



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

May 8th, 2022

Present

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

Absent

Visitors

Kevin Bissell (T-O Engineers)
Sam Reagle (T-O Engineers)

Robert Watt called the meeting to order at 6:30pm.

Minutes

MSP – Barb Temple/Bob Bagett – to approve the April 2023 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. Haley spoke with Ethan and she provided a brief update. They are down on management staff across the forest, and actually are down on management staff across the nation. Currently they do not have an Airbase manager. Anthony came off his detail, was at the Airbase for a short period of time, and then was hired for a different permanent position and recently vacated his Airbase position. Clay Waley, one of the previous Airbase Managers just accepted a Unit Aviation Management position within the forest so he is no longer directly at the Airbase. Ethan Makarowski said they are hoping to advertise for the Airbase Manager position and maybe get it filled by the Fall of this year. This is tentative. The Airbase target number for personnel is 30, and they are currently at 18 staff and may have dropped to 17 today. They will still continue to operate the Airbase, but with reduced staff. They will not have type 3 helicopter because they are not filling this contract. This contract was previously held by Helicopter Express. The USFS also does not have a contract for their type 1 and type 2 helicopters, and they do not have an update as to when they will have these contracts filled. They are operating on a “call when needed” for all helicopters.
2. ODF Update. No update, although Haley spoke with Troy (Baker Aircraft) and he was waiting to hear from the ODF on their contract.

AIP Projects Update

Sam stated that three bids were received and opened for the rebidding of the RW 17/35 project. All three bids came in higher than the cost estimate of \$6.1 million. The low bid came in at \$7.3 million from High Desert Aggregate & Paving. We are asking the FAA for additional funding. The first priority is asking them directly for AIP funds followed by the second priority of using BIL funds to supplement the already allocated AIP funds. Haley is working with Connect Oregon for the required sponsor match increase for the full 10%. The Connect Oregon grant is short approximately \$65,000. Sam spoke with High Desert and they are looking at construction during 2024. Sam has bid summaries available if anyone would like to look at them.

Financial activity report for March & April

The financial reports for the Reserve Fund and the Airport Fund were included in the meeting documents.

March

Fund 121100. Fund prior balance = \$1,794.54. Net fund balance = \$898.86

The airport reserve fund decreased \$895.68 due to RW 17/35 project expenses and an AWOS backup battery power.

Fund 124100. Fund prior balance = \$60,776.11. Net fund balance = \$84,820.73

The airport fund increased \$24,044.62 primarily due to receiving our annual Oregon Lottery Fund payment. We also had increased expenses such as the annual Regal Aviation general liability insurance and the AWOS maintenance contract annual fee.

April

Fund 121100. Fund prior balance = \$898.86. Net fund balance = \$778.59

The airport reserve fund decreased \$1,677.45 due to RW 17/35 project expenses, specifically our 1% match obligation.

Fund 124100. Fund prior balance = \$84,820.73. Net fund balance = \$77,322.81

The airport fund decreased \$7,497.92 primarily due to not receiving our USFS monthly management fee and reimbursement for shared expenses.

We do not have any accounts in arrears.

