



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

January 10th, 2022

Present

Robert Watt
Cheryl Berry
Scott Myers
Bob Bagett
Haley Walker

Absent

Barb Temple
Frank Stinnett

Visitors

Sam Reagle (T-O Engineers)
Kevin Bissell (T-O Engineers)
Clay Waley (USFS)
Ron Simpson (USFS)
Taylor Schmadeka (ODF)

Robert Watt called the meeting to order at 6:30pm.

Public Comment/Guests

1. USFS Update. Clay Waley, Ron Simpson.

Clay updated the airport commission and stated they have their permanent staff of 5 working year-round. In February they will have a few more staff at the airbase. The remainder of the staff begins in March. Right now, they are working on hiring and facility work with Haley.

Ron gave an update on the remodel and leasing additional airport space for their dispatch center. He stated the project is delayed a little bit due to the new owner and the USFS working through contracts. The new owner and GSA will begin working on the remodel schedule in March or April. This will take some time, so next fall (2023) is the targeted start date for people moving out of the blue building and the USFS needing the additional airport space. This is the latest Ron has heard related to the schedule, and he will keep the airport updated as he learns more.

Haley spoke with the couple who had their wedding scheduled in late September. The night before Haley spoke with her she submitted her wedding invitation order. Haley suggested the airport reimburse for the wedding invitation order with an invoice provided, because the additional revenue received from the USFS leasing space will cover this expense.

Haley discussed the door lock project with Ron. She indicated the preference is to not have hard keys or cards, so she is looking at keypads. Haley stated this is going to be a significant financial expense. There are 47 door locks in the airport terminal. She stated the airport has the funds budgeted in the current 2022-23 fiscal year ending June 30, 2023 for their portion of the expense. Haley is working to make sure this project is complete due to the federal security requirements that will need to be met prior to the USFS leasing the additional space in the terminal. She asked Ron if the USFS has the ability to find additional funds to support their portion of this project. Ron said he thinks there could be funds available and asked Haley to provide a good estimate for the cost of this project. Haley is waiting on two quotes and will continue working with Clay and Ethan at the airbase.

2. ODF Update.

Taylor Schmadeka is trying to update the SEAT Base travel trailer to an office trailer or a converted shipping container. He is trying to get septic as well. He asked who he should work with for this. Haley stated septic is already plumbed in the area. Robert said he would need a connection permit and the ground work to make it happen. He asked if there is a way to have through the fence to the helitack warehouse with a helipad inside

the fence. Taylor asked if this is something the airport commission would be interested in or against, and he is looking for options. He would like to get this going as soon as possible, even if temporary until a larger airbase is built for ODF. He would like the larger ODF airbase to incorporate two helicopters and a building full of offices all together like the SEAT Base. He would like to move forward to see what this will look like. He would like to incorporate living quarters for seasonal staff due to the difficulty of finding housing in the area, especially for seasonal employees. Taylor stated he spoke with Haley and personnel cannot stay on the airport grounds unless it is for a flight crew. He asked Haley to confirm this. Haley stated that according to FAA Order 5190.6B overnight stays inside the fence buildings are for crew rest only, and this is an FAA rule. She added that the airport does control outside the fence in the Industrial Park living quarters. Taylor asked the airport commission their thoughts on moving forward building a large airbase or even just the temporary helipad inside the fence for through the fence operations. Haley stated there is a SEAT Base option in the Airport Master Plan for a large facility. Haley added that there are two things: 1. The airport commission should have discussion with Taylor about the temporary helipad and through the fence operation. 2. Down the road, large facility airbase. Bob stated we are also planning on having a taxiway on the west side. Haley stated if we can justify this project with the FAA then that will happen eventually. She stated the FAA will not fund this project for a single user. Kevin stated this is correct. Kevin discussed the master plan and how we worked with the USFS and ODA to determine their desire to have a SEAT Base on the west side of the airport, through the fence, so they could have landside access to drive up to the hangar and a maintenance facility. This is shown on the ALP and the airport master plan. He stated the building would split the fence on both sides, so you would have to pass through the building to get on the airfield, but you cannot go around the building to get on the airfield. This is for security reasons. He stated ODF would be responsible for making the connection to the runway and T-O Engineers would have to work on where to connect with the runway. Robert asked if starting out as a helipad would be an issue at this point, and Kevin responded it should not be. If there is not a building splitting the fence, then a secure gate could be installed for the through the fence operation. Haley asked Taylor what he was thinking about who would be responsible for funding the construction of the helipad. Taylor would check with his boss on what they are thinking. He will get back with us. He just wants to make sure the airport commission would entertain seeing plans for the temporary helipad. The airport commissioners are open to this concept and working with ODF for the temporary helipad as well as a larger airbase facility.

Election of Airport Commission Chair

MSP – Bob Bagett/Cheryl Berry – to nominate Robert Watt as the Chair. Unanimous.

MSP – Bob Bagett/Cheryl Berry – to close nominations. Unanimous.

MSP – Bob Bagett/Cheryl Berry – to appoint Robert Watt as the Chair. Unanimous.

