



**AIRPORT COMMISSION AGENDA
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
April 26, 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.chico.ca.us

AIRPORT COMMISSION

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

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 January 25, 2022 (Attachment 1).

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

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

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

6.1.1 **Minute Order 01-22** authorizing the City Manager to execute a Lease of Real Property at the Chico Municipal Airport (City of Chico/Spelts Wealth Management, Inc.) located at 100 Lockheed. (Attachment 2)

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

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

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. **Tom Bahr – Airport Manager**

- Air Service Development
- Taxiway A Reconstruction
- Hangar Design Standardization Policy
- Consent to Assignment and Assumption Lease Updates
- Prescribed Burn Training
- Gate Installation and Replacement

8.1.2. **Erik Gustafson-Public Works Director**

- Budget Reports (Attachments 3 & 4)
- Cohasset Road Project

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

10. **ADJOURNMENT**

Adjourn 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.



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: 4/22/2022



CHICO MUNICIPAL AIRPORT
Choose Chico → We're Going Places



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
January 25, 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 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.

Attachment 1

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.

Attachment 1

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.



CITY OF CHICO
AIRPORT COMMISSION MINUTE ORDER NO. 01-22

SUBJECT: AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AT THE CHICO MUNICIPAL AIRPORT (CITY OF CHICO/SPELTS WEALTH MANAGEMENT, INC.) FOR 100 LOCKHEED

EXPLANATION PROVIDED BY: Airport Manager

Initials (*TB*)

1. In November 2021, Air Spray notified the City they were not going to be renewing their lease for the hangar located at 100 Lockheed, the attached office space has not been included in this lease and has been vacant for years. At the time, Spelts Wealth Management, Inc. was in the process of finalizing details to sublease from Air Spray a portion of the hangar. Now Spelts Wealth Management, Inc. has submitted a proposal to the City to rent the entire hangar including the office space located at 100 Lockheed. Spelts is working to partner with an aircraft parts manufacturing company, Aircraft Extrusion, for subleasing some of the hangar and office space.
2. The lease with Spelts Wealth Management, Inc. has an initial five (5) year term with the option to extend the lease for up to two 2 ½ year periods. The rent will be based on current hangar rental rates and will be \$3,000 per month, and the City has the option to annually renegotiate the rent.
3. The lease states that upon termination of the lease: 1) all improvements on the leased property made by the Lessee shall become the property of the City without payment of any compensation; and 2) the City shall have the option to require Lessee to remove any or all improvements at the Lessee's sole expense.

RECOMMENDATION: Airport Manager

Initials (*TB*)

It is recommended that the Airport Commission approve this Minute Order and authorize the City Manager to execute this Lease of Real Property at the Chico Municipal Airport (City of Chico/Spelts Wealth Management, Inc.) located at 100 Lockheed.

AIRPORT MANAGER:

Initials (*TB*)

AIRPORT COMMISSION (MEETING OF 04/26/22)

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:

Attachment 3
City of Chico
2022-23 Annual Budget
Fund Summary
AIRPORT FUND

FUND 856 AIRPORT	FY19-20	FY20-21	FY2021-22		FY2022-23	
	Actual	Actual	Council Adopted	Modified Adopted	Dept Request	City Mgr Recomm
Revenues						
41187 CARES Act	0	20,000	0	0	0	0
41199 Other Federal Payments	0	0	0	0	59,000	649,000
42250 Fuel Flowage Fees	26,594	41,765	35,000	35,000	35,000	35,000
42251 Landing Fees	16,936	31,097	35,000	35,000	35,000	35,000
44101 Interest on Investments	14,634	5,703	0	0	5,703	5,703
44130 Rental & Lease Income	943,023	423,958	350,000	350,000	350,000	350,000
44132 T-Hanger Rental & Lease Income	87,727	84,496	80,000	80,000	80,000	80,000
44140 Concession Income	66,324	37,122	60,000	60,000	60,000	60,000
44519 Reimbursement-Other	8,124	22,970	5,000	5,000	5,000	5,000
Total Revenues	1,163,362	667,111	565,000	565,000	629,703	1,219,703
Expenditures						
Operating Expenditures						
691 Aviation Facility Maintenance	605,282	553,188	703,326	707,966	754,118	529,156
995 Indirect Cost Allocation	156,127	159,543	194,678	194,678	160,184	160,184
Total Operating Expenditures	761,409	712,731	898,004	902,644	914,302	689,340
Capital Expenditures						
50397 Air Service Revenue Guarantee	0	0	0	112,893	0	0
50556 Airport Improvements	0	0	0	0	0	590,000
50568 AIP No. 44	0	0	0	0	0	59,000
Total Capital Expenditures	0	0	0	112,893	0	649,000
Total Expenditures	761,409	712,731	898,004	1,015,537	914,302	1,338,340
Other Financing Sources/Uses						
From:						
3001 General	0	495	354,354	354,354	0	0
To:						
9932 Fleet Replacement	(74,861)	(66,791)	(65,920)	(65,920)	(65,920)	(65,920)
Total Other Sources/Uses	(74,861)	(66,296)	288,434	288,434	(65,920)	(65,920)
Excess (Deficiency) of Revenues And Other Sources						
	327,092	(111,916)	(44,570)	(162,103)	(350,519)	(184,557)
Non-Cash / Other Adjustments	(2,282)	(1,275)				
Cash Balance, July 1	367,004	691,814	44,569	578,622	416,519	0
Cash Balance, June 30	691,814	578,622	(1)	416,519	66,000	(184,557)

Fund Name: Fund 856 - Airport
 Authority: City Charter, Section 1104
 Use: Unrestricted
 Authorized Capital Uses: Major programs, buildings and facilities, major equipment
 Authorized Other Uses: Operating, debt service
 Description: Airport operations and improvement only. All revenues restricted to Airport purposes only.

