



**UPDATE ON AIR SERVICE DEVELOPMENT** - Assistant City Manager Burkland showed a Power Point regarding flights from Chico to Los Angeles to the Commissioners that he previously presented to Horizon, Skywest, and United Airlines.

**STAFF UPDATES** - Assistant City Manager Burkland provided the following information:

- 1) the City is considering the requirements necessary to reclassify the Airport from a Class 3 to a Class 1 Airport.
- 2) the City is currently working with Aero Union on a project to build some hangars.
- 3) some businesses are interested in locating along the flight line.
- 4) Assistant City Manager Burkland stated that he anticipates presenting the ten-year plan at the next meeting.

Commissioner Sanderson stated that he would like to see a comparison contrasting CMC Section 11R.08.164, and the City of Chico Charter Section 1007.1(b). Commissioner Sanderson also requested a copy of the addresses, phone numbers and emails of all Commissioners.

Chair Moran asked that the Air Show be added to the future agendas as a standing item for informational purposes only.

**BUSINESS FROM THE FLOOR** - Dan Jay requested clarification on the Brown Act related to the Committee meetings. Mr. Jay commented how close the homes are getting to the take-off ramp at the Airport.

**ADJOURNMENT** - The meeting was adjourned at 7:31 p.m to its regular meeting of April 24, 2007, at 6:00 p.m. in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

**CITY OF CHICO**  
**SPECIAL AIRPORT COMMISSION MEETING – APRIL 2, 2007**  
Minutes

Commissioners Present:     Mike Moran  
                                  Allen Sherwood  
                                  Bob Koch  
                                  Floyd Sanderson  
                                  Gayle Womack

City Staff Present:         Assistant City Manager David Burkland  
                                  City Clerk Debbie Presson  
                                  Accountant Jarrod Orr  
                                  Administrative Analyst Karen Main

1.     **CALL TO ORDER** - Chair Moran called the meeting to order at 3:05 p.m.
- 1.1.   **ROLL CALL** - Commission members and staff were present as noted above.
2.     **REGULAR AGENDA**
- 2.1.   **WORK PLAN** - City Clerk Presson presented the Commission with work plan guidelines to assist in developing its work plan. She stated that the work plan will be presented to the City Council at a future City Council meeting.

The Commission reviewed its purpose as defined by the Charter and Chico Municipal Code Section 2.36, and developed the following list of items that it felt related to its purpose: oversight responsibility of the airport; policy development; policy recommendations; capital project recommendations; govern, approve and enter into contracts and leases; and provide a forum for public input.

The second part of the worksheet related to development of a mission statement to reflect its purpose as a Commission. To facilitate developing a mission statement, City Clerk Presson suggested breaking down the process into several questions. The Commission responded to the following questions:

***Who are we?*** – The Commission agreed that they are stewards of the airport.

***What we do?*** – The Commissioners responded with suggestions regarding the purpose of the Airport Commission. Comments included that the Commission manages and operates the airport in cooperation with staff, while others disagreed and stated that staff should not be included. Commissioner Sanderson stated that the Commission’s role is to ensure vitality, growth and operation of the airport as it continues to serve the public.

Terry Unsworth, President and CEO, Aero Union Corporation, was present and spoke from the floor. He indicated that the Commission should provide direction and guidance to staff and set policy by making recommendations to the City Council.

***Who we do it for?*** The Commission agreed that it serves the community as a whole.

***Why we do it?*** Responses included the following: to enhance the quality of life; to make sure the airport meets the current and future needs of the community; to protect the people that live around the airport; to protect and maintain the airport; connectivity in terms of the entire region; as an economic development driver; and to protect the airport environs.

The consensus of the Commission was to bring this item back to the Commission's regular meeting on April 24 for further discussion and development of a mission statement.

City Clerk Presson displayed the priorities for the airport that have been established by the City Council, and indicated that the Commission may wish to discuss development of its priorities. After discussion, the Commission developed the following goals, projects and priorities for the next term:

- Development of south end general aviation facilities
- Preparation of a specific plan for the development of vacant or underused property on the east side and west side
- Enhancement of Fixed Base Operator (FBO) facilities and services
- Development and finalization of a master lease
- Runway extension
- Regional jet (commercial)
- Uniform enforcement of minimum operations standards
- Request for Airport Improvement Program priority items

Assistant City Manager Burkland asked the Commission to consider two additional items:

- Contract professional airport management services, and
- Contract airport operation and maintenance services.

The Commission discussed the benefits of the priorities and whether or not they are mandated by state or local law or by Council direction. The Commissioners each picked their top three priorities as follows:

Commissioner Koch: 1) preparation of a specific plan for the west side, 2) enhancement of FBO facilities, and 3) runway extension.

