



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

June 10<sup>th</sup>, 2019

### **Present**

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

### **Absent**

Scott Myers

### **Visitors**

Charles McKenna  
Anthony Hernandez  
Eric Miller  
Kevin Bissell

Robert Watt called the meeting to order at 6:32pm.

### **Minutes**

*Haley will resend the May meeting minutes due to formatting issues not representing the entire meeting minutes. The May meeting minutes will be reviewed next month.*

### **Public Comment/Guests**

#### 1. USFS Update

Anthony stated that the final helicopter should be on tomorrow, so the USFS helicopter side will be fully staffed. The SEAT starts on July 12<sup>th</sup>.

##### a. New SEAT Base office trailer with water and sewer

Anthony stated the regional team and he would like something better than what they currently have for an office trailer. The plan is to bring in a temporary trailer and park it right next to the current trailer. He stated that they need to move the water and sewer location for the temporary trailer. The old trailer will remain at the SEAT base. The leased trailer will leave at the end of September. Barb asked if the trailers meet the setback requirements through the Planning Department.

#### 2. Apron Reconstruction Project Update

Haley stated she and Kevin Bissell have been working with the FAA on this project primarily about funding and phasing. Haley notified the FAA that the preference of the airport commission is to complete the north/corporate apron first if we had to pick between the north/corporate apron and the GA apron. Haley explained that our airport has a new project manager due to Mat Wilder transferring to Montana. As a result, Haley has been working with Mary Vargas who is overseeing and training our new project manager, Joe Dalke. Haley spoke with Mary last Friday and Mary stated that the FAA will fund the entire project with a bid to go out in 2020. Haley stated she needs to work with the Oregon Department of Aviation (ODA) on the COAR funding to see if we can have two COAR grants for one FAA project, because right now we have one COAR grant in the amount of \$150,000 for the entire project. Haley stated she is concerned that the FAA will only issue one grant and is not confident that there can be more than one COAR grants for one FAA grant. Haley added that she is scheduled to speak with Mary tomorrow to give her an update on what the

airport commissions thoughts are about the apron reconstruction project as well as the supplemental funding project. Haley stated she will make sure to share the desire of the airport commission to split the apron reconstruction project into two separate grants which will provide a better opportunity for additional COAR funding.

Doug stated that the ODA is working toward increasing the maximum COAR amount to be more than \$150,000. Haley stated this has been a big push of hers as well due to the match funding needed for the large construction project costs. Doug said he believes the ODA doesn't have a resolution, but he believes they are making traction. Haley stated this is really good news.

Kevin added to the conversation and provided a timeline and backstory, including funding attempts, for the airport commission and the funding shortfall for the entire project. Doug asked if Kevin agreed with the airport commission priority being the north/corporate apron versus the GA apron. Kevin agreed with the airport commission and the safety priority of the north/corporate apron being the first priority with this project. Kevin stated that after speaking with Joe (FAA) it sounded like they want to bid the project this year with construction to take place in 2020. Haley stated this is also what she was told on Friday after speaking with Mary. Kevin stated that the downside of having one grant for the entire project is that this will require being bid as two separate projects and bids, and this would have some added expense. Haley stated that our reality right now is that we are looking at just the north/corporate apron. Kevin informed the airport commission that the project plans were submitted to our previous FAA project manager over a month ago for his review, but the new FAA project manager wanted to review the plans again which slowed the project approximately one month because the previous project manager was 90% complete with his review.

Anthony Hernandez entered at 6:41pm

Kevin passed around project plans and reviewed the overall project including a 50-foot area in front of the DR Johnson and Olterman hangars that is FAA ineligible due to being considered private use. The FAA will not pay to reconstruct pavement within 50 feet of the face of a private hangar. However, this area is eligible for funding through the ODA. T-O Engineers has been looking at another option for this area to include leaving the old gravel in place, mill off the top piece, and repave as one. This will allow proper drainage for the hangar doors.

Anthony asked what the timeframe will look like in 2020. Kevin stated he believes we can get this done by the end of June.

