



**CITY OF CHICO
CHICO AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 30, 2018**

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. **CALL TO ORDER** – 6:00 pm

1.2. **PLEDGE OF ALLEGIANCE** – None (no flag on site)

1.3. **ROLL CALL**

Present: Chapman, Kozik, Antolock, Breedlove, Nolan-Gosling

Absent: None

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

Pursuant to City of Chico Charter Section 1003, at the first regular meeting of each calendar year the Commission will elect one of its members to serve as presiding officer. At tonight's meeting, the commission will elect a chair and vice-chair for calendar year 2018.

Commissioner Nolan-Gosling nominated Commissioner Antolock to be Vice Chair. The nomination passed unanimously.

Commissioner Breedlove nominated Commissioner Nolan-Gosling to be Chair. The nomination passed unanimously.

2. **CONSENT AGENDA**

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

Approve - minutes of the Regular Airport Commission meeting of July 25, 2017 (attachment 1) and of the Special Airport Commission meeting of October 8, 2017 (attachment 2).

Item pulled by the Airport Manager to correct the draft minutes title of the Special Airport Commission meeting.

2.2. **MINUTE ORDER 01-18** – AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A GROUND LEASE OF REAL PROPERTY, CHICO MUNICIPAL AIRPORT, 462.27 ACRES EAST AND SOUTH OF AIRPORT CENTER FOR CATTLE GRAZING (CITY OF CHICO/BRADLEY & SON CATTLE, LLC).

Item pulled by Chair Nolan-Gosling to ask questions regarding the cattle and lease.

A motion was made by Commissioner Chapman to approve Minute Order 01-18 Authorizing the City Manager to Execute a Ground Lease of Real Property, Chico Municipal Airport, 462.27 Acres East and South of Airport Center for Cattle Grazing (City of Chico/Bradley & Son Cattle, LLC).

The motion was seconded by Commissioner Breedlove. The motion passed unanimously.

3. **ITEMS REMOVED FROM CONSENT AGENDA**

Items 2.1 and 2.2 were removed from the consent agenda as noted above.

4. **NOTICE OF PUBLIC HEARINGS** – None.

5. **REGULAR AGENDA**

5.1. **DISCUSSION/ASSIGNMENT OF COMMITTEE ASSIGNMENTS FOR 2018**

The following Commissioners volunteered for the respective committees:

- A. Finance Committee – Chapman
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commissioner (ALUC) – Nolan-Gosling, Alternate
- D. North Valley Aviation Association (NVAA) – Kozik
- E. JetChico - Antolock and Chapman

5.2. **DISCUSSION – COMMERCIAL AIR SERVICE** – Update given by JetChico and Commissioners Antolock and Chapman

5.3. **COMMISSIONER ANTOLOCK'S REQUEST AGENDIZED**

- A. Continued from July 25, 2017 meeting - At its meeting of July 25, 2017, the Commission voted (5-0) to agendize Commissioner Antolock's request to discuss the submission of a written report by Antolock on airline travel for Chico and a possible presentation at a future meeting.

This item is superseded by B. and C. below and was removed.

- B. Request by Commissioner Antolock to agendize a discussion at the next meeting regarding paid parking at the airport terminal building in the event air service returns.

A motion was made by Commissioner Chapman to add the item to the next Regular Airport Commission meeting agenda. The motion was seconded by Commissioner Kozik. The motion passed unanimously.

- C. Request by Commissioner Antolock to agendize a discussion at the next meeting regarding changing the name of the Chico Municipal Airport to rebrand it as a Regional Airport.

A motion was made by Commissioner Breedlove to add the item to the next Regular Airport Commission meeting agenda. The motion was seconded by Commissioner Kozik. The motion passed unanimously.

5.4. **COMMISSIONER CHAPMAN'S REQUEST AGENDIZED**

Request by Commissioner Chapman to agendize a discussion at the next meeting regarding Airport Revenue and Revenue Incentives. This discussion may necessitate a Special Meeting.

Airport Manager was asked to select a date for a special meeting and get back to the Commission. A motion was made by Commissioner Breedlove to add the item to the next Regular Airport Commission meeting agenda. The motion was seconded by Commissioner Antolock. The motion passed unanimously.

