



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

August 12th, 2019

Present

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

Absent

Visitors

Robert Watt called the meeting to order at 6:33pm.

Minutes

MSP –Barb Smith/Cheryl Berry – to approve the July 2019 meeting. Unanimous.

Public Comment/Guests

1. USFS Update

Haley stated that Anthony stopped by to give her an update. The USFS sent most of their helicopters back home or to their home base because the HK Complex fire is close to out with the amount of rain we recently received. Otherwise, it is business as usual during this fire season for the USFS.

2. Apron Reconstruction Project Update

Haley stated that last week we had a pre-bid construction conference at the airport with two contractors present, Kevin Bissell with T-O Engineers, County Judge Scott Myers, and herself. Haley has a printed PowerPoint with the talking points reviewed during the conference. The bid and project requirements were discussed, deadlines, and a walk-through of the project area. The bids close and will be opened on Thursday, August 15th at 2:00pm PST. Haley added that she is required to get an IFE (Independent Fee Estimate) from a third party consultant, so she reached out to Century West Engineering. They should have this completed Friday, August 16th. She explained that if the IFE is more than 10% different than the estimate from T-O Engineers (consulting engineer on record) then she is required to provide further justification on the fee estimate. The IFE contract with Century West Engineering will be presented at County Court on Wednesday, August 14th for a formal approval. The cost is \$3,000 and is reimbursable through the FAA and ODA. Doug mentioned that we need to keep a close eye on the tie-down locations and width for the wings. He also asked what the rough estimate is for this project. Haley stated it is approximately \$1.4 million and this includes the consultant fee.

Financial activity report for July

Haley stated July was the first month of our new fiscal year.

The Reserve Fund 121100 fund prior balance was \$62,482.59 with a net fund balance of \$33,052.49. The fund balance decreased by \$29,430.14 due to costs associated with the Apron Reconstruction Project. The expenses have been submitted for reimbursement to both the FAA and ODA, so this fund balance will increase when these reimbursements are received.

The Airport Fund 124100 fund prior balance was \$92,480.15 with a net fund balance of \$62,793.24. The fund balance decreased \$29,687.29. Haley pointed out the operating contingency has decreased and has a balance of \$583 due to budgeting for capital improvement/outlay/equipment, an increase in payroll costs, as well as new HR Manager expenses. Haley stated we had some large expenses for fuel purchases, annual general administrative costs, courthouse overhead, and insurance and bonds (CIS County Insurance). Haley also pointed out that the Department Assistant payroll expenses were taken out of the Relief Help budget line, but she spoke with the Payroll Department and the County Treasurer, and this will be corrected.

Haley stated we do not have any past due accounts, and one account (Robert Watt) has a credit.

Manager's Report

1. Fuel sales volumes for May, June, & July. Fuel sales volumes for July 2019.
Haley reviewed the fuel sales with the commission. She stated our fuel sales for the month of July were 1,817.3 for 100LL which was slightly below average over the last ten years. JetA gallons sold were 7,492.9 which was also below average. Year to date our 100LL sales are 6,290.7 and our JetA fuel sales are 10,379.9 gallons. Over the last ten years 100LL is above average and JetA fuel sales are below average. Haley added that discounted fuel sales were 882.38 gallons of 100LL and 2,055.81 gallons of JetA.
2. Fuel resale and replacement values.
Haley stated our fuel prices decreased. 100LL price is \$5.28 per gallon and Jet A is \$4.21 per gallon. Haley stated our cost for 100LL is \$4.29 per gallon with a markup of \$0.99. The cost of Jet A is \$2.74 per gallon with a markup of \$1.47. The average price within 100 miles for 100LL is \$5.03 and Jet A is \$4.22. We have 9,000 gallons of 100LL and 10,200 gallons of Jet A on hand.
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 were busy with fourteen total events and eight paying events. The non-paying events were the Grant County Corrections Department, SEACT meeting, County Disaster Funding, Eastern Oregon Visitors Association (2), and Eastern Oregon Counties Association/USFS meeting. We have eight total events scheduled for the month of August with two paying events and six non-paying event. The non-paying events are the Grant County Juvenile training (2), Planning Department, CCS (2), and County HR training.
4. Airport Maintenance Update.
 - a. Gate Power. Haley stated they are working with an electrician to see when they have availability in their schedule to look at why we cannot get power to our gate motor. This stems from the lighting strike, because the gate has not been able to receive power since the strike. The gate company sent us new batteries, but we still need to have power to the gate motor. Scott asked if this would be a good time to switch to solar power. Haley will look into this. Haley added that the lightning strike also knocked out a circuit board in the main boiler panel. A technician visited the airport to inspect the boiler alarm and power issues and noted that a circuit board needs replaced. They have ordered this part and will have it shipped to the airport.
 - b. PAPI lights on runway 17. The electrician will also be looking at why the PAPI lights are not receiving power. The regulator is putting out power, but the lights are not working. A NOTAM has been issued for the PAPI lights.
Bob asked how long the runway lights stay on when activated. Haley stated the lights stay on for 15

