



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

July 12th, 2021

Present

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

Absent

Doug Ferguson

Visitors

Anthony Hernandez (USFS)
Charles McKenna
Frank Stinnett
Kathy Stinnett

Robert Watt called the meeting to order at 6:29pm.

Minutes

MSP – Cheryl Berry/Barb Temple – to approve the June 2021 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. Anthony Hernandez

Anthony gave an update for the USFS. He stated they stayed busy for the most part of June, but the USFS is seeing a bit of a lull right now which allowed most of their crew to go out and help others fight wildfires. Anthony stated the airport has done a good job keeping Jet-A fuel available, because he is seeing other airports having issues and he doesn't have to report that our airport is having fuel availability issues. He said overall things seem to be going well. Cheryl asked if the ODF was in charge of the Dixie fire, and Anthony stated they were and there were quite a few aircraft assisting in this fire. Anthony advised there was a possible issue with the vendor related to their retardant batch. He explained it was difficult to see where the retardant was dropped on the ground because of coloring. This makes it hard for the next SEAT to see where retardant has been dropped. Because of this issue the USFS sent a sample to Missoula where they have their lab. The USFS received the test results from the lab today and everything is good and there was a color loss in the product. The solution is to add more product in the retardant tank to mix to create more color.

2. ODF Update.

Haley stated Taylor was not able to make the meeting, but he sent an email with their update. Haley shared the email with the airport commission. Taylor included the retardant update in his email that Anthony shared previously. Taylor stated he and Anthony are working on a plan for a potential helibase at the airport if they bring in multiple helicopters. Lastly, Taylor stated the FAA is currently in the review process for the helibase at the Industrial Park near their leased warehouse. He is hoping to hear back from the FAA at the end of this month, and the next step would be to get approval from the City of John Day for the landing pads. Anthony added that the helibase discussion is due to personnel and more coordination between the USFS and ODF.

3. Environmental Assessment Project Update.

Kevin updated the airport commission on all the current projects. He provided a handout and explained each project. Kevin stated we are waiting for the FAA to make the final payment to the county for the North/Corporate Apron project. They would then issue a closeout letter and close the grant. The Supplemental/Decoupling Project is in the closeout process. We are missing some testing data from the contractor, so T-O Engineers is working with them to satisfy the requirements of the closeout report to submit to the FAA. The scope was revised by the FAA and they narrowed the scope to only include the Runway 17/35 Rehab Project. We have the justification for the design group II aircraft which means we can justify the widening project for runway 17/35, and this is good news. The draft EA is complete, and he brought the full document if anyone is interested in reading the full EA. Once the FAA reviews and accepts this it is the final step in order to begin the runway widening project. The next steps would be to write a grant application and start the scope of work to define what the project looks like and what the FAA would like this to look like. Barb asked about the resources found during the cultural resources survey. A flint chip was found which could indicate it was worked by a Native American. Another resource was a questionable rock structure. These are documented, but it doesn't impact the sale or purchase of the property, rather it is just recorded. There were two additional pieces which were some kind of remnant from a mine and a wagon road.

4. American Rescue Plan Act (ARPA) 2021 discussion.

Haley received notification from the FAA that we qualify for \$22,000 in the American Rescue Plan Act of 2021. She stated these funds can be used for the same purposes that we previously used related to COVID-19 relief funding (operational uses but no land purchases or no capital improvement projects). Barb asked if we can purchase equipment. Haley stated we can purchase equipment for our airport operations. She stated we still have not allocated our previous \$9,000 from COVID-19 relief funding. Haley stated that she will proceed with submitting the application and funding request with the permission of the airport commission.

MSP – Barb Temple/Scott Myers – to proceed with the application for the American Rescue Plan Act funds that we qualify for. Unanimous.

Haley stated we can discuss further down the road how we should earmark those funds.

Financial activity report for June

There were no questions or comments on the June financial report.

Haley stated June was our last month of our fiscal year for 2020/21.

The Reserve Fund 121100 fund prior balance was \$7,744.80 with a net fund balance of \$17,291.98. The fund balance increased by \$9,574.18 to end the fiscal year primarily due to receiving a reimbursement from the FAA for our Supplemental/Decoupling Project.

The Airport Fund 124100 fund prior balance was \$106,448.90 with a net fund balance of \$101,446.97. The fund balance increased \$5,001.93. Barb asked about the excessive telephone expenses. Haley explained the Ortelco internet is billed to the telephone budget line.

