

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – January 26, 2016
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

- 1.1. Call to Order – Chair Nolan-Gosling called the meeting to order at 6:00 p.m.
- 1.2. Swearing-in of Airport Commissioner – Deputy City Clerk Dani Rogers swore in new Commissioner Kelley Crockett who was appointed by the City Council at its January 5, 2016, meeting. The term of this appointment ends January 1, 2017.
- 1.3. Roll Call
Present: Antolock, Crockett, Kozik, Chapman, 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 MEETING MINUTES**

Approved - minutes of the Airport Commission meeting of October 27, 2015.

A motion was made by Chapman and seconded by Antolock to approve the Consent Agenda.

AYES: Antolock, Crockett, Kozik, Chapman, Nolan-Gosling
NOES: None

ITEMS REMOVED FROM CONSENT AGENDA (if any)

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

4. **REGULAR AGENDA**

4.1. **DISCUSSION – AIRPORT LEASE REVERSIONARY CLAUSE**

At the July 28, 2015 meeting it was the consensus of the Commission to agendize a discussion on the airport ground lease provision known as the “reversionary clause” at the October 27, 2015 meeting. The discussion was subsequently continued to tonight’s meeting. A report providing background and information on reversionary clauses has been prepared to assist the Commission in its discussion. ***Discussion only, no formal action is required. (Report – Management Analyst, Debbie Collins)***

Management Analyst Collins provided an overview of the written report provided to the Commission. Commissioner Antolock stated that the report was helpful in his understanding of the reversionary clause. Chair Nolan-Gosling pointed out that several facilities have reverted to City ownership at Redding Municipal Airport and asked what buildings have reverted back to City of Chico ownership. Collins advised that the 747 Fortress building that Aero Union had built on airport property reverted when Aero Union defaulted on all of their airport leases and the Aerial Applicators building which is not leasable in its current condition. Commissioner Crockett asked about the condition of the buildings that reverted in Redding. Collins advised that the building owners are required to keep the buildings in good repair per their lease agreement with Redding.

4.2. **CONSIDERATION OF A REQUEST FROM TOM AYLWARD THAT THE AIRPORT COMMISSION FORWARD A RECOMMENDATION TO THE CITY COUNCIL TO AUTHORIZE THE AIRPORT MANAGER TO TERMINATE THE EXISTING LEASE FOR HANGAR SPACE E-6 AND ENTER INTO THE NEW DE ROW STANDARD LEASE**

Mr. Aylward requested the termination of his current lease for hangar space E-6, before the end of its term, and that it be replaced with the DE row standard lease. If the Commission votes to do so the new lease for hangar space E-6 will be have an initial term of 15 years with the option for two additional five-year extended terms and the lease rate will be adjusted in accordance with the current Airport Fee Schedule. (**Report – Management Analyst, Debbie Collins**)

Management Analyst Collins provided a summary of Mr. Aylward's request.

Tom Aylward addressed the Commission. He explained that in light of recent events and the possibility of an outside airport management firm it brought to his mind that there was a possibility that he may lose this building. For a sense of security he has made this request. He pointed out that if approved his lease payment will increase which is additional revenue for the City.

Vice-Chair Chapman asked, had the AvPORTS situation not come forward, would he still be making this request. Aylward said that without the AvPORTS threat, he probably would not have come forward.

Recommendation - That the Commission: (1) consider Mr. Aylward's request; (2) vote on whether or not to grant the lease termination and execution of a new lease; and, if a new lease is granted (3) provide staff with direction related to the termination date of the current lease.

A motion was made by Chapman and seconded by Antolock to forward a recommend that the City Council that authorizes the Airport Manager to terminate the existing lease for hangar space E-6 effective at the end of the current lease term of 31 August, 2016 and in its place execute a new DE row standard lease with Mr. Aylward. All terms and conditions of the DE row standard lease would apply including a lease rate in accordance with the then current Airport Fee Schedule.

