

**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 **May 9, 2019 at 1:00 p.m.** to transact the following business:

Call Meeting to Order
Roll Call

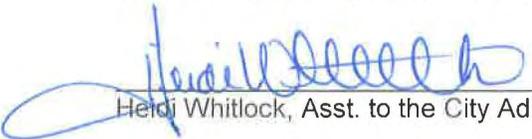
1. **APPROVAL OF THE AGENDA:**
2. **APPROVAL OF MINUTES:** Approval of minutes from March 14, 2019 meeting.
3. **PUBLIC COMMENT:** Members of the public may address the Commission concerning **any item on the agenda** prior to or during consideration of that item.
4. **MATTERS FOR BOARD CONSIDERATION:**
 - A. Discussion regarding fencing options
 - B. Discussion regarding minute preparation
 - C. Update on Airport Consultant
 - D. Discussion regarding City Financials
 - E. Update on current airport related events
5. **BOARD MEMBER ISSUES/REPORTS:**
6. **AIRPORT MANAGER REPORTS:** None.
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, May 9, 2019 at 1:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 8th day of May, 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 8th day of May, 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: May 9, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Approval of minutes from the March 14, 2019 meeting.

SUMMARY: Attached for the Commission's review are the minutes of the SMAC March 14, 019 meeting.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Approve minutes from the March 14, 2019 meeting

ATTACHMENTS: Minutes from the March 14, 2019 meeting.

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES
March 14, 2019 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

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

Roll Call of Members present: Bill Heyland, Paul Clark, Richard Hrezo, Ross Stevenson. Absent: Mary Foster

Staff present: Quincy McCourt, Project Manager, Steve Datema, Airport Manager, Ruth McElrath, Building Permit Technician, Amy Lopez, Administrative Staff Assistant, Mike Wilson, City Administrator, Dan Newton, Public Works Director, and James Moore, Fire Chief.

APPROVAL OF THE AGENDA: Motion by Commissioner Heyland, second by Vice Chair Hrezo, to approve the agenda. Motion carried unanimously. Aye: Vice Chair Hrezo, Commissioner Clark, Commissioner Heyland and Chairman Stevenson. Absent: Commissioner Foster. Abstain: Commissioner Clark.

APPROVAL OF MINUTES: Motion by Vice Chair Hrezo, second by Commissioner Heyland, to approve the minutes from August 16, 2018. Motion carried unanimously. Aye: Vice Chair Hrezo, Commissioner Heyland, Chairman Stevenson. Absent: Commissioner Foster. Abstain: Commissioner Clark.

PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Appointment of Chair and Vice Chair for the 2019 Calendar Year

Chair Stevenson opened by expressing his gratitude for his position as past Chairman.

Motion by Chair Stevenson, second by Commissioner Clark, to nominate Vice Chair Hrezo as Chairman for the 2019 Calendar year to take effect at the next meeting. Motion carried unanimously. Aye: Commissioner Clark, Commissioner Heyland, Commissioner Foster, Chairman Stevenson, and Vice Chair Hrezo.

Motion by Commissioner Heyland to nominate Chair Stevenson as Vice Chair for the 2019 Calendar Year, second by Vice Chair Hrezo. Motion carried unanimously. Aye: Commissioner Heyland, Commissioner Clark, Commissioner Foster, Vice Chair Hrezo and Chairman Stevenson.

4B Discussion Regarding Airport Capital Improvement Plan (ACIP)

Mr McCourt opened with a review of the ACIP plan. He stated that the plan included was the one provided by the Commission and approved by Council.

A lengthy discussion took place regarding the Airport Capital Improvement Plan, what should be included on this plan and if the Commission wanted any modifications before presenting it to Council in August.

Vice Chair Hrezo inquired as to how the process of updating the plan worked. Did it come back every year to update for the next five years. He added that, since the Commission last met, it appears that nothing has happened with the fence or the overlay.

Mr. McCourt responded that, as one of the requested changes of the Commission, we had carryover that was going to aid in repairing a small patch, 9000 square foot area, of pavement. It was approved at this level, at Council and with the FAA. However, there were weather restrictions and it did not make it on the schedule yet.

Chair Stevenson inquired as to how the City could request additional funds if more projects were identified.

Commissioner Foster entered the meeting at 3:05 p.m.

Mr. McCourt responded that, the Commission could advise the Council to add additional projects and the Council could agree to add those projects to the ACIP prior to submittal to the FAA. If we provide the information to the FAA, additional funding may become available. If this occurs, the City may be able to have more than \$600,000 on the books but they would have to be able to provide the required 10 percent match.

Mr. McCourt added that for the two currently identified projects, the City does not currently have the 10 percent match to complete the project. However, there is an item being presented to Council to consider setting aside additional funding, \$30,000 over the next two years to cover the current projects in 2020. An additional \$10,000 would be set aside, for the next three years following that, for the next set of projects to be completed in 2023.

