately \$8,000 was issued to install variable frequency drive motors for the fuel pumps. Despite this adjustment, the total project cost came in 1.6% under the approved budget.

Messenger confirmed that the grant offer has been received and executed. The first payment request, covering up to 90% of costs since the project is already completed, is currently being processed. The final closeout report will be submitted to request the remaining funds.

Herinckx noted an additional update not included in the memo. Work will be conducted on the ASOS (Automated Surface Observing System) weather station on February 25. The work will be limited to updating communication equipment inside the Fixed Base Operator (FBO) building and will not impact airfield operations.

AUDIENCE PARTICIPATION:

Art Redcay addressed the Commission, stating that he had applied for the Airport Commission vacancy but later discovered he does not reside within the designated urban boundaries. He noted that while he does not currently meet the residency requirement, he is a licensed pilot and has previously held a business license in Roseburg, though it is not currently active.

Mr. Redcay expressed his willingness to assist in any capacity and, if possible, serve temporarily until an official appointment is made. He shared his aviation background, including being a pilot since 1992, renting a hangar from the City for the past 10 to 12 years, owning two aircraft, and previously working for Rob Levin's (ex-officio) company for three years before transitioning into real estate. Now fully retired, he reiterated his interest in contributing to the Commission in any way.

Messenger responded that the City would verify the residency requirements and follow up with Mr. Redcay regarding his eligibility.

INFORMATIONAL ITEMS:

None

BUSINESS FROM THE COMMISSION:

Commissioner Inman requested that the Commission provide a synopsis of today's meeting at the next session due to technical issues. Messenger agreed.

Chair Michalek stated that a Vice Chair needed to be elected for the new year and opened the floor for nominations.

Commissioner Sprague noted difficulty understanding the discussion over the Zoom meeting. Messenger clarified the conversation for him.


Commissioners Sprague, Inman, and Skenzick declined nominations for the Vice Chair position.

MOTION: Commissioner Sprague recommended tabling the vote until the next meeting, and Commissioner Skenzick seconded the motion. Motion was approved with the following vote: Chair Michalek, Commissioners Inman, Skenzick, and Sprague voted yes. No one voted no.

NEXT MEETING DATE: April 17, 2025

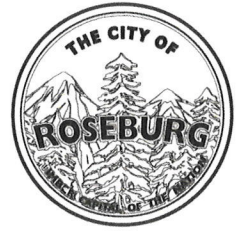
ADJOURNMENT: Meeting adjourned at 3:55 p.m.

Respectfully submitted,



Rachel Blackburn, PW Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 20, 2025

TO: Airport Commission

FROM: Ryan Herinckx, Public Works Director

SUBJECT: **Taxiway A Extension – Change Order No. 1
Project No. 22GR18**

ISSUE STATEMENT AND SUMMARY

Staff has been advised by the design consultants (Mead & Hunt) that the Federal Aviation Administration (FAA) requested a change to the project design that will increase project construction costs. The issue for the Commission is whether to recommend the Council approve the change order for the extra work required by FAA.

BACKGROUND/ANALYSIS

Design for Taxiway A Extension was completed in April 2024. The Northwest Region Airports District Office (ADO) had previously provided comments after the 75% design submittal. Those comments were incorporated into the final design and the project was advertised for bid on April 18, 2024. The final documents were provided to the ADO at the time of bid. On May 16, 2024, a single construction bid was received from Knife River Materials.

On August 12, 2024, Council awarded the construction project contingent upon receipt of a grant offer from the FAA. On September 6, 2024, staff received the grant offer from the FAA.

In July 2024, comments from the ADO were received requesting several changes to the plans that were different and separate from the comments on the 75% design. One of the changes included modifying the Taxiway A1 centerline radius. The initial design radius was 135 feet and the revised radius was 37 feet. The change put the new alignment of the taxiway connector in an area that required additional fill material, and required the height of the retaining wall and blast wall, to be increased.

