



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

May 18th, 2020

Present

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

Absent

Visitors

Kevin Bissell (T-O Engineers)
Anthony Hernandez (USFS)

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

Minutes

MSP – Scott Myers/Bob Bagett – to approve the March 2020 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update – Anthony Hernandez
Anthony discussed the USFS training scheduled which should run approximately three weeks in total. He also advised that the USFS is looking at adding extra aircraft due to COVID-19. The John Day Airbase is a potential location for the extra aircraft. The USFS is also looking at an office trailer for the extra crews, because they are trying to keep the airbase to the airbase personnel only. The goal is to minimize exposure to COVID-19. There was discussion about the location and cost of the trailer parked on the airport property. Anthony stated his preferred location would be the south end where the road begins to wrap around. Haley stated the fair and equitable charge should be consistent with other fees charged for leasing ground such as the ODOT microwave leased ground. Haley will look up this rate to use a comparable price for the proposed USFS trailer. Robert stated and the commissioners agreed that the charge for the office trailer should be charged on a monthly basis and the charge should be the same as the ODOT microwave leased ground. Anthony also discussed the possible need for ODF to have an office trailer for their crew.

MSP – Doug Ferguson/Bob Bagett – to charge the USFS office trailer the same rate as the ODOT microwave on a month by month basis. Unanimous.

2. Supplemental/Decoupling Project update – Kevin Bissell
Kevin provided handouts for all three projects.
Kevin spoke with the only bidder, Marcum & Sons. He stated we opened the bids on March 31st at the airport. Their bid for the total project was \$2,332,000 and the engineering estimate was \$3,068,000. This was a good bid and the FAA was happy with this bid. Marcum & Sons would like to start the project right after the 4th of July, and they might want to do some mobilization prior to the 4th. The staging area is in the

triangle between the two runways with ample room to stockpile material. The duration of this project is 63 calendar days which would put the end date in mid-September with the final marking and seeding one month after they finish the project. There will always be at least one runway open at all times. Barb asked about FOD on the runways, and Kevin stated the plans include FOD cleanup.

3. Environmental Assessment Project Update – Kevin Bissell
T-O Engineers is under contract for this project, and the scope of work has been approved by the FAA. This will begin in June and could take up to a year due to the public meeting requirements and historical and tribal reviews required.
4. North/Corporate Apron Reconstruction Project Update – Kevin Bissell
Kevin stated this project will start on May 26th. The duration is 28 days, and T-O Engineers will have a full-time resident engineer onsite. Barb asked what the impact will be on normal traffic. Kevin stated the biggest impact will be on the hangar occupants that use the apron for access. He added that taxiway A will be open almost the entire project, but there will be very minimal closures because there will be times when they are working in the taxiway safety area. He believes there will be very little impact to the traffic.

Financial activity report for April

The Reserve Fund 121100 report was submitted as an additional document and can be reviewed upon request.

The Airport Fund 124100 report was submitted as an additional document and can be reviewed upon request.

There were no questions related to the financial activity.

Manager's Report

1. Fuel sales volumes for February, March & April. Fuel sales volumes for April 2020.
The fuel report was included in the meeting documents. Haley stated we were above average in fuels sales in April with 1,538.7 gallons of 100LL sold. She added we were below average for Jet A fuel sales of 217.2 gallons sold. For the year 100LL sales are above average and slightly below average for Jet A sales. Haley stated we have had quite a bit of transient air traffic fuel at our airport due to our low fuel prices.
2. Fuel resale and replacement values.
100LL price is \$4.25 per gallon and Jet A is \$3. per gallon. Our cost for 100LL is \$3.25 per gallon with a markup of \$1.00. The cost of Jet A is \$1.51 per gallon with a markup of \$1.74. The average price within 100 miles for 100LL is \$5.04 and Jet A is \$4.17. We have a little over 7,500 gallons of both 100LL and Jet A.
3. Classroom and office events/activities.
Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. Haley stated that classrooms have been occupied by the EOC, and the USFS should be able to begin using the conference room as they start training. Barb asked if we have heard if we will be reimbursed for the EOC using the airport terminal. Haley stated the airport sent a letter formally requesting reimbursement for the EOC using the airport, but she has not received a response. Scott stated that he has had conversations with the County Commissioners that the EOC's future at the airport needs to be short due to the upcoming busy season including fire season. He added that they have another location/office at the L-Building. Haley explained that we have already seen an increase in aviation traffic, and the airport customers line up for the restroom in the pilot's lounge, so our aviation customers going through the foot bleach bath, temperature check, and health questions is becoming an inconvenience.
4. Airport Maintenance Update.
 - Airfield mowing. Haley informed the airport commissioners that they have been busy mowing around the airfield, and focusing on the south end for anticipated helicopters.
 - Weed spraying. The airport staff has been spraying weeds in the ramp aprons and along the pavement on the taxiways and runways. Barb asked about the airport spraying around the hangars. Haley stated Grant Soil & Conservation will be spraying around the hangars and deeper along the pavement surfaces.
 - Cooling tower. Haley stated the cooling tower is up and running and operating correctly with no issues.

