



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

January 13th, 2019

Present

Bob Bagett
Cheryl Berry
Doug Ferguson
Scott Myers
Haley Walker

Absent

Robert Watt
Barb Smith

Visitors

Kevin Bissell (T-O Engineers)
Charles McKenna

Bob Bagett called the meeting to order at 10:35am.

Minutes

MSP – Cheryl Berry/Scott Myers – to approve the December 2019 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update
Anthony was not able to make the meeting, but Haley stated she spoke with Anthony this morning about the USFS update. Anthony said there is not update and their operation is the same as he reported in December. Haley added that in February they will be conducting their fire hire event at the airport.
2. Supplemental/Decoupling Project update – Kevin Bissell
Kevin brought copies of the construction safety phasing plan for the commission to review. Kevin stated this has been submitted to the FAA. We have not heard back from the FAA yet as this review could take some time. Kevin reviewed the geometry of the new taxiways as well as the phasing and timeline of actual construction of the project. The current plan allows at least one runway to be open at all times during this project. Cheryl asked questions about taxiway locations, landing, back-taxiing, and exit points. Kevin reminded the commissioners that this project is considered a hotspot with the FAA. After looking at the plans Cheryl asked if runway 27 was going to be shortened due to this project. Kevin confirmed that the runway will be shortened. He added that the Airport Master Plan recommends lengthening the west end of runway 9 by the same amount that is removed with this current project to make up for the shortening. This project is not currently on our 5 year CIP, but it is in the Master Plan. Kevin stated that it will probably be more expensive to phase the project in this way versus shutting down all runways during some of the project phasing, but he understands how important it is for our airport to have at least one runway always remain open, especially with the construction taking place during fire season. Kevin added that the 65% design plan set is complete, he needs to review it, and then it will be submitted to the FAA for their review. They will review, comment, and send back for our review. Once we receive this from the FAA we will present it to the airport commission and then resubmit to the FAA for final review.
3. Environmental Assessment Project Update – Kevin Bissell

Kevin brought copies of the EA Scope of Work and stated the FAA is happy with the progress we are making on this project. Kevin stated there is a list of projects in the EA Scope of Work which will allow us to get the environmental clearance for each future project included in this EA. Kevin also explained the cultural resource study required by the FAA. Haley explained the next steps which are: the FAA gives final approval for the Scope of Work, IFE (Independent Fee Estimate) and comparing this with T-O Engineers fee estimate, present to County Court to request the 10% matching funds for this project. Haley stated that she typically uses Century West Engineering for the IFE's due to their quick response and knowledge of our airport through PMP work. Scott asked about the project timeline which is about 68-70 days. Kevin replied stating this is a conservative timeline and he believes the project can be completed quicker, but they are trying to accommodate contractors due to the location of our site being more difficult to get to. Charles asked about building hangars and DEQ approval needed down the road and if this project would cover that. Kevin explained that we completed a CatEx previously that covered the hangar area, and his understanding is this CatEx is good for about 5 years. A 7460 notice of construction would still need to be completed, but we can help with this if someone wants to build a hangar. Kevin added an explanation that environmental studies must be completed when we receive federal funds, but this is not needed when a private hangar is being constructed.

Financial activity report for December

The Reserve Fund 121100 fund prior balance was \$52,583.73 with a net fund balance of \$10,685.30. The fund balance decreased by \$41,898.43 due to Supplemental/Decoupling and Apron Reconstruction expenses. Haley reminded the commissioners that the Supplemental/Decoupling Project expenses will not be reimbursed until the grant is funded in April.

The Airport Fund 124100 fund prior balance was \$83,075.90 with a net fund balance of \$73,295.50. The fund balance decreased \$9,780.40 primarily due to paying our fuel invoice for our split load of Jet A. Haley stated we also had our annual audit cost of \$1,845.

Haley stated we do not have any past due accounts or any accounts with a credit.

