



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
January 25, 2022
6:00 p.m.**

**COPIES OF THIS AGENDA
ARE AVAILABLE FOR
REVIEW IN THE:**

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

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

AIRPORT COMMISSION

Martin Nichols, Chair
Linda MacMichael, Vice-Chair
Mike Antolock
Thomas Nolan-Gosling
Marc Breckenridge

1. REGULAR AIRPORT COMMISSION MEETING

1.1 CALL TO ORDER

Called to order by Chair Antolock at 6:06pm.

1.2 PLEDGE OF ALLEGIANCE

Pledge of Allegiance did not take place due to meeting being held via Zoom.

1.3 ROLL CALL

Present: Antolock, Nichols, MacMichael, Nolan-Gosling, Breckenridge
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 elected a chair and vice-chair for calendar year 2022.

Commissioner MacMichael nominated Commissioner Nichols to be Chair. The motion was seconded by Commissioner Nolan-Gosling.

Motion carried and passed 5-0 as follows:

AYES: Nolan-Gosling, MacMichael, Breckenridge, Nichols, Antolock

NOES: None

Commissioner Nichols nominated Commissioner MacMichael to be Vice Chair. The motion was seconded by Commissioner Nolan-Gosling.

Motion carried and passed 5-0 as follows:

AYES: Nolan-Gosling, MacMichael, Breckenridge, Nichols, Antolock

NOES: None

2. **CONSENT AGENDA**

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

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

Approve minutes of the Regular Airport Commission meeting on October 26, 2021. (Attachment 1)

Commissioner Nolan-Gosling requested the following correction be made to Regular Agenda Item 8.1:

Under "Ayes" supporting the motion, "Chapman" shall be replaced with "Breckenridge".

A motion was made by Commissioner Breckenridge to approve the October 26, 2021 minutes with the change. The motion was seconded by Vice Chair MacMichael.

Motion carried and passed 5-0 as follows:

AYES: Nolan-Gosling, MacMichael, Breckenridge, Nichols, Antolock

NOES: None

3. **ITEMS REMOVED FROM CONSENT AGENDA** -None

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

5. **CLOSED SESSION** – None

6. **REGULAR AGENDA**

6.1 **HANGAR DESIGN STANDARDS POLICY** (See Staff Report and Attachment 3)

The Hangar Design Standards Policy is a policy to establish a procedure for the standardization of designs and changes to aircraft hangars at the Chico Municipal Airport.

Recommendation: The Airport Manager requested the Commission recommend City Council approval of the Hangar Design Standards Policy.

Commissioner Nolan-Gosling stated the Policy needs to specify improvements at the Airport or a standardization of insignia for hangar doors. He also advised there was a portion of the policy missing under section A, and section B should not be listed under the "Policy", but as a Procedure. Chair Antolock requested more clarification regarding

size in Section 2 of Policy B. Chair Nichols requested criteria for unacceptable designs be added to the Policy.

A motion was made by Commissioner Nolan-Gosling to have the policy re-written by Airport Manager, Tom Bahr, and brought back to the April Meeting. Vice Chair MacMichael seconded the motion.

Motion carried and passed 5-0 as follows:

AYES: Nolan-Gosling, MacMichael, Breckenridge, Nichols, Antolock

NOES: None

7. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

None.

8. **REPORTS AND COMMUNICATION**

The following reports and communication items were provided for the Commission's information. No action can be taken on the items unless the Commission agrees to include it on a subsequent agenda.

8.1 **AIRPORT MANAGER REPORTS**

Verbal Report from Airport Manager, Tom Bahr

- Budget Reports (See Attachments)

Commissioner Nolan-Gosling requested monthly updates be given to the Commission via email by the Airport Manager.

8.2 **AIRPORT COMMISSIONER REPORTS**

Commissioners reported 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 – Nichols
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) – Tom Bahr
- D. Air Service Development Committee – MacMichael, Antolock

Commissioner Breckenridge requested an alternate be appointed to the Air Service Development Committee at the next Airport Commission meeting. Item to be added to the April agenda.

