



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

September 11th, 2023

Present

Bob Bagett
Frank Stinnett
Barb Temple
Scott Myers
Haley Walker

Absent

Robert Watt
Cheryl Berry

Visitors

Kevin Bissell (Ardurra)

Bob Bagett called the meeting to order at 6:33pm.

Minutes

MSP – Barb Temple/Scott Myers – to approve the August 2023 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update. No update from the USFS. Haley reported that she sent an email to Ron Simpson about their plans for using the airport during their blue building remodel. He said he would check to see if there was any information to share, but she hasn't heard back from Ron. There have been several days of no staff on the USFS side of the airport.
2. ODF Update. No update.

AIP Projects Update

Kevin shared that the FAA grant is in place for the RW 17/35 construction project and we are scheduled for construction in 2024. Barb asked about the Connect Oregon grant. Currently we have a Notice of Award ready to issue from Grant County to High Desert Aggregate and Paving. We have not issued this because we want to make sure our Connect Oregon grant is still in place, and we've been working through this by requesting an extension to our milestone dates and an increase in funding. We received word from Connect Oregon on Friday that the OTC Director approved our time extension. We know the original funding is in place. The funding increase request has not been approved. We worked with our county legal counsel, and he filed a formal protest on our behalf. Our legal counsel recommends that we move forward with the Notice of Award. Haley also has a request in to the ODAV for specifics on their COAR grant and what, if any, remaining project costs Grant County will have if COAR grant funds are used for the outstanding project costs not covered by the FAA and Connect Oregon. Haley explained that ODAV COAR grant funds are typically 90% of a non-FAA funded grant and 9% of a FAA funded grant, so this is where we need clarity on what the COAR grant will fund due to having FAA and Connect Oregon grant funds. Our contractor needs the Notice of Award issued immediately because they need to purchase materials before those prices continue increasing. Kevin explained we are up against the time limit on the Notice of Award. The bid documents have a time limitation on the County issuing the Notice of Award. If we go beyond the time limitation the contractor can retract their bid. Scott asked Haley to get him the date, and if it arrives before the next County Court meeting he can schedule a special meeting to issue the Notice of Award.

Financial activity report for August

Fund 121100. Fund prior balance = \$-5,563.66. Net fund balance = \$-18,064.05.
The airport reserve fund decreased \$12,500.39 due to AIP project expenses.

Fund 124100. Fund prior balance = \$\$70,242.82. Net fund balance = \$50,169.57.

The airport fund decreased \$20,073.25 primarily due to ordering 5,500 gallons of AV Gas, lower than budgeted fuel sales, and bobcat & mower rental.

We do not have any accounts in arrears.

Haley shared our budget numbers from where we were a year ago. Our airport fund balance was \$62,747 and our revenue was almost \$149,000. This year our revenue approximately \$131,000. Our UST insurance is increasing \$1,400. Haley has been studying the budget and not spending where it's not absolutely necessary. Haley received information today that there may be an opportunity to seek additional lottery funds from the County Court due to the resignation of our Economic Development Director and the potential possibility of this department being eliminated. This decision has not been made. The lottery funds are not allowed to be deposited into the general fund and are to be used for economic development. Currently the airport receives \$25,000 from lottery funds and the remainder is shared between the Fairgrounds and Economic Development.

MSP – Barb Temple/Bob Bagett – to request economic development lottery funds in the event that the Economic Development Department is no longer staffed. Yes: Bob Bagett, Frank Stinnett, Barb Temple. Abstained from discussion and voting: Scott Myers.

