

**CITY OF SUSANVILLE**  
**SUSANVILLE MUNICIPAL AIRPORT COMMISSION**  
**November 10, 2016 – 5:15 p.m.**  
**City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 5:17 p.m. by Chairperson Stevenson

Roll Call of Members present: Richard Hrezo, Bill Heyland, Mary Foster, Larry Beck and Ross Stevenson.

Staff present: Jared Hancock, City Administrator, Ruth Ellis, Administrative Staff Assistant, Steve Datema, Airport Manager.

**APPROVAL OF AGENDA:** Motion by Commissioner Hrezo, second by Commissioner Heyland to approve the agenda; motion carried. Ayes: Heyland, Hrezo, Beck, Foster and Stevenson.

**APPROVAL OF MINUTES FOR THE MEETING OF:** Motion by Commissioner Hrezo, second by Commissioner Heyland to approve the minutes from the Sept. 12, 2016 meeting; motion carried. Ayes: Heyland, Hrezo, Beck, Foster and Stevenson.

**BUSINESS FROM THE FLOOR:** None.

**CONSENT CALENDAR:** None.

**7 NEW BUSINESS:**

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

Mr. Hancock opened the item by explaining that the Airport Capital Improvement Plan (ACIP) is looked at every year with an approved plan submitted to the FAA every two years. Mr. Hancock met with FAA staff at their headquarters in Brisbane, Calif., on Oct. 31, 2016. He commented that he appreciated Airport Manager Steve Datema calling in, as well. They had good discussions and looked at different projects and multiple items would be presented to the Commission that evening.

Mr. Hancock directed the Commission's attention to the first attachment, the current ACIP, and noted changes including the Pathway Approach Precision Indicator (PAPI) project being constructed in Spring 2017. He further explained larger projects are spaced a little bit further apart to build up funding during the smaller project years.

The second attachment was a list of potential projects the Commission discussed during a brainstorming session in September 2015. As part of that discussion, Mr. Hancock said the Commission wanted to include sections of the guidebook that addresses all of the FAA requirements for eligible projects and prioritizing projects to ensure they are going to be competitive. Mr. Hancock told the Commissioners the 82-page document would be something to include in their introductory packets.

The last item was the recommended 2018-2022 ACIP. Mr. Hancock suggested it would be good to go through the updated ACIP and look at the proposed changes, what they are looking at right now and continue the brainstorming session about other potential Airport projects that could be added to the list.

He listed the projects on the recommended ACIP with the first being the second phase of the APRON project scheduled for 2018. The total project is \$950,000, anticipating \$855,000 in federal funds, a state match of \$42,750 and \$52,000 in local funds.

The Airport Layout Plan (ALP) narrative with the AGIS Survey is scheduled for 2019. Mr. Hancock explained the FAA no longer funds Master Plans with these funding sources and the ALP is the closest to that. A lot of that information will be carried over for staff to identify funding to do the master plan update in house. The total project cost with the surveying is \$225,000. The process of acquiring land for the fencing project will also begin that same year.

Mr. Datema met with the adjoining land owner and Mr. Hancock stated that there is a real advantage if they can negotiate a private sale at a relatively good cost. If the City already has the property in possession, it would be much easier to move ahead with the fencing project. If FAA funds were used for the actual purchase of the property, it would require a NEPA document, which can get pretty expensive especially when dealing with irrigated agricultural land. From the most recent discussions, it appears it won't be a small dollar amount and it would be something FAA funds would be used for, as the land is zoned industrial and may require the relocation of some improvements. Mr. Hancock said it would really cut into funds that are being set aside as matching funds for other projects.

He also noted that if they were going to go through the process with the environmental review and the land acquisition, it may be worthwhile to acquire additional property other than just the three acres. Mr. Hancock explained that it came up at last meeting to extend the runway and if they were going to go through with all of that, it may be something for the Commission to keep in mind.

Designing the Airfield Perimeter Fencing Improvements has been set for 2020. The project will incorporate the three acres at the end of taxiway where the fencing encroaches into an area they would like to keep as a clear safety area. Fencing will also be continued from the dirt runway where it intersects with the taxiway and back around the other side. Surveying will be required as well to make sure it's in the appropriate location.

Reconstruction of the taxiway, an estimated \$1.5 million project, will begin in 2021. Commissioner Heyland asked if that was to be designed in a previous year. Mr. Hancock answered he would check with the consultant and see what work has been done. If it hasn't been completed it would most likely be done in 2019.

