



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

July 10th, 2023

Present

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

Absent

Barb Temple

Visitors

Kevin Bissell (Ardurra)
Sam Reagle (Ardurra)
Taylor Schmadeka (ODF)

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

Minutes

MSP – Bob Bagett/Cheryl Berry – to approve the June 2023 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. No update.
2. ODF Update. (Taylor Schmadeka)
Taylor thanked David Padilla for filling in at the previous Airport Commission meeting, but has moved on with a new job, so he is no longer with ODF. Tanker 860 and helicopter 8CC both come on contract the 14th of the month. Helicopter 7AB is on duty with the helitack crew. There will not be a detection airplane staffed at the airport this year. They will be on-call if needed.

AIP Projects Update

Sam stated there hasn't been any major movement on AIP projects since the May meeting. We are working with the FAA to get them all the information we need to issue the grant for the RW 17/35 project. Our FAA PM, Mary Vargas, is waiting to hear how the FAA will fund the project, either fully funded through AIP or a combination of AIP and BIL funds. Sam continues to keep in touch with High Desert Aggregate & Paving (construction contractor), and they are fully aware and experienced with the speed at which the FAA moves.

Haley added that the grant agreement was received by the FAA, and County Judge Scott Myers signed this in County Court. There is also a reimbursable agreement that will be presented to Scott for the required flight check. This is required because we are replacing the PAPI's and REIL's, and considered a safety critical project. The electrician will be onsite to adjust anything noted during the flight check.

Kevin discussed the CIP (Capital Improvement Program). This is the time of year when the ODAV and FAA begin working with airport sponsors to update each airport's CIP. We looked at the current CIP 2024-2028 and the proposed 2029 project. The 2028 project is to design the widening of taxiway A, so the natural progression for 2029 is to widen and reconstruct taxiway A. Kevin also explained the asterisks on the CIP letter from the FAA, which indicate the CIP projects show a request for more funding than the FAA currently has programed in the CIP program for our airport. We will continue working with the FAA for them to seek their portion of funding (90%) for these projects.

Financial activity report for June

The financial reports for the Reserve Fund and the Airport Fund were not available prior to the meeting.

Fund 121100. Fund prior balance = \$-663.43. Net fund balance = \$19,202.21

The airport reserve fund increased \$18,538.78 due to receiving FAA and ODAV reimbursements for the RW 17/35 design project and Supplemental Decoupling Project.

Fund 124100. Fund prior balance = \$71,398.40. Net fund balance = \$85,892.17.

The airport fund increased \$14,493.77 primarily due to fuel revenue, USFS past invoice payments, and no out of the ordinary expenses.

We do not have any accounts in arrears.

Manager's Report

1. Fuel sales volumes for April, May, & June. Fuel sales volumes for June 2014 – 2023.
The fuel report was included in the meeting documents. We sold 1,193.2 gallons of 100LL and 667.8 gallons of Jet-A fuel during the month of June over a ten-year period. Year to date we are below average for 100LL at 4,410 and Jet-A at 1,418 gallons sold. We have not had any fire aviation related fuel sales this year.
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 \$5.45/gallon with a markup of \$1.24/gallon and Jet-A cost is \$3.59/gallon with a markup of \$2.40/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. Discounted fuel sales for 100LL was 254.8 and Jet-A was 222.5. We currently have 5,800 gallons of 100LL and 8,368 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 June, we had six scheduled events. We had four paying events and two non-paying events which were: NRAC meeting and GC Emergency Management training. For the month of July we have seven scheduled events. Six events are paying, and one is non-paying: NRAC meeting.
4. Airport Maintenance Update.
 - Airfield Mowing. Airport staff focus has been almost entirely inside the fence. We rented a bobcat and brushcat and mowed consistently for seven straight days. We were able to complete the entire south end as well as priority areas along the edges of taxiways and runways. Haley received a phone call last week about someone looking to complete some community service. Her plan is for this person to work on the entry landscaping leading into the terminal. Airport staff has not had enough time to focus on this area, but we recognize the need.
 - Rock Chucks. Rock chucks continue to evade airport staff. We have been busy cleaning off the gravel they throw onto the pavement.
 - AWOS. Robert noted that the AWOS is not fully reporting the altimeter reading. The AWOS technician is scheduled to be at our airport for an inspection in July.
 - Cheryl asked for weed abatement around the hangars. Haley stated airport staff sprayed around all the hangars. Some of it took better than other areas.
 - Frank asked about the tractor and mower received from the Prineville Airport. The Road Department mechanics have not had time to look through this equipment. Haley will have Mike take a look to see what this equipment needs to be able to use at the airport.

