



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

March 11th, 2019

Present

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

Absent

Robert Watt

Visitors

Anthony Hernandez

Bob Bagett called the meeting to order at 6:33pm.

Minutes

MSP – Scott Myers/Doug Ferguson – to approve the revised February 2019 meeting. Unanimous.

Public Comment/Guests

1. USFS Update – Anthony Hernandez
Anthony updated the commission on the USFS operation. They finished hiring for the summer season and have an increase in staff this year. They also have a wildhorse and burrow survey taking place next week depending on the weather. Anthony stated he spoke with some people about the Apron Reconstruction Project – Phase II. He stated that the USFS will make it work with their operation if the construction takes place in the busy summer months. He stated June is better, but they will make July and/or August work. Anthony asked to let him know as soon as possible when the construction will actually take place. He added that the USFS is looking at the cost estimates for a new mobile office trailer instead of the RV trailer currently at the SEAT base. Doug stated he would like to see a public restroom facility at the north end due to the distance to the terminal.
2. Airport Master Plan Update
Haley stated she sent an email to Mat Wilder (FAA project manager) for a status update on the Airport Master Plan. The airport sent the ALP documents to the FAA for final approval. Mat stated that the ALP sheets as well as the final sign-off for the Airport Master Plan are sitting on the desk of his superior for approval.
3. Apron Reconstruction Project Update
The email to Mat Wilder (FAA project manager) also asked if he had any information regarding the supplemental funding request for phase II of this project. This application would fund 100% of phase II which is the construction phase. Mat stated that he hasn't heard any word on this funding, but they are hoping to hear something in April. Haley spoke with Kevin Bissell to see if he's heard anything from his other airports and/or the Helena ADO related to this funding. Kevin stated that a week before the deadline to apply for the supplemental funding the FAA received a complaint that they were not allowed to apply for this

funding. As a result, the FAA opened this opportunity for all airports. Previously we had a very good chance of receiving this funding, but now our chances are significantly lowered. Originally this funding was intended for rural airports. Haley stated this is a bit frustrating because this resulted in changed the program intentions which were to aid the small/rural airports with funding opportunities. Also, she was not notified of this change and does not know how they will prioritize these applications for funding. In summary, she stated the FAA was not transparent in their process to notify airports of this change. Haley stated she hopes to hear something from the FAA on the supplemental funding application because our airport is heavily relying on this funding for phase II of the apron reconstruction project. Doug stated the project is now in jeopardy. Haley reminded the commission that Mat is in transition from the Seattle ADO to the Helena ADO, and we need a partner to fight for our airport for funding. Helena ADO has a reputation to have an outstanding partnership with their airports which are primarily smaller airport similar to ours. Doug asked if there is a possibility that if the funding does not come through can we modify our project to fit the funding we do have. Haley stated that she thinks it might be possible to scale it back and do one apron at a time. We have been approved for a COAR grant of \$150,000 which is to be used to match the FAA funds for the apron reconstruction. A work session was held with T-O Engineers last week about the design concept for this project.

Financial activity report for February

The Reserve Fund 121100 fund prior balance was \$63,018.53 with a net fund balance of \$52,754.38. The fund balance decreased by \$10,264.15 due to costs for the apron reconstruction project as well as our DEQ fee for underground storage tanks. The invoices for the apron reconstruction project have been requested for reimbursement by both the FAA and ODA. Both approved the reimbursement requests so the payment should be process in the next few weeks. Scott asked if the reimbursement requests are at the correct percentage. Haley stated they are with the FAA reimbursements at 90%, ODA reimbursements at 9%, and the airport covering the remaining 1% of the project costs.

The Airport Fund 124100 fund prior balance was \$77,092.45 with a net fund balance of \$74,500.70. The fund balance decreased \$2,591.75 primarily due to our AWOS relocation which was \$2,705 and approved in the budget process for 2018-2019.

Last month Barb asked about our advertising expense, so Haley stated that KJDY is a month fee of \$187.50 and the additional charge last month was for \$395 to advertise in the Civil Air Patrol magazine.

Haley added that we have two past due accounts which are Prairie Wood Products (DR Johnson's hangar) and Storm Carpenter. Haley sent via certified mail a detailed past due notice letter to both accounts. Prairie Wood Products sent a check for the original invoice amount for the hangar site ground lease and the first finance charge. They are sending a second check for the administrative fee and the second finance charge. Haley has not heard from Storm Carpenter. Haley stated we went through this process last year with Storm Carpenter's hangar site ground lease. She added that one of the articles in the leases talks about defaulting and requesting payment up front for the remainder of the lease, so this is something we need to think about. Doug stated that some kind of communication from Storm to the airport would be well received. Haley stated that her stance is that the airport runs fair and consistent business practices making sure not to show preference for one hangar owner over another. We also have an account with a credit which is Robert Watt.

