



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

October 12th, 2020

Present

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

Absent

Cheryl Berry

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 September 2020 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.

Anthony sent Haley an email which she read for the meeting. The email stated Anthony is currently with a helicopter in California. Their type 3 helicopter is done with their contract and they are starting to winterize the helibase and SEAT Base. They type 1 is currently in Central Oregon and is set to go off contract on 10/15. Most of the crew that remains will continue to be in and out of the airbase as they continue to staff aircraft.

2. Supplemental/Decoupling Project update – Kevin Bissell

Kevin stated that everything is open including all runways and taxiways and everything is generally and substantially complete. Items that currently need complete are the segmented circle panels, grading and cleanup the old taxiway area/spoils area/perimeter road, and the seeding. The seeding should take place this week. There was discussion about the brightness of the segmented circle windsock. Additional discussion took place about traffic patterns on the ground and possible confusion from the air. Once the seeding takes place and grows this should greatly reduce and possibly eliminate the confusion. Documented flight operations will help with justification for a parallel taxiway for 09/27.

3. Environmental Assessment Project Update – Kevin Bissell

Kevin provided an update from the T-O staff working on this project. He stated draft chapters 1-3 are complete and ready to submit to the FAA for comment. Kevin added that the FAA environmentalist resigned and is now working for T-O Engineers so this will likely slow the EA process with the FAA. Their team is currently working on chapter 4 which consists of fish & game information. They are also working on the scope of work for the cultural resource survey where they walk and look for arrowheads and similar items. The first entire EA draft should be complete by December and ready to go out for public comment and a

meeting in January. The format of this meeting is unknown at this time based on COVID-19 restrictions. Bob asked if this means Eva Harris has to wait for an answer until December. Kevin confirmed December would be the earliest based on how quickly the FAA works through backfilling their environmentalist position.

Financial activity report for September

The Reserve Fund 121100 fund prior balance was \$687,878.00 with a net fund balance of \$58,274.29. The fund balance decreased by \$629,603.71 primarily due to payment for both the Supplemental/Decoupling Project and the EA Project.

The Airport Fund 124100 fund prior balance was \$59,345.41 with a net fund balance of \$82,276.64. The fund balance increased \$22,931.23 primarily due to receiving CARES Act funding of \$20,000 and fuel receipts. Haley noted a \$4,000 maintenance expense for troubleshooting and repair of one of our Veeder-Root transponders for the fuel tank.

Haley stated we have three past due accounts which are APEX Helicopters (~\$2,000), CO Fire (~\$10,000), and Eric Bush (\$75). We have one account with a credit (Watt). Haley will reach out to APEX Helicopters and CO Fire about payment and account privileges.

Manager's Report

1. Fuel sales volumes for July August, & September. Fuel sales volumes for September 2020. The fuel report was included in the meeting documents. We sold 1,060.4 gallons of 100LL and 668.6 gallons of Jet A which were below average over the last ten years for the month of September. Year to date we are above average in both fuels. We have sold 11,703.2 gallons of 100LL and 30,984.1 gallons of Jet A. Haley stated we have approximately 8,900 gallons of 100LL and 5,900 gallons of Jet A available in the tanks.
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 \$3.49 per gallon with a markup of \$1.26. The cost of Jet A is \$1.82 per gallon with a markup of \$1.68. Discounted fuel sales were 242.79 gallons of 100LL and 267.49 of Jet A. Haley stated she is seeing the fuel cost begin to tick up over the last few weeks but we have a decent markup so she hasn't adjusted the price.
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 September we had two non-paying events which were a meeting with Deputy Dobler and Commissioner Hamsher and Victim's Assistance. We have six total events scheduled for the month of October. We have two paying events and four non-paying events which are Victim's Assistance, County Court/City of John Day work session, LCAC, and Justice Court. Scott gave information on the Justice Court needs for their scheduled jury trials and the need for using our space.
4. Airport Maintenance Update.
 - Exterior terminal painting & staining project. Haley stated the terminal painting is almost completely done, but Haley needs to schedule the boom truck with JD Rents to reach the areas that are too high for the ladder. The staining continues, but Haley is working on changing the entrance due to the black lettering and the dark stain. The letters are difficult to see. The consensus was to paint the letters a silver metallic color to contrast with the dark stain.
 - Tractor. Haley has not heard an update from Polaris about the tractor and when she has reached out to them she has been unable to cross paths with Greg. Robert asked if there are other LS dealers that we could deliver the tractor for repair.

