

**CITY OF SUSANVILLE**  
**SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING**  
**November 16, 2017 – 5:15 p.m.**  
**City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 5:16 p.m. by Vice Chairperson Hrezo.

Roll Call of Members present: Richard Hrezo, Mary Foster, and Bill Heyland. Absent: Ross Stevenson and Cameron Farrell.

Staff present: Dan Newton, Interim City Administrator, Heidi Whitlock, Assistant to the City Administrator, Quincy McCourt, Project Manager and Steve Datema, Airport Manager.

**APPROVAL OF AGENDA:** A request was made to hear item 4C prior to 4A. Motion by Commissioner Heyland, second by Commissioner Foster to approve the agenda with the requested change. Motion carried unanimously. Absent: Stevenson and Farrell.

**APPROVAL OF MINUTES FOR THE MEETING OF:** Motion by Commissioner Foster, second by Commissioner Heyland to approve the minutes from the February 23, 2017 meeting. Motion carried unanimously. Absent: Stevenson and Farrell.

**BUSINESS FROM THE FLOOR:** None

**CONSENT CALENDAR:** None

**4        MATTERS FOR BOARD CONSIDERATION:**

**4A        Discussion regarding Airport Capital Improvement Plan (ACIP) (moved to end second item)**

**4C        Discussion regarding Fence Improvements**

Mr. Newton presented Quincy McCourt to the Commission as he has been the individual currently working on the airport items.

Mr. McCourt opened the item by stating that there is a need to discuss the fencing at the airport.

Commissioner Heyland inquired as to whether the completion of the fencing item was to be discussed or fixing the fence due to washouts that have occurred.

Mr. McCourt responded that it is for the existing fencing as there are property owners near the airport who have cattle that have gotten through the fencing as is and they could potentially get on the runway. He added that we may also want to consider acquiring a small part of land as it directly effects the fencing item.

Mr. Datema recommended that the commission review the acquisition attachment in the packet.

Commissioner Heyland asked if there is a regulatory clearance.

Mr. Datema responded that he is sure that there is however, there would be nothing they could do about it as the property is owned by someone else. He added that there may have been another phase that included the fencing in the design but he was aware of two phases but they should have just moved the fence since it has been 10 years.

Mr. McCourt inquired as to how the Commission would like the City to proceed. He asked if they are suggesting the acquisition of the land and build a new fence or do we just build a fence where it is now. He added however, that when cattle come in, they can damage the PAPIs and it does not appear that there is insurance available for that issue.

Mr. Datema added that the owner stated that there was an agreement many years ago that stated that the City was to upkeep the fence.

Vice Chairman Hrezo stated that the fence should just be fixed.

Commissioner Foster stated that it would only be logical to purchase the land and build the fence.

Vice Chairman Hrezo asked if the PAPI's could be covered, perhaps by fencing.

Commissioner Heyland asked if the existing fence is broken or simply not effective.

Mr. McCourt responded, both. The fence is weakened by cattle going through it repeatedly and then the owner re-stretching the fence. He added that we currently do not have the money to purchase anything right now as we only have \$22,000.

Commissioner Foster inquired as to how much it would cost to acquire the land.

Mr. McCourt responded it would cost approximately \$90,000 - \$100,000 to do both the acquisition and fencing.

Commissioner Foster asked if we have asked the property owner.

Vice Chairman inquired as to how much land we would be requesting.

Commissioner Heyland stated that we would not want to install a chain link fence right now. He added that it could cause a problem with wing tips. He then asked if this is something that we should add to the top of the priority list and asked what Mr. Datema thought about it.

Mr. Datema stated that we should fix the fence, however, the FAA will not like it. He added that, since it is a safety issue it may go to the top of the list. He added that he called the property owner about three years ago and he seemed agreeable to selling but conversations were not continued because of the lack of support received. He continued that a design is already available.