Further discussion occurred regarding various projects such as perimeter fencing, land acquisition, generators for the lighting, runway lights etc. and that they are in a list that was created by the Commission but not on the ACIP.

Mr. McCourt provides clarification that there are essentially two lists. The first, the Airport Land Use Plan (ALP), is the list that contains all the items currently being mentioned. The second is the ACIP which should include the 5-year plan. If there are items you would like to see on the list, such as the fencing, now is the time to bring it up to get it on the ACIP.

Mr. McCourt added that if the Commission recommends items to be placed on the list, those items would be presented to Council. If the Council approves, there is nothing stopping us from getting the items on the list. However, to complete the projects, it needs to be approved by the FAA and the City must be able to come up with the 10 percent match.

Further discussion occurred regarding the fencing and property acquisition and whether the property owner has been contacted or not. Mr. McCourt stated that staff did not feel comfortable doing so yet as the City wants a consultant present. He added that the City advertised but only received one applicant and there has been a roadblock.

Vice Chair Hrezo voiced his concern with the Commission not being told the information regarding the consultant at the last meeting and inquired as to whether or not the Commission was only together as legal requirement for the City.

Mr. Newton responded that the Commission is a very valuable part of the planning process, it is advisory to the City Council and, without the Airport Commission, the Council would not have the input of those who are as deeply involved at the airport as the Commission is to make the decisions as to what the priorities are for the airport. So, discussing something like the Capital Improvement Program, there is a lot of interest on Council to have that program financially constrained, so we are not asking for hundreds of thousands of dollars for projects that we cannot deliver on, as that falsely raises expectations and we want to be able to deliver what we say we can. Mr. Newton continued that, the Commission is vital in this process but, unfortunately, it is a slow process.

Vice Chair Hrezo responded that, in most occasions, the Council did what they wanted anyway, and did not honor the suggestions of the Commission. He added that, it is the Council's prerogative to do so but, why ask the Commission if they never go with the suggestions.

Mr. Newton responded that it was his belief that the last adopted plan was the one suggested by the Commission and, as long as the requests are reasonable, they may approve it.

Further discussion occurred regarding the list and how it had altered at the previous meeting.

Chair Stevenson shared his concern with adding items to the list, not based on funding availability, but rather what the needs are of the airport. The Council and staff can determine the funding sources but, the Commission should be suggesting projects. He added that there needed to be a better relationship between the Council and the Commission.

Discussion regarding the projects to be included on the ACIP continued.

Mr. Datema inquired as to how much into the \$150,000 cycles we were in, how much is currently there. He continued that there has not been a project in a couple of years and figured approximately \$450,000 should be available.

Mr. McCourt responded that the PAPI project was completed last year so there is about \$30,000 available.

The Commission continued to discuss the priority of the projects, and Mr. Datema offered that the fence should probably be completed where it currently stands and, if needed, fix it later. He continued that, in his experience, the City Council has always supported the Commission's recommendations. He added that he would like to see the taxiway pavement upgraded and, so the Commission would be aware, that the FAA would be conducting a pavement test in the next year or two.

Mr. Newton stated that, to temper the expectations of the Commission, the motion would be recommended that the City Council add the fencing to the ACIP list, not that the Commission can add it.

Motion by Commissioner Foster, second by Vice Chair Hrezo, to recommend to the City Council to add the perimeter fencing to the ACIP list. Motion carried. Aye: Foster, Hrezo, Clark and Stevenson. No: Heyland.

Chair Stevenson continued that, the need to prioritize the items on the list will still need to be considered.

Vice Chair Hrezo inquired as to whether or not the airport, without having a complete perimeter fence and the national security issues, would have any issues.

Mr. Datema responded, no.

Vice Chair Hrezo expressed his concerns with the safety issues regarding the fencing and requests to know what the Commission needs to do today.

Mr. McCourt stated that talking about priorities would be a good discussion to have and, if the Commission had areas that they would like to have City staff research, they could certainly do so.

A request was made by Chair Stevenson for staff to provide a cash flow analysis for five years showing where the airport is with the FAA funds and City's matching funds. The analysis should show where it stands on carryover funds and what the impact would be if they waited on more year. The information would be beneficial for the next discussion.

Additional discussion occurred regarding the difference between the City's entitlement funds and the possibility of discretionary funds.

4C Discussion Regarding Income for the Airport

Mr. McCourt opened by stating that we have a resource by having the Airport and by involving the City we could potentially generate income.

Mr. Datema stated that maximizing income and minimizing expenses for the airport has been a priority for a while. He stated that he is open to new ideas for bringing in funds.

Mrs. Foster asked what similar sized airports do to bring in funds.

Mr. Datema responded that most airports similar in size are in the same situation we are. Although it is difficult to compare airports, we do have access to rate studies for comparisons. He added that we have just raised fees on new leases.

