



**AIRPORT COMMISSION AGENDA
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
October 26, 2021
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

Mike Antolock, Chair
Martin Nichols, Vice-Chair
BT Chapman
Linda MacMichael
Thomas Nolan-Gosling

PUBLIC PARTICIPATION:

PUBLIC PARTICIPATION: This meeting is being conducted in accordance with Executive Order N-29-20. The public may view the meeting on Comcast Channel 11.

Due to the COVID-19 pandemic, the public shall have an opportunity to address the Airport Commission by email, on any item described in the agenda before or during consideration of that item. (Government Code § 54954.3(a)). The Airport Commission is prohibited by law from considering any other business at this meeting.

Public comment will also be accepted by email with the subject line PUBLIC COMMENT ITEM _____, sent to airportpubliccomments@chicoca.gov before and during the meeting, prior to the close of public comment on an item. The public is encouraged not to send more than one email per item and not to comment on numerous items in one email.

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

1.2 **PLEDGE OF ALLEGIANCE**

1.3 **ROLL CALL**

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 29, 2021 (Attachment 1).

2.2 **CONSIDERATION OF REQUEST FOR HANGAR LEASE ASSIGNMENT AND ASSUMPTION**

The Commission will consider the request from current Hangar Lessee to sell their leased hangar space to another individual. In accordance with AP&P 90-16, the assignment of the lease needs to be reviewed and approved by the Commission prior to the execution of the Lease Agreement.

2.2.1 **Minute Order 10-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Co-Owners Bryan Elhardt and Scott Roberson, Assignee, Lessee and Assignor/Scott Roberson) Hangar Space No. E-16 (Attachment 2)

3. **ITEMS REMOVED FROM CONSENT AGENDA** (if any)

4. **OFFICIAL CEREMONY**

4.1 **RECOGNITION OF OUTGOING AIRPORT COMMISSIONER – B.T. CHAPMAN**
(City Clerk)

4.2 **SWEARING-IN OF NEW AIRPORT COMMISSIONER – MARC BRECKENRIDGE**
(City Clerk)

5. **CALL TO ORDER**

After swearing in of Commissioner Breckenridge, the Airport Commission meeting will be called to order by Chair Antolock.

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

7. **CLOSED SESSION** – None

8. **REGULAR AGENDA**

8.1 **CONSIDERATION OF 2022 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 2022.

January 25, 2022
April 26, 2022
July 26, 2022
October 25, 2022

9. **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.

10. **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.

10.1 **AIRPORT MANAGER REPORTS**

Verbal report from Tom Bahr, Airport Manager.

10.1.1. **Tom Bahr – Airport Manager**

- Current Project Updates:
 - Air Service Development / Agreements
 - Taxiway A Reconstruction
 - Consideration of Draft Policy and Procedure for Hangar Design Standardization
 - Cohasset Road Project
 - Temporary Shelter Costs to the City (Erik Gustafson)
- Consent to Assignment and Assumption Lease Updates
 - Hangar Space A-13 Dee Gannon to Norm Rosene
 - Hangar Space B-6 Lewis N. Hyatt to William Pierini
- Lease Updates
 - Enloe
 - Chico Bag
 - Tri-Counties Bank
- Fire Suppression
- Budget Report (Attachment 3)

10.2 **AIRPORT COMMISSIONER REPORTS**

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

11. **ADJOURNMENT**

Adjourn to a Regular Airport Commission meeting on January 25, 2022 (if approved at tonight's meeting) at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, CA.



Please contact the Airport Manager's Office at (530) 896-7216 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation to participate in a meeting. This request should be received at least three working days prior to the meeting to accommodate your request.

POSTED: 10/22/2021



CHICO MUNICIPAL AIRPORT
Choose Chico We're Going Places



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
July 29, 2021
6:00 p.m.**

AIRPORT COMMISSION

Mike Antolock, Chair
Martin Nichols, Vice-Chair
BT Chapman
Linda MacMichael
Thomas Nolan-Gosling

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

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

1.2 **PLEDGE OF ALLEGIANCE**

1.3 **ROLL CALL**

Present: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling
Absent: 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 May 11, 2021 (Attachment 1).

