



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

September 13th, 2021

Present

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

Absent

Visitors

Charlene Ferguson

Robert Watt called the meeting to order at 6:29pm.

Minutes

MSP – Bob Bagett/Barb Temple – to approve the corrected August 2021 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.
Haley stated Anthony Hernandez is on an assignment, and the USFS Airbase brought in another employee to fill in as the Acting Airbase Manager while Anthony is on his assignment.
2. ODF Update.
Haley did not receive an update from ODF. Barb asked if we can assume that it's too late in the season for the ODF to get approval for a helipad in the Industrial Park and if Haley knows if there is anything going on with the building. Haley knows they submitted their application to the City of John Day for helipad approval, but she hasn't seen anything come back from the ODF, FAA, or the City of John Day related to this.
3. Environmental Assessment Project Update.
Haley provided an update on this project. She stated that after our Open House before the August meeting Tamsen sent the report to the FAA. They reviewed this report and provided feedback stating the only items missing are the responses from SHPO and the tribes. The FAA comments related to the EA draft were addressed by T-O Engineers and the appendices incorporated were in the latest draft. The FAA added that the public review draft looks good and he has no additional comments. As of Friday there are about ten more days for the response window for SHPO and the tribes. We are targeting an October 1st publication date, and public notices will be prepared for review by the FAA. We believe we will meet the October 1st publication date.

Financial activity report for August

There were no questions or comments on the August financial report. Haley reviewed some of her notes which were “items for resale” which has a 900% unencumbered amount. She explained this was the remainder of the pipe being sold to the Road Department for \$1,800. Cheryl asked what the costs were related to the AWOS replacement parts. Haley stated there were two parts: The first was replacing the outdated CL25 to an upgraded to a CL31 sensor. The second was replacing the outdated temperature probe HMP45 to an upgraded HMP155. She explained the reason they needed to be upgraded is that both were failing and no longer able to be repaired requiring a replacement upgrade in equipment. There was discussion related to AWOS reporting while in the air.

Manager’s Report

1. Fuel sales volumes for June, July, & August. Fuel sales volumes for August 2012- 2021.
The fuel report was included in the meeting documents. We sold almost 3,000 gallons of 100LL and approximately 8,300 gallons of Jet-A. Both fuels were below average for the month of August over a ten year period. Year to date we have sold 10,920 gallons of 100LL which is above average over a ten year period and 19,017 gallons of Jet-A which is below average over a ten year period. Haley stated we missed a big month of fuel sales in July primarily due to the SEAT base not operating. Robert commented about the 100LL sales point year to date at approximately 10,000 gallons sold.
2. Fuel resale and replacement values.
Haley stated the fuel prices did not change during the month of August. 100LL and Jet-A fuel prices are currently \$5.54/gallon for 100LL and \$4.89/gallon for Jet-A. 100LL cost is \$4.68/gallon with a markup of \$0.86. Jet-A cost is \$2.79/gallon with a markup of \$2.10. Our current inventory is 9,100 gallons of 100LL and 8,753 gallons of Jet-A. Our discounted fuel sales were 979.7 gallons of 100LL and 3,286 gallons of Jet-A.

Barb asked if we have a plan to increase revenue due to the decrease in fuel sales. Haley stated that even though we are below average in Jet-A fuel sales year to date we increased our fuel price per gallon, and this should help offset the decrease in gallons sold. She added we are expecting around \$30,000 more revenue to come in from accounts and approximately \$39,000 from EPIC due to last month’s fuel sales.
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 seven scheduled events with three paying and four non-paying events. The four non-paying events were an EOC meeting, law enforcement training, Victim’s Assistance, and a CAT meeting. For the month of September we have three total events, all non-paying. The non-paying events include Grant County SAR (2), and Victim’s Assistance.
4. Airport Maintenance Update.
 - Tractor. Haley stated we are still waiting on a volunteer to take the tractor to Bend for troubleshooting the regeneration issues. Robert noted that hauling the tractor back and forth costs him about another \$100 round trip in fuel. He added that he doesn’t have any planned trips that direction. Haley said she would talk with the Road Department to see if they have any trips planned to the Bend area. She said if they don’t she will get with Scott to see what our options are. The airport does not have a trailer to haul the tractor, and she will also ask the Road Department if they have one to use.
 - Weed cutting and spraying. Haley thanked Scott and Frank Stinnett for getting in touch with her right away after our last meeting. The airport was able to get the ATV with the weed sprayer and put it to immediate use. She stated this is so much better because weed spraying is much improved and more efficient. There was discussion about the airport employees using proper PPE when mixing and using the chemical. Haley stated she will speak with the staff to ensure we are using gloves and masks while working with the weed spraying chemical. Haley stated we will also emphasize cleaning skin if and when the chemical gets on our skin.

Old Business

1. Perimeter fence repair project. Haley reminded the airport commission that this project is not 100% complete due to the fire hazard, but the fire restrictions were just reduced today. She is planning on

touching base with Brad Armstrong to see what his plan is to complete this project.

