

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION
Special Meeting Minutes
May 19, 2014 – 5:15 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 5:15 p.m. by Chairman Stevenson.

Roll Call of members present: Tom Gauthier, Bill Heyland, Ross Stevenson, Cameron Farrell.
Absent: Reger, Appel.

Staff Present: Jared Hancock, City Administrator, Heidi Whitlock, Assistant to the City Administrator, Steve Datema, Airport Manager.

Also attending: Jessica Mullins, C & S Companies

APPROVAL OF AGENDA: Motion by Commissioner Heyland, second by Commissioner Gauthier to approve the agenda.

APPROVAL OF MINUTES FOR THE MEETING OF: No minutes were available for approval.

BUSINESS FROM THE FLOOR: None.

CONSENT CALENDER:

4 NEW BUSINESS:

4A Bounce House Project.

Mr. Hancock opens by stating that, for those who are not aware, a property outside the airport (Jack Pastor's building) is being looked into for the possible location for an indoor bounce house center. At the ALUC meeting, it was asked of us to provide any comments on the application. We referred the item to staff and reviewed documents to see if there was potential conflicts with the project. It was a good exercise since we found an old easement that had been released and needed to be removed from the ALP. We also needed to confirm if the FAA would have any issues with the proposal. ALUC met a second time and approved the project and it is now at the County for project review. We will also be updating the ALP to reflect the changes to the avigation easement.

Commissioner Farrell inquires if the bounce houses will be indoors. Mr. Hancock replies yes, and that they are anticipating approximately thirty (30) children.

Commissioner Gauthier responded that it would be nice to be advised of when the ALUC meetings are held.

Commissioner Heyland suggests that they should be at least once a year to keep everyone informed.

4B PAPI Update.

Steve Datema states that this is an information item only and "due to the age of the existing VASI lighting system and the inability to obtain parts to maintain them it has become a priority for the Airport to pursue the installation of a new PAPI lighting system. The project was included in the ACIP approved by the City Council and approval has been granted to move forward with the completion of the environmental document and updating the ALP to include the project. In order to receive funding for the lighting, our Airport Layout Plan must be approved by the FAA. The environmental work has been completed and we anticipate the plan will be updated and sent to the FAA for approval in June. Once approved, a grant request can be filed for 2014 or 2015". We ran into the issue that we needed PAPI's but they were not on the ALP. Since they were not on the ALP, it was not an allowable project. So, we are forced to

get an ALP update completed. It looks like next year the PAPI's for runways 29 and 11 will be completed, it will just be moved down the project list. There are also other things we should include in the updated ALP.

Chairperson Stevenson inquires how significant the environmental portion is and Jessica Mullins responded that it is simply a checklist and the FAA will reimburse this cost for preparation.

4C FAA Funding Cycles & Project Funding Analysis.

Mr. Hancock opens this items by stating that we wanted to report was that the FAA will give the airport \$150,000 up to \$600,000 over four years. Also, the airport can do a larger project if funds are available. The difficulty of spending these funds is coming up with the matching funds. Last year, we discussed with the City Council the ability to put aside the 10% (\$15,000 annually). Typically, CalTrans makes a contribution but just in case they do not, we have the entire 10% of matching funds available. We have the funds this year and we will have an additional match in the 14/15 fiscal year budget. We are looking at the funding deadline now and the amount of funds that could drop off in September. We need to continue to look forward so that we do not continue to lose funding. One option was to lend our funding to another airport and then use their funds later but it was decided that it was not feasible to do so.

4D ACIP Review Project Analysis.

Mr. Hancock states that the above mentioned item carries into this one. We do not want to lose these funds so we should look for smaller projects to complete. Currently, the apron project would work as it is manageable within the budget. We have enough funding to do a project up to \$550,000 however, we want to talk with the Commission about smaller projects in case funding becomes available. Mr. Datema has been discussing some of these projects.

Mr. Datema has indicated that fencing around the runway, property on runway 29, taxiway lighting, a vault, storage for equipment, a windsock on the left side of the approach end of runway 11, some kind of sweeper to clean gravel and airport directional signage. These items are a "wish list". An additional generator and water infrastructure should be added as well as discussion of adding conduit for water or electrical to prevent having to dig up a fresh taxiway etc... at a later date. Ms. Mullins states that the addition of conduit would be on the City's dime as the FAA would not cover it and it is not in the plan as currently written. Chairperson Stevenson requests that we note that we should explore that option.

Commissioner Heyland inquires about the voltage difference in VASI's versus the PAPI's. Ms. Mullins states that there should be much more efficient.

Chairperson Stevenson asks if there is no need for power or controls on the other side of the new ramp. Mr. Datema responds, no, he doesn't believe there is a need for it. If they needed to supply power to the other side of AWOS, we could just bore under and put power where it needs to be.

Commissioner Farrell asks when we will receive the CalTrans funds. Mr. Hancock responds that we know before we start a project whether or not the funding will be there. Mr. Datema states that what the City is doing, putting funds aside, is huge and that if any member sees a Council member, they should be thanked. He then states that he feels the next ACIP will be the biggest one yet. Chairperson Stevenson states that the ACIP can really happen now because of the funding put aside.

Mr. Hancock states that there are three (3) main components here. One, the \$15,000 a year set aside, the \$150,000 that may drop off if not used, and any other "little" projects.

Discussion happens regarding projects such as the ramp being distressed, it will be up to Ms. Mullins to see if we can do that project. Mr. Datema states that it will cost more to do smaller "chunks" of projects but at least this way it's getting completed. Commissioner Heyland states that it just seems like we will be getting a lot done because we haven't had anything completed.

Mr. Hancock requested information on when the application had to be sent in and was told it had to be executed by September 20, 2014. Ms. Mullins then stated that bids would have to go out late June to early July but that the FAA has been very receptive on this. We would be able to get this completed this year (October/November). Discussion occurred on what other steps could be completed to help. Mr. Hancock suggested having a budget workshop at the end of June to early July, once the new Council member(s) are seated. Chairperson Stevenson suggested writing a letter to the Council expressing their thoughts on this "incredible funding decision". After discussion, letter will be drafted and sent to Mr. Hancock for review prior to sending to the City Council.

4E Update Re: Leases & Operator Agreements.

Mr. Hancock shares with the Commissioners that he just wanted to give them information on this item. Although there has not been a meeting, staff have been looking through files, creating spreadsheets, looking for updated information including current leases and insurance information. We are hoping to have all agreements etc... updated in the next few weeks. Commissioner Heyland inquires as to where payments are being made. Mr. Hancock responds in the Finance department, but some are still being sent to Public Works and they send them over to us. Commissioner Heyland then states billing them once a year is fine, how they pay can be different. Chairperson Stevenson agrees that we need to get everyone up-to-date.

CONTINUING BUSINESS: None.

AIRPORT MANAGER'S REPORT: None.

CORRESPONDENCE/INFORMATION: None.

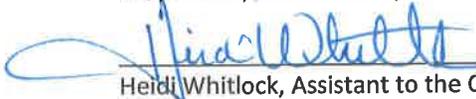
COMMISSION ITEMS: None. However, it was suggested by Chairperson Stevenson that the airport should try to acquire the engine static display that is currently at the college. Conversation on vandalism, how well it would be protected and how it should be mounted were discussed.

ADJOURNMENT: Meeting adjourned at 6:16 p.m.



Ross Stevenson, Chairperson

Respectfully Submitted by



Heidi Whitlock, Assistant to the City Administrator