



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

March 8<sup>th</sup>, 2021

### **Present**

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

### **Absent**

### **Visitors**

Anthony Hernandez (USFS)

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

### **Minutes**

*MSP – Bob Bagett/Doug Ferguson – to approve the February 2021 meeting minutes. Unanimous (Barb Temple abstained as she was absent for the February meeting).*

### **Public Comment/Guests**

1. **USFS Update.** Anthony Hernandez  
Anthony stated he has been working with Craig Trulock on a letter of support including SEAT Base flight details for our Runway 17/35 widening project. He also updated the airport commission on the future of the SEAT Base. Anthony stated the USFS is planning to transfer the SEAT Base to ODF. This will include all the USFS SEAT Base equipment with the exception of a few retardant pumps. He added the USFS will hold the lease until the end of September which is the end of the federal fiscal year. He will provide an official letter with 120 day notice from the USFS to the County. Anthony stated all the helicopters with the exception of the large, type I helicopter will be the same as last year. Anthony spoke about the handrails on the rappel tower. USFS engineers will be looking at this to ensure the tower handrails are within OSHA compliance standards.
2. **Environmental Assessment Project Update**  
Haley provided an update on the EA project stating since the last meeting in February the FAA has informed us they will be scaling the EA back to only include the land acquisition project, the GA apron reconstruction project, and they would like to include the runway 17/35 widening project. However, the SEA ADO has a new Planner, and he has taken a closer look at this project and does not see the justification and need for this project. This is due to studying filed flight plans at our airport for larger planes such as the SEAT planes. Haley stated she has reached out to the USFS, ODF, CO Fire, and Schott Ag Air to ask them for documentation and a letter providing additional support for justification to the FAA for this project. Haley stated fire aviation and Ag aviation do not file flights plans so we are hoping to gather this information from the agencies or companies flying. Haley added that part of the reason this project is so important is that when

the runway is widened an overlay coat will be applied helping to improve the condition of the pavement currently on the runway. Widening the runway will also increase safety for the larger aircraft. There was discussion about filing flight plans and justification for the FAA. The airport commissioners stated they have log books of their flights but do not always file flight plans. This will hopefully help provide justification for future improvements at the airport such as connector taxiways due to back-taxiing. Haley stated she is continuing to work with T-O Engineers to provide the justification need to the FAA, and once we hear final resolution she will inform the airport commissioners.

## **Financial activity report for February**

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 past due (Carpenter) which is for the hangar ground lease agreement last week. This was in addition to the invoice and past due invoice.

## **Manager's Report**

1. Fuel sales volumes for December, January, & February. Fuel sales volumes for February 2012- 2021. The fuel report was included in the meeting documents. We sold 431.1 gallons of 100LL and 217.3 gallons of Jet A. Both were slightly below average over the last ten years for the month of February. Year to date we have sold 926.2 gallons of 100LL which is above average and 254.7 gallons of Jet A which is below average..
2. Fuel resale and replacement values.  
Haley stated fuel prices did not change in the month of February but did increase on March 2<sup>nd</sup>. The cost continues to increase, so prior to March 2<sup>nd</sup> our markup for 100LL was \$0.32/gallon. 100LL price increased from \$4.75/gallon to \$4.99/gallon and Jet A remained the same at \$3.50/gallon. Our cost for 100LL is \$4.13/gallon with a markup of \$1.86. The cost of Jet A is \$2.50/gallon with a markup of \$1.00. Haley stated the cost increased again today according to her weekly email with fuel costs. Discounted fuel sales were 35.0 gallons of 100LL and 0.0 of Jet A.
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 February we had six total events with four non-paying events which were a Search & Rescue training (2), CAT (Community Action Team) meeting, and Victim's Assistance. We have eleven total events scheduled for the month of March. We have four paying events and seven non-paying events which are Search & Rescue, City of John Day, CAT (Community Action Team) meeting, and the Sheriff's Department training (4). There was discussion about the City of John Day and their meeting. Haley explained the City of John Day is looking to align their Land Use Planning code with the County code to have consistency.
4. Airport Maintenance Update.
  - Tractor. Haley stated our tractor is still at John Day Polaris, and Robert updated the airport commission on the status of our tractor. He stated he went and looked at the tractor and spoke with Greg and one of their mechanics. He explained the issues with various issues including the radiator, and the center cylinder, and their recommendation to put a new engine in the tractor. The mechanic told Robert and Haley confirmed the tractor still runs. Robert recommends having someone else take a look at it and putting in a new radiator but not spending a large amount of money to repair our tractor, because it is too small for what we use it for at the airport. Haley spoke with Greg at Polaris and asked them to put the tractor back together so we can pick it up. Robert stated it is still sitting in their back lot and would like to push the issue so we can pick it up and have a second opinion. The airport commissioners were in agreement that they would like Robert to pick it up and look at it for an assessment. Robert agreed and will work with Polaris to pick up the tractor and assess the damage. He added that it may be able to be repaired and used, but we should be planning and budgeting for a larger tractor and larger brush mower to accomplish our mowing. Haley stated when it went to Polaris in August it was still under warranty until December 2020. It was discussed that when Polaris opened a warranty claim we were prevented from taking the tractor to another LS Tractor dealer for repair. There was additional discussion about the rocks and boulders in the field that tear up the mower. Robert asked about getting a grader or another piece of

equipment to take out the humps to allow us to clean up the big rocks. Doug and Barb stated the rocks continually come up from the ground. Haley stated Tyler talked to her about starting the season using a heavy duty rake into the ground to get the rocks up and this would help each year in preparation for mowing.

