



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

May 10th, 2021

Present

Bob Bagett
Cheryl Berry
Barb Temple
Doug Ferguson
Scott Myers
Haley Walker

Absent

Robert Watt

Visitors

Anthony Hernandez (USFS)
Taylor Schmadeka (ODF)
Kathy Stinnett

Bob Bagett called the meeting to order at 6:34pm.

Minutes

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

Public Comment/Guests

1. USFS Update. Anthony Hernandez

Anthony provided an update and stated they had recurrent rappel training last week which went very well. He added that the last full week of May there will be one more week of rappel training for rookies with three helicopters and more people onsite. He said they have staggered start times to help reduce contact. They will be doing some aerial ignition on Wednesday, Thursday, and Friday starting in Burns and working their way north. The first helicopter scheduled for fire season is scheduled to be at the airport June 1st. Haley stated it looked like well organized week of training with the different stations and group rotations. Anthony stated most of their crew is at Aldridge this week but will be back at the airport next week.

2. ODF Update. Taylor Schmadeka.

Haley introduced Taylor Schmadeka with the ODF. Taylor provided his background with ODF specifically related to fire. He stated he had been the ODF Helitack Manager in John Day, but he was recently promoted to the State Aviation Operations Specialist. He stated the ODF Helitack crew leased a warehouse at the Industrial Park last year, and this worked very well for their operation. ODF just secured a five-year lease for this warehouse at the Industrial Park. This allows them to house 12 crew members. Taylor said he is currently working with the FAA trying to get approval for two helipads in the Industrial Park near their leased warehouse. This would let them have their helicopters closer for a quicker response to get sent out to fires. He is also working with the City of John Day to make sure this is within regulations for the Industrial Park. He said nothing is set in stone yet, but he is trying to make it so their helicopters are closer so they can respond quicker to fires in the county. He also said they are talking about bringing on fire aviation assets earlier this year due to the drier conditions. He doesn't know the exact details yet, but there are talks about bringing on a helicopter at the beginning of June as a "call when needed." He said those decisions are being made above him but wanted to give us a heads up so the airport is prepared.

3. Environmental Assessment Project Update.

Haley updated the airport commission and said T-O Engineers has submitted chapters 1-3 for her to review. Once she reviews and provides feedback T-O Engineers will submit these chapters to the FAA as a draft for their review. These are not all the chapters, but what T-O Engineers has found in the past is that if we submit a few chapters at a time to the FAA the process for approval goes much quicker making the entire project more efficient. Haley has been working her way through our end so this draft can be sent to the FAA for their review, feedback, and approval.

Financial activity report for April

Haley gave an update on the financial report for April. She stated the reserve fund 121100 prior balance was \$64,885.04 and the net fund balance was \$9,993.06. The reserve fund decreased by \$54,891.98 due payments for AIP projects. These expenses have submitted to the FAA and ODA for reimbursement. She added we did have some common space maintenance expenses due to costs related to repairing interior water damage as well as painting and rental equipment associated with these repairs.

Haley stated the airport fund 124100 prior balance was \$134,079.12 and the net fund balance was \$126,003.33. The airport fund decreased \$8,075.79 primarily due to a large general liability insurance annual expense of just over \$3,500 and vehicle expenses related to our airport maintenance truck.

Haley stated we do not have any past due accounts, and we have one account with a credit.

Manager's Report

1. Fuel sales volumes for February, March, April. Fuel sales volumes for April 2012- 2021.

The fuel report was included in the meeting documents. We sold almost 806 gallons of 100LL and 208.7 gallons of Jet A. Both were slightly below average over the last ten years for the month of April. Year to date we have sold 3,220.2 gallons of 100LL which is above average and 1,241.0 gallons of Jet A which is below average.

