



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

September 12th, 2022

Present

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

Absent

Visitors

Kevin Bissell (T-O Engineers)

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

Minutes

MSP – Bob Bagett/Barb Temple – to approve the August 2022 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.
Haley did not receive an update from the USFS.
2. ODF Update.
Haley received an email from Taylor Schmadeka (ODF) and read to the commission. Helicopter 8CC and the SEAT plane tanker 860 will go off contract on September 23. Helicopter 7AB will be coming back to John Day either Wednesday or Thursday. After 7AB returns to John Day they will be done for the season on Saturday, September 17th.

Robert asked if anything developed with the City of John Day and the ODF helicopter operation in the Industrial Park. Haley explained she did not receive the formal notification from the City of John Day regarding their Planning Commission decision on their operation. She spoke with Taylor a couple weeks ago and he had not heard from the City of John Day and had not received formal notification either. He said their helicopter was leaving for a fire assignment, so this shouldn't be an issue. At that time Taylor said their helicopter was going to be off contract on September 9th. Based on the email received today it sounds like this has moved to Saturday, September 17th.

Barb asked when the federal side of the airport fire season is over. It is typically over the last day of September unless they get extended, but she hasn't heard because Anthony is on a fire assignment.

Frank shared a communication issue with the ODF fixed wing while both were flying, and Haley suggested this be shared with Taylor S.

3. AIP Projects Update.

T-O Engineers just started the base model for AIP 018 (Runway 17/35 Phase I – Design) project. Kevin spoke with Mike Springer, surveyor, to complete the survey needed for the project. Mike will be at the airport this week to complete this work. Sam Reagle (T-O Engineers) was also at the airport last month with an electrical engineer to have a look at the airfield as well as the electrical vault and the current equipment to determine the electrical needs for the project. This electrician will complete the electrical design. We have approval from our FAA Project Manager, Mary Vargas, to install new runway lighting, new signs, and any upgrades that are needed in the vault. In early October geotechnical testing will be onsite. This will result in runways 17/35 needing closed for a couple days. Robert asked if our current equipment is adequate. Kevin said they are adequate, but the electrician had some suggestions to clean up the vault. Haley stated the electrician was very knowledgeable in FAA grants, projects, and airports. Kevin stated this electrician actually completed the design of our entire runway system years ago. The AIP 018 grant agreement between the County and the FAA is official as of last week, so we can now seek reimbursement for project expenses.

Cheryl Berry arrived at 6:37pm.

Financial activity report for August

The financial reports for the Reserve Fund and the Airport Fund were included in the meeting documents.

Airport Reserve Fund (121100). Prior balance \$8,400.87. Net fund balance \$-69,490.87. The decrease of \$61,090 was primarily due to AIP 018 costs and not receiving reimbursement from the FAA.

Airport Fund (124100). Prior balance \$88,373.61. Net fund balance \$62,747.07. The decrease of \$25,626.54 was primarily due to fuel purchases and billing for fuel sales taking place after the month the sales occur. We also had maintenance expenses for lights, fuel filters, mower repair parts, cooling tower repair and replacement inlet louvers, and the bobcat/brushcat rental for airfield mowing.

Barb asked why we had a different fuel delivery company. Haley explained that EPIC Fuels was unable to delivery fuel in time to support the fire aviation, so she called on the emergency fire fuel supplier that we established last year, Titan Fuels. Titan Fuels was able to deliver fuel within a few days to replenish our Jet-A supply, so Haley cancelled the EPIC Fuel order.

Haley introduced the subject of our fuel supplier and current contract with EPIC Fuels. She had a meeting with City Service Valcom, fuel supplier, last week to discuss their interest in becoming our fuel supplier. The current contract with EPIC Fuels states they are supposed to deliver non-fire aviation related fuel within 5 days and fire aviation fuel within 2-3 days. We are locked into a five-year contract, but she would like legal counsel to review the contract and experience we've had with longer lead times for fuel deliveries to see if we can get out of the contract and seek RFP's for fuel suppliers.

