



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

September 9<sup>th</sup>, 2019

### **Present**

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

### **Absent**

### **Visitors**

Kevin Bissell  
Anthony Hernandez

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

### **Minutes**

*MSP –Barb Smith/Cheryl Berry – to approve the revised August 2019 meeting. Unanimous.*

### **Public Comment/Guests**

1. USFS Update

Anthony provided an update and stated we will start seeing fewer aircraft and personnel as some of the contracts are coming to an end and fire season is starting to wind down.

2. Supplemental/Decoupling Project update

Kevin began by thanking the commission for selecting T-O Engineers as the consulting engineer for the next five years.

He then provided documentation and a review of meetings that have taken place for this project and clarification on schedule/timeline, bid opening, and cost. Kevin stated that he and Haley have been working on the Scope of Work for approval by the FAA so Haley can then get an Independent Fee Estimate (IFE) as required with this project. He stated the FAA wants bids to be open no later than April 6, 2020 and the project closed out by December 2020. Kevin stated our goal is to have the design completed and ready for review by the FAA in mid-February. Kevin reminded the commission that all the design fees will be fronted by the County, and the FAA will reimburse the County once the construction grant is written. The FAA stated that the net cost must not be greater than the grant amount and is not allowing any change orders or change orders for this project. Kevin stated this is concerning but we don't normally have change orders or grant amendments for airport projects, but there is a level of risk associated with this. We also cannot have a contingency built into this project. Kevin stated the bulk of the work will be completed in July/August or August/September, and he explained the runway closures due to the construction. There was additional discussion and explanation by Kevin related to taxiways in this project.

3. Apron Reconstruction Project Update

Kevin stated that during the most recent conversation with the FAA they stated that they now have funds for this project. They will have enough funds to pay for their 90% portion, and the airport will be responsible for the 10% match. Haley stated she and Kevin need to visit with ODA about match funding and the financial responsibility of the airport. She stated that ODA only matches 9%, and this leaves 1% responsibility for the airport. Kevin stated the FAA will want to get this grant written and issued prior to the end of September, because that is the end of their fiscal year.

### **Financial activity report for August**

The Reserve Fund 121100 fund prior balance was \$33,052.45 with a net fund balance of \$58,306.61. The fund balance increased by \$25,254.16 due to receiving reimbursements associated with the Apron Reconstruction Project.

The Airport Fund 124100 fund prior balance was \$62,793.24 with a net fund balance of \$36,475.46. The fund balance decreased \$26,317.78 primarily due to fuel purchases. Haley pointed out that the Department Assistant payroll expenses are still being worked out with County payroll and the Treasurer.

Haley stated we do not have any past due accounts or any accounts with a credit.

### **Manager's Report**

1. Fuel sales volumes for June, July, & August. Fuel sales volumes for August 2019.  
The fuel report was included in the meeting documents. Fuel sales for the month of August were 4,691.8 for 100LL which above average over the last ten years. JetA gallons sold were 7,258.3 which was below average. Year to date our 100LL sales are 10,982.5 and our JetA fuel sales are 17,638.2 gallons. Over the last ten years 100LL is above average and JetA fuel sales are below average. Discounted fuel sales were 1,323.42 gallons of 100LL and 2,210.19 gallons of JetA.
2. Fuel resale and replacement values.  
100LL price is \$5.28 per gallon and Jet A is \$4.21 per gallon. Our cost for 100LL is \$4.33 per gallon with a markup of \$0.95. This cost increased an additional \$.07 today. The cost of Jet A is \$2.66 per gallon with a markup of \$1.55. The average price within 100 miles for 100LL is \$4.99 and Jet A is \$4.22. We have 4,417 gallons of 100LL and 4,852 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 August we were busy with nine total events and two paying events. The non-paying events were a two day Grant County Juvenile Department training, Grant County Planning Department, three day CAC training, and Grant County HR training. We have ten total events scheduled for the month of September with five paying events and five non-paying event. The non-paying events are the Grant County Planning Department, Grant County Economic Development meeting, Fly-In & Breakfast, and a Pool Planning work session hosted by Grant County.
4. Airport Maintenance Update.
  - a. Gate Power. Haley reported that the lightning strike burned some wires causing the gate power to go out. North River Electric was able to repair the wiring and restore power. Haley purchased replacement batteries for the gate and reset the limits, and the gate is not operating normally with full power. She added that they are working on some bent rails because the gate is having problems catching and this results in the gate staying open.
  - b. PAPI lights on runway 17. North River Electric was at the airport again troubleshooting the PAPI lights. We think we have identified the issue and are trying to find parts for replacement. The two relays in the light box are not making contact when activated, so these will be replaced and the PAPI lights will then be tested. A NOTAM is issued for the inoperable PAPI lights.
  - c. Fuel Master surge protector. The County Court approved the purchase of the better surge protector for the Fuel Master. This had to be presented to the County Court because it is a capital outlay purchase over \$500 and not included in the budget.

