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8-14-2025

ROSEBURG AIRPORT COMMISSION AGENDA
THURSDAY, AUGUST 21, 2025
3:30 p.m. Regular Meeting

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:

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

III. APPROVAL OF MINUTES

A. March 20, 2025

IV. DISCUSSION ITEMS

- A. Airport Fencing and Security Upgrades Bid Award Recommendation – 24GR03
- B. FAA Grant Acceptance – Airport Fencing and Security Upgrades – 24GR03
- C. 2027-2031 Capital Improvement Plan – FAA AIP & BIL Funding

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: October 16, 2025

VIII. ADJOURNMENT

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

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**CITY OF ROSEBURG
AIRPORT COMMISSION
MEETING MINUTES
March 20, 2025**

CALL TO ORDER: Chair Michalek called the meeting of the Roseburg Airport Commission to order at 3:32 p.m., Thursday, March 20, 2025, electronically via Zoom in Roseburg, Oregon.

ROLL CALL:

Present: Chair Tom Michalek, Commissioners Frank Inman, Dan Sprague, Clint Newell, Robb Paul, and Ex-officio Rob Levin

Absent: Commissioner Steve Skenzick

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

Others Present: None

APPROVAL OF MINUTES: Commissioner Sprague moved to approve the minutes from the February 20, 2025. The motion was seconded by Commissioner Newell and approved with the following vote: Chair Michalek and Commissioners Inman, Paul, Newell, and Sprague voted yes. No one voted no.

DISCUSSION ITEMS:

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

Herinckx provided a detailed update regarding a proposed change order related to the Taxiway A Extension Project. The change order stems from design revisions required by the FAA, which will increase the overall construction cost of the project.

Herinckx explained that the project design was finalized in April 2024 and submitted to the FAA's Airport District Office (ADO) following their input during the 75% design phase. The project was put out for bid that same month, and revised drawings incorporating earlier FAA comments were resubmitted. In August 2024, City Council awarded the construction contract contingent upon receiving the FAA grant, which was subsequently awarded in September.

However, following staff changes at the ADO, new FAA comments were issued in July 2024 that introduced additional design requirements, separate from the previous feedback. One key revision required reducing the centerline radius of the Taxiway A1 connector from 135 feet to 37 feet, to position aircraft more perpendicularly to the runway, improving visibility down its length.

This modification necessitates significant changes to the design, including the addition of approximately 1,800 cubic yards of fill material and adjustments to the concrete retaining wall that supports the blast fence. Updated plan sheets were submitted to Knife River in

January 2025, and the contractor has since provided pricing for the proposed change order. The FAA has reviewed both the revised plans and the associated cost increase and confirmed that the additional work is eligible for AIP grant funding.

The total amount of the proposed change order is \$219,930.70. Including construction management costs (approximately \$247,000) and other line items, the project's overall financial summary has been updated accordingly. While FAA grants do not cover contingency funds, they can be amended by up to 15% if necessary, pending FAA approval.

The FY 2024-25 Airport Fund adopted budget includes \$2.862 million for capital projects, with an additional \$1.12 million in operating contingency. Approval of this change order will require a City Council action to appropriate funds from the contingency to the capital projects line item.

The updated project funding breakdown includes:

- FAA AIP Grant: \$1,899,846.00
- BIL Funds: \$188,113.00
- FAA Grant Amendment No. 1: \$197,937.63
- City match (Airport Capital Fund): \$79,618.72

This represents approximately \$20,000 more than the previously estimated city match of \$60,000.

Construction is currently scheduled to begin on April 14, 2025. If the Commission recommends approval of Change Order No. 1, the item will be presented to City Council following the March 24th meeting. Approval is needed prior to the start of construction.

Staff recommends that the Commission forward a recommendation to City Council to approve the change order.

Commissioner Paul asked whether the budget adjustment needed to be explicitly included in the Commission's recommendation. Herinckx responded that both the change order and the budget adjustment would be presented together at the upcoming City Council meeting.