### 3. FAA Supplemental Funding Project update

Kevin provided the airport commissioners with the application for the FAA Supplemental Funding Project. He explained that this project came from the airport's CIP (Capital Improvement Projects) and the runway decoupling is a hotspot for the FAA. After speaking with Mary she stated that her understanding of the project did not include the taxiway or widening the runway portion of this project. Kevin explained that the preference of the airport commission was to have a piece of the parallel taxiway constructed and move the connector as part of this project. A taxiway is needed to make the connection to the runway when the runways are decoupled. Kevin showed the airport commissioners a sketch of the project, and this is included in the Airport Master Plan. Haley stated the FAA wants to move quickly, and Kevin added that the FAA wants to have this project ready for bid opening by April 1<sup>st</sup>.

#### a. RFQ for consultant

Haley stated that the FAA would like to have us advertise the RFQ for three weeks due to the quick timeline for this project. She reviewed the remaining timeline that the FAA is pursuing with this project, and it is very accelerated. Haley informed the airport commission that she recommends not going through the RFQ consultant selection process prior to this project due to the accelerated schedule, and Mary believes T-O Engineers is still within the five-year timeframe. Haley stated that we can work on the RFQ for the next five years this year and select in 2020. Haley has to double-check the current contract with T-O Engineers.

## **Financial activity report for May**

The Reserve Fund 121100 fund prior balance was \$62,267.51 with a net fund balance of \$62,312.60. The fund balance increased by \$45.09 due to receiving 5% of fuel sales.

The Airport Fund 124100 fund prior balance was \$59,864.81 with a net fund balance of \$83,229.33. The fund balance increased \$23,364.52 due to the correction from moving the Oregon Lottery funds from miscellaneous to the correct budget line of economic development-video lottery.

Barb asked why the telephone bill at 99% with one month remaining. Haley stated we ruined our phone about six months ago and had to get a new phone. The County only carries iPhone, so we have to pay extra for this each month until the device is paid off. This phone budget line includes CenturyLink and Verizon.

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

## **Manager's Report**

1. Fuel sales volumes for March, April, & May. Fuel sales volumes for May 2019.  
Haley reviewed the fuel sales with the commission. She stated our fuel sales for the month of May were 1,250.9 gallons of 100LL and 522.8 gallons of JetA. 100LL fuel sales were above average for the month and JetA fuel sales were well below average for the month over the last ten years. Year to date our 100LL sales are 3,393 and our JetA fuel sales are 1,394.6 gallons. 100LL fuel sales are above average year to date over the last ten years and JetA is just below average year to date over the last ten years. Haley added that there were 224.3 gallons of discounted 100LL fuel sales for the month of May and no JetA discounted fuel sales. Haley compiled the discounted fuel sales from May 2018-May 2019 and the total was 4,329.9 gallons of discounted 100LL fuel sales. Robert asked if the fire contractors get discounts. Haley stated that Baker Aircraft received a \$0.25/gallon and CO Fire also received \$0.25 fuel discount only during fire season.
2. Fuel resale and replacement values.  
Haley stated our prices have not changed and remained the same for the month of May. 100LL price is \$5.34 per gallon and Jet A is \$4.15 per gallon. Haley stated our cost for 100LL is \$4.33 per gallon. The cost of Jet A is \$2.81 per gallon. The average price within 100 miles for 100LL is \$5.02 and JetA is \$4.21. Doug stated that after last month he was worried that our price would affect our fuel sales, but he doesn't see this happening and asked Haley her thoughts. Haley stated that she is not seeing this affect our sales. Haley added that if the cost continues to decrease then she will decrease our price.
3. Classroom and office events/activities.  
Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. Haley stated that the month of May was very busy with the USFS using the room for training. We had two total events and one paying event. The non-paying event was the Road Department training. We have fifteen total events scheduled for the month of June with seven paying and eight non-paying event. The non-paying events are the Road Department (2), Blue Mountain Community College graduation celebration, Ted Williams has an AlertSense management training, CCS (3), and a law enforcement training. It will be a busy month in the conference room.
4. Airport Maintenance Update.
  - a. Hangar area gravel project. Haley stated that the grass and weeds have been sprayed around all the hangars. This was delayed due to weather and Matt Wenick's schedule. Haley also spoke with Alan about gravel, but now that the weather is nice they are working on a chip sealing project, so we are waiting our turn for when the Road Crew slows down. Alan added that this much rock is going to cost some money. We don't know how much at this point. Haley stated that there hasn't been any mowing or weed eating around this area. Robert asked about bark rather than rock. Barb stated that the bark will blow around more than the rock. Haley also stated that we will spray the rock annually with the rest of our airfield spraying. Robert stated that we have hangar owners that are paying for a five-foot border around their hangar. He asked if we are overstepping by putting gravel in the five-foot border. The airport commission asked Haley to send a letter to all hangar owners with this information explaining what we are doing and why we are doing it and a reminder of the hangar owner responsibilities.
  - b. HVAC & cooling tower filters & belt replacements. Haley spoke with Control Sentries to order the cooling tower vents, and they are waiting on the manufacturer to send the vents. They already have the filters and belts for replacement. Haley stated she also spoke with Control Sentries about preventative maintenance on the cooling tower vents. Haley stated we remove the vents and shake them out and use an air hose to blow them out. Control Sentries stated they do the same thing, so we need to continue cleaning, but there comes a time for replacement. Barb asked the cost of the cooling tower vents, and filters and belts. Haley stated the