Manager's Report

1. Fuel sales volumes for December, January, & February. Fuel sales volumes for February 2019. Haley reviewed the fuel sales with the commission. She stated we had very slow month for fuel sales primarily due to the weather. She stated our fuel sales for the month of February were 134.8 gallons for 100LL and 0.0 gallons for JetA. Year to date our 100LL sales are 950.9 which is above average due to the outstanding January fuel sales. JetA fuel sales year to date are 387.1 gallons. Haley added that there were not any discounted fuel sales for the month of February.
2. Fuel resale and replacement values. Haley stated our prices have not changed and remained the same for the month of February. 100LL price is \$5.34 per gallon and Jet A is \$4.15 per gallon. Haley stated our cost for 100LL is \$4.10 per gallon with a markup of \$1.24. The cost of Jet A is \$2.82 per gallon with a markup of \$1.33. The average price within 100

miles for 100LL is \$4.94 and Jet A is \$4.12. We have 8,825 gallons of 100LL and 7,908 gallons of Jet A on hand. Bob asked when we will need to order fuel, and Haley stated that the tanks are at a level that she cannot order fuel and we are in a good place for our fuel inventory.

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 three total events and all were paying events. The USFS used the conference room more than usual during the month. We have ten total events scheduled for the month of March with two non-paying events. The non-paying events are the City of John Day and the Eastern Oregon Road Association. Scott asked why the City does not pay. Haley stated that the City of John Day does a lot of favors for the airport. They give 50 gallon drums for the annual underground storage tank inspections, offer to help snow plowing, and loan the airport equipment when asked. Their public works department helps the airport several times throughout the year. Doug asked why the Eastern Oregon Road Association does not pay. Haley stated this is run through the County Road Department. Barb stated they help the airport tremendously throughout the year. Haley stated we have a formal process for free use of the conference room which includes a fee waiver form.

4. Airport Maintenance Update.

a. Snow plow and plowing around the airport

Haley stated our snow plow had some issues last week. We could not get the plow pump to operate. The Road Department was very busy, so Haley called Grant County Automotive. They replaced the circuit board on the controller and some wiring needed replaced. We got the snow plow back on Friday. We also need a new blade/cutting edge. Haley stated they are taking the plow to Wilson's Welding to install the new blade. New feet were also installed from the Road Department. Bob asked if this is working for us because we continue to get hand-me-down trucks, and we need something dependable. Haley stated that the truck from Prairie City was inspected by the Road Department and has been very reliable. However, the plow on the truck has had several issues. Haley stated the truck and plow work excellent when both are working. Haley added that he requested funding in the budget process for a new plow to include a new pump. The request was for \$5,000 and has been tentatively approved by the budget committee. She also stated that it is a solid truck and does not slide around in wet/heavy snow. The truck appears to be reliable, but the plow is not. The airport is on the list through the Oregon Surplus process and it has been added into the budget for the next fiscal year so we have something in place prior to next winter.

Haley stated we had a lot of snow, and Allan Mullin came up to the airport with a backhoe and cleared two hangar taxiways for the airport. He offered to help in any way possible, and Haley thanked him for his assistance to get hangar owners access to fly. Haley also stated that plowing an airport is significantly different than plowing roads due to the safety of aircraft.

b. AWOS broadcasting issues

Haley stated the AWOS issues are completely resolved and asked the commissioners how they are receiving AWOS. Doug and Barb stated they are receiving the AWOS information very well. Barb asked what the issue was. Haley stated there was a piece that connects wires that had been disconnected and reconnected incorrectly. Josh Clauson (Summit Power Systems and AWOS technician) replaced the piece, connected it correctly, and tested the system. The system passed all the testing. Cheryl stated she picked up the AWOS when flying as well.

c. Runway light visibility issues

Haley stated that due to the heavy snow several of our runway lights were buried in the snow and not visible. This was a combination of snow plowing and the depth of snow. Haley shared the process of how she is notified that there is an issue with a flight not being able to land at the airport. She stated that the pilots call the ambulance crew, they call dispatch, and then dispatch calls her. By the time the Haley receives the information she is not exactly sure what the issue is because it has gone through too many channels. In one particular case this month Haley issued a NOTAM about the runway lights not being visible, but either the pilot did not read the NOTAM or chose to ignore it. Haley added that they left the airport runway lights on for three days hoping the warmth from the lights would melt the snow around them. She stated she visited with Rebecca Rand to make sure there was a clear communication channel from the pilots to the ambulance crew to Haley. She gave Rebecca her personal cell phone number to have either the pilot or the ambulance crew call her directly to report any issues. Haley also suggested that the ambulance crew get a handheld radio with our air to ground frequency. This would allow the

ambulance crew to activate the pilot controlled lighting (PCL) if the flight crew reports that the runway lights aren't working. They could test this themselves and then call Haley if there are issues with the runway lights. Doug stated that the runways are black, the snow is white, and they should be able to land the airplane. Haley stated this is the second time Life Flight reported the runway lights were not working. The first time was the morning of New Year's Day and when she arrived at the airport and tested the PCL all the lights turned on, so there wasn't an issue with our system. Haley stated the safety policies for medical and commercial pilots are much stricter than general aviation policies. Haley also stated that we do a drive around including checking all the runway lights each day, and we are open seven days per week, so we know if the runway lights are not working. When she receives a phone call that the runways lights aren't working typically this is an instance of not receiving the correct communication because it goes through a channel of communication instead of directly from the pilots. She added that whenever there is an issue a NOTAM is always issued for pilots because we take safety very seriously. Haley talked about purchasing a new handheld radio for the airport and donating one to the ambulance crew. Barb stated that their budget should be able to purchase a handheld air to ground radio.

