



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

July 8<sup>th</sup>, 2019

### **Present**

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

### **Absent**

Cheryl Berry

### **Visitors**

Anthony Hernandez  
Kevin Bissell

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

### **Minutes**

*MSP –Barb Smith/Bob Bagett – to approve the May 2019 meeting. Unanimous. Scott Myers abstained as he was absent for the May 2019 meeting.*

*MSP –Bob Bagett/Barb Smith– to approve the June 2019 meeting. Unanimous.*

### **Public Comment/Guests**

#### 1. USFS Update

Anthony updated the commission on the USFS operation. He stated almost all contractor aircraft are on duty and either at the airport or relocated to another assignment. He added that the fire season has been fairly slow and not as busy as they normally are this time of year. Anthony informed the commission that ODF is looking at doing some night time SEAT operation training next week, so there will be some evening flying taking place.

#### 2. Apron Reconstruction Project Update

Kevin handed out the revised plans that has the GA apron removed and only consists of the north/corporate apron. He stated that the specs are complete and will be submitted to the FAA for their approval so we can begin bidding the project with work NTP (not to proceed) until construction season 2020. He stated that hopefully this will help us get better prices. Robert asked if we have figured out how to complete the part of the project that is not being funded by the FAA. Kevin showed the area not eligible for FAA reimbursement on one of the plan sheets. He stated we will have two bid schedules: Bid Schedule A which will consist of the bulk of the eligible portion and then Bid Schedule B which will consist of the non-eligible portion of the project. Bob asked what the estimate will be on the non-eligible portion. Kevin stated this will be in the \$70,000 range and the entire apron is approximately \$1.1 million. Kevin stated they are going to allow the contractor to use approved ODOT pavement if they choose to do this, because the FAA has approved this, and he is hoping this will help with the bid prices. Scott asked what time of year will the construction take place. Kevin stated this is up to the airport commission. Doug stated that based on his knowledge the ODOT mix is as good and less expensive than the FAA mix. Haley added that Mary Vargas (FAA PM) stated this

project will proceed in the 2020 construction season. There was discussion on the timing of the construction related to weather and pavement surfacing. Kevin stated he was not sure where the FAA is with their preferred time, but if they are looking at their 2020 fiscal year then this starts October 1<sup>st</sup>.

### 3. FAA Supplemental Funding Project Update

Kevin stated his firm is working on being re-selected as the consultant to continue moving forward with this project. They are putting a team together for this project including a schedule for this project that will be included with their proposal. He added that the FAA has an overall timeframe for this project and would like to have all the bids for this project by April 2020. He added that he is not sure what the FAA expects for an environmental study. He stated this should just be a CatEx which is the simplest EA. Robert stated he thought this was completed for the entire airport in the Airport Master Plan. Kevin and Haley stated that an environmental analysis is completed for each individual project to determine if there have been any changes. Robert also asked if by decoupling the runways will this shorten the runway and have a negative impact to aircraft using runways 09/27. Kevin stated that he doesn't think this will impact aircraft using these runways. Kevin stated the threshold will move and in the Airport Master Plan there is a project to lengthen runway 09 to the west. The FAA believes the runway crossing is a "high energy zone" which creates a major safety issue.

Haley stated that these projects have consumed a great amount of time working with the FAA and meeting their deadlines. Kevin agreed. Doug asked what kind of IOU's she is working through. Haley read a short portion of one of her recent emails with IOU's.

Barb asked what is happening with the COAR grant and possibly splitting this for the reconstruction projects. Haley stated she spoke with Mary Vargas (FAA PM) and she stated the FAA would like to fund both aprons. These will be split into two separate grants issued from the FAA (Phase IIa and Phase IIb) which will allow us to apply for another COAR grant to help with the match for the GA Phase IIb. This was excellent news. Barb agreed and stated there is reason for optimism.

Haley stated she was in County Court last week and they approved and signed the grant application and sponsor agreements for the Apron Reconstruction Project Phase IIa, approved fronting the costs for design and environmental analysis for the Supplemental/Decoupling Project, and approved publishing the RFQ for consulting engineers. Barb clarified that the FAA will allow us to spend the money and then apply the grant toward what we already spent. Haley confirmed this and Kevin added that there are two different things. 1. The FAA is a reimbursement program so they want you to get started. 2. Connect Oregon will not allow you to begin work until the grant has been issued. Haley stated the RFQ has been published in our newspaper of record (Blue Mountain Eagle), on our website [www.grantcountyoregon.net](http://www.grantcountyoregon.net), and sent to a few engineers who requested the information. Haley stated she expects multiple submissions so we will have some reading material and work to keep this moving forward and complete this process. Haley stated we need to look at our schedules and she will send a list of IOU's to the airport commissioners. She will have instructions for review and consultant selection based on what the RFQ states.

