



## GRANT COUNTY REGIONAL AIRPORT COMMISSION MEETING MINUTES

March 14<sup>th</sup>, 2022

### **Present**

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

### **Absent**

Doug Ferguson

### **Visitors**

Kevin Bissell (T-O Engineers)

Robert Watt called the meeting to order at 6:31pm.

### **Minutes**

*MSP – Barb Temple/Cheryl Berry – to approve the February 2022 meeting minutes. Unanimous.*

### **Public Comment/Guests**

1. USFS Update.  
Haley did not receive an update from USFS.
2. ODF Update.  
Haley did not receive an update from ODF.
3. AIP 014 Environmental Assessment Project Update.  
Kevin updated the airport commission on the EA Project. He stated the EA is complete. The notice of completion was advertised in the Blue Mountain Eagle per the requirements of the FAA. Haley stated we will remove this from future airport commission meeting agendas.
4. AIP 018 RW 17/35 Widen & Reconstruct Project Update.  
Kevin stated this will be a design only project in 2022 and pending the availability of funds the construction will take place in 2023. The scope of work is currently being drafted. A predesign meeting will take place with the FAA followed by an IFE (Independent Fee Estimate) and an engineering contract agreement with Grant County and T-O Engineers. Once these are complete the design for the widen and reconstruction will commence. Kevin stated the goal for design completion and bidding for construction is March 1, 2023 followed with summer 2023 for construction. Haley stated we received approval for our COAR grant application to provide 9% of our required 10% matching funds. She scheduled a County Court agenda request for signature of the COAR grant agreement. The COAR grant is estimated at \$60,300. The airport will be responsible for \$6,700. These are approximate figures dependent upon the IFE. Haley added that our grant application was ranked #3 of all COAR grant applications. Haley stated we are still seeking funding for Phase II (construction) of this project and our required 10% match. She submitted a Connect Oregon grant application. The ODA met to review all the aviation grants submitted to Connect Oregon. They reviewed, ranked, and prioritized these applications to take to the OTC (Oregon Transportation Commission) for final

Connect Oregon application projects related to rail, marine, and aviation. Haley summarized how ODA ranked these applications which were by economic development, the Bend Airport air traffic control tower, and runway pavement projects. Our project was considered a runway pavement project. Haley stated our application was the top ranked aviation project in Eastern Oregon. Haley will update as she gets more information.

## **Financial activity report for February**

The February financials were reported prior to the meeting.

Haley noted the reserved fund decreased by just over \$11,000 primarily due to Supplemental/Decoupling Project closeout costs and not receiving reimbursements for those invoices during the month of February. She provided an update on where we are with the reserve fund. She stated we have reimbursements scheduled totaling \$10,309 that have been submitted for reimbursement. Additionally, the EA Project reimbursements total \$2,900, and she is waiting to submit those because the FAA rejected her last reimbursement request due to less than 10% of project costs remaining. Once we receive these reimbursements this will bring our reserve account to -\$837. We are also waiting on final approval and payment from the North/Corporate Apron project that includes a retainage release and a final T-O Engineers invoice that will total just over \$44,000. This will bring the reserve account to \$43,196 excluding any additional expenses and revenue.

Haley recapped the airport fund account which decreased \$15,700 which was primarily due to not receiving EPIC fuel sales and USFS monthly invoice reimbursements. Additionally, there were high expenses for the boiler pellets and our annual audit fee. We are expecting and reimbursements have been requested for \$22,000 from the FAA for ARPA funding, USFS reimbursements from January and February for \$15,000, and EPIC fuel receipts totaling \$8,700. We are also expected to receive \$25,000 from Oregon Lottery funds. This will bring the airport fund to just over \$158,000 excluding any additional expenses and revenue.

