



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

February 19th, 2019

Present

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

Absent

Visitors

Anthony Hernandez

Robert Watt called the meeting to order at 6:32pm.

Minutes

MSP –Barb Smith/Cheryl Berry – to approve the January 2019 meeting. Unanimous.

Public Comment/Guests

1. USFS Update

Haley updated the commission on the USFS activities. She stated that she spoke with Anthony this morning and he was travelling but trying to make it back for the meeting. She stated the USFS has been going through a hiring process in preparation for the summer. She stated that the USFS and airport met for the Joint Facility Business Plan meeting which is now officially signed by both parties. Haley stated there were some clerical revisions, but this meeting focused on awareness for the new individuals representing both the airport and the USFS. Barb stated that after being present at three of these meetings she believes the commissioners should make it a priority to attend at least one of these meetings during their term. She added that these meetings are very informative. Doug stated he was at the most recent meeting and the way Haley and Anthony work together we should have little to no issues working together.

Anthony Hernandez entered at 6:35pm.

Anthony provided an update from the USFS. He stated the USFS is in the middle of hiring for the summer season. He reiterated the Joint Facility Business Meeting information. Barb asked about the Rappel Academy. Anthony stated there are three places nationally to conduct this training, and John Day is taking the year off with Missoula and Salmon hosting the training this year.

2. Airport Master Plan Update

Haley stated that Kevin Bissell sent the airport a binder with the written plan, but we are waiting on the final approval from the FAA. The FAA has the signed ALP (Airport Layout Plan) sheets and are reviewing them again before closing out this project. Haley stated this project is as complete as it can get on our end, but we

continue to wait on the final approval from the FAA.

3. Apron Reconstruction Project Update

Haley stated that Kevin Bissell and Dave Sherman (T-O Engineers staff) were planning on being in attendance tonight, but Kevin became ill. They intended to talk about the design concept and need input from the airport commission, the airport, and the USFS. They would like to schedule a meeting either next week or the week after so they can get the preferred design concept and continue moving forward with this project. Barb asked if this would be an additional meeting or a work session. Haley stated she believes this would be a work session for the high level design options. Barb asked if there would be any decisions made, and Haley replied that she didn't believe so, but she would speak with Kevin for clarification on the meeting agenda and items to be discussed. March 6th was identified as being the preferred date for the design concept with T-O Engineers. The time will be determined based on T-O Engineers schedule.

Financial activity report for January

The Reserve Fund 121100 fund prior balance was \$60,672.33 with a net fund balance of \$63,018.53. The fund balance increased by \$2,346.20 due to receiving reimbursements for the Apron Reconstruction Project.

The Airport Fund 124100 fund prior balance was \$91,699.77 with a net fund balance of \$77,092.45. The fund balance decreased \$14,607.32 primarily due to paying our invoice for 5,000 gallons of 100LL, invoice for our December AWOS inspection, and we received an invoice from Control Sentries for our cooling tower service in August 2018. This invoice was sent to the airport at an incorrect email address and therefore not received by the airport for timely payment.

Barb asked was the advertisement fee was for the month. Haley stated we paid our monthly KJDY rate of \$187.50 as well as the Blue Mountain Eagle guides/inserts.

Haley added that we have two past due accounts which are Prairie Wood Products (DR Johnson's hangar) and Storm Carpenter. Both are for their annual hangar ground lease payments. Haley stated they are both over 30 days past due and being charged an 18% finance charge. Barb asked if they have proof of insurance. Haley stated that she is not aware that they do not have insurance, but she is normally notified if insurance is cancelled due to the airport being named on the insurance policies. Haley stated she will be monitoring these two past due accounts very closely.

Manager's Report

1. Fuel sales volumes for November, December, & January. Fuel sales volumes for January 2019.
Haley reviewed the fuel sales with the commission. She stated we had a good month and it was a really good start to the year for fuel sales. She stated our fuel sales for the month of January were 816.1 gallons for 100LL and 387.1 gallons for JetA. Haley stated that early January weather was really nice and we had some great flying days. Haley added that the discounted fuel sales were 195.47 gallons of 100LL and 255.05 of Jet A. CO Fire purchased the discounted JetA.
2. Fuel resale and replacement values.
Haley stated our prices have not changed. 100LL price is \$5.34 per gallon and Jet A is \$4.15 per gallon. Haley stated our cost for 100LL is \$4.13 per gallon with a markup of \$1.21. The cost of Jet A is \$2.75 per gallon with a markup of \$1.40. The average price within 100 miles for 100LL is \$4.94 and Jet A is \$4.12. We have 9,001 gallons of 100LL and 7,914 gallons of Jet A on hand.
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 with one paying event. The non-paying events were the City of John Day, American Red Cross training, CCS, and the SEACT meeting. We have four total events scheduled for the month of February with all paying events. She added that the USFS was using the conference room for approximately two weeks during the month.
4. Airport Maintenance Update.
 - a. Snow plow. Haley stated the snow plow is repaired. The hydraulic reservoir was repaired by Joe at the

Road Department.