Barb asked if we resolved the REIL lights and beacon light. Haley stated that Bryan with North River Electric has not been back to the airport for resolution.

Old Business

1. 2019-2020 Airport budget

Haley stated she went to the first budget committee meeting to see what the message was and what they are looking at during this process. While she was there they spoke to her about the airport budget and they tentatively approved what was submitted in our budget proposal. Haley stated that one big change in our proposal was the insurance line. Haley no longer has dependents which greatly reduces the cost for insurance. This resulted in reduction in the insurance line, no longer needing general fund dollars, and a small balance in our contingency. This was a positive change for the airport budget. Once the budget is approved she will send this out to the airport commissioners so they have the final version.

2. 2019-2020 COAR grant approval

Haley stated the 2019-2020 COAR grant submitted to the ODA for the apron reconstruction project phase II match funding for the FAA funds has been approved. Haley stated she is getting her paperwork prepared so this continues to go through the process with the ODA. As a reminder we are required to have a 10% grant match for FAA funded projects.

3. Pavement Maintenance Plan (PMP) – what happens with this information?

Haley stated she sent an email to Kevin Bissell on what happens with this information. She knows a consultant evaluates our pavement and rates it good, fair, or poor condition. At this point it is determined what needs to be placed on our CIP list for future projects. Kevin advised Haley to go through Jeff Caines at the ODA to see if they will be requesting to put this on a future project list. Bob asked if we are up this year for our PMP. Haley stated she thought this was done in 2018 but needs to review the report. Doug suggested Haley work with Heather Peck. Bob stated they were supposed to come back and do something every two or four years. He thought we would be due this year for the ODA to come back and redo the work. Not inspect it but redo the work. This was his understanding and he would like to know what happened. Haley stated her understanding was that they were supposed to come back and inspect the slurry seal, and the report stated that we were within tolerance for the slurry seal. Barb stated that we were supposed to routinely be done the following year because it had taken a year for us to get to that point. Haley stated she believed this was the PMP inspection to rate the condition of the pavement. Haley stated she would dig a little deeper to try and get resolution for the slurry seal and a clear understanding of what the PMP does.

New Business

1. Engineering firm selection for our airport

Haley stated that our airport selects a consulting engineer for a fixed number of years, and the last time our airport did this was five years ago. The airport selected T-O Engineers and retained them for five years which expires this year, so we need to select a consulting engineer to move forward. T-O Engineers as our current consultant cannot participate in the preparation of the selection process or they will be disqualified. Haley stated she needs to partner with the FAA to complete this. She already spoke with Mat Wilder and he would

like to wait for the completion of the apron reconstruction project before we select a consulting engineer for our airport. Haley stated she would like to begin this process by preparing all the paperwork so we are ready to go out to bid when the FAA determines they are ready for us to proceed. Scott asked if we need an extension with T-O Engineers to carry on through the apron reconstruction project. Haley stated that they are already under contract for this project so we do not need an extension. Doug stated that the engineer we have is doing a good job, but he also acknowledges we have to go through the process. Barb agreed and said that they are responsive when we have questions and they are present, often times traveling frequently to be at the airport.

2. New County website and airport specific page

Haley wanted to make everyone aware that we have a new County website. Barb stated it is nice and easy to navigate. Cheryl stated she went through the airport portion it looks like all the airport information is there. Haley stated it is very similar to the gcra.org and there is also a separate GCRA Airport Commission page which has the agendas, minutes from previous meetings, and a calendar with the meetings. Haley stated that being transparent is important so she put as much information available as possible. She advised the commissioners that if they see something we need to revise, remove, or add to please let her know so she can make the change(s). Haley stated she will be disable gcra.org and not paying the fee for that website because we have all our information as part of the new county website www.grantcountyoregon.net/150/airport

3. Haley's Corner.

Haley stated we do not have any changes to the hours of operation. We are open from 8am-4pm daily. She reviewed some of the highlights of the completed details including many days of snow plowing and shoveling snow on the entry sidewalk, working with the Planning Department for local landowner building plans, ROAR grant reviews, budget submittal, internship visits, aviation field day planning, and many others. Barb asked about the Len's Drug service charge and incorrect charge that was not the airport. Haley followed up with Len's Drug and is waiting to hear back from them on resolution.

Haley stated the airport was closed on President's Day and no other dates are scheduled for the month of March to be closed. Haley added that she will be taking a couple days off at the end of March to take her daughter to 4H camp and pick her up. She does not know the dates yet but will let the commissioners know.

4. Commissioner's miscellaneous.

Cheryl stated that the signs at the airport need to be looked at and repaired including bushes covering the signs.

Adjournment

MSP – Barb Smith/Cheryl Berry – to adjourn the meeting at 7:34pm. Unanimous.

The next meeting is scheduled for Monday, April 8th, 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 ******