



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

October 11th, 2021

Present

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

Absent

Doug Ferguson

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 corrected September 2021 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.
Haley stated she did not have an update from the USFS.
2. ODF Update.
Haley did not have an official update from ODF. She spoke with Taylor Schmadeka with ODF when he stopped in to meet with Anthony. Haley asked Taylor what the status is on the helipad application they submitted to the FAA. Taylor said the FAA returned their application as “initially approved,” but Taylor said their returned application had several errors such as approving this for a glider instead of a helicopter. Taylor had to make some corrections and resubmitted to the FAA. Taylor anticipates the FAA will approve this, and then their next step is to apply with the City of John Day for their helicopter operation at the Industrial Park. Haley stated this step would be the appropriate time to submit input from the airport commission if they have any. Barb asked for clarification because she thought their application had already gone to the City of John Day. Haley explained ODF initially submitted an application to the City of John Day, but the City put the application on hold pending the official FAA approval.
3. Environmental Assessment Project Update.
Kevin passed out a handout with a status report on the EA Project and the Runway 17/35 widening and rehabilitation project. Kevin explained we received approval from the FAA for the draft EA. He stated all FAA comments have been addressed. The next step is that there is a 30-day public comment period. The draft EA has been downloaded to the County website and printed hardcopies are in the airport manager’s office and the courthouse secretary’s office. Once the 30-day public comment period is closed all comments will be addressed and part of the EA record, and then we would get the final approval from the FAA. Barb asked if comments online are available to view for reading online. Haley explained there are instructions

online and with the printed copies on how to submit written comments. Kevin added that the comments are not available for viewing until the EA is published when they become part of the official record.

Kevin stated the next topic is the runway 17/35 widening project. He spoke with Ian Bradshaw with the FAA last week, and he would like to have an informal phone call with Haley and Kevin to discuss the scope of the work for this project. After this Ian would like Kevin to produce a draft scope of work for this project for the county and the FAA to review. After this is reviewed Haley would perform an independent fee estimate. Next would be a draft agreement presented to the county court between the county and T-O Engineers, and once approved this would be the official start for this project. The grant application for this project needs to be submitted in the January to March timeframe. The FAA is anticipating the grant approval in March or April 2022 for the design of the project. They are trying to push the grant schedule earlier in the year. Typically the grants are approved in June of each year. Once the grant is approved by the FAA T-O Engineers will start on the design. Bidding for the construction of the project will take place in early 2023 for construction to begin in summer 2023.

Kevin included handouts for the CIP data sheets through 2027 that the FAA requires each year. Cheryl asked why old photographs were used in the CIP data sheets. Kevin stated these photos come from google earth because new imagery is not available. He suggested flying our airport for new imagery and when we get closer to future projects we can input the new imagery and cost estimates.

Financial activity report for September

Haley reviewed the financial activity report and stated we recouped some of our money primarily through fuel sale receipts.

The reserve fund prior balance was \$213.97 with a net fund balance of \$1,451.59. The reserve fund increased \$1,237.62.

The airport fund prior balance was \$30,787.35 with a net fund balance of \$95,892.04. The airport fund increased \$65,104.69 primarily due to fuel revenue.

Haley stated we have two accounts past due for tie-down fees, and one account with a credit. Barb asked how much money is past due. Haley stated one past due account is \$500, and the other past due account is \$150. They are approximate a week and a half past due, but initial invoices were mailed six weeks ago. Haley explained that there are times the tail number of the aircraft is not who is actually contracted for the fire assignment. This means there are delays in payment because the invoice is mailed to the aircraft owner, and they send an invoice to the actual fire contractor, and then the airport receives a late payment.