- b. New fueling equipment (hoses, reels, nozzles, grounding cable). Haley stated she was thinking about this project in conjunction with the apron reconstruction project. She stated the spring loaded reels are not made for the size hoses we need for both 100LL and JetA fuels. Therefore, the best reels we can get are motorized reels. Power would need to be run from the communications shed to the fuel island requiring trenching through the pavement. The apron reconstruction project will have the pavement torn up making the power installation much easier and less expensive. The fueling equipment project can be coordinated at the same time as the apron reconstruction project. Haley spoke with Bryan from North River Electric, and he stated this would be the ideal time to run power to the fuel island. She also spoke with Kevin at T-O Engineers making sure this wouldn't cause any issues with the apron reconstruction project, and he stated that this would be a great time to complete the fueling equipment project. Haley stated that our plan is to have the equipment at the airport and the installation will occur once the pavement is torn up. Haley added that with the new fueling equipment needs to have professional installation. She is budgeting for both of these in the new fiscal year. Robert wanted to make sure research is done so the motors on the new reels can handle the length and weight of the hoses so the motors don't burn up. There was conversation about the length needed for the hoses. Both Haley and Anthony stated that the longer hoses are needed due to the safety areas of large helicopters.
- c. Hangar security cameras. Haley stated that security camera technology has improved of the last few years. Haley stated we have \$1,500 in our budget for these cameras. She found some companies that have commercial security cameras for \$800. She sent this information to Robert at the ESD so he could provide any insight if they would or would not work for our situation. These cameras are wireless with wi-fi capability and notifications are sent to replace the batteries which are rechargeable. Haley will do a bit more research to make sure these will work with our cold temperatures and to ensure we won't have to constantly replace the batteries. Doug asked how many cameras we need, and Haley stated we need at least three cameras. Robert stated that if we want to run power for the security cameras instead of relying on rechargeable batteries then doing this while the aprons are torn up would be a good time. Robert also asked about the solar power option for the cameras. Barb asked the cost of the replacement batteries.
- d. AWOS move. Haley stated the AWOS move is complete. She stated the new location is in the upper conference room closet. Haley stated that Josh Clauson (AWOS technician) reported to her there was some damage to our exterior wall from where Oregon Telephone installed internet into Office 2A. Haley spoke with Oregon Telephone's manager, but their service technicians denied causing the damage. However, their service technicians will be back to the airport to repair the wall. Haley will make sure the damage is repaired. Haley stated that Summit Power Systems brought and donated the new AWOS equipment storage cabinet that retails for approximately \$2,500. Haley asked if anyone has flown since we made the AWOS move. She asked because a medical pilot reported that he was not picking up the AWOS. Haley asked the Bend Air Taxi pilot if he was able to pick it up when he flew in, and he said he did not receive it until they landed at the airport. Haley called Josh Clauson, and he stated he completed all the testing and did not find any issues. Haley requested that Josh move the AWOS quarterly inspection to the beginning of March so he can troubleshoot our AWOS broadcasting reports. Josh asked Haley to gather more reporting from pilots. Barb stated that it was odd that she heard a medical flight call in range to our airport, and they followed this by calling the airport Unicom. She suspects that they wanted the weather conditions. Haley stated this is a very high priority for the airport.
- e. Electrician (runway 17 REIL's, timing switches for runway lights, beacon light issues, power to the fuel island). Bryan with North River Electric visited the airport for a number of electrician needs. Haley stated our REIL's on runway 17 have been flashing intermittently instead of flashing for the entire 15 minutes when engaged with the pilot controlled lighting. Haley stated that she and Bryan completed three tests with these lights, and the first test resulted in the REIL's flashed for 5 minutes but then turned off. The second two tests the REIL's stayed on and flashed for the entire 15 minutes. When Bryan returns to the airport to complete some of the electrical work we will test the REIL's again to see if we can identify the issue. Bryan ordered and will install timer switches for our runway override switches in the office. Bryan will also troubleshoot the beacon light issue (quick blowouts of the light) when he comes back to the airport, because the roof of the hangar was covered in snow and unsafe. Robert gave some insight on possibilities of why this light continues to blow out so quickly. Barb stated that she spoke with Don Porter who walks near the airport, and he told her that the runway lights came on for only two or three minutes. This is unexplainable because the only way to turn the runway lights on is with the pilot controlled lighting or the manual override switches in the office. Haley spoke with Bryan about power for the fueling equipment project. Lastly,

Bryan installed some outlets for the AWOS move. Haley stated that Bryan had a very busy day at the airport.

