

SUSANVILLE MUNICIPAL AIRPORT COMMISSION

GOVERNING BOARD

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MARY FOSTER, VICE CHAIR
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JOLENE ARREDONDO, ASSISTANT TO THE ADMINISTRATOR
AMY LOPEZ, SECRETARY

**CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION MEETING**

City Council Chambers
66 North Lassen Street, Susanville, CA 96130
October 8, 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 September 10, 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 agendaize the matter at a future meeting.
- 6 **NEW BUSINESS:** None.
- 7 **CONTINUING BUSINESS:**
 - A. City Admin. Report
 - B. Update on the Airport Capital Improvement Plan (ACIP)
 - C. City Admin. Report Discussion on the Safe Act Grant Opportunity (CARES ACT)
 - D. Airport Budget
- 8 **AIRPORT MANAGERS REPORT:** None.
- 9 **COMMISSION ITEMS:**

ADJOURN

- **Next meeting date to be held on November 12, 2020.**

I, Amy Lopez, certify that I caused to be posted notice of the regular meeting scheduled for October 8, 2020 in the areas designated on October 5, 2020.



Amy Lopez, Secretary

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: October 8, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Approval of minutes from the September 10, 2020 meeting.

SUMMARY: Attached for the Commission's review are the minutes of the SMAC September 10, 2020 meeting.

ACTION

REQUESTED: Motion to approve minutes from the September 10, 2020 SMAC meeting.

ATTACHMENTS: Minutes from:
September 10, 2020

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION
September 10, 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 Stevenson.

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

Staff present: Kevin Jones, Interim City Administrator; Dan Gibbs, Public Works Engineer; Dan Newton, Public Works Director, Steve Datema, Airport Manager, Jolene Arredondo, Assistant to the Administrator, and Amy Lopez, Secretary.

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

APPROVAL OF MINUTES: Motion by Chair Stevenson, second by Vice Chair Foster to approve the July 9, 2020 meeting minutes as presented, pending the addition of the requested item to be included in today's meeting minutes under Commission Items referring back to the July 9, 2020 meeting. Absent: Commissioner Hrezo, Commissioner Heyland. Motion carried unanimously.

CORRESPONDENCE/INFORMATION: None.

BUSINESS FROM THE FLOOR: None.

PUBLIC COMMENT: None.

6 **NEW BUSINESS:** None

7 **CONTINUING BUSINESS:**

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

Dan Gibbs, Public Works Engineer gave an update on the fencing project. He explained to the Commission that the status remains unchanged and the Commission needs to make a recommendation on how to fund the biological survey required to start the process for design. The cost for the survey is \$19,995 and there is approximately \$50,000 available but there is no guarantee the money would be reimbursed due to submittal issues with the FAA. Mr. Gibbs was in discussion with the FAA it was discovered the ACIP was not submitted properly and is contributed to a potential bookkeeping issue. Mr Gibbs spoke with the program representatives, Reginald Dones and Douglas Cameron who assured that the process would continue but did give caution that they cannot give an irrefutable guarantee that the ACIP has been approved and is eligible for reimbursement. He advised the Commission that if they choose to move forward with the fencing project, there needs to be a recommendation on how the biological survey will be funded, and that recommendation will need to be allocated by the City Council. After reviewing the CARES Act funding potential for the airport, Mr. Gibbs informed the Commission that there is a possibility the funding from this could be used to pay for the biological survey, which would be guaranteed funding.

The Commission requested to be included on any updates and progress with the ACIP and recommended to staff that it be approved in late October or early November, to prevent a late submittal to the FAA.

Discussion occurred on the condition of the taxiway. Airport Manager, Steve Datema believes that the taxiway is a priority over the fence since the taxiway has not been completely redone since 1988. He added, that if the Commission decides to prioritize the taxiway, a cadex needs to be completed and then submitted to the FAA before

the end of the year. Staff informed the Commission that there will be discussion with the City Attorney to determine if the CARES Act grant can be used for matching funds.

Motion by Chair Stevenson, second by Vice Chair Foster to change the priorities of the ACIP plan, leaving the taxiway rehabilitation as the number one priority for the year. Motion carried unanimously.

Staff informed the Commission that this timeline is a risk and cannot guarantee that this project can be completed in time.

7B Discussion on the Safe Act Grant Opportunity (CARES ACT)

City Administrator, Kevin Jones announced that staff will be checking in with the City Attorney to determine if the CARES ACT money can be used for matching funds for the taxiway project.

7C Susanville Airport Update

Mr. Jones gave an update on the following for the Susanville Airport:

1. The 3000 gallon fuel spill at the airport has been mitigated, and Environmental Health is assessing damage done to the fuel spill site.
2. Mr. Jones informed the Commission that PHI has vacated their hangar and the city has received a check in the amount of \$45,000.
3. Staff is are currently waiting on Air Methods, they have been sent the contract for hangar #9 and the helipad for \$3500 a month, they are just waiting to move in.
4. After reviewing the OSHA complaint regarding Hangar #3 and #4 the connection between the two hangars does not meet building code and needs to be removed. Mr. Jones informed the Commission that staff will be correcting this issue but it may be a long process.
5. Mr Jones gave an update regarding finalizing the details of the contract agreement with Susanville Aviation, LLC.
6. There was discussion on flowage fees at the airport.

AIRPORT MANAGER'S REPORT: Steve Datema gave a brief update on the airport stating it has been very active but starting to slow down. There was discussion on the development of bringing water to the airport from the Johnstownville water system. Commission inquired on the possibilities of potential revenue for the next Fire Season.

COMMISSION ITEMS: There was a discussion during the July 9, 2020 SMAC meeting regarding the Maintenance budget for the Airport. There was a request by the Commission that a particular discussion be included from this meeting. Those minutes have been approved as presented with the following discussion to be included: Commissioner Heyland made a statement to staff regarding the 2021 budget. "Being a proposal, it looks as though we are \$172,000 in the hole which happens to be the same amount in depreciation. If the actuals happen to be the same as the budget then really, its money in verses money out and its virtually the same." Finance Manager, Debi Savage responded, "we are not funding the depreciation and putting that money aside". Commissioner Heyland responded by saying "it looks like we are a break-even organization other than the depreciation." Ms. Savage verbally agreed "right" while other staff concurred with head movement and facial concurrence.

ADJOURNMENT:

Motion by Chair Stevenson, second by Vice Chair Clark to adjourn at 3:56 p.m. Motion carried.

Respectfully Submitted by:

Amy Lopez, Secretary

Ross Stevenson, Chairperson

Approved on 10/8/2020

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: October 8, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: City Admin. Report

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY:

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Discussion.

ATTACHMENTS: None.

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: October 8, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Update on Airport Capital Improvement Plan (ACIP)

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: At the last SMAC meeting there was a motion to prioritize the Taxiway Rehabilitation project. This item is being brought back for an update.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Discussion.

ATTACHMENTS: None.

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: October 8, 2020

AIRPORT COMMISSION AGENDA ITEM

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

PRESENTED BY: Dan Newton, Public Works Director

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

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Discussion.

ATTACHMENTS: None.

Submitted By: Amy Lopez, Administrative Staff Assistant

Action Date: October 8, 2020

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Airport Budget

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY:

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Discussion.

ATTACHMENTS: None.