



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

September 14<sup>th</sup>, 2020

### **Present**

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

### **Absent**

Scott Myers

### **Visitors**

Kevin Bissell (T-O Engineers)  
Anthony Hernandez (USFS)  
Eva Harris

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

### **Minutes**

*MSP – Bob Bagett/Cheryl Berry – to approve the August 2020 meeting minutes. Unanimous.*

### **Public Comment/Guests**

1. USFS Update.

Anthony stated they still have a SEAT plane as well as an ODF SEAT plane. He added all their helicopters are on the west side of the state due to the major fires. The type 3 is within striking distance to return to our airbase. He stated that with the helicopters being out the current haul route for the construction works, but if the helicopters return we may want to move the route slightly, but we can find something to work. Haley stated she and Sam spoke today about adjusting the haul route if and when the aircraft return.

2. Supplemental/Decoupling Project update – Kevin Bissell

Kevin stated that right now we have runways 09/27 shut down and it has been decoupled. They are working on the tie-in for the new connecting taxiway and this will allow them to switch back over to opening 09/27 followed by some final grading, shoulders, and lighting. He explained that some of the lighting materials were short due to COVID-19 but they are scheduled to arrive soon. He is hoping to have everything opened back up by the end of the month. Bob asked if Kevin is happy with the contractor. Kevin stated they have had some struggles, but they are trying and it is not their fault due to the wildfires and material supplies. Haley updated the airport commission on the current closures and access points for runways 17/35. She added the NOTAMs and AWOS message have been updated.

3. Environmental Assessment Project Update – Kevin Bissell

Kevin stated we had our environmental specialists onsite looking at the area of potential impact. They are doing a broad overview, and they didn't see anything which wasn't a surprise due to the land already being heavily disturbed. They have submitted the scope of work and the area of proposed improvements. This has been approved by the FAA. The tribes have been notified of our EA and there is a 30 day review period. So far we haven't heard anything back from the tribes, so this is good news. We continue to make progress and

work through the FAA process. Haley added that part of this study of area of potential impact included the RPZ on the north end which is some of the property of Eva Harris. Eva Harris asked if once this is accomplished can this then go to the surveyor. Haley stated we are waiting for the FAA to give us feedback on the area of potential impact before we can have the survey completed. Kevin stated we need to go through the boxes and make sure the FAA is OK with everything and then we can send the surveyors to check the property.

## **Financial activity report for August**

Haley stated we received reimbursements from the FAA and ODA for our projects.

The Reserve Fund 121100 fund prior balance was \$-736,364.43 with a net fund balance of \$687,878.00. The fund balance increased by \$1,424,242.43 due to reimbursements from our projects.

The Airport Fund 124100 fund prior balance was \$53,149.60 with a net fund balance of \$59,345.41. The fund balance increased \$6,195.81 primarily due to fuel receipts.

Haley stated Barb asked about our relief help line at 60% last month. Haley stated she failed to mention that since we did not get an intern we had to hire a seasonal airport assistant, and this position wage is higher than the intern wage which contributed to the higher payroll. Barb asked if Ellie is still working, and Haley stated her last day is this coming Wednesday due to college beginning.

## **Manager's Report**

1. Fuel sales volumes for June, July & August. Fuel sales volumes for August 2020.

Haley stated we had a great month for fuel sales.

The fuel report was included in the meeting documents. We sold 3,007.3 gallons of 100LL which was slightly below average over the last ten years for the month of August. We sold 22,989.6 gallons of JetA which was well above average over the last ten years for the month of August. Year to date we have sold 10,642.8 gallons of 100LL and 30,315.5 gallons of Jet A which are both above average. Haley stated we received 21,000 gallons of Jet A during the month, and we just received 5,000 gallons of 100LL in a split load with Baker on Friday.

2. Fuel resale and replacement values.

100LL price is \$4.75 per gallon and Jet A is \$3.50 per gallon. Our cost for 100LL is \$3.62 per gallon with a markup of \$1.13. The cost of Jet A is \$1.86 per gallon with a markup of \$1.64. The average price within 100 miles for 100LL is \$4.32 and Jet A is \$3.81. We have approximately 10,000 gallons of 100LL and 7,000 gallons of Jet A on hand. Haley stated the average fuel price within 100 miles is \$4.47 for 100LL and \$3.83 for JetA. Discounted fuel sales were 1819.2 gallons of 100LL and 3,026.3 of Jet A.