Commissioner Newell inquired whether Mead & Hunt had pushed back against the FAA's requested design changes, noting that the original, broader taxiway radius seemed more pilot-friendly. He expressed concern that the revised design, with a sharper turn, offers little practical improvement since the hold short line remains in the same relative location. Herinckx stated that he was unsure and had not asked Mead & Hunt but would follow up. He added that the FAA's rationale was to better align aircraft perpendicular to the hold short line.

Commissioner Newell responded that the revised design still places the aircraft in a similar position, short of the line but still at an angle, and reiterated his belief that the change, while costly, does not appear to offer significant functional benefit. He acknowledged the urgency of the timeline and clarified that his comments were more for inquiry than objection.

Ex-Officio Levin noted that the FAA may have based its decision on comparisons with other airports and that a closer hold short line could raise different concerns.

Commissioner Sprague commented that while the airport does see larger aircraft than average for Roseburg, even larger planes could be utilizing the facility in the future.

MOTION: Commissioner Paul moved to recommend the City Council approve Change Order No. 1 to the Taxiway A Extension project for \$219, 930.70. The motion was seconded by Commissioner Newell and was approved with the following vote: Chair Michalek, Commissioners Inman, Sprague, Newell, and Paul voted yes. No one voted no.

AUDIENCE PARTICIPATION:

None

INFORMATIONAL ITEMS:

None

BUSINESS FROM THE COMMISSION:

Discussion to appoint Vice-Chair

Chair Michalek introduced the next order of business: the appointment of a Vice Chair. He opened the floor for discussion and asked if there were any volunteers.

Commissioner Newell stated that he is currently serving as Vice Chair and expressed his willingness to continue in the role.

MOTION: Commissioner Newell recommended appointing Clint Newell as the Vice-Chair, and Commissioner Sprague seconded the motion. Motion was approved with the following vote: Chair Michalek, Commissioners Inman, Newell, Paul, and Sprague voted yes. No one voted no.

NEXT MEETING DATE: April 17, 2025

ADJOURNMENT: Meeting adjourned at 3:46 p.m.

Respectfully submitted,



Rachel Blackburn, PW Staff Assistant

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 21, 2025

TO: Airport Commission

FROM: Ryan Herinckx, Public Works Director

**SUBJECT: Airport Fencing and Security Upgrades
Bid Award Recommendation – 24GR03**

ISSUE STATEMENT AND SUMMARY

The City will receive construction bids for the Airport Fencing and Security Upgrades project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

The airport has been experiencing unauthorized access onto the airfield by people climbing over the fence. Existing portions of the airport perimeter fencing are 5-foot-high chain link without a barbed wire upper section.

This project will replace about 4,800 linear-feet of existing fencing on the east side of the airfield with 6-foot-high chain link fencing and a 3-strand barb wire upper section for a total height of 7-feet. The project will also replace about 550 linear feet of substandard fencing on the west side of the airfield.

In July of this year, staff negotiated Task Order No. 5 to the Master Engineering contract with Mead and Hunt, for design and construction management services for this project.

The project was advertised on July 29, 2025, and the bids will be received on August 19, 2025. Staff will analyze the bids and present the results at the Commission meeting.

FINANCIAL CONSIDERATIONS

The project will be funded using Bipartisan Infrastructure Law (BIL) funds through the FAA's Airport Improvement Program. The FAA grant will cover ninety-five percent (95%) of the total project costs as estimated below. In February, staff received confirmation from the Oregon Department of Aviation that the City's Critical Oregon Airport Relief (COAR) grant was awarded, which will cover up to 90% of the City's match requirement.

Staff will present the construction bids and additional financial information at the Commission meeting.

TIMING ISSUES

The bidding specifications allow for a 45-day bid hold. Staff's intent is to present the Commission's recommendation to City Council at the August 25, 2025 meeting.

COMMISSION OPTIONS

Commission options will be presented at the Commission meeting.

STAFF RECOMMENDATION

A staff recommendation will be made at the Commission meeting.

