

CITY OF CHICO
REGULAR CHICO AIRPORT COMMISSION MEETING - January 31, 2012
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

- 1.1. Call to Order- Chair Koch called the January 31, 2012, regular Airport Commission Meeting to order at 6:00 p.m. in the Council Chamber.

Present: Muller, Nolan-Gosling, Nathan, Koch
Absent: Michels

1.2. **ELECTION OF CHAIR AND VICE-CHAIR**

The Commission agreed to defer elections until the end of the agenda. Elections were conducted after item 6.3.

A motion was made by Mueller and seconded by Nolan-Gosling to select Commissioner Nathan as Chair.

The motion carried by the following vote:

AYES: Koch, Mueller, Nathan, Nolan-Gosling
NOES: None
ABSENT: Michels

A motion was made by Nathan and seconded by Mueller to select Commissioner Nolan-Gosling as Vice-Chair.

The motion carried by the following vote:

AYES: Koch, Mueller, Nathan, Nolan-Gosling
NOES: None
ABSENT: Michels

2. **CONSENT AGENDA**

A motion was made by Mueller and seconded by Nathan to approve the Consent Agenda, as read.

The motion carried by the following vote:

AYES: Koch, Mueller, Nathan, Nolan-Gosling
NOES: None
ABSENT: Michels

2.1. **APPROVED MINUTES OF AIRPORT COMMISSION MEETING**

Approved - minutes of the Airport Commission meeting held on 10/26/11.

3. **NOTICE PUBLIC HEARINGS** - None.

4. **REGULAR AGENDA**

4.1. **CONSIDERATION OF DIGITALPATH, INC.'S OCCUPANCY OF THE AIRPORT PROPERTY LOCATED AT 100 LOCKHEED AVENUE AND POSSIBLE APPROVAL OF A MINUTE ORDER AUTHORIZING THE AIRPORT MANAGER TO ENTER INTO A NEW PRIME LEASE WITH DIGITALPATH, INC.**

At its special meeting of February 22, 2011, the Airport Commission recommended that the City Council authorize the Airport Manager to enter into a Consent to Sublease with Aero Union Corporation. Authorization was granted by the City Council at its March 15, 2011, meeting. The Consent to Sublease permitted Aero Union to sublease the airport property located at 100 Lockheed Avenue to Digital Path, Inc., subject to certain terms and conditions and subject to the Airport Commission's review after one year. At tonight's meeting the Commission will review DigitalPath's occupancy and make a determination on whether a new prime lease between the City and DigitalPath should be authorized. (*Report – Debbie Collins, Management Analyst*)

MINUTE ORDER AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF IMPROVED REAL PROPERTY, CHICO MUNICIPAL AIRPORT, 100 LOCKHEED AVENUE (CITY OF CHICO/DIGITALPATH, INC.) AND RELATED DOCUMENTS AS APPLICABLE

Approved - minute order authorizing the Airport Manager to execute a Lease of Improved Real Property, Chico Municipal Airport, 100 Lockheed Avenue (City of Chico/DigitalPath Inc.) and related documents as applicable.

Recommendation - The Airport Manager recommended approval of the Minute Order.

Andrew Cardin, V.P. Wireless Infrastructure, addressed the Commission on behalf of DigitalPath, Inc.

Chris Rock, Northgate Aviation, addressed the Commission on this item.

A motion was made by Mueller and seconded by Nolan-Gosling to approve the Minute Order.

The motion carried by the following vote:

AYES: Koch, Mueller, Nathan, Nolan-Gosling
NOES: None
ABSENT: Michels

5. **BUSINESS FROM THE FLOOR** - None

6. **REPORTS AND COMMUNICATION**

6.1. **Work Plan Ad Hoc Committee Report**

Commissioner Nolan-Gosling shared the discussions to date on paid parking to include the collection and enforcement aspects that need to be reviewed. The Commission agreed to assign Work Plan items in order to work concurrently on each item. Commissioners Nolan-Gosling and Mueller agreed to work on the paid parking and tie down fee collections items and Commissioners Koch and Nathan agreed to work on the expanded air service and re-purposing of the terminal items. Commissioner Michels was assigned to work with staff on attraction of new tenants for the flightline properties.

