



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

August 8th, 2022

Present

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

Absent

Visitors

Kevin Bissell (T-O Engineers)
Taylor Schmadeka (ODF)
George Bates (ODF Pilot)

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

Minutes

MSP – Barb Temple/Cheryl Berry – to approve the July 2022 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.

Haley did not receive an update from the USFS.

2. ODF Update.

George and Taylor were present at the meeting to provide an update. Taylor stated ODF is going to take over the lease agreement for the SEAT Base and they are working through that project. He asked where ODF currently stands with them being able to operate out of the Industrial Park. Robert stated this isn't the airport commission's call, rather the City of John Day. Robert added the airport commission voiced their concerns to the City of John Day Planning Commission. Barb is a little concerned about who is in charge at the City of John Day. Robert said we are still waiting to hear from the City of John Day and their determination. Haley stated the next City of John Day Planning Commission meeting is scheduled for August 23rd, and when she receives more information she will forward to the airport commissioners. Taylor asked if the airport commission is OK with ODF still operating their helicopter out of the Industrial Park until the determination on the 23rd. He said he brought George, ODF primary pilot, to address any safety concerns. Taylor said he wants to do things the correct way. Barb asked Taylor if he has done anything toward the FAA recommendations for being allowed to use that area such as developing the approach and altitude and signage and policies in place for the pilots. She pointed out the FAA had some very specific things that they recommended ODF address in their FAA determination. Frank explained the need for ODF to communicate with other pilots in the area on radio frequency 122.8 as they leave and arrive to their helipad. He added the importance of staying at their altitude and not entering into or crossing the pattern altitudes of active runways without radio notification. George stated that as a helicopter pilot he avoids the flow of fixed wing traffic. Robert explained the FAA wants departure and approach procedures.

Bob Bagett arrived at 6:42pm.

Robert stated that the airport commission is charged with the duty to make sure that in our area everything is done right, so that is why the airport commission is voicing their concerns. Haley explained that ODF has established a heliport in the Industrial Park, and the flight procedures have not been established while other helicopters using our airport and the hospital already have established flight procedures. She explained that all pilots need to know the flight procedures because just discussing in our airport commission meeting will not allow all other pilots using our airport to be knowledgeable in the ODF Heliport flight procedures. Haley added that the communication from George yesterday on radio frequency 122.8 was great. George stated he tries to be safe and neighborly by communicating over 122.8, but this is an uncontrolled airport so if he does not have a radio to communicate what happens. Robert stated that is perfectly fine, but why not error on the side of safety and establish their procedures because this sounds like it is going to be an ongoing operation. Robert added that the airport commission has done their job by educating ODF on what the airport commission is looking for and what is required of the airport commission. If something happens and the ODF does not follow the regulations then the liability is on ODF, not the airport, and the airport commission wants a smooth and safe operation. George agreed that we all want to be safe and find happy ground. Barb explained that in the FAA determination there are advisory circulars and safety concerns that they would like ODF to do. Taylor stated he did not receive this information. He said he received a call from the FAA that the heliport was approved, and someone was supposed to come see the site. Taylor said the FAA called him and looked at the site on google maps and said there isn't anything concerning him so he approved it. Taylor said he didn't come look at the site due to COVID. Haley offered to send the FAA information to Taylor. George asked if and when Taylor receives the information from the FAA would the airport commission be happy with their operation. Robert explained that perhaps ODF misunderstands the intentions of the airport commission. The airport commission has to voice their concerns as part of their job. He added that there are other things that also cause concerns such as many residences and other things people build. He would like things established and done right. Robert added that the airport commission doesn't have the right to tell ODF "yes" or "no" but they voiced their concerns. Taylor asked how much of this comes down to ODF not paying the airport by not being on the airport property. Robert responded that there was some misrepresentation about how all this happened. He stated ODF was offered mobile office trailer space, and the airport did not deny space for these. Robert added that we are disappointed that the airport is losing the revenue from fuel sales, flowage fees, and we like to see our airport utilized. However, this is a safety concern that airport commission is obligated to address. Haley reminded the airport commission about sponsor assurance #21 that states the sponsor is charged with ensuring compatible land use versus incompatible land use within the direct impact zone and secondary impact zone. Robert added that the airport commission was at the City of John Day Planning Commission Meeting about three items of concern in the Industrial Park with questionable land use compatibility, not just the ODF Heliport. Now that the airport commission has voiced their concerns it is up to the City of John Day, ODA, and the FAA. George said he would like for the airport commission to be rooting for the ODF, not just voicing their concerns. Taylor stated pilots don't have to talk on Unicom. There was discussion about if pilots have to communicate on the radio versus should they communicate on the radio. Taylor would like to develop something on the airport long-term for ODF and the airport, but he has people above him saying "no" so he is trying to combat them. He stated he cannot operate out of the airport anymore because of space limitations and would like the airport commission to come visit the ODF warehouse and heliport. Cheryl asked if Taylor sees a lot of potential for expansion for ODF. Taylor said he does, but he just needs time to do it. He is trying to keep all the ODF assets here, and he would like to build something on the airport. George asked about the Airport Master Plan, and Haley shared it is available online at our website. Taylor felt like he was stabbed in the back at the Planning Commission Meeting. Robert said this was not the intention of the airport commission. He stated we are not after anyone, and we have no say at this point, but we just want it done right and safe with whatever development happens in the Industrial Park. Cheryl asked if the ODF has an air traffic scanner being monitored. Taylor said they do, and they can hear it. There was discussion about fixed wing traffic patterns above and near the ODF Heliport and the location and of the ODF helicopter when taking off. George stated his direction is to avoid the runways, so they will go northwest, out in the valley, and that way at about 500 feet altitude. There was additional discussion about the helicopters flying the taxiway. Frank said radio communication is essential to avoid conflicts. George suggested adding a message or remarks about the ODF Heliport and helicopter operations in the AFD. George said the airport can add whatever remarks we want to this. Haley stated she can try to request this be added, but we cannot add this ourselves.

