

**NOTICE OF CALL OF SPECIAL MEETING
TO THE MEMBERS OF SUSANVILLE AIRPORT COMMISSION:**

You are hereby notified that a SPECIAL MEETING of the Susanville Municipal Airport Commission will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **March 14, 2019 at 3:00 p.m.** to transact the following business:

Call Meeting to Order
Roll Call

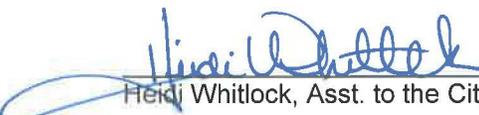
1. **APPROVAL OF THE AGENDA:**
2. **APPROVAL OF MINUTES:** Approval of minutes from August 16, 2018 meeting.
3. **PUBLIC COMMENT:** Members of the public may address the Commission concerning **any item on the agenda** prior to or during consideration of that item.
4. **MATTERS FOR BOARD CONSIDERATION:**
 - A. Appointment of Chair and Vice Chair for the 2019 Calendar Year
 - B. Discussion Regarding Airport Capital Improvement Plan (ACIP)
 - C. Discussion Regarding Income for the Airport
5. **BOARD MEMBER ISSUES/REPORTS:**
6. **AIRPORT MANAGER REPORTS:**
 - A. Update from Steve Datema
7. **ADJOURNMENT**

AFFIDAVIT OF MAILING NOTICE

I, the undersigned Assistant to the City Administrator of the City of Susanville, California do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, March 14, 2019 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 13th day of March, 2019. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this 13th day of March, 2019.



Heidi Whitlock, Asst. to the City Administrator

Ross Stevenson	emailed
William Heyland	emailed
Richard Hrezo	emailed
Mary Foster	emailed
Paul Clark	emailed

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 14, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Approval of minutes from the August 16, 2018 meeting.

SUMMARY: Attached for the Commission's review are the minutes of the SMAC August 16, 2018 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve minutes from the August 16, 2018 meeting.

ATTACHMENTS: Minutes from the August 16, 2018 meeting.

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES
August 16, 2018 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 3:00 p.m. by Chairman Stevenson.

Roll Call of Members present: Richard Hrezo, Bill Heyland, Mary Foster, Ross Stevenson and Cameron Farrell

Staff present: Quincy McCourt, Project Manager, Heidi Whitlock, Assistant to the City Administrator and Debi Savage, Finance Manager.

APPROVAL OF THE AGENDA: Motion by Vice Chair Hrezo, second by Commissioner Foster, to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Commissioner Farrell, second by Vice Chair Hrezo, to approve the minutes from January 11, 2018 and March 8, 2018. Motion carried unanimously.

PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Discussion Regarding Airport Capital Improvement Plan (ACIP)

Mr. McCourt opened with a review of the ACIP for Commissioner Farrell. He continued that the ACIP was approved one month late; however, staff is determined to have the ACIP ready by August annually to submit a September plan every year to the FAA. He added that that there are no changes over the next few years with the exception of a few small items.

One of those items, for example, is related to the \$58,000 in entitlement dollars that we talked about using for possible small projects. Those projects included the purchasing the adjacent lot, working on some of the perimeter fencing, or, knowing that the FAA looks favorably on pavement improvements, there was a large section, around 9,000 square feet, that we could have replaced or repaired. This was the recommendation of the City Council at the time and also the most favorable for the FAA. Staff worked with the FAA to proceed with getting the pavement improvement approved and added to the ACIP.

Mr. McCourt stated that, should the Commission agree to the changes and want to make the recommendation to move forward, the ACIP will be presented to the City Council for approval to send to the FAA.

Motion by Commissioner Heyland, second by Vice Chair Hrezo, to recommend the ACIP be presented to the City Council for approval. Motion carried unanimously.

4B Discussion regarding Budget

Mr. McCourt stated that Debi Savage, Finance Manager, was in attendance to review the status of the current Airport budget.

Ms. Savage stated that she has supplied the Commissioners with a history of both revenues and expenses. She continued with an explanation of what items were considered when creating the budget. She stated that the airport has to bring in more revenue to spend more but, the City does budget \$15,000 annually to set aside for the FAA grant match.

Discussion regarding depreciation expenses occurred as well as what was included in the internal services line item and licensing and fees.

Vice Chair Hrezo exits the meeting at 3:45 p.m.

Commissioner Heyland offers words of appreciation to Ms. Savage stating that the budget has never been explained to the Commission in that manner before.

COMMISSIONER ISSUES/REPORTS:

The Commission discussed the fencing issue and potential property acquisition. Mr. McCourt to schedule meeting with property owner to provide update to Commissioners.

Chairman Stevenson remind everyone in attendance of the airfare to occur that weekend and stated that it has been advertised well.

AIRPORT MANAGER'S REPORT: None.

ADJOURNMENT: Meeting adjourned by Chairman Stevenson at 3:56 p.m.

Ross Stevenson, Chairperson

Respectfully Submitted by:

Heidi Whitlock, Assistant to the City Administrator

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 14, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Appointment of Chairperson and Vice Chairperson

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The Susanville Municipal Airport Commission will elect a Chairperson and Vice Chairperson for the Board to serve during the 2019 calendar year.

FISCAL IMPACT: None

ACTION REQUESTED: Elect Chairperson and Vice Chairperson for the 2019 calendar year.

ATTACHMENTS: None.

Submitted By: Quincy McCourt, Project Manager

Action Date: March 14, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion Regarding Airport Capital Improvement Plan (ACIP)

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: In recent meetings the Commission decided that the ACIP will be brought back to them each August with the intent of being submitted to and approved by the City Council so it can be submitted to the FAA in September.

FISCAL IMPACT: Standard 10% budgeted local match.

**ACTION
REQUESTED:** Discussion

ATTACHMENTS: ACIP FY 2019 - 2023



SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

FY 2019 - 2024

DATE: 3/19/2018

Airport: Susanville Municipal Airport		State: California		NPIAS#	06-0251	LOCID	SVE			
Project Description & Year	Federal Funds	State Funds	Local		Total	Environmental	NPIAS Rating	Start Date	Comp. Date	FED/ STATE
			PFC							
2018										
1 - Carryover	\$ -	\$ -		\$ -						
2019										
Design - Construct Pavement Project - approx. 9,000 SqFt R&R w/8"and 3"	\$ 53,062	\$ 2,653		\$ 3,243	\$ 58,958			June 2019	June 2019	
2020										
1 - Construct Apron Reconstruction, Phase II	\$ 855,000	\$ 42,750		\$ 52,250	\$ 950,000		60	May 2020	March 2021	
2021										
1 - Carryover	\$ -	\$ -		\$ -						
2022										
1 - Carryover	\$ -	\$ -		\$ -						
2023										
1 - Tand-way	\$ 765,000	\$ 38,250		\$ 46,750	\$ 850,000		40	May 2023	August 2024	
2024										
1 - Carryover	\$ -	\$ -		\$ -						
TOTALS	\$ 1,673,062	\$ 83,653		\$ 102,243	\$ 1,858,958					

Submitted By: Quincy McCourt, Project Manager

Action Date: March 14, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion Regarding Income for the Airport

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: Staff is requesting discussion on the topic of generating income for the airport.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Discussion

ATTACHMENTS: None.