Election of Airport Commission Secretary

MSP – Bob Bagett/Cheryl Berry – to nominate Haley Walker as the Secretary. Unanimous.

MSP – Bob Bagett/Cheryl Berry – to close nominations. Unanimous.

MSP – Bob Bagett/Cheryl Berry – to appoint Haley Walker as the Chair. Unanimous.

Minutes

MSP – Bob Bagett/Cheryl Berry – to approve the December 2022 meeting minutes. Unanimous.

AIP Projects Update

AIP 018 - Kevin explained Sam has been working on the plan set and specs for the RW 17/35 Widen & Reconstruction Project. There was one profile issue regarding the profile of the runway and parallel taxiway. This will result in the need to raise the runway just north of A3 to the fuel island. Lowering the taxiway was not in the project scope, so we are required to raise the runway. On the north end at taxiway A3 we will have to lower the parallel taxiway in the future to meet the runway to taxiway grade requirements. The taxiway

has to be at or below the elevation of the runway for the entire length, and currently our pavement is not meeting this requirement. T-O Engineers has been working on conceptualizing a plan for how to correct this taxiway in the future. The largest portion of the difference in runway elevation is approximately two feet. Runway end elevations will stay the same, but the center portion will need to be corrected. The FAA has been involved, and this should not have an impact on approach procedures. Now that they have the profiles all figured out they are getting close to having the plans, specs, and cost estimates finalized to present to the FAA for final review. T-O Engineers anticipates having FAA final review and Grant County advertise for bids late to mid-February. By the end of March, we need to have bids open. Recommendation of Award is scheduled for April. We are planning to get the grant issued in June leading straight to construction. Kevin explained when this runway was built we were a state airport, so the FAA criteria wasn't taken into account, but now that we are using FAA funding we are required to meet these requirements.

Financial activity report for December

The financial reports for the Reserve Fund and the Airport Fund were included in the meeting documents. There were no questions or comments on the financial report.

Airport Reserve Fund (121100). Prior balance \$4,615.37. Net fund balance \$3,026.44.

Airport Fund (124100). Prior balance \$114,922.66. Net fund balance \$110,858.32.

Manager's Report

1. Fuel sales volumes for October, November, & December. Fuel sales volumes for December 2013- 2022. The fuel report was included in the meeting documents. We sold 383.3 gallons of 100LL and 456.7 gallons of Jet-A fuel during the month of December. 100LL fuel sales were below average and Jet-A fuel sales were above for the month of December over a ten-year period. Year to date fuel sales ended at 11,882.3 gallons of 100LL sold and 20,845.4 gallons of Jet-A year sold, and both were below average over a ten-year period. 100LL discounted fuel sales were 46.5 and Jet-A discounted sales were 0.0.
2. Fuel resale and replacement values. The current price for 100LL is \$6.27/gallon and Jet-A is \$6.10/gallon. Our cost for 100LL is \$5.02/gallon with a markup of \$1.25/gallon and Jet-A cost is \$4.30/gallon with a markup of \$1.80/gallon. The average price of fuel within a 100-mile radius for both fuels last month was \$6.85 for 100LL and \$6.00 for Jet-A. Our airport has the lowest price for both 100LL and Jet-A within a 100-mile radius. We currently have 10,496 gallons of 100LL and 9,826 gallons of Jet-A. We topped our fuel tanks off when the cost was lower in December.
3. Classroom and office events/activities. Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. During the month of December we had five scheduled events. We had three paying events and two non-paying events which were: NRAC meeting and GC Sheriff's Department Christmas Party. For the month of January we have three scheduled events. One event is paying, and two are non-paying which include: NRAC meeting and the SEACT meeting.
4. Airport Maintenance Update.
 - Door Troubleshooting/Access Control (key cards). We are making progress by working with Strawberry Mountain Locks. He is working on a software quote so we can use our existing hardware. He is also working on a quote to be a standalone system not using software. Haley also spoke with Alpine Alarms to see if we can receive another quote.
 - Snow plow. Grant County Automotive was unable to make the needed repairs, so Haley took the snow plow truck to Polaris, and they were able to source a new controller and repair the hydraulics. The snow plow truck is not fully functioning. Haley noted this repair delay did not cause us to miss any plowing needed at the airport due to the weather cooperating.
 - Wood pellet supply. We received our first load of pellets from Wisewood Energy out of Prineville, so we now have a full silo of pellets.

Old Business

1. EPIC fuel contract.

On the advice of county legal counsel, Haley spoke with our EPIC Fuels rep and told him that we have been dissatisfied with the delay in fuel deliveries. She asked him how open they would be to ending the contract and re-opening for RFP's so we can have a better contract with EPIC if they were to receive the award. The sales rep was unwilling to agree to ending our current contract due to the force majeure clause in our contract. Haley read the clause to the airport commissioners. Essentially, this allows EPIC Fuels to justify their inability to meet delivery turnaround times by saying there was a labor disturbance due to COVID (caused by "any labor disturbances, any act of government authority local, state or federal"), so they were unable to have enough drivers to drive the trucks to supply the fuel. We are in this contract for another three years (2026), because this is a five-year contract. Haley explained this contract is written to auto-renew. We cannot notify EPIC Fuels more than 120 days prior to the end of the contract, and we must notify them no less than 90 days. Essentially, there is a 30-day window of notification for the contract to not auto-renew. The last two loads of fuel received in December had a two-day turnaround from order to delivery, so this was a significant improvement from EPIC Fuels. Robert asked Haley to keep good records, because there is no longer a State of Emergency which results in a requirement of EPIC Fuels to meet their contractual obligation for deliveries.