6. **BUSINESS FROM THE FLOOR**

None

7. **REPORTS AND COMMUNICATION**

None.

- 7.1. **CHICO AIR MUSEUM ANNUAL REPORT** – As required by its lease, the Chico Air Museum submitted its annual report updating the Commission on the progress made in calendar year 2017 toward completion of the tasks outlined in Exhibit C of the lease. The report is available at the Airport Administration Office.

- 7.2 **BUDGET MONITORING REPORT** – The quarterly airport budget monitoring report was provided to the Commission.

7.3 **AIRPORT MANAGER VERBAL UPDATE**

- a. 2017 Fire Season – Report given by Battalion Chief Shem Hawkins, Cal Fire.
- b. Flight Schools
- c. UST Clean Up
- d. Commission agreed on the following 2018 Airport Commission Meeting Dates:
 - April 24, 2018
 - July 31, 2018
 - October 30, 2018

7.4 **AIRPORT COMMITTEE REPORTS**

None

8. **ADJOURNMENT** – Adjourned at 7:42 pm to a Special Airport Commission meeting to be held at a date and time to be determined in the Old Municipal Building located at 441 Main Street, Chico, California.

Date Approved: April 24, 2018

Sherry Miller

Sherry Miller
Airport Manager



**CITY OF CHICO
CHICO AIRPORT COMMISSION
SPECIAL MEETING MINUTES
March 13, 2018**

1. **SPECIAL AIRPORT COMMISSION MEETING**

1.1 **Call to Order** - Chair Nolan-Gosling called the meeting to order at 5:00 pm.

1.2 **Pledge of Allegiance**

1.3 **Roll Call**

Present: Nolan-Gosling, Antolock, Chapman, Kozik, Breedlove

Absent: None

2. **DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION REGARDING
AIRPORT COMPLIANCE WITH FAA OBLIGATIONS AND GRANT ASSURANCES**

- Budget Presentation by Scott Dowell, Administrative Services Director
- Background given by Sherry Miller, Airport Manager
- Discussion led by Jeff Kohlman, Managing Principal at Aviation Management Consulting Group, Inc.

Motion by Nolan-Gosling:

Move to direct the Airport Manager to develop a proposed plan that addresses:

1. Revised language in lease agreements for clarity and compliance.
2. A lease agreement for new development that includes improved language for clarity.
3. Updated rates and fees.
4. A review of existing leases with a recommendation for a long-term plan for the leaseholds.

And return to the Airport Commission with the proposed plan.

The motion was seconded by Antolock.

3. **ADJOURNMENT**

Adjourned at 8:40 pm to a Regular Airport Commission meeting on April 24, 2018, at 6:00 p.m. in Chico City Council Chambers at 421 Main Street, Chico, California.

Date Approved: April 24, 2018

Sherry Miller

Sherry Miller
Airport Manager



**CITY OF CHICO
CHICO AIRPORT COMMISSION
REGULAR MEETING MINUTES
APRIL 24, 2018**

1. **REGULAR AIRPORT COMMISSION MEETING**
 - 1.1. **CALL TO ORDER** – 6:00 pm
 - 1.2. **PLEDGE OF ALLEGIANCE** – None (no flag on site)
 - 1.3. **ROLL CALL**
Present: Nolan-Gosling, Antolock, Chapman, Kozik
Absent: Breedlove
2. **CONSENT AGENDA**
A motion was made by BT Chapman and seconded by Kozik to approve the Consent Agenda, as read.