Commissioner Breckenridge requested a list of key stakeholders be provided to the Commission.

Commissioner Antolock inquired about a November 2020 email regarding a roadway improvement project for interior roads within the Airport. Public Works Director Gustafson advised there is not a proposed finish date yet, but he will attempt to get an update for the Commission.

9. **ADJOURNMENT**

The meeting adjourned at 6:44 pm to a Regular Airport Commission meeting on April 26, 2022 at 6:00 pm in the City Council Chambers located at 421 Main Street, Chico, CA.





**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
April 26, 2022
6:00 p.m.**

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AIRPORT COMMISSION

Martin Nichols, Chair
Linda MacMichael, Vice-Chair
Mike Antolock
Thomas Nolan-Gosling
Marc Breckenridge

1. REGULAR AIRPORT COMMISSION MEETING

1.1 CALL TO ORDER

Called to order by Chair Nichols at 6:01 p.m.

1.2 PLEDGE OF ALLEGIANCE

1.3 ROLL CALL

Present: Nichols, Antolock, Nolan-Gosling, Breckenridge
Absent: MacMichael

2. CONSENT AGENDA

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1 APPROVAL OF AIRPORT COMMISSION REGULAR MEETING MINUTES

Approve minutes of the Regular Airport Commission meeting on January 25, 2022. (Attachment 1)

A motion was made by Commissioner Nolan-Gosling to approve the January 25, 2022 minutes. The motion was seconded by Commissioner Breckenridge.

Motion carried and passed 4-0 as follows:

AYES: Nolan-Gosling, Breckenridge, Nichols, Antolock

NOES: None

ABSENT: MacMichael

3. **ITEMS REMOVED FROM CONSENT AGENDA** -None

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

5. **CLOSED SESSION** – None

6. **REGULAR AGENDA**

6.1 **CONSIDERATION OF REQUEST FOR EXECUTION OF LEASE OF REAL PROPERTY**

The Commission considered a request to execute a Lease of Real Property at the Chico Municipal Airport. In accordance with the AP&P 90-16, the lease needs to be reviewed and approved by the Commission prior to the execution.

Recommendation: The Airport Manager recommended approval of the Minute Order 01-22 that authorizes the City Manager to execute the Lease of Real Property at the Chico Municipal Airport (City of Chico/Spelts Wealth Management, Inc.) located at 100 Lockheed.

A motion was made by Commissioner Nolan-Gosling to approve the execution of the Lease of Real Property. The motion was seconded by Commissioner Breckenridge.

Motion carried and passed 4-0 as follows:

AYES: Nolan-Gosling, Breckenridge, Nichols, Antolock

NOES: None

ABSENT: MacMichael

6.2 **APPOINT ALTERNATE FOR AIR SERVICE DEVELOPMENT COMMITTEE MEETINGS**

Commission to appoint and approve an alternate to attend Air Service Development Committee Meetings if assigned Commissioner is unable to attend.

A motion was made by Commissioner Breckenridge to appoint an alternate. The motion was not seconded, therefore it was not considered by the Commission.

7. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

Norm Rosene addressed the Commission.

8. **REPORTS AND COMMUNICATION**

The following reports and communication items were provided for the Commission's information. No action can be taken on the items unless the Commission agrees to include it on a subsequent agenda.

8.1 **AIRPORT MANAGER REPORTS**

Verbal Report from Airport Manager, Tom Bahr

- Air Service Development
- Taxiway A Project
- Cohasset Road Project
- Events - Run the Runway & Chico Airport Fly-In
- Routine Leases - B-7 (Burghardt to Schooler)
- Lease Updates - Tri Counties Bank
- BIL ACIP
- UAS Emergency Response Plan
- 13L/31R Rehab Pre-Design Engineering Study
- Budget Report

8.2 **AIRPORT COMMISSIONER REPORTS**

Commissioners reported 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 – Nichols
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) – Tom Bahr
- D. Air Service Development Committee – MacMichael, Antolock

9. **ADJOURNMENT**

The meeting adjourned at 7:42pm to a Regular Airport Commission meeting on July 26, 2022 at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, CA.