6.2 Staff updated the Commission on various items.

Airport Manager Burkland

- The ownership of the building located at 747 Fortress Street has reverted from Aero Union to the City. The lease rent for this building will be a new source of revenue for the airport. Staff is working with an aviation related manufacturing business, Pro2Pro Machining Services, that is interested in leasing a portion of the building.
- Historically Chico Redevelopment Agency (RDA) funding has been used as the required 5% match for the Airport Improvement Program (AIP) grants. The State of California has now dissolved all California RDAs which presents us with the challenge of identifying funding for the match of future AIP grants.

Management Analyst Collins

- Aircraft Deconstructors exercised all of the lease term extensions for 77 Piper. The lease will terminate March 14, 2012. A request for proposals has been issued to two parties interested in the 77 Piper hangar, including Aircraft Deconstructors. The proposals are due February 7, 2012.
- The Phase I Environmental Site Assessments were completed on all properties vacated by Aero Union and there was no contamination found that would require additional investigation.
- The annual Aircraft Based Report is being prepared. It appears that approximately 16 general aviation hangars were empty as of January 1, 2012. This number is consistent with last year.

Facilities Manager Parks

- The Airport Capital Improvement Program (ACIP) has been submitted to the Federal Aviation Administration (FAA). Next year's program will include reconstruction of Taxiway Hotel and the apron area, rehabilitation of the Automated Weather Observing System's (AWOS) ceilometer, updating of airport markings and lighting to bring them into compliance with revised FAA regulations, and preparation of a Pavement Management Plan.


6.3. The quarterly Airport Fund Income Statement was provided to the Commission.

The Commission and staff discussed the shortfall in lease income and how it was reflected on the Fund Income Statement.

7. **ADJOURNMENT**

Adjourned at 6:56 p.m. to the April 24, 2012, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: April 24, 2012


Deborah M. Collins
Management Analyst - Airport

CITY OF CHICO
REGULAR CHICO AIRPORT COMMISSION MEETING - April 24, 2012
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

- 1.1. Call to Order- Chair Nathan called the April 24, 2012, regular Airport Commission Meeting to order at 6:00 p.m. in the Council Chamber.

Present: Koch, Michels, Muller, Nolan-Gosling, Nathan
Absent: None

2. **CONSENT AGENDA**

A motion was made by Koch and seconded by Mueller to approve the Consent Agenda, as read.

The motion carried by the following vote:

AYES: Koch, Michels, Mueller, Nolan-Gosling, Nathan
NOES: None

2.1. **APPROVED MINUTES OF AIRPORT COMMISSION MEETING**

Approved - minutes of the Airport Commission meeting held on 01/31/12.

3. **NOTICE PUBLIC HEARINGS** - None.

4. **REGULAR AGENDA**

4.1. **MINUTE ORDER AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF IMPROVED REAL PROPERTY, CHICO MUNICIPAL AIRPORT, 747 FORTRESS STREET (CITY OF CHICO/PRO2PRO MACHINING SERVICES, LLC) AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order authorizing the Airport Manager to execute a lease of property at the Chico Municipal Airport for the 747 Fortress Street facilities in accordance with the terms set out in the Minute Order. *(Report – Debbie Collins, Management Analyst)*

Recommendation - The Airport Manager recommended approval of the Minute Order.

Commissioner Mueller recused himself from this item due to a possible conflict of interest resulting from his hiring of Pro2Pro to perform some work for him.

A motion was made by Koch and seconded by Nolan-Gosling to approve the Minute Order.

The motion carried by the following vote:

AYES: Koch, Michels, Nolan-Gosling, Nathan
NOES: None
ABSTAINED: Mueller

5. **BUSINESS FROM THE FLOOR** - None

6. **REPORTS AND COMMUNICATION**

6.1. Work Plan Ad Hoc Committee Reports

Air Service Development and Terminal Re-purposing Committee (**Report - Commissioners Koch and Nathan**)

The Committee met with Larry Lane of Kingdom Catalyst, Matt York of Videomaker Magazine, and Christian Friedland of Build.com who are local business people with an interest in assisting the Committee in the pursuit of additional air service. The consensus is that a LAX route would be most desirable and that the existing air carrier, United Airlines, would be the most logical carrier to approach first.