Manager's Report

1. Fuel sales volumes for July, August, & September. Fuel sales volumes for September 2012- 2021. The fuel report was included in the meeting documents. We sold 804.1 gallons of 100LL and 626.2 gallons of Jet-A. Both fuels were below average for the month of September over a ten year period. Year to date we have sold 11,724.5 gallons of 100LL which is slightly above average over a ten year period and 19,643.6 gallons of Jet-A which is below average over a ten year period.
2. Fuel resale and replacement values. Haley stated the fuel prices did not change during the month of September. 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 \$2.92/gallon with a markup of \$1.97. Our current inventory is 8,235 gallons of 100LL and 7,706 gallons of Jet-A. Our discounted fuel sales were 168.1 gallons of 100LL and 228.3 gallons of Jet-A.

Haley discussed the quantity of fuel sold and the impact it has to our bottom line because this was a question at our meeting last month. She explained our quantity of Jet-A fuel sold is significantly below average over a ten year period. Haley completed some quick calculations comparing revenue from last year to this year and we are actually ahead approximately \$16,000 due to the markup of Jet-A. Barb asked about the fuel report

and the fuel prices at other airports. She noticed that Pendleton was lower by a fair amount, but her experience when visiting the Pendleton airport is that their fuel has been really expensive. She asked how often fuel prices are reported. Haley pulls this information from airnav.com, so the fuel prices are only updated based on how frequently the airport actually reports their prices. She explained that our airport receives weekly phone calls from airnav.com asked for our current fuel prices, so we report at least once a week. She also updates various websites with our fuel prices when we change our prices.

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 September we had six scheduled events with four paying and two non-paying events. The two non-paying events were Victim's Assistance, and GC SAR. For the month of October we have seven total events with four paying and three non-paying. The non-paying events include GC SAR, a CAT meeting, and Victim's Assistance. Barb asked if we are having social events or if these are mostly meetings. Haley stated we have not had social events for quite some time. She added that as we get closer to the holidays we may begin to see more social events.

4. Airport Maintenance Update.

- Tractor. Haley thanked Robert for hauling the tractor over to the LS Dealer in Central Oregon. Haley left them a voicemail to check the status of our tractor. Robert added that he called them and they hadn't gotten to the tractor yet. Haley will continue checking on the status of the tractor.
- USFS entry gate. Haley explained the issues we have had with the gate. She said she spent quite a bit of time studying the gate to resolve the issues. She realized that the gate was initially installed backwards which caused the chain-link portion of the fence to rub against the rails resulting the gate motor thinking there is an obstruction and the gate stopping. She and Tyler removed the gate last week and turned it around for proper installation. We installed new gate wheels for the rails. Haley spoke with Joe at the Road Department to help with the welding for the chain installation. She believes this is the final fix for the proper installation.
- Surplus snowplow. Haley explained this has been a disappointment. The Road Department helped us and took the snowplow to the Grant Union Auto Shop. Haley has been working with Mr. Miller to have them teach their students and the airport receiving the work needed to install the snowplow on our airport truck. Mr. Miller was able to get the part numbers so they could install the proper mount needed on the truck. Unfortunately, the snowplow is so old that they don't make mounts for this anymore. As a result, Haley spoke with the Road Department and they relocated the snowplow to the Road Department for their next surplus sale. Haley hopes to recoup our costs for the purchase of the snowplow from Oregon Surplus. This means we do not currently have a v-snowplow which is much needed for our operation. We still have a snowplow and truck which is ready for the snow this winter. Robert asked if we have money in the budget if we find something. Haley needs to revisit our budget, and she is expecting an additional \$22,000 from a FAA for COVID-19 related grant. The application has been submitted, but this has not been loaded into our awarded grants yet. Bob asked how we budget for this. Scott stated he will speak with our new Emergency Management Coordinator, Eric Bush. Haley will also continue working with the Road Department because they have quite a few connections. Haley explained how we would budget for this. She stated there are two ways. The best way is to budget for this during our annual budget process which typically happens in April, May, and June. The other way to budget for this is, if we have the funds available in our budget, to request to use the funds and the County Treasurer would have to complete a supplemental budget. Robert said once we receive a new plow we need to have a blade protector to prevent the pavement from being damaged.

