

**NOTICE OF CALL OF SPECIAL MEETING
TO THE MEMBERS OF SUSANVILLE AIRPORT COMMISSION:**

You are hereby notified that a SPECIAL MEETING of the Susanville Municipal Airport Commission will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on August 16, 2018 at 3:00 p.m. to transact the following business:

Call Meeting to Order
Roll Call

1. **APPROVAL OF THE AGENDA:**
2. **APPROVAL OF MINUTES:** Approval of minutes from January 11, 2018 and March 8, 2018 meetings.
3. **PUBLIC COMMENT:** Members of the public may address the Commission concerning **any item on the agenda** prior to or during consideration of that item.
4. **MATTERS FOR BOARD CONSIDERATION:**
 - A. Discussion regarding Airport Capital Improvement Plan (ACIP)
 - B. Discussion regarding Budget
5. **BOARD MEMBER ISSUES/REPORTS:**
6. **AIRPORT MANAGER REPORTS:**
 - A. Update from Steve Datema
7. **ADJOURNMENT**

AFFIDAVIT OF MAILING NOTICE

I, the undersigned Assistant to the City Administrator of the City of Susanville, California do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, August 16, 2018 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 15th day of August, 2018. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this 15th day of August, 2018.


Heidi Whitlock, Asst. to the City Administrator

Ross Stevenson	emailed
William Heyland	emailed
Cameron Farrell	emailed
Richard Hrezo	emailed
Mary Foster	emailed

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: August 16, 2018

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Approval of minutes from the January 11 and March 8, 2018 meetings.

SUMMARY: Attached for the Commission's review are the minutes of the SMAC January 11 and March 8, 2018 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve minutes from the January 11 and March 8, 2018 meetings.

ATTACHMENTS: Minutes from the January 11 and March 8, 2018 meetings.

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING
January 11, 2018 – 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 Chair Stevenson.

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

Staff present: Quincy McCourt, Project Manager, Ruth Ellis, Administrative Staff Assistant and Steve Datema, Airport Manager.

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

APPROVAL OF MINUTES: None

CORRESPONDENCE/INFORMATION: None

BUSINESS FROM THE FLOOR: None

NEW BUSINESS: Commissioner Foster questioned Item 7D - Discussion Regarding the 2018 Susanville Air Fair being placed under Continuing Business because she believed it would be more appropriate under New Business.

The Commissioners held a brief discussion about why the matter was on the agenda. Commissioner Foster made a motion, Commissioner Heyland seconded moving Item 7D to New Business.

Commissioner Hrezo explained that the Air Fair is scheduled for August 18, 2018, and he wanted to make sure the City was aware a date had been set. He explained that he has contacted the FAA and the military about the possibility of providing a fly-by or static displays.

He continued that he will provide an update under Continuing Business at the Commission's March meeting and he hoped the City will continue to be supportive of the event.

There was general discussion regarding the City's support of the event, which includes paying for half the insurance and providing a water truck and barricades.

Commissioner Hrezo commented that the Air Fair is a nice time for everyone. The event usually kicks off with a pancake breakfast, aircraft is flown in for people to look at and helicopter rides are also provided.

Chair Stevenson asked if there would be classic cars at the event as there has been in the past.

Mr. Datema responded there are several clubs in town that they could reach out to.

7 CONTINUING BUSINESS

7A Discussion Regarding Airport Capital Improvement Plan (ACIP)

Mr. McCourt explained the Commission discussed the former ACIP at its November meeting and there were safety concerns about the fencing because livestock can get through it and onto airport property creating major risks when that occurs.

He continued that staff met with FAA representatives and they agreed with the safety concerns that a weakened fence poses. While the FAA's priority is awarding money to pavement projects, they were willing to make an exception and change the layout plan. However, many questions started coming up once they started delving further into the matter.

Mr. McCourt stated there were additional phone discussions between himself, Mr. Datema and staff from airport consultants C & S Companies regarding what the FFA ultimately wants them to focus on, which is the APRON project.

After those conversations, staff realized there were no clear answers, but Mr. Datema will work with the neighbors to try alleviating livestock from entering the airport in the interim.

Mr. Datema stated the real issue is that the Federal Government already paid for the design work for the remainder of the ramp and taxiway entrance projects and if they do something ahead of that, they could risk losing that funding.