Manager's Report

1. Fuel sales volumes for October, November, & December. Fuel sales volumes for December 2019. The fuel report was included in the meeting documents. Fuel sales for the month of December were really good with the nice weather. We sold 774.4 gallons of 100LL which was above average over the last ten years. Jet A gallons sold were 246.4 which was also above average. Year to date our 100LL sales ended at 15,184.8 gallons which was above average and our JetA fuel sales were 23,078.2 gallons which was well below average. Discounted fuel sales were 128.23 gallons of 100LL and 0 gallons of JetA.
2. Fuel resale and replacement values. 100LL price is \$5.25 per gallon and Jet A is \$3.99 per gallon. Our cost for 100LL is \$4.15 per gallon with a markup of \$1.20. The cost of Jet A is \$2.87 per gallon with a markup of \$1.34. The average price within 100 miles for 100LL is \$5.04 and Jet A is \$4.18. We have 6,156 gallons of 100LL and 9,600 gallons of Jet A on hand. Scott asked if we were selling 100LL fuel to snowmobilers. Haley stated she hasn't seen any yet, but she will get ahold of KJDY to advertise our 100LL fuel.
3. Classroom and office events/activities. Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. Haley stated that for the month of December we had seven total events and five paying events. The non-paying events were the Sheriff's Department holiday party and a holiday party for Search & Rescue. We have four total events scheduled for the month of January with one paying event and three non-paying events. The non-paying events are the GOP event to nominate appointment for Cliff Bentz's replacement, Natural Resources Advisory Committee, and a SEACT meeting.
4. Airport Maintenance Update.
 - a. Deer on Airfield. Haley explained the airport staff has been battling deer on the airfield on an almost daily basis. We have been observing the deer activity and they are either jumping over the fence or jumping through the top

strands of the barbed wire fence. The barbed wire is stretched allowing the deer to easily jump through the top strands. She stated that they are adding fence work to their project list to tighten the barbed wire hopefully making it harder for deer to enter the airfield. Haley asked the commissioners if they have any ideas on this topic. Bob asked if there are hotspots where the ground is higher so the deer have an easier time entering and exiting the airfield. Haley stated we have seen tracks and other sign all over the airfield and along the fences in several areas. Doug suggested we need a higher fence. Scott stated that Baker and Burns do not have fence and wondered if they have aircraft strikes because of this. The commissioners were not aware of strikes at these airports. Haley added that fencing is expensive, but this project is in our Airport Master Plan to have funding assistance from the FAA. Haley will work on issuing a NOTAM with this information for pilots and adding this to our AWOS recording. Liability of the airport was discussed. Kevin added that we have justification for a new fence based on the most recent activity and a wildlife study was part of the master plan. Haley stated the airport staff has been tracking the wildlife on the airfield. Kevin stated that fences are low on the priority list for the FAA. He gave an example of the McCall airport. He suggested adding pieces of this fence together with future projects.

b. Snow plow battery issues.

Haley stated we bought new batteries for our snowplow truck, but the batteries are draining very quickly when being used. She stated the batteries are not recharging. Haley has an appointment at Grant County Automotive so they can troubleshoot the issues. Haley believes the alternator may not be working correctly. Haley stated it has not affected our need to plow this winter.

Haley provided an explanation on why she is sending emails with our pavement surface conditions. She stated this began with the hospital asking that whenever there is a chance that an aircraft may not be able to land that the hospital be alerted. She also stated that she and Rebekah Rand had a good conversation this morning explaining what we do at the airport and how the pavement conditions affect landing. She added that the airport staff does not determine if an airplane can land at our airport, however; our role is to report our conditions so the pilot can determine if they will land at our airport. Scott asked if there is a way to put a loop on the office phone stating what the conditions are at the airport. Haley explained that what we don't monitor the airport 24 hours a day and this is noted in our airport information. Scott asked how we can explain to dispatch and the hospital how to find out what the conditions are at the airport and whether or not a plane can land at our airport. The commission was in agreement that this is the pilot in command's decision, not the airport staff. Haley added that our role is to report the conditions at the airport and report this so the pilot can make the decision to land or not. Haley asked if the commissioners are hearing things in our community that they share our responsibility and that the pilot makes the decision to land at our airport. The airport staff does the best it can to keep our runways open and safe for landing, but there are times when mother nature does not cooperate. Deicing equipment and chemical was discussed. Kevin stated that this is very expensive, and McCall seriously looked into this option but each treatment costs several thousand dollars.

Old Business

No old business discussed.

New Business

1. Haley's Corner

- Airport hours of operation. The airport is operating Sunday – Saturday from 8am-4pm. The airport was closed Tuesday, December 24th and Wednesday, December 25th for the Christmas holiday as well as January 1st for New Year's Day. The airport will also be closed Monday, January 20th in observance of Martin Luther King Jr. Day.

Scott asked if the airport terminal is closed can people still fly in and out of the airport and get fuel. Haley stated that yes; even if the terminal is closed the airfield is still open. Scott stated that when he gets calls he is asked if the airport is open. He wanted to make sure he is clear in understanding that the airport terminal is closed, but the airport/runways are open for flight activity unless otherwise stated in a NOTAM.

- Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some of the details
- Schedule. Haley does not currently have any time off scheduled.

- Haley stated she sent an annual airport information letter to all airport hangar owners and frequent airport users.

2. Commissioners miscellaneous

Adjournment

MSP – Doug Ferguson/Scott Myers – to adjourn the meeting at 11:35am. Unanimous.

The next meeting is scheduled for Monday, February 10th, 2020 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 *******