



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

June 12th, 2022

Present

Robert Watt
Barb Temple
Cheryl Berry
Bob Bagett
Frank Stinnett
Scott Myers
Haley Walker

Absent

Visitors

Kevin Bissell (Ardurra)
Sam Reagle (Ardurra)
David Padilla (ODF)

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

Minutes

MSP – Bob Bagett/Barb Temple – to approve the revised May 2023 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. No update.
2. ODF Update. David stated ODF is still trying to figure out when their aircraft will arrive for their contracts. They are looking at the last week of June or the first week of July. They are planning on using helipad #3 and #4 for their two contracted helicopters. There was discussion about the temporary helipad on the northwest side of the airfield, inside the fence, near their warehouse in the Industrial Park. The cost of this project is higher than expected which triggers a longer financial and time approval with ODF. They are looking at installing a gate and parking on gravel temporarily. Haley and Kevin discussed the distance requirement from the runway to not impede on the safety zones. The minimum distance is 325 feet from the centerline of runway 17, and Haley stated to be safe she recommended 350 feet in her previous communication with ODF. The distance is from the edge of the helipad to the centerline of the runway. There is adequate space for the helipad. The long-term plan for ODF is a concrete pad on the airport property side of the fence with a secure gate leading to their warehouse. The Airport Commission previously approved the concept of placing a helipad inside the fence for the ODF operation. Haley stated we are waiting on a final design from ODF to bring back to the Airport Commission for approval. Kevin explained that because this would be considered a helipad it is just a parking spot and does not require its own approach procedures. The helicopter(s) using this helipad would fall under the already existing approach procedures of the airport. Haley explained this was the biggest difference in the two parking areas (inside the fence versus outside the fence). Outside the fence was considered a new heliport which requires establishing its own approach and departure procedures, and inside the fence falls under the airport operational patterns. Haley asked if there are any concerns or things we need to share with ODF please send them to her so she can relay this to ODF. Kevin stated dust control is going to be an issue that needs to be addressed and have a plan for control because of the proximity to the runway. David said they are planning on using sprinklers and mowing which they will manage. Haley explained she visited with Taylor Schmadeka (ODF) about the financial obligation of constructing the helipad. This would be the responsibility and similar to the hangar leases on the airfield. The ground lease rate would apply (\$0.16/square foot) to the helipad and area used because this is going to be considered an exclusive use by ODF, again similar to the hangar leases. Haley will work on a ground lease agreement with the ODF.

MSP – Robert Watt/Bob Bagett – to approve the revised ODF helicopter parking pad to a temporary gravel pad.

Unanimous.

AIP Projects Update

Sam shared information he received from meetings with our Project Manager at the FAA, Mary Vargas. Verbally Sam was told the FAA has full AIP funding for the construction of the RW 17/35 project which means we won't have to use BIL funds. We need to submit the grant application to move this forward. Haley has a copy for Judge Myers to sign after the meeting. We should receive official notification from the FAA sometime between June 14 and July 20. The FAA is also working on the request for concurrence of award to High Desert as well as the scope and fee for construction engineering with Ardurra. Haley has been communicating with Connect Oregon and submitted an official request to extend the milestone dates as well as increase the funding so we have the full 10% match requirement from Connect Oregon. This is an increase of approximately \$65,000.

Financial activity report for May

The financial reports for the Reserve Fund and the Airport Fund were included in the meeting documents.

Fund 121100. Fund prior balance = \$-778.59. Net fund balance = \$-663.43.

The airport reserve fund increased \$115.16 due to receiving FAA and ODAV reimbursements for the RW 17/35 design project.

Fund 124100. Fund prior balance = \$77,316.37. Net fund balance = \$71,398.40.

The airport fund decreased \$5,917.97 primarily due to legal fees related to ARPA fund use, UTV seat replacement, and not receiving USFS monthly invoice reimbursements.

We do not have any accounts in arrears. Barb noted that the USFS is two months behind and considers this an account in arrears. Haley explained the note for accounts in arrears does not include the USFS.