Haley stated we do not have any past due accounts or any accounts with a credit.

Manager's Report

1. Fuel sales volumes for April, May, & June. Fuel sales volumes for June 2012- 2021.

The fuel report was included in the meeting documents. We sold 1,593.0 gallons of 100LL and 2,958.9 gallons of Jet-A. Year to date we have sold 5,818.9 gallons of 100LL and 5,090.9 gallons of Jet-A.

2. Fuel resale and replacement values.

Haley stated 100LL and Jet-A fuel prices remained the same for the month of June at \$4.99/gallon for 100LL and \$3.89/gallon for Jet-A. Haley stated the cost has been creeping up for both fuels. 100LL cost is \$4.76/gallon with a \$0.23 markup and \$2.69/gallon for Jet-A with a \$1.20 markup. In our 100 mile radius almost all airports have increased their fuel prices with the exception of Lexington. The average price for 100LL is \$4.80/gallon and Jet-A is \$4.16/gallon. Haley stated we have received over 12,000 gallons of Jet-A fuel over the past 11 days. We have about 7,227 gallons of 100LL and 10,000 gallons of Jet-A in the tanks.

There was discussion about our 100LL markup and the increase in price that will take place in the morning. Haley stated she has been doing her best to try and keep our 100LL price below \$5.00/gallon but tomorrow she will increase the 100LL price to \$5.30/gallon to give us a markup of \$0.54/gallon. She will increase the price of Jet-A to \$4.30/gallon giving us a markup of \$1.61/gallon to help us remain competitive and to not lose money on 100LL. Haley added we have fuel to sell and other airports are seeing depleted fuel inventories.

3. Classroom and office events/activities.

Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS.

For the month of June we had ten total events and more USFS training. Five of these events were paying and five were non-paying which were Grant County SAR, Victim's Assistance, EOCA meeting, Grant County Sheriff's Department, and a LEO training. For the month of July we have five scheduled events. Three are non-paying which are Grant County SAR, Victims Assistance, and a SEACT meeting (Haley believes this will be postponed to September).

4. Airport Maintenance Update.

- Tractor. Haley stated the tractor is currently not usable due to engine issues. The tractor went through the regeneration process a couple times correctly and most recently the regen light was flashing indicating it was about to go into the regen process. However, it never kicked in to the regen process, and it will not rev up with RPM's. Haley is working with the LS dealer in Prineville to see about scheduling service with them. She stated we have been using our old little mower to mow the airfield to try and keep up on the tall weeds and grass.
- Fuel island leak and repairs. Haley stated we prepaid for our parts but we are waiting on Diversified Systems, Inc in Boise, ID to receive the parts and schedule the installation. This is still in the works and not being ignored.
- Cooling Tower. Haley stated the parts needed for the cooling tower repair have been slow to receive to get this equipment repaired. She stated we just received the second box of parts today so she sent the tech a message to schedule the repair since we have all the parts. Haley is hoping the tech will be here by the end of the week to complete the repair.

Old Business

1. Perimeter fence repair.

Haley explained that we are nearing completion. The north end, east end, and the west end are almost all completed. There is a little more work to be done on the north end and on the east end behind the rappel tower and some welding work. However, with the current fire restrictions the welding work cannot be completed. We have standing fence that replaced the leaning fence in areas where we had major issues. Barb asked if this has kept the wildlife out of the airfield. Haley stated that as far as she knows there haven't been any deer on the airfield since this project began. She added we will really know in the fall when the deer are more active. Haley also stated that they have eliminated five rock chucks so far this year.

2. Airport Lease Process document discussion.

Haley revisited the lease process to see if anyone had questions wanted to discuss any further after their review. Barb stated she thinks it looks good, and all commissioners were in consensus. Haley added we will know if it needs revision as we get customers who are interested and review the document and have suggestions. Haley stated that she will post on the website and publish. Charles asked Haley to email him this document.