Taylor stated he appreciated the airport commission's time on this. Frank asked if there are any drawings or ideas or directions for their heliport. Taylor said there are not at this time. Taylor said long-term he wants to be here and build something that is great.

Taylor stated he would like to see if ODF can get the lease for the SEAT Base, and he is working on something with their procurement department. Haley explained that ODF is working on a new ground lease with the airport, because the USFS submitted their lease relinquish date of September 30, 2022. The ODF is working on an agreement with the USFS for the SEAT Base equipment and a ground lease with the airport.

3. AIP Projects Update.

No update and no questions.

Financial activity report for July

The July financial reports were not available prior to the meeting. Haley had the reports and reviewed them with the airport commission.

Airport Reserve Fund (121100). Prior balance \$2,379.64. Net fund balance \$8,400.87. The increase of \$6,021.23 was primarily due to receiving ODA COAR grant closeout retainage from the North/Corporate Apron Project and receiving our final payment for the EA Project from the FAA.

Airport Fund (124100). Prior balance \$103,937.87. Net fund balance \$96,774.48. The decrease of \$7,163.39 was primarily due to our annual fees for HR, courthouse overhead, and administrative costs to the courthouse.

There were no questions on the financial reports.

Manager's Report

1. Fuel sales volumes for May, June, & July. Fuel sales volumes for July 2013- 2022.

The fuel report was included in the meeting documents. Fuel sales were significantly lower than average during the month. We sold 1,230.7 gallons of 100LL and 746.9 gallons of Jet-A, and both were below average for the month over a 10-year period. Year to date sales were also well below average over a ten-year period at 5,634.5 gallons of 100LL sold and 4,737.8 gallons of Jet-A sold. Discounted fuel sales of 100LL were 258.4 gallons and 175.6 gallons of Jet-A.

2. Fuel resale and replacement values.

Current fuel prices are \$7.18/gallon for 100LL and \$6.07/gallon for Jet-A. 100LL markup is \$1.63/gallon. Jet-A markup is \$1.94/gallon. Our cost for 100LL is \$5.55/gallon and Jet-A cost \$4.13/gallon. We currently have 5,445 gallons of 100LL and 10,300 gallons of Jet-A in the tanks. With the change in 100LL fuel cost today the price will be decreased in the morning.

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 July, we had six scheduled events with one paying and five non-paying events. The non-paying events were Economic Development, CAT meeting, Victim's Assistance, GC Clerk Regional Meeting, and NRAC. For the month of August, we have seven total events with four paying and three non-paying. The non-paying events include Victim's Assistance, NRAC meeting, and Economic Development.

4. Airport Maintenance Update.

- Door Troubleshooting. Airport staff discovered the west back exit emergency exit door in the large conference room is stuck locked closed. North River Electric visited the airport to troubleshoot the door. They disconnected all power to the door, and it still would not open. Haley is seeking a door repair technician to investigate and repair the door so it will open and operate without failure.

