



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

February 10th, 2020

Present

Bob Bagett
Cheryl Berry
Robert Watt
Scott Myers
Haley Walker

Absent

Doug Ferguson
Barb Temple

Visitors

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

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

Minutes

MSP – Cheryl Berry/Bob Bagett – to approve the January 2020 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update including SEAT Base discussion – Anthony Hernandez
Anthony provided an update on the USFS operation. He stated the USFS will not have a SEAT Base this summer, and Anthony does not anticipate this will return due to budget restraints. He added that they are working with the ODF and the BLM on how they will operate this year, because the equipment at the current SEAT Base location is property of the USFS. He also stated that if the fire season dictates a need for a SEAT operation for the USFS they are working with the BLM on the possibility of bringing up a SEAT Base Manager to oversee the operation. Anthony will communicate with the airport on how the ODF SEATs will operate during fire season as well as any further changes.

Robert asked about the SEAT Base contract and equipment located on airport property. Anthony stated that for the time being they will be keeping the ground lease with the airport at least through this year so they have time to have a solid plan.

2. Supplemental/Decoupling Project update – Kevin Bissell
Kevin brought the 95% design plan set for the commissioners to review. He reviewed the phasing plan of the project. Removal of existing taxiway A-4 and the relocation of taxiway A-3 were discussed in detail. Kevin stated that the geometry of this project was dictated very early on from the FAA. Kevin explained the reason the FAA does not like the location of existing taxiway A-4 is because they consider this a hotspot. Hotspots are non-standard geometry in the eyes of the FAA. Taxiway A-4 is considered a hotspot because aircraft can roll from the parking apron across the taxiway directly onto runways 17/35 without having a dogleg turn. The FAA prefers 90 degree angles when accessing runways.

Robert suggested adding a barrier/island which would require aircraft to travel further to the south onto the taxiway creating the need to stop and turn onto the taxiway. This option was discussed in detail. The

distance between current taxiway A-4 and new taxiway A-3 is 500 feet. Kevin suggested he work with Haley on a sketch and have Haley submit the request to the FAA for this change proposal. Haley and Kevin stated we have to have bids in hand by April 1st, so she will work with Kevin to get the sketch and immediately send the proposal to the FAA. Kevin reminded the commissioners that early on in the project he included a partial parallel taxiway which would have taken care of this issue, but the FAA did not approve of this portion of this project. He added that we have a very strict mandate from the FAA on the project design. Haley stated she thinks it's worth asking the FAA if it's doable in the time frame we have.

3. Environmental Assessment Project Update – Kevin Bissell

Kevin stated the Scope of Work has been submitted and Haley sent this to another engineering firm for the IFE (Independent Fee Estimate) which is a requirement of the FAA. Haley stated she is working on the comparison of both engineering firms and the justification of engineering firms being greater than 10% difference for the FAA.

Financial activity report for January

The Reserve Fund 121100 fund prior balance was \$10,685.30 with a net fund balance of -\$45,576.54. The fund balance decreased by \$56,261.84 due to Supplemental/Decoupling Project expenses. Haley reminded the commissioners that the Supplemental/Decoupling Project expenses will be reimbursed at 100%.

The Airport Fund 124100 fund prior balance was \$78,732.67 with a net fund balance of \$79,700.62. The fund balance increased \$967.95. Haley stated we had a couple large advertising expenses for the Blue Mountain Eagle “giving back” ad that the airport sponsors for the Air Search and the Eastern Oregon Visitors Association ad.

Haley stated we do not have any past due accounts and one account with a credit (Robert Watt).

Haley discussed the 2020-2021 budgets that were due to the Treasurer last Friday. Haley will send a copy to the airport commissioners. Haley stated that in our reserve budget we included all our grants which created a budget over \$10 million. For the airport budget Haley stated the total is just over \$813,000. Haley discussed what she called major AWOS maintenance expenses. She stated we have been budgeting \$30,000 for the past two years for a replacement ceilometer. She explained that our current ceilometer is over 20 years old, and it will need replaced instead of repaired once it stops working correctly. Haley stated she spoke with our Treasurer, Julie Ellison, and decided to cut this \$30,000 out of our budget next year. Haley added that we haven't had as much cash carryover due to making improvements at our airport, and cutting this out of our budget will help us make our budget balance. Julie suggested that if we have a need for the ceilometer replacement that Haley should request this from the County Court. Haley added that she briefly discussed this with Kevin and we can apply for grant funding to replace the ceilometer through our CIP with the ODA and/or the FAA. Haley added that the AWOS expenses are a large portion of our maintenance budget with our basic annual service of over \$6,000. Haley also stated that our current AWOS maintenance technician (Summit Power) is no longer in the AWOS business. DBT Transportation is the only AWOS maintenance provided known at this time, but based on past experience Haley has been dissatisfied with the service. She reached out to the ODA to see who they have servicing their State Airports with AWOS, and they are currently looking for a provider as well. Haley will continue working with the ODA and looking for a new AWOS maintenance service provider. So, the concern right now is finding an AWOS service technician as well as the costs to maintain our AWOS.

Robert asked what the AWOS technician found wrong with our equipment on his recent visit. Haley stated that our AWOS was only broadcasting a very short distance due to the antenna being loose. After the repair pilots were able to pick up our AWOS at around 20 miles.

Haley added that she proposed the County set aside a grant match fund budget line so departments with grants can use these funds to leverage larger funds. She proposed this be funded by a small percentage of the interest earned on the SRS funds or possibly a small percentage of the annual property tax increase. Haley stated that her understanding is that the SRS funds are obligated to the Road Department, but the interest earned is for the County and could be part of the general fund. Scott stated the interest could go to the general fund.