Christian Friedland, Founder and President of Build.com, addressed the Commission and shared that at the local Economic Summit there were discussions on what can be done to increase economic activity and it was identified that the quality of air service, and the general ingress and egress to and from Chico, are factors that limit Chico's economic growth. He asked what reasons air carriers have given in the past for not considering Chico for additional service. Airport Manager Burkland explained that at the time the last presentations were made to the air carriers the City had \$600,000 in incentives to offer them but they were not interested. SkyWest attributed their lack of interest to a lack of aircraft, United believed Chico was too close to Sacramento, and Horizon, although interested, had just started service in Santa Rosa and wanted to see if it was successful but then the recession hit and Horizon discontinued service from Redding. However, now is a good time to approach the airlines and having a group of local CEOs involved may get their interest.

Matt York from Videomaker addressed the Commission and explained that the contingency interested in air service development consists of about eight CEOs and Paul Zingg. This issue is important to the University as well as the business community.

The re-purposing of the terminal building has been tabled in order to focus on air service development.

Parking and Tie-Down Fee Committee (**Report - Vice Chair Nolan-Gosling and Commissioner Mueller**)

The Committee presented the Commission with Minutes from their meeting of March 27, 2012. Some of the items discussed included expenses, how collection and enforcement may occur, possible fees, liability, and effects on business travelers. The Commission also discussed the collection of tie-down fees and how this may be accomplished. The same expense and enforcement issues apply to the collection of tie-down fees. The Commission suggested the Committee look at cost/benefit estimates.

Both ad hoc committees will continue to have discussions and come back to the Commission with updates and recommendations as applicable.

6.2 Staff updated the Commission on various items.

Planning Services Director Mark Wolfe

City staff is working on the implementation of the General Plan which includes an update to Title 19. The proposed Title 19 updates affect the Airport Zoning Districts. It is proposed that the Airport

Commission's authority to review use and design permits be adjusted to reflect current practices now that the majority of the Airport Industrial Park is privately owned. Authority over the two zones in and around the Airport (A and AP) would remain with the Airport Commission while authority over the other two zones covering the Airport Industrial Park (AC and AM) would be under the purview of the Zoning Administrator. The Zoning Administrator would, however, refer any items in the AC and AM zones that have an effect on the Airport or airspace to the Airport Commission. Commissioner Koch stated that he believes the Airport Commission should retain architectural review authority over Airpark Blvd., even though it is zoned AC, because it is the gateway to the Terminal. PSD Wolfe agreed and said he would carry that recommendation forward for consideration by the Planning Commission and Council. It was clarified that the recommendation would be that the Airport Commission retain authority over the AC Zoning District that is adjacent to Airpark Blvd. and the authority for the areas adjacent to Lockheed Ave. and Convair Ave. would fall to the Zoning Administrator.

Facilities Manager Parks

The Airport will request two projects in the next Airport Improvement Program grant. The first is an upgrade to the AWOS which involves replacement of the ceilometer. The existing ceilometer is outdated and is no longer supported by the manufacturer. The second project is updating of Airport pavement markings and signage. Currently there are markings and signage that no longer comply with the FAA's updated requirements. The proposed projects will cost approximately \$157,000. The remaining ramp replacement projects are still planned but are dependant upon additional FAA funding and may also be delayed due to the increase from 5% to 10% in the amount the Airport is required to provide in matching grant funds.

Management Analyst Collins

- Aircraft Deconstructors in the process of moving out of the 77 Piper hangar. The move should be complete by April 30th. There are two proposals from potential long-term tenants for the hangar but both are dependant upon the proposers receiving certain work contracts that they are pursuing.
- Negotiations are taking place with a short-term tenant for the 110 Convair hangar. This would be a month-to-month lease of a portion of the hangar for the storage of a business jet.
- Comerica Bank has possession of Aero Union's assets and has contacted the Airport inquiring about space for the storage of those assets.
- The Wildlife Hazard Assessment has been completed and the draft report has been submitted to the Airport for review.

6.3. The quarterly Airport Fund Income Statement was provided to the Commission.

7. **ADJOURNMENT**

Adjourned at 7:00 p.m. to the July 31, 2012, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: July 31, 2012

_____/s/
Deborah M. Collins
Management Analyst - Airport

CITY OF CHICO
REGULAR CHICO AIRPORT COMMISSION MEETING - July 31, 2012
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order - Chair Nathan called the July 31, 2012, regular Airport Commission Meeting to order at 6:00 p.m. in the Council Chamber.