Construction for the Perimeter Fencing is scheduled to begin in 2022. The Pavement Management and Preservation Plan is also planned for that year.

Mr. Hancock said, as the Commission is aware, there is \$150,000 earmarked each year for entitlement funds. For a five year period they are really looking at \$750,000 and there is \$3.5 million in programmed projects. He explained this is the reason it's important to keep up on project delivery and to propose good competitive projects. If the projects are planned out in future years, it gives the FAA an opportunity to set aside non-entitlement funds, which staff has been successful in getting in the past. He also noted that staff has become a lot more aggressive with planning and projects at the airport and focusing on improvements and leveraging those FAA funds. It also requires a big commitment from the City for those matching funds, which for the most part, are coming out of the general fund as the airport operates at or below a breakeven point.

No questions from the Commissioners.

Mr. Datema advised listing everything they might possibly want in the 2019 ALP narrative, because if it's not on the ALP, there is no way it will be funded. Mr. Hancock explained the ALP narrative will be funded in 2019 and, at that time, all of the language will be put together to support the ALP, which is essentially just a map of the airport showing the surrounding properties and existing and proposed improvements.

Chairperson Stevenson suggested that around May 2018, they make sure a list is vetted and everything that is necessary or might be nice, be included on the list.

Commissioner Heyland commented that the AWOS replacement didn't make the list.

For the benefit of the audience, Mr. Hancock ran through a list of the items discussed during the September 2015 brainstorming session which included the projects listed on the 2018-2022 ACIP as well as an electrical vault, an altitude sign, fire suppression infrastructure, water hydrants, an equipment storage facility, improved water capacity and the acquisition of a brush hog. Mr. Hancock said he added the AWOS replacement, and at Commissioner Heyland's request, a generator.

Another item that has been brought up are issues with the water lateral supply lines. Mr. Hancock stated it might be worthwhile to replace that service line and consider running a sleeve underneath the APRON project and out to the

area designated for future hangars. Mr. Datema commented that the system from the new pump house toward the entrance of the airport had recently been done and the new hangars, built in the last 15 to 20 years, have decent piping. The worst piping is from the pump house and office, past the gate and down the old set of hangars. It is only a one-inch poly pipe and needs to be fixed on a bi-weekly basis.

Mr. Hancock said there have also been recent discussions about relocating UPS from the front of the airport and what do about the Airport entryway. Some possibilities are extending the static displays or putting in some airport commercial that would work there. Mr. Hancock stated it would be a good item to add to the ALP narrative and look at the highest and best use for that area.

Commissioner Heyland suggested putting a clipboard in the office for people to jot things down when they think about them.

Chairperson Stevenson urged bringing the project list up-to date with what was just discussed. In addition, when there are events such as the Air Fair, or EAA meetings let people jot down their ideas and put it on the list.

Commissioner Foster asked if a map of the different areas for each project can be added with the list.

Mr. Hancock said the ALP would be the best thing and staff could provide Commissioner Mary Foster with a copy of it.

Commissioner Heyland made a motion and Commissioner Hrezo seconded to approve the 2018-2022 ACIP; Unanimously Approved: Heyland, Hrezo, Foster, Beck and Stevenson.

## **8        CONTINUING BUSINESS:**

### **8A        Discussion on Proposed Ground Lease Language**

Mr. Hancock provided an opening summary that the City Council had requested that the City move away from the old model of having one lease for private hangars at a lower cost per square foot rate and a lease for commercial operations and commercial hangars at a higher lease rate. The City had been implementing commercial operator agreements that were negotiated on a case-by-case basis leaving them open to potential challenges through the non-discrimination clauses with the FAA. Staff spent a lot of time coming up with a new operator agreement and a commercial operator fee. It was felt that if they were paying that fee, it would be onerous to have them also pay a larger ground lease rate. The private and commercial hangar leases were also very similar, except for a few areas. Staff was tasked to fold those two documents together and to come up with a single lease document and flat per square foot amount. There would be equity with commercial operators also paying the operator fee.

Commissioner Hrezo asked who came up with the 38 cents per square foot and what was it based on. Mr. Hancock answered that staff looked at other airports and what they were charging. Staff came up with an average of about 50 cents range, but it was decided to keep it as small of an impact as possible so they went even lower to the recommended 38 cents per square foot, per year.