Old Business

No Old Business to update.

New Business

1. Chair rental request.
Sylvia Dowdy Ross, who scheduled a wedding at the airport and we had to cancel, requested use of our chairs

for her wedding at another venue. The airport commission declined renting our chairs away from the airport because of wear and tear while moving the chairs. Other suggestions to share with Sylvia were: Mormon Church, Prairie City Senior Center, Prairie City Community Center, Kathy Church.

2. Elevator Full Load Test.

Schindler Elevator has the contract for the airport elevator inspections. They conduct quarterly inspections at a rate of approximately \$500 per quarter. We were notified that the State of Oregon now requires a full load test every five years, and the first one has to be completed by 2024. The cost for the full load test is \$3,850 which is shared with the USFS. If we let Schindler Elevator know in advance he can combine inspections with other sites such as Burns which will help reduce our cost. Scott asked if Straight Up Elevator can perform the test. They are out of Klamath Falls and perform the courthouse elevator inspections.

3. Haley's Corner.

- Airport hours of operation. The airport is operating non-peak scheduled hours Sunday – Saturday 8am-4pm due to not receiving qualified applicants for our open seasonal position. Beginning in August we will have staff at the airport Saturday and Sunday 8am-4pm and Monday-Friday 7am-7pm. Taylor said he might know someone interested.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents. Some highlights include: airfield mowing; continued working on keypads for doors by counting the needs of different lock types and giving the list to Jake at True Value for a price quote and timeframe for availability; backflow testing completed; County Court approval of USFS Helibase Lease Agreement; Haley's husband transported the donated ATV from the Prineville Airport to GCRA; meeting with Ardurra for DBE goal setting.
- Schedule. The terminal was closed Monday, June 19th in observance of Juneteenth and does not have any dates scheduled for the terminal to be closed in August. Haley is scheduled to be out of town quite a bit over the next two weeks. An onsite meeting with ODAV, Ardurra, and Haley will take place on July 26th for an inspection of completed and upcoming grant funded projects.

4. Commissioners miscellaneous.

Cheryl asked if there will be an opportunity to discuss funding for future projects with ODAV, specifically a connector taxiway between RW 17/35 and the hangars. ODAV will be here to discuss projects they have already funded as well as projects already approved to be funded.

Robert asked if we have done any investigation on what type of equipment we are seeking and need for the snow removal equipment. He asked if we could call around to see if other airports have used both blowers, plows, rotary, etc. to see what the pros and cons are. Kevin has seen a lot of snow removal equipment, and he will see if they have any clients that would be willing to let us inspect, and possibly try out their equipment. Robert said it seems like the plows are really tough on the pavement surface and maybe the rotary's are built more user-friendly on the pavement surface. Kevin said that airports with an allowable budget like to have and use a broom because it takes away an inch or two of the snow and it's not as damaging to the pavement. He added that airports with an allowable budget typically start with plowing the snow and then finish with the rotary blower with the broom.

Adjournment

MSP – Cheryl Berry/Frank Stinnett – to adjourn the meeting at 7:13pm. Unanimous.

The next meeting is scheduled for Monday, August 14th, 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 ******