



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

August 10th, 2020

Present

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

Absent

Doug Ferguson

Visitors

Sam Reagle (T-O Engineers)
Anthony Hernandez (USFS)

Robert Watt called the meeting to order at 6:31pm.

Minutes

MSP – Scott Myers/Bob Bagett – to approve the July 2020 meeting minutes. Unanimous.

MSP – Barb Temple/Bob Bagett – to approve the August 4th, 2020 special meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.
Anthony stated they have been very busy and had about 70 fire starts on the forest last Wednesday evening. He stated the aircraft are starting to dissipate now that the fires are under control.
2. Supplemental/Decoupling Project update – Sam Reagle
Sam updated the airport commission and stated the project is going well. He stated the contractor feels like they are still on schedule. The plan is to transition to phase II next week dependent upon finishing what they are doing now and reopening runways 09/27. The next phase will result in closing runways 17/35. Barb asked when runways 17/35 will be closed. Sam stated this is schedule for Monday, August 17th. Haley added that we have received all reimbursements from the FAA for project costs to date. Robert asked the target date for project completion. Both Sam and Haley stated mid-September.
3. Environmental Assessment Project Update – Sam Reagle
Sam received an update from the project lead and stated chapter 1 was the proposed action, and this was submitted to the FAA this past week. The FAA confirmed the proposed action and area of potential effect so now we are moving ahead with formal consultations with SHPO (State Historic Preservation Office) and the tribes. Haley stated she and Scott received an email asking for structures on the airfield so they can research this to determine if there are any historical structures that should be declared. The airport commission suggested the county hangar would be over 50 years old. Haley will reach out to the project lead to let her know about our structures on the airfield.

Financial activity report for July

The Reserve Fund 121100 fund prior balance was \$34,786.55 with a net fund balance of \$-736,364.43. The fund balance decreased by \$701,577.88 due to payment of North/Corporate Apron Reconstruction costs to High Desert Aggregate & Paving. Haley stated this reimbursement has been submitted to both the FAA and ODA, and they have both approved the reimbursement requests.

The Airport Fund 124100 fund prior balance was \$101,945.17 with a net fund balance of \$53,149.60. The fund balance decreased \$48,795.57 due to annual payments to the county for administrative costs, courthouse overhead, and personnel safety manager shared expense. We also had fuel purchases that contributed to the decrease.

Barb asked about our relief help line at 60%. Haley stated that we trained Ellie for two weeks which resulted in this payroll line being higher. Haley added that the airport will not be over budget for the year on payroll costs. **The seasonal airport assistant is also at a higher wage than the intern which results in a higher payroll cost and the large percentage used.**

Manager's Report

1. Fuel sales volumes for May, June, & July. Fuel sales volumes for July 2020.
The fuel report was included in the meeting documents. We sold 2,439.8 gallons of 100LL which was above average over the last ten years. We sold 3,528.6 gallons of JetA which was below average over the last ten years. Year to date we have sold 7,635.5 gallons of 100LL which is above average and 7,325.9 gallons of Jet A which is below average.
2. Fuel resale and replacement values.
100LL price is \$4.75 per gallon and Jet A is \$3.50 per gallon. Our cost for 100LL is \$3.54 per gallon with a markup of \$1.21. The cost of Jet A is \$1.97 per gallon with a markup of \$1.53. The average price within 100 miles for 100LL is \$4.47 and Jet A is \$3.83. We have approximately 8,200 gallons of 100LL and 7,500 gallons of Jet A on hand. Haley stated the average fuel price within 100 miles is \$4.47 for 100LL and \$3.83 for JetA.
There was discussion on our JetA fuel availability this past weekend. Haley stated the airport was supposed to receive 2,500 gallons of JetA in a split load with Baker on Wednesday. However, when the fuel arrived they brought 100LL instead of JetA. When Haley reordered the fuel the next available delivery date was Sunday morning, so they received 7,000 gallons of JetA yesterday. When the airport was down to approximately 1,400 gallons she issued a NOTAM that the airport did not have JetA fuel available because she wanted to be able to provide and serve the customers on the airfield. Haley stated that one of the fuel trucks loaded 642 gallons putting the inventory below 1,000 gallons in the tank, and once the tank drops below 1,000 gallons/13 inches it will not pressurized to pump fuel. As a result, we had low volume of fuel in the tank, but we could not pump the fuel out. Robert asked if we get a price break when we order with Baker. Haley stated we get a small discount when a full load is ordered. A full load is considered 10,000 gallons, so splitting a load with Baker to make the full 10,000 gallons allows us both to receive the discount. When we received the 7,000 gallons Haley stated she actually ordered 8,000 gallons which would have been a full load on this truck. Haley will follow up with EPIC to determine if we will receive the full load discount, because the delivery driver stated his dispatch never received the 8,000 fuel order.
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 July we did not have any events due to COVID-19 cancellations. The USFS has been using the room occasionally when needed. We have five total events scheduled for the month of August with three paying events and two non-paying events. The non-paying events include the County NRAC and the LCAC. Haley stated she received three inquiries today about renting the conference room.
4. Airport Maintenance Update.
 - Exterior terminal painting & staining project. Haley wanted to let the airport commission know that this project continues. Tyler is almost done painting two coats on the exterior and then he will move on to the staining. She added that she spoke with Frank Stinnett about the interior water damage repair. Robert asked if the flashing has been repaired. Haley stated we haven't had any leaks on the south side, but she

