



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

July 13th, 2020

Present

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

Absent

Visitors

Kevin Bissell (T-O Engineers)
Eva Harris

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

Minutes

MSP – Barb Temple/Bob Bagett – to approve the June 2020 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.
Anthony was not present so Haley provided the information she was aware of which is that they did park their mobile office trailer on the south end of the airfield.
2. North/Corporate Apron Reconstruction Project Update – Kevin Bissell
Kevin stated this project is done and the certificate of final completion has been issued. As soon as everyone has been paid we can submit the final request for reimbursement and complete the closeout report with the FAA.

Chery Berry arrived at 6:32pm.

3. Supplemental/Decoupling Project update – Kevin Bissell
Kevin stated today was the first day of construction, so they are in phase I and runways 09/27 are closed. Tomorrow morning at 10:00am will be the first weekly construction meeting. He said things are going well at this point. Barb asked what the projected timeline was for runways 09/27 to be closed. Haley stated her date is August 13th, but they contractor is planning to combine some phases, so this is a tentative date. Haley added that the pre-construction meeting was encouraging because the contractor, Marcum & Sons, prefers working on airports because there is a very clear understanding of the specs and overall project. She added that it was clear that the FAA is not allowing any change orders with this supplemental project. Barb asked what the status is on the electrical cans. Kevin stated we will know more tomorrow during the weekly construction meeting.

4. Environmental Assessment Project Update – Kevin Bissell
Kevin stated the environmental project manager has been working with and coordinating with the FAA. The area of potential impact map was submitted to the FAA last week, and this week the project description was submitted that the FAA distributes to the tribes for their opportunity to comment. Haley added that the grant has not been uploaded into the FAA's Delphi reimbursement system. She contacted Sean Callahan, FAA project manager to inquire when this would be uploaded because we are incurring costs. She added that Friday Sean sent her a letter stating this project would be 100% funded by the FAA due to the CARES Act rather than the 90/10 split. Both Kevin and Doug stated they are hearing that there may be another stimulus package with an aviation component that will include 100% funding for projects. This has not been confirmed but is a possibility.

Financial activity report for June

The budget report was not available prior to the meeting. Haley will send the report to the Airport Commissioners when she receives the report.

The Reserve Fund 121100 not available.

The Airport Fund 124100 not available.

Manager's Report

1. Fuel sales volumes for April, May, & June. Fuel sales volumes for June 2020.
The fuel report was included in the meeting documents. We sold 795.1 gallons of 100LL and 1,110.4 gallons of JetA which both were below average over the last ten years. Year to date we have sold 5,195.7 gallons of 100LL and 3,797.3 gallons of JetA which both are below average over the ten year period. Discounted fuel sales were 219.9 gallons of 100LL and 0 gallons of JetA.
2. Fuel resale and replacement values.
100LL price is \$4.75 per gallon and JetA is \$3.50 per gallon. Our cost continues to increase each week for both fuels. The 100LL cost is \$3.57 per gallon with a markup of \$1.18. The cost of JetA is \$1.98 per gallon with a markup of \$1.52. We have approximately 10,000 gallons of both 100LL and JetA. We received two fuel deliveries. 5,200 gallons of 100LL and 5,700 gallons of JetA were delivered today.
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 the EOC is still occupying the storage closet, office 1B, and the small conference room and closet. We did not have any paying events in June. The only event that took place in June was for the USFS training. We have four total events scheduled for the month of July with one paying events and three non-paying events. The non-paying events include the NRAC, Grant County Victims Assistance, and the SEACT meeting. Haley believes the SEACT will cancel because she was just notified this will be a virtual meeting.
4. Airport Maintenance Update.
 - Weed spraying & hangar rock project. The Grant Soil & Conservation District sprayed all the weeds around the hangars during the North/Corporate Apron Reconstruction Project. The contractor put out gravel around the hangars, but they didn't get as much out as they planned due to the soft and wet ground. We will continue laying gravel as time allows with the stockpile and the tractor. Haley stated the airport staff will work their way from hangar taxilane #3 to the south. Cheryl asked if Haley is concerned about the weed regrowth. Haley stated the airport will continue spraying every year and there will be several inches of gravel to help. Robert asked if the contractor roll the leach field to the west of hangar #1. Haley stated they did not roll this and instead just layed the gravel.
 - Exterior painting & staining project. Haley stated all the sanding is complete, the siding has been pressure washed, and we are beginning to stain and paint.

Eva Harris arrived at 6:43pm.

