



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

February 7<sup>th</sup>, 2022

### **Present**

Bob Bagett  
Doug Ferguson  
Cheryl Berry  
Barb Temple  
Robert Watt  
Haley Walker

### **Absent**

Scott Myers

### **Visitors**

Anthony Hernandez (USFS)  
Kevin Bissell (T-O Engineers)  
Heather Rookstool

Bob Bagett called the meeting to order at 10:30am.

### **Minutes**

*MSP – Doug Ferguson/Barb Temple – to approve the corrected January 2022 meeting minutes. Unanimous.*  
Haley stated that in the January meeting there was a suggestion to correct the November minutes (ODF section “pervious to previous” but this is actually supposed to be pervious.

### **Public Comment/Guests**

1. USFS Update.

Anthony stated the USFS is finishing their hiring for the fire season, and they anticipate being back at their normal 27-30 employees for the season. Their type 2 and type 3 helicopters look to remain the same as last year through an extension on their contract. The type 1 helicopter will be a new aircraft, and he is not sure what make or model. Anthony stated that wildland firefighting received funding through the BIL as well so one of the things being discussed is injecting more money into aviation programs within the USFS. This would bump their current airbase from approximately 27-30 to approximately 40 employees over the next 3-5 years. It would take this long because the applicant pool is not adequate to bump up to 40 immediately. They are looking at how they will house the additional employees related to office space. He added they will need additional vehicles. These are some of the things they are looking at, and he will work with Haley so they are both aware of the changes.

2. ODF Update.

Haley did not receive an update from ODF.

3. Environmental Assessment Project Update.

Kevin Bissell provided an updated on the EA Project. Kevin stated the EA document is done, and the final step is to publish a notice in the newspaper that it is complete. Haley stated the public notice will be in this week's and next week's Blue Mountain Eagle newspaper. The airport commissioners thanked Kevin for his efforts. Haley explained this means we will be moving forward with an agreement with T-O Engineers for

the runway 17/35 widening design project. Kevin explained this will be a design for 2022 and bidding will take place early 2023 for construction in summer of 2023 pending the availability of a federal grant for construction.

Kevin provided a brief update on the BIL (Bipartisan Infrastructure Law) grant. Our airport is slated to receive \$110,000. There is still questions on what this can be spent on but he believes this can be used as part of a construction or improvement project but cannot be used as a local match for another federal grant. Kevin believes an update to our fuel island would not qualify. Haley asked about operational costs similar to previous CARES funding. Kevin doesn't believe these funds could be used for operational expenses because the BIL funds are for specific projects. Haley completed research on these funds and came to the same conclusion. Haley suggested snowplow equipment because this is FAA eligible funding. Kevin agreed that snow removal equipment is eligible and we definitely have a need for this. We currently don't have any snow removal equipment that is FAA funding so this would be an eligible project. Robert suggested expanding on our FOD, safety equipment. Robert asked if we need to get list of things. Haley stated we could include some of the items included in the master plan. Kevin agreed and stated he believes the FAA will look at projects identified in our master plan. Robert stated when we spec the snow removal equipment we need to look at less aggressive snow plow blades to ensure we don't tear up the new pavement on the runways.

Anthony arrived at 10:33am.

### **Financial activity report for January**

The January financials were reported prior to the meeting. Barb asked about the reserve fund and what the balance was. Haley stated we have a negative balance of \$3,033. She added we are waiting on reimbursement from our North/Corporate Apron Project final payment. Haley and Kevin spoke with Ian Bradshaw (FAA) a couple months ago, and Ian was going to try to get this taken care of by the end of the year. Haley added that Ian recently resigned from the FAA without completing this task. Haley reached out to the acting project manager regarding this. Haley also stated this reimbursement will be approximately \$40,000.

### **Manager's Report**

1. Fuel sales volumes for November, December, January. Fuel sales volumes for January 2013- 2022. The fuel report was included in the meeting documents. We sold 1,077 gallons of 100LL and 621 gallons of Jet-A.
2. Fuel resale and replacement values. Haley stated the fuel prices did not change during the month of January. 100LL and Jet-A fuel prices are currently \$5.54/gallon for 100LL and \$4.89/gallon for Jet-A. 100LL cost is \$4.99/gallon with a markup of \$0.55. Jet-A cost is \$3.42/gallon with a markup of \$1.47. Our current inventory is 5,815 gallons of 100LL and 6,067 gallons of Jet-A.
3. Classroom and office events/activities. Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. For the month of January we had six scheduled events with four paying and two non-paying events. The two non-paying events were the CAT meeting and the NRAC meeting. For the month of February we have six total events with two paying and four non-paying. The non-paying events include GC Sheriff's Department, a CAT meeting, NRAC meeting, and Victim's Assistance which was just cancelled.
4. Airport Maintenance Update. Haley stated we have been having issues with our technology since the ESD upgraded the airport computer hard drive. This resulted in issues with our Fuel Master and our inability to sell fuel unless we are physically onsite. Haley received replacement parts for our Fuel Master pedestal and is working with them to get the system up and running 24/7. Haley will send out communication and cancel NOTAMs when this is resolved.