Manager's Report

1. Fuel sales volumes for June, July, August. Fuel sales volumes for August 2014 – 2023.
The fuel report was included in the meeting documents, and Haley recapped the previous month and August 2022 fuel information. We sold 1,993.2 gallons of 100LL and 943.4 gallons of Jet-A fuel during the month of August over a ten-year period. Year to date we are below average for both 100LL at 7,805.2 gallons sold and Jet-A at 3,123.5 gallons sold.
2. Fuel resale and replacement values.
The current price for 100LL is \$6.99/gallon and Jet-A is \$6.35/gallon. Our cost for 100LL is \$5.82/gallon with a markup of \$1.17/gallon and Jet-A cost is \$4.33/gallon with a markup of \$2.02/gallon. The fuel cost email received today indicated 100LL cost increased another \$0.20/gallon and Jet-A increased \$0.34/gallon. 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 7,995 gallons of 100LL and 6,600 gallons of Jet-A. Haley noted it will be a challenge to keep the 100LL price below \$7.00/gallon with the continuous increase in cost. Last month our price was \$6.92/gallon for 100LL with a cost of \$5.67/gallon. Last year our price was \$6.99/gallon with a cost of \$5.49/gallon. However, we sold almost 12,000 gallons of Jet-A at a \$2.00/gallon markup to offset the lower 100LL quantity sold with a lesser markup.
3. Classroom and office events/activities.
Items noted do not include the regular Airport Commission meetings, Air Search, and the USFS. Conference room use was slow during the month of August with two scheduled events. We had one paying event and one non-paying event which was the NRAC meeting. For the month of September we have six scheduled events. Three events are paying, and three are non-paying which include the Fly-In & Breakfast, NRAC, and the SEACT meeting.
4. Airport Maintenance Update.
 - UST annual inspection. This was due to be completed by August 26th and was completed on August 25th. Haley explained the struggle of making sure we remain in compliance by meeting our deadline. The company previously scheduled to complete our annual testing notified Haley on August 22nd that they were not going to be able to complete the inspection until a couple weeks after the 26th. There are 17 certified inspectors through the State of Oregon, and each company was called seeking their services to meet our date deadline. Number 15 on the list out of Medford was able to conduct the inspection. We passed all the tests and remain in compliance with the DEQ for our underground storage tanks.
 - Tractor. Frank and Joe (Road Department) inspected the tractor currently parked at the Road Department. Frank summarized their inspection and informed the airport commission that they

hydraulics don't work at all on the tractor. If repaired they definitely would not work with the snowblower and may or may not work with the mower. He also explained the steering safety issues. Joe said it would be so tough that you may break an arm trying to steer the tractor. Joe's recommendation was to not use the tractor because it is beyond the ability to work on. This led Haley to discuss the Oregon Department of Aviation COAR grant for \$130,000. She has not completed the grant agreement because of budget concerns. This grant will require \$13,000 of airport funds for the grant match. The grant is for airport maintenance equipment such as a skid steer and multiple attachments (plow, mower, sweeper, bucket). This match funding is currently in our budget. Barb discussed two concerns. The first was the safety and health of airport employees. The other was the additional employee time needed to keep the equipment working to get the job done. If we want to keep the airport and its grounds in good shape we need to address it in such a way that we can get employees to run the equipment safely to get the job done without taking forever. The consensus from the airport commission was for Haley to move forward with the ODAV COAR grant for airport maintenance equipment.

- Snow Removal Equipment. Haley reminded the airport commission that the McCall Airport Manager offered to have us visit their airport to look at and potentially test their various snow removal equipment. There was discussion about flying to the McCall Airport during the winter months to actually test their equipment to determine what will work for our airport. Kevin explained the snow removal equipment at the McCall Airport. They have a ramp broom (20 feet wide) they purchased from surplus from the Boise Airport, 6-wheel drive plow truck with a 25-foot ramp plow, loader mounted blower purchased through an Idaho grant, and a loader with a snow bucket. The goal of this visit is to see and test operate equipment to determine what piece of equipment we will seek from the FAA with BIL funding. Haley will visit with their airport manager to identify dates that will work for them. Kevin suggested visiting during the time when they actually have snow on the ground.

