



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

January 10th, 2019

Present

Robert Watt
Cheryl Berry
Barb Smith
Doug Ferguson
Bob Bagett
Scott Myers
Haley Walker

Absent

Visitors

Bob Bagett called the meeting to order at 6:30pm.

Grant County appointment of Airport Commissioners

Bob stated that the Grant County Court appointed Doug Ferguson to the Airport Commission. He opened the nominations for Airport Commission Chairperson. Barb nominated Robert Watt with a 2nd by Scott Myers. There were no other nominations. Scott motioned that the nominations be closed with a 2nd by Barb Smith. Bob closed the nominations for Airport Commission Chairperson. All commissioners were unanimously in favor of appointing Robert Watt as the Airport Commission Chairperson which will take effect immediately.

Airport Commission appointment of Officers

Barb discussed the Bylaws and appointment of a Secretary and Vice Chairperson. The Secretary is appointed annually by the Chairperson, and the Vice Chairperson is appointed by the Chairperson as needed if they are unable to attend a business meeting. As a result, Robert appointed Haley Walker, Airport Manager, as the Airport Commission Secretary. Robert also welcomed Doug to the Airport Commission.

Minutes

MSP – Barb Smith/Bob Bagett – to approve the December 2018 meeting. Motion passed, Unanimous.

Public Comment/Guests

1. USFS update

Haley stated there has not been any activity on the USFS side of the airport due to the government shutdown. She anticipates Anthony will be present for the GCRA/USFS Joint Facility Business Meeting on January 23rd, and she will notify the commission if this meeting changes.

2. Airport Master Plan update

Haley provided an update on the status of the Airport Master Plan by stating the FAA needs additional signatures on the ALP (Airport Layout Plan) sheets of the plan. Previously Judge Myers signed the cover sheets, but the Seattle ADO (Airports District Office) would like to have the ALP sheets signed as well. T-O

Engineers is sending those sheets to Haley to have Judge Myers sign those. There are four copies, and once these are signed they will be sent back to the FAA for review and continuation of closing this project.

3. Apron Reconstruction Project update

Haley stated she does not have an update on this project because T-O Engineers is currently working on the design phase. There are no action items for the airport at this time. At the point where input is required they will reach out to the airport and USFS for additional input.

Financial activity report for December

The Reserve Fund 121100 fund prior balance was \$30,154.30 with a net fund balance of \$60,672.33. The increase was due to receiving reimbursements from the FAA and ODA for the Apron Reconstruction Project costs. Haley stated we did have \$107 paid from common space maintenance for the VGA adapter replacement, carpet cleaning, and a blind for the window in the lower conference room.

The Airport Fund 124100 fund prior balance was \$93,136.28 with a net fund balance of \$91,699.77. The decrease was due to not receiving our fuel refund from EPIC during the month, so this will result in a large revenue during the month of January.

Haley stated we do not have any accounts past due and Robert Watt has a \$50 credit.

Manager's Report

1. Fuel sales volumes for October, November, & December. Fuel sales volumes for December 2009-2018.

Haley reviewed the fuel sales with the commission. She stated we sold 579.3 gallons of 100LL and 245.4 gallons of JetA fuel. Both fuels were well above average for sales during the month of December. Year to date 100LL fuel sales are 12,673.41 gallons and 25,297.4 gallons of JetA. Both are below average for the year.

2. Fuel resale and replacement values.

Haley stated we decreased our fuel price for both 100LL and JetA on January 4th. She stated our fuel costs continued to decrease and she compared the average fuel prices within 100 miles resulting in the price decrease. The current price for 100LL is \$5.34 per gallon with a cost of \$3.84 per gallon. Our markup for 100LL is \$1.50 which still provides \$1.00 positive margin even with the discounted fuel price. The current price for Jet A is \$4.15 per gallon with a cost of \$2.52 per gallon. Our markup for Jet A is \$1.63 per gallon. The average within 100 miles is \$5.07 per gallon for 100LL and \$4.15 for JetA. Haley stated we received 5,000 gallons of 100LL in December in a split load with Baker. We currently have 9,682 gallons of 100LL and 8,305 gallons of JetA available.

