



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

March 9th, 2020

Present

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

Absent

Robert Watt

Visitors

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

Bob Bagett called the meeting to order at 6:30pm.

Minutes

MSP – Cheryl Berry/Doug Ferguson – to approve the February 2020 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update – Anthony Hernandez
Anthony provided an update on the USFS operation. He stated the same employees have been on duty as last month. They sent some folks out of the area to another forest, so they have a few less onsite. He added that the USFS is starting to look at the COVID-19 response, so their travel over the next few weeks will be limited.
2. Supplemental/Decoupling Project update – Kevin Bissell
Kevin updated the commission and provided a full size plan set for review. The project is currently being advertised for bid, and this began on February 26th. The second advertisement will be March 11th. There will be a pre-bid meeting on Thursday, March 19th at 10:00am at the airport terminal. He stated this is primarily for contractors, but the commissioners are welcome to join the meeting. Kevin stated the plans are online at the T-O Engineers plan room. Haley stated she will send the commissioners a direct link for the plans. Kevin stated he sent the job to a few contractors to make them aware of the project. Kevin stated the County always has the option to reject a bid for various reasons, and the contractor has qualifications they need to meet for the project. The bid opening is March 31st at 2:00pm at the airport terminal. Kevin briefly reviewed the elimination of current taxiway A-4 to recap how we got to this point. He reminded the commissioners that when the initial project was submitted there was a partial parallel taxiway C and an added connector taxiway from the partial parallel taxiway C. However, when the initial FAA project manager reviewed the application and drawing she eliminated the partial parallel taxiway C as well as the connector taxiway. She stated there was no justification for the parallel taxiway C. Kevin stated that when we widen the parallel taxiway A we should try and include a connector taxiway with this project. He stated there is justification for widening taxiway A because it is a substandard width and should be 35 feet wide. Haley added that the phasing plan allows for at least one runway to be open at all times to support air traffic during construction.

3. Environmental Assessment Project Update – Kevin Bissell

Haley stated she spoke with the County Treasurer about where the funds for the match would come from, and she stated the airport has funds in the reserve capital outlay budget that can cover the match requirement. She requested approval for the project from County Court, and they supported moving forward with this project, financing, and all future related documents related to this project be signed upon receipt and review. We have the signed grant agreement that is being forwarded to the FAA. Kevin also presented a schedule for the EA project. He stated the purpose for the EA is to get environmental clearance for several future projects. There will be a kickoff meeting in April that will take place at the airport. There will also be a survey which will be by drone. He also spoke about working with the tribes and the state historical society for EA projects. This project will take approximately one year. The FONSI is the Finding Of No Significant Impact, and this is the document states that the EA study has been accepted by the FAA.

Financial activity report for February

The Reserve Fund 121100 fund prior balance was \$-45,576.54 with a net fund balance of \$-46,302.19. The fund balance decreased by \$725.65 due to our DEQ Annual fee for our underground storage tanks and painting & gate supplies. Scott asked how to get back in the black. Haley stated when we are reimbursed by the FAA for our Supplemental/Decoupling Project we will be back in the black. This grant should be issued in April.

The Airport Fund 124100 fund prior balance was \$79,700.62 with a net fund balance of \$74,988.13. The fund balance decreased \$4,712.49. Haley stated our largest expense was \$1,300 for our AWOS tri-annual maintenance. She added that the airport did not receive funds from the USFS which will be reflected in March, and this reduced the bottom line.

Haley stated we have three past due accounts (Baker Aircraft for fuel, Prairie Wood Products for their hangar site lease, and Carpenter for his hangar site lease) and two accounts with a credit (Watt, Sagaser). Barb asked what Baker Aircraft and Prairie Wood Products behind in their accounts. Haley stated Baker Aircraft is behind on fuel (\$2,400) and Prairie Wood Products are behind on their hangar ground lease. Haley stated the sale between Butch Sagaser and Larry Lassen fell through. Butch initially paid the annual hangar ground lease, so this amount is now credited to his account. Larry Lassen was invoiced for the annual ground hangar lease, and we already received payment.

