

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION
February 13, 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, Commissioner Clark, Vice Chair Stevenson, Chairman Hrezo.
Absent: Commissioner Foster.

Staff present: Mike Wilson, City Administrator, and Amy Lopez, Secretary.

APPROVAL OF THE AGENDA: Motion by Commissioner Heyland, second by Commissioner Clark to approve the agenda. Motion carried. Absent: Commissioner Foster.

APPROVAL OF MINUTES: Motion by Commissioner Heyland, second by Commissioner Clark to approve the April 11, 2019 meeting minutes. Motion carried. Absent: Commissioner Foster.

Motion by Vice Chair Stevenson, second by Commissioner Heyland to approve the August 8, 2019 meeting minutes. Motion carried. Abstain: Clark. Absent: Commissioner Foster

Motion by Vice Chair Stevenson, second by Commissioner Heyland to approve the November 14, 2019 meeting minutes. Motion carried. Absent: Commissioner Foster.

CORRESPONDENCE/INFORMATION: None.

BUSINESS FROM THE FLOOR: None.

PUBLIC COMMENT: None.

6 **NEW BUSINESS:** None.

7 **CONTINUING BUSINESS:**

7A **Update on Airport Capital Improvement Plan (ACIP)**

City Administrator, Mike Wilson, gave a brief update on the Airport Capital Improvement Plan (ACIP). Mr. Wilson informed the Commission that the ACIP, which included the environmental project costs were presented and approved by the City Council. He added that staff was informed by C&S, that all documents were submitted to the Federal Aviation Administration (FAA) on December 31, 2019. Mr. Wilson stated that he received an email on February 12, 2019 from the FAA Program Manager, Reginald Dones, explaining that certain items were missing such as the Independent fee estimate, negotiated contract, PCI numbers, bid dates and plans for review, so the project is going to be pushed back due to the FAA's deadline requirements of April 1, 2020. Mr. Wilson stated that he reached out to C&S to get these documents before April 1, 2020 and we are still waiting on a reply. Mr. Wilson explained to the Commission that if this project does get pushed back it will be a repeat of the process and will have to go back to City Council next year for approval. He added that the environmental inspection was a high priority and the biologist used must be a certified environmentalist.

7B **Discussion on Airport Maintenance Budget**

Discussion occurred regarding the maintenance budget. Mr. Wilson explained to the Commission that part of the annual process is to have a maintenance budget of \$5,000. Funds have been put aside on an annual basis for any improvements and repairs when necessary. Mr. Wilson stated that the City is currently preparing the budgets and anticipates a regular maintenance and repair budget to be added.

Commissioner Clark mentioned a lighting issue at the Airport where the fuel trucks are stationed. He added, that the area is very dark and is considered a safety issue since there is no lighting and may be a potential fall hazard. It was recommended that it be repaired and to get a quote from Lassen Municipal Utility District (LMUD).

At a previous meeting the Commissioners had requested financials for the Airport. A ten-year revenue and expenditures budget was provided to the Commissioners and after reviewing the budget it was decided that the item be continued at the next meeting for further explanation.

AIRPORT MANAGER'S REPORT: None.

COMMISSION ITEMS:

An update regarding a date change for the Susanville Airfare was provided. It was announced that the Susanville Airfare will not be held in August this year, the new date will be June 6, 2020.

ADJOURNMENT:

Motion by Vice Chair Stevenson, second by Commissioner Clark to adjourn at 3:18 p.m. Motion carried. Absent: Commissioner Foster.

Respectfully Submitted by:


Amy Lopez, Secretary


Richard Hrezo, Chairperson