New Business

1. Handprop accident discussion.

Haley stated she wanted to make sure everyone was aware that there was an accident with handpropping an aircraft and damage caused. She asked Frank Stinnett to give an explanation on what happened. Frank began by stated he wasn't there and continued by stating what he was told. He explained that when Allen Mullin handpropped the plane it surged. When it surged it knocked him down and luckily he didn't get hit by the

prop. He did get hit by the strut and the plane got away from him and went across the taxiway and struck the Berry t-hangar. He stated there was damage to McMillan's plane, McKenna's plane, the Berry hangar, and Frank and Allen's plane. Kathy stated they wanted to get started on the hangar repair but not everyone was comfortable with this as the insurance adjuster was scheduled to be onsite to look at the damage on Wednesday. Frank and Kathy both stated that Allen is very shaken up by this. Barb asked if the airport has a policy for employees to not get involved in handpropping since our employees are not pilots. Haley stated we don't have anything that states employees will not be involved in handpropping, but we also don't have anything that states that they can be involved. There is no training on handpropping, but she will add this to the airport training. She also stated we train our employees to not be involved in hot fueling aircraft. Often times we are asked to hot fuel the SEAT planes, but we politely decline due to safety and offer to assist with fueling when the aircraft engine is shut down. We aren't familiar with the aircraft, there is a moving prop, and we consider this as a dangerous safety situation. Robert stated there are safer ways to handle airplanes that are having issues and questioned what the risk is, and he said a phone call should be made to help each other. Robert asked if Haley was notified. She stated both Charles and Allen called her to report the accident. Scott asked if there are any consequences from the FAA. Haley stated she is not aware of this regarding this particular situation and the airport did not notify the FAA. Kathy stated Allen will file a report with the FAA and there aren't specific consequences regarding handpropping. Haley added the airport wouldn't file a report with the FAA it would be more along the lines be a notification, but she has been told this has already happened. Frank stated he will take care of the clean-up of the debris. Charles said he wants his airplane pulled out before any work is done. There was additional discussion about additional damage done to Charles' plane and the fuel cap area by Walt Sitz. He said he hopes that others don't touch other airplanes. Robert stated he is glad no one got hurt.

2. Haley's Corner.

- Airport hours of operation. July 1st we started operating our peak hours of 7am-7pm Sunday – Saturday. We have a full crew and staffing onboard. The airport was not closed during the month of June. The airport was closed Sunday, July 4th in observance of Independence Day, and there are no other scheduled closures during the month of July. Haley reminded everyone that we have our EA Project Open House scheduled for August 16th from 4:30pm – 6:30pm, and our Airport Commission meeting will immediately follow the Open House at 6:30pm. Haley added that we moved our regular August Airport Commission meeting to August 16th because she will be out of town on August 9th.
- Completed details list, ongoing projects/tasks - see synopsis. Haley stated the airport staff is focusing on airfield mowing and working to keep the terminal cool with many issues involved to do this.
- Schedule. Haley stated she took a vacation at the end of June.

Charles stated he has a security camera in his hangar and he has pictures of someone trying to get into his airplane. He will send this to Haley to see if she recognizes the person.

3. Commissioners miscellaneous.

Robert asked if there is a way for us to carry the wifi out to the hangars so the owners can link into it for security purposes as well as flight plans and navigation. He said he is willing to buy his own system for security if the airport can boost the wifi to allow him the internet to do this. Charles suggested putting a node that would boost the signal. Haley will check with Ortelco to see if this is a possibility.

Barb noticed she has a weed problem. She asked what kind of herbicide they are using to spray our weeds. Haley stated she drove through all the hangar areas to see the status of the weeds. She is reaching out to Grant Soil & Conservation about the herbicide and need for another spray and possibly a different herbicide.

Cheryl stated that for general appearance for people coming up to the airport terminal we should spray the weeds that are also outside of the fenceline where the hangars are and the parking areas. She added that understands the gravel around the hangars is dependent on a working tractor. Robert stated he is going to the Prineville area several times for business and doesn't mind taking our tractor. Haley will work with them to make this happen.

Bob was wondering about the fueling station pump and the speed of the fuel. Haley explained we are getting a new fuel hose, reel, and some parts inside the dispenser, so she is hoping this will increase the gallons per

minute for 100LL. Robert stated these pumps should be pumping much faster.

Anthony asked about the Fly-In and if we are able to get a flyover to please let him know so their fire traffic can be informed. As a reminder the Fly-In & Breakfast is scheduled for Saturday, September 11th.

Adjournment

MSP – Bob Bagett/ Barb Temple – to adjourn the meeting at 7:21pm. Unanimous.

The next meeting is scheduled for Monday, August 16th, 2021 at 6:30pm immediately following the EA Open House from 4:30pm – 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 *******