Vice Chair Sherwood: 1) preparation of a specific plan for the west side, 2) enhancement of FBO facilities, and 3) runway extension.

Chair Moran: 1) development and finalization of a master lease, 2) preparation of a specific plan for the west side, and 3) commercial jet traffic.

Commissioner Womack: 1) preparation of a specific plan for the west side, 2) runway extension, 3) commercial jet traffic.

Commissioner Sanderson: 1) preparation of a specific plan for the west side, 2) enhancement of FBO facilities, and 3) Uniform enforcement of standards.

The Commissioners also discussed prioritizing all of the projects from urgent to low priority, but due to time constraints this item will be discussed further at the Commission's next meeting.

At its meeting of April 24, 2007, the Commission will continue its discussion of development of a mission statement, discussion of its priorities and development of a final Action Plan for the City Council, in addition to discussion on the following items:

- 1) the status of the FAA's funding proposal for user fees and increased taxes that went before the State of California's Transportation Committee; and
- 2) having a representative attend the Airport Land Use Commission (ALUC) meetings. The Commission asked for information regarding the airport's current ALUC representative; and
- 3) the uniform enforcement of the airport's minimum operating standards.

3. **BUSINESS FROM THE FLOOR**

None.

4. **ADJOURNMENT**

The meeting adjourned at 5:15 p.m. to its regular meeting on Tuesday, April 24, 2007, at 6:00 pm in the Council Chambers.

**CITY OF CHICO**  
**REGULAR AIRPORT COMMISSION MEETING – APRIL 24, 2007**  
Minutes

Commissioners Present: Mike Moran  
Allen Sherwood  
Bob Koch  
Floyd Sanderson  
Gayle Womack

City Staff Present: Assistant City Manager David Burkland  
Accountant Jarrod Orr  
Administrative Analyst Karen Main

1. **CALL TO ORDER** - The meeting was called to order by Chair Moran at 6:00 p.m.
- 1.1. **ROLL CALL** - Commission members and staff were present as noted above.
2. **CONSENT AGENDA** - Items 2.2. and 2.3. were removed from the Consent Agenda and heard under Item 3.1. A motion was made by Commissioner Koch and seconded by Commissioner Sanderson to approve the remaining item:
  - 2.1. **APPROVAL OF MINUTES - SPECIAL MEETING OF APRIL 2, 2007** - The Commission was provided with a copy of the minutes from the April 2, 2007, meeting.  
  
**The motion to approve the Consent Agenda with Items 2.2. and 2.3. removed and heard under Item 3.1. passed (5 in favor, 0 opposed).**
3. **REGULAR AGENDA** - Item 3.1. was moved to follow Item 4.2., and Item 3.2. was moved to be discussed before Item 2.3.
- 2.2. **MINUTE ORDER - RECOMMENDATION THAT THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO EXECUTE A CONSENT TO ENCUMBRANCE OF LEASE AND AMENDMENT TO LEASE OF REAL PROPERTY CHICO MUNICIPAL AIRPORT (CITY OF CHICO/AERO UNION CORPORATION)** - The Commission was provided with a copy of the Minute Order. In addition, the Commission was provided with a copy of the request, which included the proposed Consent to Encumbrance and Deed of Trust, from Alan Spragins, General Counsel of Aero Union Corporation, for the City to execute documents related to the Consent to Encumbrance of the property located at 747 Fortress Street.

Assistant City Manager Burkland clarified that the amount the City is agreeing to encumber is \$2.1 million. The Consent to Encumbrance and Deed of Trust show \$21 million, but that is because Aero Union's Business Plan totals \$21 million. The City Attorney has reviewed the documents and has indicated that he will include language concerning an attornment provision in section 4.b. and will revise items 7. and 10. to minimize the City's security.

Terry Unsworth was present and responded to questions from the Commission.

A motion was made by Commissioner Sanderson and seconded by Commissioner Koch to approve the minute order authorizing the City Manager to execute a Consent to Encumbrance for 747 Fortress Street in the amount of \$2.1 million. The motion passed (5 in favor, 0 opposed).

**3.2. UPDATE ON MASTER LEASE** - Assistant City Manager Burkland indicated that there has been no change in the status of the master lease. City Attorney Frank has indicated that it is one of the items that he intends to finish before he leaves his position in August. Maria Rock spoke from the floor indicating her support of the lease being approved.