Manager's Report

1. Fuel sales volumes for March, April, & May. Fuel sales volumes for May 2014 – 2023.
The fuel report was included in the meeting documents. We sold 1,087.8 gallons of 100LL and 326.2 gallons of Jet-A fuel during the month of May over a ten-year period. 100LL discounted fuel sales were 90.5 and Jet-A discounted sales were 0.0. Year to date we are above average for 100LL at 3,217.5 and below average for Jet-A at 750.4 gallons sold.
2. Fuel resale and replacement values.
The current price for 100LL is \$6.69/gallon and Jet-A is \$5.99/gallon. Our cost for 100LL is \$5.53/gallon with a markup of \$1.10/gallon and Jet-A cost is \$3.79/gallon with a markup of \$2.20/gallon. The average price of fuel within a 100-mile radius for both fuels last month was \$6.62 for 100LL and \$6.04 for Jet-A. We currently have 6,868 gallons of 100LL and 9,003 gallons of Jet-A.
3. Classroom and office events/activities.
Items noted do not include the regular Airport Commission meetings, Air Search, and the USFS. Conference room use has been increasing. During the month of May, we had eight scheduled events. We had six paying events and two non-paying events which were: NRAC meeting and the EOCA meeting. For the month of June we have five scheduled events. Three events are paying, and two are non-paying which include: NRAC meeting and the GC Emergency Management training.
4. Airport Maintenance Update.
 - Fuel island ladder. Robert said the ladder is shredding fibers and suggested clear coating the ladder to clean this up. Haley will make sure this happens.
 - Airfield Mowing. Airport staff is making mowing the airfield a top priority. The first focus is on the south end where the helicopters park as well as around the PAPI and runway lights.
 - Rock chucks. Airport staff has been hunting rock chucks. They are more difficult for some reason this year. There are several others around the airfield. She asked if folks are around and see them to please notify airport staff.

Old Business

1. Fly-In & Breakfast.

Haley said the airport can advertise for this and host the event as long as we have a commitment from pilots and a caterer to serve breakfast. There was discussion about the number of pilots committed. Robert, Bob, Frank, Tom, and Barb (tentative) all committed to flying. The event takes place the Saturday after Labor Day which is September 9th this year. Haley asked for suggestions for a breakfast caterer. Barb stated we need to have a caterer lined up prior to advertising for the event. Brenda and Squeeze-In were suggested. There was discussion about the struggle of caterers to find help. Robert said the breakfast needs to be simplified to serve the basic pancakes and ham. When Haley is having conversations with potential caterers she will let them know it doesn't need to be elaborate. Haley also suggested a food cart business. Frank suggested staying with the restaurants and caterers instead of the food carts. Eggs were also requested because some people cannot eat pancakes.

New Business

1. Haley's Corner.

- Airport hours of operation. The airport continues operating non-peak scheduled hours Sunday – Saturday 8am-4pm. Haley voiced her concern about staffing going into July. Advertisements went to schools for the summer intern position, and we did not receive any inquiries. Because of this, Haley began advertising for a seasonal airport assistant to help through the summer which pays \$19.05/hour beginning June 26th. KJDY and the County website is advertising for this position. The seasonal position will work through September 30th.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents. Some highlights include: weed spraying and burning in the cracks in the pavement on the airfield; cooling tower technician onsite for annual maintenance; SEACT meeting; updated fuel prices twice; and North River Electric onsite to repair men's restroom lights and replace head on parking lot light.
- Schedule. The terminal was closed Monday, May 29th in observance of Memorial Day. The terminal is scheduled to be closed Monday, June 19th in observance of Juneteenth. Haley does not have any time off during the month of June. July will be busy for Haley with some commitments outside of work.

4. Commissioners miscellaneous.

Barb asked about USFS proposal of 40 years versus 20 years for the Helibase Lease. Haley explained that she has been working through this process with the USFS and county legal counsel. The language has been agreed upon, and recently the USFS proposed changing the lease term from 20 years to 40 years. Haley visited with county legal counsel and two members of the County Court, and all are in agreement that we are not in favor of supporting a 40-year lease term. The 20-year lease reflects a 2.5% escalation each year with a leveled payment. Haley also explained this 20-year lease has a firm 10-year commitment and a soft 10-year remaining. This means they can provide a 120-day notice to terminate only during the second ten years.

Frank asked Haley about looking into door locks. We are waiting on Strawberry Mountain Locks to provide a quote for keypad locks that do not require access control software. Haley has not gotten back with Frank about installation ourselves. He suggested speaking with the local hardware stores for a bulk price.

Robert stated AWOS is having issues. It is not reporting the entire altimeter setting and if pilots are not above 8,000 feet coming over Mt. Vernon they cannot hear the AWOS. North is better than South. We called the AWOS line and listened to the recording. The altimeter was working during the phone call. Haley will communicate these issues with our AWOS technician.

Adjournment

MSP – Cheryl Berry/Scott Myers – to adjourn the meeting at 7:10pm. Unanimous.

The next meeting is scheduled for Monday, July 10th, 2023 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 ******