MSP – Barb Temple/Bob Bagett – to seek legal counsel on the EPIC Fuels contract. Unanimous.

Manager's Report

1. Fuel sales volumes for June, July, & August. Fuel sales volumes for August 2013- 2022. The fuel report was included in the meeting documents. Fuel sales were significantly lower than average during the month. We sold 2,587.6 gallons of 100LL and 11,719.0 gallons of Jet-A, and both were below average for the month over a 10-year period. Year to date sales were also below average over a ten-year period at 8,222.1 gallons of 100LL sold and 16,456.8 gallons of Jet-A sold. Discounted fuel sales of 100LL were 1,755.1 gallons and 2,634.7 gallons of Jet-A.
2. Fuel resale and replacement values. Current fuel prices are \$6.99/gallon for 100LL and \$6.63/gallon for Jet-A. 100LL markup is \$1.50/gallon. Jet-A markup is \$2.00/gallon. Our cost for 100LL is \$5.49/gallon and Jet-A cost \$4.63/gallon. We currently have 7,577 gallons of 100LL and 9,052 gallons of Jet-A in the tanks. The prices of both 100LL and Jet-A fluctuated throughout the month due to cost changes.

3. Classroom and office events/activities.

Items noted are not including the regular Airport Commission meetings, Air Search, and the USFS. For the month of August, we had eight scheduled events with six paying and two non-paying events. The non-paying events were Economic Development and NRAC. For the month of September, we have six total events with three paying and three non-paying. The non-paying events include Victim's Assistance, NRAC meeting, and a CAT meeting.

Scott asked if everything is going well with conference room rentals. Things are going very well with the rentals with all parties.

Robert asked if we are keeping the calendar full for the conference rentals and if we should be promoting this more. We can promote the space more by changing our radio advertising. If Haley were to look at the historical numbers for rentals she believes we are on track for the average number of rentals each month. Haley added that the ESD advertises the meeting spaces throughout the county, and the airport is included in this list.

4. Airport Maintenance Update.

- Door Troubleshooting. It has been an interesting challenge to find someone to visit our area to troubleshoot our door issues. We don't have anyone local, so Haley looked in Baker, Pendleton, Boise, Bend. She finally was able to convince Bend Commercial Glass & Door to accept the job. However, they are not available until late October. Haley received an email from them asking about the electrician troubleshooting so they can determine if this is something they can work on or if it's an access control issue. They don't want to waste our time and money if it's not something they can repair. Haley has to reach out to North River Electric to get the electrician answers back to Bend Commercial Glass & Door. Haley did look in our COM Room to review the access control software. She explained that we have been limping along with the current system, but it is no longer usable for our facility. Haley has to work with Anthony to see where the USFS is with funding for their portion of the needed access control system. The airport has their portion in our current budget, so we are prepared for this expense. Robert asked who the USFS uses at their office in town. Haley will ask Anthony, because this is a good suggestion. Scott also suggested reaching out to CCS about their access control system. Haley will reach out to either Jessica or Thad.

Old Business

1. City of John Day Planning Commission applications specific to the Industrial Park.

The City of John Day Planning Commission met again on August 23rd. They approved recommending the two land use code revisions with suggested language from the Oregon Department of Aviation as well as the Airport Commission with additional notification requirements and studies for future applications. These recommendations will be presented to the City Council for final approval at the next Planning Commission Meeting. The Planning Commission denied the ODF Heliport operations application due to not having language in their current code for this type of use and not receiving a complete application. The ODF can propose revising the City's land use code and submit a completed application if they choose to pursue this option. The City had ten days to formally notify ODF of their decision, and after speaking with the City Haley agreed to an additional seven days for the ODF to operate in the Industrial Park to provide time for the ODF to coordinate on airport operations. However, Haley has not heard from the ODF leasing agent, Sarah, about establishing an agreement for crew space at the airport.