Old Business

1. Boiler wood pellet supply.

Haley stated she has been working on the budget for the next fiscal year, and this included trying to determine the cost of pellets if they need to be brought in from somewhere outside of the area. She informed the airport commission that she visited with Derek Daly at Blue Mountain Hospital about the wood pellet supply situation at Malheur Lumber. They called Steve Hill to give us an update. Haley stated that Malheur Lumber took 400 tons of wood pellets and set these aside because their wood pellet plan is already shut down. Malheur Lumber's plan is to restart the wood pellet mill in June or July after the torrifaction project. Blue Mountain Forest Products outside of Pendleton is the backup plan for Malheur Lumber to ensure the valley users have wood pellets if the 400 tons doesn't meet the demand needs or the pellet mill is not back up and running according to their plan. The hospital burns approximately 118 tons per year, and the airport burns 20 tons per year. Anthony suggested that we resupply our pellet silo after we shut the boiler down for the season. Haley agreed and will order the wood pellets to ensure we have enough for winter 2019-2020.

New Business

1. Engineering Firm Selection for Phase II – Apron Reconstruction Project.

Haley informed the airport commission that she did not attend the OAMA Spring Conference due to the road conditions. She was planning on meeting with Kevin Bissell and Mat Wilder to discuss our engineering firm selection for the airport. However, Kevin also did not attend the meeting due to flight cancellations because of weather. As a result, Kevin and Haley visited over the phone about the engineering firm selection. T-O Engineers cannot help in the process because they would be disqualified due to the FAA regulations.

2. Hope 4 Paws Yard Sale.

Haley stated she was approached by Robin Olterman about hosting a yard sale for Hope 4 Paws in her hangar. The airport commissioners had discussion regarding the intended use of hangars being related to aeronautical use. Haley will contact Robin and advise her that this was not approved due to the intended use of hangars being aeronautical. The airport commissioners suggested that they can reserve the conference room and apply for a fee waiver to host the yard sale at the airport if this was their priority.

3. 2019-2020 Airport budget.

Haley reviewed her proposed budget with the airport commission and discussed the main areas where there were changes. She provided handouts and reviewed both the Airport Reserve and Airport Fund budgets. Haley suggested the airport commissioners review this in more detail and notify her if they have any questions.

4. Aviation Field Day – May 16, 2019.

Haley informed the airport commissioners that the target date is Thursday, May 16th. She added that we have commitments from Humbolt, Prairie City, and Dayville. Seneca and Monument will not be in attendance due to bringing multiple grades last year and the possibility of repeat information. Currently, there are 72 students from the three schools planning to attend. Doug stated that this is a really neat thing, but he suggests older students that are in 7th or 8th grades. Haley stated that there were some schools that brought 4th -6th graders which is why there were some students too young for the field day. Scott stated that once the students are in middle school they become much more involved in other activities which could prevent them from being available for this day. Haley will look for more feedback after this year to determine the appropriate age.

5. Hangar movement.

Haley stated we have had some movement with some of our hangar occupants over the last month. Hangar #1, previously owned by Herb Hart, was sold to Dave Ciochetti. The official sale date was February 9th, 2019. Dave stated his intended use of the hangar is aeronautical. He currently has his plane stored in Hood River, but he is bringing a different plane to park at our airport. He is also a certified flight instructor and willing to help if someone is in need.

Haley stated that Eric Bush & Jeremy McIntosh moved from Robin Olterman's hangar into the County hangar. Eric asked if he could add tie-down and clean up the County hangar (he did not state specifically

what he meant by this) in exchange for free rent. Haley stated that if there is something that needs done to improve the County hangar that he needs to make her aware of this and we will make the appropriate improvements.

Butch Sagaser moved from the County hangar into Lee Turner's hangar. She is not sure how long he will remain in the Turner hangar, so there is a possibility that he might move back into the County hangar.