Mr. McCourt thanked Mr. Datema for his comments and added that the FAA is willing to work with staff to ensure the fencing project doesn't go stale because they do see it as a safety concern.

There was discussion that there are some environmental hurdles before moving forward because the fence will have to cross the irrigation canal or there is the possibility to run it along the ditch and not the perimeter of the airport, which would make it a much simpler project.

The Commission also discussed the materials and length of the fence, which is about 3,000 to 3,500 feet of linear fencing.

Mr. Datema commented that they do have several years to figure out what to do with the fence unless additional funding becomes available and they are looking at a few other avenues.

Commissioner Foster asked about the possibility of having the project done in-house.

Mr. McCourt answered that it is a possibility, but the matter is more about funding. Either way, they would have to pay staff to do the work.

Chair Stevenson commented that in his opinion, the likelihood of acquiring property is extremely low and maybe they should start looking for Plan B, which will provide safety to the airport users. He noted the ALP narrative and the numbers which include \$90,000 for land acquisition, \$25,000 for the design and total construction is \$550,000. If there needs to be a 3,000 feet of fencing because of safety issues, it doesn't need to be designed and it should be constructed on airport property without acquisition. The City is projecting to spend \$58,000 on the project, but if they can just build the fence for \$6,000 then they have saved the City money and that is a valid point to be considered.

Mr. Datema said he agrees, as did the consultant, that the numbers are high but the Commission would be surprised that they wouldn't be able to build six foot chain link fence for \$6,000.

Commissioner Hrezo asked if the City would consider taking bids to see how much it would cost to add a chain link fence to what is already in place.

Mr. McCourt responded the City can do several simple things such as figure out the linear footage and design a quick spec and request a linear footage cost because are advantages when not using federal money.

Commissioner Hrezo said he wants to save the City money, too and he does not want them to spend a lot of money to come back and tell the Commission they could've done the fencing for less than what it took to get the bids.

The Commission held an extensive discussion about the fencing project and will continue the discussion to of saving the City money on the fencing project as it is currently designated in the ACIP.

Motion by Commissioner Heyland, second by Commissioner Hrezo to recommend the City Council accept the revised 2018-2023 ACIP. All in favor Heyland, Hrezo, Foster and Stevenson. Absent: Farrell.

7B Expiring Entitlements for 2018

Mr. McCourt stated the City has \$1,649.00 in entitlement funding that will expire in 2018. The FAA is requesting the City transfer this money to another sponsor so it is not lost from our region.

Motion by Commissioner Hrezo, second by Commissioner Foster to recommend the City Council approve the transfer of funds to Palo Alto. All in favor, Hrezo, Foster, Heyland and Stevenson.

Commissioner Heyland commented that for 2016 there were is \$58,958.00 in expiring funds and asked if there was a plan to consume those funds.

Mr. McCourt responded that it would be strategic to invest that money in the airport.

Commissioner Heyland expressed concern that the money will expire at the end of the year and he wanted to plan ahead for it rather than waiting until the last minute rather than turning money back.

Mr. McCourt responded that he agreed and there was general discussion about timeline of using the money.

Commissioner Heyland said he staff should bring an item back to the Commission's March meeting about how they were going to spend the \$58,000.

7C PAPI visibility range

Mr. McCourt explained a question arose about what the visible range requirements are for the PAPI systems. He stated the Flight Inspection Handbook states daytime minimum visual range for a 2-box PAPI is a two box is a 2 SM and a 4-box PAPI is 4SM.

There was general discussion about the upcoming final PAPI inspection.

8 AIRPORT MANAGERS REPORT:

Mr. Datema stated that the annual airport conference was scheduled for the end of January in Monterey and the event provides a lot of information.

He also reported they have been busy checking off the items identified in the Caltrans report, which was mostly about brush removal.

9 COMMISSION ITEMS:

Chair Stevenson stated he wanted a schedule of the year's meetings emailed to the Commission. He added the March and May meetings are critical to some of the things they discussed during the meeting.

After some discussion about the meeting schedule, Chair Stevenson added the Commission needs to get busy and get everything done it possibly can to benefit the airport and he wants to make this a working year.

