



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

May 13th, 2019

Present

Robert Watt
Bob Bagett
Barb Smith
Doug Ferguson
Cheryl Berry
Scott Myers
Haley Walker

Absent

Visitors

Charles McKenna

Robert Watt called the meeting to order at 6:29pm.

Minutes

MSP –Barb Smith/Doug Ferguson – to approve the revised April 2019 meeting. Unanimous.

Public Comment/Guests

1. USFS Update

Anthony is in the field working, so Haley provided an update for the USFS. They have a full crew working and have been training all month preparing for fire season.

2. Apron Reconstruction Project Update

Haley provided an update from T-O Engineers stating that they submitted 90% of the design plan to the FAA. Once the FAA reviews this they will respond with comments, T-O Engineers and the airport will address the comments, we will then resubmit our final design plan, and then go out to bid for construction. Kevin had a question about signing for the apron. The commission had a consensus that this is not needed, and Haley will let Kevin know.

Haley discussed funding for this project and the option of scaling it back to two phases. At this time we have not secured funding for the 10% match which is approximately \$342,223. We have secured \$150,000 from the COAR grant, but this leaves a remaining \$192,223. We submitted an application for FAA supplemental funding, but we have not been notified of the result for this funding for this project. Haley spoke with Kevin at T-O Engineers about the potential to phase this project resulting in an approximate split for the overall cost, and Kevin stated this is a good option and definitely doable. Kevin stated this is not uncommon for the FAA to phase these projects for smaller airports because they understand our financial situation. Haley added that she and Kevin have a phone meeting scheduled with the FAA tomorrow to discuss the timeline for this project and to be introduced to our new Project Manager/FAA liason. They will address phasing this project or schedule a date for another meeting to discuss. Doug asked which ramp would be first for construction. Kevin suggested the GA apron be first due to the upcoming Runway Decoupling Project scheduled for 2020. Haley notified the commission that we were advised that we received FAA supplemental funding for the

Runway Decoupling Project. This is approximately \$6.3 million of federal funds that we are not required to have match funding. This funding is for the runway decoupling project to improve the safety in the area of where the runways cross. There was discussion on what this project design will look like and why this is such a high priority with the FAA. Haley stated that two airports in Oregon were identified as recipients of the FAA Supplemental Funding, our airport and Coos County Airport District for airport rescue & firefighting facility.

Charles McKenna entered at 6:37pm

Financial activity report for April

The Reserve Fund 121100 fund prior balance was \$62,494.21 with a net fund balance of \$62,277.92. The fund balance decreased by \$216.29 due to facility maintenance and repair expenses for weed spraying on the airfield costs.

The Airport Fund 124100 fund prior balance was \$65,691.22 with a net fund balance of \$85,980.85. The fund balance increased \$20,289.63 due to receiving our Oregon Lottery funds of \$25,000. These funds were actually deposited into the wrong budget line, but Haley already spoke with the County Treasurer to have this corrected and moved into the "general economic development video" budget line. Haley stated we had some large expenses for the snowplow parts, replacement saw, and our Regal Aviation Insurance (general liability) of just over \$3,500.

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

Haley talked with the airport commission about our HVAC filters and belts and our cooling tower exterior filters. She stated she has a quote from Control Sentries for replacement. The HVAC filters and belts are approximately \$1,200, and the cooling tower filters are approximately \$2,000. However, if they replace all these at the same time we will receive a \$750 discount. Haley needs to talk with Anthony about how to appropriately split the cost for this. If we go with our standard 76% / 24% then our share will be under \$600. The airport commission agrees that we need to have all these replaced. The commission discussed their desire to make sure we are doing everything we can to keep these clean and make them last longer. Robert asked Haley to see if there is something specific we should be doing regularly to maintain the cooling tower filters. He also asked Haley what the average life is on those filters.

Manager's Report

1. Fuel sales volumes for February, March, & April. Fuel sales volumes for April 2019.
Haley reviewed the fuel sales with the commission. She stated our fuel sales for the month of April were 614.6 gallons of 100LL and 423.1 gallons of JetA. Both fuels were below average month over month for the last ten years. Year to date our 100LL sales are 2,142.1 and our JetA fuel sales are 871.8 gallons. Again, both fuels are below average year to date over the last ten years. Haley added that there were 133 gallons of discounted 100LL fuel sales for the month of April and no JetA discounted fuel sales.
2. Fuel resale and replacement values.
Haley stated our prices have not changed and remained the same for the month of April. 100LL price is \$5.34 per gallon and Jet A is \$4.15 per gallon. Haley stated our cost for 100LL is \$4.71 per gallon with a markup of \$0.80. The cost of Jet A is \$3.02 per gallon with a markup of \$1.29. The average price within 100 miles for 100LL is \$5.02 and Jet A is \$4.15. We have 7,200 gallons of 100LL and 7,400 gallons of Jet A on hand. Haley stated that fuel costs are increasing heavily. Haley stated the cost of 100LL increased \$0.38 per gallon and JetA increased \$0.22 per gallon since last month.
3. Classroom and office events/activities.
Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. Haley stated that for the month of April we had five total events and with two paying events. The non-paying events were the pool update & information meeting, the coordination information meeting, and CCS. We have two total events scheduled for the month of May with one non-paying event. The non-paying event is the Road Department. The USFS has heavy training taking place during the month of May, and this includes using the large conference room.