Cheryl asked about the fence panels and a permanent fix instead of the plywood. Haley is working with Tyler as well as the suggestions provided in the previous meeting for a permanent fix because the plywood was successful in blocking snow and eliminating snow drifts on the terminal entry sidewalk so far this year.

## **Old Business**

Haley moved Broadband and the security system to long-term projects.

Barb asked about Eva Harris and payment for her property. Haley spoke with Eva and she is willing to discuss partial payment. She asked what the airport commission thought that would look like (once a year, how many years, and what the payment would look like). Eva was going to review her notes to make sure her notes reflected the same price and acreage Haley has (\$3,000/acre on the north end). Haley stated the north end in the RPZ is 9.3 acres. Barb stated we still face the issue of possibly not receiving reimbursement whether we make partial payment or not. Bob asked if this is an option and where we would get the money. Haley stated this is a great question and with the BIL funds she will see if this is a possible funding source.

## **New Business**

### 1. Office 2B application.

Haley introduced Heather Rookstool on the phone. Haley stated we received an application for office 2B from a gentleman named Brian Beltz. Heather provided an overview on what activities would be taking place in office 2B. Heather explained the background and that Choices Recovery has disbanded and Brian is trying to open #Recovery. #Recovery looked at the old liquor store to get it up to code, and they are currently looking for office space to do peer counseling. This would just be peer 1:1 counseling session or people could come into the office to utilize wireless and zoom to meet with their office in Prineville or LaPine. Heather explained there would not be group sessions or pharmaceutical sessions. People could come in and complete paperwork to become a client with #Recovery. Once they become a client then they could utilize the services that are available them in Prineville and LaPine. Eventually #Recovery could get the old liquor store remodeled and open fully to offer all services to their clients. Barb asked about the statement in the application about group therapy. Heather stated this is not going to be multiple people sitting in a group. Rather they will zoom to the group sessions in LaPine or Prineville. Heather added that if there is a need, down the road, she spoke with Haley about renting the small conference room. Haley asked Anthony if the USFS had any hesitation about this office rental application. He did not have anything but will discuss with his supervisor. Barb asked if this will be daily use of the office. Heather stated it will be Monday – Friday 8:00am – 5:00pm. Robert stated he did not believe this would be an appropriate atmosphere for #Recovery due to us trying to operate the airport. Heather stated the clients would already be through treatment before coming to #Recovery. Haley stated this is more of a recovery program rather than first step rehabilitation. Heather concurred. Doug stated he is reluctant to encourage that atmosphere at the airport. Barb agreed and stated she doesn't believe this is compatible with what we are looking for as far as the type of rentals we are looking for. Heather stated this will be a business office setting for 1:1 peer counseling. Doug stated he doesn't believe we need this at our airport. Cheryl thinks this doesn't match the airport objectives, and Bob agrees. Bob asked Haley for her thoughts. Haley stated her objective is to have the office occupied to generate revenue but also to bring it to the attention of the airport commission to make the determination on compatibility with the airport along with the approval of the USFS. Robert stated our main focus is trying to promote general aviation. He doesn't feel this matches our drive to promote aviation in our facility, and he wishes there was more of a track record on how these things go. He thinks we can find other uses for our office space.

*MSP – Barb Temple/Doug Ferguson – to decline the offer for leasing office 2B to Brian Beltz for #Recovery.  
Unanimous.*

Haley thanked Heather for joining the meeting.

### 2. Hangar #14 ownership change.

Rob Lundbom officially submitted his paperwork to transfer ownership of hangar site #14 to Ronald Phillips.

They both completed the airport lease process paperwork. Haley stated Mr. Phillips is storing and restoring his 1936 airplane. He plans to have the airplane back in the air as well as his sport pilot finished about the end of summer 2022. Barb asked if Mr. Phillips is taking training, and Haley believes he is.