New Business

1. Haley's Corner.

- Airport Assistant. Haley thanked Cheryl for her time with the five airport assistant interviews. We had five qualified candidates. We made a job offer to Mike Alley, and he accepted. He is retiring from the county jail at the end of February. He will be a great addition to the team.
- Sylvia Dowdy-Ross invitation expense. Haley recommended to the airport commission to reimburse Sylvia Dowdy-Ross for her invitation expense due to the USFS leasing additional space at the airport. Haley explained that Sylvia already purchased her invitations with the airport location prior to Haley notifying her that the airport will not be available for her large wedding. Haley stated the airport will have proceeds from the USFS to cover this expense, and we could use the GCRA/USFS common space maintenance budget line.

MSP – Robert Watt/Bob Bagett – to approve reimbursement to Sylvia Dowdy-Ross for wedding invitations with an invoice provided for documentation. Unanimous.

- Oregon Surplus UTV transport. Haley explained we have been on the waiting list with Oregon Surplus for a side-by-side UTV. She explained we have \$15,000 in our current fiscal year budget for a UTV, but she was recently notified by Oregon Surplus that they have a UTV available for \$5,000. Haley visited with Scott, and the airport made the \$5,000 purchase from Oregon Surplus saving \$10,000. She is working on transporting the UTV from Salem back to the airport and asked if anyone is traveling to and from Salem within the next two weeks to meet the requirement from Oregon Surplus to pick up purchased items. Haley has offered her personal trailer for transporting the UTV, and she will reach out to the Road Department and Sheriff's Department to see if they have anyone going to Salem.
- Medical Flight Deicing. An AirLink pilot visited with Haley about the possibility of deicing at our airport. Previously Airlink carried a small portable sprayer in their aircraft to deice, but the FAA has since disallowed use of this. The pilot said they decline a significant number of flights, even if our runways are clear, due to the temperature and possibility of frost while on the ground. The pilot suggested contacting Wildhorse Aviation in Pendleton about a training program for deicing with a portable sprayer. The pilot was inquiring if the airport is even interested in pursuing this conversation. Haley asked Kevin if he has worked with other small airports and what obstacles we could face or any other noteworthy items we need to be aware of. Kevin said the FAA doesn't have jurisdiction over storm water runoff, because this is a local responsibility. He provided an example of what the McCall, ID airport uses. This would be a very small quantity of fluid, but we would need to be careful where the aircraft is staged so whatever runoff did occur it would flow to a safe area. This small quantity is

typically not considered an environmental hazard. Robert discussed the liability of accidents and damage caused to aircraft by deicing fluid and equipment. He said we would need to have one dedicated person. Robert asked if we could supply the location and ability to conduct deicing operations and storage location for their deicing equipment rather than take this on ourselves. This would remove the damage liability off the airport. He would like to look at this option because he doesn't believe the revenue would cover the liability exposure. Bob agreed. Cheryl asked Haley to look at the liability expense, because if the pilot asks to have his aircraft deiced then he has given permission, so where is his liability when given permission. Robert believes if we are being paid for a service then we are now liable for the damage caused to the equipment (aircraft), and the pilot does not excuse the airport of all our liability. Robert said it would include damage to the aircraft as well as loss of revenue. Robert suggested having Haley ask them if they could provide the equipment, we provide a location for storage and spraying operations, and the pilots operate the equipment (as they've done in the past with their own equipment carried on their aircraft). Essentially asking them "how can we help you make this happen at our airport?" Robert stated that maybe all the need is permission to conduct deicing operations and a location to store their equipment since they can no longer carry it on their aircraft.

- Airport hours of operation. The airport continues operating the non-peak scheduled hours Sunday – Saturday 8am-4pm. Haley has been visiting the airport on the weekends to touch-base with Michael since she doesn't see him during the week. This has been working well. Robert asked for a focus on FOD work. Haley will continue heavily focusing on the taxilanes.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents. Haley highlighted some items from the list including: New Year letter to airport users; Aviation Review Committee meeting to score COAR grant applications; Michael celebrated five-years employment with Grant County and was recognized at County Court; we had an outside pipe burst at the airport during the recent cold snap;
- Schedule. The airport terminal was closed Saturday, December 24th; Sunday, December 25th; Monday, December 26th as the observed Christmas holiday for the county; Sunday, January 1st and Monday, January 2nd as the observed New Year holiday for the county. The airport terminal is scheduled to be closed Monday, January 16th in observance of Martin Luther King Jr. holiday.

2. Commissioners miscellaneous.

Adjournment

MSP – Cheryl Berry/Bob Bagett – to adjourn the meeting at 7:33pm. Unanimous.

The next meeting is scheduled for Monday, February 13th, 2022 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 ******