



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

February 8th, 2021

Present

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

Absent

Barb Temple

Visitors

Kevin Bissell (T-O Engineers)

Robert Watt called the meeting to order at 6:43pm.

Minutes

MSP – Bob Bagett/Doug Ferguson – to approve the November 2020 meeting minutes. Unanimous.

Election of 2021 Airport Commission Chairperson

MSP – Doug Ferguson/Scott Myers – to nominate Robert Watt to continue as the Airport Commission Chairperson. Unanimous.

MSP – Scott Myers/Doug Ferguson – to close nominations and cast a unanimous ballot approving Robert Watt as 2021 Airport Commission Chairperson. Unanimous.

Election of 2021 Airport Commission Secretary

MSP – Bob Bagett/Robert Watt – to nominate Haley Walker to continue as the Airport Commission Secretary. Unanimous.

MSP – Scott Myers/Robert Watt – to close nominations and cast a unanimous ballot approving Haley Walker as 2021 Airport Commission Secretary. Unanimous.

Public Comment/Guests

1. USFS Update.

Haley stated she and Scott met with the USFS (Craig Trulock and Joey Fansler) for the annual Joint Facility Business Meeting. Haley stated the only changes were a few names, the date from 2020 to 2021, and the county COLA rate increase of 2.74% increasing the USFS management fee paid to the airport. She added this was a very smooth and seamless meeting between the two parties. Haley stated the USFS SEAT Base operation was discussed. She stated Anthony called her earlier in the day to discuss this as well in preparation for the commission meeting. Haley stated the USFS is moving away from SEAT Base operations as they are operating larger aircraft for fire suppression, so they are working with ODF to see if ODF is interested in purchasing the USFS SEAT Base equipment and taking over the land lease. Haley stated the current SEAT Base lease contract calls for 120 days notice to terminate the lease. Anthony stated he doesn't anticipate any quick changes so at the earliest it would be October 1st for the USFS to extinguish their SEAT Base lease agreement. Anthony added that hopefully by then ODF will have negotiated a lease for the land since they

are still operating SEAT planes. Anthony stated if the USFS needs SEAT planes for fire suppression they will be partnering with the BLM primarily out of Burns. The USFS will continue to operate their airbase with rappel training and rotor wing operations.

2. Supplemental/Decoupling Project update – Kevin Bissell

Kevin stated the project is complete and working through the closeout reporting with the FAA. Once this is complete the FAA will close the grant and this project will be finalized. Robert asked about updating the information available to pilots with the new design. Kevin stated this is a function of the AGIS survey we completed with the project. This has been submitted to the FAA, and they will review the data. If they need anything else they will request it, but this is the reason it takes so long to close this grant, because we need to make sure they approve of all the project components. Kevin added there is a publishing cycle with the FAA where they publish new approaches, and this only happens approximately once every six months. Haley stated she has had a few calls from pilots, in particular medical pilots. She reached out to T-O Engineers, and Kevin had his team put together an engineering sketch that she forwarded to AirLink and Life Flight and any pilots that request this information. Haley will look at publishing this on the airport website. Haley will remove this item off our agenda unless there is an update the airport commission needs to be aware of.