Mr. McCourt summarized the conversation stating that staff do mean to discuss the issue with the FAA at the upcoming meeting as staff wish to get it back on the table.

Mr. McCourt added that the FAA may have already paid for the design and asked if we had one as well as whether or not the FAA would approve it.

Commissioner Foster stated that, being that it is a safety issue, they should be willing to support it.

Mr. Datema responded that, if staff looked at Mr. McCourt's numbers, we would be at approximately \$500,000, which is what we would need to complete the other half of the ramp project.

Vice Chairman Hrezo, inquired as to whether or not it was really that much.

Mr. Newton stated that, being that they are governmental funds, they require so many procedures that must be followed.

Vice Chairman Hrezo asked if there was a security issue and what would happen right now if deer got onto the runway.

Mr. Datema responded that there are already deer that get on the runway.

Commissioner Heyland responded that, even if we request the change, it will be 4-8 years before we see it reflected anywhere.

Mr. Datema responded that at least the project would be on both the ALP and the ACIP so that would be in our favor. He added that we would just be asking to move projects around but that is why staff wish to go to the meeting next week.

Commissioner Heyland inquired if the Commission would be meeting again after that meeting to give guidance.

Commissioner Foster stated that it just seems sensible to have a security fence to keep animals and people out.

Commissioner Heyland responded that if the taxiway fails, we would not need the fence anyway.

Mr. Datema responded that Mr. McCourt is simply requesting that we flip the 2018/2019 projects with 2019/2020 projects.

Mr. McCourt responded that it should also be pointed out that the City does not currently have the match for the upcoming 2018/2019 project.

Mr. Datema stated his belief that the Commission is wanting the fence. He added that maybe the owners would donate the land, who knows. He added that the owner is the County CAO if anyone wanted to discuss it with him. He added that it should also be noted that the fence would be required to go over the irrigation ditches twice.

Commissioner Foster inquired as to whether or not the City had Engineers on staff.

Mr. Newton responded yes, but the Engineering charge would be billed to the airport as all the funding for Public Works employees is somewhat restricted so we cannot simply use them for the project.

Mr. McCourt stated that staff is looking for guidance on that one.

Commissioner Heyland inquired as to how the pavement would be effected. How long can we keep postponing the runway maintenance.

Mr. Newton inquired as to whether or not the runway has been sealed.

Mr. Datema responded, not since it was done. However the runway preservation is on the ACIP for 2022.

Commissioner Heyland asked if the Commission wanted to bring this item back in December to discuss.

A motion was started that the proposal be brought to the FAA as the airport commission recommends the ACIP as discussed subject to the approval of the FAA.

Commissioner Heyland asked if staff had discussed with the consultants.

Mr. McCourt responded yes, that Ms. Bryan suggested going to the FAA meeting to discuss.

Mr. Newton stated that we could clarify what the modifications would be so basically, project number 2 in 2019 would be moved in front of project number 1 in 2018. So that would be the land acquisition and fencing relocation and then the next project would be the design airfield perimeter improvements, there are three projects in that one, then in 2022 we have construct airfield perimeter fencings improvements. Mr. Newton asked for clarification on which ones we are requesting be moved.

Mr. McCourt responded number 2 for 2019 would be moved to the beginning of 2018, and one thing that Mr. Datema pointed out, number 1 of 2020, we will also want to check with the FAA as to what progress has been made on that design and whether or not it has been completed. That information may make this a moot number and we will not know until we go to the meeting.

Commissioner Heyland stated that he felt the Commission should meet again after the meeting with the FAA to discuss what they said since everything depends on what they let us do.

Vice Chairman Hrezo stated that, if the FAA agrees with the change, it would not have to be discussed. If they do not, we cannot do it and then it is back to the original plan.

Mr. Datema said that there is no way this will all happen in one year and, even if they say go ahead, we need to design it and build it.

Mr. Newton stated that it looks like the project in 2019 is to acquire the land and relocate the existing fence.