Robert spoke about getting in line for wood pellets for our heating season. He suggested looking at Pendleton, Boise, Wood Village, and other places so we don't lose out on getting pellets. Scott stated Harney County is supposed to have a pellet mill very soon. Robert added that there will be an increased expense if we have to haul the pellets in from an outside town.

Old Business

No old business discussed.

New Business

1. Hangar site #15 sale from DR Johnson to CO Fire. Haley received word from Chris Doyle that CO Fire is working through the final purchase agreement for the DR Johnson hangar. She doesn't have anything to present to the airport commissioners at this time, but she expects it soon.
2. Mobile office locations for ODF and USFS crews. Haley stated ODF will need a location for their crew, and she has spoken with their manager, Taylor Schmedeka. She asked for the thoughts of the commissioners for locations. The location discussed was inside the fence along the north side of the parking lot so they could still plug into the 4th RV hookups for power, water, and sewer. The commissioners stated this would work as long as their employees don't take up the parking lot for the airport terminal. Haley stated if they will be using water, sewer, and power then they will be charged the same RV rental rate. If they are not using our utilities then we will have to determine a different rate. Robert stated if they aren't using the utilities they can park their trailer outside the fence in the grassy entrance area. He suggested we develop this area for additional parking and airport use by using some of the millings and material from the construction projects taking place.
3. CARES Act funding options. Haley stated she received signature from the County Judge, Scott Myers that we would like to receive these funds into our general operating funds. Haley stated some ideas for the funds could be repairing the perimeter fence. She stated we cannot afford to replace the entire fence, but focusing and repairing the sections that need it the most would be beneficial. She stated that we could use a bigger, better tractor mower for airfield mowing, FOD sweeper replacement, and a new snowplow. Haley stated we will receive \$20,000 from the CARES Act. The FOD sweeper replacement was discussed. A replica replacement would cost approximately \$6,000 or a double FOD sweeper would be \$14,000. Haley stated using these funds for our operations primarily focused on safety. She suggested replacing our FOD sweeper for \$6,000 and getting a quote for sections of our fence that are leaning to prevent deer from accessing the airfield. Robert suggested contacting Clint Walczyk for the fencing quote.
4. Haley's Corner.
 - Airport hours of operation. The airport is operating Sunday – Saturday from 8am-4pm. The airport was closed Easter Sunday. The airport is scheduled to be closed Monday, May 25th in observance of Memorial Day.
 - Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some of the details including the Joint Facility Business Plan meeting with the USFS, LED conversion in the terminal, grant application for the Supplemental Decoupling Project signatures and submittal, etc.
 - Schedule. Haley did not take her planned vacation for Spring Break, and she does not have any time off scheduled.
5. Commissioners miscellaneous.

Barb asked about the Annual Fly-In & Breakfast with the COVID-19 as well as the construction projects taking place. Scott stated it is highly unlikely there will be large gatherings allowed. Barb stated that with the combination of the projects taking place and the uncertainty of the health issues we should not have the Fly-In. The commissioners were in agreement.

Bob asked if our customers have all paid their bills because he noted some were in arrears. Haley stated we don't have any past due accounts, and we have two accounts with a credit (Sagaser and Watt).

Adjournment

MSP – Bob Bagett/Doug Ferguson – to adjourn the meeting at 7:32pm. Unanimous.

The next meeting is scheduled for Monday, June 8th, 2020 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 *******