1.2. Roll Call

Present: Michels, Muller, Nolan-Gosling, Nathan

Absent: Koch

2. **CONSENT AGENDA**

A motion was made by Michels and seconded by Nolan-Gosling to approve Consent Agenda, as read, with items 2.1, 2.2, and 2.3 removed for further discussion.

The motion carried by the following vote:

AYES: Michels, Mueller, Nolan-Gosling, Nathan

NOES: None

ABSENT: Koch

2.1. **MINUTE ORDER NO. 03-12 – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AT THE CHICO MUNICIPAL AIRPORT, AIRPORT CLEAR ZONES (CITY OF CHICO/BRADLEY & SON CATTLE, LLC) AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order authorizing the Airport Manager to execute a lease of Airport Clear Zone property at the Chico Municipal Airport for the pasturing of livestock in accordance with the terms set out in the Minute Order. ***The Airport Manager recommended approval of the Minute Order.***

This item was removed from the Consent Agenda at the request of Commissioner Michels.

Commissioner Michels noted that the Wildlife Hazard Assessment (WHA) identifies cattle as a primary hazard and asked to what extent grazing represents a significant hazard. Management Analyst Collins advised that the WHA consultant did not recommend that grazing be discontinued but that the airport extend its wildlife mitigation measures to the area being grazed and to monitor the grazing for signs that it may be contributing to the bird population.

A motion was made by Mueller and seconded by Michels to approve the Minute Order.

The motion carried by the following vote:

AYES: Michels, Mueller, Nolan-Gosling, Nathan

NOES: None

ABSENT: Koch

2.2. **MINUTE ORDER NO. 04-12 – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF PREMISES AT THE CHICO MUNICIPAL AIRPORT TERMINAL BUILDING, ADVERTISING CONCESSION (CITY OF CHICO/EL-A APPAREL, INC., dba CORNUCOPIA ENTERPRISES) AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order authorizing the Airport Manager to execute a lease of wall space at the Chico Municipal Airport Terminal for the display of advertising in accordance with the terms set out in the Minute Order. ***The Airport Manager recommended approval of the Minute Order.***

This item was removed from the Consent Agenda at the request of Commissioner Nolan-Gosling.

Commissioner Nolan-Gosling questioned the amount of advertising space that would be dedicated to local businesses.

Chair Nathan asked if there is an audit procedure to determine the gross revenues. Management Analyst Collins stated that periodic audits are conducted and that concessioners submit reports to support the amount of concession revenue submitted.

A motion was made by Mueller and seconded by Nolan-Gosling to approve the Minute Order.

The motion carried by the following vote:

AYES: Michels, Mueller, Nolan-Gosling, Nathan
NOES: None
ABSENT: Koch

2.3. **MINUTE ORDER NO. 05-12 – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF PREMISES AT THE CHICO MUNICIPAL AIRPORT TERMINAL BUILDING, VENDING CONCESSION (CITY OF CHICO/ROBERT L. WHITE, AN INDIVIDUAL, dba CHICO AIRPORT BAGGAGE DELIVERY) AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order authorizing the Airport Manager to execute a lease of space in the Chico Municipal Airport Terminal for the placement of two vending machines in accordance with the terms set out in the Minute Order. ***The Airport Manager recommended approval of the Minute Order.***

This item was removed from the Consent Agenda at the request of Commissioner Nolan-Gosling.

Commissioner Nolan-Gosling's question had been answered during the previous discussion on audit procedures.

A motion was made by Michels and seconded by Mueller to approve the Minute Order.

The motion carried by the following vote:

AYES: Michels, Mueller, Nolan-Gosling, Nathan
NOES: None
ABSENT: Koch

2.4. **APPROVAL OF MINUTES OF AIRPORT COMMISSION MEETING**

Approved - minutes of the Airport Commission meeting held on 04/24/12.

3. **NOTICE PUBLIC HEARINGS** - None.

