



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

April 12<sup>th</sup>, 2021

### **Present**

Bob Bagett  
Cheryl Berry  
Barb Temple  
Scott Myers  
Haley Walker

### **Absent**

Robert Watt  
Doug Ferguson

### **Visitors**

Kevin Bissell (T-O Engineers)

Bob Bagett called the meeting to order at 6:36pm.

### **Minutes**

*MSP – Barb Temple/Cheryl Berry – to approve the corrected March 2021 meeting minutes. Unanimous*

### **Public Comment/Guests**

1. USFS Update.

Haley stated she did not have an update for the USFS. She stated she knows there are more personnel on their side, but she doesn't have an official update.

2. Environmental Assessment Project Update. Kevin Bissell (T-O Engineers).

Kevin handed out a summary document for all the AIP projects at our airport. He explained the status of all the projects.

Kevin stated the corporate apron project is physically complete. The closeout report has been submitted to the FAA and the grant will be closed when they approved this report.

The decouple runways project is physically complete, and T-O Engineers is working on the closeout report and will submit to the FAA for review and approval when it is complete and then the grant will be closed.

Kevin explained the delay with the EA Project. The FAA changed the way they do EA projects which greatly reduced the original scope of our project. As a result, our EA project consists of the runway 17/35 rehab and widening project and the land acquisition project. The GA Apron reconstruction project already has EA clearance and design.

Kevin also discussed our updated CIP (Capital Improvement Plan) recently received from the FAA. 2022 has been identified as the runway 17/35 rehab and widening – phase I – design. 2023 is identified as runway 17/35 rehab and widening – phase I – construction. 2024, 2025, and 2026 have been identified as carry over years. The first two years on the CIP (2022 and 2023) are locked, but Kevin would like to request adding the GA Apron reconstruction to either 2025 or 2026.

Kevin explained the work completed to ensure runway 17/35 rehab and widening was able to be included in the EA project. As a result of justifying the actual number of operations of Airport Design Group (ADG) II aircraft, the FAA has determined GCD has moved from an ADG I to ADG II airport. This determination aligns with our Airport Master Plan.

Kevin also explained the recent letter sent to property owners around the airport within the Runway Protection Zones (RPZ). T-O Engineers has to have permission to enter property to conduct the cultural resources study. The letter should have been worded better with additional explanation, and he apologized for the confusion this created with property owners. Haley has been working with property owners to clarify the letter and the intention of the cultural resources survey. Haley has a follow up phone call scheduled with Darrel Reimers and she will also reach out to Don Jones.

Haley also spoke with Eva Harris and her property has been partitioned and partially sold to new owners. Haley will visit with the Assessor's Office to gather the property owner information for this property and share this with T-O Engineers so they can request permission to access their property.

Lastly Kevin stated the good news about completing the EA project is this is one step closer to the county being able to acquire Eva Harris' property. The next steps would be to get an appraisal, review appraisal, and some additional steps so the county can get reimbursed from the FAA for this property acquisition.

Kevin discussed the cost of runway 17/35 rehab and widening project. He stated the calculations should be very close, but the county needs to be aware of the match requirement. We should plan on the traditional 90/10 split which means the airport would need to have approximately \$700,000 available for match funding to support this project. He stated we will continue looking at stimulus money and other grant funds to support the match requirement. Haley has been communicating with ODA (Oregon Department of Aviation) to increase the funding amount above the current max of \$150,000. She stated \$150,000 will match design projects, but the actual construction costs are significantly higher, so the max for the COAR grants should be increased.

Barb asked at what point we would get to the relocate roads project. Kevin stated probably never. He added this project had to be added to the Airport Master Plan because the FAA requires us to show a way to fix something in a safety area such as the RPZ, but this does not necessarily mean the project will be completed. Cheryl asked where in the planning of the runway 17/35 rehab and design project is the connector taxiway. Kevin stated we will include this in the scope and design and see if the FAA will approve this. There was additional discussion about connector taxiways and what other airports have. All were in agreement that additional time spent on the active runway is a safety issue.

Kevin discussed the safety area for taxiway A and the new requirements of the change to ADG II. He discussed the calculations in relation to our fuel island, because if there is an obstruction in the safety area the FAA would fund the move of our fuel island. However, after the calculations the fuel island is still outside of the object free area, so we would not qualify for funding from the FAA to relocate the fuel island.

### 3. AIP 011 (North/Corporate Apron Reconstruction – Design).

Haley stated she received the official closeout document from the FAA, so this project is officially closed.

Haley added she recently received the official closeout document from the FAA for the CARES Act funding the airport received for \$20,000.

Lastly, the second stimulus funding from the federal government is for \$9,000 and is in process of gathering signatures. Scott signed the grant agreement today and next is the county attorney.