Old Business

1. Harris property for sale around the airport.

Haley asked Eva if she would like to start with the safety zones or the property for sale. Eva began explaining the history of the property she has for sale around the airport. Eva stated there has been some confusion related to the safety zones surrounding the airport. Eva has been studying the recently completed airport master plan and explained how her property lies within the future plans of acquiring land for the future AWOS location and the RPZ (Runway Protection Zone) on the north end of runway 17. She would like to resolve this by selling her property we have planned to acquire. She understands that the County may not have been ready to purchase, but she would like to sell either to the County or another buyer. Eva stated she has had three serious buyers, but they became frustrated because they had a difficult time getting the information they needed. The properties identified in the airport master plan were shown on the projector screen. Barb asked Kevin was the need was to move the AWOS. Kevin stated the AWOS move is not necessary now, but it is shown as being moved if the current AWOS location is needed for future development. Kevin explained the protection needed for the critical area of the AWOS. Kevin continued to explain the RPZ area and the need for protecting this for the safety of the airport. Kevin added that some airports have the funding to purchase land prior to this being the FAA CIP list, and if they follow the FAA land acquisition process then there is a likelihood the airport would be reimbursed by the FAA, but there is no guarantee. Haley stated that at the previous airport commission meeting she was asked to think about a purchase price, so she asked Eva if she had a price in mind for her property. Eva stated the northern property price would be \$3,000 per acre, and the western property price would be \$1,700 per acre. Scott asked for clarification on where exactly the property is located. Barb asked how many acres she has that would need to be acquired by the airport. Eva stated her estimate is 13 acres to the north but not all this is her property. Her property to the north is 6-7 acres that the airport has in its plans to purchase. She added the western piece is 12 acres. Robert stated that this could get a bit complicated due to multiple owners of property the airport has planned to acquire. Kevin stated we could purchase this in phases which is not uncommon. Robert asked what we would gain by purchasing the RPZ property. Kevin stated the FAA recommends the airport own this property to protect the safety zone. Kevin stated the first step in acquiring the property would be to have a survey completed and work through the environmental clearance. The environmental clearance is required if we want to have a chance of being reimbursed by the FAA. He stated we want the FAA involved from the beginning, so he and Haley would need to speak with their Planner immediately if the County would like to move forward. Barb asked about zoning regulations on Eva's property. Bob asked how the County would go about purchasing this property. Scott stated he would need to find a source for funding that would allow a property purchase. Doug suggested the County looks at the possibility of finding the funding for this purchase and next steps needed. He added this needs to be timely. Robert asked Eva if she would be willing to donate the property in exchange for a tax benefit. Eva stated this would not help her. Kevin stated she would have a significant capital gain on the parcel, so if she donated this would offset her capital gain. Eva understood, but this is not an option at this time. Barb stated there are many considerations so what can the County do, what can Eva live with, what does she need because it is her property even with the restrictions. Eva's hope is that we don't put this aside and think about this for a while. Scott confirmed the funding he needs to be looking for. Barb asked if we need to have the environmental impact statement prior to purchasing the property. Kevin stated we will likely need to have this completed to have a higher probability of being reimbursed by the FAA in the future. The airport commissioners, Haley, and Kevin thanked Eva for coming to the meeting and the discussion. There was additional discussion about the possibility and advantages to Eva if she donated the land.

2. CARES Act funding.

Haley stated she has been speaking with the FAA and Kevin about how to receive the reimbursement for the \$20,000 CARES Act funding. The FAA issued new information on their website, and the reimbursement request must be specific to invoices and timesheets. Haley stated she is meeting with Clint Walczyk tomorrow morning to look at the perimeter fence, and she will contact the supplier for the FOD sweeper so she can move forward to receive invoices to submit to the FAA for reimbursement. Barb asked if our current FOD sweeper is usable. Haley stated the netting which catches all the debris is worn out and spreading the debris across the pavement rather than collecting the debris. Robert stated Clint is very busy, so Haley needs to make sure this project is a priority and time sensitive.

3. EOC at airport status.

Haley stated she hasn't seen EOC personnel at the airport, but there are still supplies and equipment occupying space, so she submitted another invoice for space occupied through June 30, 2020. Scott stated a new Emergency Manager has been offered the position and accepted and will begin August 3, 2020. Robert asked if the State Forestry can use the room. Haley stated that is not possible at this time due to a long-term office renter taking occupancy.