There was a discussion regarding the option of bringing water to the airport and if there are State and Federal needs during the fire season for emergencies.

Mike Wilson, City Administrator introduced himself to the Commission and addressed their concerns. He recommended to the Commission that they meet more frequently. He also stated that, as our new City Administrator, he fully supports the idea of installing water at the airport.

Mr. Newton stated that there are plans in progress to run water to the Airport from the Johnstonville Water System, and these plans are near completion.

5 COMMISSIONER ISSUES/REPORT:

A discussion took place regarding the meeting schedule and it was determined that the Commission meet monthly until further notice.

Chair Stevenson requested that the proposed schedule be emailed out to all the Commission members.

Commission agreed to having meetings at 3:00 p.m.

Vice Chair Hrezo requested that staff inform the Commission on what they should focus on at each meeting to get things accomplished.

6 AIRPORT MANAGERS REPORT:

Mr. Datema provided a brief update on airport activities. He indicated that there has been low activity with the airport due to the weather, but they have kept up on snow removal and they have used the snow plow several times this year. Mr. Datema concluded by stating that brush and weed mitigation is next, and student activity is up.

ADJOURNMENT:

Motion to adjourn meeting at 4:30 p.m. by Chairman Stevenson, second by Commissioner Clark. Motion carried unanimously.

Ross Stevenson, Chairperson

Amy Lopez, Administrative Staff Assistant

Submitted By: Quincy McCourt, Project Manager

Action Date: May 9, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion regarding fencing options

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The Airport is in need of a perimeter fence in order to protect pilots and passengers from wandering livestock or wildlife. This discussion is intended to keep this subject current so as to not miss any opportunities that could prevent funding.

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: None.

Submitted By: Quincy McCourt, Project Manager

Action Date: May 9, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion regarding minute preparation

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: Staff presented the preference of switching to action minutes. There was concern that the full extent of the meetings may not be captured. Staff has prepared action minutes to compare with the current minutes for the March 14, 2019 to review.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information only.

ATTACHMENTS: Current format minutes
Action format minutes

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APPROVAL OF THE AGENDA: Motion by Commissioner Heyland, second by Vice Chair Hrezo, to approve the agenda. Motion carried unanimously. Aye: Vice Chair Hrezo, Commissioner Clark, Commissioner Heyland and Chairman Stevenson. Absent: Commissioner Foster. Abstain: Commissioner Clark.

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PUBLIC COMMENT: None.

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PUBLIC COMMENT: None.

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6 AIRPORT MANAGERS REPORT:

Mr. Datema provided a brief update on airport activities

ADJOURNMENT:

Motion to adjourn meeting at 4:30 p.m. by Chairman Stevenson, second by Commissioner Clark. Motion carried unanimously.

Ross Stevenson, Chairperson

Amy Lopez, Administrative Staff Assistant

Submitted By: Quincy McCourt, Project Manager

Action Date: May 9, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Update on Airport Consultant

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: Each year Sponsors are eligible for entitlement grants from FAA so long as they contribute a 10% local funding match. The City of Susanville is considered a sponsor according to the FAA. One of the stipulations of the FAA is that Sponsors maintain a contract with a consultant(s). The contracts last for five years. We are still in contract with C&S Companies, the consultant that we have worked with for over five years. We have not renewed any contracts as of yet, but have gone through the consultant solicitation process. There is supposed to be the opportunity to hire one consultant for Planning and a different firm for Engineering. It is okay to hire one outfit for both, as long as each proposal was for different responsibilities. With respect to the Planning Consultant, only one proposal was received. There is currently discussion with the FAA to enter into contract with a consultant when there was only one proposal received. We hope to work that out by the end of June and enter in to contract with the next consultant for the next five-year stent.

FISCAL IMPACT: None

**ACTION
REQUESTED:** None.

ATTACHMENTS: None.

Submitted By: Quincy McCourt, Project Manager

Action Date: May 9, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion regarding City financials

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: Current projections illustrate that the City will not be able to afford Public Safety in as early as three years. Staff requests the discussion to further local match funding opportunities.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: None.

Submitted By: Quincy McCourt, Project Manager

Action Date: May 9, 2019

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Update on current Airport related topics

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The Commission requested, during its April meeting, that staff provide updates on any Airport related topic. At this time, staff wanted to share the following information with the Commission:

1. The City can now advertise local events on Facebook and requests information pertaining to the upcoming Airfare to be provided when available to assist in advertising for the event.
2. Public Works Department is moving forward with the Engineering for the water line extension from the nearby holding tank to the airport.
3. Staff is continuing to work on obtaining lease compliance with all owners of hangars with ground leases and those who are renting City owned hangars.
4. The City Council has approved moving the FAA match funds into a restricted fund.

FISCAL IMPACT: None

ACTION REQUESTED: None

ATTACHMENTS: None