



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

June 8th, 2020

Present

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

Absent

Visitors

Sam Reagle (T-O Engineers)
Eva Harris

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

Minutes

MSP – Bob Bagett/Barb Temple – to approve the May 2020 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.
Haley provided an update Anthony gave her earlier in the day. The USFS training (Rookie and Vet Academy) is complete. Anthony believes the USFS will bring in the extra helicopter, so they are looking for the funding for the extra office trailer on the south end of the airfield. Haley previously communicated with Anthony that the rate will be \$0.33/square foot which is consistent with the OTEC microwave building on the north end of the airfield.
2. Supplemental/Decoupling Project update – Sam Reagle
Sam stated T-O Engineers is working with the contractor on submittals. The contractor is having issues getting new electrical cans because they are delayed in production due to COVID-19. One option they are looking at is reusing some of our existing cans. They are also looking at the schedule to see if the electrical can be completed later in the project rather than at the beginning. Scott asked if the contract calls for American made products, and Sam stated this is a requirement for the job which makes it a bit more difficult with only two manufacturers in the US for the electrical cans. Haley also updated the commission that she received the professional services contract with T-O Engineers for the construction administration. Scott signed this, and Haley forwarded this on to T-O Engineers and the FAA. The last step for paperwork and grant documents is the actual signing of the grant by the FAA, County, and our County counsel. This document can be e-signed to expedite the grant agreement.
3. Environmental Assessment Project Update – Sam Reagle
Sam stated the EA has commenced and T-O Engineers is working on chapter 1 including the template for Grant County. They are also working on getting the project area together and the area of potential effect.

They have initial information for wetlands, floodplains, soils, and threatened & endangered species. They will need to have an environmental team visit the airport which will hopefully happen in late July/early September. Haley stated we have all the paperwork in order for this project, but they have not uploaded the grant funding in their Delphi program for reimbursement. She spoke with Sean Callahan (FAA) about the status of this being available, and he stated he is working on it. Haley wonders if this is because this 2020 project should be changed to a 100% funded project rather than a 90/10 split. This will save us approximately \$15,000.

4. North/Corporate Apron Reconstruction Project Update – Sam Reagle

Sam is the resident engineer for this project, and he stated we are on schedule and perhaps a bit ahead of schedule, but due to the weather forecast this may set them back to the original schedule. Sam stated they are planning on paving next week. All the base course should be in by the end of this week. Barb asked if there will be closure to the hangar taxilanes. Both Sam and Haley stated there will not be any closures to the hangar taxilanes.

Financial activity report for May

The Reserve Fund 121100 fund has a net fund balance of \$-240,000+. The fund balance decreased due to Supplemental/Decoupling Project costs.

The Airport Fund 124100 fund balance increased approximately \$7,500 due to the SEAT Base lease payment.

There were no questions related to the financial activity.

Haley stated we do not have any past due accounts and two accounts with a credit (Sagaser and Watt).

Manager's Report

1. Fuel sales volumes for March, April, & May. Fuel sales volumes for May 2020.

The fuel report was included in the meeting documents. We sold just over 1,000 gallons of 100LL which was above average over the last ten years and 860 gallons of Jet A which is slightly below average. Year to date we are above average for both 100LL and Jet A with 4,400 gallons of 100LL and 2,686 gallons of Jet A.

2. Fuel resale and replacement values.

100LL price is \$4.50 per gallon and Jet A is \$3.25 per gallon. Our markup for 100LL is \$1.05 and Jet A markup is \$1.43. We have 6,500 gallons of 100LL and 6,500 gallons of Jet A on hand. We are getting close to another fuel order for both but we are not there yet with the current inventory on hand. Barb asked how close are we to taking another load of fuel because she anticipates the cost will continue to go up. Haley stated we don't like to take anything less than 5,000 gallons of fuel due to the ability to split a load with another airport and keep our costs down. We also cannot fill our tank above 90% due to the State's requirements. This is 10,800 gallons, so we cannot take a load of 5,000 gallons at this time.

3. Classroom and office events/activities.

Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. Haley stated the EOC is still occupying the terminal so we have not been hosting meetings. The USFS was able to work with the EOC and was able to have some training sessions in the large conference room during the month. Haley stated we have someone interested in the large office year-round, so she visited and gathered information. The occupant would be Allison Field who now works for Business Oregon, and the airport works with Business Oregon frequently throughout the year. Barb stated this sounds compatible with our airport operation.

4. Airport Maintenance Update.

- Weed spraying & hangar rock project. Haley stated Matt Wenick with Grant Soil & Conservation will be here next week to spray weeds around the hangars. The plan is for the contractor to spread extra rock around the hangars, so Haley would like the weeds sprayed prior to spreading the rock. This will help with weed prevention as well as a nice uniform look for our hangar area.

Robert asked where we are with ordering a new FOD sweeper. Haley stated she is waiting on direction from

the FAA on how to request reimbursement for the CARES Act.

- Rock chuck status. Haley stated we killed 7 rock chucks. Airport staff killed 5 and Charles McKenna killed 2. Haley stated we haven't seen any more, but if they are seeing or hearing of more please let the airport staff know.