AYES: Antolock, Crockett, Kozik, Chapman, Nolan-Gosling

NOES: None

5. **BUSINESS FROM THE FLOOR**

Karl Ory addressed the Commission requesting that the Commission make it clear that returning commercial air service is a primary goal of the City. Facilities need to be addressed, we need to know about our market, and we need to resolve management and to talk more about economic development and the amount of money generated by commercial air service.

Chair Nolan-Gosling requested that this be put on the next agenda. City Manager/Airport Manager Orme said it a work/study session may be an option. That way it isn't a regular agenda item and the Commission could get input from the community and allow for an open dialog.

Norm Rosene addressed the Commission and advised that a group of citizens that values and thinks that we need airline service has been meeting for the last two months. The members are past City Council members, past Airport Commissioners, CEOs, entrepreneurs, Chamber of Commerce, and others looking at ways to attack the problem. The first problem is infrastructure. They are looking at what needs to be done to enlarge

the Terminal and also how to finance it. When they come up with ideas they will bring them to the Commission.

6. **REPORTS AND COMMUNICATION** - The following report and communication items were provided for the Commission's information.

6.1. 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 2015 toward completion of the tasks outlined in Exhibit C of the lease.

Brian Baldrige, President, Chico Air Museum addressed the Commission. He advised that there are some items that remain to be done to fulfill the lease requirements. Perform the hangar roof improvements. Quotes to fix the round roof on the main hangar range from \$30,000 - \$70,000. Some design and architecture for a new main entrance structure has been done. They have talked with the Engineering/Construction Management Department at Chico State to see if the students can take on the project. Some architectural work has begun on the Memorial Court/Walk of Honor but with the cost of the roof it may be difficult to get this done this year. There has not been much progress on restoration of a meeting room to make it suitable for public use.

He thanked everyone for the support the Museum has had to make these improvements. There have been thousands of hours from local volunteers and local companies donating time and materials.

Chair Nolan-Gosling questioned whether specific items from Exhibit C of the lease had been completed. Baldrige advised that the video theatre was in place, the landscaping is dependent upon them finishing the other outside items.

Commissioner Antolock said that every time he has gone out there he has been very impressed with the improvements each time. He has also been impressed with the attitude of the volunteers who are glad to see you and the energy they have when they describe what they are doing.

Vice-Chair Chapman said that Bidwell Park may be the gem of Chico but the Air Museum is the second gem. He commended them for the work they have done.

Baldrige also advised the Commission that just last week they acquired a BT-13 for display in the hangar. It is a guest aircraft that the owner has provided for display in order to share its history. It is an iconic airplane.

6.2. Budget Monitoring Report – The quarterly airport budget monitoring report has been provided to the Commission for review.

6.3. Airport Manager Verbal Update

a. The City Manager and Chief of Police payed a visit to the Airport Industrial Park in October and did a walk and talk to hear firsthand what is going on. The Chico Police Department Community Safety Meeting happening on February 11, 2016 at Transfer Flow, 1444 Fortress Street, at 5:30 p.m. is an extension of that walk and talk. It is an opportunity for anyone that has a nexus to the airport to express their concerns and to forge solutions for those concerns. Vice-Chair Chapman shared that the walk that precedes the safety meeting will happen on Friday at 10:00 a.m. where as many businesses as possible will be contacted to alert every one of the safety meeting to provide a brochure with business support information, and a survey to assist BCAG in determining the need for bus service out to the Airport Industrial Park.

b. The City Manager advised the Commission that the City is looking to hire an Airport Manager who will be a City employee. The City has hired a recruitment firm called

ADK Consulting and Executive Search which specializes exclusively in searches for airport management.

Greg Fischer addressed the Commission and stated that the requirements should include that the Airport Manager come from an airport that has had passenger service.