## **Financial activity report for June**

Haley picked up the budget reports today, but it is in her car, so it is not available for this meeting. The Airport Commission asked Haley to email the reports for their review after the meeting.

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 April, May, & June.

Haley reviewed the fuel sales with the commission. She stated we have not sold as much fuel as we have previously due to not having much fire activity. She stated our fuel sales for the month of June were 1,080.4 gallons of 100LL and 1,429.4 gallons of JetA. 100LL fuel was just below average month over month for the last ten years and JetA fuel was just above average. Year to date our 100LL sales are 4,473.4 and our JetA fuel sales are 2,887.0 gallons. Both fuels are below average year to date over the last ten years. Haley added that there were 286.6 gallons of discounted 100LL fuel sales for the month of June 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 June, but we continue to see a downward trend in cost. 100LL price is \$5.51 per gallon and Jet A is \$4.31 per gallon. Haley stated our cost for 100LL is \$4.28 per gallon with a markup of \$1.23. The cost of Jet A is \$2.76 per gallon with a markup of \$1.55. The average price within 100 miles for 100LL is \$5.05 and Jet A is \$4.21. We have 5,432 gallons of 100LL and 5,552 gallons of Jet A on hand. Haley stated she is going to order both fuels to fill the tanks to approximately 10,000 gallons each. She is also looking at lowering both fuel prices due to the downward trend in cost. Doug stated he would like to see the 100LL price remain around the \$5.00 mark.

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 June we had eight total events and with four paying events. The non-paying events were BMCC graduation celebration, AlertSense training, CCS, and a law enforcement training. We have thirteen total events scheduled for the month of July.

4. Airport Maintenance Update.

- a. Pavement crack sealing and AC Joint repair. Haley reported that the contractor returned for a third time and completed this today. CenturyWest Engineering was contracted by the Oregon Department of Aviation, and they subcontracted with CR Construction.
- b. Power, phone, fueling issues, & gate issues. The lightning strike showed helipad 3 as the location. This created a power outage for the entire terminal and created multiple issues with various powered equipment including our gate, door lock into the electrical room, phone line, and the Fuel Master modem and surge protector. Robert asked if we can turn this into the insurance agency. Haley stated that so far our cost has been \$80, but the biggest issue is the loss of fuel sales due to waiting on replacement equipment for the Fuel Master. We were down for fuel for five days. Doug stated this seems like it is an annual occurrence. Robert asked if we have to use the Fuel Master surge protector or can we get a bigger, better one. He also asked if we can have a surge protector prior to reaching the Fuel Master. Haley stated she will contact an electrician to see what our options are for additional protection prior to reaching the Fuel Master. Haley added that we need to look at our CIP and the taxiway widening which may result in the need for relocating the fuel island and a new/upgraded fueling system. Haley added this is a priority with the annual maintenance costs for underground storage tanks, the testing, and two years in a row of lightning strikes. This is our revenue generator, so she will reach out to an electrician. Robert also asked if there is a disconnect between the base of the rappel tower to the main electrical room. Anthony will look into this. Haley stated that the excavation at the SEAT base cut the phone lines, so these had to be repaired but we did not have phone service for a few days. Scott stated he received a call from Alpine Alarm because the phone lines were cut. Robert asked Haley to look into Verizon for all the phone lines instead of landlines. Haley will call Fuel Master to see if this is an option. Haley added that after the power outage our gate is not able to receive power. She is trying to troubleshoot with Lift Master to determine the fix. Currently the gate is only able to open and close manually.
- c. HVAC filters & belt replacement. Control Sentries is still waiting on the manufacturer to send the cooling tower vent filters. However, they did visit the airport to replace all the filters in the terminal because we were having cooling issues in the large conference room. We could not clear the alarm, so they made a site visit and went ahead and replaced all the filters. During the visit they discovered the filters were very dirty and needed replaced. Also, the fan motor in the conference room was on a really low speed setting, so the technician increased the speed which should make a big difference when cooling and heating this room.
- d. 100LL fuel nozzle leakage. Haley suspects the nozzle was damaged due to being dropped from the top of a plane to the ground while refueling because Michael saw this during one of his shifts. After this the fuel nozzle developed a significant leak. We took it apart and Robert helped with troubleshooting and the o-ring replacements. We watched this closely over the next several days and we don't have any leaks. Robert suggested Haley purchased the proper o-rings for the fuel nozzle. He also offered to take this apart and polish the shaft because it was damaged.

## **Old Business**

### 1. RFQ for consulting engineer

This was discussed previously in the public comment section. Haley stated the commissioners will receive additional communication related to this.