Public Comments: None

A motion was made by Vice Chair Nichols to approve the May 11, 2021 minutes with the following revision to Item 6.4: "motion carried as follows" sentence to be removed from the first Commission vote under this Item, as the motion failed. Motion to approve the May 11, 2021 minutes with this revision was seconded by Commissioner MacMichael.

Motion carried and passed 5-0 as follows:

AYES: MacMichael, Champan, Nolan-Gosling, 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 **COMMISSIONER RECRUITMENT AND CHAIR/VICE CHAIR LENGTH OF TERM UPDATES** (Verbal report by Public Works Director – O&M)

Public Works Director Gustafson advised the Commission that a new Airport Commissioner will be appointed at the September 7 Council Meeting and will be sworn at the October 26 Airport Commission meeting. The new Commissioner's 4-year service term will backdate to January 2021 and conclude in January 2025.

The Commission discussed the Chair and Vice Chair positions, specifically when to hold the vote and what the terms shall be.

A motion was made by Commissioner Nolan-Gosling to have the current Chair and Vice Chair remain in their respective positions until January 2022, at which time a new Chair and Vice Chair will be voted in. Motion seconded by Vice Chair Nichols.

Motion carried and passed 5-0 as follows:

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

NOES: None

6.2 **PROPOSED MILITARY INSIGNIA OPTIONS FOR SOUTH HANGAR COMPLEX OWNERS** (Attachment 2)

Public Comments were received from Norm Rosene.

Commissioner Nolan-Gosling advised that approval of such design proposals is already under the purview of the Airport Manager. Per the Lease of Property at the Chico Municipal Airport document updated in 2020, section 17 "Improvements" states:

"Subject to any rights or obligations provided for under the Improvements section of Exhibit D, Lessee shall not make, or allow to be made, any alterations, physical additions, improvements or partitions, including without limitation the attachment of any fixtures or equipment ("Improvements"), in, about or to the Premise without obtaining the prior written consent of City's Airport Manager, which shall not be unreasonably withheld."

The Commission directed Staff to establish a Policy & Procedure (P&P) to standardize design templates and get approval of such P&P from the City Attorney.

Attachment 1

Once the P&P is established, Airport Manager shall report to the Commission at the next scheduled meeting on any new designs/improvements that are approved.

This item shall be added to the next Airport Commission agenda for further discussion/review.

6.3 **CONSIDERATION OF FIRST AMENDMENTS TO LEASES OF REAL PROPERTY**

The Commission considered three (3) requests from current Hangar Lessee's to amend their lease agreements. In accordance with AP&P 90-16, the amendment of the lease needs to be reviewed and approved by the Commission prior to execution of the Lease Amendment.

Recommendation: The Airport Manager recommended approval of the following Minute Orders to authorize the City Manager to execute the Lease Amendments for the following hangar leases:

- 6.3.1 **Minute Order 09-21** authorizing the City Manager to execute a First Amendment to Lease of Real Property at the Chico Municipal Airport (City of Chico/Jay Family Trust) Hangar Spaces D-1 through D-28 (Attachment 3).
- 6.3.2 **Minute Order 10-21** authorizing the City Manager to execute a First Amendment to Lease of Real Property at the Chico Municipal Airport (City of Chico/ChicoEco, Inc.) for 747 Fortress Street (Attachment 4).
- 6.3.3 **Minute Order 11-21** authorizing the City Manager to execute a First Amendment to Lease of Real Property at the Chico Municipal Airport (City of Chico/Keeney & Son Farms, Inc.) Hangar Spaces C-20 through C-23 (Attachment 5).

Public Comments: None

Vice Chair Nichols motioned to approve all items under 6.3 of the Agenda. Motion was seconded by Commissioner MacMichael.