Mr. Datema stated that unfortunately, that does nothing to help keep the cows out now. He added that, bottom line, the airport is in a tough spot. If someone was going to build an airport now there are a few things you would not do for instance, build it next to a feed lot since it attracts birds and wildlife. Also, you would not place it a couple miles from a dump, as it is right off the end of the runway. It seems, in terms of the fencing, it would make more sense to get the land first, then address the fencing all at once.

Mr. McCourt stated that we should probably modify the verbiage in the attachments to state build new fence and acquire land.

Commissioner Heyland requested to know what is being said to staff.

Motion by Commissioner Hrezo, second by Heyland, to approach the FAA about the possibility to re-designate those funds to acquire the land and build a fence. Motion carried unanimously.

#### **4A Discussion regarding Airport Capital Improvement Plan (ACIP)**

Vice Chairman Hrezo stated that it looked like this subject was already discussed with the previous item and asked if the Commissioners were comfortable with how the ACIP was set up.

Commissioner Heyland stated that he was comfortable with it with the mentioned changes.

Mr. Newton stated that staff and the commission also needed to look at the ALP. He continued that items needed to be on the ALP in order to be placed on the ACIP but, just because it is on the ALP does not mean it is on the ACIP. He continued that there may be an existing list of projects.

Mr. McCourt stated that it is not that easy as he thought there was some sort of schedule on the ALP but, we do not.

Mr. Newton stated that the runway project should be on there.

Mr. McCourt stated yes, Mr. Heyland's project, the runway extension should be added as next year's project.

Mr. Newton asked if there was anything that the airport manager wanted to see on the ALP.

Mr. Datema responded lighting. He added that the he would like a vault for the lights as they are currently in the back of the maintenance hangar but, they should be in a building alone. He added that runway and taxiway lighting could also be improved as we only have an airway lighting strip with generators as well as runway signage to light up at night. He continued that a backup generator would be appreciated.

Commissioner Heyland stated that there should be a list of projects that have been discussed in the past laying around somewhere.

Mr. Datema stated that he may have it.

Commissioner Heyland requested an equipment building, to house the snowplow.

Mr. Datema requested a shed for the motor.

Chairman Hrezo requested confirmation that all of this information is required before staff's meeting with the FAA.

Mr. Datema responded that the FAA is concerned with the next 5 years but, we can have a 30-year plan is we wanted it which is what these items would be for. He added that someone may have already earmarked \$850,000 for a particular project and, if we do not wish to do the project now, it could be a problem. However, he stated, airports run into things like the PAPI project and you never know what will happen. He continued that the FAA used to do pen and ink changes but not anymore. We stated that numerous meetings have taken place where people could throw out any idea that they had to place on the ALP.

Commissioner Heyland asked if the lighting was currently on the ALP.

Mr. McCourt responded that he can see an item listed as "future lighting" so he believed it is.

Commissioner Heyland was happy to see the runway extension on the ALP.

Mr. Newton responded that we do this every year, you can see the year listed on the right side of the document. If we added a project, lighting would be the priority after these two.

Chairman Hrezo asked, after the current ACIP.

Commissioner Heyland responded yes but, we have not had meetings to be ahead. He expressed his wish to have everything planned out 5 years ahead so that these conversations were not started over every year.

Chairman Hrezo asked if there was anything else related to item A or C or should the Commission move on to the PAPI update.

Mr. Newton asked if the Commission would like to discuss any other projects while asking what they would like to see on the list if they were able to add 2023 and 2024. He continued that, once staff is done with the meeting with the FAA, we can meet again. But, if they have a list of items to request lighting, generators, etc...

Commissioner Heyland stated that the consultant may have that list, the one stating all the projects previously discussed. He added that the AWOA also needed revamped.

#### **4B Update on the PAPI Project**

Chairman Hrezo requested good news in terms of the PAPI project.