Updated plan sheets reflecting this change were issued to Knife River in January 2025. The ADO has reviewed the revised plan sheets and agrees that the increased costs are eligible for Airport Improvement Program (AIP) grant funding.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Total project costs are estimated as follows:

| | |
|------------------------------|------------------------|
| Original Construction | \$ 2,064,955.00 |
| Change Order No. 1 | \$ 219,930.70 |
| Construction Management | \$ 247,851.65 |
| Administration (IFE) | \$ 5,000.00 |
| Contingency (4.3%) | \$ 89,812.00 |
| Revised Project Cost: | \$ 2,627,549.35 |

The FAA grant does 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 amended budget includes \$2.862 million for capital projects. The fund includes an operating contingency of \$1.12 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 authorizing Change Order No. 1.

The revised funding package is outlined below.

| | |
|---|-----------------------|
| FAA AIP Grant (Entitlement + Discretionary/State Apportionment) | \$1,899,846.00 |
| FAA BIL Grant | \$ 188,113.00 |
| FAA AIP Grant, Amendment No. 1 | \$ 197,937.63 |
| Connect Oregon Grant | <u>\$ 172,222.00</u> |
| Total FAA and State Funding | \$2,458,118.63 |
| Grant Match (Airport Capital Improvement Fund) | <u>\$ 79,618.72</u> |
| Total | \$2,537,737.35 |

TIMING ISSUES

The construction is scheduled to begin April 14, 2024. If the Commission provides a recommendation approving Change Order No. 1, it will be presented to the City Council at their March 24, 2025 meeting. This change order needs to be approved prior to the commencement of construction.

COMMISSION OPTIONS

The Commission has the following options:

- 1. Recommend the City Council approve Change Order No. 1; or
- 2. Request additional information; or
- 3. Not recommend approval of Change Order No.1

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council to approve Change Order No. 1 to the Taxiway A Extension project.

RECOMMENDED MOTION

“I move to recommend the City Council approve Change Order No. 1 to the Taxiway A Extension project for \$219,930.70”.

ATTACHMENTS

As-Bid Taxiway A Alignment
Revised Taxiway A Alignment

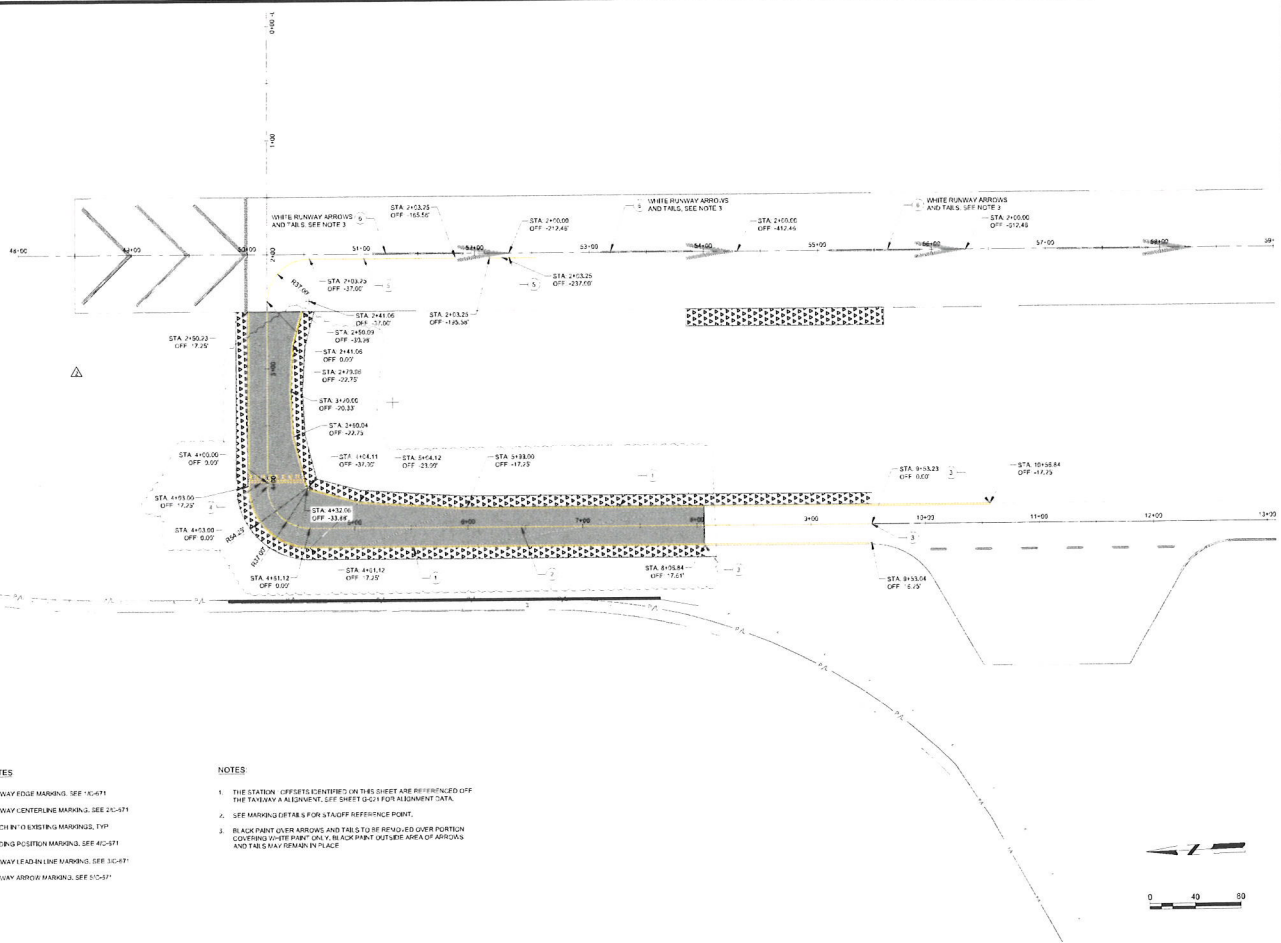
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KEY NOTES