- c. The City Council continues to work with the City Clerk to evaluate the format in which it would like its Boards and Commissions to present their goals and objectives. Once Council direction is provided, staff will work with the Commission to fulfill Council's directive.
- d. The City Manager advised the commission that after discussions with FAA two Airport Improvement Program (AIP) grant applications have been submitted for 2016-17. One for Phase 3 of the Apron Reconstruction. If approved, the section of the apron roughly between the Lockheed and Piper gates will be reconstructed. It is anticipated construction would begin either this fall or next spring depending on when the grant award is made. Airport Engineer Reinard Brandley and his team have already begun working with tenants to make the construction period as smooth as possible. The second is to perform the engineering design work necessary for reconstruction of Taxiway A.
- e. Air Spray has leased the hangar portion of the 100 Lockheed hangar and we are working with another entity who is interested in the office space. A request for Proposals was issued for the 747 Fortress building and one proposal was received. Negotiations with the potential tenant have just begun. If necessary, a Special Airport Commission meeting may be held for the Commission's review and approval of a lease agreement. If a lease is executed for the 747 Fortress building then all airport owned hangars will be either fully or partially leased.

6.4. Committee Reports

- a. Finance Committee – Chapman – No report.
- b. Internal Affairs Committee – Nolan-Gosling – No report.
- c. Butte County Airport Land Use Commission (ALUC) – Antolock – No report.
- d. North Valley Aviation Association (NVAA) – Kozik – The annual NVAA membership dinner will be held February 19, 2016 at 6:30 p.m. at the Chico Air Museum. The guest speaker will be James Marshall who is an Enloe Hospital helicopter pilot and the Enloe helicopter will be there.

7. **ADJOURNMENT** – Adjourned at 7:20 p.m. to a regularly scheduled Airport Commission meeting on April 26, 2016, at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, California.

Date Approved: April 26, 2016

Deborah M. Collins

Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – April 26, 2016
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – Chair Nolan-Gosling called the meeting to order at 6:00 p.m.

1.2. Roll Call

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

Absent: None

1.3. **Election of 2016 Chair and Vice-Chair**

Pursuant to City of Chico Charter Section 1003, the Commission elected a chair and vice-chair for calendar year 2016. Management Analyst Collins described the election process and opened the nominations for the position of Airport Commission Chair.

A motion was made by Crockett and seconded by Nolan-Gosling to nominate BT Chapman as Chair. There being no additional nominations the motion carried by the following vote:

AYES: Antolock, Chapman, Crockett, Kozik, Nolan-Gosling

NOES: None

It was noted for the record that BT Chapman will serve as the 2016 Airport Commission Chair.

A motion was then made by Nolan-Gosling and seconded by Crockett to nominate Thomas Kozik as Vice-Chair. There being no additional nominations the motion carried by the following vote:

AYES: Antolock, Chapman, Crockett, Kozik, Nolan-Gosling

NOES: None

It was noted for the record that Thomas Kozik would serve as the 2016 Airport Commission Vice-Chair.

2. **CONSENT AGENDA**

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

Approved - minutes of the Airport Commission meeting of January 26, 2016.

A motion was made by Nolan-Gosling and seconded by Crockett to approve the Consent Agenda.

AYES: Antolock, Crockett, Nolan-Gosling, Chapman, Kozik

NOES: None

ITEMS REMOVED FROM CONSENT AGENDA

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

4. **REGULAR AGENDA**

4.1. **CONSIDERATION OF A MINUTE ORDER AUTHORIZING THE AIRPORT MANAGER TO EXECUTE A LEASE OF IMPROVED REAL PROPERTY, CHICO MUNICIPAL AIRPORT (CITY OF CHICO/CHICOECO, INC.), 747 FORTRESS STREET**

Management Analyst Collins said a Request for Proposals (RFP) had been issue, a proposal was received from ChicoBag and that because ChicoBag's use of the airport property would be non-aeronautical FAA was contacted. FAA does not object to the non-aeronautical use provided it is for a short-term and that fair market value is charged as requirement by the Airport's grant assurances. A provision is included in the lease to adjust rent to fair market value at the end of the initial five-year term and rent is subject to a Consumer Price Index (CPI) adjustment at the end of the first extended term.