3. Environmental Assessment Project Update – Kevin Bissell

Kevin introduced Tamsen with T-O Engineers on the phone, and she is working on the EA. Kevin explained that this project has been on hold since late September because the FAA had a change in leadership. He stated that some of the fallout from this was the FAA took a close look at how they were doing environmental projects and they wanted to streamline the process. He passed out a handout showing all the projects in our Airport Master Plan which the current EA project was originally designed to cover. The FAA conducted an internal review and contacted T-O Engineers and Haley about a week prior to this meeting. They shared their new direction which is not to do an EA for all Airport Master Plan project but rather focus on the next few years. This reduces the scope of work for the EA, and a lot of the EA project work has been completed. T-O Engineers has some items for the commission to review to determine the priority of projects for the next few years. Kevin stated EA projects have a lifespan where the environmental clearance would expire, so this streamlining will allow the projects to retain FAA environmental clearance. He would like to get input from the airport commission on projects they would like to see done in the next 5-6 years that T-O Engineers can put in the current EA and the FAA can review and move forward with wrapping up the EA project. Kevin discussed the next project on the list which is widening runway 17/35. The design of this project is currently scheduled to take place in 2022 with construction in 2023. He acknowledged this is a priority project for the airport commission. He next discussed the land acquisitions and easements project. He also acknowledged this is a priority project for the airport commission due to the previous discussions with Eva Harris and the RPZ property acquisition on the north end of runway 17. The next project Kevin discussed is construction of the terminal apron and the main apron. This project has already been designed, and we are waiting on construction. Since this has already been designed he stated this is a priority project which should be included in the EA. Kevin also discussed future projects including: relocation of the fuel facilities, the wildlife perimeter fence, relocation of the AWOS, and construction of the helipads. He stated these should be included in the EA project because if funding should become available the EA clearance will already be complete. Kevin added that wildlife perimeter fence projects are low on the FAA's project priority, so he suggested trying to build the fence in phases by being included in other projects. The projects discussed take us out to fiscal year 2028. The next projects could include the PAPI's and REIL's which then takes us to fiscal year 2030, and this is considered long-term according to the FAA, and we would risk losing the EA clearance due to expiration. Tamsen added that part of the reason for breaking up these projects is the cultural resources survey requirements. She stated the cost of completing this survey came in about three times higher than the budget, so this is partially the reason the FAA wants to break up the EA and focus more on the shorter term priority projects. Additionally, she stated some of these projects will not require a full EA, but a categorical exclusion will be allowed which is a shorter environmental clearance process which can be completed in a few months rather than a year or more. Tamsen had a question about the wildlife fence, because there is potential that the FAA would require a cultural resources survey for the full replacement. She stated she is scheduled to discuss this with the FAA this week, but this could drive up costs. Many of our priority projects are already covered under previous surveys or they are in areas that have been previously disturbed and won't require a survey. Tamsen would like to get a good sense of the priority projects from the airport commission so she can move forward with the EA project and advocate on behalf of what the airport

needs and sees as priority projects. Tamsen stated the lifespan of an EA is ten years. Haley reminded the airport commission that these projects are dependent on funding, in particular our ability to secure match funding. This could result in the projects being delayed until the airport has the match funding available. The current projects through 2026 are all priorities of the airport commission and all commissioners were in agreement. Haley stated this was a good discussion because T-O Engineers will be able to move forward and Haley will be able to provide Eva Harris a status update. Robert asked if there is any risk for the County purchasing the Harris property without completing the EA first. Kevin stated there is a risk, and Haley added that the risk is not getting reimbursed from the FAA for the purchase, because if we purchase the property without an EA there is a high likelihood the County will not be reimbursed.

Haley stated she received an email with final approval from the FAA on our AIP 011 project which was the design of the north/corporate apron project. This project is very close to being completely closed out with the FAA, ODA, and the County.

6:55pm Cheryl Berry arrived.

Financial activity report for January

The airport commissioners did not have any questions or comments related to the financial reports submitted prior to the meeting.

Haley noted we have one account with a credit (Watt) and there are no accounts past due. She is still waiting on a couple annual hangar lease payments which were due today, but the mail wasn't checked today.