6. Fuel island relocation costs.

Haley wanted to follow-up with the airport commission about costs associated with new, above ground fuel tank costs. She spoke with Kevin Bissell about the MODS fueling systems (modular units that are pre-fabricated and are delivered set up and ready to be connected). As of a couple years ago the cost for the MODS were approximately \$240,000 per tank. Haley also spoke with Diversified Systems in Boise who installs fueling systems, including airports. They build the fueling systems in the traditional manner (not MODS). They just finished one of these projects in Nevada with a 5,000 gallon tank. The cost for this project was approximately \$270,000 per tank. Haley stated that either method will cost approximately \$250,000 or more. Her recommendation would be to wait until we have another project (possibility of the taxiway widening moving up on the CIP with the FAA) which will impact our fuel island resulting in the FAA requiring our fueling system be relocated. This would require FAA to provide funds for the relocation. Robert suggested looking at used tanks that we could get for a fraction of the cost of buying new. Barb asked how much of the total cost (\$250,000) is the fuel tank itself. Robert stated that when airports upgrade their fueling systems they would probably be looking to move the entire fueling system including the tanks, catch basin, dispensers, etc. Cheryl asked if we are still looking at relocating the fuel system near the fence. Haley stated that we have not gotten this far in the design process, but this area is still on the table. The airport commission was in agreement that with the larger helicopters the area near the fence is not a practical and safe option.

7. Haley's Corner.

The airport continues to be open from 8am-4pm daily. The airport was closed New Year's Day and Martin Luther King Jr. Day. We were also closed this Monday, February 18th for President's Day.

Haley stated she has a copy of the GCRA/USFS Joint Facility Business Plan if any of the commissioners would like to review this.

8. Commissioner's miscellaneous.

Barb asked about the item on the completed details list related to Ken Mayhead. Haley stated that she visited with them about their construction/building plans and being in close proximity to the airport. The Planning Department received an application and referred them to the airport before moving forward with the application.

Bob asked about Clayton Ensign (new Office 2A tenant). Haley stated he has moved in and is now occupying his office, and there have not been any issues.

Bob asked what the schedule is for the repair of the cracks on the runways and taxiways and who will do the work. Haley stated that she and Alan (Road Department) have this high on both of their priority lists due to the poor condition of the cracks and the item being noted on the last FAA inspection. They are waiting for the weather to warm to complete this project. Haley just spoke with Alan last week to touch base on this project.

Bob asked what the schedule is to fix the slurry seal that was improperly completed in 2015. Our pavement maintenance inspection was completed last year, but Haley is not sure where this goes and the action that occurs beyond this. She will follow-up with Kevin so we have an answer. The airport commissioners stated that the project was completed within the tolerance allowed, but we are on a rotation for the pavement maintenance program.

Bob asked if anything came out of the GCRA/USFS Joint Facility Business Meeting about replacing the USFS entry sign. Anthony stated that this was not discussed and reviewed where they are with the sign replacement and corresponding budget for this cost. Anthony stated the cost of the sign replacement would be approximately \$1,200 which is not included in his budget. The location of the sign was also discussed. Anthony was under the impression that the airport commission would like it relocated to the other side of the road. The airport commission stated that they would like it on the same side of the road it is currently located but moved from the center to the other side of the flagpole indicating that is the entrance to the USFS operation and there is a separation of operations. Anthony stated that guests without the gate code would still

enter through the main terminal entrance. Barb stated that the USFS sign needs to be a compatible size to the airport sign. Cheryl stated that prior to the airport placing their stone sign the first thing visitors saw was the Airbase sign and often times did not associate the airport being primarily being an airport terminal building. She added with two compatible signs the public will be able to identify the airport as housing both operations. Cheryl suggested angling the USFS sign and relocating it until the USFS budget allows a new sign. Robert provided the background on the sign project. He stated that the airport entered into this project in agreeance with the USFS that both operations wanted to do something to change the look of the sign. The expectation from both operations is that the agreement would be followed to clean up this area resulting in differentiating the operations but both being like sized. Robert stated the airport moved ahead with their sign, but the intent of the project was dropped with the change in personnel at the USFS. He asked Anthony that if he can to please speak with the people involved on where these funds were to be taken from the complete the project. Anthony stated that he spoke with Eric Bush a little about this, and the USFS was going to make an attempt to move forward with this if they could get their engineering department to sign off on the replacement of the sign. However, their engineering department will not sign off on the sign replacement stating the current sign is still good for another 3-5 years. Bob thanked Anthony for his explanation. Scott stated that the courthouse is replacing their lights with LED lights. He offered the old lights if anyone needs them.

Adjournment

MSP – Barb Smith/Scott Myers – to adjourn the meeting at 8:06pm. Unanimous.

The next meeting is scheduled for Monday, March 11th, 2019 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 ******