Mr. McCourt responded that we started out really well. We found empty conduit which reduced the cost of the project. We relocated the PAPI unit ten feet north as it was too close the runway. He continued that they were set at 3° but, they had issues with the flight check due to some vegetation on the west end, mountain obstructions or because the PAPI's were too dim.

He continued that there are a few fixes including adjusting the angle. We have now set the PAPI's at a 4° angle. He added the Mr. Datema flew by and stated that he thought it should pass in both directions. He concluded with staff trying to get a courtesy flight check.

Mr. Datema stated that he went out about four miles and could see them. However, he was not sure what the distance is that they look for them during the flight check. He added that he also got a report that the PAPI's were dim again but, it could be weather related as the photo cells are being used. He stated we may need to adjust them to come on more quickly.

Vice Chairman Hrezo stated that maybe they have a minimum distance.

Mr. McCourt stated that staff will review to see if that distance can be found anywhere prior to the next meeting. He continued that staff is planning on requesting the next available retest.

Commissioner Heyland asked if the lights are on all the time.

Mr. Datema stated yes. They are at 20% during the night hours and 100% during daylight.

Commissioner Heyland asked if we wanted the courtesy check prior to the flight check.

Mr. McCourt responded that we have three hours left as they allow hours. He stated that we should be good and that is why the courtesy check is being requested.

Vice Chairman Hrezo stated that we want to ensure the day and night lumens are accurate.

Mr. McCourt stated that we will figure that out shortly.

Vice Chairman Hrezo inquired as to whether or not a motion was needed.

Mr. Newton responded that the item was just for information purposes.

Commissioner Heyland inquired if the PAPI's were good to go if it passed the flight check.

Mr. McCourt responded that, if it passed the courtesy check, we would only have the official flight check.

**5** COMMISSIONER ISSUES/REPORTS: None.

**6** AIRPORT MANAGER REPORT:

Mr. Datema offered that he put together a power point a few years ago that he wanted to share with the commissioners today as well as staff that have not yet seen it.

The slides start in the 1930's when someone went on site and built two runways and a single hangar. He continued that in the 1940's, the Susanville Municipal Airport was a training facility for the Army and Navy. Dorms were where the high school is located now. The airport had about six runways during that time with buildings that had numbers on them to tell pilots which runway to use instead of windsocks.

Mr. Datema continued with the presentation discussing general aviation, which is anything other than air carrier operations, and provided statistics and continued through the presentation.

Mr. McCourt requested input from the Commission as it may also be presented to the City Council.

Vice Chairman Hrezo inquired as to how the City Council reviews this information. He asked if they only look at cost or if there are other factors that they consider.

Mr. Datema responded that they look at all of it but, there is not much to be done as we will never be big enough to have air carriers.

Vice Chairman Hrezo asked if they look at UPS or FedEx etc...

Mr. Datema stated that the big item for an airport in a city the size of Susanville is the businesses as they fly in CEO's etc. He continued that there is an \$8.5 million dollar impact at the airport and there are a lot of jobs out there as we are very busy.

Mr. McCourt asked Mr. Datema how many flights happen each year, around 12,000?

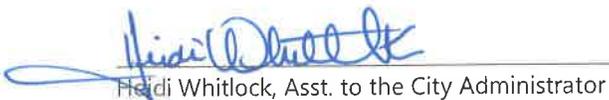
Mr. Datema responded that Caltrans would do studies for takeoffs and landings but it would take about 2-3 weeks to come up with the numbers to quantify the airport.

Mr. Datema also wanted to add that he simply wants to provide the City Council with the information. The airport is not just for rich pilots playing with their toys. He continued that there are no multi-millionaires here and most who have aircrafts are government employees. He concluded with stating he wanted to invite everyone to the airport to educate them on what happens out there.

**ADJOURNMENT:** Meeting adjourned at 6:45 p.m.

  
Ross Stevenson, Chairperson

Approved on February 23, 2017

  
Heidi Whitlock, Asst. to the City Administrator