New Business

1. New Airport Attendant – Seasonal through September 30, 2020.
Haley stated Ellie Justice is our new Seasonal Airport Attendant. Haley stated she was pleased because we had three qualified candidates.
2. COVID-19 requirements at airport.
Haley stated she sent an email the requirements for safety of all users at the airport, and the requirements are changing again Wednesday. Face coverings will be required in all public spaces and no gatherings of ten or more will be allowed until further notice. Signage is placed on entrance doors. Haley stated we are keeping up with the requirements as best as they can to ensure the airport is in compliance.
3. Proposed annual tie-down parking fee?
Richard Benson, frequent pilot who visits our airport, flew in last week and proposed we have an annual tie-down pass so he does not have to write a check each time he visits. There was discussion about how this could become an issue regarding priority of parking spaces and long-term parking. The airport commission was in consensus that the tie-down fees need to remain the same without having an annual pass.
4. ODF Industrial Park operation.
Haley reminded the airport commission about previous discussions regarding options/locations for the ODF crew during the summer. She stated she passed this information along to the ODF Manager, Taylor Schmedeka. Taylor stated they were looking at the Moulton building at the Industrial Park. Since then they are now based out of the Moulton building and are parking their helicopter in the Industrial Park as well. Robert informed Haley they were purchasing supplies to make a permanent helipad. Haley contacted the City of John Day, and they stated this was against the Industrial Park regulations. The City of John Day asked Haley what the FAA thinks about this and what their regulations are. Haley contacted Ian Bradshaw with the FAA. The Industrial Park helipad would be considered a new departure surface. Haley read the email response from the FAA regarding how they handle new departure surfaces and requirements to approve this. A form 7480 would need to be submitted to the FAA for review but not in all instances. Ian contacted Portland FSDO (Flight Standards District Office) to determine if this helicopter parking is in compliance. Haley passed this information along to the City of John Day based on the guidance from the FAA. She also had a discussion with ODF and their pilot about the submission of form 7480 and highly recommended they submit this to the FAA, but this would be for future years due to the lengthy time frame of approving new departure surfaces. Haley asked for a recommendation from the airport commission on next steps such as filing a formal complaint with the Portland FSDO. Doug stated this is a safety issue and is not in favor of their helicopter operation at the Industrial Park. Barb believes this is a safety issue for aircraft and people.

MSP – Doug Ferguson/Bob Bagett – for Haley to follow-up with the City of John Day and let the airport commissioners know if we need to take next steps to file a formal complaint against ODF for failure to file a form 7480 for a new departure surface. Unanimous.

5. Proposed lease agreement with Business Oregon for Office 2B.
Haley stated Allison Field, Business Oregon, would like to use their lease agreement for them to move forward to rent office 2B. Haley agreed based on previous agreements with ODF and using our exhibit to ensure the airport rules are included. Haley received the proposed lease agreement with Business Oregon, replied with the modifications she reviewed such as HVAC repair and maintenance, and Haley is meeting with her via phone tomorrow morning. Business Oregon would like to commence occupancy August 1st, 2020 with a one year lease and an option to extend for five years. Robert asked if there are any complications with COVID-19. Haley stated this hasn't been an issue with the other office tenant. She added that Clayton Ensign submitted his thirty day vacate notice, so office 1A will be vacant.

6. Haley's Corner.

- Airport hours of operation. The airport is operating Sunday – Saturday from 7am-7pm. The airport was not closed during the month of June. The airport is scheduled to be closed July 4th, 2020 in observance of Independence Day.
- Completed details list, ongoing projects/tasks - see synopsis. Haley advised that she is working with Convergent Technologies for the door card readers (including rekeying all interior doors paid by EOC funds due to no return of keys), etc.
- Schedule. Haley is planning on taking some vacation days at the beginning of the month. Michael, Tyler, and Ellie will be covering the airport operation.

7. Commissioners miscellaneous.

Robert and other commissioners commented on how good the additional parking is as a result of the North/Corporate Apron Reconstruction Project.

Bob asked about security cameras. Haley stated this is for the hangars, and she would still like to see security cameras on the hangar taxilane gates. He also discussed the survey marker on the north end of the runway and the necessity of protecting this. The airport commission would like Haley to visit with Mike Springer to see what steps need to be taken to protect this survey marker. Bob discussed the importance and history on this survey marker.

Doug stated he would like something done with the deer inside the fence. Haley stated she is meeting with Clint Walczik to see how to repair the fence to help keep deer out.

Barb asked which taxilane the construction crew will be using to access the construction area for the Supplemental/Decoupling Project. Haley stated they will not be using taxilanes. They will be accessing the construction site from the west side of the airfield. There was also discussion on the truck that was parked in the weeds between Barb's and Storm's hangar. Barb stated she cannot move her plane in or out of her hangar with the truck parked in this location.

Haley stated Steve Fletcher visited with her today about installing equipment on the third floor under the counter cover as well as a cabinet in the airport communications shed. Haley will send the detailed information to the airport commission for their review. There was discussion on clarification of where the equipment will be stored, how they will access the equipment, and potential conflict and interference with communications. Barb suggested an agreement with the airport and ARES/HIDARG for the space they are occupying. The airport commissioners were in agreement and asked Haley to work on an agreement.

Adjournment

MSP – Bob Bagett/Scott Myers – to adjourn the meeting at 8:08pm. Unanimous.

The next meeting is scheduled for Monday, August 10th, 2020 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 ******