



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

April 8th, 2019

Present

Robert Watt
Doug Ferguson
Cheryl Berry
Bob Bagett
Jim Hamsher
Haley Walker

Absent

Barb Smith
Scott Myers

Visitors

Anthony Hernandez

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

Minutes

MSP – Bob Bagett/Cheryl Berry – to approve the March 2019 meeting. Unanimous.

Public Comment/Guests

1. Robin Olterman – Hope 4 Paws yard sale

Haley stated that Robin intended to be present at the meeting tonight, but she called this morning and told Haley she is sick and won't be able to attend the commission meeting. Haley summarized Robin's request of revisiting the Hope 4 Paws yard sale in her hangar. Haley stated that Robin read through her lease and didn't see anywhere in her lease that stated she could not hold the yard sale in her hangar. Robin advised Haley that her hangar is in compliance because it is primarily used for aeronautical purposes. Robin is trying to clean out her hangar, this yard sale is 100% not for her profit rather the funds are for a local non-profit organization, she will make sure the ramp apron and inside of the fence is not accessed by those at the yard sale because they can enter and exit her hangar without having to access taxiways and parking aprons. Robin also told Haley that if there are additional issues then she can address them with the commission at the May meeting, because the yard sale date is probably going to be at the end of May. Cheryl asked if part of the Hope 4 Paws organization is for transporting animals by air. Haley did not know, but Doug thought that part of their organization does use aviation for animal transport. Haley stated that the primary use of Robin's hangar is definitely aeronautical. Doug stated he cannot see how this would be detrimental to our airport, because Robin has an outside door. Jim stated that this is for a non-profit organization. Haley shared with the commission that Barb sent her a message stating that she did not support Robin having a yard sale in her hangar. Haley asked for guidance from the airport commission on how to respond to Robin. After additional discussion the airport commission approved Robin having the yard sale in her hangar due to her unique situation of her hangar location being able to be accessed outside the fence eliminating the safety issue and the yard sale being 100% not a profit event for the hangar owner but for a local non-profit benefit.

MSP – Doug Ferguson/Jim Hamsher – to allow Robin Olterman to conduct a yard sale in her hangar because of the unique situation that her hangar has an outside entrance and the yard sale is for Hope 4 Paws (local non-

profit). Unanimous.

2. USFS Update – Anthony Hernandez

Anthony stated they have some training coming up in Missoula which will take himself and others away from the Airbase. He added that May 2nd is when all the USFS employees will be on duty. He also stated that their first helicopter is already on duty but it's in Florida. We will see our first local helicopter on May 29th.

3. Airport Master Plan Update

Haley stated we received news from the FAA that they accepted the Airport Master Plan on February 12th. She has been working on closeout paperwork for the project with the FAA. This last Friday Haley stated she received the final payment authorization and final approval closeout letter for the Airport Master Plan from the FAA. Officially with the FAA this project is closed. Haley stated she is now working on the final closeout paperwork with Connect Oregon. Haley has the official Airport Master Plan including the Airport Layout Plan (ALP) sheets in the airport office, and she has also requested this electronically so she can post it on our website at www.grantcountyoregon.net/150/airport.

4. Apron Reconstruction Project Update

Haley stated T-O Engineers was here last week working conducting additional sight work, because when they were here previously we still had snow on the ground so they didn't get to see everything they needed on the ground. While they were here they showed Haley a mockup of the current fuel island and where we can place the concrete pads for helicopters so they are out of the safety area. This will be a large concrete pad east of the fuel island. There was additional discussion on how we will be increasing tie-down parking with this project. Doug asked if we have finalized if we will be doing the north apron in phases or all in one phase. Haley stated she spoke with Anthony shortly after we met with T-O Engineers, and he stated that the USFS wants to get this completed in one phase on the north apron and that the USFS will make this happen even if it is in the middle of fire season. Anthony stated they are still coordinating with ODF and their operation if the construction takes place in the middle of fire season. There was discussion about the concrete helicopter pad location around the fuel island. Due to the safety area the pad must be on the east side of the fuel island.

