SUSANVILLE MUNICIPAL AIRPORT COMMISSION

GOVERNING BOARD
ROSS STEVENSON, CHAIR
MARY FOSTER, VICE CHAIR
RICHARD HREZO, COMMISSIONER
BILL HEYLAND, COMMISSIONER
PAUL CLARK, COMMISSIONER

STAFF
KEVIN JONES, INTERIM CITY ADMINISTRATOR
AMY LOPEZ, SECRETARY

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION MEETING

City Council Chambers
66 North Lassen Street, Susanville, CA 96130
August 13, 2020 3:00 p.m.

Call Meeting to Order
Roll Call of Commissioners Present

1 **AGENDA APPROVAL:** (Additions and/or Deletions)

2 **APPROVAL OF MINUTES:** Approval of minutes from the July 9, 2020 meeting.

3 **CORRESPONDENCE/INFORMATION:**

4 **BUSINESS FROM THE FLOOR:** Any person may address the Commission at this time upon any subject **not on the agenda** within the jurisdiction of the Commission. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

5 **PUBLIC COMMENT:** Any person may address the Board at this time to comment on any subject on or not on the agenda. However, the Board may not take action on an item not on the agenda other than to direct staff to agendize the matter at a future meeting.

6 **NEW BUSINESS:** None.

7 **CONTINUING BUSINESS:**
A. Update on the Airport Capital Improvement Plan (ACIP)
B. Discussion on the Safe Act Grant Opportunity (CARES ACT)
C. Susanville Airport Update

8 **AIRPORT MANAGERS REPORT:** None.

9 **COMMISSION ITEMS:**

ADJOURN

- ***Next meeting date to be held on September 10, 2020.***

I, Amy Lopez, certify that I caused to be posted notice of the regular meeting scheduled for August 13, 2020 in the areas designated on August 10, 2020.

Amy Lopez, Secretary

AGENDA ITEM NO. 2A

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: August 13, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Approval of minutes from the July 9, 2020 meeting.

SUMMARY: Attached for the Commission's review are the minutes of the SMAC July 9, 2020 meeting.

ACTION REQUESTED: Motion to approve minutes from the July 9, 2020 SMAC meeting.

ATTACHMENTS: Minutes from:
July 9, 2020

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION
July 9, 2020 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 3:01 p.m. by Chairman Hrezo.

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

Staff present: Kevin Jones, Interim City Administrator; Debi Savage, Finance Manager; Dan Gibbs, Acting Public Works Director; Steve Datema, Airport Manager, and Amy Lopez, Secretary.

APPROVAL OF THE AGENDA: Motion by Commissioner Heyland, second by Vice Chair Stevenson to approve the agenda with the following changes: move 7A after the approval of minutes. Motion carried. Aye: Commissioner Heyland, Vice Chair Stevenson, Chair Hrezo. Absent: Commissioner Clark, and Commissioner Foster.

Commissioner Foster entered the meeting at 3:03 p.m.

APPROVAL OF MINUTES: Motion by Chair Hrezo, second by Commissioner Foster to approve the June 11, 2020 meeting minutes. Motion carried.

7A Appointment of Chair and Vice Chair for the 2020 calendar year

Motion by Commissioner Heyland, second by Chair Hrezo to nominate Ross Stevenson as Chairman. Motion carried unanimously.

Motion by Vice Chair Stevenson, second by Commissioner Heyland to nominate Mary Foster as Vice Chair. Motion carried unanimously.

CORRESPONDENCE/INFORMATION: None.

BUSINESS FROM THE FLOOR: None.

PUBLIC COMMENT: None.

6 NEW BUSINESS: None

7 CONTINUING BUSINESS:

7A Appointment of Chair and Vice Chair for the 2020 calendar year

Heard after approval of minutes.

7B Review of current C&S Agreement

At the June 11, 2020 SMAC meeting there was discussion on the agreement between C&S and the airport and there were questions as to when the agreement was signed. This item was brought back for discussion and the Commission was provided the C&S agreement for review.

There were no further questions or comments.