minutes, but if the pilots activate the lights within those 15 minutes then the time starts over.

- c. Taxiway directional line repainting project. Haley stated that Nate Hughes has the paint product with the glass beads and is ready to begin work on this project. Due to the increased aviation activity related to fires Haley asked him to delay beginning until the activity slows.

Old Business

- 1. RFQ for consulting engineer discussion and recommendation

Robert Watt declared a conflict of interest and did not participate in the selection discussion. The Airport Commission discussed the scoring for the two submissions for our consulting engineer. We received two submissions: T-O Engineers and WH Pacific. Haley advised the commissioners of some reminders related to notes, public record, and retention. Haley reviewed with the commissioners each submission to determine if they met the basic requirements outlined in the RFQ. It was determined by the Airport Commission that both submissions met the basic requirements. Haley tallied the scores of each commissioner to have a final score. T-O Engineers score (excluding Doug Ferguson) was 400. WH Pacific score (excluding Doug Ferguson) was 372. Doug Ferguson did not have scores, but will bring his scoring sheets to Haley following the meeting, so these scores will be finalized and updated after Doug submits his scoring sheets. The Airport Commission was in consensus that the scoring and rating was fair and according to the qualifications submitted in their RFQ.

MSP – Doug Ferguson/Scott Myers – to recommend the Grant County Court select T-O Engineers and open negotiations for a professional engineering contract for the next five years as the consulting engineer. Unanimous.

New Business

- 1. 08/14/2019 County Court agenda items. Haley reviewed the items she will be presenting to the Grant County Court this Wednesday, August 14th.
 - a. GCRA/USFS Helipad lease extension. The airport commission discussed the lease extension in regard to the responsibility of the airport and the fee for the next five years. The fee will be increased in 2.5% increments each year. This lease will expire September 30, 2023. Robert asked if we need to consider the fair and equitable FAA requirement. It was determined that this lease has different land use, so the rate does not have to be the same as the hangar leases. Scott asked Haley to check and see what other airport lease prices are for helipads. The current rate is \$1,354.96 per year. The proposed rates are as follows:

Current	\$ 16,259.52/yr.	\$ 1,354.96/mo.	\$ 0.1847/sq. ft.
10/1/2018 - 9/30/2019	\$ 16,661.08/yr.	\$ 1,388.42/mo.	\$ 0.1893/sq. ft.
10/1/2019 - 9/30/2020	\$ 17,077.60/yr.	\$ 1,423.13/mo.	\$ 0.1940/sq. ft.
10/1/2020 - 9/30/2021	\$ 17,504.54/yr.	\$ 1,458.71/mo.	\$ 0.1989/sq. ft.
10/1/2021 - 9/30/2022	\$ 17,942.15/yr.	\$ 1,495.18/mo.	\$ 0.2038/sq. ft.
10/1/2022 - 9/30/2023	\$ 18,390.70/yr.	\$ 1,532.56/mo.	\$ 0.2096/sq. ft.