Commissioner Heyland asked what airports were surveyed. Mr. Hancock responded Oroville and other rural airports. He also added that when staff sent the rates to the FAA, they asked why the City was charging so little. He asked the Commission if they felt the rates were too low or too high. Commissioner Hrezo said it depends on who you ask, and it's probably a reasonable fee but he doesn't have a hangar.

Commissioner Heyland commented about the revised "Number 20" in the contract, which limits passage of aircraft in the airspace above the surface. He said it was fascinating language and asked where it came from.

Mr. Hancock responded the only thing being changed is the number, as it was previously 19. The language itself, already existed in the lease. He stated he believed the language was there so the hangar owner can't complain when people are flying over their hangar. Commissioner Heyland said it was an interesting concept and he wasn't sure they had the right to make any reference or rules to the airspace. Once something leaves the ground, it is no longer in the City.

Commissioner Hrezo said the language was superfluous and he can't see the point of having it in there. Mr. Hancock said staff just wants to make sure the leases stand up to FAA scrutiny and they are legitimate and legal. The next step would be requesting the language be removed from the document and verifying with the FAA if there are any issues in doing so. Commissioner Hrezo asked if the language was removed, would the whole thing have to be rewritten creating an additional cost to the City. Mr. Hancock said it will take some time and money, but the FAA has not been charging the City to review it.

Commissioner Foster commented about language providing 30 days to respond and it was referring to calendar days or working days. Mr. Hancock said the City typically falls back on calendar days, but he would make a note and go through the references.

Commissioner Heyland brought up some housekeeping items. He noted Paragraph 1A references airplane hangar and noted that throughout the document, it sometimes refers to airplane hangar, or aircraft hangar. He recommended using generic aircraft as some hangars only have helicopters, some only have airplanes and others have both. He also pointed out on the first page the item marked "(c)" said 2.01(a) but there was nothing corresponding with it.

Commissioner Heyland asked why there are now contracts for 5, 10 or 20 years. Mr. Hancock responded that traditionally, the commercial leases were five year leases, which is what those entities were requesting when they were establishing a business. There was however, a preference for a longer lease for the private hangars because if they were going to depreciate it over a 20 year period, it ensures there is a lease in place for financing or other things. Staff wanted to keep the 5 and 20 year option and added the 10 year option as well.

Commissioner Heyland asked if the land lease agreements apply to the City occupied hangars. Mr. Hancock said no. Mr. Hrezo referenced Hangar 6, which is an aircraft hangar. Mr. Hancock explained that the Police and Fire Departments purchased Hangar 8 with mitigation funds. When the hangar was damaged and removed, the City had to provide something at the airport for the departments to store their items, alternatively the City would have to repay the mitigation funds. By giving the departments free rent, the City is amortizing its funds and not creating a financial burden on itself. Staff is already working on alternatives should there be an increased interest in renting a hangar from the City.

Commissioner Heyland asked if there are land lease agreement contracts with the current owners and can those leases be broken. Mr. Hancock responded yes, but the rates would be for new leases and renewals, not for existing contracts. An existing lease for the current price would go up based on the CPI, but terms won't be renegotiated until the term expires and someone is entering into a new lease or renewing a lease.

Responding to another question from Commissioner Hrezo, Mr. Hancock clarified the new commercial fees went from \$10,000 to \$8,000, and the money goes to the airport accounts, not the general fund. He explained that when the fees were lowered, it was based on 6 percent of the operating expenses for the airport, not including any of the FAA projects. The City Council has asked to revisit that every year or two in the event there are a lot of commercial operators. The City wants to gain credibility and momentum with the airport users that the City has projects and wants to make the airport better. It also means they will have to contribute to some of that as well.

Commissioner Heyland questioned a section in Paragraph 2, addressing compliance with FAA policies including non-air use of airport hangars. There was also general discussion about using the hangar for storage of aircraft as mentioned in Paragraph 3 and the rights of the Lessee and the City. Mr. Hancock explained the real intent of the paragraph is a loose framework stating the primary purpose of the hangar is for the aircraft and the items related to that aircraft. Additional things can be stored there, as long as they don't impede the use of the aircraft.

Commissioner Heyland said the City can make things more stringent and asked where the City would go to do that.