4. **REGULAR AGENDA**

4.1. **AIRPORT WILDLIFE HAZARD ASSESSMENT REPORT**

Airport Wildlife Consultant (AWC) has completed the Wildlife Hazard Assessment (WHA) for Chico Municipal Airport. The WHA was submitted to the Federal Aviation Administration (FAA) for review and, based on the WHA findings, a review of the type and frequency of air carrier operations at the Airport, and a review of the wildlife strikes that have occurred on or near the Airport, the FAA has determined that a Wildlife Hazard Management Plan (WHMP) must be prepared. **(Report – Debbie Collins, Airport Management Analyst)**

The Commission discussed various aspects of the report to include possible installation of a bird radar unit, the Federal Aviation Administration (FAA) bird strike database, deterrent measures, the mulching facility, the preparation of the Wildlife Hazard Management Plan (WHMP) and staff's responsibilities related to mitigation and management of wildlife.

Commissioner Mueller said his sense as a pilot is that Chico Municipal Airport does not have any more of a bird problem than any other airport in the valley. He asked a fellow pilot in the audience, Dan Jay, what his experience was. Mr. Jay said that the problems seem to be worse in the last year or two but he has not really been flying regularly enough to provide a good idea of the problem.

5. **BUSINESS FROM THE FLOOR** – None.

6. **REPORTS AND COMMUNICATION**

6.1. Update from the Airport Commission Ad Hoc Air Service Development Committee

Chair Nathan updated the Commission on the Air Service Development Committee's preference to secure additional air service from Chico to and from LAX. The Committee, which includes local business leaders, hopes to meet directly with United Airlines and/or SkyWest to determine what can be provided to the airlines in order for them to consider providing additional service to Chico. Chair Nathan stated that he felt we are facing a very steep challenge due to what is going on in the airline industry and other competing communities.

Former City Manager Dave Burkland spoke with the V.P. of Market Development for SkyWest recently and received confirmation that Chico will lose one of the San Francisco flights which is anticipated to occur at the end of August.

6.2. Update from the Airport Commission Ad Hoc Parking and Tiedown Committee

Commissioner Nolan-Gosling updated the Commission on the Committee's proposed recommendations related to designating the terminal parking lot as a paid parking area

and restricting parking on Fortress Avenue adjacent to the lot as well as its recommendations related to designation of a transient aircraft parking area on the ramp and charging a tie down fee.

Management Analyst Collins advised that if the Commission chooses to continue the next steps for the Committee would be to identify the costs associated with implementation of the recommendations and identification of procedural steps, such as amending the Airport Fee Schedule to allow for the collection of vehicle parking fees.

It was agreed that the Committee would meet with staff to determine the costs associated with implementation of these changes and bring the items back to the Commission at the October 30, 2012, meeting for a vote by the Commission on how to proceed.

6.3. Airport Manager's Update

The 165 Ryan Avenue hangar is still vacant. The potential tenant interested in the hangar did not get the contract for work that they were hoping for.

Comerica Bank will be auctioning equipment previously owned by Aero Union. The auction will be held in the 77 Piper Avenue hangar on Thursday August 2, 2012.

At the last meeting the Commission approved a Minute Order authorizing the Airport Manager to enter into a lease with Pro2Pro for a portion of the 747 Fortress Street building. The lease has not been executed. Pro2Pro is still interested but had to postpone the move and are unable to advise when they may want to proceed.

The Chico Air Show will be held September 28, 29, and 30, 2012.

6.4. The quarterly Airport Fund Income Statement was provided to the Commission.

6.5. The Fiscal Year 2012-13 Airport Fee Schedule 90.010 was provided to the Commission reflecting the annual CPI adjustments that were applied to certain fees effective July 1, 2012.

7. ADJOURNMENT

Prior to adjournment Chair Nathan requested that a sincere thanks to City Manager and Airport Manager Dave Burkland be entered into the public record for his years of service to the airport, the Airport Commission, and the community. Dave's last day with the City is August 31, 2012. Since Dave was unable to make this meeting Chair Nathan also invited him to the October meeting for proper recognition.

Adjourned at 6:47 p.m. to the October 30, 2012, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: October 30, 2012

/s/
Deborah M. Collins
Management Analyst - Airport

CITY OF CHICO
REGULAR CHICO AIRPORT COMMISSION MEETING – October 30, 2012
 Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

- 1.1. Call to Order - Chair Nathan called the October 30, 2012, regular Airport Commission Meeting to order at 6:00 p.m. in the Council Chamber.

