



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

April 10th, 2022

Present

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

Absent

Frank Stinnett

Visitors

Sam Reagle (T-O Engineers)

Robert Watt called the meeting to order at 6:33pm.

Minutes

MSP – Scott Myers/Bob Bagett – to approve the March 2023 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. No update.
2. ODF Update. No update

AIP Projects Update

Sam stated we bid the RW 17/35 project and did not receive any bids. We spoke with the FAA, and they approved us to re-bid the project and told us we would be getting the funding regardless of receiving bids. The main concern from contractors was the timeline to get materials ready for construction this year and pushing construction potentially into fire season. They were receptive to being allowed to construct the project in 2023 or 2024 given the option. 2024 was the preferred construction year so the contractors have time to prepare materials with the intention to commence construction as early as spring so we can get through it before fire season starts. One of the biggest concerns of not receiving bids was funding. Knowing that funding is basically in place is a relief to ensure this project moves forward in a timely fashion. Sam explained the advertising for publishing the Notice Inviting Bids (Daily Journal of Commerce and local newspaper). Sam spoke with Knife River, Taylor NW, and High Desert. They seemed interested. We are trying to alleviate the schedule concerns of the contractors rather than the time period of the phase of all runways being closed. Robert asked if we are going to run into the same problem next year. Sam explained that we will receive bids in the next few weeks, so we will have a contractor under contract. Haley stated once we receive the bids then we will issue a Notice of Award and sign a contract, so they will be locked in for next year. We are rebidding now, get someone under contract, coordinate with the contractor for a Notice to Proceed date. Bob mentioned the weather and time needed to ensure the paving is of quality standards.

Financial activity report for March

The financial reports were not available prior to the meeting.

Manager's Report

1. Fuel sales volumes for January, February, & March. Fuel sales volumes for March 2014- 2023. The fuel report was included in the meeting documents. We sold 694.6 gallons of 100LL and 288.8 gallons of Jet-A fuel during the month of March over a ten-year period. 100LL discounted fuel sales were 30.9 and Jet-A discounted sales were 0.0. 100LL and Jet-A fuel sales were both below average year to date at 1,395.2 gallons of 100LL sold and 359.8 gallons of Jet-A year sold.
2. Fuel resale and replacement values. The current price for 100LL is \$6.75/gallon and Jet-A is \$6.10/gallon. Our cost for 100LL is \$5.39/gallon with a markup of \$1.36/gallon and Jet-A cost is \$3.47/gallon with a markup of \$2.63/gallon. The average price of fuel within a 100-mile radius for both fuels last month was \$6.69 for 100LL and \$6.09 for Jet-A. We currently have 8,868 gallons of 100LL and 9,421 gallons of Jet-A.
3. Classroom and office events/activities. Items noted do not include the regular Airport Commission meetings, Air Search, and the USFS. During the month of March we had four scheduled events. We had two paying events and two non-paying events which were: NRAC meeting and Library Board. For the month of April we have nine scheduled events. Seven events are paying, and two are non-paying which include: CAT meeting and NRAC meeting.
4. Airport Maintenance Update.
 - UTV received and in-service. Michael drove the UTV around the complete perimeter today and it overheated, so we are still working out the kinks on the UTV. We topped it off with coolant, so we are hoping this solves the issue. Robert asked Haley to bring the UTV to JD Rents so he can clean out the radiator.
 - Door troubleshooting/Access Control (key cards/keypads). We received a quote from Davis Security & Electric. The owner was formerly employed with Alpine Alarm. This quote is for access control and re-coring the USFS interior offices. Total quote \$51,777. Haley called Alpine Alarm to nudge them for their quote. They are waiting on pricing for quotes, so we have not received a second quote. Haley is reaching out to Strawberry Mountain Locks & Davis Security & Electric to see if they will submit a second quote with just the hardware keypads without the need for software and access control system. Haley stated we do not have the funding in the airport budget to move forward with this price. We budgeted \$35,000 for the project with the airport only responsible for 23%.

Old Business

1. USFS leasing space at the airport. No update. Haley is reserving the space for all reservations prior to November, and we have not had any requests past November.

New Business

1. UST upgrade & expansion decision. Haley reminded the airport commission that she has been working with Business Oregon on a grant to upgrade and expand our fueling operation. We received a decision that they did not fund our project. They only funded projects that were not funded through Connect Oregon. Grant County received funding through Connect Oregon, even though it was a separate project (RW 17/35 project), so we were eliminated for the EOF funding. Our Business Oregon partner suggested some other ideas for funding sources. Many of the grants are based on job creation, but Business Oregon was successful in working with the previous Governor to fund capacity grants, which our fuel project aligns with, rather than job creation. They are working with the new Governor, but so far she has not been receptive to capacity funding. Haley will continue to seek funding for this much needed project.
2. Airport budget FY 2023/24. We submitted a budget and had our first budget meeting. Haley thought it went well. We requested that expiring ARPA funds be used to help with our match requirements for our ODAV COAR grant funded projects, pending legal counsel's determination on whether or not this is an allowable use. This would prevent us from the need to move approximately \$16,000 from our operations budget to the reserve budget.

3. Hangar Lease Rate Increase Discussion.

We have not increased our hangar ground leases since 2014. Inflation has increased, and Haley explained the provision in the hangar lease agreement which is to use the basic rent and consumer price index to determine if there is a rate increase. Haley calculated what the increase would be as of present time, and there has been an increase of 20.8% since January 2014. Haley asked if an increase is something the airport commission would like to consider, and if so, she believes it would be appropriate to notify hangar owners. Robert stated most of the commissioners are in conflict due to also being hangar owners. Barb stated it is unrealistic to think it wouldn't go up because it's going to be ten years. Haley stated that according to the hangar lease agreements the increase would not be effective until January 2024 because it is based on the December 2023 figure. With the 20.8% and our current rate of \$0.16/sq. ft. the approximate increase would bring the rate to \$0.20/sq. ft. Haley will send notification to hangar owners announcing and informing them of the rate increase per the hangar lease agreements. Haley will add this back to the agenda in the November timeframe. Bob believes we should review this in shorter intervals. Haley will review the CPI numbers each year.

4. Haley's Corner.

- Airport hours of operation. The airport is operating non-peak scheduled hours Sunday – Saturday 8am-4pm.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents. There has been great deal of time spent on communication related to AIP projects; snowplowing still taking place; NOTAMs being issued, revised, and cancelled due to numerous runway checks; the helibase lease is in process.
- Schedule. Haley is scheduled for a vacation day on April 19th. The terminal was not closed during the month of March. The terminal is scheduled to be closed Sunday, April 9th in observance of Easter.

4. Commissioners miscellaneous.

Barb asked which direction the turbine is from the previous meeting. The property owner did not state his name or location, only that he was a landowner outside of the 10,000-foot safety zone.

Adjournment

MSP – Bob Bagett/Barb Temple – to adjourn the meeting at 6:58pm. Unanimous.

The next meeting is scheduled for Monday, May 8th, 2023 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 *******