The motion carried by the following vote:
Ayes: Chapman, Kozik, Antolock, Nolan-Gosling
Noes: None
- 2.1. **APPROVAL OF AIRPORT COMMISSION MEETING MINUTES**
Approve - minutes of the Regular Airport Commission meeting of January 30, 2018 and the Special Airport Commission meeting of March 13, 2018.
3. **ITEMS REMOVED FROM CONSENT AGENDA** – None
4. **NOTICE OF PUBLIC HEARINGS** – None.
5. **REGULAR AGENDA**
 - 5.1. **UPDATE ON STATUS OF AIRPORT COMMISSION REQUEST**
Update given by the Airport Manager regarding leases.
 - 5.2. **DISCUSSION – COMMERCIAL AIR SERVICE**
Update given by JetChico – Greg Sanger.
 - 5.3. **COMMISSIONER ANTOLOCK’S REQUEST AGENDIZED**
 - A. The Airport Commission unanimously voted to agendize for the next regular meeting, a discussion regarding paid parking at the airport terminal building in the event air service returns.
 - B. The Airport Commission unanimously voted to agendize for the next regular meeting, a discussion regarding changing the name of the Chico Municipal Airport to rebrand it as a Regional Airport.

- 5.4. **COMMISSIONER CHAPMAN'S REQUEST AGENDIZED**
The Airport Commission unanimously voted to agendize a discussion regarding airport revenue and revenue incentives.
6. **BUSINESS FROM THE FLOOR**
Numerous people spoke regarding leases.
7. **REPORTS AND COMMUNICATION** - The following reports and communication items were provided for the Commission's information.
- 7.1 **BUDGET MONITORING REPORT** – The quarterly airport budget monitoring report was provided to the Commission.
- 7.2 **AIRPORT MANAGER VERBAL UPDATE**
- 7.3 **AIRPORT COMMISSION REPORTS**
Commissioners report on airport related items that have been addressed by their assigned committee, commission or association since the last Airport Commission meeting (if any).
a. Finance Committee – Chapman - none
b. Internal Affairs Committee – Nolan-Gosling - none
c. North Valley Aviation Association (NVAA) – Kozik, Antolock - none
- 7.4 **CORRESPONDENCE**
Letter to Chair Nolan-Gosling from AOPA (Aircraft Owners and Pilots Association)
- 7.5 **ARCHITECTURAL REVIEW OF CHICO AIR MUSEUM PROPOSED ENTRANCE**
A motion was made by BT Chapman and seconded by Kozik to approve the new entrance to the Chico Air Museum as proposed.

The motion carried by the following vote:
Ayes: Chapman, Kozik, Antolock, Nolan-Gosling
Noes: None
8. **ADJOURNMENT** – Adjourned at 8:36 pm to a Regular Airport Commission meeting to be held in the City Council Chamber located at 421 Main Street, Chico, California on July 31,2018

Date Approved: July 31, 2018

Sherry Miler

Sherry Miller
Airport Manager



AIRPORT COMMISSION MINUTES
REGULAR MEETING
July 31, 2018
6:00 p.m.

ATTACHMENT 1

**COPIES OF MINUTES
ARE AVAILABLE FOR
REVIEW IN THE:**

Airport Manager's Office
150 Airpark Blvd., Suite 110
Chico, CA 95973
(530) 896-7216

Minutes available online at:
www.ci.chico.ca.us

1. **REGULAR AIRPORT COMMISSION MEETING**
 - 1.1. **CALL TO ORDER** – 6:00 pm
 - 1.2. **PLEDGE OF ALLEGIANCE**
 - 1.3. **ROLL CALL**

Present: Nolan-Gosling, Antolock, Breedlove, Chapman, Kozik
Absent: None
2. **CONSENT AGENDA**

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

The motion carried by the following vote:
Ayes: Nolan-Gosling, Antolock, Breedlove, Chapman, Kozik
Noes: None
- 2.1. **APPROVAL OF AIRPORT COMMISSION MEETING MINUTES**

Approved - minutes of the Regular Airport Commission meeting of April 24, 2018
3. **ITEMS REMOVED FROM CONSENT AGENDA** – None.
4. **NOTICE OF PUBLIC HEARINGS** – None.
5. **REGULAR AGENDA**
 - 5.1. **UPDATE ON STATUS OF AIRPORT COMMISSION REQUEST**

A verbal update was given regarding:

 - Revised lease language for clarity and compliance (regarding the disposition of improvements at the end of a lease term).
 - A lease agreement for new development that includes improved language for clarity (regarding the disposition of improvements at the end of a lease term).
 - Updated rates and charges.
 - A review of existing leases with a recommendation for a long-term plan regarding improvements and that address hangar owner concerns.