HVAC filters and belts are approximately \$1,200 and the cooling tower vents are approximately \$2,000. However, if these are completed at the same time we will receive a \$750 discount.

- c. Pavement crack sealing and AC Joint repair. Haley stated the ODA contracted with CenturyWest Engineering who contracted with CR Construction to complete the crack sealing and AC Joint repair on all aviation pavement surfaces. They were here Monday, Tuesday, and Wednesday of last week working on this project. Thursday they were rained out and their crack sealing machine broke. They completed runways 17/35, and the intersection of runways, but they will need to return to complete the remainder of the pavement areas. They are required to provide seven days notice to our airport so she will have plenty of advance notice. Haley stated the NOTAM's for the maintenance was issued with FlightService, but she now realizes she needs to add a NOTAM to our AWOS recording due to some local pilots only checking the AWOS NOTAM's.  
Bob stated he walked a good portion of 17/35 and they are doing a good job. He also noticed where they marked areas that need readdressed. Kevin stated he looked at it this afternoon as well and noted they are doing a good job.

## **Old Business**

### 1. Aviation Field Day

Haley provided information to the airport commission that this was another successful day for the students. The weather did not cooperate, but the students enjoyed themselves and the presenters also enjoyed spending the day with students. Haley thanked Kevin for sending Dave over from T-O Engineers. She also thanked the airport commissioners who participated as presenters for the day.

## **New Business**

### 1. Summer Intern position

Haley stated that we have not received any applications for our internship position, so she spoke with Laurie about adding hours to our current employee schedules if they are willing to accept the extra hours. Haley needs to follow up with Scott for approval. The airport commissioners agreed with this for our employees and airport coverage for the busy summer season. Haley stated she is trying to have the airport open 7am-7pm seven days per week, but there is a possibility this may only happen Monday through Saturday and have an eight-hour day on Sunday.

### 2. Haley's Corner

Haley stated we continue operating the airport from 8am-4pm daily. These will be changing July 1<sup>st</sup>, and she will let the airport commission know once she has confirmation from the Court and confirms availability with the employees. She reviewed some of the highlights of the completed details including busy with FAA, T-O Engineer, ROAR grant, and SEACT meetings, beacon light was repaired, runway light timer switches were installed, rock chuck hunting (Haley has been working with Nick Lulay-predator control).

Haley stated the airport was closed on Monday, May 27<sup>th</sup> in observance of Memorial Day. There are no planned airport closures for the month of June. July 4<sup>th</sup> is a County observed holiday, and the airport will be closed. Haley stated that at the end of June she will be leaving early on the last two Fridays.

### 3. Commissioner's miscellaneous.

Barb asked if we've had deer on the airfield. Haley stated that they have not seen any deer in quite a long time.

Barb also asked if we've had any inquires about our RV spaces. Haley stated that we will have Baker Aircraft and Oscar Meyer with CO Fire.

Bob asked if Hope 4 Paws has had their yard sale. Haley stated that she received a message from Robin Olterman that this has been postponed, but she will let me know when it is scheduled.

Doug stated that he likes that both he and Haley are both on the ACT because we have good representation and are active.

## **Adjournment**

*MSP – Cheryl Berry/Bob Bagett – to adjourn the meeting at 7:38pm. Unanimous.*

The next meeting is scheduled for Monday, July 8, 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](mailto:walkerh@grantcounty-or.gov) \*\*\*\***