SUGGESTED MOTION

A suggested motion will be provided at the Commission meeting.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 21, 2025

TO: Airport Commission

FROM: Ryan Herinckx, Public Works Director

**SUBJECT: FAA Grant Acceptance
Airport Fencing and Security Upgrades – 24GR03**

ISSUE STATEMENT AND SUMMARY

Staff is expecting a Federal Aviation Administration (FAA) grant offer to cover ninety-five percent of the costs for the construction of the Airport Fencing and Security Upgrades project. The issue for the Commission is whether to recommend the City Council authorize acceptance of the grant offer.

BACKGROUND/ANALYSIS

The airport has been experiencing unauthorized access onto the airfield by people climbing over or around the existing fence. Existing portions of the airport perimeter fencing are 5-foot-high chain link without a barbed wire upper section.

This project will replace about 4,800 linear feet of existing fencing on the east side of the airfield with 6-foot-high chain link fencing and a 3-strand barbwire upper section for a total height of 7-feet. This section of fence will be located about 15 feet to the east of the existing fence and on property line. The project will also replace about 550 linear feet of substandard fencing on the west side of the airfield adjacent to, and south of gate No. 2.

FINANCIAL CONSIDERATIONS

The project will be funded using Bipartisan Infrastructure Law (BIL) funds through the FAA's Airport Improvement Program. The FAA grant will cover ninety-five percent of the total project costs as estimated below. In February, staff received confirmation from the Oregon Department of Aviation that the City's Critical Oregon Airport Relief (COAR) grant was awarded.

Project Costs:

Environmental	\$ 121,857.00
Design and Construction Admin.	\$ 99,289.45
Construction (estimate)	\$ 461,192.02
Admin. and Survey	<u>\$ 10,000.00</u>
Total:	\$ 692,338.47

Proposed Funding

FAA Grant	\$ 657,721.54
COAR	\$ 20,671.20
City Match	<u>\$ 13,945.73</u>
Total:	\$ 692,338.47

TIMING ISSUES

Environmental work is complete; the project has been designed and bid. Staff anticipates receiving an FAA grant offer in late August or early September. The Commission's recommendation will be presented to City Council at the August 25, 2025 meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council adopt a resolution authorizing acceptance of an FAA grant for the Airport Fencing and Security Upgrades 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 exceeds the COAR grant funding.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to the City Council to adopt a resolution authorizing acceptance of an FAA grant for the Airport Fencing and Security Upgrades project.

SUGGESTED MOTION

"I move to recommend the City Council adopt a resolution authorizing acceptance of an FAA grant for the Airport Fencing and Security Upgrades project, when offered."

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 21, 2025

TO: Airport Commission

FROM: Ryan Herinckx, Public Works Director

SUBJECT: 2027-2031 Capital Improvement Plan – FAA AIP and BIL Funding

ISSUE STATEMENT AND SUMMARY

The FAA requested an updated Capital Improvement Plan (CIP) outlining projects planned for both Airport Improvement Program (AIP) funding and Bipartisan Infrastructure Law (BIL) funding. The issue for Commission is whether to recommend approval of the CIP.

BACKGROUND/ANALYSIS

The airport's current approved five-year CIP utilizing AIP funding is shown below:

Roseburg Regional Airport
5-YEAR PROJECTS & PLANNED
FUNDING

Year #	Project Name	NPE*	ST	DI	AIG	FAA Total
2026	Rehabilitate Runway 16/34 & South Apron Environmental & Design	\$300,000			\$165,789	\$465,789
2027	Runway 16/34 Rehab & South Apron Construction	\$150,000	\$2,700,000		\$787,811	\$3,637,811
2028	Carryover					
2029	Carryover					

- NPE = Non-primary entitlement funds
- ST = State Apportionment
- DI = Discretionary funds
- AIG = Airport Improvement Grant Aka BIL = Bipartisan Infrastructure Law

The chart below outlines the proposed 5-year CIP for federally funded projects at the airport. FY 2025 and 2026 are already programmed and included just for reference purposes.