### 2. Camp trailer setback

Haley stated we discussed this last month and she reached out to the Planning Department about the current code. The Planning Department stated there is nothing in the code that references aviation hangars and a setback. Shannon Springer is working on providing Haley the residential setback code and adding aviation. Currently, the residential code for trailers has a setback of a minimum of ten feet. Barb asked if the new mobile trailer is established and ready to use. Anthony stated they sent the wrong trailer, so they are waiting on the replacement. However, the plumbing is ready.

## **New Business**

### 1. GCRA/USFS Helipad lease amendment

Haley stated the GCRA/USFS helipad lease is up so she has been working with the USFS leasing rep (Kathy Cooke and Dana Beckwith). Haley stated that she proposed \$0.16 per square foot to remain consistent with the FAA sponsor requirement of ensuring our fees are equitable. Haley added that airport and courthouse do not have a copy of the current lease, so she is trying to locate this to ensure we are not reducing the rate. Once she locates the lease she will send this to the airport commissioners and then propose this to the County Court for final approval. Doug asked what the lease entails. Anthony stated the area is 2.02 acres which is the first three helipads (concrete) back to the USFS parking lot. Robert asked if the airport is responsible for any maintenance fees. Haley stated this is part of the reason she would like to review the entire lease.

### 2. Ontario Fly-In Young Eagle flying volunteers

Haley stated there is a flyer downstairs for the Ontario Fly-In. The Ontario Airport Manager called Haley to ask if any of our airport commissioners would be willing to fly in and help fly the Young Eagles. Haley stated the Ontario Fly-In is scheduled for Saturday, July 20<sup>th</sup>. Doug stated this is something he might like to do. Their Fly-In will feature a fly-in for pilots, live entertainment, Young Eagles plane rides, food, displays for unique planes, and show cars and motorcycles.

### 3. Haley's Corner

Haley stated the airport is operating 7am-7pm Monday – Saturday and 7am-3pm Sundays.

Haley stated the airport was not closed during the month of June and were closed last week on July 4<sup>th</sup> in observance of Independence Day.

Haley stated she celebrated her third anniversary with Grant County on May 26<sup>th</sup>.

Haley reviewed some of the completed details and work that took place over the month including: lots of maintenance, working on funding for the Supplemental Funding/Decoupling Project and the Apron Reconstruction Project, airfield mowing (including repair of the mower deck), with the new fiscal year Nate Hughes will be working on our striping project with the taxilanes, annual AWOS inspection, we will also be getting started on our airport terminal project (staining, painting, interior settling and water damage repairs). Robert stated that Mount Vernon had a 30 foot stick boom that would reach the entryway water damage area. Haley will call and check to see if they still have this available. Barb asked about the County hangar rental for Norbert Volny. Haley stated Norbert Volny flew in and asked about hangar space. The County hangar had room for one more aircraft, so Norbert completed the paperwork and is now renting the second space in the County hangar.

Haley stated that Dr. Klusmier dropped off a letter for the airport commissioners with information related to a door for his hangar. Haley read this aloud. Robert stated that this hangar has not had power for a long period of time and he suspects this will require an electrical permit for power. There was discussion related to Dr. Klusmier's letter.

*MSP – Doug Ferguson/Barb Smith – to approve the hangar door installation based on Dr. Klusmier's engineer recommendations and double-checking the need for electrical and any other proper permits and Grant County building codes. Unanimous.*

Haley stated she was on vacation last Wednesday and Friday.

4. Commissioner's miscellaneous.

Barb asked if Haley had an update on the hangar rock/gravel project. Haley stated she is waiting on the Road Department as they have been busy with other projects. However, she did send a letter to all hangar owners. This letter informed the hangar owners of three projects: 1. Hangar rock/gravel project. 2. Supplemental Funding/Decoupling project. 3. North/Corporate Apron project.

Barb stated that when we do start rocking around the hangars someone (Haley) needs to make sure the Road Department and any other personnel not drive heavy loads over the concrete pads. Bob stated he would like to know when they are coming so he can move his airplane. Barb stated she would like to be notified as well. Robert stated there are additional issues such as knowing if the hangar owner would like gravel up against their hangar metal, do they want to put a buffer between the hangar and the rock, etc. He stated we don't want to be put in a position of damaging hangars. Barb's concern is that they build roads and working around aircraft and hangars is different. Haley will let the airport commissioners know when this project is scheduled to take place.

### **Adjournment**

*MSP – Barb Smith/Bob Bagett – to adjourn the meeting at 7:51pm. Unanimous.*

The next meeting is scheduled for Monday, August 12<sup>th</sup>, 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) \*\*\*\***