## **Manager's Report**

1. Fuel sales volumes for December, January, & February. Fuel sales volumes for February 2013- 2022. The fuel report was included in the meeting documents. We sold 479.2 gallons of 100LL and 312.7 gallons of Jet-A, and both were above average for the month of February over a 10-year period. Discounted fuel sales of 100LL were 118.7 gallons. Both 100LL and Jet-A fuel sales are above average year-to-date over a ten-year period. Haley corrected the January fuel sales. She went back and looked at the meter readings and stated we actually sold 567.4 gallons of 100LL and 442.3 gallons of Jet-A in January. She corrected the January report.
2. Fuel resale and replacement values. Haley stated the fuel prices did not change during the month of February. 100LL and Jet-A fuel prices are currently \$5.54/gallon for 100LL and \$4.89/gallon for Jet-A. Friday, March 11<sup>th</sup>, the fuel prices increased. The current 100LL price is \$6.13/gallon and Jet-A is \$5.20/gallon due to rising costs. 100LL markup is \$0.50/gallon. Jet-A markup is \$1.25. Haley received our fuel cost email late this afternoon, and the cost has increased another \$0.26/gallon for 100LL which brings our cost to \$5.89/gallon, and Jet-A cost increased an additional \$0.33/gallon bringing our cost to \$4.28/gallon. She will be raising our prices tomorrow morning to bring our markup for 100LL to \$0.50/gallon. We received 5,000 gallons of 100LL and 5,000 gallons of Jet-A last week, so our tanks are full.
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 February we had nine scheduled events with three paying and six non-paying events. The non-paying events were the CAT meeting (3), NRAC meeting, Victim's Assistance, and GC SAR. For the month of March we have thirteen total events with six paying and seven non-paying. The non-paying events include GC SAR, a CAT meeting, NRAC meeting, Economic Development (2), a BIC meeting, and Victim's Assistance.
4. Airport Maintenance Update.

- **Reliable Controls (HVAC).** Haley stated we are in great shape with our HVAC system. We had some communication issues that stemmed from the county-wide power outage in February. The cooling tower sent a large amount of voltage through the system that damaged the communication system for our HVAC. Our technicians in Boise made a visit to repair the damage. While they were here they replaced all the filters in the terminal. Robert asked if there is anything they can put in to protect the power surges. Haley stated the technicians were surprised to see they system was not completely fried, and only the communications portion was damaged. The surge protector in the system protected the overall system and only shutdown the communications part of the system. Haley added that the generator did its job, but alarms messages were present which required a visit from a technician.

Bob Bagett arrived at 6:55pm.

- **UST (Underground Storage Tanks).** Haley let everyone know Mascott Equipment is scheduled to be onsite Friday, March 25<sup>th</sup> to complete a number of items: cathodic testing, under dispenser leak detection needs, Veeder-Root exterior audible alarm troubleshooting, 2014/15 modification report and checklist completion. Haley stated we are missing this modification report and checklist for the dispenser work completed in 2014/15, and she is working with the DEQ inspector and Mascott Equipment on how to move forward with this requirement.

## **Old Business**

1. Hangar #14 ownership change.  
Haley stated this ownership change is 100% official now that she has all required signatures. Ronald Phillips is the new owner.
2. 2022 Oregon legislative session capital funding information submission.  
Haley submitted a request to Representative Owens office for our fuel island upgrade to bring the fuel tanks above ground. She has been keeping a watch on this, and received information that we have not been identified to receive funds so far in this legislative session. If more information becomes available Haley will add this back to our agenda.
3. RPZ land acquisition (Eva Harris property).  
Haley stated she spoke with Eva who is interested in working out a payment plan for the County to purchase her property. She requested the airport put something together and present it to her. Haley added that at this point the airport does not have enough information to present her an offer. She stated the airport needs to see exactly where the airport budget is as we move into the next fiscal year. Haley stated she doesn't want to overcommit and underdeliver. Bob asked about the BIL (Bipartisan Infrastructure Law) funds. Haley still hasn't heard if land acquisitions are allowable with the BIL funds. Kevin stated he assumes BIL funds could be used for land acquisitions. He attended a webinar last weeks related to BIL funds. Kevin stated we need to be very careful and must follow the Uniform Appraisal Act to make sure the land acquisition would be eligible for reimbursement.