1.2. Roll Call

Present: Koch, Muller, Nolan-Gosling, Nathan
 Absent: Michels

- 1.3. The new City Manager/Airport Manager, Brian Nakamura, was introduced to the Commission.

2. **CONSENT AGENDA**

- 2.1. **MINUTE ORDER NO. 06-12 – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A CONSENT TO ASSIGNMENT AND ASSUMPTION, LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT (CITY OF CHICO/RICHARD RAMSEY, LESSEE AND ASSIGNOR/BRYAN ELHARDT AND SCOTT ROBERSON, ASSIGNEES) HANGAR SPACE NO. E-16 AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order authorizing the Airport Manager to execute a consent to assignment of the lease for hangar space number E-16 at the Chico Municipal Airport in accordance with the terms set out in the Minute Order. *The Airport Manager recommended approval of the Minute Order.*

2.2. **APPROVAL OF MINUTES OF AIRPORT COMMISSION MEETING**

Approved - minutes of the Airport Commission meeting held on 07/31/12.

A motion was made by Koch and seconded by Mueller to approve the Consent Agenda as read.

The motion carried by the following vote:

AYES: Koch, Mueller, Nolan-Gosling, Nathan
 NOES: None
 ABSENT: Michels

3. **NOTICE PUBLIC HEARINGS** - None.

4. **REGULAR AGENDA**

- 4.1. **CONSIDERATION OF THE AD HOC COMMITTEE'S RECOMMENDATIONS REGARDING THE FEASIBILITY OF CHARGING A FEE TO PARK IN THE AIRPORT TERMINAL PARKING LOT AND THE FEASIBILITY OF DESIGNATING A SECTION OF CITY CONTROLLED AIRPORT RAMP SPACE AS A TRANSIENT AIRCRAFT TIE DOWN AREA AND COLLECTING A TIE DOWN FEE FOR THE PARKING OF TRANSIENT AIRCRAFT (Report – Commissioners Mueller and Nolan-Gosling)**

Recommendation: The Committee recommended that the Airport Commission take action on each item separately as follows:

- (1) Accept the Committee's recommendation to establish a fee in the Airport Fee Schedule for the parking of vehicles in the airport terminal parking lot, direct the Committee and staff to move forward with finalizing the fee implementation plan, and bring the proposed Airport Fee Schedule update and finalized implementation plan back to the Airport Commission at the next meeting for final review and approval.
- (2) Accept the Committee's recommendation to designate a section of City controlled airport ramp space as a transient aircraft tie down area, establish a fee in the Airport Fee Schedule for the parking of aircraft in the newly designated tie down area, direct the Committee and staff to move forward with finalizing the fee implementation plan, and bring the proposed Airport Fee Schedule update and finalized implementation plan back to the Airport Commission at the next meeting for final review and approval.

Commissioner Mueller provided background on what the ad hoc committee studied and some of the recommendations being made. Commissioner Nolan-Gosling explained that the ad hoc committee was established to address one of the Commission's Work Plan items, that current revenue does not support airport operations, and provided additional detail.

Vehicle Parking Fee: The Commission discussed how the revenue assumptions were made, how the \$5 fee and four hour limit were established, likelihood of compliance with voluntary fee payment system, how the payment of the fee will be connected to the vehicle, enforcement and fines, implementation costs and funding for those costs, and the possibility of starting with a lower fee.

The Commission was provided an email from Karl Hall, owner of property on Fortress Street, containing information and suggestions for the Commission's consideration.

Jennifer Griggs addressed the Commission against the proposed parking fee.

Dan Jay addressed the Commission in favor of the proposed parking fee.

The consensus of the Commission was to have the Committee evaluate the input that was received at tonight's meeting and prepare a report that could be presented to the Commission for review at the January 2013 meeting.

Aircraft Tie Down Fee: The Commission was in agreement that charging for aircraft tie downs on City controlled ramp space was a good idea. Commissioner Nolan-Gosling pointed out that it is important, as part of this process, to review and simplify the tie down fees that currently exist in the Airport Fee Schedule.

The consensus of the Commission was to have the Committee move forward with development of a revised fee schedule and bring the recommended amended fee schedule back to the Commission for review at the January 2013 meeting.