Old Business

1. CARES Act funding. Haley stated the \$20,000 has been loaded into the FAA Delphi reimbursement system, but she is waiting to hear the direction on how to submit for reimbursement. Is this one request for \$20,000 or do they need itemized invoices? This has yet to be determined from the FAA.
2. EOC at airport status. Haley asked Scott to share any information related to this. He stated we will know more at County Court Wednesday. He said he believes they will downsize. Haley stated that Wednesday, May 27th the County Court made the decision to open all County departments to the public effective Monday, June 1st. Tuesday, June 2nd she spoke with Dave Dobler asking if he has heard how the airport and EOC will operate with dual operations. Since then it was confusing with differing directions on whether to open the airport to the public or continue to have the doors locked and have the public make appointments. Haley stated her suggestion was to have the terminal be open and unlocked and no longer be isolated to the public and have the EOC personnel isolate in their offices so they are not exposed to the public. The airport commission would like to see the airport unlocked and open to the public. Barb asked if we can start taking meeting reservations. Haley stated she is waiting to hear the decision, if any, made at County Court Wednesday. Doug spoke about his negative experience with EOC personnel at the airport on Thursday. Haley stated we will need to get the airport terminal rekeyed due to not receiving keys from EOC personnel. Robert stated now is the time to look at getting card locks instead of continuing to rekey the terminal when keys go missing. The airport commissioners and Haley agreed, so she will look into adding card locks to the airport terminal.

Eva Harris entered at 7:00pm.

New Business

1. Land Use & Planning around the airport for private property owners.
Haley thanked Eva Harris for joining the meeting. Haley stated Eva Harris owns property that is currently for sale around the airport property. She added that she believes there are interested purchasers in some or all of Eva's property because she has had the City of John Day contact her to ensure they have a thorough understanding of the restrictions of development to property around the airport. Haley has been working with the City of John Day to make sure they have a good understanding of safety protection areas and zones. Haley wanted to introduce this and make the airport commissioners aware that there are interested parties in purchasing property around the airport including development. Eva stated she is the person selling the property, so she does not always know what they want to do with it, so they still have to go through the planning process. She has been researching our restrictions on our maps and our airport master plan. She noted there is a 12 acre area identified as future airport acquisition for relocation of our AWOS. She stated this is a portion of a larger parcel that would require splitting the property parcel. Haley confirmed this property acquisition is in the airport master plan for our future AWOS site. Haley explained this project is not on the current 5-year CIP with the FAA, but it could be in the future. Robert asked what happens if someone purchases this property, develops this, and then down the road the airport decides to add the AWOS relocation as a project. Haley does not believe this parcel is included in a safety protected area, so there is a possibility of building a home or other property improvement. Robert summarized that at this point we would be purchasing bare land, and in the future there is a possibility we would be purchasing a structure and land. The location of the current and proposed site was reviewed by the airport commission. Haley stated that if there is development on the land, including a structure, this would certainly increase the value of the land. However, the FAA does not have this land acquisition as a project in the near future, so this would be 100% County funded if we proceed with the purchase. Robert asked Scott if the County has encountered this situation in the past. Scott stated this is why we have the airport master plan, and the County itself hasn't been interested in land acquisition in the past. There was conversation about the location and alternatives for the future AWOS. The airport commission would like Haley to pursue options to purchase this piece of property if Eva owns the land we would like to relocate the AWOS. Eva stated the entire parcel in this area is

175 acres, so taking 12 acres out of this would lower the value. She added that she does not have a price but is willing to negotiate. Scott asked what the minimum acreage is for dividing her parcel. Robert asked Eva to think about a price for her 12 acre piece and thanked her for bringing this to the airport commission. Eva thanked the airport commission for consideration and left the meeting at 7:16pm.

Robert asked about the City of John Day's plans to have a pond and if they have contacted the airport for approval. Haley stated she has not been contacted, but they are within the 5,000 foot radius, so the airport would receive notification if the pond plan is officially proposed. The consensus is that the pond was conceptual in their Innovation Gateway Project plans.

2. Haley's Corner.

- Airport hours of operation. The airport is operating Sunday – Saturday from 8am-4pm, and beginning July 1st we will be open 7am-7pm. This is dependent on the airport staff availability. Haley also stated she increased Tyler's hours to begin work on the airport terminal project. He has been sanding the exterior wood in preparation for new stain. Haley explained we waited to purchase the paint and stain because John Day True Value had a buy one, get one free sale which saved over \$3,000 on the project. The airport was closed Monday, May 25th in observance of Memorial Day. There are no scheduled closure dates in the month of June.
- Completed details list, ongoing projects/tasks - see synopsis.
- Schedule. Haley is trying to schedule some time off this summer, but the dates are unknown at this time.

3. Commissioners miscellaneous.

Barb asked about the ODF and the status of their operation. Haley stated it is currently unknown where they will staff their crew. Haley stated Anthony told her they are looking at renting the Moulton building in the Industrial Park and possibly parking their helicopter in that area inside the fence. Haley stated this would require working with the FAA on the through-the-fence operation as well as a ground lease contract with the County. This would be timely and Haley doubts this would happen prior to fire season. Robert asked about using the grindings to make a pad for the helicopter. Haley stated there is a lot that would need to happen for this type of operation. Robert asked Haley to advise them that this is a lengthy process and they need to work on this for next year.

Cheryl discussed placing the millings just outside of the fence near the hangar taxilanes to provide paved parking. The airport commissioners were in agreement. Haley and Sam will discuss this with the contractor at their Wednesday construction meeting.

Adjournment

MSP – Doug Ferguson/Cheryl Berry – to adjourn the meeting at 7:31pm. Unanimous.

The next meeting is scheduled for Monday, July 13th, 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 ******