



GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

January 10th, 2022

Present

Bob Bagett
Cheryl Berry
Barb Temple
Scott Myers
Haley Walker

Absent

Doug Ferguson
Robert Watt

Visitors

Kevin Bissell (T-O Engineers)
Sheriff Todd McKinley
Eric Bush

Bob Bagett called the meeting to order at 10:00am

Minutes

MSP – Barb Temple/Cheryl Berry – to approve the corrected November 2021 meeting minutes. Unanimous.

Public Comment/Guests

1. USFS Update.

Haley spoke with Anthony and the USFS is going to begin their summer hiring in February. Haley and Anthony are also going to review the Joint Facility Business plan that occurs annually. They do not anticipate any major changes.

2. ODF Update.

Haley stated she received an email from ODF and they do not have an update.

3. Environmental Assessment Project Update.

Kevin Bissell stated the EA is in the final stages of approval. We have been working with the FAA to address the public comments received. The next step is for the FAA to approve the EA which will give clearance for the runway 17/35 widening project.

Haley read an email received from Eva Harris related to her property located in RPZ on the north end of runway 17. Eva is wanting to know if the process is moving any closer to the airport purchasing her property located in the RPZ. Haley asked if the airport commission is still interested in pursuing this. Barb stated she believes the airport commission would like to pursue this but her understanding is that it needs to be done within a timeframe that we could be reasonably assured we would receive reimbursement. Barb asked what that timeframe is. Kevin stated purchasing land is a low priority for the FAA. Haley stated the land acquisition is not within the next five years because of the recently received CIP update from the FAA. Kevin stated we would be eligible for reimbursement, but it is unknown when that would happen and it could take a long time based on his experience working with other airports in similar land acquisitions. Barb asked what the agreed upon price was. Haley stated she does not recall the exact amount but knows it is under \$40,000. Haley will provide the exact figure. Haley stated the airport has been earmarked for \$110,000 but the rules for use have not been provided from the federal government. She stated this could be a funding source for the purchase, but land acquisition has not been one of the allowable uses in any of the previous COVID related funding. Cheryl and Barb suggested we could tie the land acquisition to safety. Barb added that she doesn't

see how we could commit to a date for Eva, and she stated this is unfortunate. Haley summarized that we are still committed to purchasing the property, but we do not have a firm timeframe at this point. Bob asked if there is some way to do a partial payment. Haley stated she will ask Eva if this is a possibility. Haley stated this will depend on the price and terms.

Haley stated she received an official email from Ben Mello with the FAA that included our official 5-year CIP 2023-2027. Haley will forward this to Kevin. Haley stated she doesn't believe Ben received the information from our outgoing PM, Ian Bradshaw, because we only have one project listed over the five years which is the runway 17/35 widening project.

Sheriff Todd McKinley arrived at 10:12am.

Financial activity report for November and December

There were no questions or comments on the November and December financial reports.

Cheryl asked what the one account past due is. Haley stated this is Precision Aviation from their tie-down fees incurred during the fire season. The original balance is \$150 and finance charges are accruing.

Manager's Report

1. Fuel sales volumes for September, October, November, & December. Fuel sales volumes for November & December 2012- 2021.
The fuel report was included in the meeting documents. We sold 425.6 gallons of 100LL and 384.0 gallons of Jet-A. 104.8 gallons of 100LL were discounted fuel sales. Year to date sales are 13,445 gallons for 100LL fuel and 20,800 gallons for Jet-A fuel.
2. Fuel resale and replacement values.
Haley stated the fuel prices did not change during the month of November or December. Costs continue to increase each month with a \$0.23/gallon increase for 100LL and a \$0.46/gallon for Jet-A. 100LL and Jet-A fuel prices are currently \$5.54/gallon for 100LL and \$4.89/gallon for Jet-A. 100LL cost is \$4.72/gallon with a markup of \$0.82. Jet-A cost is \$3.23/gallon with a markup of \$1.66. Our current inventory is 6,300 gallons of 100LL and 6,500 gallons of Jet-A.
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 December we had three scheduled events which were all non-paying events. They were Victim's Assistance, CAT meeting, and NRAC. For the month of January we have six total events with three paying and three non-paying events which include a CAT meeting, Victim's Assistance, and NRAC meeting.
4. Airport Maintenance Update.
 - Tractor. Haley stated Robert Watt brought our tractor back from Central Oregon. It has not been used since arriving back at the airport.
 - Snow plow. Robert asked Haley to add this to the agenda after he plowed snow one day over the holidays. Robert shared with Haley that the controls on the plow are not working properly for the left-hand movement, the throttle sticks, the wipers need replaced, the clutch sometimes does not disengage, he believes this is dangerous, and he would like to see a lot of effort to find a replacement. Haley explained some of the operational issues with the plow. Haley added that she is hopeful to replace the plow and truck with the \$110,000 funding anticipated to be received from the federal government. The airport commission would like to see a long-term solution for a reliable and safe snow plow and truck. Haley believes we will receive the rules for the \$110,000 funding prior to our next budget cycle season, and if this is an allowable expense she plans to include this in our budget proposal. We could then make the purchase and have the new equipment prior to winter 2022.