2. Fuel resale and replacement values.

Haley stated fuel prices remained the same during the month of April. 100LL fuel price is \$4.99/gallon, and Jet A fuel price is \$3.69/gallon. 100LL fuel cost is \$4.32/gallon and \$2.58/gallon for Jet A. Our markup for 100LL is \$0.67/gallon and Jet A is \$1.11/gallon. Today we received 5,000 gallons of 100LL in a split load with Baker. We currently have 10,200 gallons of 100LL and 7,700 gallons of Jet A on hand. We are ready to support the fire aviation training and fire aviation suppression when fires start. Our fuel markup continues to decrease, so Haley stated she will take a close look at increasing our Jet A price to help offset the low markup in 100LL to try and keep our resale price below \$5.00/gallon. In our 100-mile radius the average price for 100LL is \$4.67/gallon and Jet A is \$3.87/gallon.

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 seven total events, and all the events were paying events.

We do not have any scheduled events for the month of May. The USFS has the conference room booked every week for their training during the month of May.

4. Airport Maintenance Update.

- Tractor. Haley stated we have the tractor back at the airport and we took it out for a few loops to test the operation. Everything was working correctly during these test loops. However, when we went to use the tractor to move gravel around the hangars the tractor would not start. The starter was tested, and it was a faulty starter. The starter was replaced. When the tractor was started next there was smoke coming from the alternator. The alternator is being replaced. Haley stated she is confident they have identified the problem and thinks this will be the fix for us to have a fully operating tractor.
- Airport maintenance truck. The airport maintenance truck is back at the airport and operating normally with no known issues.

- Fuel island leak and repairs. Haley reminded the airport commission that there was previous consensus that the 100LL fuel hose needs replacement, the 100LL hose reel needs replaced with a spring retractable hose reel, replace the grounding cable, and repair the small leaks. Haley reached out to Baker Aircraft to see how long their 100LL fuel hose is and it is 60 feet. As an airport commission it was decided previously that 50 feet was too short. Haley has been communicating with DSI in Boise. She received a quote for a 100-foot hose and reel to accommodate this length. The difference in price between the 50 foot and 100 foot is approximately \$300. The 50-foot hose price is \$1,166.70 and the 100-foot hose price is \$1,449. The reel is \$100 more to accommodate the 100-foot hose and is spring retractable. The total price difference is \$380 for all the repairs and the 100-foot hose and reel. Haley recommended moving forward with the 100-foot hose and reel because we don't want to need it and not have it and wish we would have purchased the longer hose for a total of \$380. All airport commissioners were in agreement. Haley stated we have the funds available in two maintenance and repair budget lines related to fuel and facilities.

MSP – Barb Temple/Doug Ferguson – to proceed with the 100-foot hose and reel and other repairs. Unanimous.

Old Business

1. Perimeter Fence Repair.

Haley reminded the airport commission that Brad was supposed to start on the perimeter fencing project after our last airport commission meeting, but he has been delayed due to a variety of reasons such as needing to stay home with his kids during school shutdowns. He is going to try and get to it as soon as possible. Haley continues to be in communication with Brad and is looking forward to seeing this project start and finish.

2. E. Harris reimbursement request.

Haley stated this item is to wrap up whether or not the airport/county will reimburse Eva Harris for the survey. Haley went through the old airport commission meeting minutes and found a couple occasions where there was discussion about reimbursing Eva or how the county and/or airport was going to make sure she was paid for the survey expense. Haley stated that by reading through the minutes it appears to her that the commitment was made by the airport commission to pay for or reimburse Eva for the survey expense. Haley added that there was not a time frame scheduled for payment or reimbursement. Haley recapped Kevin Bissell's message from our last meeting in that those are reimbursable expenses, and since the airport committed to this, we should reimburse Eva, however this needs to be part of the purchase agreement once we get to that point. Barb asked if this would mess up us getting reimbursed. Haley stated this will not mess things up for our FAA reimbursement unless we pay her now which would result in a higher likelihood of us not being reimbursed from the FAA. All agreed that the reimbursement to Eva cannot take place unless and until the FAA approves the EA. Bob asked if Haley would contact Eva with this information.

New Business

1. 4th Street repairs proposal from City of John Day to County.