2. Wifi boost to hangar area. Haley was able to speak with Ortelco. They will need to install some equipment in our current antenna location above the office on the terminal roof. They will also need to install one, maybe two, radios on hangars. The quote for equipment and labor is \$1,746. This would only allow wifi accessibility to the hangar areas. Barb asked if this would increase our Ortelco bill. Haley asked this same question and Ortelco stated this would not increase our monthly bill unless there was so much bandwidth used that they would need to increase our bandwidth. Haley stated we do have some funds available in our reserve fund, capital outlay budget. There was discussion about what equipment we would need for security cameras at the hangars. Haley stated we would need a new system including cameras and they system.

New Business

1. Security system in the terminal.

Haley is working on a security system upgrade for the terminal because the current system is not usable. We have one quote from Convergent Technologies because they were the company who initially installed the security system when the terminal was built in 2010. She asked them for another quote for just an upgrade to their system for the doors and cameras. She has another contractor that is planning on providing a quote for the cameras only. She believes we may be able to get a better service if the quotes are broken into the door locks and camera system (terminal and hangar areas). Scott stated there is an incredible amount of money with grants through broadband infrastructure. This would be through CARES Act reimbursement and grants for expansion of current wifi infrastructure. He advised this is something we should look at. Scott gave an update on the new County Emergency Management Coordinator.

MSP – Scott Myers/Bob Bagett – to seek grants, if available, to fund the wifi boost to the hangar areas. If grants are not available to use the reserve fund, capital outlay as the funding source. Unanimous.

Robert Watt asked about runway signs. Haley stated the signs have been ordered through the electrician, Tomco out of Central Oregon. She stated we are waiting on the signs to arrive. Additionally, Haley stated the segmented circle is not correct. She is working with the Road Department to see if they are able to help relocated the concrete casts to correct the segmented circle. There was discussion related to the importance of having correct signage, including the segmented circle.

1. Grant applications.

- COAR grants – Haley is close to having our application complete. She finalized our latest estimate for our runway 17/35 widening and rehab project design project. She confirmed the timeline and costs with Kevin Bissell (T-O Engineers). Haley submitted the request to County Court for permission to apply for this grant. The FAA has accepted our justification for widening and rehabilitating runway 17/35. The design project is estimated at approximately \$600,000. The high cost is due to the additional tasks and requirements by the FAA for this project, because the widening and rehabilitation is very similar to rebuilding the entire runway. Some examples of additional tasks are requiring a flight check, a new AGIS survey, etc. The match requirement for our airport is 10% of the project which is approximately \$60,000. The COAR grant would provide 9% of our match requirement which would leave us with a requirement of 1%. The total out of pocket for our airport would be approximately \$6,000. Haley explained the hard part will be financing the actual construction of the runway 17/35 widening & rehab project. The estimated cost is \$6.9 million with a 10% match requirement of \$690,000. Haley explained this is going to be difficult to match.
- Connect Oregon grants – Haley stated the Connect Oregon grant cycle is opening on September 15th, and we working on writing a strong grant application to fund the 10% match requirement for the runway 17/35 widening & rehab project. Haley explained that Connect Oregon will fund up to 70% of total project costs. This will allow us to have a full match for the FAA requirement. Haley added that Connect Oregon is looking to fund aviation, rail, and marine projects. They have taken out the other transportation modes and are looking to fund non-highway modes of transportation. She said this is good for us, and our hope is to be competitive.

Haley is planning to ask the County Court for a letter of support for the runway 17/35 widening and rehab project. She also asked the airport commissioners for a letter of support to submit with the grant applications. She stated local support is important in these applications. Robert suggested Silvie as another letter of local support. Haley will reach out to them and request a letter of support. Haley also stated she will work on a draft on behalf of the airport commission and they can spice it up if needed. She has a draft prepared for the County Court to submit with her application request.

2. Haley's Corner.

- Airport hours of operation. The airport continues operating our peak hours of 7am-7pm Monday – Saturday and Sundays from 7am-3pm. The airport terminal was not closed during the month of August. The terminal was closed on Monday, September 6th in observance of Labor Day, and there are no other closures scheduled during the month of September.

- Completed details list, ongoing projects/tasks - see synopsis. There were no comments or questions about the completed details list.

She is working on making an improvement with the grounding cable. The clip is too tight, and we need to move the cable off the ground. There was additional discussion about the nozzle being pointed up to the sky. Haley will work on signage for the nozzle replacement needing to be face down in the holster.

- Schedule. Haley stated she does not have any changes to her schedule and no planned time off.

3. Commissioners miscellaneous.

Robert volunteered the equipment to work on the hangar gravel project, and he suggested a work party. He said we will need people to run loaders, run a dump trailer, and people watching buildings. A timeline for this was discussed and the commissioners will try and make a plan to work on this project later this week.

Haley will also let the airport staff know this project will be taking place and they will be able to assist.

Haley also suggested completing one hangar taxiway at a time to move through this project and bring it closer to completion. Robert stated the FOD sweeper and cleanup will need to happen after moving the gravel.

Adjournment

MSP – Barb Temple/Cheryl Berry – to adjourn the meeting at 7:19pm. Unanimous.

The next meeting is scheduled for Monday, October 11th, 2021 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 *******