There was discussion about the Commission board membership, the recruitment process and appointing Commissioner Foster as a regular member as she is currently an alternate. Chair Stevenson said he felt it was reasonable to ask the City Council to place another solicitation and appoint another Commissioner and Commissioner Foster as a full-time commissioner.

ADJOURNMENT: Meeting adjourned at 6:10 p.m.

Ross Stevenson, Chairperson

Ruth Ellis, Administrative Assistant

CITY OF SUSANVILLE
SUSANVILLE MUNICIPAL AIRPORT COMMISSION
March 8, 2018 – 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 Vice Chair Hrezo

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

Staff present: Quincy McCourt, Project Manager, Ruth Ellis, Administrative Staff Assistant, and Steve Datema, Airport Manager.

APPROVAL OF THE AGENDA: None

APPROVAL OF MINUTES: None

CORRESPONDENCE: None

BUSINESS FROM THE FLOOR: None

PUBLIC COMMENT: None.

6 **NEW BUSINESS:**

6A **Update on discussion from January 11, 2018 meeting**

Mr. McCourt provided an update on several requests the Commission made during its January 11, 2018 meeting.

He explained that an advertisement was placed in the newspaper for the purpose of seeking a new Commissioner and the City Clerk would be compiling responses. The responses would then be forwarded to the City Council who would a new Commissioner based on the letters of interest received. More solicitations would be placed to find two new alternates.

Addressing other matters the Commission had requested, Mr. McCourt shared that the Governing Board title was changed to an Advisory Commission; New Business items were appropriately placed on the agenda and lastly, the Commissioners were emailed a list of the 2018 meeting schedule.

6B **Discussion on Fencing Options**

Mr. McCourt explained the Commission held a lengthy discussion about the airport's perimeter fencing during the January 11, 2018 meeting. He stated that the project will be added to the Airport Capital Improvement Plan (ACIP) after the approved and designed asphalt entitlement projects. In the meantime, staff will continue to explore alternatives that will allow for an earlier start date. Depending on the exact design, there is about one mile of fencing that will need to be installed. Bids obtained in 2005 were for approximately \$3/LnFt, which was more than a material price quote for another project. Using the Bureau of Labor Statistics CPI Inflation Calculator, 5,280 Ln/Ft would cost about \$153,000. Other concerns also include the potential for land acquisition and an engineered design. Depending on the source of the money, a design will need to take place, as well as strict measurements to purchase land.

Commissioner Heyland asked where the money would come from.

Mr. McCourt responded it would be from discretionary money.

Commissioner Heyland stated that he didn't see the project being done without federal funding.

6C **Discussion on asphalt/other projects to invest the remainder of the expiring entitlements**

Mr. McCourt explained that in an effort to utilize the remaining \$58,958 of entitlement funding, staff is requesting a discussion about how to make the best investment. He explained that \$58,000 will expire in 2018 and they need to begin the process so FAA is on board. He continued that the potential options for consideration are design work and pavement. He explained that if the latter is the best investment then about 9, 000 square feet of R&R work can be covered.

The Commission held general discussion and approved going with staff recommendation of proceeding with the asphalt project.

CONTINUING BUSINESS: None

AIRPORT MANAGER'S REPORT: Mr. Datema provided a brief update on airport activities. There was some discussion about when the PAPI project would be complete. Mr. Datema stated the consultant was working on it.

He also said there was an FAA conference in September and the Airport Capital Improvement Plan (ACIP) could be presented if was completed by then.

There was general discussion regarding ACIP and Commissioner Heyland stated that he wanted to start looking at the ACIP in May, rather than November or December and would like to make it a routine matter on the spring/summer agenda.

COMMISSION ITEMS: Commissioner Hrezo reported that paperwork was in the process for the 2018 Susanville Air Fair.

ADJOURNMENT: Meeting adjourned by Vice Chair Hrezo at 6:10 p.m.

Ross Stevenson, Chairperson

Respectfully Submitted by:

Ruth Ellis, Administrative Staff Assistant

Submitted By: Quincy McCourt, Project Manager

Action Date: August 16, 2018

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion regarding Airport Capital Improvement Plan (ACIP)

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: In recent meetings the Commission decided that the ACIP will be brought back to them each August with the intent of being submitted to and approved by the City Council so it can be submitted to the FAA in September.