Public Comments given:

 - Dan Jay
 - Stan Gungle

After discussion, a motion was made to direct staff to develop an Airport Leasing Policy and new lease and return to the next regular meeting with a draft of the new policy and new lease. It was requested that prior to the next meeting, the draft lease and leasing policy be put out for public comment.

Motion made by Nolan-Gosling and seconded by Chapman.
Motion passed unanimously.

5.2. **DISCUSSION – COMMERCIAL AIR SERVICE**

A verbal update was given by Norm Rosene of JetChico and Airport Manager Miller.

5.3. **DISCUSSION - PAID PARKING AT THE AIRPORT TERMINAL BUILDING IN THE EVENT AIR SERVICE RETURNS**

5.4 **DISCUSSION/REPORT - CHANGING THE NAME OF THE CHICO MUNICIPAL AIRPORT TO REBRAND IT AS A REGIONAL AIRPORT**

Report provided by Antolock

5.5. **DISCUSSION - AIRPORT REVENUE AND REVENUE INCENTIVES**

6. **BUSINESS FROM THE FLOOR**

None.

7. **REPORTS AND COMMUNICATION** – None.

7.1 **BUDGET MONITORING REPORT** – The quarterly airport budget monitoring report was provided to the Commission.

7.2 **AIRPORT MANAGER VERBAL UPDATE**

7.3 **AIRPORT COMMISSION REPORTS**

Commissioners report on airport related items that have been addressed by their assigned committee, commission or association since the last Airport Commission meeting (if any).

a. Finance Committee – Chapman - none

b. Internal Affairs Committee – Nolan-Gosling - none

c. North Valley Aviation Association (NVAA) – Kozik, Antolock - none

8. **ADJOURNMENT** – Adjourned at 8:03 pm to a Regular Airport Commission meeting to be held in the City Council Chamber located at 421 Main Street, Chico, California on October 30, 2018

Date Approved: October 30, 2018

Sherry Miller

Sherry Miller
Airport Manager



AIRPORT COMMISSION MINUTES
REGULAR MEETING
October 30, 2018
6:00 p.m.

**COPIES OF MINUTES
ARE AVAILABLE FOR
REVIEW IN THE:**

Airport Manager's Office
150 Airpark Blvd., Suite 110
Chico, CA 95973
(530) 896-7216

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www.ci.chico.ca.us

1.0. REGULAR AIRPORT COMMISSION MEETING

1.1. CALL TO ORDER – 6:00 pm

1.2. ROLL CALL

Present: Nolan-Gosling, Antolock, Chapman, Kozik
Absent: None

1.3. PLEDGE OF ALLEGIANCE

2.0. CONSENT AGENDA

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

The motion carried unanimously.

2.1. APPROVAL OF AIRPORT COMMISSION MEETING MINUTES

Approved - minutes of the Regular Airport Commission meeting of July 31, 2018

3.0. ITEMS REMOVED FROM CONSENT AGENDA – None.

4.0. NOTICE OF PUBLIC HEARINGS – None.

5.0. REGULAR AGENDA

5.1. NORTHGATE AVIATION – VERBAL REPORT

Alicia Rock - Owner.

5.2. NEW AIRPORT LEASE (DRAFT) – DISCUSSION

This item was combined with item 5.3 for discussion purposes. Staff was asked to return to the January 29, 2019 meeting with a recommended New Lease and Hangar Owner Long-Term Transition Plan.

Speakers: Doug Guillon, Bill Seguire, Dan Jay, Tom Aylward, Jim Schlund, Doug Maxfield.

See item 5.2 above.

Staff was asked to return to the January 29, 2019 meeting with a recommended Airport Property Leasing Policy.

Sherry Miller – Airport Manager

Staff will return to the January 29, 2019 meeting with an update.

Update by JetChico Airport Commission Subcommittee: Chapman and Airport Manager Miller.

January 29, 2019	July 30, 2019
April 30, 2019	October 29, 2019

Adjourned at 9:21 pm to a Regular Airport Commission meeting to be held in the City Council Chamber located at 421 Main Street, Chico, California on January 29, 2019.

Date Approved: January 29, 2019

Sherry Miller
Airport Manager