The projects proposed have previously been discussed and recommended by Commission. The one change that staff is recommending is indicating that Aviation Reserve 2 be identified as the FY 30 and FY 31 projects. In previous editions, the FY 30 project includes Aviation Reserve 1 or 2 as the potential project. By proceeding with Aviation Reserve 2, the excessive fill removed during the runway extension and placed just north of the existing corporate hangars would be regraded and utilized as part of the project. If Aviation Reserve 1 was the next project, the excess fill would remain in place.

FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2025			\$0	\$150,000		\$150,000	\$881,000	\$282,000	\$1,163,000		
2025	Carryover (Rehabilitate Runway 16/34 & South Apron Environmental)										
2025	Airport Fencing & Security Upgrades	\$423,237					\$402,075		\$402,075	\$21,162	\$423,237
2025	Standby Power Generator	\$120,965					\$114,917		\$114,917	\$6,048	\$120,965
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2026			\$150,000	\$150,000		\$300,000	\$846,008	\$282,000	\$928,008		
2026	Rehabilitate Runway 16/34 & South Apron - Env. / Design AIP	\$500,000	\$150,000	\$150,000		\$300,000	\$175,000		\$175,000	\$25,000	\$500,000
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2027			\$0	\$150,000		\$150,000	\$753,008				
2027	Rehabilitate Runway 16/34 & South Apron - Construction	\$4,003,342		\$150,000	\$2,700,000	\$2,850,000	\$753,008		\$753,008	\$400,334	\$4,003,342
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2028			\$0	\$150,000							
2028	Carryover (Environmental Apron Reserve 2)										
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2029			\$150,000	\$150,000							
2029	Carryover										
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2030			\$300,000	\$150,000							
2030	Apron Reserve 2 - Env/ Design	\$444,444	\$300,000	\$100,000		\$400,000			\$0	\$44,444	\$444,444
FY	Project Description	Project Estimate	Entitlement (Carryover)	Entitlement (New)	ST/DI	Total Ent/ST/DI	BIL AIG (Carryover)	BIL AIG (New)	Total BIL AIG	Match	Total
2031			\$50,000	\$150,000							
2031	Apron Reserve 2 - Construction	\$5,000,000	\$50,000	\$150,000	\$4,300,000	\$4,500,000			\$0	\$500,000	\$5,000,000
	5 Year CIP Totals	\$10,491,989	\$500,000	\$550,000	\$7,000,000	\$8,050,000			\$1,445,000	\$996,989	\$10,491,989

FY 2026

Environmental and design work for the Runway and South Apron Rehabilitation project. The 2024 Pavement Condition Index (CPI) for the runway ranged from 62 on the south end to 64 near the middle and 94 for the north 400 feet. The PCI predicts a fair to poor condition during the next 5 to 10 years. The South Apron was reconstructed in 1998. The 2024 PCI was 72 to 74, which is barley in the satisfactory category and is predicted to go to 66 (fair) over the next 5 years.

FY 2027

Construction of the Runway and South Apron Rehabilitation projects.

FY 2028 & FY 2029

Carryover years

FY 2030

Complete environmental and design work for the Aviation Reserve 2 project. This area is located to the west of the north apron area, see attached Airport Layout map.

FY 2031

Construction of the Aviation Reserve 2 project.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

For FY 25 and 26, both the AIP and BIL grants fund up to ninety-five percent of project costs. For FY's 27 to 31 the AIP and BIL grants will fund up to ninety percent of the project costs. With the projects currently shown, the City's matching requirements would be \$996,989. A portion (up to 90%) of this may be eligible for ODA grants, but those have a maximum amount of \$150,000 per grant. Even with ODA matching funds, the City's match requirements would be just over \$600,000 over the life of this CIP.

TIMING ISSUES

On July 28, 2025, the FAA notified staff the deadline for submitting updated CIPs was September 2. If Commission desires to change the FY 2030 project, that can still happen.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend approval of the five-year CIP as presented; or
2. Suggest changes to FY 2030 and 2031 and request staff submit the revised list to the FAA.