1. TAXIWAY EDGE MARKING, SEE 1-K-471
2. TAXIWAY CENTERLINE MARKING, SEE 2-C-471
3. MATCH BY TO EXISTING MARKINGS, TYP
4. HOLDING POSITION MARKINGS, SEE 4-C-471
5. TAXIWAY LEAD-IN LINE MARKING, SEE 3-C-471
6. RUNWAY ARROW MARKINGS, SEE 3-C-471

NOTES

1. THE STATION OFFSETS CENTERED ON THIS SHEET ARE REFERENCED OFF THE TAXIWAY A ALIGNMENT, SEE SHEET 3-C-471 FOR ALIGNMENT DATA.
2. SEE MARKING DETAILS FOR STA OFF REFERENCE POINT.
3. BLACK PAINT OVER ARROWS AND TABS IS TO BE REMOVED OVER PORTION COVERING WHITE PAINT ONLY. BLACK PAINT OUTSIDE AREA OF ARROWS AND TABS MAY REMAIN IN PLACE.



Mead & Hunt
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ROSEBURG REGIONAL AIRPORT
TAXIWAY A EXTENSION
3806 NW STEWART PARKWAY
ROSEBURG, OR 97470

ISSUED FOR CONSTRUCTION
CHANGE ORDER 1

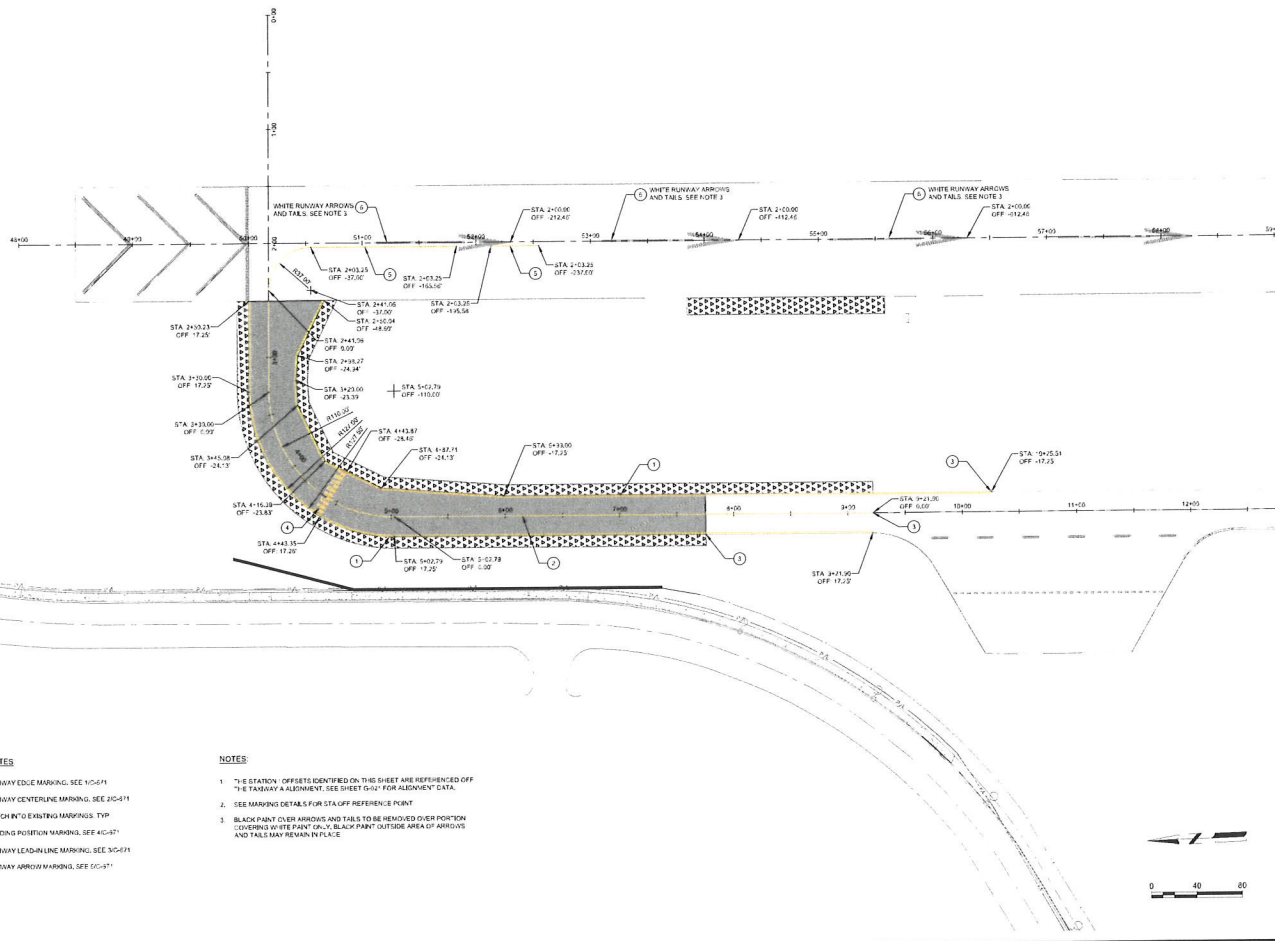


DATE: 3-11-2024
PROJECT: 1821205-231313.31
SHEET: 18 OF 24
DRAWN BY: M.E.
CHECKED BY: M.E.
DATE: 3-11-2024

MARKING PLAN

1821205-231313.31
C-651

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KEY NOTES

- 1. TAXIWAY EDGE MARKING, SEE 10-C-61
- 2. TAXIWAY CENTERLINE MARKING, SEE 10-C-61
- 3. MATCH INTO EXISTING MARKINGS, TYP
- 4. HOLDING POSITION MARKING, SEE 10-C-61
- 5. TAXIWAY LEAD-IN LINE MARKING, SEE 10-C-61
- 6. RUNWAY ARROW MARKING, SEE 10-C-61

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ROSEBURG REGIONAL AIRPORT
TAXIWAY A EXTENSION
3896 NW STEWART PARKWAY
ROSEBURG, OR 97470

ISSUED FOR BID



PROJECT: 24-0000-000-0004
SHEET: 10-C-65
DATE: 04/15/24
DRAWN BY: JLF
CHECKED BY: JLF
APPROVED BY: JLF

MARKING PLAN

SHEET 28 OF 40
C-651