Haley stated she received several phone calls about what the airport staff is doing to melt the ice on the runways. She stated airport staff put a great amount of time and effort into plowing over the last week just to keep the slush and snow from sitting on the ice and becoming a thicker layer of ice. Haley reminded the airport commission that we do not have heated pavements nor the ability to deice the pavement with fluid. She stated the plowing effort was effective because when the temperature rose to 41 degrees the ice was not a thick layer and already began melting when she arrived at the airport in the morning.

Cheryl asked if Air Search is called out how soon could the hangar taxilanes be cleared so they could assist in a search. Haley stated airport staff would ask the pilot if the runway conditions are good enough for them to fly, and if so, then we would immediately go to the hangar taxilane needing cleared. This would be accomplished by a phone call from the pilot to airport staff. Haley asked the airport staff to make sure the runways are clear, in particular runways 09/27 (instrument rated runway), make sure the corners are clear so aircraft can access the terminal, focus on the fuel island and the hangar taxilanes, and then clean up of berms and other low-priority areas such as interior connector taxilanes. In the event of an emergency and we need to clear a taxilane we would immediately move to that area.

Old Business

1. Broadband to the airport including wifi boost to the hangar area.

Haley spoke with Eric Bush and communicated with Dan Becker (Grant County Digital Network Coalition). The Coalition had a board meeting on December 21st and included discussion about an EDA grant that includes broadband to the airport. The legal review process is being worked through. Their timeline is to go out for bid in March with construction in April. The airport route was displayed and discussed. There will be aerial lines as well as underground conduit to bring fiber to the airport as well as the Industrial Park. Barb asked how they cross the runways and taxiways. The display shows existing conduit underground. Haley has not spoken with Dan Becker in detail and will gather more information when it is available. It is also unknown what the cost will be per month or other details, but she will update when there is additional information to share. The terminal currently has an Ortelco dish for wifi access, but the fiber will be significantly faster. She concluded by stating it appears the airport terminal will be included in the Grant County Digital Network Coalition EDA grant to receive fiber in 2022.

2. Security system in the terminal.

Haley received two quotes. The first quote received from SCW is to install new cameras and software for the price of \$8,400. This quote does not include card readers and that access control software. She also reached back out to Convergent Technologies and received a second quote. For the card readers and the access control software upgrade the cost is just over \$11,000. We are looking at approximately \$19,000 for SCW cameras and Convergent Technologies for the access control software upgrade. The quote from Convergent Technologies for both cameras and access control upgrades is just over \$23,000. None of the quotes include installation, and Haley is working with the ESD for installation. The ESD is currently scheduling work with the Road Department and Grant School District for their new camera installation. The ESD has not provided Haley with a timeline for the airport installation. Haley has not been able to discuss this with Anthony to ensure the USFS has the funding to pay the 73% of the cost.

Eric Bush arrived at 10:31am.

3. Lockbox and key coordination.

Haley pointed out the lockbox on the front door of the terminal. She stated the code is changed after use. Haley also placed a lockbox on the back door of the terminal with a courtesy car key inside for pilots to use after hours. There is also a courtesy car form and pen for the pilots to complete the process. Airport staff phone numbers are posted, so the pilot would contact airport staff for the lockbox combination, and airport staff would provide instructions for the courtesy car form and lockbox.