Crockett asked about the subleasing provision. City Manager Orme advised that a sublease would bring in revenue to the airport in addition to the base rent and that subleases require Airport Manager approval. Nolan-Gosling asked about short-term revenue generation and sharing of the parking lot with Sel-Tech. Collins advised that FAA approved the initial five-year lease term and that Sel-Tech's lease does not address parking in that lot. Kozik asked if FAA's agreement for the non-aeronautical use was in writing and Collins advised that an unofficial email had been received and FAA will be issuing a formal letter.

Andy Keller, President of ChicoBag, addressed the Commission and expressed their excitement about this opportunity and clarified that any sublease would be of excess office space that may be sublet to small businesses trying to get off the ground.

Approved - minute order authorizing the Airport Manager to execute a Lease of Improved Real Property, Chico Municipal Airport (City of Chico/ChicoEco, Inc.) 747 Fortress Street. ***The Airport Manager recommended approval of the Minute Order.***

A motion was made by Antolock and seconded by Crockett to approve the Minute Order.

AYES: Antolock, Crockett, Nolan-Gosling, Chapman, Kozik
NOES: None

4.2. **PUBLIC WORK STUDY SESSION RELATED TO SECURING COMMERCIAL AIR SERVICE** (*Discussion only, no formal action was required.*)

At its January 26, 2016, meeting it was the consensus of the Commission to have an open dialog around the topic of returning commercial air service to Chico Municipal Airport. Topics for discussion included:

- a. Goals and objectives that commissioners hope to achieve related to commercial air service.
- b. An update from the community group that is identifying ways to attract commercial air service and ways to address Terminal infrastructure deficiencies.
- c. Public comment related to commercial air service vision.

Chair Chapman proposed that in addition to the above objectives the information gathered will be shared with the new airport manager as that person develops a detailed path forward.

Norm Rosene spoke on behalf of the small community group. The group took a trip to Redding to evaluate what has been done there and is using both Redding and Santa Rosa as models. They have a volunteer architect who is creating conceptual

drawings that will be presented at their June meeting. All work has been volunteer in an effort to position the Airport so that there is a plan should an airline look at Chico.

Antolock said our competitors are all airports across the country not just Redding, that there is a recipe for getting air service, that the airline industry is changing every week and that there are opportunities. Kozik said that we also need to talk about what may happen if we do not get air service. Chapman asked if the work AvPORTS produced provided any guidance. Rosene said they are using some of the numbers, surveys and geographic information. The Commission appointed Crockett and Antolock to attend the community group's meetings and asked to agendize an update at the next Commission meeting.

The following individuals addressed the Commission:

Helen Harberts shared how much she misses the service and how difficult it is to fly from Sacramento.

Sam Edelman said he is puzzled why the Commission and Council did not made this a priority. He said the slow dawdling is unconscionable and that Commission needs to move on this and make a report to Council.

LaDona Knigge said not having air service is a hindrance for the University and that she has colleagues looking for other jobs because Chico is so poorly connected.

Matthew Stone said he fears we might be leading to false hopes on the airport pointing out there were only 57 passengers a day flying from Chico and we are only 78 miles from Sacramento.

Nolan-Gosling said he is excited about interviewing for an airport manager and gave credit to the community group and that the Commission and Council are attuned to the need and are making progress.