FISCAL IMPACT: Standard 10% budgeted local match.

ACTION REQUESTED: Recommendation of attached ACIP

ATTACHMENTS: ACIP FY 2019 - 2023

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

FY 2019 - 2023



Airport: Susanville Municipal Airport

State: California

NPIAS# 06-0251

DATE: 3/19/2018

LOCID SVE

Project Description & Year	Federal Funds		State Funds	PFC	Local	Total	Environmental	NPIAS Rating	Start Date	Comp. Date	FED/ STATE
2018											
1 - Carryover	\$ -	\$ -	\$ -		\$ -						
2019											
Design - Construct Pavement Project - approx. 9,000 SqFt R&R w/8" and 3"	\$ 59,062	\$ 2,653	\$ 2,653		\$ 3,243	\$ 58,958			June 2019	June 2019	
2020											
1 - Construct Apron Reconstruction, Phase II	\$ 855,000	\$ 42,750	\$ 42,750		\$ 52,250	\$ 950,000		60	May 2020	March 2021	
2021											
1 - Carryover	\$ -	\$ -	\$ -		\$ -						
2022											
1 - Carryover	\$ -	\$ -	\$ -		\$ -						
2023											
1 - Taxi-way	\$ 765,000	\$ 38,250	\$ 38,250		\$ 46,750	\$ 850,000		40	May 2023	August 2024	
TOTALS	\$ 1,673,062	\$ 83,653	\$ 83,653		\$ 102,243	\$ 1,858,958					

Submitted By: Quincy McCourt, Project Manager

Action Date: August 16, 2018

AIRPORT COMMISSION AGENDA ITEM

SUBJECT: Discussion regarding the Airport Budget

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: In an effort to better understand the overhead and budget of the airport, the finance manager will be explaining each line item of the budget. This budget discussion is important in order to plan and prepare for the future of the airport.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information only.

ATTACHMENTS: Airport budget.

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

AIRPORT

	BUDGET	YTD ACTUAL	% EARNED	ENCUMBRA	UNEARNED	% UNEARNED
<u>PUBLIC WORKS</u>						
<u>AIRPORT-OPERATIONS</u>						
7201-430-81-3341 STATE OF CA - CALTRANS	10,000.00	.00	.00	0	10,000.00	100.00
7201-430-81-3620 AIRPORT - LEASES	60,000.00	56,835.50	94.73	0	3,164.50	5.27
7201-430-81-3701 AIRPORT - FLOWAGE FEES	12,000.00	10,310.35	85.92	0	1,689.65	14.08
7201-430-81-3703 COMMERCIAL OPERATOR FEES	16,000.00	16,101.93	100.64	0	(101.93)	(.64)
TOTAL AIRPORT-OPERATIONS	98,000.00	83,247.78	84.95	0	14,752.22	15.05
<u>FAA GRANT PAPI PROJECT</u>						
7201-430-85-3970 CAPITAL CONTRIBUTIONS	230,689.00	140,392.55	60.86	0	90,296.45	39.14
TOTAL FAA GRANT PAPI PROJECT	230,689.00	140,392.55	60.86	0	90,296.45	39.14
TOTAL PUBLIC WORKS	328,689.00	223,640.33	68.04	0	105,048.67	31.96

CITY OF SUSANVILLE
 INCOME STATEMENT
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2018

AIRPORT

		BUDGET	YTD ACTUAL	% EARNED	ENCUMBRA	UNEARNED	% UNEARNED
<u>DEPARTMENT 490</u>							
<u>DIVISION 00</u>							
7201-490-00-3910	TRN IN 1000 GENERAL FUND	17,000.00	17,000.00	100.00	0	.00	.00
TOTAL DIVISION 00		17,000.00	17,000.00	100.00	0	.00	.00
TOTAL DEPARTMENT 490		17,000.00	17,000.00	100.00	0	.00	.00
TOTAL FUND REVENUE		345,689.00	240,640.33	69.61	0	105,048.67	30.39