is having difficulty finding someone to install gutters on the north side. Cheryl suggested Darrel McKrola, and Haley will get his contact information from Scott or Robert. Cheryl added that Darrel may not have the time to complete this project. Haley also stated she will reach out to someone in Baker.

- Perimeter fence repair. Haley met with Clint Walczyk and showed him three areas that need fence repair. He suggested straightening the fence and installing steel posts that will last until we are able to fund the entire fence replacement. His quote was for \$14,242.50. Haley would like to reach out to a few more fencing contractors to get their ideas and quotes. The airport commissioners suggested Brandon Hueckman, Brad Browning, and Issac Moore. Haley stated we have the funding for this through the CARES Act funding.

Old Business

1. Harris property for sale around the airport.

Haley asked if Scott was able to visit with Mike Springer. Scott stated he and Bob met with Mike today to determine what Mike needs as well as how Mike will be compensated. Bob presented a previous survey he completed on this area. He stated Mike will need the specific dimensions of the RPZ to complete the survey. Sam will work on this with Kevin to get the information to Mike Springer. Scott is working to determine the best way to compensate Mike.

2. EOC at airport status.

Haley stated the EOC continues to occupy three spaces (storage room, office 1B, and the upper/small conference room and closet). She recently submitted another invoice for the space they occupy with their equipment. Haley reviewed the statement submitted with the invoice. The total amount invoiced to the EOC is \$18,292.14. The airport would receive \$12,478.64, and the remainder \$5,813.50 would go to the shared account with the USFS for common space maintenance and improvements. Haley sent this invoice to Commissioner Jim Hamsher including the remaining court members and the Treasurer because the new Emergency Management Coordinator (Paul Gray) doesn't have an email yet. Jim stated he should have an email set up soon, but he didn't respond to when we will be paid and why the original invoice of \$12,000 was only reimbursed at \$9,800 per the Treasurer. Scott stated Commissioner Hamsher was meeting with the Treasurer today, but he does not know if they were discussing this. Scott stated Paul wants to move out of the airport, and he believes this will happen soon.

Anthony arrived at 7:04pm.

New Business

1. FOD sweeper purchase options.

Haley stated she has been researching and receiving price quotes for FOD sweepers. She received four quotes: 1. An exact replacement of what we currently have. This cost is just over \$6,000. This is a six foot wide FOD mat. 2. A similar FOD mat from Aerospecialties for about the same cost. This mat is a bit different because the entire mat collects debris and it has a net over the entire top of the mat. 3. Another company, FODcontrol, has two options. The first option is a very similar FOD mat to what we currently have for about the same price. Their second option is an actual sweeper that is activated when the machine is moving. This option has brushes and containers that collect the debris, but the cost is about \$11,388 and good for 6,000 miles. This unit is only four feet wide. There was discussion on which option would be the best for our airport. Haley added that we would like to pay for this with the EOC reimbursement funds. The airport commission asked Haley what she thinks would be best. She believes the FOD sweeper from FOD control would be the best option for clearing all debris, and she believes we can budget for a second FOD control FOD sweeper to give us an eight foot wide path. Robert asked about surplus options. Haley will look into this option to see what equipment is available.