Robert asked if ever ran out of fuel. Haley stated we were really close, but we issued a NOTAM stating we did not have Jet A available so we could service the aircraft on the airfield. Haley added there were several airports that we out of Jet A. Robert stated the AV Gas flow is very slow compared to other airports.

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 had two events with one paying and one non-paying. The non-paying event was for the Painted Sky Center for the Arts. They completed a fee waiver and qualified.

We have two total events scheduled for the month of September both of which are non-paying. The non-paying events include a meeting for Commissioner Hamsher and Deputy Dobler and Victims Assistance.

Both the RCAC and LCAC cancelled their events for September. Haley informed the airport commission that the small conference room upstairs was cleaned out by the EOC on September 1<sup>st</sup>. She stated the storage closet and office 1B are still occupied but in the process of being cleaned out.

4. Airport Maintenance Update.

- Exterior terminal painting & staining project. Haley stated this project continues and Tyler is 99% complete with the painting on the exterior walls. He is working on the dark trim and then beginning the staining. Haley has been brining Tyler in early to focus solely on this project due to having a second employee at the airport to help our customers and run the operation.
- Tractor. Haley stated our tractor has been at the Polaris shop for at least a month. She spoke with Greg at

Polaris and he said the engine seized but not due to running out of oil. He stated he thinks it ran out of water. Greg added that he has not been able to tear into the tractor yet due to a shortage of mechanics. Robert asked if we have been able to keep up with the mowing on the airfield. Haley stated this has been a struggle and they have been using the small mower. Robert asked if we need to have other options for the tractor. Haley stated she would like to see about approaching the county during the budget cycle to see if we can get a tractor that is more appropriate for the airport. Haley stated the tractor and mower are small for the area we have to maintain. She said she thinks the tractor is great for smaller projects and smoother pastures, but we need something more heavy duty for the ground we maintain. Robert suggested looking at the surplus list. Haley will reach out to her contact to get on the surplus list for a tractor and mower.

## **Old Business**

1. Harris property for sale around the airport. Haley stated she didn't have much to add from what was stated above in the EA update, and she asked Eva if she had a comment. She asked if Mike Springer would be the surveyor. Bob stated he would be the surveyor. Haley stated T-O Engineers works with Benchmark and Mike and the last she heard from Scott this was the direction the county wants to go. Doug stated this is a small job and Benchmark has the most knowledge and they would be the best for the job. Eva stated that she has been going through the Airport Master Plan and she asked if the airport commission has a plan that looks ahead and a vision of what the airport commission would like the airport to be as opposed to what they think it will become. She stated she didn't see this in anything she looked at in the master plan. Kevin stated we have a pretty rigid set of criteria that the FAA will include in the scope of work and vision casting is not one of those things due to them being focused more on the numbers. Eva stated she envisioned the airport commission having a vision and this would go together with the FAA plans. She suggested the vision would guide the direction of what kind of airport the airport commission would like and the atmosphere of the airport. Haley stated that part of this is driven through our CIP that we add to every year. Haley stated she received an email from the ODA on their COAR grant application dates for this year and maybe we should discuss what the airport commission would like us to add to our CIP and see if we can get this justified with the FAA. Haley stated our overall vision is a topic we should discuss at some point so we can know how to prioritize our CIP projects. Haley stated we have pavement maintenance, carry over year, and runway 17/35 rehabilitation design/planning followed by actual construction. Haley asked if we want to explore the possibility of parallel taxiway c or add on to runway 09 to make up for the runway loss of this current project. She asked what the airport commission thoughts and ideas are. Cheryl asked how much extra we need to add onto runway 09. Kevin stated this is approximately 700 feet. Cheryl asked if we have this much land available to us. Kevin stated we have the land but we don't have the fill, and this will take substantial fill. He added the master plan includes this project and explained the FAA priority of projects. They typically look at pavement maintenance as their first priority. Kevin explained the calculation the FAA uses for additional taxiways. Haley gave an update on our short-term, mid-term, and long-term projects in our master plan. She stated the only project in the short-term we haven't completed or currently in construction is the GA Apron Reconstruction completion. Kevin stated this would be the next one he recommends, and Haley stated this would probably be a priority for the FAA. Doug stated he would like to have a chance to review potential projects and brainstorm. Haley stated she will send these projects to the airport commission for their review. Anthony gave an update on the gravel helipads and the need for these to be improved, so perhaps this could be a project option. Haley stated "construct helipads" is on the mid-term list and the EA will be completed with this current project. Kevin stated this is good input, and Haley stated we have some good options so she will send an email to the airport commission.