The leased area is 88,007.03 square feet or approximately 2.02 acres. She reviewed maintenance portions of the lease and stated the USFS has maintenance responsibility for this area.

- b. IFE Contract with Century West Engineering. Haley has the contract for further review by the airport commissioners. This is a standard IFE contract that will cost \$3,000 which is reimbursable through the FAA and ODA.
- c. RFQ for Consulting Engineer recommendation and selection. Previously discussed during Old Business.

- d. Airport terminal repair RFQ. Haley would like to get started on our exterior staining and painting project also including the interior water damage repair and crack settling. Haley spoke with Frontier Rental about a lift they have available for rent to correct the window leaks on the north side of the terminal building. She needs to call Mobile Glass to continue re-caulking the remaining windows that cause water leaks. She would like to issue the Request For Quotes for contractors to get started on the terminal repairs. The USFS would also like to see this project move forward as their fiscal year ends September 30th and they are cost sharing this project with the airport.

MSP – Barb Smith/Scott Myers – to advertise for airport terminal repair RFQ with local contractors and others that might be interested. Unanimous.

Barb asked what our budget is for this project. Haley stated it is approximately \$22,000, so we hope the quotes are within our budget.

2. Fire Aviation Fuel discounts. Haley stated that the airport currently offers a fuel discount of \$0.125 per gallon (half the local discount) for fire aviation contractor on assignment at our airport for 75 days or more. Haley called Firehawk main office Thursday, Friday, and today to inquire about what our fuel prices would need to be to compete for their business. However, she was not able to speak to the VP of Maintenance for Firehawk, and this is the person who handles their fuel purchasing program. Robert stated that Firehawk does not want to buy fuel from our airport because even with the discount our fuel prices were too high. He believes we are leaving money on the table by our markup for the contractors buying large amounts of fuel. He suggested that even if we markup our fuel \$0.25/gallon we are still making more than the \$0.10/gallon flowage fee, and we still might be within a reasonable price for the contractors to purchase fuel from us. Robert would like to know what Firehawk paid for their fuel including all fees and see how much room we have for our markup. Robert added that he spoke with Ed Staub & Sons about getting aviation fuel pricing for our airport to see if maybe we need to change vendors. Haley stated that Firehawk is the only contractor on the airfield that does not purchase fuel directly from us. She added that CO Fire spoke with her prior to fire season to discuss fuel pricing and discounts. Haley mentioned that if we begin filling up large fuel tankers such as the 3,000 gallons we would need a heads up to make sure we can support all customers on the airfield. Robert suggested creating a quantity price break for the large fuel tankers. Haley's concern is that Airspray and CO Fire purchase thousands of gallons of fuel throughout the summer and she doesn't want to show favoritism to a single contractor. Doug stated he believes Haley needs to make judgement independently when needed. Haley spoke with Troy in Baker and they rarely give discounts. He said on the rare occasion he will give a discount to a customer who buys 5,000 gallons for a single purchase. Barb stated we need to be careful not to hurt ourselves. She added that we need to reconsider what we are doing when the contract is up. Haley stated that she was caught a little off-guard when the Firehawk pilot spoke with her about fuel and not wanting to pay the flowage fee, because they have been frequent requestors to use the courtesy car or ask when we are going to have concrete helipads. She added that she does like to have these conversations with fire contractors and she seeks out these opportunities. Firehawk has been in the office twice to pay for tie-down fees and fuel flowage, but they have not shown interest in purchasing our fuel even with a discounted price. Haley stated we do not do anything differently from other airports, in fact some airports do not offer any discounts for fuel. Haley stated that if the Firehawk cost is close to our cost then it will definitely be worth looking into to serve our customers and provide the fuel, so she will continue trying to speak with their main office to discuss this possibility. Haley thanked the airport commissioners for the conversation and good ideas, and she will keep them informed.
3. CIP project list
Haley stated we have our JPC (Joint Planning Conference) quickly approaching. These meetings include us, T-O Engineers, FAA, and ODA to add our next project on our rolling CIP (Capital Improvement Program) project list. She would like input from the commissioners on their top priority of projects that we would like to recommend. The airport commissioners talk about the need for additional fuel storage among other projects listed in the Airport Master Plan. Haley reviewed the current CIP with the airport commission.