5. **BUSINESS FROM THE FLOOR**

6. **REPORTS AND COMMUNICATION**

6.1. Budget Monitoring Report – The quarterly airport budget monitoring report was provided.

6.2. Airport Manager Verbal Update

- a. A copy of the Team Chico Airport Business Park Business Walk & Community Safety Meeting reports were provided outlining the feedback from the businesses, the issues that were identified, and items that were being followed up on.
- b. The City is scheduling interviews with six quality airport manager candidates for Friday, April 29, 2016. The Commission's former Chair and Vice Chair will represent the Commission on the interview panel.
- c. The City Council continues to work with the City Clerk to evaluate the format it would like its Boards and Commissions to present their goals and objectives.
- d. FAA approved conducting the bid process for the next phase of the aircraft parking apron reconstruction project and did award an AIP grant for the engineering design work for the rehabilitation of Taxiways A, B, and D.

Chapman advised he was made aware of ruts that had occurred in the asphalt of a previous portion of the apron reconstruction project and asked if it had been addressed. Collins advised that it had been addressed with FAA and that FAA will not

fund concrete at this airport. She further advised that FAA has changed its standards for the asphaltic concrete and the mix that Airport Engineer Brandley has used on the previous apron sections, which is believed to be superior to FAA standards, cannot be used in the upcoming project. Norm Rosene suggested that the AIP funds not be used for ramp improvements until it can be done at a level without problems.

e. Update on airport owned properties.

Transfer Flow Inc. has requested to purchase the airport property. They currently have a long-term ground lease for the property. Per the City Charter, authority to sell city property resides with the City Council so staff took the request to Council at its February 2, 2016 meeting. Council authorized the City Manager to explore discussions with Transfer Flow and to engage FAA regarding the potential release of property from Federal obligations. Transfer Flow agreed to wait until after the new airport manager is appointed to move forward.

f. The County Airport Land Use Commission (ALUC) had a kick off meeting for its update to the Butte County 2000 Airport Land Use Compatibility Plan. Staff will continue to update the Commission as the process moves forward.

6.3. Update to Letter of Agreement

In accordance with Chico Municipal Code Section 11R.08.050, the Commission was advised that a letter of agreement with the Air Traffic Control Tower was updated to reflect a change in the radio frequency to be used and the staging location of off airport emergency responders.

6.4. Committee Reports

a. Finance Committee – Chapman – Chapman expressed concern that the airport's marketing budget was only \$2,000 in the FY2016-17 budget.

b. Internal Affairs Committee – Nolan-Gosling - No report.

c. Butte County Airport Land Use Commission (ALUC) – Antolock –The County has hired Mead & Hunt, Miranda Thompson, to assist in the Airport Land Use Compatibility Plan review.

Norm Rosene advised that the City needs to participate in this process and make the vision for the airport's future clear. Alicia Rock said although the focus is on commercial air service we also need to be cognizant of the CalFire base and the C-130s and other very large aircraft that service the airport every summer.

d. North Valley Aviation Association (NVAA) – Kozik – The annual NVAA Spring Fling was held last week.

7. **ADJOURNMENT** – Adjourned at 8:02 p.m. to a regularly scheduled Airport Commission meeting on July 26, 2016, at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, California.

Date Approved: July 26, 2016

Deborah M. Collins

Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION SPECIAL MEETING – June 17, 2016
Minutes

1. **SPECIAL AIRPORT COMMISSION MEETING**

- 1.1. Call to Order and Roll Call – Chair Chapman called the meeting to order at 6:00 p.m.

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

2. **REGULAR AGENDA**

- 2.1. **MINUTE ORDER – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT, AIRCRAFT HANGAR AREA – HANGAR PAD AREA A, HANGAR SPACE NO. A-3 (CITY OF CHICO/DAN PATRICK DAWSON)**

Approved - minute order authorizing the Airport Manager to execute a Lease of Property at the Chico Municipal Airport, Aircraft Hangar Area – Hangar Pad Area A, Hangar Space No. A-3 (City of Chico/Dan Patrick Dawson) *(The Airport Manager recommended approval of the Minute Order.)*

- 2.2. **CONFIRMATION OF THE APPOINTMENT OF AN AIRPORT MANAGER**

In accordance with Section 1007.1.C. of The Charter of the City of Chico the Airport Commission was asked to confirm the appointment made by the city manager of Sherry Miller as the airport manager for Chico Municipal Airport.