Remarks: Cash Balance is comprised of cash in the fund plus short term receivables less short term liabilities.
 Other Financing Sources/Uses include a transfer from the General Fund to ensure the negative fund balance is reduced by \$100,000 annually as part of the Deficit Reduction Plan outlined in Budget Policy D.1. Target balance is as follows: FY2016-17 Council Adopted (\$894,751), FY2017-18 Council Adopted (\$794,751), FY2018-19 Council Adopted (\$694,751), FY2019-20 City Manager Recommended (\$594,751).
 Cash Balance is comprised of cash in the fund plus short term receivables less short term liabilities.

City of Chico

Department Expense Report

Fund: Dept 856-691

Budget Year: 2022

Current Year Data Through 4/22/2022

Budget Version 10: Working

AIRPORT-AVIATN FAC MTCE		Prior Year's	Current				Percent	
Category	Description	Actuals	Month	Year To Date	Encum-	Budget	Balance	Remaining
		Thru 4/2021	Actuals	Actuals	brances			Budg / Time
4000 Salaries & Employee Benefits								
4000	Salaries - Permanent	88,436.26	7,347.83	139,639.01	0.00	197,300.00	57,660.99	29
4005	Salaries - Supplemental Comp.	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0 Over
4020	Salaries - Hourly Pay	43,538.04	612.00	11,940.16	0.00	0.00	-11,940.16	0 Over
4050	Salaries - Overtime	745.21	103.09	1,777.11	0.00	4,800.00	3,022.89	63
4690	Employee Benefits Other	35,311.29	5,328.64	88,594.50	0.00	130,916.00	42,321.50	32
Salaries & Employee Benefits		168,030.80	13,391.56	246,950.78	0.00	333,016.00	86,065.22	26 18
5000 Materials & Supplies								
5000	Office Expense	467.48	0.00	593.66	0.00	1,690.00	1,096.34	65
5005	Postage & Mailing	105.93	0.00	49.91	0.00	380.00	330.09	87
5010	Outside Printing Expense	0.00	0.00	172.14	0.00	500.00	327.86	66
5050	Books/Periodicals/Software	201.81	0.00	0.00	0.00	0.00	0.00	0
5100	Materials and Supplies	4,688.70	150.48	9,525.20	0.00	17,050.00	7,524.80	44
5105	Small Tools and Equipment	699.82	0.00	419.53	0.00	500.00	80.47	16
5110	Safety Equipment	85.00	0.00	78.26	0.00	400.00	321.74	80
5120	Clothing/Uniforms	0.00	0.00	50.68	0.00	0.00	-50.68	0 Over
5515	Building Maintenance/Repair	513.33	0.00	85.00	0.00	4,000.00	3,915.00	98
7320	Custodial Supplies	0.00	0.00	0.00	0.00	1,600.00	1,600.00	100
7371	Landscape Maintenance Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0
Materials & Supplies		6,762.07	150.48	10,974.38	0.00	26,120.00	15,145.62	58 18
5400 Purchased Services								
5330	Contractual	1,808.97	0.00	0.00	0.00	10,000.00	10,000.00	100
5400	Professional Services	71,241.56	0.00	14,777.55	1,700.04	84,640.00	68,162.41	81
5401	Audit Services	1,605.11	0.00	0.00	0.00	4,195.00	4,195.00	100
5415	Landscape Maintenance	400.00	0.00	278.22	0.00	15,000.00	14,721.78	98
5420	Laundry Services	1,375.71	146.16	1,388.52	0.00	3,000.00	1,611.48	54
5440	Janitorial Services	10,991.71	252.47	9,924.66	0.00	12,908.00	2,983.34	23
5555	Maint Agreements Other	4,361.80	180.00	3,786.36	0.00	6,500.00	2,713.64	42
7347	Weed Control	16,060.00	1,932.08	17,388.72	0.00	8,000.00	-9,388.72	-117 Over
7380	Pest Control	689.00	0.00	686.32	0.00	350.00	-336.32	-96 Over
7383	Air Conditioning Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0
7394	Hazardous Materials Disposal	0.00	0.00	0.00	0.00	475.00	475.00	100
7413	Outside Repairs/Services Other	5,247.00	2,389.00	2,389.00	0.00	8,180.00	5,791.00	71
Purchased Services		113,780.86	4,899.71	50,619.35	1,700.04	153,248.00	100,928.61	66 18
8900 Other Expenses								
5140	Advertising/Marketing	176.31	0.00	0.00	0.00	2,000.00	2,000.00	100
5160	Licenses/Permits/Fees	2,055.50	1,738.00	2,356.00	0.00	3,500.00	1,144.00	33
5370	Memberships/Dues	1,000.00	0.00	2,130.00	0.00	945.00	-1,185.00	-125 Over
5385	Business Expenses	2,568.06	0.00	72.80	0.00	500.00	427.20	85
5386	Conference Expenses	0.00	0.00	580.00	0.00	8,000.00	7,420.00	93
5390	Training	884.18	0.00	0.00	0.00	4,000.00	4,000.00	100
5465	Solid Waste Disposal	0.00	0.00	0.00	0.00	950.00	950.00	100
5480	Communications	7,001.21	400.44	7,070.46	0.00	8,000.00	929.54	12
6731	Moving Expense Reimbursement	0.00	0.00	1,500.00	0.00	0.00	-1,500.00	0 Over
Other Expenses		13,685.26	2,138.44	13,709.26	0.00	27,895.00	14,185.74	51 18
End Fund - Dept 856-691		302,258.99	20,580.19	322,253.77	1,700.04	540,279.00	216,325.19	40 18