## **Financial activity report for March**

Haley stated we had a great month in relation to our airport finances. She stated the reserve fund increased almost \$12,000 due to receiving reimbursements from our AIP projects. Haley stated we increased over \$20,000 in our airport fund due to receiving Oregon Lottery funds. She added we had some large maintenance expenses, but the lottery funds offset these expenses.

Haley noted we do not have any accounts with a credit or past due.

## **Manager's Report**

### 1. Fuel sales volumes for January, February, & March. Fuel sales volumes for March 2012- 2021.

The fuel report was included in the meeting documents. We sold almost 1,500 gallons of 100LL and 777 gallons of Jet A. Both were above average over the last ten years for the month of March. Year to date we are also doing very well and have sold over 2,400 gallons of 100LL and just over 1,000 gallons of Jet A, and both are above average.

2. Fuel resale and replacement values.

Haley stated 100LL fuel price remains at \$4.99/gallon, but Jet A fuel price increased to \$3.69/gallon. Haley stated the Jet A increase should offset the higher cost of 100LL fuel. Haley added that looking at other airports within 100 miles there were several price increases for fuel. In our 100 mile radius the average price for 100LL is \$4.58/gallon and Jet A is \$3.79/gallon. Our markup for 100LL is \$0.77/gallon and Jet A is \$1.25/gallon. Haley stated we received a load of 5,000 gallons in a split load with Baker.

3. Classroom and office events/activities.

Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS.

Haley stated the large conference room has been very busy. For the month of March we had twelve total events with seven non-paying events which were the Community Action Team (CAT) meeting, City of John Day Planning meeting, and Grant County Sheriff's Department training (5).

We have three total events scheduled for the month of April. We have two paying events and one non-paying events which is SAR training. The USFS is beginning their annual training in April and the entire month of May, so the conference room will have heavy use.

4. Airport Maintenance Update.

- Tractor. Haley updated the airport commission on the tractor. Robert picked up the tractor from JD Polaris and took it to his shop at JD Rents. He completed some needed repairs such as the oil filter radiator repairs. They tested the tractor and it was operating correctly. He returned the tractor back to the airport and reviewed some basic maintenance protocols such as lubrication and checking fluids. Haley stated we have a working tractor without replacing the engine or replacing the entire tractor.
- Airport maintenance truck. Haley stated we had some issues with our airport maintenance truck. She reported the fuel pump needed replaced, and as a result the fuel injectors began sticking. GC Automotive replaced two fuel injectors, but the truck still did not have power. Haley had them replace four additional fuel injectors and the truck now has power. There are two final fuel injectors that need replaced and will do this once the new fiscal year begins.
- Fuel island leak and repairs. Haley explained the leak in the braided hose to the 100LL fuel hose. She reached out to Diversified Systems in Boise. She has worked with them in the past for fuel issues, so they know our system. Haley explained the travel expense for them to visit our airport, so when their technician was here last they looked over our current fuel system for any need repairs and upgrades. With this new fuel leak we would like to make the needed repairs and upgrades due to cost of each trip. Diversified Systems submitted a quote for the leak, repairs, and upgrades which include static grounding cable and reel, the flex hose replacement, and replacing the dispenser filter. These items plus travel total \$1,538 plus labor. Travel and per diem expenses alone are \$850. Additional recommendations are to replace the 100LL hose and reel. There was discussion on how long our 100LL hose needs to be. The technician quoted a 50 foot hose. Our airport commission would like Haley to get the cost of a longer 100LL hose. The reel would be replaced with a spring retractable reel. Haley stated she needs to study the budget a bit more to make sure we can afford replacing the hose and reel. The 50 foot hose is over \$1,100 and the reel is almost \$1,200. Barb would like to have discussion with all the commissioners about the length of hose we need. Haley added that our EPIC fuel auditor visits every year and always recommends replacing the 100LL hose. Haley will call Baker to see how long of a hose they use for 100LL, as well as requesting a quote for a longer hose to compare prices.

## **Old Business**

1. Perimeter Fence Repair.

Haley stated she spoke with Brad Armstrong last week and the fence repair is scheduled to begin this week.

2. E. Harris reimbursement request.

Haley discussed the communication she received from Eva Harris related to her property in the RPZ to the north of runway 17. Eva had her land partitioned with the City of John Day, and according to the plat map the portion of the RPZ she owns is 9.3 acres. She stated she reviewed the airport commission meeting

minutes and offered to sell it to the county for \$3,000 per acre. Eva's calculation is \$28,020. Eva stated she understands the parcel purchase needs to wait for the EA project process, but she is requesting reimbursement now for the surveyors fees as well as the City of John Day fees for the land partition. The total for these fees is \$4,562. Haley asked Kevin if we can reimburse any costs for this prior to the EA being completed. She also explained that if this is allowed she would need to find a funding source for this reimbursement request. Barb asked why we are obligated to pay the survey and City of John Day fees. Barb added that usually all costs are discussed and decided on ahead of time and she doesn't recall the county offering to pay for this part of the process. Haley will check the airport commission meeting minutes to see what was discussed related to payment and reimbursement for the surveyor and City of John Day fees. The airport commission was in consensus that if we committed to paying for these fees then we should pay for them when the time is right in relation to the EA project. Kevin believes these are reimbursable expenses, however; this wouldn't happen until we have the purchase and sale agreement, appraisal, the review appraisal, the FAA approval, and the whole process. Then this would be part of the closing statement.