Chair Chapman described the thoroughness of the airport manager recruitment process. City Manager Orme commented on Ms. Miller's depth of experience and the value she will bring to the airport enterprise.

A motion was made by Nolan-Gosling and seconded by Crockett to confirm the appointment of Sherry Miller as airport manager for the Chico Municipal Airport.

AYES: Antolock, Crockett, Nolan-Gosling, Kozik, Chapman
NOES: None

The Commission then invited Ms. Miller to the podium to congratulate her and ask a few questions.

3. **ADJOURNMENT** - Adjourned at 6:17 p.m. to a regularly scheduled Airport Commission meeting on July 26, 2016, at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, California.

Date Approved: July 26, 2016

Deborah M. Collins

Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – July 26, 2016
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – Chair Chapman called the meeting to order at 6:00 pm.

1.2. Roll Call

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

2. **CONSENT AGENDA** – All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1. **MINUTE ORDER – AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT, AIRCRAFT HANGAR AREA – HANGAR PAD AREA C, HANGAR SPACE NO. C-11 (CITY OF CHICO/MICHAEL D. FAVOR)**

Approved - minute order authorizing the City Manager to execute a Lease of Property at the Chico Municipal Airport, Aircraft Hangar Area – Hangar Pad Area C, Hangar Space No. C-11 (City of Chico/Michael D. Favor) *(The Airport Manager recommended approval of the Minute Order.)*

2.2. **MINUTE ORDER – AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT, AIRCRAFT HANGAR AREA – HANGAR PAD AREA B, HANGAR SPACE NO. B-8 (CITY OF CHICO/NORTHGATE AVIATION, INC.)**

Approved - minute order authorizing the City Manager to execute a Lease of Property at the Chico Municipal Airport, Aircraft Hangar Area – Hangar Pad Area B, Hangar Space No. B-8 (City of Chico/Northgate Aviation, Inc.) *(The Airport Manager recommended approval of the Minute Order.)*

2.3. **APPROVAL OF AIRPORT COMMISSION MEETING MINUTES** – Pulled by Chair Chapman.

A motion was made by Nolan-Gosling and seconded by Kozik to approve items 2.1 and 2.2 from the Consent Agenda.

AYES: Antolock, Crockett, Nolan-Gosling, Chapman, Kozik
NOES: None

ITEMS REMOVED FROM CONSENT AGENDA

2.3 **APPROVAL OF AIRPORT COMMISSION MEETING MINUTES** – Pulled by Chair Chapman for discussion.

Approved - minutes of the regular Airport Commission meeting of April 26, 2016, and the special meeting of June 17, 2016.

A motion was made by Crockett and seconded by Nolan-Gosling to approve the minutes.

AYES: Antolock, Crockett, Nolan-Gosling, Chapman, Kozik

NOES: None

3. **NOTICE OF PUBLIC HEARINGS** – None.
4. **REGULAR AGENDA**
 - 4.1. **DISCUSSION - COMMERCIAL AIR SERVICE**

Presentation by Norm Rosine on behalf of Jet Chico.
Comments by:
Robert Halford
Karl Ory
 5. **BUSINESS FROM THE FLOOR** – Presentation by Norm Rosine of the proposed new entrance to the Chico Air Museum.
 6. **REPORTS AND COMMUNICATION** – None.
 - 6.1. Budget Monitoring Report – The quarterly airport budget monitoring report was provided to the Commission.
 - 6.2. Airport Manager Verbal Update
 - Air Service
 - Airport Manager Priorities
 - Airport Current Projects
 - 6.3. Letter of Agreement – Oakland Air Route Traffic Control Center (ARTCC)/City of Chico – Significant Airport NOTAM Coordination.