Robert asked if the language in the City of John Day's proposed adoption of code is the same as the County's code. He believes they should mirror each other so there isn't any confusion. The new Planner for the ODA has reached out to our County Planning Director, Shannon Springer, and asked that ODA be notified of all applications and code changes within 10,000 feet of the airport. Haley will visit with Shannon about the County's code language to make sure the City and County are on the same page for consistency.

Frank asked why ODF doesn't want to move on the airport. He asked if it was a space issue. There was discussion, and it was agreed that the primary reason is that they don't believe the airport has the space the ODF desires for their crew to be close to their helicopter.

Barb added that when Taylor spoke with her he said what they really want to do is put a gate in and come across. Barb explained that she didn't believe this would be allowed to happen without paying big funds to operate through the fence and building pavement infrastructure. The FAA requires airport sponsors to charge through the fence operators for accessing the airport. Kevin added that there is a plan for them in the Airport Master Plan. He explained that they can build a hangar with an apron and/or a helipad and connect to the airport, but they would need to build connecting taxiways to FAA standards.

2. Pellet Supply.

Wisewood Energy contact Haley because they have an agreement with Restoration Fuels to restart their pellet mill. The approximate cost will be \$238/ton, and they are working on logistics for deliveries. Wisewood Energy is planning on storing bulk pellets in the Prineville area, but they are working to deliver to our airport directly from the local pellet mill before transporting to Prineville. Haley also spoke with Greg at BMH. His supplier, in Idaho, charges \$250/ton. The pellets come in 1-ton waterproof bags on pallets. Greg uses Tye Parsons' crane to lift the bag over their silo, cut a hole in the bag, and the pellets drain out of the bag into the silo. However, Greg's delivery driver will not deliver again due to high diesel prices, so Greg is having shipping issues and doesn't currently know how he will be able to have those pellets shipped going forward. Haley gave Greg all the contact information for Wisewood Energy. We use approximately 20-tons per year, but last year with the pellets being in bags we burned about 27 tons of pellets. Our silo is currently $\frac{3}{4}$ full.

3. DEQ notice.

After our last meeting Haley contacted county counsel, Dominic, to formally file the appeal based on the action of the airport commission. This put everything on hold with the DEQ and our obligation with the 30-day time for all corrective action. Haley, Dominic, and the DEQ had an appeal hearing last week that went well. DEQ requested we send them the invoice and testing results from the August 25th and 26th visit from our service provider. This will help the DEQ determine the settlement offer to the County. Haley reassured the airport commission that the airport is fully compliant with all DEQ regulations as of August 26th.

4. SEAT Base lease.

The USFS SEAT Base lease expires September 30, 2022. At the end of this lease the ground and equipment must be cleared unless ownership has transferred and a new lease is in place with the airport. Haley received a Condition Survey Report from the USFS requesting our signature to sign-off on the condition of the ground (pavement portion only) for the USFS lease. Haley asked if we are going to receive another Condition Survey Report for the remainder of the ground. Since then, the ODF submitted a draft IGA (Inter Governmental Agreement) to Haley for review to begin an agreement between the ODF and the County for the SEAT Base. Haley reviewed the language of the IGA and forwarded to county counsel for review. Legal counsel did not like the IGA language or the proposal because this is a real property lease agreement. He is drafting a new lease agreement to propose to ODF. This has to be agreed upon between ODF, county counsel, and the County Court, and we have a September 30th deadline.