5. **BUSINESS FROM THE FLOOR** – None.

6. **REPORTS AND COMMUNICATION**

- 6.1. Letter dated October 12, 2012, from Paul Lane, Vice President, Air Spray Ltd., providing background on Air Spray Aviation Services (USA) and its recent acquisition of a BAE-146 aircraft that will be based at Chico Municipal Airport while it is modified for aerial

firefighting. A lease between the City and Air Spray for a portion of the 77 Piper Avenue hangar has been executed in accordance with Chico Municipal Code Section 11R.08.164 which authorizes the Airport Manager to "approve any lease, license or other entitlement for the use or possession of city owned property at the airport where such interest runs for a period of one year or less and is terminable on 30 days or less notice."

Management Analyst Collins provided a brief overview of the terms and conditions of the lease.

Ravi Saip, General Manager of Air Spray Aviation Services USA, addressed the Commission. He advised the Commission that Air Spray is committed to expanding the use of the hangar, the scope of its operations, and has every intention of being involved in the community.

6.2. Commission Ad Hoc Committee Reports

Air Service Development

Commissioner Koch provided an overview of the makeup of the ad hoc committee and an update on the Committee's progress brainstorming ideas to attract additional air service to Chico. The Committee is recommending that a letter be sent to the President/CEO of United Airlines inviting him to Chico to discuss the feasibility of initiating a direct flight to LAX from Chico. A draft letter was presented to the Commission for review. It is the groups desire that the letter be signed by the City Manager and various local business leaders.

A motion was made by Koch and seconded by Nolan-Gosling to finalize the letter and send it off without gifts.

The motion carried by the following vote:

AYES: Koch, Mueller, Nolan-Gosling, Nathan

NOES: None

ABSENT: Michels

Terminal Parking Lot and Transient Aircraft Tie Down Fees. (This report was presented as agenda item 4.1.)

6.3. Airport Manager's Report – (Verbal Report - Brian S. Nakamura, City Manager/Airport Manager)

Management Analyst Collins and Facilities Manager Parks updated the Commission as follows:

1. **DigitalPath** (100 Lockheed Hangar) - DigitalPath is considering moving all of its operations under one roof on Marauder Street. This includes their helicopter operations. Staff is assisting DigitalPath with identifying the operating requirements and permits necessary to operate an off airport heliport.

It is possible DigitalPath may request the Commission approve an early termination its lease of the 100 Lockheed hangar. The current lease term expires February 2013.

2. **Airship Ventures** - Airship Ventures, operators of a Zeppelin, have requested to operate on the west side of the airport for two or three days sometime after January 1st. They are under contract to observe stars in the darker night skies of Northern California.

3. **Airport Marking and Signage Project** – A meeting is scheduled tomorrow with the contractor and airport engineer to go over the scope of work and work schedule. This is a \$135,000 project that will take approximately 60 days to complete. The project will correct items identified by the FAA Certification Inspector as being out of compliance in the last compliance review.
4. **Roof Replacement** – A meeting was held today with the contractor for the replacement of the roof on the 108 Boeing Avenue hangar (Sel-Tech). The project is expected to cost \$185,000 to \$190,000.
5. **Airport Commission Recruitment** - Two Commissioners have terms ending in January 2013. Commissioners Mueller and Nathan. The City Clerk advises that recruitment will begin in November with appointments expected to be made in December or the beginning of January.
6. **Airport Consulting** - FAA requires that the City conduct a Request for Qualifications for airport planning and consulting services every five years. A RFQ will be issued within the next two weeks.

Commissioner Nathan asked if there was any information on how well the Chico Air Show did this year. Management Analyst Collins advised that a letter was received thanking the City for the help provided with the Air Show and advising that they had over 10,000 attendees. Commissioner Mueller said Chico Air Show's Board will meet in about two weeks where a final report will be given.

- 6.4. The quarterly Airport Fund Income Statement was provided to the Commission.
- 6.5. The Airport Commission meeting schedule for 2013 was provided to the Commission.
7. **ADJOURNMENT**

Adjourned at 7:08 p.m. to the January 29, 2013, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Note: The regular meeting scheduled for January 29, 2013, was cancelled and re-scheduled for February 12, 2013.

Date Approved: February 12, 2013



Deborah M. Collins
Management Analyst - Airport