Discounted fuel sales totaled 143.17 gallons of 100LL fuel and 0.0 gallons of JetA during the month.

3. Classroom and office events/activities.

Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS.

We had eleven total events scheduled for the month of December with five paying events. The non-paying events were the Sheriff's Department with 3 trainings and their holiday party, City of John Day, and the Planning Department. We have five total events scheduled for the month of January with two paying events. The non-paying events are the SEACT, City of John Day, and the American Red Cross.

4. Airport Maintenance Update.

a. Airport tractor.

We received our tractor from Polaris. We have not had an opportunity to rev it up and use it a lot. She added that if the snow stays away for a few days we will move gravel onto one of the helipads and this will give us a good idea if the tractor is working correctly.

b. Snow plow.

We have been having issues with the plow motor leaking. Michael took the plow motor connections apart to see if there were any obvious leaks and fixes, but we could not identify how this is leaking. Haley spoke with Joe at the Road Department and he will take a look to see where the leak is coming from and hopefully repair the leak. In addition to the leak Joe will tighten the truck belts to help eliminate and/or reduce the squealing from the truck.

c. Kitchen.

Robert and Barb stated the kitchen is in poor shape with the backsplash and faucet. He stated it is ugly and unsanitary. Haley stated she will take a look at this and make the appropriate repairs including major cleaning.

d. Beacon light.

Robert stated one of the beacon lights is out. Haley is aware of this and has already ordered a replacement. She added a back-up beacon light so we will not be without next time one of the beacon lights goes out.

Old Business

1. MoGas fuel option.

The commissioners previously asked Haley to look into the option of selling MoGas at GCRA. Haley stated there is not a MoGas option within 100 miles. This is sold primarily on the western side of the state and in Idaho. She received quotes from both Ed Staub and Iron Triangle. She stated that we would need to install a dispenser at our cost and purchase from either Ed Staub or Iron Triangle at their price. She added that GCRA will not be selling this at cost because we will increase the price resulting in a higher price at the airport than customers can purchase this in town locally. Haley stated she is not sure this is an avenue we should pursue. Robert asked how many customers have asked for MoGas. Haley stated since she has been here over two years she has not had one customer ask for MoGas. She added this is perhaps due to our customers already having the knowledge that we do not sell this fuel. Barb stated that our airport will be responsible for going through all the filters. Haley stated this will also increase our insurance cost by adding a fuel on our airfield as well as the maintenance of this fuel system.

Haley introduced another question related to flowage fees for customers bringing their fuel from other places and using this in their aircraft. The commission was in agreement that the cost of invoicing for this very small quantity does not justify implementing a flowage fee for this fuel at this time.

2. Lexington Airport fuel information.

Haley followed up on the request of the commission to inquire about their fueling system. Haley spoke with Sandi Pointer about Lexington's fuel system. Sandi informed Haley that they used their current fuel tank and dispenser to keep costs low, but they had to add a credit card processing system through QT Technologies. Haley stated they did not use a prefabricated fueling system as previously discussed with Kevin Bissell as an option for our new fuel island.

3. Ability to self-fuel at airport.

Haley reached out to Dave Fields (Fire Marshal) about customers self-fueling into their gas jugs and/or directly into vehicles. Dave sent Haley an official document from the Oregon Office of State Fire Marshal related to House Bill 2482 now in effect which allows self-fueling. As a result of this House Bill our airport qualifies for self-fueling. Haley stated there are no issues with customers self-fueling at our airport and she has a copy of this information on file. Bob asked if customers should put the fuel in a container first or should it be directly into the vehicle. Haley stated she specifically asked this question to Dave Fields and he said either way is allowed. Robert stated our airport employees need to make sure we are educating non-aviation customers on how to handle the nozzle, specifically placing it back into the holster to not allow water and other debris from entering the nozzle. He stated this is extremely important to ensure aircraft are not being filled with any contamination. Haley stated we inform our customers about this so they have this knowledge when we are not there to help them with their fuel.