Old Business

1. EOC at airport status. Haley stated the EOC is almost completely moved out other than a few items in a file cabinet as well as a pile of plywood outside. She added that the airport has not received all the keys and not

been reimbursed for the entire time they were here. The airport did receive \$9,800 reimbursement, but there is still approximately \$9,000 still due to the airport. Haley stated they received one last invoice, but they aren't using space anymore, so they will not be receiving any additional invoices. Haley noted that she sent another email to Commissioner Hamsher regarding the Ortelco internet that was supposed to be transferred to the airport after the EOC was done at the airport. He stated he asked the Sheriff's Department to add her name. Haley called Ortelco and they don't have a record of this, but Kevin with Ortelco should be giving Haley a call back this week to discuss how to make the change happen. Scott stated he will call Ortelco to make this change happen.

2. Perimeter fence repair. Haley thanked Robert for the contact information for fence repair. Haley reached out to the four contacts, left messages for two of them, and is meeting with Isaac Moore and Brandon Hueckman this week. Haley's goal is to receive three total quotes.

New Business

1. CIP project options and priority for 2021 CIP list addition.

Haley stated she sent an email to the airport commissioners per their request. This email had a list of our current CIP and our short-term, mid-term, and long-term projects directly from the Airport Master Plan as well as the status of the projects listed. Haley stated she and Kevin are preparing for the JPC meeting with the FAA and ODA, and she would like the recommendation from the airport commission prior to the meeting. She reminded the commissioners that our GA Apron Project is already designed but still needs construction. Robert asked what the plans were for the fuel tanks and suggested the southwest area of the parking apron for fuel tank relocation. Funding for relocating the fuel tanks as well as the age and maintenance of the tanks was discussed. Kevin stated the FAA will not pay for new fuel tanks as part of the GA Apron Project. The cost reported last year for new tanks were \$250,000 per tank and this continues to increase with inflation. Robert asked the commissioners if they all received the email from Cheryl on her priority of adding a new taxiway A4. There was discussion related to the need of A4, and the commission was in favor of adding this to our list. Kevin stated we can try and justify adding this connector to the Rehabilitate and Widen Runways 17/35 Project in 2022/2023. He added that his recommended projects would be completing the construction of the GA Apron, Construct Helipads, Land Acquisition, and making sure the new A4 is not dropped off. Robert stated believes A4 is needed but constructing helipads is a revenue generating project and should be a priority. Barb stated the argument could be made that the helipads are only used a small percentage of the year. There was discussion and consensus from the airport commission to move forward with trying to include new A4 in the Rehab and Widen Runways 17/35 Project, completing construction on the GA Apron (2026) Construct Helipads (2027), and Land Acquisition (2027). Haley reminded the airport commission that with the FAA grants they are a 90/10 funding split so we need to continue seeking the 10% match funding requirement. Funding is a part of the conversation that takes place during the JPC meetings and we need to have a plan on where we will be seeking our match portion. Haley stated we will continue seeking Connect Oregon funding if available, any Supplemental Funding opportunities, COAR, and any other sources that become available. The match funds required for the Rehabilitate and Widen Runways 17/35 Project – Phase I Design is approximately \$60,000 and Phase II Construction will be approximately \$655,000. Haley thanked the airport commission for their direction because she stated it's important to have the thoughts and priorities of the airport commission when she has these meetings with the FAA and ODA.

2. Haley's Corner.

- Airport hours of operation. The airport is now operating our non-peak hours of Sunday – Saturday from 8am-4pm. The airport was closed Monday, September 7th in observance of Labor Day. The airport is not scheduled to be closed during the month of October.
- Completed details list, ongoing projects/tasks - see synopsis. Haley mentioned we continue the exterior terminal painting & staining, cleaning, all reimbursement requests have been submitted for all projects, we purchased and received our new mower, she presented to the ODA Board on our airport, advertisement for the "giving back" opportunity for the airport and Air Search, and soundproofing office 2A & 2B.
- Schedule. Haley stated she does not have any changes to her schedule.
- Haley began a discussion regarding political signs on airport property. We have one hangar owner who has placed a sign on their hangar. Haley read a portion of the hangar lease agreement and our airport rules and regulations. Scott added that the County does not allow any political signs on County properties. Haley will reach out to the hangar owner to have the sign removed.

3. Commissioners miscellaneous.
All commissioners stated they were happy.

Adjournment

MSP – Scott Myers/Doug Ferguson – to adjourn the meeting at 7:26pm. Unanimous.

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