Old Business

1. Fly-In & Breakfast status.

Scott apologized for not visiting the Fly-In & Breakfast. He had a wedding. Haley stated it was a beautiful day for a Fly-In & Breakfast. The weather was perfect. She thanked the pilots for their dedication to this event and their long hours of flying with little to no rest breaks. Haley felt like the airport was very prepared for the day and asked the airport commissioners to share if there was anything the airport should do differently. Frank felt like the day went very smooth, it was fun, and he really enjoyed the kids. Barb agreed and was previously wondering what we should anticipate with such short notice, and she said it was good. Scott asked if the caterer is interested in coming back next year. Haley believes she is very interested in returning next year and years to come in the future. She served homemade eggs, ham, pancakes, biscuits & sausage gravy, coffee, and orange juice. There was discussion about how good the kids were and their smiles and happiness made the day a success. Barb thanked Haley for pulling it together. Haley reviewed the numbers:

- 95 total riders
- 39 rides
- Tom flew 2 flights, 2 riders.
- Robert flew 13 flights, 36 riders.
- Bob flew 8 flights, 20 riders.
- Frank flew 8 flights, 21 riders.
- Barb flew 8 flights, 16 riders.
- We had to stop accepting rider sign-ups at approximately 9:30am because there were so many already signed up, the time it was taking to move through the riders, and the weather warming. We turned away about five rider requests.
- The music was entertaining.
- The airport re-fueled the pilot's aircraft with 76.35 gallons of fuel.
- Ron Phillips brought out and showed off his antique aircraft and vehicles.
- We advertised in the Blue Mountain Eagle for two weeks, KJDY radio ads for two weeks, we sent an email to all county employees, we sent a flyer to all schools in Grant County, and the caterer (Dale Finley) sold out of her breakfast at \$6 for under 12 years of age and \$10 for all others.

- The USFS and ODF did not have staff at the airport, and therefore did not participate this year.
2. True Value keypad lock quote.

Haley has been working with Jake at True Value to receive a quote for keypad locks without the need for electrical wiring. Jake submitted his quote for equipment only (no labor and installation). Frank said Jake also gave him a pamphlet. Frank said they discussed a simple keypad, but this was definitely not a simple keypad. \$1,724 each for the keypad door locks and \$1,305 each for the panic bar locks. Barb asked if we've heard from the USFS on their ability to pay their portion of this expense. Haley has not heard if the USFS has included this in their budget.

New Business

1. Fee Waiver Request from Confederated Tribes of Warm Springs.

Haley explained that typically she can review the fee waiver requests and make the decision on whether to waive the fee or not, but this request was in a gray area, so she brought it to the airport commission. The Confederated Tribes of Warm Springs held a meeting and submitted a fee waiver request. Their meeting was a quarterly coordination meeting with basin partners (USFS, ODFW, etc.). They indicated two reasons for the fee waiver. 1. The event is conducted or actively co-sponsored by Grant County and is intended for the public or community groups. 2. They are an active non-profit organization registered with the State of Oregon as a 501c3 and they did not charge for attendance or furnish any meals. Their narrative for the fee waiver stated "community participation for local landowners and SWCDS and Watershed Councils and ODFW." Often times Haley can determine if the meeting is sponsored by Grant County, but she is unaware if this meeting is sponsored or co-sponsored by Grant County. Haley asked if the airport commission knows what the relationship is with Grant County and the Confederated Tribes of Warm Springs. Scott explained that our Economic Development Director has a signed cooperative agreement SWCDS for mapping and various fire prevention needs, so we do have a new contract with SWCDS with a grant that they applied for with a value of millions of dollars and several years of weeding and reduction, etc. Barb asked how many meetings they are requesting the fee waiver. They already had one meeting, and they have another scheduled for later this month. Barb asked how often will they be holding meetings requesting fee waivers. Haley is only aware of the two, but the title of the meetings states "quarterly coordination meeting" so there is a possibility of more. The fee waiver request is \$80 for each meeting. Barb asked if they have an understanding that if a paying customer requests the room then the Confederated Tribes of Warm Springs would be bumped. This is a great question, and Haley will provide this information to the Tribes. Scott stated if we waive the fee then we cannot reserve the space for them. Haley explained that fee waiver request form asks "what in-kind services will be offered to benefit the airport?" This was not answered on the fee waiver form submitted. There was suggestion to request that we exchange weed spraying for the conference room fee waiver. Haley will seek more understanding and work to negotiate to make a decision.
2. Road Development.