New Business

1. Haley's Corner.

- Airport hours of operation. Haley stated the airport continues to operate between the hours of 8am – 4pm seven days per week. There are other times we have staff at the airport when there are meetings outside of the normal operating hours.
- Completed details list, ongoing projects/tasks - see synopsis.
- Schedule. Haley stated the airport was closed for Christmas Eve, Christmas Day, and New Year's Day. She plowed snow all day on New Year's Eve. She was back at the airport on New Year's Day as well. Haley informed the commission that she has an Aviation Review Committee meeting next week in Salem, the airport is scheduled to be closed Monday, Martin Luther King Jr. Day, and Haley has an OAMA

meeting February 10th – 12th which will conflict with our regularly scheduled February Airport Commission Meeting. The commission discussed alternate dates and will reschedule for the following Monday, February 18th.

- Haley reminded the commissioners about our scheduled GCRA/USFS Joint Facility Business Plan meeting on Tuesday, January 22nd at 10:30am. Cheryl asked if this is an appropriate time to bring up the USFS sign replacement. Haley stated she believes it would be good to hear it directly from an airport commissioner.
- Haley stated Clayton Ensign will begin renting Office 2A on January 15th. However, we will not have our AWOS equipment moved prior to him renting this office. This will take a little bit of time for the ESD and Josh Clauson (AWOS technician) to move the equipment. Haley stated Clayton will be paying \$125 for the month of January due to occupancy on the 15th. However, she believes that charging Clayton a full \$125 for the office rent in January probably isn't fair because he will not have full use of the office. She recommended half of \$125 (\$62.50) to compensate Clayton for the inconvenience of not having full space in the office.
- Haley also discussed her request to County Court to partner with Oregon Aviation Industries (ORAVI) for a ROAR grant that will create some kind of rural commercial service at our airport. She stated this could be some kind of Uber/taxi like service or a regularly scheduled service. Our airport will be involved in the planning portion of the air service. The County Court granted permission for Haley to send a letter agreeing to partner with ORAVI for rural commercial air service.
- Haley also spoke about cost savings of bringing our fuel tanks above ground. She does not have all the final numbers, but so far she knows we will have a cost savings on our annual inspection. We will only need the tank monitor inspection with our Veeder Root which costs \$325 for this inspection. We will not need the spill bucket, leak, and sump testing. These costs total \$2,320, so the savings would be approximately \$2,000 per year for the inspection. She called Mandy Taylor to see what the insurance savings would be, but she hasn't sent Haley this information yet. However, Haley anticipates additional savings with insurance. She will gather this information and send to the commissioners when received. This will help us calculate our return on investment if we pay for the relocated/new fuel island.

2. Commissioners miscellaneous.

Barb asked Robert about wood pellets supply options. Robert explained that Malheur Lumber will not be making the bricks and the pellets are in jeopardy of not being produced locally at our mill. Barb stated that we need to keep this in mind when budget planning, because if the pellets have to be transported then this will probably increase our price and needs to be calculated in our budget. Haley will begin calling other pellet mills to determine costs in preparation for our upcoming budget process as well as knowing where the suppliers are so we do not run out of pellets. Robert stated that the new torrefication plant will possibly be producing pellets, but we may need to have an adjustment with our boiler for these to work in our boiler. Haley stated we use 20 ton of wood pellets per year.

Adjournment

MSP – Cheryl Berry/Doug Ferguson – to adjourn the meeting at 7:20pm. Unanimous.

The next meeting is scheduled for Monday, February 18th, 2018 at 6:30pm.

****** Please note the airport commission minutes are a summary of the airport commission meetings.**

Additional information related to airport commission meetings is available, after approval of the minutes, by contacting Haley Walker at 541-575-1151 or walkerh@grantcounty-or.gov ****