Motion carried and passed 5-0 as follows:

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

NOES: None

6.4 **CONSIDERATION OF REQUEST FOR GROUND HANGAR LEASE TRANSFER AND GROUND HANGAR LEASE AMENDMENT**

The Commission considered a lease transfer at 1105 Fortress Street from Wayne A. Cook Revocable Trust to Enloe Medical Center. Commission will also consider terms for a lease amendment to increase the rental rate and slightly reduce the parcel size. (Attachment 6)

Attachment 1

Recommendation: The Airport Manager requested the Commission recommend City Council approval of the following:

1. Executing a Consent to Assignment and Assumption Lease of Real Property at the Chico Municipal Airport (City of Chico/Enloe, Assignee, Lessee and Assignor/Wayne A. Cook Revocable Trust) for 1105 Fortress Street.
2. Executing the First Amendment to Lease of Real Property at the Chico Municipal Airport (City of Chico/Enloe Medical Center) for 1105 Fortress Street to increase the rental rate and slightly reduce the parcel size.

Public Comments: None

Commissioner MacMichael motioned to approve the Consent to Assignment and Assumption and First Amendment to Lease of Real Property at 1105 Fortress Street. Motion was seconded by Commissioner Chapman.

Motion carried and passed as follows:

AYES: MacMichael, Champan, Nichols, Antolock

NOES: None

ABSTAIN: Nolan-Gosling

6.5 **AIR SERVICE DEVELOPMENT COMMITTEE ASSIGNMENTS**

At the June 15th, 2021 Chico City Council meeting, staff presented a short update on our air service pursuit efforts. During the update Council moved to nominate Mayor Coolidge and Councilmember Denlay to sit on the Committee. The Commission is being asked to nominate a Commissioner or two to serve on the committee and attend stakeholder meetings. (Attachment 7)

Recommendation: Public Works Director – O&M recommended the Commission nominate one or two Commissioners to represent the Airport Commission on an Air Service Development Committee and attend key stakeholder meetings.

Public Comments: None

Commissioner Nolan-Gosling motioned to nominate Chair Antolock and Commissioner MacMichael to represent the Airport Commission on the Air Service Development Committee. Motion was seconded by Vice Chair Nichols.

Motion carried and passed 5-0 as follows:

AYES: MacMichael, Champan, Nolan-Gosling, 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.

Public comments were received from Norm Rosene.

Vice Chair Nichols inquired about the North Chico Village Development Workshop. Public Works Director Gustafson will work with the County schedule a presentation to the Commission.

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**

Verbal reports from Erik Gustafson, Public Works Director – Operations & Maintenance, Tom Bahr, Airport Manager, and Rod Dinger, Airport Strategist.

8.1.1. **Tom Bahr – Airport Manager**

- Current Project Updates:
 - Taxiway A Reconstruction
 - Air Service Development
- Consent to Assignment and Assumption Lease Updates
Since the May 11, 2021 Airport Commission meeting, Airport Manager Bahr has approved the following consent to assignment and assumption leases:
 - Hangar Space A-6 from Tom Hicks to Norm Rosene.
 - Hangar Space C-16 from Stan & Leslie Gungl to Steve Powers.

8.1.2. **Erik Gustafson – Public Works Director – O&M**

- Temporary Resting Center Update
- Cohasset Road Widening Project
- Fiber Connectivity to Airport
- Firefighter Effort

Commissioner MacMichael had a question about the Cohasset Road Widening Project. Public Works Director Gustafson will follow up with an email to all Commissioners on the project specifics.

The Commission inquired about a public announcement for Airport Manager Bahr's hire.

8.1.3. **Rod Dinger, Airport Strategist**

- Air Service Development and Airline Industry Update

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 – Chapman
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) – Tom Bahr
- D. Jet Chico – MacMichael, Nichols

The Commission requested that a Budget Report item be added back to the agenda.

9. **ADJOURNMENT**

The meeting adjourned at 8:17 p.m. to the next Regular Airport Commission meeting on October 26, 2021 at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, CA.