**2.3. MINUTE ORDER - RECOMMENDATION THAT THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO EXECUTE LEASE OF REAL PROPERTY AT THE CHICO MUNICIPAL AIRPORT WITH GRANT OF LANDING PRIVILEGES FIXED BASE OPERATOR (CITY OF CHICO/NORTHGATE AVIATION, INC.)** - The Commission was provided with a copy of the Minute Order, and a copy of the proposed Lease. Maria Rock addressed the Commission on this item and requested that the lease be approved. Assistant City Manager Burkland reported that the lease had been reviewed by the City Attorney's office. Chair Moran expressed concern that the item had not been reviewed by the Lease Review Committee, and asked that an item be placed on the next agenda for discussion of the lease review process.

Commissioner Sanderson moved approval of the minute order with a correction made on Page 3 of the Lease in item 1. (iii) to read "Parcel I-C," and correction of any other necessary typographical errors. The motion was seconded by Commissioner Womack and passed (4 in favor, Chair Moran opposed).

**3.3. UNIFORM ENFORCEMENT OF THE AIRPORT'S MINIMUM OPERATING STANDARDS** - Commissioner Sanderson requested that this item be placed on the agenda to discuss enforcement of the Airport's minimum operating standards. A copy of the Standards for Conducting Aeronautical Activities at Chico Municipal Airport (AP&P 90-6 ) was provided to the Commission, along with FAA's Advisory Circular regarding Minimum Standards for Commercial Aeronautical Activities dated August 28, 2006. There was a brief discussion regarding appointing an ad hoc committee to review this item, and bring it back to a future meeting. Commissioner Sherwood moved to allow discussion of the item. The motion was seconded by Commissioner Koch and passed (5 in favor, 0 opposed).

Commissioner Sanderson distributed a copy of his discussion points on the uniform application of the Minimum Operating Standards, and briefly discussed the standards and some issues regarding non-compliance that are occurring at the airport. The consensus of the Commission is to enforce minimum standards by encouraging people to comply with the standards. Assistant City Manager Burkland stated that City staff can use the Airport Commission's support of enforcing the minimum standards when dealing with

individuals or businesses that are not in compliance.

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The Airport Commission recessed at 7:35 p.m. for a ten minute break.

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**4. STAFF UPDATES**

**4.1.** The Commission was provided with, and briefly discussed, the information regarding the current and proposed FAA funding structure.

**4.2.** The Commission was provided with a copy of the current roster of members of the Airport Land Use Commission (ALUC). Assistant City Manager Burkland was asked to contact ALUC and request that a City of Chico representative be appointed if there are any vacancies.

**3.1. CONTINUATION OF DISCUSSION OF WORK PLAN** - A copy of the Board and Commission Work Plan Guidelines was provided to the Commission. Commissioner Sherwood's motion to move this item to an afternoon meeting was seconded and passed (5 in favor, 0 opposed). After a brief discussion, it was the consensus of the Commission to hold a special meeting on Tuesday, May 8, 2007 at 4:00 p.m.

**5. ITEMS ADDED AFTER POSTING OF THE AGENDA** - None

**6. BUSINESS FROM THE FLOOR** - Maria Rock addressed the Commission on the importance of enforcing the minimum standards at the airport. Dan Jay stressed to the Commission the importance of finalizing the master lease.

**7. ADJOURNMENT** The Commission adjourned at 7:55 p.m. to a Special meeting on Tuesday, May 8, 2007, at 4:00 p.m. in Conference Room 1 of the Chico Municipal Center building located at 421 Main Street, Chico, California.



**CITY OF CHICO**  
**SPECIAL AIRPORT COMMISSION MEETING – MAY 8, 2007**  
Minutes

Commissioners Present: Mike Moran  
Allen Sherwood  
Bob Koch  
Floyd Sanderson  
Gayle Womack

City Staff Present: Assistant City Manager David Burkland  
Accountant Jarrod Orr  
Administrative Analyst Karen Main

1. **CALL TO ORDER** - Chair Moran called the meeting to order at 4:00 p.m.
- 1.1. **ROLL CALL** - Commission members and staff were present as noted above.
2. **REGULAR AGENDA**

**Vice Chair Sherwood's motion to adjourn today's meeting no later than 5:30 p.m. was seconded by Commissioner Koch and passed (5 in favor, 0 opposed).**

- 2.1. **WORK PLAN** - Accountant Jarrod Orr facilitated the meeting, and distributed a copy of suggested Mission Statements developed by Commissioners Sanderson and Womack, and Terry Unsworth of Aero Union. The Commission discussed its Mission Statement. After brainstorming several options, the consensus of the Commission was to move onto the next discussion points and have someone that is skilled with words develop a Mission Statement from the following draft statement: *Recommend policy direction and guidance to the City Council to ensure the vitality, growth, and operation of the airport for the benefit of the community and to meet regional needs.*

The Commission continued its discussion of its goals, projects, and priorities. The Commission chose the following items as goals or projects that they would like to focus on for the 2007-08 term.