Manager's Report

1. Fuel sales volumes for November, December, & January. Fuel sales volumes for January 2012- 2021. The fuel report was included in the meeting documents. Haley stated we started the year with fuel sales of 492.1 gallons of 100LL which was well above average and 37.4 gallons of Jet A which was well below average over the last ten years for the month of January. Haley stated we have approximately 8,200 gallons of 100LL and 4,333 gallons of Jet A available in the tanks.
2. Fuel resale and replacement values.
100LL price is \$4.75 per gallon and Jet A is \$3.50 per gallon. Our cost for 100LL is \$3.78 per gallon with a markup of \$0.97. The cost of Jet A is \$2.27 per gallon with a markup of \$1.23. Discounted fuel sales were 242.79 gallons of 100LL and 267.49 of Jet A. Haley stated the average price within a 100 mile radius is \$4.41/gallon for 100LL and \$3.78/gallon for Jet A. Haley is looking at ordering a load of Jet A fuel. Haley stated she continues to see the fuel cost increase each week. Scott suggested that maybe it is a good time to top off the tanks since the cost continues to rise.
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 January we had eight total events. Two of the events were paying, and six were non-paying events which were Search & Rescue training (4), Grant County Road Department training, and a Victim's Assistance meeting.
We have five total events scheduled for the month of February. We have one paying events and four non-paying events which are Search & Rescue training (2), CAT (Community Action Team) meeting, and Victim's Assistance.
Haley discussed COVID-19 restrictions for the meeting spaces. She advised the airport commissioners that the airport requires face masks in public areas in the terminal. When a person or party reserves a meeting space she advises the airport terminal requirements for face masks, and they are responsible for enforcing the requirements in their meeting space. The airport will not staff the meeting space to ensure compliance with the requirements, but rather the responsibility and liability lies with the person or party reserving the meeting space.
4. Airport Maintenance Update.
 - Tractor. Haley stated she began working with the LS Tractor dealer in Prineville and LS Tractor warranty/grievance department in December 2020. The airport filed a grievance for warranty and service.

Since then LS Tractor stated they would send this information to our LS Tractor dealer (John Day Polaris) and the regional rep. Haley has not had any return communication, but she continues to call LS Tractor directly regularly to report no communication and to check if there are any updates. Haley asked LS Tractor who she can contact directly because she continues to not receive any return communication from our local dealer or the regional rep. LS Tractor would not provide this information other than recommending Haley contact our local dealer. The LS Tractor rep stated she is noting our grievance and escalating it in their system. Robert stated he visited with our local dealer and had a conversation with Greg. Greg told Robert that our tractor is now their priority and he hired another mechanic. Robert also noticed the next day the tractor was no longer sitting outside. Robert suggested giving our local dealer one more chance and give them until the end of February to see progress. Haley stated she will continue to follow-up and keep Robert in the loop. Robert asked the airport commissioners how far they would like to go with this at our local dealer. The airport commissioners were in consensus that the end of the month of February to make progress. Haley stated John Day Polaris did file the warranty service with LS Tractor, so this makes it difficult to move the tractor to another dealer for repairs.

- Boiler. Haley provided an update on the boiler. She stated the boiler igniter heating element went out, so she received the replacement part today. She will be installing this tomorrow morning. Haley added that they have still been able to heat the terminal because the boiler tech informed her that if she can still get wood pellets into the firebox she can light them with a torch. Haley stated the airport purchased a torch and propane tank and the staff has been igniting the pellets with the torch, so the terminal has had heat during the lag time of waiting for the replacement heating element.

Old Business

1. Perimeter Fence Repair.

Haley sent specific information to our three contractors on what the airport would like to have for the fence repair. Haley reviewed the communication received from the three contractors and announced the quotes received:

Brad Armstrong submitted two quotes. The first quote was for pipe posts meeting all the requirements of the airport for a lump sum cost of \$14,750. His second quote was for wood posts meeting all the requirements of the airport for a lump sum cost of \$16,750.

Clint Walczyk used his original quote of \$14,242 using only pipe posts.

Brandon Hueckman did not submit a second quote, and his original quote was \$14,360 with wood posts. Haley stated we have \$18,000 budgeted for this project.

Robert asked about the timeframe and availability of each contractor. Haley stated Brad Armstrong would be able to start within 30-45 days after the award with an estimated 30-60 days for completion dependent upon weather and ground conditions. Clint Walczyk did not provide a start date, but he stated the project would take two weeks to a month for completion. Brandon Hueckman did not state when he could start or how long the project would last.

Doug stated he likes the steel pipe fence posts and suggested using Brad Armstrong. Robert added that Brad Armstrong is the only contractor who submitted both requested quotes and the timeframe for the project.

MSP – Scott Myers/Doug Ferguson – to award the contract to Brad Armstrong with steel pipe posts. Unanimous.