Old Business

1. Perimeter fence repair project.

Brad was back at the airport this weekend and sent Haley an email stating he was complete. Haley drove the entire perimeter fence, and the 4,500 feet of repair work looks good. Because the new looks so good it is obvious that the remaining fence also needs significant repair work as well. Haley stated we have not had any wildlife inside the fence since the repair work has been completed.

2. Security system in the terminal.

Haley stated Charles McKenna visited the airport and looked at our current security system. He is requesting a wish list from Haley. Haley added that she is also waiting on Convergent Technologies to submit their quote. Haley stated she knows that Grant Union is also interested in upgrading their security system, so she is looking at partnering with them to reduce our costs.

3. Grant applications.

- COAR grants. Haley stated that County Court gave her approval to apply for the COAR grant to provide matching funds for our runway 17/35 widening and rehabilitation design project. She submitted our application for this the next day after approval to apply.
- Connect Oregon grants. Haley is in the process of working through the Connect Oregon application to help fund the runway 17/35 widening and rehabilitation construction project. Haley and Kevin will partner on this to help have a strong application. Haley explained this grant is required to be completed within three years and they will only fund 70% of the total project cost, so we qualify in these areas.

Haley added that she has been working with the Road Department to correct the segmented circle. They visited the airport today and were able to relocate the bottom of the L's, so now they are pointed in the correct direction. This is now completed.

The sign placards for runway 27 approach were also replaced and are now correct.

New Business

1. Business View Magazine follow-up article.

Haley explained she received a phone call last week from Business View Magazine. They have some corporate folks who are interested in several GA airports, and our airport was identified as one of these airports. They would like to do a second featured article on our airport. They will be reaching out to businesses associated with our airport for advertising opportunities for this article. There is no cost to the airport, but it does give us another opportunity for publicity. Once this is finalized Haley will send the airport commissioners the article. She added that they may reach out to one or more airport commissioners to comment in the article.

2. Haley's Corner.

- Airport hours of operation. The airport began operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport terminal was closed Monday, September 6th in observance of Labor Day, and there are no other closures scheduled during the month of September. During the month of October there are no scheduled closures.
- Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some items from the completed details list: our annual EPIC fuel audit was completed which went really well, we were notified that we have an upcoming UST compliance inspection with the DEQ, the boiler is up and running keeping the airport terminal warm, we installed a ball stop on the 100LL hose to help prevent the nozzle from pointing up, we installed a dust cover on the 100LL nozzle, and we relocated the new grounding cable reel.
- Schedule. Haley stated she does not have any changes to her schedule and no planned time off.

3. Commissioners miscellaneous.

Barb asked if Haley has any idea when the airport staff will be able to move gravel for the continued hangar gravel project. She said Howard can spread gravel and run equipment if needed. Robert said he can look at getting the equipment back up to the airport, but this was a lot bigger project than he thought. He said they hauled a lot of gravel. He said this requires more than one or two people and a crew would need to be put together. Haley said the airport staff can help as well. She added that this is very time consuming. She stated they can load and haul the gravel, but these piles need to be leveled out so they do not interfere with low-wing aircraft. Robert stated we are nearing running out of good weather. He is also concerned about liability of working around private hangars without the owner being present. He added that hangar owners are going to

have to put some effort into this project. Robert asked if dump trucks are available from the Road Department to be able to haul more gravel than the dump trailer.

Barb asked about the FOD repair. Haley explained that the wheel handle wasn't pulled up during FOD sweeping which resulted in the need for a new weld to keep the wheel handle in place. Robert asked for more FOD sweeping on the hangar taxilanes.

Cheryl thanked Robert for the gravel work. Robert stated that Tyler really helped and worked hard on the weeds during the gravel work, and wanted to make sure Haley thanked him on behalf of those working on this project. Haley will share this with Tyler. There was additional discussion on how good this area looks and the need for weed spraying before weeds begin to grow in the spring.

Haley noted that the airport received a new entry rug.

Adjournment

MSP – Cheryl Berry/Scott Myers – to adjourn the meeting at 7:15pm. Unanimous.

The next meeting is scheduled for Monday, November 8th, 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 *******