In accordance with Chico Municipal Code Section 11R.08.050 the Airport Commission was advised that a letter of agreement has been executed with the Oakland Air Route Traffic Control Center (ARTCC) establishing responsibilities and procedures for coordinating significant airport NOTAMs in accordance with, and supplemental to, FAA Orders JO 7210.3.
 - 6.4. Committee Reports – Commissioners reported on airport related items that have been addressed by their assigned committee, commission or association since the last Airport Commission meeting.
 - a. Finance Committee – Chapman
 - b. Internal Affairs Committee – Nolan-Gosling
 - c. Butte County Airport Land Use Commission (ALUC) – Antolock
 - d. North Valley Aviation Association (NVAA) – Kozik
 7. **ADJOURNMENT** – Adjourned at 7:44 pm to a Regular Airport Commission meeting on October 25, 2016, at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, California.

Date Approved: October 25, 2016

Sherry Miller

Sherry Miller
Airport Manager

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – October 25, 2016
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

- 1.1. Call to Order – Chair Chapman called the meeting to order at 6:00 pm.
- 1.2. Pledge of Allegiance
- 1.3. Roll Call

Present: Antolock, Crockett, Nolan-Gosling, Kozik, Chapman
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 MEETING MINUTES** – Pulled by Chair Chapman.

A motion was made by Nolan-Gosling and seconded by Antolock to approve the Airport Commission Meeting Minutes of July 26, 2016.

AYES: Antolock, Chapman, Crockett, Kozik, Nolan-Gosling
NOES: None

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

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

5. **REGULAR AGENDA**

5.1 **MINUTE ORDER NO. 05-16 – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AT THE CHICO MUNICIPAL AIRPORT, AIRPORT NORTH CLEAR ZONE (CITY OF CHICO/BRADLEY & SON CATTLE, LLC)**

A motion was made by Nolan-Gosling and seconded by Antolock to approve Minute Order 05-16.

AYES: Antolock, Chapman, Kozik, Nolan-Gosling
NOES: Crockett

Approved – minute order authorizing the Airport Manager to execute a Lease of Real Property at the Chico Municipal Airport, Airport North Clear Zone (City Of Chico/Bradley & Son Cattle, LLC).

5.2. **DISCUSSION - COMMERCIAL AIR SERVICE**

Presentation by Norm Rosene on behalf of Jet Chico.

6. **BUSINESS FROM THE FLOOR**

Garrett Sjolund introduced himself and Shem Hawkins as the Division Chief and Battalion Chief and (respectively) of the Cal Fire Butte Unit.

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

- Air Service Development Conference
- RFQ – Passenger Demand Forecast
- Media Event at the Airport
- Airport Manager Priorities – Budget, Update Rates and Fees, Compliance
- Butte Regional Conservation Plan
- Airport Current Projects

7.3. Letter of Agreement – Chico FAA Contract Tower (FCT) and Chico Municipal Airport - Reporting Airport Conditions

In accordance with Chico Municipal Code Section 11R.08.050 the Airport Commission is being advised that a letter of agreement has been executed with the Chico Airport FAA FCT establishing responsibilities and procedures for reporting airport conditions (Takeoff and Landing Performance Assessment (TALPA)) in accordance with, and supplemental to, FAA Order N JO 7210.898.

7.4. Committee Reports – Commissioners reported on airport related items that have been addressed by their assigned committee, commission or association since the last Airport Commission meeting.

- a. Finance Committee – Chapman
- b. Internal Affairs Committee – Nolan-Gosling
- c. Butte County Airport Land Use Commission (ALUC) – Antolock
- d. North Valley Aviation Association (NVAA) – Kozik

8. **ADJOURNMENT** – Adjourned at 7:40 pm to a Regular Airport Commission meeting on January 31, 2017, at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, California.

Date Approved: January 31, 2017

Sherry Miller
Sherry Miller
Airport Manager