In the same paragraph, Commissioner Heyland commented about language addressing living quarters and how long-term use is incompatible. He noted it is the same contract that PHI will have or Air Methods, should they move to the airport, and they do have long term resident situations. Mr. Hancock said the only time it will come into play is if there was a commercial operation and the City plans to address that in the Commercial Operator's Agreement. If a business

had special needs for dwelling quarters for six people then that language could be included in the operator's agreement and not something that would be in a standard ground lease.

Commissioner Heyland stated he understood Council's desire to go to one lease that covers everything, but these are some of the problems you run into when you have just one.

Mr. Hancock said they are trying to thread that needle because the City is doing everything to encourage commercial operators and have the type of facilities that meet their needs. There are issues such as insurance and safety concerns when people are sleeping at the airport, but sometimes it is appropriate when there are shifts and people are on call. He added the message the City is trying to send is that long-term living quarters are not something that is going to be in individual hangars, commercial or private, but the City would work with them on a case by case basis through an operator's agreement.

Chairperson Stevenson said he didn't like the language of living quarters for permanent or long-term use. He said long-term becomes subjective. Mr. Hancock said there are state definitions for short and long-term housing, but there could be additional clarity, but the City would have to pick a number and what is that number.

Commissioner Heyland said he assumed there would be a commercial agreement with PHI, but asked if the owner of the building would have a commercial agreement. Mr. Hancock responded that the owner of the building will have a ground lease with the City because they are ultimately the responsible party. The operator of the commercial business would have the commercial agreement. If the party owned both the hangar and the business, they would have both agreements.

Commissioner Heyland referenced Paragraph 13, which cites Susanville Ordinance 87-697 and suggested it be included in the lease so everybody knows what they have to comply with. He also noted the non-discriminatory language in Paragraph 15 and said it's the kind of language used when running a business or a commercial lease and it is somewhat duplicative in a commercial operation. Mr. Hancock said he was almost certain the language was required. What it was saying is that no matter what people are using the hangar for, they cannot discriminate against anyone from performing services or deny services on these basis.

It was noted that in Paragraph 21, the 4,180 feet height limit was struck out. Mr. Heyland said the reason the language was added was to prevent something, such as an antennae, being constructed and penetrating protected airspace. He referred to the sentence about how building or modifying a structure requires submitting a Notice of Construction form to the FAA. He asked if a form was required for every hangar being built at the airport and is it the hangar owner or the City's responsibility to provide it to submit that document. Mr. Hancock said when it was sent to the FAA for review, they gave staff the language and said it needed to be included. Chairperson Stevenson said he felt the practical application was struck out and that is what people need to know about. If the Feds say the language is needed, then keep it in, but he wanted to keep the plain speak.

Commissioner Heyland asked if the language in Paragraph 28 referring to the FAA Grand Assurance s applied to the hangar owner and aren't Grant Assurances between the City and the FAA? Mr. Hancock responded that it was existing language that staff had discussed with the FAA. Their feedback was that it is necessary because if the Lessee does something that puts the Lessor in violation, the Lessor has the ability to correct it in a timely fashion.

Citing information provided to the Commission about the square footage that is generating revenue, Commissioner Heyland stated that, by his calculation, there is 14,978 square feet of commercial use and 64,597.5 square feet under non-commercial use. The current 78 cents per square foot of commercial generates \$11,682 annually. The 64,000 of non-commercial square footage generates \$19,319. This provides a sum of \$31,000 of revenue, equating to an average of 64 cents per square foot.

Commissioner Heyland continued that if the ground lease rate goes to a uniform 38 cents it will be a decrease for commercial operations and an increase to non-commercial operators and will generate \$5,691.64 for commercial. If the non-commercial rate goes up to 38 cents per square foot it will generate \$24,547. Commissioner Heyland pointed out the old rate is generating a combined \$31,002.48 and the new rates will generate \$30,238.69. Based on his calculations

it will represent a 27.06 percent increase in fees for new non-commercial operators. Commissioner Heyland stated his concerns lessened when he learned they weren't increasing fees for anyone under a current contract.

Chairperson Stevenson opened the floor for public comment.

**John Schneider (public)** asked if everyone was going to pay the same per square foot? Mr. Hancock said they would for the Ground Lease. The man asked what the reason was. Mr. Hancock responded the commercial operators will be paying an additional fee for their Operator's Agreement. The man said it sounds like the private hangar owner will be subsidizing the commercial owner. Mr. Hancock responded the commercial operators will be paying approximately \$8,000 a year.