4. Airport Maintenance Update.
 - a. Cooling tower and filter/belt replacements. Please see discussion under the financial activity.

Old Business

1. Aviation Field Day

Haley stated that she sent an email with an official invitation to the commissioners for Aviation Field Day. She added that even if they are not involved in the day she invited those commissioners to pop in and see how exciting and fun the day is for the students. She stated that seven out of ten of the presenters are from out of town traveling from Salem, Bend, Boise, etc.

New Business

1. Fuel discounts

Haley stated that the increase in fuel cost prompted her to discuss the fuel discounts with the commission. She stated that her markup target for fuel is \$1.00 per gallon, but this is difficult to achieve and remain competitive. She added that it's OK to have a lower markup, in fact, we haven't had \$1.00 during several months. However, she stated it's difficult to price our fuel when we have a \$0.50 discount for locals. Haley stated she called other airport to ask if they have fuel discounts and if so, how much. She spoke with the following airports: Burns (no set program and sometimes will give a \$0.20 discount), Baker (\$0.50 discount if they purchase 10,000 gallons or more at that time), LaGrande (no discounts offered), Pendleton (no discounts offered), Prineville (offers \$0.15 if purchasing a prepaid card with cash or check), and Ontario (no discounts offered). Haley stated our current price is \$5.51 per gallon for 100LL with a cost of \$4.71. This results in \$0.80 per gallon and \$0.30 per gallon for local discounts. Doug stated as a pilot he would be willing to make a compromise. Barb agreed and stated that we need to consider sound business practice which is what we are talking about. Robert asked what are we gaining and who are we attracting by changing the discount. Barb stated that she has never flown somewhere just because of the fuel price. Haley asked the commissioners for some background information about the current \$0.50 discount so we can decide how to proceed. Barb and Cheryl both stated that they are not aware of the reason. Robert stated that the airport has always been ran by people who use the airport. He stated that this might have been some kind of encouragement for people to be involved and put their time in. Scott asked how far back has the discount been around. Barb stated that part of the idea behind the discount was also due to encouraging local flying. There was additional discussion about the fuel discount and the impact to the airport and attracting aviation customers.

MSP – Scott Myers/Doug Ferguson – to reduce the local fuel discount to \$0.25 per gallon for the next 90 days, see how it affects the pilots, see what it does to the bottom line, let Haley do what she thinks is best for the sale price, re-evaluate at the end of August, and do not give this to the County Court for a decision. Unanimous.

2. Haley's Corner

Haley stated we continue operating the airport from 8am-4pm daily.

Haley discussed her outreach efforts for the internship position available this summer.

She reviewed some of the highlights of the completed details including Aviation Field Day preparation, official close of the Airport Master Plan project including posting an electronic copy online at our website, mowing around the airfield, etc.

Charles asked about mowing around the hangars and his concern about damage from the airport lawn mower. There was discussion about how best address the lawns around the hangars without causing damage. It was decided that Haley will contact Grant County Soil & Conservation to spray all the grass and weeds and then ask the Road Department to rock the entire hangar area to eliminate the need for mowing near hangars.

Haley stated the airport was closed on Easter Sunday and is scheduled to be closed on Monday, May 27th in observance of Memorial Day. Haley added that she has meetings in Salem at the end of the month and will be out of the office.

3. Commissioner's miscellaneous.

Doug talked about his interaction on the ODA Board and the aviation legislation related to the fuel tax and how those funds are used.

Cheryl asked Haley to have the baling twine off the fence around the hangars and perimeter fence.

Barb asked about #18 on the completed details list, “worked on and completed (including County Court signatures) ODF IGA (Inter-Governmental Agreement) for summer office rental 2019.” She asked what their plans are this summer. Haley stated they are renting office 2B (large upstairs office) and no other offices are rented for their operation. This is the same operation as last summer.

Adjournment

MSP – Barb Smith/Bob Bagett – to adjourn the meeting at 7:47pm. Unanimous.

The next meeting is scheduled for Monday, June 10th, 2019 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 *******