- Preparation of a Specific Plan for aviation development on the westside.
- Preparation of a Specific Plan for aviation development on the eastside.
- Development of Specific Plan for south-end general aviation facilities (commercial and general aviation facilities).
- Enhancement of Fixed Base Operator (FBO) facilities. If Chico grows into a regional jet facility, examine what type of facility would be required and where it should be located.

- Runway requirements/extension. Examine the requirements for aircraft using the airport, and look at whether or not an extension is necessary.
- Finalization of the master lease.
- Enhance commercial air service.
- Uniform enforcement of standards.
- Evaluate contract airport management/maintenance. This is an item that City Manager Jones has asked that the Commission consider.

The Commission also discussed the benefits to the airport for each item when completed, the resources needed for completion, the estimated completion time, and the measurement criteria.

Chair Moran stated that he would like to agendaize for the next meeting a discussion from each commissioner stating what each has done to fulfill their duty as an airport commissioner.

3. **ASSISTANT CITY MANAGER UPDATES** - Assistant City Manager Burkland advised the Commission that the Fire Station 3 dedication will take place on Friday, May 18, 2007, at 2:30 p.m. Also, there were nine inspectors from the Runway Safety Action Team at the airport last week to inspect the airport for safety compliance. They stated that the airport is in better condition and more organized than LAX. The FAA inspectors did express concern regarding the difference in weather reporting between the AWOS and the tower.
4. **BUSINESS FROM THE FLOOR**  
None.
5. **ADJOURNMENT**  
The meeting adjourned at 5:45 p.m. to its regular meeting on Tuesday, July 31, 2007, at 6:00 p.m. in the Council Chambers.

**CITY OF CHICO**  
**AIRPORT COMMISSION MEETING – JULY 31, 2007**  
**Minutes**

Commissioners Present: Mike Moran  
Allen Sherwood  
Bob Koch  
Floyd Sanderson  
Gayle Womack

City Staff Present: Assistant City Manager David Burkland  
Accountant Jarrod Orr  
Administrative Analyst Karen Main

1. CALL TO ORDER - Chair Moran called the meeting to order at 6:00 p.m.
- 1.1. ROLL CALL - Commission members and staff were present as noted above.
2. CONSENT AGENDA
- 2.1. APPROVAL OF MINUTES - MEETINGS OF JANUARY 30, APRIL 24, AND MAY 8, 2007 - *This item was removed from the Consent Agenda and considered under the Regular Agenda.*
3. REGULAR AGENDA
6. BUSINESS FROM THE FLOOR - *This item was moved to the first item on the Regular Agenda at the request of Chair Moran.*

Robert Olea from the Lake Tahoe Civil Air Patrol was present and indicated that he is interested in establishing a Civil Air Patrol in Butte County with headquarters at the Chico Municipal Airport. He requested permission to show a 15 to 20 minute video presentation regarding the Civil Air Patrol. Chair Moran requested that Mr. Olea briefly discuss the Civil Air Patrol, and if time allows at the end of tonight's meeting and the Commission agrees, then Mr. Olea will be permitted to show his presentation. Mr. Olea indicated that he would return at a future meeting to do his presentation. He briefly explained that they are hoping to lease the former travel agency building by the terminal (170 Airpark Boulevard) for \$1.00 per month to use as headquarters.

ITEMS REMOVED FROM CONSENT AGENDA

- 2.1. APPROVAL OF MINUTES - MEETINGS OF JANUARY 30, APRIL 24, AND MAY 8, 2007. *This item was removed from the Consent Agenda at the request of Commissioner Koch.*

A motion was made by Commissioner Koch and seconded by Commissioner Sanderson to approve the minutes of the Airport Commission meetings held on January 30, April 24, and May 8, 2007, as amended, to reflect the following changes: (1) the minutes of

January 30, 2007, corrected to change the word "council" to "counsel" in the last paragraph on page one; and (2) the minutes of April 24, 2007, amended to include in item 2.3. that Maria Rock requested that the lease be approved, and in item 6 to add a brief synopsis of the comments made to the Commission in Business from the Floor. The motion carried 5 in favor, and 0 opposed.