4. Presidential Executive order 14042 lease amendment.

Haley stated this was from a couple meetings ago when the federal government requested we sign a lease contract amendment that we would comply with the COVID executive order. We sent them a response drafted from our legal counsel that we do not qualify for signing the amendment because our lease contract does not meet the \$250,000 threshold. We offered additional discussion with our legal counsel, but we have not received a request for discussion. Haley clarified that the lease contract related to this was not for our Joint Business annual agreement as previously stated. It was actually for the SEAT Base and the Helibase contracts because they lease ground from the airport.

New Business

1. Emergency Management proposal for building space on airport property. Eric Bush and Sheriff McKinley. Haley introduced the County Emergency Management Coordinator, Eric Bush. Eric presented a proposal to the airport commission for building space on airport property for storing supplies for his department as well as related county supplies. He stated Grant County has minimally adequate storage facilities. He reviewed the current storage facilities and explained challenges with these facilities including being in the flood plain, climate control, security, and inventory tracking. Eric proposed creating a storage yard by using water tight, weather proof shipping containers equipped with heating and cooling capability. He is looking at property located at the airport just to the north of the airport entrance. The current area is a bare field occasionally used for parking. The proposal includes approximately 960 square feet consisting of: three climate-controlled containers, backup electrical power, underground utilities, perimeter fence with gate, video surveillance 24/7, and a small parking area. Eric stated this is a concept at this point and explained resource opportunities for funding including a Homeland Security Hazard Mitigation Grant and/or the American Recovery Act (ARPA). Sheriff McKinley stated storage space is needed as well as being out of the flood plain. There was discussion related to parking and gate location for access into the area. Haley shared an alternate location, if this did not work, of airport owned property which is the pie shaped area to the west of the airfield and at the end of the Industrial Park road. She added that she believes both locations could work depending on how difficult it would be to get utilities connected. Sheriff McKinley stated the airport entrance location would have better security due to being watched more. Barb stated the airport entrance location has minimal impact as far as building and air currents that are considered when building around an airport. Haley asked Kevin if there is any requirement for us to submit plans to the FAA. He doesn't believe there would be any requirement by the FAA because this proposal is outside the fence. He asked what the length of the use would be. Sheriff McKinley stated 35-40 years. Haley asked if Kevin hears any other hesitation with this proposal. He doesn't see any problem because there aren't any obstructions to aeronautical activity. Barb asked what the charge would be because this would be on airport property. Kevin stated the FAA could have an issue with the airport not charging market rate for the use of the land because this was acquired using AIP funds. Haley stated we have an established market rate for non-aeronautical use of airport property due to the ODOT microwave site lease. She believes the rate is \$0.33/square foot per year. Barb asked if the Planning Department has to get involved. Sheriff McKinley spoke with Shannon in the Planning Department, and because they are not permanent structures they would not be involved. However, because they would have power the Planning Department would need to be involved. Eric stated he was under the impression that this is county owned property and asked for clarification. Haley stated this is county owned airport property supported by the FAA. Eric stated ARPA will not cover a real estate purchase. He is meeting with FEMA to determine what is within the realm of possibility on this project, and this is one of the questions he can ask them. He stated if they have to pay for this property he is unsure of how this would look, and he would direct this to our county attorney to see if they could do this. Barb stated this wouldn't be a purchase, rather an annual lease. Eric stated this is something he would need to reengage with the county attorney. Haley stated this would be similar to the reimbursement of moving funds from one account to the airport account based on reimbursement for the ground lease. Eric stated this sounds doable and he can proceed as if it is. He added that he wanted to present to the airport commission to get their tentative buy-in for the concept with the understanding that there is no commitment at this point. Kevin reminded the airport commission that the land is on airport property and subject to the FAA grant assurances. To sell this property would require federal land release which is unlikely to happen. He added that the FAA would definitely want to see a market rate lease for any land used by the storage area, even from another county department. He gave an example from the Jerome, ID airport. Barb would like to have the other commissioners opinions. She is supportive and