Haley informed the airport commissioners we have an opportunity to receive an additional grant from the FAA for \$9,000 through the second federal economic package. She still needs to talk with the FAA about the fine print and obligation of the County if we apply and receive these funds. These funds can possibly be a start for a new tractor. Haley asked Robert if he sees or hears about used tractors to please let her know.

- Snowplow. Haley explained the issues we've had with the snowplow battery grounding cable, alternator, and base lug and casing. Grant County Automotive replaced the alternator and repaired the cables. Haley ordered a new base lug and reattached to the casing. Currently, the leak is very minor, but she will need to order the replacement casing to prevent leaks. She is also working with Grant Union High School Auto Shop teacher, Jason Miller, to see if they would be willing to put our new blade together for a second snowplow to attach to our airport maintenance truck. The airport would pay for the parts, and the students would provide the labor creating a learning opportunity and a cost savings for the airport.
- Airport maintenance truck. The airport maintenance truck is currently at Grant County Automotive for repair and replacement fuel injectors, cylinders, and the turbo system which was causing the exhaust fumes to enter the cab of the truck.

## **Old Business**

### 1. Perimeter Fence Repair.

Haley stated we are in the process of working with Brad Armstrong for this project. He was selected as the contractor last month. He ordered and received the materials, and he is working on cutting the pipe to size before beginning the project onsite. He visited the airport and Haley last week to have another look and have an exact game plan for the project. Haley stated she offered a staging area near the SEAT Base for his supplies and she expects work to begin very soon onsite. She will issue NOTAMs through FlightService as well as our AWOS.

## **New Business**

### 1. Haley's Corner.

- Airport hours of operation. The airport continues operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport was closed Monday, February 15<sup>th</sup> in observance of President's Day. The airport does not have any scheduled closures during the month of March.
- Completed details list, ongoing projects/tasks - see synopsis. Haley mentioned she will be at County Court Wednesday to request approval for two replacement laptops. One will be for the Pilot's Lounge and the other will replace our fuel processing laptop. She stated the airport has funds available in the capital outlay-equipment line. There was discussion on having a laptop in the Pilot's Lounge and the possibility of theft.  
Haley added she spent quite a bit of time plowing snow, riding along and navigating the Road Department plow drivers, and working on snowplow repairs.
- Schedule. Haley stated she does not have any changes to her schedule.

### 2. Commissioners miscellaneous.

Bob Bagett asked about the status of rekeying the locks. Haley stated she called the locksmith to rekey the terminal, and they are looking at their schedule. She added that she is hoping the County will receive additional federal funds that can be used for this reimbursement request.

Bob Bagett also asked about the AWOS radio and the inability to pick up AWOS to/from the East until approximately 8 miles out. There was discussion, and Cheryl has had the same experience. Cheryl stated the AWOS can be picked up easily to/from the West, but she has had the same experience when flying to/from the East. Haley stated our AWOS had its annual maintenance in February and the system was within proper parameters for all their testing. She added they will be having another maintenance inspection in

approximately three months, and she will discuss this with the technician.

Barb asked about our budget process and if there was any consideration to the fact that there would be fewer SEAT planes with the USFS not having a contract for a SEAT plane stationed at our airport. Haley stated that based on her conversations with the USFS she is not seeing a big change in flight activity for the USFS SEAT planes, because if they need a SEAT they will call one in and have the BLM manage the SEAT operation. She added the airport will still have the two ODF SEAT planes, and they are the operation primarily used for SEAT operations.

Barb also discussed the new project at the Lemhi Airport for an above ground fuel system funded by the FAA. Haley acknowledged she received this email from Barb and thanked her for sharing this. She reached out to Kevin Bissell with T-O Engineers, and he responded via email. Haley read the email aloud to the airport commissioners, and essentially, this was funded by the FAA because they required the relocation of the fuel system to meet full B-II clearance standards on the apron and taxiway. The difference is the fuel island at our airport meets current clearance standards for our airport, and is the reason the FAA has been unwilling to fund relocation of our fuel island. There was additional conversation related to our airport category and safety issues and/or configuration issues for the FAA to fund our new fuel island. Widening our taxiway will not create the need because the safety areas are based on the centerline which will not change due to widening.

## **Adjournment**

*MSP – Cheryl Berry/Doug Ferguson – to adjourn the meeting at 7:17pm. Unanimous.*

The next meeting is scheduled for Monday, April 12<sup>th</sup>, 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](mailto:walkerh@grantcounty-or.gov) \*\*\*\****