



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

May 9th, 2022

Present

Bob Bagett
Scott Myers
Cheryl Berry
Barb Temple
Haley Walker

Absent

Doug Ferguson
Robert Watt

Visitors

Kevin Bissell (T-O Engineers)
Taylor Schmadeka (ODF)

Bob Bagett called the meeting to order at 6:52pm.

Minutes

MSP – Barb Temple/Scott Myers – to approve the April 2022 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.

Anthony was not present but Haley shared an update from him. The USFS completed their rappel academy and it went as well as it could with the weather.

2. ODF Update.

Taylor Schmadeka stated ODF will have the same compliment of aircraft as they had last year. Their aircraft will come onboard at the end of June to early July. They will not be conducting night SEAT operations this year. Taylor stated he received approval from the FAA for an ODF Heliport based at the Industrial Park next to their warehouse. There is room for two helicopters, and they are planning to put gravel or concrete helipads. Taylor stated he is waiting on City of John Day approval to build the helipads. He asked the airport commissioners if they had questions or disapproval. Cheryl discussed flight patterns with the runways and fixed-wing aircraft as well as the helicopters. Barb stated safety is the concern. She asked if this will degrade the safety of other aircraft because of the helipad location. She stated the helipads are on downwind for 35 and close to downwind on 09 and 27. Barb added that even if radio communications are used it is often difficult to understand what the pilots are saying. She stated a lot of it is not understandable. Barb added that when the pilots state they are landing at the helipads other pilots assume these are the helipads on the south end of the airfield. She stated the two ODF helipads are right in the traffic pattern. Taylor stated he needs to get with his pilots on these concerns but his guess is they will take off to the north. He asked what he needs to do to alleviate these concerns. Bob asked what the traffic pattern and altitude is for helicopters. Taylor stated they usually go into the wind. Bob asked again what the altitude is for the pattern and stated fixed wing aircraft are at 1,000 feet. Barb stated fixed wing aircraft have a distinct pattern. Cheryl discussed NOTAMs during heavy fire seasons. Taylor suggested issuing a NOTAM to communicate helicopter operations to the northwest of the airport. Taylor stated this is dependent on the City of John Day approval. Haley suggested that when Taylor submits his application to the City of John Day to also send it to her so she can forward this to the airport commissioners for review of any possible concerns. The airport commissioners thanked Taylor for visiting with them about this helicopter operations at the Industrial Park.

Taylor also shared that ODF and the USFS are working on transferring the SEAT Base lease from the USFS to ODF. ODF is also working on getting crew quarters at the SEAT Base rather than the temporary trailer office space. He would like to have this on the airport property.

Scott asked if there will be access through the fence for the ODF operation. Haley stated at this time there is not a plan for through the fence operations for ODF, but there is a SEAT Base operation at the Industrial Park in the Airport Master Plan. Scott stated there is a new property owner to the west of the Industrial Park and development is possible.

3. AIP Projects update.

Kevin stated he submitted the draft scope of work and the pre-design conference to the FAA for their review for the Runway 17/35 Widen and Reconstruction Project. He explained what the conversation looks like in the pre-design conference. Barb asked when we do this project are we going to realign the numbers. Kevin stated we will not realign the numbers because the FAA is extremely delayed (3 years) in rewriting the flight procedures. The construction is scheduled to take place in 2023 in a separate grant from the FAA and hopefully Connect Oregon. Haley stated we still do not have word on our Connect Oregon grant application to provide matching funds for the construction of this project in 2023. She stated Connect Oregon approved grants are supposed to be announced in May. Kevin and Haley have a meeting scheduled with the interim FAA project manager to determine if the scope of work is acceptable and to go through the pre-design checklist. Haley stated once this step is approved she will conduct an IFE (Independent Fee Estimate), submit this to the FAA for approval, and then the grant agreement will move forward for approval from the FAA and Grant County.

Financial activity report for April

The April financials were provided prior to the meeting.

Barb asked how the budget hearing went for the airport. Haley stated it went very well and the budget committee tentatively approved both our airport fund and the reserve fund.

Haley noted some large expenses totaling approximately \$13,000 that will hit the airport fund next month. Those include: UST (underground storage tank) inspection and testing, cooling tower repair, generator repair, 17 tons of wood pellets. Haley stated we will be reimbursed from the USFS for 76% of all these costs, excluding UST, so our cost will only be approximately \$4,500.

Haley also noted we had a \$6,000 expense directly related to our AWOS maintenance annual fee.

Bob asked if everyone is paid for their fuel and other accounts. Haley stated we do not have any past due accounts.

Manager's Report

1. Fuel sales volumes for February, March, & April. Fuel sales volumes for April 2013- 2022.

The fuel report was provided prior to the meeting. We sold 614.5 gallons of 100LL and 909.8 gallons of Jet-A, and both were below average for the month of April over a 10-year period. Discounted fuel sales of 100LL were 34.5 gallons. 100LL fuel sales are below average year-to-date over a ten-year period at 2,592.8 gallons sold. Jet-A fuel sales are above average year-to-date over a ten-year period at 2,005.0 gallons sold.