Manager's Report

1. Fuel sales volumes for November, December, & January. Fuel sales volumes for January 2020. The fuel report was included in the meeting documents. We sold 357.0 gallons of 100LL which was below average over the last ten years. Jet A gallons sold were 259.3 which was also below average. Haley reminded the commissioners that December fuel sales were above average due to the friendly flying weather. Discounted fuel sales were 147.65 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 \$4.22 per gallon with a markup of \$1.03. The cost of Jet A is \$2.66 per gallon with a markup of \$1.55. The average price within 100 miles for 100LL is \$5.04 and Jet A is \$4.17. We have 5,859 gallons of 100LL and 9,089 gallons of Jet A on hand. Scott asked who gets discounts on fuel including Frank Stinnett when he buys fuel for the County equipment. Haley stated he has not been receiving discounts for the County, but she will get him a fuel card for the County equipment so they are receiving the discount. Haley believes the County should receive the discount for their small engines used at the Courthouse.

Robert suggested a fuel collection station that Haley can place a fuel can at the fuel island to collect the extra fuel used when pilots test their fuel quality. This fuel can be used to fill the mowers, weed eaters, and other small equipment used at the airport. Haley agreed, and she will place a metal can for 100LL fuel collection.

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 five total events and one paying events. The non-paying events were the GOP meeting to appoint a replacement for Cliff Bentz, Natural Resources Advisory Committee meeting, SEACT meeting, and the City of John Day had an event. We have three total events scheduled for the month of February with one paying event and two non-paying events. The non-paying events are the LCAC and an Emergency Management training. Haley added that the USFS began their fire-hire event and has been occupying the conference room, and this will continue through February 14th.
4. Airport Maintenance Update.
 - a. Snow plow battery issues.
Haley stated the alternator was replaced in the snow plow truck, and this appears to have fixed the issue of the batteries draining. Haley added she just received a quote from Frontier Equipment for a new snow plow, and the \$5,000 in our budget is not enough. They had three quotes and the range was between \$10,000 and \$12,000. Scott suggested to shop used local. Haley stated she will reach out to Alan to see if they have any plans to purchase a new plow, and then the airport could purchase their used plow. Robert asked about state surplus plows. Haley stated the airport has been on the list for over a year for a state surplus plow.

Old Business

No old business discussed.

New Business

1. Election of Airport Commission Chairperson.
Robert opened the floor for Airport Commission Chairperson nominations. Bob Bagett nominated Robert Watt with a second by Cheryl Berry. Scott moved to close nominations with a second by Bob Bagett.

*MSP – Bob Bagett/Cheryl Berry– to nominate Robert Watt as the Airport Commission Chairperson for 2020.
Unanimous.*

2. Election of Airport Commission Secretary.
Robert opened the floor for Airport Commission Chairperson nominations. Bob Bagett nominated Haley Walker with a second by Scott Myers. Bob moved to close nominations with a second by Scott Myers.

MSP – Bob Bagett/Scott Myers– to nominate Haley Walker as the Airport Commission Secretary for 2020. Unanimous.

3. AWOS maintenance.

See Financial Activity section above.

4. Haley's Corner.

- Airport hours of operation. The airport is operating Sunday – Saturday from 8am-4pm. The airport was closed January 1st for New Year's Day and Monday, January 20th in observance of Martin Luther King Jr. Day. The airport is scheduled to be closed Monday, February 17th in observance of President's Day.
- Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some of the details including the Joint Facility Business Plan meeting with the USFS, LED conversion in the terminal, grant application for the Supplemental Decoupling Project signatures and submittal, etc.
- Schedule. Haley does not currently have any time off scheduled.

5. Commissioners miscellaneous.

Robert asked if the airport staff has scheduled breaks. Haley stated they are supposed to take two 15 minute breaks and a lunch hour, but it is difficult when we have customers needing help while they are on a break or lunch. Robert asked if it was OK to offer a flight for the airport staff. Haley stated that he is welcome to offer this to Michael and Tyler.

Robert asked where we are at with the leaking windows and painting project. Haley stated she needs to get with Frank to plan this and purchase the supplies and identify a good timeframe for this project. Haley added she is planning on scheduling Tyler to assist Frank so he has help and so Tyler can learn these skills. Haley stated that she is looking for someone to install gutters on the exterior to keep water away from the window sills. Cheryl suggested Daryl McKrola.

Scott stated he needs to connect with Haley to get a date in March for an event for a thank you dinner for all active and retired law enforcement in the County. Haley will email Scott some prospective dates.

Cheryl asked when the Aviation Field Day is scheduled. Haley stated she is waiting on the USFS training dates so they can schedule the Aviation Field Day. She will let Cheryl and all other presenters know when the date is for this event. Cheryl stated she would like to get the AOPA flyers for the students.

Bob asked about the deer on the airfield and stated he heard the NOTAM. Haley stated that there has been little to no deer activity noticed on the airfield since the last meeting.

Kevin stated there will be some lights and signs with the decoupling project. He asked if the airport has a place to store these items. Haley stated they have room, and Scott added that there is room at the old Road Department shop on Adam Rd.

Robert asked about the hangar rock/gravel project. Haley stated we are waiting on the Road Department for their help. She will chat with Alan about this again.

Adjournment

MSP – Bob Bagett/Cheryl Berry – to adjourn the meeting at 7:27pm. Unanimous.

The next meeting is scheduled for Monday, March 9th, 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 ******