Eva Harris left the meeting at 7:04pm.

2. EOC at airport status. Haley stated they departed the small conference room upstairs on September 1<sup>st</sup> and Paul Gray (Emergency Management Coordinator) has been at the airport weekly cleaning out the storage closet and office 1B. Haley stated he is making good progress. Barb asked if when they left if this affects our internet. Haley stated she has asking for the internet password for a few weeks, but she has been unable to obtain the password. She has been working through Commissioner Hamsher to gain this information. Barb also asked if we have received our keys. Haley stated we have a total of six keys returned out of 14. Haley is working on rekeying the doors and card readers to connect into our current security system. Haley added she spoke with Paul Gray and he asked her to get a quote for security cameras inside the terminal because he is

writing a grant and can include this cost.

3. FOD sweeper purchase options. Haley stated the FOD sweeper purchase was approved at County Court. Haley added that she reached out to the sales rep about a government discount, and they do offer a discount. This brings the total to approximately \$10,600. She submitted the CARES Act reimbursement for request by submitting timecards. This was paid by the FAA.
4. Lawn mower purchase options. Haley stated this was also approved at County Court and she will make this purchase tomorrow morning at JD Rents.
5. Perimeter fence repair. The perimeter fence repair was also approved at County Court. However, Haley is having a hard time tracking down contact information, but Robert will help her with this tomorrow morning.

Haley stated when these purchases were originally discussed we were going to use the CARES Act funding for the perimeter fence repair and the lawn mower. We were going to purchase the FOD sweeper with the EOC reimbursement funds. Haley stated we don't know when we will receive the EOC reimbursement, but we do know we really need the FOD sweeper and lawn mower. Since all three have been approved Haley asked for approval go move forward with purchasing the FOD sweeper and the lawn mower, and once we receive the EOC reimbursement to move forward with the perimeter fence repair. The airport commission had a consensus to move forward with the purchases stated above. Haley also discussed the perimeter fence and second hole found in the fence which appears to have been cut. She asked the commissioners to be aware of any activity near the perimeter fence.

## **New Business**

1. Haley's Corner.
  - Airport hours of operation. The airport is operating Sunday – Saturday from 7am-7pm. October 1<sup>st</sup> the airport hours of operation will be Sunday – Saturday 8am – 4pm. The airport was not closed during the month of August. The airport is scheduled to be closed Monday, September 7<sup>th</sup> in observance of Labor Day.
  - Completed details list, ongoing projects/tasks - see synopsis. Haley mentioned there are three items in bold due to the amount of time spent on these three: terminal cleaning primarily due to the increase of people using the terminal and the office tenants, airfield mowing, and exterior terminal painting. Haley stated office 1A is now rented by Northwestern Mutual, 2A rented by Dawson Quinton with the Small Business Development Center, and 2B rented by Allison Field with Business Oregon.
  - Schedule. Haley stated she does not have any changes to her schedule.
2. Commissioners miscellaneous.

Robert asked about if we have any progress on our AWOS. Haley stated she has been in touch with the ODA to see what other airports are doing with their AWOS. It sounds like they are also looking to find a certified AWOS technician. The only company that we know of right now is DBT Transportation. Robert asked if we are liable if this is kept up and running. Haley is looking into the details on this. Kevin added that the FAA is looking at maintenance logs and if something is broken then it would be a problem. Doug stated he will call Heather with the FAA to see what she knows. Haley will follow up as well.

Barb asked about the hospital radio power being unplugged noted on the completed details. Haley stated Steve Fletcher called her about the hospital radio equipment not working and being unplugged. Haley added that the breaker was turned off because it was labeled as a "spare" when it is actually the hospital radio equipment. The breaker was turned back on and the issue was resolved.

Cheryl asked about ingress and egress for 17/35. Haley explained the entry and exit on 17/35 will have to take place on A5 and A6. She added that A1 and A2 are only to be used for aircraft deconfliction. Cheryl discussed taxiing and back taxiing on 17/35. She asked the length of this. Haley stated this will be completed early to mid-week next week and then more access will be open.

## **Adjournment**

*MSP – Doug Ferguson/Bob Bagett – to adjourn the meeting at 7:29pm. Unanimous.*

The next meeting is scheduled for Monday, October 12<sup>th</sup>, 2020 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) \*\*\*\****