Grant County Regional Airport - Ogilvie Field, John Day, OR
5-YEAR PROJECTS & REQUESTED FUNDING

Year	Project Name	NPE*	ST/DI	Total
2020	Environmental Assessment	\$150,000	\$0/\$0	\$150,000**
2021	Carryover; PMP	\$0	\$0/\$0	\$0
2022	Rehabilitate and Widen RW 17-35: Phase I- Design	\$300,000	\$320,000/\$0	\$620,000
2023	Rehabilitate and Widen RW 17-35: Phase II- Construction	\$150,000	\$0/\$5,200,000	\$5,350,000
2024	Carryover; PMP	\$0	\$0/\$0	\$0
2025	???	???		

The airport commissioners discussed taxiway C, taxiway A rehab, and others. Haley stated she will talk with Kevin at T-O Engineers to see if he has recommendations. The airport commissioners would like to know if the taxiway A rehab would need to include a relocated fuel island. Barb stated taxiway A is the priority. Robert said his concern is the impact to the hangars if they widen taxiway A. The consensus of the airport commission is to have widening taxiway A is the priority. Haley stated she will send the airport commissioners the short-term, mid-term, and long-term projects listed in the airport master plan so we have two or three recommendations in case the FAA pushes back on our top priority. Haley asked if the commissioners send her their recommendations to please provide some justification so she can have accurate information for the FAA and ODA.

4. Fly-In & Breakfast

Haley stated the Fly-In & Breakfast is scheduled for Saturday, September 7th from 7am-11:30am weather permitting. The radio advertisement should have started today. This advertisement has additional information related to ages, breakfast cost, guardian flying with youth 12 and under, etc. The Squeeze Inn & Deck will be providing breakfast. Cheryl asked who will be doing the candy drop. Haley stated she spoke with Dave Trayler and he will drop the candy along with the US Flag flyover. Dave said to plan on 8am-ish. Haley stated she needs to pick up candy for Dave. Barb stated hard candies break. We discussed taffies and tootsie rolls, dots, and softer candy works much better. Haley will also talk with Baker Aircraft and other fire contractors to see if they will do flyovers and maneuvers.

5. Haley's Corner

- Airport hours of operation. The airport is operating Monday – Saturday from 7am-7pm and Sunday 7am-3pm.
- Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some of the completed details such as: airfield mowing, Grant Union work study intern spent some time at the airport getting exposure to our airport, courtesy car agreement revision (Robert stated the courtesy cars need air fresheners and something to help with the odor), and many others.
- Schedule. Haley does not currently have any time off scheduled. She has a SEACT meeting scheduled in September. The airport was closed on July 4th for Independence Day and does not have any closures scheduled for the month of August.
- Haley stated she wanted to let the airport commissioners know she followed up on additional power protection for the Fuel Master and terminal main power. She spoke with Fuel Master and they do work with/recommend a third party surge protector for a cost of \$675. She also spoke with North River Electric, and they have an item that will add power protection, but it will require regular inspections. Haley stated she asked them for a quote for the part as well as the regular maintenance.

6. Commissioners miscellaneous

Barb asked if we have wood pellets supply for winter. Haley stated we still have pellets in the silo, but she will contact Malheur Lumber to refill the silo now rather than waiting until later in the year.

Adjournment

MSP – Doug Ferguson/Scott Myers – to adjourn the meeting at 7:54pm. Unanimous.

The next meeting is scheduled for Monday, September 9th, 2019 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 ******