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
July 26, 2022
6:00 p.m.**

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AIRPORT COMMISSION

Martin Nichols, Chair
Linda MacMichael, Vice-Chair
Mike Antolock
Thomas Nolan-Gosling
Marc Breckenridge

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

Called to order by Chair Nichols at 6:00 p.m.

1.2 **PLEDGE OF ALLEGIANCE**

1.2 **ROLL CALL**

Present: Antolock, Nolan-Gosling, MacMichael, Nichols
Absent: Breckenridge

2. **CONSENT AGENDA**

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

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

Approve minutes of the Regular Airport Commission meeting on April 26, 2022 (Attachment 1).

A motion was made by Commissioner Nolan-Gosling to approve the April 26, 2022, minutes. The motion was seconded by Vice Chair MacMichael.

Motion carried and passed 4-0-1 as follows:

AYES: Antolock, Nolan-Gosling, MacMichael, Nichols

NOES: None

ABSENT: Breckenridge

3. **ITEMS REMOVED FROM CONSENT AGENDA** – None

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

5. **CLOSED SESSION** – None

6. **REGULAR AGENDA**

6.1 **CITY MANAGER INTRODUCTION**

The new City Manager, Mark Sorensen, was introduced to the Commission.

6.2 **BUDGET UPDATE**

Interim Administrative Services Director, Barbara Martin, presented a quick budget update on Airport Fund 856.

Commissioner Nolan-Gosling requested an annual budget update be presented to the Commission.

6.3 **CONSIDERATION OF REQUEST FOR EXECUTION OF LEASE OF REAL PROPERTY**

The Commission considered a request to execute a Lease of Real Property at the Chico Municipal Airport at 150 Airpark Blvd, Suite 200.

Recommendation: The Airport Manager recommended approval of the following Minute Order:

6.3.1 **Minute Order 02-22** authorizing the City Manager to execute a Lease of Real Property at the Chico Municipal Airport (City of Chico/U.S. Government) located at 150 Airpark Blvd, Suite 200 (Attachment 2).

A motion was made by Commissioner Nolan-Gosling to approve Minute Order 02-22. The motion was seconded by Vice Chair MacMichael.

Motion carried and passed 4-0-1 as follows:

AYES: Antolock, Nolan-Gosling, MacMichael, Nichols

NOES: None

ABSENT: Breckenridge

6.4 **AIR SERVICE DEVELOPMENT**

Airport Manager provided an update on the air service development progression.

Vice Chair MacMichael requested an Air Service Consultant update be added to future agendas under the Airport Manager's Report section.

The Commission would like more Air Service Development meetings to be held.

Commissioner Nolan-Gosling requested Staff consult with the Tower regarding drone issues and report back to the Commission at the October meeting.

Public Comments: Norm Rosene and Darcy Garrett addressed the Commission.

A motion was made by Chair Nichols to recommend to City Council that they continue the efforts to develop the infrastructure to manage the revenue guarantee fund and engage the business community in participating, but suspend efforts to promote the revenue guarantee fund until the market or airline service improves. The motion was seconded by Vice Chair MacMichael then Commissioner Nolan-Gosling.

Motion carried and passed 3-1-1 as follows:

AYES: Nolan-Gosling, MacMichael, Nichols

NOES: Antolock

ABSENT: Breckenridge

7. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

8. **REPORTS AND COMMUNICATION**

The following reports and communication items were provided for the Commission's information. No action could be taken on the items unless the Commission agreed to include it on a subsequent agenda.

8.1 **AIRPORT MANAGER REPORTS**

8.1.1

- 2022 Jump Start Air Service Development Conference
- FAA Inspection
- Butte County Fair Booth
- Cohasset Road Project
- Lease Updates
- Airport Improvements
- Runway 13L/31R Rehab
- City Lot at Cohasset & Eaton

8.2 **AIRPORT COMMISSIONER REPORTS**

Commissioners reported on airport related items that have been addressed by their assigned committee, commission or association since the April 26, 2022 Airport Commission meeting (if any).