2. AWOS maintenance.

Haley provided an update on the AWOS maintenance and stated the airport had its annual AWOS maintenance inspection with DBT Transportation as our certified AWOS technician and the FAA AWOS inspector. Our AWOS is in compliance with the FAA standards. The DBT Technician also installed the new NADIN data information so this is again being broadcast across multiple channels. Robert asked about our deteriorating ceilometer that will need to be replaced. Haley stated the DBT Transportation tech found two items with our AWOS that are beyond their life span. One is the ceilometer. Haley stated she just recently received the quotes for these items and she has not had time to thoroughly look at this information. Haley had a conversation with the tech about the urgency of replacement of these items, and both decided as long as they are working within the compliance requirements of the FAA there is no need to replace immediately. However, these items should be recognized and included in our budget because when they fail they cannot be repaired and must be replaced. Haley added she already spoke with the County Treasurer, Julie Ellison, and Julie suggested not including this in the airport budget, and when the time comes that we need to replace these

items to approach the County Court for funding. Doug asked how long the down time would be when we need the replacement. Haley stated DBT Transportation is quick to respond, so we would just be waiting on the part for replacement.

New Business

1. 2021/2022 budget preparation.

Haley advised the airport commissioners she has been working on the 2021/2022 budget. She added the airport does not anticipate any out of the ordinary expenses or increase in revenue for the 2021/2022 budget cycle. She asked the airport commissioners if there is something they are aware of we need to be planning and budgeting for. Bob Bagett suggested a new snowplow and truck. Kevin stated we have this in our Airport Master Plan, but it is several years out. Haley stated the airport has approximately \$52,000 of unappropriated funds available in the reserve fund. She explained we cannot have unappropriated funds, so this was moved into capital outlay. She stated this serves as a buffer for unexpected expenses should the need arise to request a transfer of funds. She also stated we have contingency of approximately \$2,500 available in our airport fund. The current proposed airport fund budget Haley has drafted for 2021/2022 is \$816,750 which is approximately \$3,000 above 2020/2021 primarily due to personnel increases due to the County COLA increase of 2.74%. She added the airport reserve budget proposal for 2021/2022 is significantly less than 2020/2021 due to not having any FAA AIP projects, and this budget proposal is \$63,900. Haley asked the airport commissioners if there is anything they can think of related to the budget to please let her know by email or phone call.

2. Haley's Corner.

- Airport hours of operation. The airport is now operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport was closed Friday, January 1st in observance of New Year's Day and Monday, January 18th due to observance of Martin Luther King Jr. Day. The airport is scheduled to be closed Monday, February 15th in observance of President's Day.
- Completed details list, ongoing projects/tasks - see synopsis. Haley highlighted that the airport is working on a display case to place at the fuel island. This will showcase our local attractions, restaurants, taxi information, fuel prices, and other information for pilots. Haley stated this will help communicate information to visiting pilots.
- Schedule. Haley stated she does not have any changes to her schedule.

3. Commissioners miscellaneous.

Robert asked where we are with our terminal keys and card locks replacing hard key locks. Haley stated she received the quote from Convergent Technologies for approximately \$85,000. She added that approximately \$45,000 was for labor, primarily the electrician for the upgrade and installation. There was discussion about how to receive reimbursement for re-keying the terminal due security issues related to not receiving all the keys back from the EOC. Haley stated she has been working with our Emergency Management Coordinator, Paul Grey, because he is working on a Homeland Security grant for Grant County. When she visited with Paul about the \$85,000 price quote he said the grant received was much, much less than anticipated, and there isn't funding for our security upgrades at the airport. Robert stated there are other options that are battery powered card locks.

MSP – Bob Bagett/Doug Ferguson – to re-key the airport terminal locks and invoice Emergency Management for reimbursement. Unanimous.

Cheryl discussed the availability of courtesy car keys for pilots. Haley stated they are working on a better system for pilots to obtain the keys when staff is not at the airport.

Adjournment

MSP – Scott Myers/Cheryl Berry – to adjourn the meeting at 7:51pm. Unanimous.

The next meeting is scheduled for Monday, March 8th, 2021 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 ******