2. Fuel resale and replacement values.

Haley stated the fuel costs continue to increase. 100LL and Jet-A fuel prices are currently \$6.79/gallon for 100LL and \$6.14/gallon for Jet-A. 100LL markup is \$0.37/gallon. Jet-A markup is \$0.92/gallon. Our cost for 100LL is \$6.42/gallon and Jet-A cost \$5.22/gallon. We currently have 8,671 gallons of 100LL and 9,453 gallons of Jet-A in the tanks. Haley stated she receives aviation news and one of the articles she read today reported that for the first time in 14 years Jet-A fuel cost has gone above 100LL. She is seeing this every week in our cost updates. Haley added that other airport fuel prices have not been updated, so the reported

prices may not be accurate. Haley noted that costs are making it difficult to keep prices low, but our quantity sold is holding steady. She also added that we continue to have a low margin, so this making revenue generation difficult.

Taylor asked Haley to keep in touch with him if we are running into fuel inventory issues.

Haley stated she submitted a capital project funding request through the State of Oregon to try and get above ground fuel tanks with an increased capacity. She has not received approval yet, but she has also not received denial.

3. Classroom and office events/activities.

Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. For the month of April we had fifteen scheduled events with six paying and nine non-paying events. The non-paying events were Economic Development (2), CAT meeting, NRAC meeting, Victim's Assistance, GC Road Department, Firewise/USFS, LCHP, and an EOCA meeting. For the month of May we have six total events with one paying and five non-paying. The non-paying events include GC Economic Development (2), NRAC meeting, GC SAR, and Victim's Assistance. Haley stated the USFS also used the conference room for their annual training two of the four weeks of the month.

4. Airport Maintenance Update.

Haley stated she needs to speak with JD Rents about why the mower is chewing up the pulleys.

Old Business

1. Hangar Inspections.

Haley stated the weather has not cooperated, so the hangar inspections have not been completed. She continues checking the weather and next week is a possibility.

New Business

1. Elk offer from Kathy Moss.

Haley presented an offer from Kathy Moss to have her late husband's elk displayed at the airport. Haley shared information and pictures of the elk to the airport commissioners. There was discussion on a location in the airport terminal to safely and securely display the elk. It was determined the airport terminal would not be able to display the elk due to not being able to ensure the elk would be protected and a proper space.

2. Summer Intern.

Haley stated we offered the intern position to Riley Robertson, and she accepted. She will begin training in mid-June, so she will be fully trained by the time we move into our peak season hours of 7am-7pm. She will only work until mid-August due to beginning college. Haley added Riley is pursuing the college credit opportunity, so Haley has been working with Eastern Oregon University to coordinate this for Riley.

3. Eva Harris land acquisition timeline.

Haley received an email from Eva Harris asking how long it will be for the airport commission to give her a timeline for when the airport would purchase her property in the RPZ on the north end. Haley stated it is not in the airport budget or the 5-year CIP with the FAA. Haley suggested trying to use BIL (Bipartisan Infrastructure Law) funds for this within the next five years. Kevin stated this is possible, but we would have to go through all the FAA procedures when we acquire this property including the environmental approval and the due diligence to have the potential to get reimbursed. The FAA would need to be involved in this entire process as we go through it. Kevin said it is possible to make a case to use BIL funding for this land acquisition. Haley stated this would occur when we go through our annual CIP process with the FAA, and this typically occurs in the fall. The BIL funds still require 10% matching funds. Bob asked if Haley could communicate this with Eva. Haley will contact Eva and provide her with this information. The very earliest, with FAA approval, would be 2024 and we would need to use BIL funds for this land acquisition. Bob asked if there is any County money we asked for in the budget. Haley stated our only option right now is through

grant funding. There was additional discussion on how much this will cost (in addition to the sale price and survey fee from Eva at \$32,582) due to meeting the FAA requirements which could double the cost of the project.

4. Doug Ferguson verbal resignation.

Haley stated Doug Ferguson called her this afternoon and verbally resigned from the airport commission. Scott will reach out to Doug via email to thank him for his service to the airport commission. Scott stated he will work with the other County Court members to begin advertising for this appointment.

5. Haley's Corner.

- Airport hours of operation. The airport continues operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport terminal closed Sunday, April 17th in observance of Easter. The airport terminal is scheduled to be closed Monday, May 30th in observance of Memorial Day.
- Schedule. Haley does not have any changes to her schedule.
- Completed details list, ongoing projects/tasks - see synopsis. Haley highlighted some items from the completed details list.

6. Commissioners miscellaneous.

None.

Adjournment

MSP – Barb Temple/Cheryl Berry– to adjourn the meeting at 7:59pm. Unanimous.

The next meeting is scheduled for Monday, June 13th, 2022 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 *******