Haley will schedule hangar inspections on other hangars to check that hangars are being primarily used for aeronautical purposes.

Robert stated it is awesome to see someone building an airplane, and he is excited to see his plane fly. He believes this is a great addition and that is what we are here for. There was discussion about his airplane. Cheryl stated this could attract some of the other antique flyers to visit our airport. Barb stated she believes his intentions are good but has a concern about having hangars that do not have flyable aircraft in them.

*MSP – Robert Watt/Barb Temple – to accept the transfer of ownership of hangar #14 and wish Mr. Phillips the best. Unanimous.*

3. 2022 Oregon legislative session capital funding information submission.

Haley was informed that there was an opportunity to submit capital funding requests to Representative Owens prior to the current legislative session. Haley completed the capital funding request form and had Kevin Bissell review this and provide suggested edits for a strong request which included quotes for a fuel facility upgrade. Haley stated the objective is to try every avenue possible to get our fuel farm upgraded. She believes that due to the fuel supply shortage during the wildland fire suppression season she felt like this was a good opportunity. Haley received confirmation that this was accepted and it would be included in Representative Owens' funding requests. Haley stated there are no guarantees this will succeed and thanked Kevin Bissell for his help.

Barb asked if we are thinking about storage capacity for alternate fuels because this is coming. She added that more airplanes are getting STC's (Supplemental Type Certificate). She doesn't see this happening here immediately, but she believes this is coming. She also believes that if we are looking at fuel farm upgrades we need to have the capacity to offer this. Haley stated we have not had this conversation but believes it is a valid point as we move forward in our projects specifically related to fuel. Cheryl suggested providing Mogas. There was discussion related to purity and testing of our fuels.

4. 2022/2023 budget proposal.

Haley completed and submitted the airport's budget proposal to the County Treasurer's office on Friday afternoon. She was asked to include anything we think we might receive as well as anything we might spend. Haley included runway 17/35 widen design and construction, ODA COAR grant to match the design costs (received confirmation this morning we were approved for this COAR grant), Connect Oregon runway 17/35 widen construction match funds, and fuel farm upgrade costs and reimbursements. The airport reserve account total proposed budget is \$9.25 million. Haley has given the treasurer her word that we will not spend the money unless we have official word that we will receive the money. The airport fund account total proposed budget is \$921,000. Included are a snow plow and truck, UTV with bed and weed sprayer, LED changeover for terminal lighting, and security system key cards and cameras. Haley stated she is very hopeful we will make improvements over the next fiscal year. Kevin stated that when we do the runway 17/35 improvements this would be an opportunity to include upgrading the runway lights to LED lights. Haley will send this to airport commissioners once the budget is approved.

5. Haley's Corner.

- Airport hours of operation. The airport began operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport terminal was closed January 1<sup>st</sup> in observance of New Year's Day, January 17<sup>th</sup> in observance of Martin Luther King Jr. Day, January 9<sup>th</sup> and 16<sup>th</sup> due to staffing issues. We are scheduled to be closed on February 21<sup>st</sup> in observance of President's Day.
- Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some items from the completed details list: #2 computer hard drive upgrade and working through issues, #3 North River

Electric replaced lights in the lower women's restroom, #11 Aviation Review Committee meeting to review, score, and prioritize the COAR grant applications which were presented to the Oregon Department of Aviation Board last week, #16 fuel system shut down previously discussed in the meeting, #23 drafted and completed the capital project information request, #24 budget preparation completion and submission, #27 worked on airport website and loaded final EA and FONSI from FAA including sending this to the Blue Mountain Eagle per the requirement, and #28 annual USFS/GCRA Joint Facility Business Meeting with Anthony, Scott, and Craig Trulock which only included minor changes in the plan such as dates, personnel changes, and the COLA (3.5%).

- Schedule. Haley stated she does not have any changes to her schedule and no planned time off.

6. Commissioners miscellaneous.

Cheryl asked about the lockbox for pilots needing a courtesy car key after hours. Haley stated we've only had one pilot use this and it went smoothly.

Bob asked if all accounts are in good standing. Haley stated we received payment for the one past due account, so now all accounts are in good standing.

## **Adjournment**

*MSP – Cheryl Berry/ Barb Temple – to adjourn the meeting at 11:27am. Unanimous.*

The next meeting is scheduled for Monday, March 14<sup>th</sup>, 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](mailto:walkerh@grantcounty-or.gov) \*\*\*\****