Haley shared that she was contacted and asked if she could approach the county and ask that they support the 4th Street repairs project by helping with a portion of the project funding not funded by FEMA. Haley's response was that she would contact the airport commission chairperson to see if we should put this on our agenda for discussion from the airport commission. Haley and Robert spoke and decided that since this is a main road to access the county airport it would be worthwhile of a discussion for the airport commission. Haley previously sent information related to this project and the request from the City of John Day to Grant County. Haley asked the airport commissioners to decide if they would like to have the discussion on whether to support the project request, not support the project request, or not get involved either way. Doug provided some information from an engineering perspective on this project and stated the farther we can stay away from it the better. Scott stated the Road Department Advisory Committee sent an email to the County Court asking that they not fund this project. Barb said it appears to her that the City of John Day is saying most of the traffic is airport related which she does not agree with because there are more and more homes there, and they are pushing their Industrial Park trying to liberalize the policies so there can be development up there (homes or businesses or whatever). She doesn't see it as an airport access that everybody needs to share in, specifically the county. Doug agreed. Barb added there are a number of properties that have sold

recently, and she is aware of some development on at least a couple of these property sales. She doesn't see this as a county responsibility. Scott gave some background and stated they asked for \$400,000, but the original ask was for \$60,000. He stated the ask is to pay for all the costs not covered by FEMA, and they put this in their budget to have the funds before this was approved by the county. Bob asked if they are putting up any of their City of John Day money. Barb stated she doesn't believe the airport commission can say they support this so she doesn't know if they should make any comment. Barb asked if the hillside on the other side of the road is stable yet. Doug stated it is not, and he has been looking at this for various people and many years. The airport commission has no position on this project.

2. Haley's Corner.

Haley stated we are trying to wrap up who our summer help is going to be, because we received two applicants at this point.

Haley reported that we had previous discussion about hangar occupants and the approval process and qualification related to this, and she has been working on gathering information on what some other small airports do before they approve hangar sales or hangar leases/occupancy in hangars. She is looking at putting together a draft using some of those learned processes as some guidelines to implement here so when we get someone who proposes a sale and purchase of a hanger or lease/renting a hangar we have a form that would need filled out with specific questions to ensure it is primarily for active aeronautical use. She is planning to prepare this and hopefully will have it to present at the next airport commission meeting for review. Barb asked if Haley looked at hangar lease provisions for not making annual lease payments on time. Haley stated we decided at the last meeting it was decided that a letter would be drafted with the airport commission chairperson and sent to the hangar owner who has a history of late payments. Haley questioned how effective this will be but at least we will be proactive by letting the hangar owner know we are aware and paying attention to the late payments.

- Airport hours of operation. The airport continues operating our non-peak hours of 8am-4pm Sunday – Saturday. As a reminder on July 1st, we will be moving to a 7am-7pm schedule seven days a week. The airport was closed Sunday, April 4th in observance of Easter and does not have any other scheduled closures in April. The next scheduled closure date is Monday, May 31st 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. She does not have any time off scheduled until late June.

Kathy Stinnett asked Haley for the plan for the gravel around the hangars. Haley stated we have gravel on the north end of the hangars, and our plan is to have all the hangars surrounded by gravel instead of weeds. The airport will spray around the hangars with weed spray each year. This will eliminate or greatly reduce the dirt and weeds. Haley sent a letter a while back about this project, and she can resend this. She added there have been a couple hangar owners that do not want the gravel all the way up to their hangar buildings. Kathy would like gravel around her hangar. Haley explained that when the north/corporate apron project was under construction they actually moved a large amount of gravel around the hangars, but they could not complete this because the ground was too soft in many areas for the heavy equipment. Scott suggested the Road Department could roll this. Barb cautioned the use of heavy equipment on and around the concrete pads. They do not need to go over the concrete pads. Bob would like a heads up when the gravel is placed near his hangar so he can pull the plane out. Barb would also like notification when the gravel is placed near her hangar. Haley will make sure the hangar owners are notified.

Kathy asked if Haley would be interested in partnering to have a work crew scheduled at the airport instead of one person at a time on occasion. Haley would be very interested in this and is confident there are things we could find to benefit the airport while folks get their probation or court ordered hours.

3. Commissioners miscellaneous.

Barb stated she and Howard are moving (but staying local) which will take most of her time away from flying until about the beginning of July.

Adjournment

MSP – Doug Ferguson/Scott Myers – to adjourn the meeting at 7:09pm. Unanimous.

The next meeting is scheduled for Monday, June 14th, 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 ******