Old Business

1. City of John Day Planning Commission applications specific to the Industrial Park.
The Planning Commission meets again on August 23rd at 5:00pm. Haley will send the airport commissioners the agenda and any additional information she receives. Haley does not have any research or other information to add to submit to the Planning Commission. She feels the airport and commission was very thorough in addressing the criteria in each of the three items of concern at the previous Planning Commission meeting. The Oregon Department of Aviation is preparing written comments to submit prior to the Planning Commission meeting. The ODA aligns with the airport's written comments previously submitted related to incompatible land use and the request for notification and further research studies prior to approving applications.
2. Pellet Supply.
Haley visited with Andrew Haden, boiler builder with Wisewood Energy, about pellet supply. He has accomplished a setup in Prineville for bulk pellet storage. He has been hearing the concerns about pellet supply from boiler operators across Eastern Oregon. Andrew is brokering a deal with Malheur Lumber to restart their pellet mill. He is working on logistics in terms of how much supply we will need and delivery to several locations. Haley will continue updating as she learns more information.

New Business

1. DEQ notice.
The County received a notice and assessment from the DEQ related to the November 17, 2021 inspection. There were violations primarily due to not meeting the correct timing of annual inspections. Haley explained that airport staff conducts daily and monthly inspections, but annual inspections (line leak, line pressure, containment sumps, etc.) have to be completed by Oregon certified UST technicians. We rely on our current service provider, Mascott Equipment to complete the annual testing. There was also a modification checklist not completed from 2015 resulting in a violation. Lastly, there was an under-dispenser leak detection sensor that is required to be installed. With all the violations we have a fine of \$4,147.50. We also have to complete all testing and sensor installation within 30-days of receipt of the DEQ notification. These items must be completed by the certified UST technician. Haley has been working on scheduling this required work with Mascott Equipment. Haley sent the DEQ notice and assessment and additional documentation to county counsel for guidance and, because we are a government entity, we are required to be represented by legal counsel for the DEQ notice and assessment. Legal counsel was surprised the fine was not much higher because he has experience with DEQ violations. He does not see anything egregious in the DEQ notice and assessment. Legal counsel suggests we submit our appeal to the DEQ in writing requesting a hearing. Once the appeal is submitted the 30-day timeclock pauses for the corrective action required in the DEQ notice. He would like to see the airport complete the testing, inspections, and sensor installation. Once this happens we can settle the case or withdraw our appeal. This would allow ample time to complete the DEQ requirements, and then we would pay the fine and be in full compliance. Haley added that Mascott Equipment was supposed to be onsite at the airport to complete this work last week. She has been reaching out to them for a firm date, but she has not received return communication. In the meantime, Haley has been looking at other vendors with certified UST technicians to complete the required work, and she will be reaching out to them in the morning. Robert would like to see a different vendor so the work can get completed timely. Barb thinks we need to file the appeal and find someone else to complete the work and give us better service. This was the consensus of the airport commissioners. Haley explained there is an option for a SEP (Supplemental Environmental Plan), and this means we would sponsor an environmental event. Legal counsel has worked through these and they would be extremely timely for Haley to manage this. Either way, we would be at the same amount as the fine. Haley will notify the airport commission with any additional information.
2. Haley's Corner.
 - Fly In & Breakfast. Bob stated Air Search discussed this at their recent meeting. Haley would need notice for advertisement and catering. Availability of pilots and aircraft were discussed. The pilot availability count is currently only two, so it was decided we do not have enough pilots to fly. Haley suggested revisiting during the spring. The weekend after Labor Day is the date scheduled historically.

- Airport hours of operation. The airport has been operating seven days per week from 7am-7pm. However, beginning tomorrow we lose our summer intern to college, so the airport will be operating Monday – Saturday 7am-7pm and Sundays 8am-4pm. The airport terminal was closed Monday, July 5th in observance of Independence Day. The airport is not scheduled to be closed during the month of August.
- Schedule. No changes to Haley’s schedule.
- Completed details list, ongoing projects/tasks. Some items pointed out were: Haley had a conversation with Michael and Kathy McCann about building a hangar at our airport with a possible helipad; fuel prices were lowered; County Court approved and signed the Professional Services Agreement with T-O Engineers so they can get started on the Runway 17/35 Widen & Reconstruction Phase I – Design; airfield mowing; DEQ research; Planning Department research for land use; monthly reporting to Connect Oregon and ODA for the COAR grant.

3. Commissioners miscellaneous.

Frank suggested Haley looking at the Road Department for a piece of equipment for the airport to use for mowing. They have a skid steer that Frank uses for snow removal during the winter.

Bob asked about rock chuck hunting. Haley hasn’t seen any around in quite a while. Haley will reach out to Alan at the Road Department for cold patch for some of the holes in the sides of the pavement.

Barb discussed the large greenhouse being built on the south side of runways 09/27 along the fence line. She has a real concern this will be very reflective. Haley will speak with Shannon at the County Planning Department about this development.

Adjournment

MSP – Barb Temple/Bob Bagett – to adjourn the meeting at 7:46pm. Unanimous.

The next meeting is scheduled for Monday, September 12th, 2022 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 *******