Manager's Report

1. Fuel sales volumes for December, January, & February. Fuel sales volumes for February 2020. The fuel report was included in the meeting documents. We sold 559.1 gallons of 100LL which was above average over the last ten years. We did not have any Jet A fuel sales for the month of February. Discounted fuel sales were 230.8 gallons of 100LL and 0 gallons of JetA. Year to date we have sold 916.1 gallons of 100LL which is above average and 259.3 gallons of Jet A which is below average.
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 \$4.12 per gallon with a markup of \$1.13. The cost of Jet A is \$2.35 per gallon with a markup of \$1.64. The average price within 100 miles for 100LL is \$5.04 and Jet A is \$4.17. We have 5,254 gallons of 100LL and 8,055 gallons of Jet A on hand. We plan on splitting a load of 100LL with Baker to save costs and the cost is low.
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 four total events and one paying events. The non-paying events were the Natural Resources Advisory Committee (NRAC) meeting, LCAC, and Emergency Management training. We have four total events scheduled for the month of March with two paying events and two non-paying events. The non-paying events include the Grant County Road Department and the NRAC.
4. Airport Maintenance Update.
 - a. Hangar taxilane gate wheels. Haley stated we installed gate wheels on the ramp apron gate and the first hangar

taxilane gate. Several hangar owners complained about the gates dragging, so she had the wheels installed to roll instead of dragging. She asked the commissioners to let her know if they are having any issues with these gates.

Old Business

No old business discussed.

New Business

1. Hangar #8 heat source installation.

Haley stated this is Dr. Klusmier's hangar. She stated he wrote a letter for the commissioners which she read aloud. He is seeking approval for installation of a ToyoStove Laser 73 oil heater. He would like to augment the gravel for proper foundation for the oil tank. He had an illustration for the installation. Doug asked about building codes, and Barb asked about having fuel storage next to a hangar. The commissioners asked Haley to look into the requirements in particular related to fuel next to the hangar. Barb added that this is probably a FAA aeronautical issue. Haley stated her concern is the proximity to the next hangar. Barb stated she would want to know if the commission can legally approve this before making a decision because of the cost of installation for Dr. Klusmier.

2. Haley's Corner.

- Airport hours of operation. The airport is operating Sunday – Saturday from 8am-4pm. The airport was closed Monday, February 17th in observance of President's Day. There are no scheduled airport closures during the month of March.
- 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 is planning on taking some vacation days at the end of the month to spend Spring Break with Morgan, and Michael and Tyler will be covering the airport operation.

3. Commissioners miscellaneous.

Barb asked about the painting project at the airport. Haley stated this has not started yet as she needs to have Frank visit the airport again to purchase supplies and schedule the work. He will be working on all the settling cracks, the 2nd floor water damage, and the bubble above the terminal entry doors. Additionally he will be working on the exterior painting and staining. Barb added that the varnish is beginning to fade as well.

Cheryl commented that she heard from the AOPA, and they are sending literature for 90 students for the Aviation Field Day. She added that there is a new northwest director of the airport support network, and he has been very good at communicating since coming aboard.

Doug suggested daytime airport commission meetings and possibly meeting bi-monthly instead of monthly.

MSP – Doug Ferguson/Scott Myers – the April 13th, 2020 meeting be held at 1:30pm and the next month meeting time be decided during the current meeting. Unanimous.

Barb asked about how to accommodate those commissioners that cannot be present for daytime meetings, and stated we need to have a discussion because Robert is not present for this discussion. Doug stated an hour a month or every other month should be doable for the commissioners. Scott stated that maybe we make a motion now and give Robert time to comment and/or object. Barb stated the commissioners are not permanent members so if there are people who are interested in the future would this be prohibitive for them to serve because they cannot attend a daytime meeting. Doug stated the meetings could be flexible. Scott stated the meetings could be set for the following month during the current meeting so there would be plenty of advance notice. Haley commented that County advisory meetings are held during the day and others in the evening, and this is determined by what best works for that particular advisory committee. She agreed that we need Robert's input to see what his availability is. Haley would need at least two weeks notice to advertise in the newspaper if the times change.

Scott stated Haley does a good job and continues to do a good job getting things to the Court for discussion

and having budget items clear and concise.

Cheryl asked if everyone noticed that Dave Ciochetti has a Taylorcraft in his hangar.

Adjournment

MSP – Scott Myers/Doug Ferguson – to adjourn the meeting at 7:32pm. Unanimous.

The next meeting is scheduled for Monday, April 13th, 2020 at 1:30pm.

******* 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 *******