



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

August 14th, 2023

Present

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

Absent

Bob Bagett

Visitors

Kevin Bissell (Ardurra)

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

Minutes

MSP – Cheryl Berry/Scott Myers – to approve the July 2023 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. No update.
2. ODF Update. (Taylor Schmadeka). No update.

AIP Projects Update

Kevin shared that our RW 17/35 project grant agreement was approved by the FAA for the full 90% funding. County Judge, Scott Myers, also signed the grant agreement. Construction is scheduled commence in 2024. Ardurra will be working with the contractor on a schedule. Staging materials will likely take place in the spring 2024. Haley also reported that she received information this afternoon from Connect Oregon, and they are now stating that ORS requires the FAA matching grant must be executed one year after the execution of the Connect Oregon grant agreement. Haley is researching this ORS in comparison to the Connect Oregon grant agreement. Haley will report more as she learns additional information. Connect Oregon also reported in their email that we were denied our requested increase for the full 10% match; however, Haley is requesting a formal notification from the Oregon Transportation Commission on their decision for the funding increase. If the OTC did deny this request Haley plans to request ODAV COAR grant funds for the remaining portion of match funds.

Financial activity report for July

Fund 121100. Fund prior balance = \$19,202.21. Net fund balance = \$-5,563.66

The airport reserve fund decreased \$24,765.87 due to uor annual Fuel Master maintenance coverage and AIP project expenses.

Fund 124100. Fund prior balance = \$85,892.17. Net fund balance = \$70,242.82.

The airport fund decreased \$15,649.35 primarily due to beginning of the year expenses such as our CIS annual payment; annual administrative costs, courthouse overhead costs, and personnel (HR) fees; boiler permit and fuel meter fees; and annual backflow testing costs.

We do not have any accounts in arrears.

Manager's Report

1. Fuel sales volumes for May, June, & July. Fuel sales volumes for July 2014 – 2023.
The fuel report was included in the meeting documents. We sold 1,401.3 gallons of 100LL and 761.9 gallons of Jet-A fuel during the month of July over a ten-year period. Year to date we are below average for 100LL at 5,812 gallons sold and Jet-A at 2,180.1 gallons sold. We have not had any fire aviation related fuel sales this year. There was discussion about making sure we are collecting fuel flowage fees and the flying activity of the SEAT plane and helicopter. The SEAT plane has flown for proficiency training and reconnaissance, but the flight activity of these aircraft is not attributed to fire activity.
2. Fuel resale and replacement values.
The current price for 100LL is \$6.92/gallon and Jet-A is \$6.28/gallon. Our cost for 100LL is \$5.74/gallon with a markup of \$1.18/gallon and Jet-A cost is \$4.09/gallon with a markup of \$2.19/gallon. Since the July Airport Commission meeting the cost of 100LL increased \$0.36/gallon and Jet-A increase \$0.63/gallon. We received 5,500 gallons of 100LL during the month of July. The average price of fuel within a 100-mile radius for both fuels last month was \$6.63 for 100LL and \$6.18 for Jet-A. Discounted fuel sales for 100LL was 298.4 and Jet-A was 230.7. We currently have 9,274 gallons of 100LL and 6,974 gallons of Jet-A.
3. Classroom and office events/activities.
Items noted do not include the regular Airport Commission meetings, Air Search, and the USFS. Conference room use has been increasing. During the month of July, we had six scheduled events. We had five paying events and one non-paying event which was the NRAC meeting. For the month of August we have six scheduled events. Five events are paying, and one is non-paying, again the NRAC meeting.
4. Airport Maintenance Update.
 - UST annual inspection. We are due for our annual inspection by August 26th, and we are scheduled to have this complete by the deadline to remain in compliance with the DEQ.
 - Tractor. Airport staff was able to gain access to the tractor. The battery was dead, so they charged the battery and were able to start the tractor. However, they are not familiar with the hydraulics, so Haley is planning to reach out to Frank and/or Allan Mullin to meet and go over the operation of the tractor.
 - AWOS. The annual inspection along with the FAA was supposed to be at our airport in July, but their scheduled did not align, so they rescheduled for the week of August 28th. Haley reported to our AWOS technician that he needs to check the altimeter reporting. Haley checked this several times throughout the month, and it has been reporting correctly.
 - Snow Removal Equipment. Haley thanked Kevin Bissell for making a connection with the McCall Airport Manager. McCall has several pieces of snow removal equipment, and they are willing to let us come visit to try some of their equipment so we can see what works best for our airport with the FAA BIL funds available.

Old Business

1. Fly-In & Breakfast status.
Haley has not been able to secure a breakfast caterer, even for the basics of pancakes, eggs, ham, and beverages. Craig McMillan may have a contact for a caterer, and Haley will reach out to Craig to make contact. Scott also suggested Wolfer's and sent Haley their contact information. Barb is concerned catering is probably going to be an issue even in future years. She believes we need rethink how we do the food portion of this day so we can still have a fly-in. Haley suggested volunteer groups such as the Boy Scouts. It was stated that all volunteer groups struggle to find volunteers. The airport commissioners believe food must be offered to help draw people to the fly-in. Scott also suggested that if we cannot find a breakfast caterer then maybe we have lunch served. Air Search has a commitment from pilots to fly, and the airport has staff scheduled leading up to the day and the day of, but the hurdle right now is the food. The airport commissioners reached a consensus that if we do not have a food caterer secured by August 25th then we need to cancel the Fly-In & Breakfast.

New Business

1. Haley's Corner.

- Airport hours of operation. The airport is operating Monday – Friday 7am-7pm and Saturday-Sunday 8am-4pm.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents. Some highlights include: Haley thanked the County for sending out the Aflac representative to meet with each employee; Haley asked how the ladder feels at the fuel island now that we've added a few layers of clear coating; the Oregon Department of Aviation was onsite to inspect the North/Corporate apron; 5,500 gallons of AV Gas delivered; Haley reminded everyone about vehicle parking either outside of the fence or inside the hangar unless loading or unloading; JUB engineers visited the airport and are intending to submit a proposal when we advertise for our 5-year engineering contract.
- Schedule. The terminal was closed Tuesday, July 4th in observance of Independence Day. The airport terminal does not have any closures scheduled during the month of August. Haley does not have any time off scheduled during August.

4. Commissioners miscellaneous.

Barb discussed the use of the north/corporate apron, specifically related to the hangar owners abutting the parking apron. She asked if there is anything that can be done, such as signage or directional marking on the pavement, to direct access (egress & egress) for aircraft traffic. There was discussion about adding designated parking spots, directional taxi line, etc. However, with the taxiway A safety area there is limited room to designate aircraft parking without obstructing ingress and egress for the hangars abutting the parking apron. A suggestion was made to apply “no parking” or “unloading/loading parking only” if allowed by the FAA. Haley and Kevin will work together to determine if parking restrictions are allowed on this parking apron, and Haley will draft some language in the airport rules & regulations. She will add this to a future Airport Commission meeting agenda for a decision to resolve the parking on the north/corporate apron.

Adjournment

MSP – Barb Temple/Scott Myers – to adjourn the meeting at 7:23pm. Unanimous.

The next meeting is scheduled for Monday, September 11th, 2023 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 *******