- A. Finance Committee – Nichols
- B. Internal Affairs Committee – Nolan-Gosling

- C. Butte County Airport Land Use Commission (ALUC) – Tom Bahr
- D. Air Service Development Committee – MacMichael, Antolock

9. **ADJOURNMENT**

The meeting adjourned at 7:53 p.m. to the next Regular Airport Commission meeting on October 25, 2022 at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, CA.



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
October 25, 2022
6:00 p.m.**

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AIRPORT COMMISSION

Martin Nichols, Chair
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Mike Antolock
Thomas Nolan-Gosling
Marc Breckenridge

1. REGULAR AIRPORT COMMISSION MEETING

1.1 CALL TO ORDER

Called to order by Chair Nichols at 6:00 p.m.

1.2 PLEDGE OF ALLEGIANCE

1.2 ROLL CALL

Present: Antolock, Nolan-Gosling, Nichols, Breckenridge.

Excused: MacMichael

2. CONSENT AGENDA

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1 APPROVAL OF AIRPORT COMMISSION REGULAR MEETING MINUTES

Approve minutes of the Regular Airport Commission meeting on July 26, 2022 (Attachment 1).

Commissioner Nolan-Gosling asked about the quarterly air service consultant update and the Revenue Guarantee Fund item being placed on the City Council agenda. His questions were addressed by the Airport Manager and Public Works O&M Director.

A motion was made by Commissioner Nolan-Gosling to approve the July 26, 2022 minutes. The motion was seconded by Commissioner Antolock.

Motion carried and passed 4-0-1 as follows:

AYES: Antolock, Nolan-Gosling, Nichols, Breckenridge.

NOES: None

EXCUSED: MacMichael

3. **ITEMS REMOVED FROM CONSENT AGENDA** None

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

5. **CLOSED SESSION** – None

6. **REGULAR AGENDA**

6.1 **AIR SERVICE DEVELOPMENT**

Airport Manager provided an update on the air service development progression.

Commissioner Nolan-Gosling requested the draft Pledge Agreement be sent to the Commission to review.

6.2 **AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)**

Airport Manager provided a presentation on the upcoming projects listed in the Airport Capital Improvement Plan (ACIP).

6.3 **CONSIDERATION OF 2023 AIRPORT COMMISSION MEETING CALENDAR**

Per Airport Charter section 2.36.030, the Commission shall select a weekday and time for regular quarterly meetings during the months of January, April, July, and October that shall begin no earlier than 6:00 p.m. The Commission will consider the following proposed meeting schedule for 2023 (Attachment 2):

January 31, 2023

April 25, 2023

July 25, 2023

October 24, 2023 (*suggested change due to the last Tuesday of October falling on Halloween*)

A motion was made by Commissioner Nolan-Gosling to approve the 2023 Airport Commission Meeting Calendar. The motion was seconded by Commissioner Breckenridge.

Motion carried and passed 4-0-1 as follows:

AYES: Antolock, Nolan-Gosling, Nichols, Breckenridge.

NOES: None

EXCUSED: MacMichael

7. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

8. **REPORTS AND COMMUNICATION**

The following reports and communication items are provided for the Commission's information. No action can be taken on the items unless the Commission agrees to include it on a subsequent agenda.

8.1 **AIRPORT MANAGER REPORTS**

8.1.1

- FAA Inspection Update
- Lease Updates
 - C-5
 - C-7
 - C-14
 - C-18
- Building Removals
- Drone Update
- Airport Name Change Discussion
- Cohasset Road Project

8.2 **AIRPORT COMMISSIONER REPORTS**

Commissioners will report on airport related items that have been addressed by their assigned committee, commission, or association since the July 26, 2022, Airport Commission meeting (if any).

- A. Finance Committee – Nichols
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) – Tom Bahr
- D. Air Service Development Committee – MacMichael, Antolock

9. **ADJOURNMENT**

The meeting adjourned to a Regular Airport Commission meeting on January 31, 2023, at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, CA.