Commissioner Heyland said there might be some element of truth for the new leases, as the new ones will be at 38 cents. Then they are going to be paying the difference, which is the reduction of the new commercial rates and will eventually subsidize the reduction of the commercial fee.

Commissioner Hrezo commented that it is being done in fairness for the commercial operators but you have to remember general aviation is really the heart and soul of most municipal airports.

**Doc Blevins (public)** said in reality, those with existing agreements will be coming under the 38 cent rate when their lease is up and they will be under a new lease agreement. He also asked what airports were surveyed in the area. He stated that when he was on the Airport Commission and they were trying to determine what the ground leases for all of the hangars, they surveyed the area airports such as Stead and others in metropolitan areas, but there were also small airports such as Alturas.

Mr. Hancock responded that staff had contact information for more rural airports that the City had acquired from a previous matter that occurred several years ago. He said he can have staff pull up the list of the airports. He further explained there was no intent to have the non-commercial users subsidize the commercial operators. Even though the commercial users would see their costs drop from 78 cents to 38 cents, on average, the commercial operator fee will be approximately \$8,000 a year, and a fee the private operators won't be paying.

Commissioner Heyland responded that while that was true, the private leases would be going up 27 percent when the current contracts expire.

Referring back to Mr. Hancock's explanation about discrimination, Chairperson Stevenson said he knows why the fees for the commercial operators needs to be addressed and normalized, but why does the price per square foot need to be changed.

Mr. Hancock said the original issue about discrimination is that commercial operators can be charged different fees, but the same type of operator cannot be charged a different fee. If there are two air ambulance services, they have to be charged the same fee, so a single fee for all commercial operators was established. What prompted the combining of the two leases, however, was language specific to private lessee's having the ability to sublet a hangar. Commercial leases did not provide the same option. Staff did a comparison and there was some good clarity in the private lease, but lacking in the commercial and vice versa. The FAA would rather have two separate leases, too, but the City Council's direction was they wanted one lease so there aren't multiple ones.

Chairperson Stevenson asked if the Council directed the fee increase. Mr. Hancock responded, yes and that the private one be increased and the commercial leases be decreased because the commercial operators are paying a different fee. Chairperson Stevenson asked if the Council received any recommendation from the Commission. Mr. Hancock responded no. Chairperson Stevenson stated, now its' back in our lap and we are supposed to justify it and send it back to them with our approval.

Mr. Hancock said staff will take full ownership of the number that was used, as they had to come up with something. He said he thought the Council will understand the people on the Airport Commission are Airport users and would like

the fees to be lower, but we have expenses to pay and we are trying to be fair. Staff was looking at it from what is competitive with similar airports in the region.

With contracts going up based on the CPI, Mr. Blevins pointed out that by that standard, contracts have crept up in small amounts. Hangar owners would assume, in essence, they have kept up with inflation and the increase in expenses. His contract expires in 10 years and under the current formula, his rate will be more than the current 29 cents.

Commissioner Hrezo said that was a good point because the cost of living and the cost of expenses are being met because it is based on the Index, so why the sudden jump. Mr. Hancock said it was based on a prior service level which has increased.

Bill Stewart, a member in the audience, said he has 18 years left on his contract and by the time it expires, the CPI will get his contract to the 38 cents anyway. He said there does seem to be some inequity for someone who has four years left and then their contract jumps from 29 cents to 38 cents.

Responding to Mr. Blevins question about other airports that were surveyed, Mr. Datema said other airports have a range tied to the CPI and adjust the base rate every five years. He said it is very hard to compare and come up with like airports. Susanville is in a county of 40,000 people. Winnemucca might be close, but you can't choose a place like Red Bluff because it has 300,000 people that live within 50 miles of the airport.

Chairperson Stevenson said he would like some dialogue among the Commissioners about what they felt they should do.

Commissioner Heyland said he didn't know if it was a realistic thing to ask, but he wanted to know how old the airport leases are. If they are only five years old, the inflation is going to catch them up to the 38 cents. If there are a lot of leases with two years remaining on them, then he has a problem.

Mr. Hancock said he understood what he was saying, but the problem is that in five years from now it's not going to be 38 cents, because it will adjust each year with the CPI.

