

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION
June 11, 2020 – 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 Hrezo.

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

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

APPROVAL OF THE AGENDA: Motion by Vice Chair Stevenson, second by Commissioner Heyland to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Motion by Commissioner Heyland, second by Vice Chair Stevenson to approve the February 13, 2020 meeting minutes. Motion carried.

CORRESPONDENCE/INFORMATION: None.

BUSINESS FROM THE FLOOR: None.

PUBLIC COMMENT: None.

6 **NEW BUSINESS:** None.

7 **CONTINUING BUSINESS:**

Commissioner Clark entered at 3:08 pm

7A Update on Airport Capital Improvement Plan (ACIP)

Dan Gibbs, Acting Public Works Director, discussed the Airport Capital Improvement Plan (ACIP). He informed the Commission that he reached out to C&S for an update and the projects that are listed on the ACIP for the current fiscal year are the fencing project and the taxiway project. Mr. Gibbs explained that there are very specific steps in completing the fence and the consultant has a proposal to move forward. Mr. Gibbs stated that he is confident that the fence project can be completed next fiscal year and he intends to take steps moving forward to get the environmental survey under contract.

The Commission asked about the contract with C&S and when it was signed. This information was not available and will be provided at the next meeting.

Commissioners expressed their concern that projects are not getting completed at the airport.

Staff responded that projects typically take time to be completed, the airport needs to bring in more revenue and matching funds must also be available as budgeted on an annual basis by the City Council.

7B Discussion on Airport Maintenance Budget

Mr. Jones reviewed the Revenues and Expenditures document that was provided to the Commissioners. The document had different accounts listed with three accounts labeled "repairs and maintenance". Questions were asked regarding the different repair and maintenance accounts listed and what the different accounts meant. It was decided to bring this back at the next meeting for further details and discussion.

7C Annexation of the Susanville Airport

Discussion occurred between Mr. Gibbs and the Commissioners on the intent to annex the airport. This will be

discussed at future meetings.

7D Safe Act Grant Opportunity (CARES Act)

Through the Coronavirus Relief Fund, the CARES Act provides payments to State, Local governments navigating the impact of the COVID-19 outbreak. Mr. Gibbs shared information about the CARES Act with the Commission and the process of executing an agreement with the FAA for the CARES Act. This grant can award up to \$30,000 and is available to the City on a reimbursement basis. Mr. Gibbs informed the Commission that the City attorney signed the application today and it has been sent to the FAA. He explained that the City must identify what the money is spent on and will then be reimbursed through the FAA's payment program, Delphi. The money reimbursed is similar to a grant and available for 4 years to spend.

This item will be discussed at future meetings.

AIRPORT MANAGER'S REPORT: None.

COMMISSION ITEMS:

ADJOURNMENT:

Motion by Vice Chair Stevenson, second by Commissioner Clark to adjourn at 4:03 p.m. Motion carried.

Respectfully Submitted by:



Amy Lopez, Secretary



Richard Hrezo, Chairperson