STAFF RECOMMENDATION

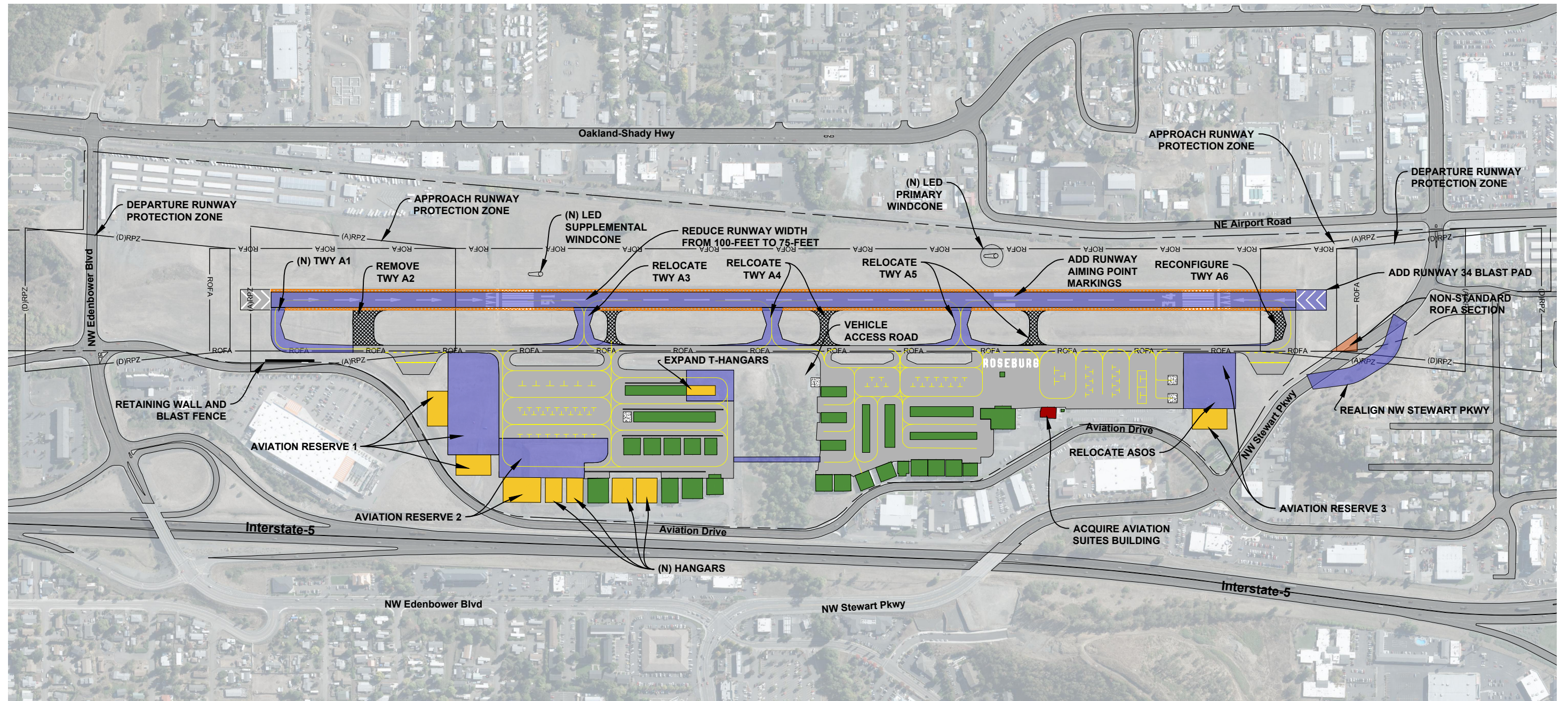
Staff recommends the Commission recommend approval of the FY 2027-2031 CIP as presented.

RECOMMENDED MOTION

"I move to recommend approval of the FY 2027-2031 Capital Improvement Plan for the Roseburg Regional Airport."

ATTACHMENTS

Airport Map showing Aviation Reserve Areas



Aviation Reserve Potential Uses:

- Dedicated Firefighting Area
- Dedicated Helicopter Parking Area
- Additional FBO/Aviation Services