Haley noticed two markers on West Bench Road with flagging tape and it occurred to her that this may be the area where Jesse Madden may be building a road. She was interested in the location of the road in relation to the airport safety zones. Haley was able to obtain an electronic map of the future road and sent this to Kevin to determine if the road development impeded any safety zones. Kevin sent Haley the map with the Runway Protection Zone (RPZ) marking on the map, and the road passes through the RPZ. Haley shared this map with the airport commission. Kevin explained the future project to extend runway 9 due to reducing runway 27 during the supplemental/decoupling project. This project is included in the Airport Master Plan. It has been the goal of the FAA for many years to remove roads from the RPZ and to protect this area from any roads being built in the RPZ. He recommended that if this road is still planning on being built we need to involve the FAA and have a 7460 filled out and submitted to the FAA. This road would be flagged by the FAA, and if the County allowed the road to be built the County would be in violation of grant assurances and this is frowned upon with the FAA and potentially damaging our relationship resulting in negatively impacting our future grant offers from the FAA. Scott apologized for missing this in the process of the road development through the County. Kevin shared a 3-D model of the road in relationship to the runway, the elevation, and topography. There was discussion about options for alternative road development that would not impede on the RPZ or future RPZ. Haley and the airport commissioners recommended that Jesse Madden be notified as

soon as possible so he does not continue investing time and financial resources into the current location of the road. Scott will contact Jesse tomorrow and he will also reach out to Joe Sisul. Haley briefly explained the 10,000 and 5,000 overlay zones requiring avigation easements and restrictions.

3. RV Parking Request.

Haley received a request to rent one of our RV parking spots for a non-aviation related customer. She explained that these RV spaces have been for fire aviation related contractors because they need to remain on the airfield, often times for over twelve hours each day. This new request is from Kristin Curtis. She and her husband are moving back to the area and are looking for a spot to park their travel trailer until next summer. Frank does not support RV parking inside the fence. Scott discussed his concern with the winter weather and maintaining a safe path to and from the RV parking. Haley explained that we have an apron project on our CIP over the next five years that will move the RV parking outside the fence, and once this is complete then it would be more appropriate to have RV parking for non-fire aviation related customers.

4. Old Runway Sign Request.

A frequent customer, Richard Benson, noticed one of our old green signs with outdated runway lengths. Richard requested to have this sign if the airport does not have any use for it. There was discussion on if the airport plans to use this sign and if the sign has any value. Barb stated if it is junk to us then we have to pay to haul it off. Scott stated if he wants it and it has no value to us then we should donate it to him. He compared this to items left in the courthouse lobby that are free to the public. The airport commission was in agreement.

5. Haley's Corner.

- Airport hours of operation. Currently the airport is operating Monday – Friday 7am-7pm and Saturday-Sunday 8am-4pm. Haley discussed the little to no activity prior to 8am and after 4pm, so she requested approval that we change our hours back to 8am-4pm, seven days a week. The airport commission was in agreement.
- Completed details list, ongoing projects/tasks. See list attached in the meeting documents. Some highlights include: Haley received a phone call from Greg Jackson explaining a compliment he received about our airport while out of town. A pilot from the Tri-Cities area has flown into our airport several times and wanted to share that we have an “exceptional airport” and Greg wanted to pass this along because he was very proud of our airport as well. Other highlights include: amazon is now delivering packages to the post office and we have to go into the post office (instead of our box at the bottom of 4th Street) to retrieve multiple packages (Scott volunteered to help with this when needed); the segmented circle has been cleared of all the weeds improving safety; Haley checked all permits and certifications and posting locations to ensure we are in compliance, and we are; we fired up the boiler for the season with no issues; participation in the County wage committee.
- Schedule. The terminal was not closed during the month of August. The airport terminal was closed Monday, September 4th in observance of Labor Day and does not have any closures scheduled for the remainder of the month.

4. Commissioners miscellaneous.

Barb asked if we are working on the potential increase in hangar leases. Haley explained that she will present the proposed increase of hangar leases to the airport commission in the November and December meetings. The hangar leases are written that the hangar lease rates will be determined based on the December CPI, and this number will not be published until January. However, Haley will let the airport commission know the numbers from November and December because this will give us a good estimate.

Adjournment

MSP – Barb Temple/Frank Stinnett – to adjourn the meeting at 7:53pm. Unanimous.

The next meeting is scheduled for Monday, October 9th, 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 ****