7C Discussion regarding Maintenance budget for the Airport

A revenues and expenditures document was provided to the Commissioners at the June 11, 2020 meeting to review the budget. The Commission requested detailed explanation of the different accounts listed. Debi Savage, Finance

Manager, attended the meeting to answer any questions the Commissioners had regarding the budget.

There was an update regarding the PHI hangars at the airport. Kevin Jones, Interim City Administrator, informed the Commission that there has been an OSHA complaint due to internal construction illegally built within the hangars prior to City ownership. He added that PHI currently has an outstanding rent balance and the City is working with them to get the balance paid.

There was a request for a cost allocation for all staff to review at the next meeting.

7D Discussion on Annexation of the Airport

An update was given on Annexation of the airport. Kevin Jones, Interim City Administrator, and Dan Gibbs, Acting Public Works Director, explained to the Commission that the airport was in the preliminary stage of annexation and it will be a lengthy process. This will be discussed at future meetings.

7E Safe Act Grant Opportunity (CARES Act)

At the June 11, 2020 SMAC meeting Mr. Gibbs provided an Informational packet regarding the CARES Act to the Commission for review. The CARES Act provides payments to state, and local governments navigating through the impact of the COVID-19 outbreak. This grant can award up to $30,000 and is available to the City on a reimbursement basis. The City must identify what the funds are spent on and will then be reimbursed through the FAA's payment program, Delphi. The money reimbursed is similar to a grant and available to spend up to 4 years. During the last meeting Mr. Gibbs explained to the Commission that an application was signed by the City attorney and sent to the FAA. Mr. Gibbs stated that he had received an email from the FAA explaining that the agreement submitted has been accepted and the City is eligible for the $30,000 grant. The next step would be to identify any revenues lost and to create an invoice. To avoid denial, Mr. Gibbs recommended legal counsel since the process can be complex. The Commission requested that this item be brought back at the next meeting to discuss progress.

AIRPORT MANAGER'S REPORT: None.

COMMISSION ITEMS: None.

ADJOURNMENT:

Motion by Chair Stevenson, second by Vice Chair Clark to adjourn at 3:43 p.m. Motion carried.

Respectfully Submitted by:

Ross Stevenson, Chairperson

Amy Lopez, Secretary

Approved on August 13, 2020

AGENDA ITEM NO. 7A

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: August 13, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Update on Airport Capital Improvement Plan (ACIP)

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: Staff has attended several conference calls regarding the City Airport ACIP with the FAA and the airport's consultant, C&S Engineers. The status of an progress occurring the fence project remains unclear for this fiscal year.

However, discussions with the FAA indicate the development of the plans in the FY 21/22 are positive pending completion of the environmental clearances needed to begin design. Staff continues to reach out to FAA staff in the hopes of clarifying the conditions required to ensure the continued progress desired by the Commission.

Finally, a commitment on the part of the City and Commission will needed in order to move forward on the environmental or biological survey required to initiate the design process. A financial investment applied in advance of the funding on the project will be required to move the project forward. While the reimbursement of the work associated with this is highly likely, there is some risk to the Airport in not acquiring reimbursement and thus impacting the cash balance now available.

FISCAL IMPACT: None.

ACTION REQUESTED: Discussion.

ATTACHMENTS: None.

AGENDA ITEM NO. 7B

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: August 13, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion on the Safe Act Grant Opportunity (CARES ACT)

PRESENTED BY: Kevin Jones, City Administrator (Interim)/COP

SUMMARY: At the last meeting there was discussion on the CARES Act. This item is being brought back for an update.

FISCAL IMPACT: None.

ACTION REQUESTED: Discussion.

ATTACHMENTS: None.

AGENDA ITEM NO. 7C

Submitted By: Kevin Jones, City Administrator (Interim)/COP

Action Date: August 13, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Susanville Airport Update

PRESENTED BY: Kevin Jones, City Administrator (Interim)COP

SUMMARY: The City Administrator (Interim) will provide an update on the Included, but not limited to:

1. Fuel Spill
2. PHI
3. Air Methods
4. Hangar #3/#4
5. Contract w/ Svl Aviation, LLC
6. Airport Budget

FISCAL IMPACT: N/A

ACTION REQUESTED: Information.

ATTACHMENTS: N/A