Financial activity report for March

The Reserve Fund 121100 fund prior balance was \$52,754.38 with a net fund balance of \$62,494.21. The fund balance increased by \$9,739.89 due to receiving reimbursements for the apron reconstruction project. Haley stated we are up to date with all our reimbursements from the FAA and ODA.

The Airport Fund 124100 fund prior balance was \$74,500.70 with a net fund balance of \$65,691.22. The fund balance decreased \$8,809.48 due to vehicle expenses and general maintenance (snow plow solenoids, red ford 500 registration, new cutting edge on snow plow, new plow pads, plow pump repair, white ford 500 oil change, and snow plow truck replacement tires on front, tiling supplies, elevator quarterly bill, AWOS tri-annual maintenance and repair).

Haley added that we do not have any accounts past due.

Manager's Report

1. Fuel sales volumes for January, February, & March. Fuel sales volumes for March 2019.

Haley reviewed the fuel sales with the commission. She stated our fuel sales for the month of March were 576.6 gallons for 100LL and 61.6 gallons for JetA. Year to date our 100LL sales are 1,527.5 which is above average, and JetA fuel sales year to date are 448.7 gallons and slightly below average. Haley added that 260.2 gallons of 100LL were discounted fuel sales for the month of March.

2. Fuel resale and replacement values.

Haley stated our prices have not changed and remained the same for the month of March. 100LL price is \$5.34 per gallon and Jet A is \$4.15 per gallon. Haley stated our cost for 100LL is \$4.33 per gallon with a markup of \$1.01. The cost of Jet A is \$2.80 per gallon with a markup of \$1.35. The average price within 100 miles for 100LL is \$4.97 and Jet A is \$4.12. We have approximately 8,200 gallons of 100LL and 7,500 gallons of Jet A on hand. Haley stated she is seeing an increase in fuel cost over the last couple of weeks in her fuel cost reports.

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 March we had nine total events with six paying events. The non-paying events were the City of John Day, the Eastern Oregon Road Association meeting, and an Eastern Oregon Counties Association meeting. We have five total events scheduled for the month of April with three non-paying events. The non-paying events are CCS training twice and the swim team is hosting a pool update and informational meeting.
4. Airport Maintenance Update.
 - a. Entry landscaping
Haley advised that Tyler has been working hard on the entry landscaping. She added that she will need more mulch. Haley stated Tyler likes to stay busy and is enjoying seeing this project progress as it continues to look better when arriving at the airport. She added that she is proud of his hard work and is happy to have him as part of the team. Haley stated that she is getting ready to order new sprinkler head to make sure the irrigation is working properly to support the efforts of Tyler's landscaping.
 - b. Cooling tower preparation
Haley advised that once it stops raining we will begin preparing the cooling tower for the warm season. She added that once we shut the boiler down we complete a full cleaning inside the boiler so it is prepared for the next cold season. Haley stated that once we shut the boiler down she will call Malheur Lumber to see if they can top off our wood pellet silo. This will allow us to be ready for winter 2019-2020.
 - c. Airfield signage
Haley stated they are working on making sure the signs are in better shape around the airport and asked the commissioners to let her know if they are seeing something that needs addressed.