MSP – Bob Bagett/Barb Temple – to recommend the purchase of the FODControl FOD sweeper. Unanimous.

2. Lawn mower purchase options.

Haley stated we are due to replace our lawn mower based on the wear and tear and that this is not a commercial mower. She received quotes from three companies for 60 inch cutting decks on a commercial mower with ROPS (Roll Over Protection System): 1. ACW in Burns. Husqvarna for \$5,400 with a 10% government discount. 2. JD Rents – Husqvarna for \$5,400, and they will match the 10% government

discount offered by ACW. 3. Frontier Rental & Equipment – Cub Cadet for less than \$200 difference. There was discussion about the brand Husqvarna versus Cub Cadet because the prices are all similar, the cutting width is the same, and they are both commercial with ROPS. There was also discussion about service and maintenance. Haley stated this will be funded through CARES Act funding.

Robert Watt declared an actual conflict of interest and abstained from the discussion.

MSP – Bob Bagett/Cheryl Berry – to recommend the purchase of the Husqvarna lawn mower from JD Rents. Unanimous.

3. Haley's Corner.

- Airport hours of operation. The airport is operating Sunday – Saturday from 8am-4pm. The airport was closed Friday, July 3rd and Saturday, July 4th in observance of Independence Day. There are no scheduled airport closures during the month of August.
- Completed details list, ongoing projects/tasks - see synopsis. Haley stated she was contacted by Business View Magazine. They would like to feature our airport in their magazine. This is a free service, and they are supported by advertising. Haley stated the airport commissioners may receive a phone call or email, and they can use this opportunity to showcase our airport. Haley added that we had a visit from Dawson Quintin, EOU Small Business Development Coordinator, looking for office space. He is interested in office 2A recently vacated by Clayton Ensign. Barb asked about the egg fire. Haley stated Michael left six eggs boiling in the kitchen and made a really big mess. Barb asked if there was any damage, and Haley stated there was not. Robert asked if the fire alarm was triggered, and both Haley and Scott stated they did not receive phone calls. Scott will make note that when FirePro visits to complete a smoke check at the airport. He added that FirePro visits in September. Barb also asked about fuel hoses. Haley stated EPIC would like us to replace our fuel hoses and reels. They recommend a motorized reel. Haley stated our plan was spoiled when the GA apron reconstruction was cancelled, because this is when we were going to have an additional electrical line installed to the fuel island. The EPIC auditor stated he understands that it is a matter of funding for the replacement equipment. Robert stated many airports have spring loaded reels. Haley stated she researched these, but with the larger and longer hoses the spring loaded reels were not available. There was discussion on if we need to have the larger and longer hoses, so Haley will check with the EPIC auditor to determine the specifications we need at our airport to get new hoses, reels, and increase our fuel flowage speed.
- Schedule. Haley stated she does not have any changes to her schedule.

4. Commissioners miscellaneous.

Cheryl asked if the airport will be spraying weeds again before laying gravel around the hangars. Haley stated the airport will spray weeds again, but they have not laid any gravel due to other needs on the airport. Cheryl stated the weeds are getting high again.

Robert discussed the water drainage issue in and around his hangar. He asked if the airport would be OK with him getting gravel from the north end, trenching, and placing some gutters/pipe to allow water drainage. Haley stated she would be good with Robert completing this work, because he knows the work required to complete this. Sam will look to see if there is any pipe available from the current Supplemental/Decoupling Project.

Scott asked what the final resolution was for with ODF and their helicopter as neighbors. Haley stated they moved their helicopter after they received the cease & desist order. She added that their crew remains in the Moulton building, and her understanding is that they are trying to work through the approval process with the City of John Day. Haley stated that she recommended and would like to see them in this location if they complete the process properly beginning with completing and submitting for 7480 for a new departure surface. This would provide a second user to help justify a parallel taxiway on the airfield.

Adjournment

MSP – Scott Myers/Barb Temple – to adjourn the meeting at 7:41pm. Unanimous.

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