## **New Business**

### 1. S. Carpenter hangar lease payment final notice.

Haley stated this account has now been paid. However, she read a portion of the hangar lease agreement. "Article IV Default and Termination. 1. Default... Recurrence of the same condition on which the defaulting party has previously been served notice may result in automatic termination of this lease. Repeated existence of default conditions for any reason may also be considered grounds for immediate termination."

There was discussion regarding previous late payments of S. Carpenter which Haley reviewed. He has been late each year since 2018 when his first payment was due after he purchased the hangar. Haley stated this is a pattern of repeated late payments, so she would like to have a conversation or draft a letter from our airport commission or commission chairperson to S. Carpenter. Barb believes it would be appropriate telling him we are considering he is a repeat offender, reminding him of the hangar lease language, and in the future because we have people looking for hangars we expect prompt payment within the 30 days or we will take action.

The airport commission would like Haley to draft a letter

Haley would like to see some aviation activity out of that hangar as well as some obedience to our regulations that are in place, i.e. vehicle parking in gravel impeding on other aircraft movement.

### 2. New hangar occupants (hangar #2, #14) and need for hangar space.

Haley stated we have two local pilots and airplane owners looking for hangar space immediately. She stated hangar #2 is the county hangar. Half of this hangar is occupied by Norbert Volny, and the other half will be a new hangar tenant, Bob Wolf. They own and operate a RV-6 aircraft. He would prefer his own hangar with a door. Bob signed a lease agreement to begin occupying our county hangar on May 1<sup>st</sup>. Hangar #14 is currently owned by Ron Lundbom, but is in the process of a sale. Haley has not been able to cross paths with Ron to find out the status and information on the new hangar tenant. Barb had additional information and shared with the airport commission. The new hangar occupant in hangar #14 is Bob Phillips and waiting on the sale of a property in California. Barb stated we do not have to approve sales of hangars when they are being occupied by non-flying airplanes, people that are no longer flying, and using the hangars as cheap storage. She stated this does not contribute to the overall health of the airport financially. Haley agreed and stated if we have people interested in purchasing hangars we need to take a close look at how they are going to contribute to the overall health of the airport, and if there is a valid reason why the airport commission believes they are not going to contribute then we put this in writing. Haley added that this is our current process. Haley stated that the hangar lease discusses default and the county will move forward with termination procedures, but it doesn't give guidance on how this will be accomplished by the county. The hangar lease does not discuss the process by which we get hangar owners to comply with the agreements. Bob stated we are really after enforcement. Haley stated we need to think about this and revisit about how to best enforce our hangar use. When hangars are purchased Barb would like to know what the qualifications of the person are who is purchasing the hangar. Are they a pilot? Are they ever going to be a pilot? What is required to get their aircraft flying? Do you have the resources and ambition to complete this? Cheryl also discussed the Lassen hangar that the pad is demolished. She stated this hangar is vacant and no one is interested in it. She asked what we do as an airport commission on hangars that are falling apart or not usable. Haley stated she will reach out to Larry Lassen about the hangar pad. Cheryl asked if this is the airport commission's responsibility to follow up on this. Haley will keep the hangar use enforcement on the

agenda for future discussion and resolution on enforcement.

3. Haley's Corner.

Haley stated our internship advertisement has been airing on KJDY and on the county website. She added we have an applicant. Haley and Laurie (HR) will visit at the end of this week to see if we have any additional applicants.

Haley also discussed the airport terminal entry floor. She explained that when the interior water damage was completed the scissor lift damaged the entry floor. It has been removed and asked the airport commission their thoughts on the painted floor with the intention of purchasing a rug with the airport terminal logo. The airport commission was in consensus that the rug over the painted floor will be acceptable.

- Airport hours of operation. The airport continues operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport was not closed during the month of March. The airport was closed Sunday, April 4<sup>th</sup> in observance of Easter and does not have any other scheduled closures in April. The next scheduled closure date is Monday, May 31<sup>st</sup> in observance of Memorial Day.
- Completed details list, ongoing projects/tasks - see synopsis.
- Schedule. Haley stated she does not have any changes to her schedule.

4. Commissioners miscellaneous.

None

### **Adjournment**

*MSP – Scott Myers/Barb Temple – to adjourn the meeting at 7:43pm. Unanimous.*

The next meeting is scheduled for Monday, May 10<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) \*\*\*\****