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

AIRPORT

	BUDGET	YTD ACTUAL	% EXPENDED	ENCUMBRA	UNEXPENDED	% UNEXP.	
<u>PUBLIC WORKS</u>							
<u>AIRPORT-OPERATIONS</u>							
7201-430-81-4100	REGULAR EMPLOYEES	434.00	213.64	49.23	0	220.36	50.77
7201-430-81-4221	SOCIAL SECURITY CONTRIBUTIONS	14.00	13.25	94.64	0	.75	5.36
7201-430-81-4222	MEDICARE	4.00	3.11	77.75	0	.89	22.25
7201-430-81-4230	PERS	12.00	11.90	99.17	0	.10	.83
7201-430-81-4260	WORKERS' COMPENSATION	33.00	32.08	97.21	0	.92	2.79
7201-430-81-4291	HEALTH INSURANCE AND ADMIN	1.00	.00	.00	0	1.00	100.00
7201-430-81-4293	STATE UNEMPLOYMENT	2.00	1.92	96.00	0	.08	4.00
7201-430-81-4340	TECHNICAL SVCS	29,820.00	29,243.38	99.99	575	1.62	.01
7201-430-81-4431	REPAIR AND MAINTENANCE-MISC	1,500.00	1,500.00	100.00	0	.00	.00
7201-430-81-4434	REPAIR AND MAINTENANCE-FACILIT	2,505.00	2,441.22	97.45	0	63.78	2.55
7201-430-81-4510	INSURANCE AIRPORT HANGARS	3,492.00	3,492.00	100.00	0	.00	.00
7201-430-81-4511	INSUR.AIRPORT OWNER OPER. LIAB	4,680.00	4,680.00	100.00	0	.00	.00
7201-430-81-4512	INSUR.AIRPORT AIR SHOW LIAB	442.00	432.00	97.74	0	10.00	2.26
7201-430-81-4524	INTERNAL SVCS ADMIN	55,684.00	55,680.00	99.99	0	4.00	.01
7201-430-81-4530	COMMUNICATIONS	529.00	500.71	94.65	0	28.29	5.35
7201-430-81-4610	SUPPLIES - GENERAL	142.00	30.48	21.46	0	111.52	78.54
7201-430-81-4622	ELECTRICITY	7,100.00	6,141.58	86.50	0	958.42	13.50
7201-430-81-4623	PROPANE	2,900.00	2,861.86	98.68	0	38.14	1.32
7201-430-81-4641	POSTAGE	81.00	.46	.57	0	80.54	99.43
7201-430-81-4770	DEPRECIATION EXPENSE	157,340.00	150,524.00	95.67	0	6,816.00	4.33
7201-430-81-4810	TAXES, FEES, PERMITS & CHARGES	1,966.00	896.20	45.58	0	1,069.80	54.42
7201-430-81-4852	INTEREST	69.00	317.46	460.09	0	(248.46)	(360.09)
TOTAL AIRPORT-OPERATIONS		268,750.00	259,017.25	96.59	575	9,157.75	3.41
<u>FAA GRANT PAPI PROJECT</u>							
7201-430-85-4330	PROFESSIONAL SERVICIES	12,832.00	12,830.71	99.99	0	1.29	.01
7201-430-85-4450	CONSTRUCTION SERVICE	216,310.00	143,161.20	66.18	0	73,148.80	33.82
TOTAL FAA GRANT PAPI PROJECT		229,142.00	155,991.91	68.08	0	73,150.09	31.92
TOTAL PUBLIC WORKS		497,892.00	415,009.16	83.47	575	82,307.84	16.53
TOTAL FUND EXPENDITURES		497,892.00	415,009.16	83.47	575	82,307.84	16.53
REVENUE OVER (UNDER) EXPENDITURES		(152,203.00)	(174,368.83)	(114.94)	575-	22,740.83	14.94
GRAND TOTAL REVENUE		345,689.00	240,640.33	69.61	0	105,048.67	30.39
GRAND TOTAL EXPENDITURES		(497,892.00)	(415,009.16)	(83.47)	575-	(82,307.84)	(16.53)
TOTAL NET REVENUE(EXPENDITURES)		(152,203.00)	(174,368.83)	(114.94)	575-	22,740.83	14.94

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018

<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>% EXPENDED</u>	<u>ENCUMBRA</u>	<u>UNEXPENDED</u>	<u>% UNEXP.</u>
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