## **New Business**

1. FY23 Senate CDS Federal Funding Process.  
Haley received an email from County HR forwarded from County Commissioner, Jim Hamsher, about an opportunity to request funding for projects. Haley stated this could be another avenue to acquire funding to bring our underground storage tanks above ground. He just received this email and hasn't had an opportunity to review all pages in the document. She will review to see if we have a project that would qualify for this funding opportunity. Cheryl asked if this could be used to fund the proposed connector taxiway between taxiway A and runway 17/35 near the hangar entrances.
2. Updated CIP to include BIL funding.

Haley stated we have an opportunity to revise our CIP to include BIL funds. Haley explained we will receive \$110,000 each year for five years. We can accumulate up to four years to have one big project. Haley proposed we revise our CIP to include snowplow removal equipment for the first year and then accumulate the remaining four years for an upgrade to our fuel farm. A revised CIP was shared with the airport commission. Haley added that BIL funds only provide 90% of total project costs and the airport would still be required to provide 10% matching funds.

3. Hangar Inspections.

Haley's intention is to have hangar inspections complete by the end of April. Letters to hangar owners are being prepared to send in the mail. Robert stated he is concerned about at least one of the hangars being used as a construction hangar. He stated our goal is to maintain our airport for aviation, and he asked what enforcement options do we have when hangars are not being used for aviation purposes. Haley stated we have signed leases that state hangars are to be used primarily for aeronautical purposes. Barb added that hangar owners should comply with the lease. There was additional discussion about primary aeronautical use as well as penalties from the FAA if they found our airport to be out of compliance. Haley stated her goal is to have the airport be fair and consistent in the policy. Haley stated we have two aircraft owners that are on a wait list for hangar space.

4. County hangar sale discussion.

Robert was approached by someone interested in purchasing the county hangar. Barb discussed also using the county hangar as storage, especially if we acquire additional snowplow removal equipment. She stated we need to consider if the airport has long-term use for the county hangar. Robert discussed the liability risk if the airport is storing equipment and renting out the other side for an aircraft. Haley received an appraised value from the Assessor's Office of \$25,000. Barb stated we could not build a storage space for our equipment for this price. Bob agrees with Barb and thinks we need to keep the county hangar for storage and renting at least half of it to an aircraft owner. Cheryl added that it would be beneficial to widen the pavement pad so debris is not dragged onto the taxiway.

5. 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 on February 21<sup>st</sup> in observance of President's Day. The terminal is not scheduled to be closed during the month of March.
- Schedule. Haley stated she is planning a couple vacation days next week.
- Completed details list, ongoing projects/tasks - see synopsis. Haley highlighted some items from the completed details list: #2 completed repairs and testing on the FuelMaster hardware and software and followed up with an email and NOTAM removal, worked with Bisnett Insurance about quotes for general liability insurance, DEQ documentation and email our initial response, worked with FAA about AIP and BIL grant status and documentation, worked through COAR grant agreement for RW 17/35 widen/reconstruct project, worked with ESD and Control Sentries HVAC communications failure and QuickBooks program, long visit with John Marciel about hangar development, spoke with Mascott Equipment about our UST needs, etc.

6. Commissioners miscellaneous.

Robert asked Kevin if there are costs expected related to cleanup when we pull the USTs if there is any seepage. Kevin stated the airport would be responsible for mitigation of any spilled fuel in the ground. He added we may have insurance for these costs.

## **Adjournment**

*MSP – Barb Temple/Bob Bagett – to adjourn the meeting at 7:32pm. Unanimous.*

The next meeting is scheduled for Monday, April 11<sup>th</sup>, 2022 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) \*\*\*\***