Old Business

1. Update on runway 17/35 slurry seal
Haley pulled the file for this project including all the information Bob gave Haley with his correspondence. She spoke with Kevin Bissell and read Kevin's correspondence to the commissioners. In summary, the Pavement Maintenance Program (PMP) is administered by the ODA. ODA makes the engineering/consulting firm selection, and they selected WH Pacific for this project. The final inspection by WH Pacific was within tolerance for the pavement surface. Kevin agrees that this pavement needs to be repaired, but he doesn't have any control over this project because he wasn't involved with this. Kevin recommended speaking with Jeff Caines at ODA, and Haley followed up with him. However, he stated this need to be worked through Heather Peck (Program Manager), and she is aware of the issues with this project. Haley asked about our upcoming projects on our CIP and rehabilitating the runways. She is inquiring to see if this will include repairing the slurry seal, however; this is still 4-5 years out. Kevin stated that the generally poor surface quality of slurry seals is the reason the FAA no longer approves this application. Doug stated that we need a fog seal or something other than an application that includes aggregate. Haley stated that the ODA still believes slurry seals are appropriate for use at airports. This project was completed in 2016 and inspected in 2016. Bob asked if we go for another slurry who pays for this. Haley stated she believes we should not go for another slurry strictly due to the fact that the FAA does not approve of this application. She added that if ODA recommended we do a slurry we should not agree and we should try and leverage the FAA funds to complete the pavement repair correctly with an overlay. Haley stated we do not have the funds to complete a fog seal or a reconstruction to correct the pavement without FAA funds.
2. Pavement Maintenance Plan – what happens with this information?
Haley sent the most recent PMP to the commissioners prior to the meeting for their review. She stated our airport had a PMP inspection completed in 2017 and they are scheduled to return in 2020. The PMP is completed every three years through ODA. This information is used to prioritize projects and funding with the airport, the FAA, and ODA.
Bob asked about repainting the lines and who is responsible for this. Haley stated that is our responsibility and she has budgeted for taxiway lines and hold lines in the upcoming fiscal year budget. She added that this budget has not been approved, but it has been tentatively approved. Haley stated this has to be water based paint with glass beads.
Bob also stated that he walked taxiway B and there are 19 cracks. Haley agreed that we have cracks needing sealed, but during the most recent FAA inspection they indicated our priority should be on runway 9, so this

is where we will start. She has coordinated with the Road Department to complete this as soon as the weather warms up for the sealing to work properly. She added that we will continue to work through the airport with crack sealing as our budget allows. Alan (Roadmaster) stated he will provide the labor and we will be responsible for the product.

Haley explained that when we update our CIP every year we have a joint meeting with us as the airport sponsor, the FAA, ODA, and our consulting engineer. We look at projects in our Airport Master Plan as well as the PMP inspection results, so if something needs to move up on the priority list in years 3-5 (years 1 & 2 are locked) then this is the time it happens and we make our recommendation. This also is the time the FAA sets funding aside for our airport, and we have to find the 10% match.

Doug asked how much the painting/stripping job costs. Haley stated that the taxiway and end of the taxiway markings cost approximately \$2,500. If we add the touchdown markings and some others hopefully it won't be much more expensive. She added that she believes this is a fair price.

3. Engineering firm selection process

Haley reminded the commission that this is our year to select a consulting engineer to have on retainer and we only pay for the services they provide. They help us work through all of our CIP projects and other related items. Haley stated that the FAA wants us to hold off on this project until the apron reconstruction project is complete. However, she began reading the FAA circular related to this. She wanted to prepare the commissioners that this will be a time consuming process including a public proposal, interviews, meetings, etc.

Haley showed the commissioners the formal invitation to the upcoming Aviation Field Day on Thursday, May 16th. She will also email this to all the commissioners. Haley invited the commissioners who are not involved with the events to visit the airport to see all the sixth graders in Grant County learning about aviation careers through interactive activities rotating through ten different stations.

New Business

1. County hangar occupancy

Haley stated Robert Watt's plane is parked in the County hangar.

2. 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 a real fire alarm due to burned popcorn on the USFS side of the terminal, FOD sweeping, ROAR application reviews, STIF application reviews, Grant County Soil & Conservation sprayed the airfield for weeds, Grant Union job fair attendance and speaking about all the different career paths aviation provides and our summer internship, and many others.

Haley stated the airport was not closed during the month of March, but it is scheduled to be closed on Easter Sunday, April 21st.

3. Commissioner's miscellaneous.

Robert asked if Jim Hamsher is our County Court representative. Jim stated he will be filling in for Scott until he returns from medical leave. Haley stated she will keep Jim informed with airport business.

Jim Hamsher stated the County declared a State of Emergency for the recent flooding. The airport will be used as the Incident Command Post for this emergency.

Adjournment

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

The next meeting is scheduled for Monday, May 13th, 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 ****