Commissioner Hrezo said he didn't know if it was legitimate to raise the rates to 38 cents based on increased or improved services that the hangar owners or Lessee's can anticipate. It seems like an arbitrary rise in costs since the cost of living is being adjusted.

Commissioner Foster said she isn't leasing a hangar, and the 38 cents sounds fine, but she could see everyone's concern because an increase like this is substantial.

There was general discussion about increases every year due to the CPI.

Chairperson Stevenson asked if the Commission was in agreement about the changes to the text. He stated the Commission could ask staff to revise the draft to reflect the comments, suggestions and wishes of the Commissioners and bring the draft back for review.

Commissioner Larry Beck said he wasn't ready to push it up the line yet.

Mr. Hancock said the City Council's goal was to get it in by the end of the year. He further added, for context, when talking about the 29 cents per year, it is \$522 a year which is \$43.50 a month. The 38 cents per year is \$684 which is \$57 a month based on a 1,800 square foot hangar.

Mr. Blevins referred to the comment that the matter was generated by the City Council and asked if there was no input from the Commission.

Mr. Hancock stated the general topic has been discussed in both Airport Commission and City Council meetings. Former Councilmember McBride was assigned to the Commission and would bring forth a lot of ideas and recommendations

to the City Council based on his activity at the airport. It wasn't done in a vacuum, but the proposed new number was done at the staff level.

Commissioner Hrezo asked if the Commission could recommend changing the verbiage, but keep the current rates and the CPI as is. If the City is trying to make money off the hangar owners or keep up with the general costs of the airport, we would have to decide what the goal for general aviation to Susanville is. If the Cost of Living Adjustment is done annually, I would say keep it as is.

Foster said a more viable increase would be 10 percent, not 27 percent.

Chairperson Stevenson said what he hadn't heard is if it should go forward with the 38 cents. Someone may come into town and needs a hangar. Is that price going to be such that they're going to invest in our airport or is it going to be too high?

Commissioner Hrezo responded that if they are coming from larger airports they aren't going to bat an eye.

Commissioner Heyland said a lot of comments were made and asked if it would be appropriate for staff to evaluate those comments and see if they were valid.

Mr. Hancock ran through the list of textual items in the agreement that were addressed for the Commission's approval. In paragraph 1A, airplane would be changed to aircraft, Section 2.01(a) will be removed or fixed it doesn't tie back to anything.

There was some discussion about having a special meeting and bringing back the changes. Mr. Hancock stated they could be emailed to the Commissioners, and if they felt more comfortable, they could call a special meeting.

He added the minutes will reflect arguments already made about the rate increases. The concept is fair, even though this is applying to new leases there is a concern it's too much of a jump at one time. He stated he thought the Council's focus is going to be how is it going to compare to similar airports, how will it impact the current users and is it going to price people out who might be interested in building a hangar.

Mr. Hancock told the Commission it can come back and recommend a specific dollar amount or give a general recommendation, but ultimately it's going to be a recommendation and the Council is going to be making a decision on this.

Commissioner Foster stated she didn't think they were going to come to any kind of consensus on the fee for the non-commercial users. Mr. Hancock stated it would apply to both commercial and non-commercial users and it will be one ground lease.

Chairperson Stevenson said fees need to be normalized for the commercial users to avoid discrimination but why does there have to be a standardization of price for the two hangars. That doesn't seem to be tied to the fee. He asked why can't they charge the commercial users a made up number of 65 cents per square foot and leave 29 cents a foot for GA use.

There was some discussion about what constitutes a commercial user and would leasing out a hangar make someone a commercial user.

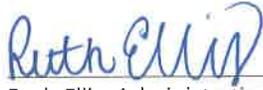
Chairperson Stevenson said he sensed he wasn't going to get a motion to uphold the 38 cents, but he felt they should move forward with the language. He added he would like to see a list of the airports surveyed as it might be beneficial to get to what the fee ought to be. He said he felt they were committing themselves to a special meeting in December.

Commissioner Hrezo made a motion to table the matter to Dec. 8 so staff could make the changes as need be. Foster second. All in favor, Hrezo, Foster, Heyland, Beck and Stevenson.

**9 AIRPORT MANAGERS REPORT:** None.

10      **CORRESPONDENCE ITEMS:** None.

**ADJOURNMENT:** Meeting adjourned at 7:32 p.m. by Chairperson Stevenson.



Ruth Ellis, Administrative Staff Assistant



Ross Stevenson, Chairperson