Manager's Report

1. Fuel sales volumes for February, March, & April. Fuel sales volumes for April 2014- 2023.
The fuel report was included in the meeting documents. We sold 734.5 gallons of 100LL and 64.4 gallons of Jet-A fuel during the month of April over a ten-year period, and both were well below average. 100LL discounted fuel sales were 77.0 and Jet-A discounted sales were 0.0. Year to date we are also below average for both fuels with 100LL at 2,129.7 and Jet-A at 424.2 gallons 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 \$5.21/gallon with a markup of \$1.54/gallon and Jet-A cost is \$3.37/gallon with a markup of \$2.73/gallon. We are competitive with our prices. Looking at the average price of fuel within a 100-mile radius for both fuels last month was \$6.69 for 100LL and \$6.08 for Jet-A. We currently have 8,236 gallons of 100LL and 9,408 gallons of Jet-A. The recent cost update this afternoon showed a drop in cost, so we plan to lower our price tomorrow morning.
3. Classroom and office events/activities.
Items noted do not include the regular Airport Commission meetings, Air Search, and the USFS. Conference room use has been increasing. The USFS has been using the room the last two weeks, and we continue to receive calls about meetings and events for both conference rooms. During the month of April, we had eight scheduled events. We had six paying events and two non-paying events which were: NRAC meeting and the CAT meeting. For the month of May we have nine scheduled events. Seven events are paying, and two are non-paying which include: NRAC meeting, County Compensation Committee. Barb noted an Air Search meeting scheduled for next week.
4. Airport Maintenance Update.
 - Door troubleshooting/Access Control (key cards/keypads). We received a second quote from Alpine Alarm for \$42,367 for only access control. Adding the core changes at \$13,937 brings the total to \$56,304 which is similar to the previous quote received at \$51,777. Haley asked Strawberry Mountain Locks to source and quote only re-coring and locks without software needed for access control. Haley has not received notification from the USFS about their availability of funds for this project. Haley reminded the commissioners that we need to make sure we meet the minimum federal security standards. Frank asked how many doors need keypads. Haley estimated 20 doors. We have 48 doors, but we don't need keypads

on all 48 doors. Haley will remove this item from the agenda until we have additional information to discuss with a final recommendation and/or options.

- The cooling tower is up and running with the exterior filters clean and ready for the cooling season.
- Lawn mowers are serviced and functioning properly.
- The UTV is operating properly.
- The AWOS backup battery ups failed and caused the AWOS outage because everything was being powered by this ups battery. We have a primary ups battery, so Haley moved all the power cords to this and then the AWOS came back online. The primary ups battery is plugged into the building power, and the backup ups is for when the power goes out. Haley is unsure why everything was plugged into the backup rather than the primary. We have our annual inspection coming up, so the AWOS technician will be able to have a closer look at this in person rather than over the phone.

Old Business

1. USFS leasing space at the airport. No update. Haley will remove this item from the agenda until we have additional information to discuss or have an update from the USFS.

New Business

1. Hangar site #3 ownership change approval. We have a proposed change of ownership for hangar site #3. Haley explained this is the first use of the hangar ownership change process, and it has made the process more efficient and proved very beneficial for both the current owner, new proposed owner, and airport staff. The Holthouse Family Estate is selling the hangar to Jeff Auxier. Both parties completed all the required paperwork including the aeronautical use statement for the new owner. Haley read the statement aloud for the airport commission. All completed documents include the hangar lease agreement, certificate of insurance, and proof of hangar ownership have been received by airport staff.

MSP – Bob Bagett/Scott Myers – to approve hangar site #3 ownership change to Jeff Auxier. Unanimous.

Haley will formalize the sale by circulating for signature by County Judge, Scott Myers and Airport Commission Chair, Robert Watt and sending to the previous and new owners.

2. Haley's Corner.
 - Airport hours of operation. The airport continues operating non-peak scheduled hours Sunday – Saturday 8am-4pm.
 - Completed details list, ongoing projects/tasks. See list attached in the meeting documents. Some highlights include: working through the USFS Helibase Lease process by communicating with the USFS Leasing Officer and County legal counsel; AIP project processing; FOD sweeping; spoke with Kelly Workman (KJDY) about public notice advertising; reimbursement requests; bid opening.
 - Schedule. The terminal was closed Sunday, April 9th in observance of Easter and scheduled to be closed Monday, May 29th in observance of Memorial Day. Haley is scheduled for vacation May 25th and May 26th.
4. Commissioners miscellaneous.

Barb asked about the UTV overheating issues. There was one instance of overheating. Robert advised to take the UTV to Polaris. She also asked where we are budget wise with the County. Scott provided an update.

Adjournment

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

The next meeting is scheduled for Monday, June 12th, 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 ******