- 3.1. UPDATE ON AIR SHOW - Commissioner Womack spoke in her capacity as the AirFest Director for the Chamber of Commerce. She updated the Commission on the status of the Air Show scheduled for Saturday, September 1, 2007, from 8:00 a.m. to 4:00 p.m., and the Friday night Preview Event with dinner and a dance.
- 3.2. UPDATE ON MASTER LEASE - Assistant City Manager Burkland reported that City Attorney Frank will finish a draft of the master lease before his last day of employment with the City. A copy will be provided to the Commission at its meeting in October 2007.
- 3.3. UPDATE ON AIR SERVICE DEVELOPMENT PROGRAM - Assistant City Manager Burkland reported that Skywest flights have increased in passenger enplanements. He stated that he is still working with the consultant on exploration of direct flights to Los Angeles, and possibly Portland. He noted that the consultant, John Weatherill of InterVISTAS Consulting, will speak on September 14, 2007, at the CARD Community Center from 7:00 to 9:00 a.m on the topic of improving air service in Chico. He provided the Commissioners with a copy of the registration form.
- 3.5. UPDATE ON AIRPORT COMMISSION'S WORK PLAN - *At the request of Chair Moran, this item was moved for discussion before item 3.4.*

A copy of the City Council Agenda Report and the Work Plan were provided to the Commission. Assistant City Manager Burkland reported that the Airport Commission's Work Plan was presented to the City Council at its meeting of July 17, 2007. Vice Chair Sherwood also attended the City Council meeting. Assistant City Manager Burkland stated that the City Council had some questions on the runway extension. He noted that all of the items on the work plan are tied to the financial stability of the airport. He stated that, if the Commission agreed, Accountant Orr would show and discuss a slide show presentation that was prepared regarding the long term financial plan for the airport. Accountant Orr presented the slide show and the Commissioners were provided with a copy of the presentation.

Assistant City Manager Burkland reported that staff will be working with an airport planning consultant, Coffman & Associates, who will evaluate the flightline and vacant land at the airport. He stated that he will contact Reinard Brandley to provide an estimate of cost in today's dollars to extend the runway. He explained that to go forward with the runway extension project would require California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) review. Commissioner Koch asked for a timeline of what it will take to complete the runway extension.

3.4. DISCUSSION OF THE AIRPORT COMMISSION'S LEASE AUTHORITY UNDER CMC §11R.08.164 - *At the request of Chair Moran, this item was moved for discussion to follow item 3.5.*

Commissioner Sanderson discussed the history and background regarding the authority of the Airport Commission and the Airport Manager to approve lease agreements for City-owned property at the Chico Municipal Airport. A copy of Municipal Code §11R.08.164 and copies of Article X, §§1000 and 1007.1 of the City Charter were provided to the Commission. Commissioner Sanderson stated that he asked for a City Attorney opinion on this issue, and Assistant City Manager Burkland responded that he will make sure that the Commission receives a copy of the City Attorney's opinion when it is available.

Chair Moran read Section 1007.1 of the City of Chico Charter into the record as follows:

The airport commission shall have the following powers and duties:

- A. The power and duty to operate and maintain all airports and airport properties belonging to or under the control of the city and to adopt such rules and regulations as may be necessary to govern the use of such airports and airport properties.
- B. The power to enter into leases and contracts in connection with the operation of all airports and airport properties belonging to or under the control of the city; provided, however, that any lease in excess of 15 years or any contract which encumbers city funds shall first require prior approval of the council; and, provided further, that no power granted herein shall be deemed to confer upon the airport commission the right to sell or convey title to any city property.
- C. The power to confirm the appointment of the airport manager made by the City manager as hereinbefore provided in this Charter.

Commissioner Womack's motion to form a subcommittee to develop proposed language regarding the Airport Manager's authority to approve leases, and provide a report at the October Commission meeting, was seconded by Commissioner Sanderson. The motion carried 5 in favor, 0 opposed.

Chair Moran appointed Commissioners Sanderson and Womack to the subcommittee.

- 4. STAFF UPDATES - Assistant City Manager Burkland updated the Commission on the following items:
  - 4.1. Airport Land Use Commission - A letter was sent to the County's Airport Managers with a request for a meeting to discuss appointing a City of Chico representative to fill any upcoming vacancies. A roster of the current ALUC members was provided to the Commission. Staff will follow up by contacting the Airport Managers and scheduling a meeting.

- 4.2. Update on Enforcement of Minimum Standards - One individual has been contacted regarding possible violations. Staff will continue to monitor activity at the airport, and to make contact with anyone that is not in compliance with the minimum standards.
5. ITEMS ADDED AFTER POSTING OF THE AGENDA - None.
6. BUSINESS FROM THE FLOOR - *This item was moved to the first item on the Regular Agenda at the request of Chair Moran.*
7. ADJOURNMENT The Commission adjourned at 7:45 p.m. to a regularly scheduled meeting on October 30, 2007, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.