added it may not be quite as simple because of the FAA involvement and restrictions so these would need to be worked out. Barb tentatively supports it. Bob agrees that he tentatively supports this, but he would like to have Robert's input before making a decision. Cheryl asked if Eric has looked into the Industrial Park as a location. Eric stated they have not, but they certainly can. Cheryl approves of the location as outlined. Scott is also supportive of the concept. Eric will continue to work with the Sheriff and Judge to move forward. They will examine the limits of the resourcing from ARPA and what they have to do with the airport property and obligations. Haley summarized that the airport commissioners are currently supportive of the concept of the plan and would like to see more details as they come about. Eric will keep the commission posted and hopefully by the next meeting will have an update.

Eric Bush left the meeting at 11:00am.

Sheriff McKinley stated he did not realize the airport had to charge for site space being county, outside the fence, because he has been in talks with the USFS, ODF, and 911 dispatch about a unified dispatch center on the other end of the parking lot. He stated if it is this kind of lease then that will not work for the unified dispatch center because of the cost. He asked if it is square footage of the building. It was explained that the lease is square footage of the ground. He said there are already conceptual plans drawn for the unified dispatch center. Sheriff McKinley asked if Air Search occupied space would that eliminate the ground lease requirement. Air Search members stated they do not need space in the dispatch center. Bob asked how big of a space on the ground the dispatch center occupy. Sheriff McKinley believes the footprint of the space needed was 5,000 square feet just for the building. He discussed the concept of the unified dispatch center. Cheryl stated that in the future with additional buildings vehicle parking will be an issue for aeronautical users. Bob stated if we receive any more information the airport commission can address it.

2. Haley's Corner.

- Airport hours of operation. The airport continues operating our non-peak hours of 8am-4pm Sunday – Saturday. The airport terminal was closed this past Sunday, January 9th and will be closed next Sunday, January 16th due to staffing availability. The airport terminal was closed December 24th and 25th in observance of Christmas Eve and Christmas Day, December 31st and January 1st in observance of New Year's Eve and New Year's Day. The airport terminal is scheduled to be closed next Monday, January 17th in observance of Martin Luther King Jr. Day.
- Office 2B is currently vacant due to Business Oregon relinquishing their lease. Haley showed the office twice to interested parties. The first party declined the office space. The second party is interested, but Haley does not have all the details as she is waiting on the completed office lease application. Barb stated we have to make sure it is compatible. Haley agreed and will bring this to the airport commission for approval.
- Completed details list, ongoing projects/tasks - see synopsis. Haley reviewed some items from the completed details list: airport terminal cleaning; snowplowing; complaint and response against the airport for a gate being left open, a deer on the runway, and no signage for the emergency fuel shut-off valve; multiple pavement check including NOTAMs and emails (Barb corrected Haley that NOTAMs now stand for Notice To Air Missions); plywood along fencing to prevent snow drifts along terminal entry sidewalk and options for future that is more visually appealing (Scott suggested cyclone vinyl strips); participation in ARC scoring with the ODA for the COAR grants; electrician light repair in lower women's restroom; drafted annual New Year letter to airport users; received positive feedback on the winter weather airport operations email reminder; Carpenter cargo trailer parking removal request and follow-up; DEQ inspection report with violations; Business View Magazine article; reminders to airport users in the New Year letter that vehicle traffic is only allowed on the pavement.
- Schedule. Haley stated she does not have any changes to her schedule and no planned time off.

3. Commissioners miscellaneous.

Barb asked if she will remain on the airport commission due to her term date. Scott stated the County Court will appoint committee members at their next meeting.

Conversation about the participation of airport commissioner Doug Ferguson and the value he brings to the airport commission. The last two meetings there have been issues with having a quorum. The airport commission asked Haley to speak with Robert so he could talk with Doug about participating and options by phone or zoom if not able to participate in person.

Adjournment

MSP – Barb Temple/Cheryl Berry – to adjourn the meeting at 11:30am. Unanimous.

The next meeting is scheduled To Be Determined after discussion with Chair, Robert Watt.

******* 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 *******