CHICO MUNICIPAL AIRPORT
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CITY OF CHICO
AIRPORT COMMISSION MINUTE ORDER NO. 10-21

SUBJECT: AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A CONSENT TO ASSIGNMENT AND ASSUMPTION, LEASE OF REAL PROPERTY AT THE CHICO MUNICIPAL AIRPORT (CITY OF CHICO/CO-OWNERS: BRYAN ELHARDT AND SCOTT ROBERSON and SCOTT ROBERSON) HANGAR SPACE NO. E-16

EXPLANATION PROVIDED BY: Airport Manager

Initials (TB)

1. On May 21, 2021 Scott Roberson notified the City that he intended to buy out his Co-Owner, Bryan Elhardt for Hangar E-16. Then on August 24, 2021 Scott Roberson Confirmed the sale was finalized.
2. The lease with Scott Roberson is the standard hangar lease. It has an initial term of one year and will automatically extend for successive one-year terms unless either party gives a least a 90-day notice of termination. The rent will be per the Airport Fee Schedule, currently \$1338.40 per year, with annual Consumer Price Index (CPI) adjustments.
3. The lease states that upon termination or expiration of this lease by expiration of the lease term or legal process and provided Lessee has not renegotiated a new lease with the City or removed its hangar from the lease premises, Lessee shall be responsible for removing all hangars erected on the leased property, all at Lessee's sole cost and expense. Provided that if, on the 90th day following the termination or expiration of this lease, a hangar remains on the leased property, then such hangar shall thereafter, at the election of the City, become the property of City without legal notice or the payment of any compensation therefor and City may thereafter further lease for its own account or dispose of the hangar in any manner at its sole discretion.
4. In accordance with AP&P 90-16: The assignment of any lease, shall be reviewed and approved by the Commission prior to execution by the City Manager.

RECOMMENDATION: Airport Manager

Initials (TB)

That the Airport Commission approve this Minute Order and authorize the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport. (City of Chico/Bryan Elhardt and Scott Roberson and Scott Roberson) Hangar Space No. E-6.

AIRPORT MANAGER:

Initials (TB)

AIRPORT COMMISSION (MEETING OF 10/26/2021)

I hereby certify that the Airport Commission took the following action on this Minute Order:

Approved Other (explain below)

Tom Bahr, Airport Manager

CERTIFICATION

I hereby certify that the above is a true and correct copy of the original Minute Order on file in the office of the Airport Manager.

Tom Bahr, Airport Manager

DISTRIBUTION

Preliminary:

Final:

**City of Chico
2021-22 Annual Budget
Operating Budget**

Prepared for DPW Operations

Fund: AIRPORT (856) Dept: Aviatn Fac Mtce (691)	FY 18-19	FY 19-20	FISCAL YEAR 2020-2021			FISCAL YEAR 2021-22	
	Actual	Actual	Council Adopted	Estimated Final	Actual thru 1/2021	Baseline Budget	City Mgr Recommend
Salaries & Employee Benefits	310,445	324,211	352,944	352,944	128,606	332,143	0
Materials & Supplies	9,003	30,271	26,120	26,120	4,093	26,120	0
Purchased Services	68,981	92,408	209,413	280,941	78,049	213,608	0
Other Expenses	17,391	18,629	27,895	27,895	7,965	27,895	0
Allocations	135,111	139,781	185,613	185,613	65,080	162,915	0
Total AIRPORT-AVIATN FAC MTCE	540,933	605,282	801,985	873,513	283,796	762,681	0
Salaries & Employee Benefits							
4000 Salaries - Permanent	195,216	183,666	205,508	205,508	60,249	201,692	0
4020 Salaries - Hourly Pay	1,871	24,032	15,554	15,554	30,150	0	0
4025 Salaries - Separation Payouts	524	5,630	0	0	0	0	0
4050 Salaries - Overtime	1,768	2,788	4,800	4,800	537	4,800	0
4053 OT - Special Event/Emergency	207	0	0	0	0	0	0
4690 Employee Benefits Other	111,057	108,093	127,082	127,082	37,669	125,651	0
Total Salaries & Employee Benefits	310,445	324,211	352,944	352,944	128,606	332,143	0
Materials & Supplies							
5000 Office Expense	758	887	1,690	1,690	163	1,690	0
5005 Postage & Mailing	199	315	380	380	85	380	0
5010 Outside Printing Expense	0	29	500	500	0	500	0
5050 Books/Periodicals/Software	281	0	0	0	201	0	0
5100 Materials and Supplies	4,639	13,130	17,050	17,050	2,740	17,050	0
5105 Small Tools and Equipment	306	6,593	500	500	535	500	0
5110 Safety Equipment	424	0	400	400	0	400	0
5515 Building Maintenance/Repair	369	7,701	4,000	4,000	367	4,000	0
7320 Custodial Supplies	1,696	1,612	1,600	1,600	0	1,600	0
7371 Landscape Maintenance	328	0	0	0	0	0	0
Total Materials & Supplies	9,003	30,271	26,120	26,120	4,093	26,120	0
Purchased Services							
5330 Contractual	105	191	10,000	10,000	0	10,000	0
5400 Professional Services	31,521	46,135	145,000	214,923	50,784	145,000	0
5401 Audit Services	4,397	4,839	0	1,605	1,605	4,195	0
5415 Landscape Maintenance	2,435	12	15,000	15,000	0	15,000	0
5420 Laundry Services	186	2,405	3,000	3,000	915	3,000	0
5440 Janitorial Services	12,266	13,236	12,908	12,908	7,406	12,908	0
5555 Maint Agreements Other	4,720	2,780	6,500	6,500	3,300	6,500	0
7347 Weed Control	8,569	17,487	8,000	8,000	11,200	8,000	0
7380 Pest Control	767	708	350	350	509	350	0
7383 Air Conditioning Maintenance	33	0	0	0	0	0	0
7394 Hazardous Materials Disposal	0	0	475	475	0	475	0
7413 Outside Repairs/Services Other	3,980	4,813	8,180	8,180	2,327	8,180	0
Total Purchased Services	68,981	92,408	209,413	280,941	78,049	213,608	0
Other Expenses							
5140 Advertising/Marketing	0	261	2,000	2,000	176	2,000	0
5160 Licenses/Permits/Fees	2,151	1,952	3,500	3,500	581	3,500	0
5370 Memberships/Dues	1,025	1,395	945	945	1,000	945	0
5385 Business Expenses	13	799	500	500	1,131	500	0
5386 Conference Expenses	2,726	487	8,000	8,000	0	8,000	0
5390 Training	2,210	3,936	4,000	4,000	0	4,000	0
5465 Solid Waste Disposal	0	0	950	950	0	950	0
5480 Communications	9,264	9,797	8,000	8,000	5,077	8,000	0
Total Other Expenses	17,391	18,629	27,895	27,895	7,965	27,895	0
Non-Recurring Operating							
Total Non-Recurring Operating	0	0	0	0	0	0	0
Allocations							
5030 Insurance	9,583	11,981	14,383	14,383	6,550	13,819	0
5260 Fuel	3,083	2,630	7,091	7,091	1,380	4,733	0
5455 Electric	46,855	43,310	72,677	72,677	26,926	53,767	0
5456 Natural Gas	6,812	6,636	7,143	7,143	1,567	7,214	0
5460 Water	21,798	22,466	32,597	32,597	17,314	33,249	0
5510 Vehicle Maintenance/Repair	31,308	35,334	32,162	32,162	4,563	33,744	0
7994 Building Main Allocation	10,780	11,976	13,682	13,682	4,641	12,596	0
7996 Info Systems Allocation	4,890	5,405	5,878	5,878	2,137	3,793	0

Attachment 3

City of Chico
2021-22 Annual Budget
Operating Budget

Prepared for DPW Operations

Fund: AIRPORT (856)

Dept: Aviatn Fac Mtce (691)

	FY 18-19	FY 19-20	FISCAL YEAR 2020-2021			FISCAL YEAR 2021-22	
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