New Business

1. Geotechnical testing in hangar development area.

Haley has been working with Ray Moles who has been working on building a hangar for a potential new hangar owner, Michael McCann. Ray believes we need to have geotechnical testing in the hangar development area. He contacted a testing company and received a quote for \$5,000 to complete the testing. Ray didn't know if this quote was for the 60'x60' area for the hangar or for the full hangar development area. Ray proposed the County pay for the geographical testing. Haley explained to Ray this is not included in the airport budget, and typically when a hangar owner builds a hangar they incur all fees and expenses associated with building the hangar. Robert explained there is a lot of fill in that area, and Ray is worried about building

a very expensive hangar on fill. Kevin explained that geotechnical testing is very expensive. He suggested that when the geotechnical testers are here for the AIP 018 project that Ray contact them to arrange poking a few holes in the hangar area with that fee and agreement falling on Ray or the potential hangar owner. Haley will propose this to Ray. She recommends the airport not begin taking on costs for hangar development. Our role is to provide the ground space and establish a lease.

2. Food truck.

Haley spoke with Brian Hubbard about all the questions she received from airport commissioners. Brian is flexible on the parking location as well as parking overnight or not. He will do whatever works best for the airport. His food truck is certified through the Oregon Health Authority and meets all State and County rules and regulations. His food truck is cleared to operate. He has a fire extinguisher, a hood in the food truck, three sinks including hot water, does not require water hookups, does not have a restroom available, and he has insurance. There was discussion related to location, potential additional vendors, will the airport charge (if so, how much), liability of the airport if parked on the airport property, will he have a regular schedule of days and times/open hours, will there be a commitment for the time at the airport (days, month, season, etc.), and size and area of space needed for food truck and parking. The airport commission would like Haley to visit with Brian and discuss if this will be seasonal, the airport requirement of renting the space at a minimum of a month, submitting a formal proposal, and discussing the topics previously mentioned. Robert suggested a 50'x100' area and letting him know the cost. There was also discussion that this fire season is already winding down with many aircraft already having left our area. Haley will share that it is possible, but this season is winding down, so maybe we can get something in place for next year. Oregon Health Authority, food truck information was provided to Haley for reference.

3. Haley's Corner.

- Airport hours of operation. The airport is operating Monday – Saturday 7am-7pm, and Sundays 8am-4pm. The airport was not closed during the month of August, but was closed September 5th in observance of Labor Day. There are no additional closures scheduled during the month of September.
- Schedule. No changes to Haley's schedule.
- Completed details list, ongoing projects/tasks. Some items pointed out were: weed eating and mowing in gravel and around lights on all runways and taxiway A; fuel prices changed throughout the month; front hub assembly replaced on the airport maintenance truck; measured south-facing windows to seek quotes for window tinting to prevent further sun damage and to help maintain cooler temperatures during the summer months (Haley has to partner with Anthony about funding for this); vending machine in pilot's lounge shopping; searching for a UTV (side-by-side) included in our current budget; visited with County Planning Department about the greenhouse on the west side of the airfield; fuel deliveries; pilot's lounge TV donation to County Court.

4. Commissioners miscellaneous.

Barb asked if CO Fire purchased DR Johnson's hangar. Haley hasn't received purchase paperwork or a hangar lease agreement from CO Fire. However, she will speak with Chris Doyle (CO Fire) to inquire about their status of ownership and hangar lease agreement.

Barb asked if there has been any progress or change on a possible tractor or plow. Haley visited the Road Department and looked at "bucky." She believes this is a piece of equipment the airport could use (with additional attachments) for the summer mowing season as well as other projects around the airport. Robert discussed the horsepower required for our needs. He said we need to be over 55-60 HP. He explained that anything over 65-75 HP is enough HP to put a high flow hydraulic system which provides the capacity to cool the machine.

Haley received email notification this morning that the ODA COAR grant cycle 7 will open in October, and she has a few items to request for funding through the COAR grant.

Frank noticed the tumbleweeds around the hangar parking areas. Haley will have airport staff mow these weeds.

Adjournment

MSP – Scott Myers/Cheryl Berry – to adjourn the meeting at 7:39pm. Unanimous.

The next meeting is scheduled for Monday, October 10th, 2022 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 *******