

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING
January 11, 2018 – 5:15 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 5:16 p.m. by Chair Stevenson.

Roll Call of Members present: Commissioner Foster, Commissioner Heyland, Vice Chair Hrezo and Chair Stevenson.

Staff present: Quincy McCourt, Project Manager, Ruth Ellis, Administrative Staff Assistant and Steve Datema, Airport Manager.

APPROVAL OF AGENDA: Motion by Commissioner Heyland, second by Commissioner Hrezo to approve the agenda; motion carried; Ayes, Heyland, Hrezo, Foster and Stevenson.

APPROVAL OF MINUTES: None

CORRESPONDENCE/INFORMATION: None

BUSINESS FROM THE FLOOR: None

NEW BUSINESS: Commissioner Foster questioned Item 7D - Discussion Regarding the 2018 Susanville Air Fair being placed under Continuing Business because she believed it would be more appropriate under New Business.

The Commissioners held a brief discussion about why the matter was on the agenda. Commissioner Foster made a motion, Commissioner Heyland seconded moving Item 7D to New Business.

Commissioner Hrezo explained that the Air Fair is scheduled for August 18, 2018, and he wanted to make sure the City was aware a date had been set. He explained that he has contacted the FAA and the military about the possibility of providing a fly-by or static displays.

He continued that he will provide an update under Continuing Business at the Commission's March meeting and he hoped the City will continue to be supportive of the event.

There was general discussion regarding the City's support of the event, which includes paying for half the insurance and providing a water truck and barricades.

Commissioner Hrezo commented that the Air Fair is a nice time for everyone. The event usually kicks off with a pancake breakfast, aircraft is flown in for people to look at and helicopter rides are also provided.

Chair Stevenson asked if there would be classic cars at the event as there has been in the past.

Mr. Datema responded there are several clubs in town that they could reach out to.

7 CONTINUING BUSINESS

7A Discussion Regarding Airport Capital Improvement Plan (ACIP)

Mr. McCourt explained the Commission discussed the former ACIP at its November meeting and there were safety concerns about the fencing because livestock can get through it and onto airport property creating major risks when that occurs.

He continued that staff met with FAA representatives and they agreed with the safety concerns that a weakened fence poses. While the FAA's priority is awarding money to pavement projects, they were willing to make an exception and change the layout plan. However, many questions started coming up once they started delving further into the matter.

Mr. McCourt stated there were additional phone discussions between himself, Mr. Datema and staff from airport consultants C & S Companies regarding what the FFA ultimately wants them to focus on, which is the APRON project.

After those conversations, staff realized there were no clear answers, but Mr. Datema will work with the neighbors to try alleviating livestock from entering the airport in the interim.

Mr. Datema stated the real issue is that the Federal Government already paid for the design work for the remainder of the ramp and taxiway entrance projects and if they do something ahead of that, they could risk losing that funding.

Mr. McCourt thanked Mr. Datema for his comments and added that the FAA is willing to work with staff to ensure the fencing project doesn't go stale because they do see it as a safety concern.

There was discussion that there are some environmental hurdles before moving forward because the fence will have to cross the irrigation canal or there is the possibility to run it along the ditch and not the perimeter of the airport, which would make it a much simpler project.

The Commission also discussed the materials and length of the fence, which is about 3,000 to 3,500 feet of linear fencing.

Mr. Datema commented that they do have several years to figure out what to do with the fence unless additional funding becomes available and they are looking at a few other avenues.

Commissioner Foster asked about the possibility of having the project done in-house.

Mr. McCourt answered that it is a possibility, but the matter is more about funding. Either way, they would have to pay staff to do the work.

Chair Stevenson commented that in his opinion, the likelihood of acquiring property is extremely low and maybe they should start looking for Plan B, which will provide safety to the airport users. He noted the ALP narrative and the numbers which include \$90,000 for land acquisition, \$25,000 for the design and total construction is \$550,000. If there needs to be a 3,000 feet of fencing because of safety issues, it doesn't need to be designed and it should be constructed on airport property without acquisition. The City is projecting to spend \$58,000 on the project, but if they can just build the fence for \$6,000 then they have saved the City money and that is a valid point to be considered.

Mr. Datema said he agrees, as did the consultant, that the numbers are high but the Commission would be surprised that they wouldn't be able to build six foot chain link fence for \$6,000.

Commissioner Hrezo asked if the City would consider taking bids to see how much it would cost to add a chain link fence to what is already in place.

Mr. McCourt responded the City can do several simple things such as figure out the linear footage and design a quick spec and request a linear footage cost because are advantages when not using federal money.

Commissioner Hrezo said he wants to save the City money, too and he does not want them to spend a lot of money to come back and tell the Commission they could've done the fencing for less than what it took to get the bids.

The Commission held an extensive discussion about the fencing project and will continue the discussion to of saving the City money on the fencing project as it is currently designated in the ACIP.

Motion by Commissioner Heyland, second by Commissioner Hrezo to recommend the City Council accept the revised 2018-2023 ACIP. All in favor Heyland, Hrezo, Foster and Stevenson. Absent: Farrell.

7B Expiring Entitlements for 2018

Mr. McCourt stated the City has \$1,649.00 in entitlement funding that will expire in 2018. The FAA is requesting the City transfer this money to another sponsor so it is not lost from our region.

Motion by Commissioner Hrezo, second by Commissioner Foster to recommend the City Council approve the transfer of funds to Palo Alto. All in favor, Hrezo, Foster, Heyland and Stevenson.

Commissioner Heyland commented that for 2016 there were is \$58,958.00 in expiring funds and asked if there was a plan to consume those funds.

Mr. McCourt responded that it would be strategic to invest that money in the airport.

Commissioner Heyland expressed concern that the money will expire at the end of the year and he wanted to plan ahead for it rather than waiting until the last minute rather than turning money back.

Mr. McCourt responded that he agreed and there was general discussion about timeline of using the money.

Commissioner Heyland said he staff should bring an item back to the Commission's March meeting about how they were going to spend the \$58,000.

7C PAPI visibility range

Mr. McCourt explained a question arose about what the visible range requirements are for the PAPI systems. He stated the Flight Inspection Handbook states daytime minimum visual range for a 2-box PAPI is a two box is a 2 SM and a 4-box PAPI is 4SM.

There was general discussion about the upcoming final PAPI inspection.

8 AIRPORT MANAGERS REPORT:

Mr. Datema stated that the annual airport conference was scheduled for the end of January in Monterey and the event provides a lot of information.

He also reported they have been busy checking off the items identified in the Caltrans report, which was mostly about brush removal.

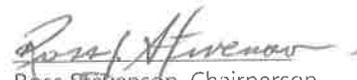
9 COMMISSION ITEMS:

Chair Stevenson stated he wanted a schedule of the year's meetings emailed to the Commission. He added the March and May meetings are critical to some of the things they discussed during the meeting.

After some discussion about the meeting schedule, Chair Stevenson added the Commission needs to get busy and get everything done it possibly can to benefit the airport and he wants to make this a working year.

There was discussion about the Commission board membership, the recruitment process and appointing Commissioner Foster as a regular member as she is currently an alternate. Chair Stevenson said he felt it was reasonable to ask the City Council to place another solicitation and appoint another Commissioner and Commissioner Foster as a full-time commissioner.

ADJOURNMENT: Meeting adjourned at 6:10 p.m.


Ross Stevenson, Chairperson

Ruth Ellis, Administrative Assistant

Approved August 16, 2018