- d. Wood pellets in preparation for winter. Ten ton of wood pellets are scheduled to be delivered this week. This should top off the silo and get the airport through winter.

## **Old Business**

1. GCRA/USFS Helipad lease extension  
The Grant County Court approved the GCRA/USFS Helipad lease, and it has been recorded in the Clerk's office.
2. IFE Contract with Century West Engineering  
The County Court also approved the IFE contract with Century West Engineering for the Apron Reconstruction Project. Century West Engineering completed the IFE, and with the news of this project probably going to take place Haley will complete her negotiation portion of this.
3. RFQ for Consulting Engineer recommendation and selection  
County Court agreed with the recommendation by the Airport Commission and selected T-O Engineers as our consulting engineer for the next five years.
4. Airport terminal repair RFQ  
The RFQ deadline was Friday, September 6<sup>th</sup>, and we did not receive any bids. Haley stated she will reach out to contractors out of the area to see if they are interested in this project.
5. Fire Aviation Fuel discounts  
Haley stated she spoke with Firehawk and received their fuel cost for their previous two fuel deliveries at our airport. They paid \$2.64 per gallon for 2,400 gallons of Jet A fuel for the first delivery and \$2.78 per gallon for 2,000 gallons of Jet A fuel for their second delivery. There was continued discussion on how we charge fuel flowage fees, and this topic will likely be brought up again as the airport commission thinks about how to best serve our customers while generating some revenue from fuel flowage and fuel deliveries to fire contractors.
6. CIP project list  
Kevin presented our current 5-year CIP and showed that the Supplemental/Decoupling Project and the Apron Reconstruction Project will take care of some of the projects currently on the CIP. He showed some options from the Airport Master Plan and asked for project priorities from the Airport Commission for the CIP. The commissioners will review the information Kevin left and send Haley their project choices to add to the list. Currently the top two choices discussed were widening runway 17/35 and constructing a portion of taxiway C. At this time we do not have justification to relocate the fuel island and fuel tanks due to our airport classification. Barb asked Anthony if the USFS had any plans to change aircraft used for fire suppression that would impact the project choices that need to be considered for the CIP. Anthony stated he does not anticipate large fixed wing aircraft. Barb asked Kevin what the chances are of approving these projects. Kevin stated that he thinks there is a higher likelihood of them approving the runway widening because this is a safety critical project (increasing the width from 65 feet to 75 feet). Kevin added that it might be a good idea to put some maintenance projects in the CIP.
7. Fly-In & Breakfast  
Haley stated we had 44 flights with 92 passengers at our Fly-In on Saturday. After the wrong date was advertised early she ran two more newspaper ads as well as ran several ads on KJDY. The Squeeze-In appeared to be very pleased with the breakfast turnout as well. With the fire activity the USFS was not able to participate again this year, but Baker Aircraft did a helicopter demonstration with a water drop. Also, Dave Trayler did another great US Flag flyover and the candy drop. We need to make sure the candy is dropped in the grassy area instead of on the pavement and absolutely not near aircraft. We also talked about the date for 2020, and the first Saturday after Labor Day was identified as the consistent date for the Annual Fly-In & Breakfast. Haley added that having six planes flying really helped moved the kids through the flights, and it was a perfect day for flying. Haley thanked Cheryl for asking one of the Squeeze-In staff to give us some input on how to better our kitchen for our users cooking for large groups. They made a short list, and this will be useful for our airport staff.

## **New Business**

### 1. Haley's Corner

- Annual performance review. Haley thanked the airport commissioners who submitted their input for her performance review. Scott added this was helpful.
- 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. There were not any questions from the airport commissioners related to the list.
- Schedule. Haley does not currently have any time off scheduled. She has been arriving to the airport around 545am four out of five days of the week. She has a SEACT meeting scheduled in September and the OAMA conference begins at the end of the month into the beginning of October and is located in Klamath Falls. The airport does not have any closures scheduled for the month of August.
- Haley stated she had a follow-up meeting with WH Pacific and Dennis Schwartz related to their submitted Statement of Qualifications for the consulting engineering contract for the next five years.

### 2. Commissioners miscellaneous

Robert asked Anthony about the USFS plans for a rock river through the grassy area. Anthony was unaware of these plans.

Robert asked Haley where we are with the hangar rock project. Haley stated she is still trying to get the Road Department to set some time and materials to help with this project. She spoke with Alan last month and he requested a map of the area needing rock. She sent him a google earth image with markings of where we would like the rock placed. Haley and Scott will follow up with Alan to see what their schedule looks like so they can help with this project.

Doug asked the group to make it a point to visit about some of the topics discussed, in particular the CIP project recommendation to the FAA and ODA.

Kevin added that we should put the Apron Reconstruction in the CIP.

## **Adjournment**

*MSP – Scott Myers/Bob Bagett – to adjourn the meeting at 7:59pm. Unanimous.*

The next meeting is scheduled for Monday, October 14<sup>th</sup>, 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](mailto:walkerh@grantcounty-or.gov) \*\*\*\****