



**AIRPORT COMMISSION AGENDA
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
May 11, 2021
10:30 a.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 January 26, 2021 (Attachment 1).

2.2 **APPROVAL OF AIRPORT COMMISSION SPECIAL MEETING MINUTES**
Approve minutes of the Special Airport Commission meeting on March 30, 2021 (Attachment 2).

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

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

5. **CLOSED SESSION** – Please see Agenda Item #9 below

6. **REGULAR AGENDA**

6.1 **NEW AIRPORT MANAGER INTRODUCTION** (Verbal)

6.2 **COMMISSIONER RECRUITMENT UPDATE** (Verbal report by Public Works Director – O&M)

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

The Commission will consider three (3) requests from current Hangar Lessee's 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 execution of the Lease Agreement.

Recommendation: The Airport Manager recommends approval of the following Minute Orders to authorize the City Manager to execute the Consent to Assignment and Assumption Agreements for the following hangar leases:

6.3.1 **Minute Order 06-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Dan Dawson, Assignee, Lessee and Assignor/Lance Petrack-Zunich) Hangar Space No. B-15 (Attachment 3).

6.3.2 **Minute Order 07-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Scott Steele, Assignee, and Assignor/Norm Nielsen, Chico Electric) Hangar Space No. A-1 (Attachment 4).

6.3.3 **Minute Order 08-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Martin Ringvold and Erica Wright, Assignees, and Assignor/Piper Family Trust) Hangar Space A-9 (Attachment 5).

6.4 **CONSIDERATION OF LEASE ASSIGNMENTS APPROVAL CHANGE**

The Commission will discuss delegating authority to approve portable hangar leases at the Airport Manager level and update the Commission on the approvals at the next meeting. (Attachment 6)

Recommendation: The Public Works Director O&M and Airport Manager recommend the Commission delegate authority to City Staff to approve portable hangar leases.

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 REORTS**

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

- A. Unhoused Effort Update
- B. Airport Manager Transition to Tom Bahr

8.2 **AIRPORT COMMISSIONER REPORTS**

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

- A. Finance Committee – Chapman
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) Alternate – Antolock
- D. JetChico – MacMichael, Nichols

9. **CLOSED SESSION**

Commission will recess to Closed Session in Conference Room 1.

9.1 **LEASE REASSIGNMENT UPDATE – 1105 FORTRESS ST, CHICO CA**

10. **ADJOURNMENT**

Adjourn to a Regular Airport Commission meeting on July 27, 2021 at 6:00 p.m. in the City Council Chamber 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: 5/7/2021



CHICO MUNICIPAL AIRPORT
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ATTACHMENT 1



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
January 26, 2021
6:00 p.m.**

**COPIES OF THE MINUTES
ARE AVAILABLE FOR
REVIEW IN THE:**

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

Available online at:
www.ci.chico.ca.us

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 5:58 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 MEETING MINUTES**

Approve minutes of the Regular Airport Commission meeting on October 27, 2020 (Attachment 1).

Public Comments: None

Commissioner Nolan-Gosling requested that future minutes contain bullet points on items that the Public Works Director and/or the Airport Manager report on during the meeting.

A motion was made by Commissioner Nolan-Gosling to approve the January consent agenda. Motion seconded by Commissioner Nichols.

Motion carried as follows:

ATTACHMENT 1

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

NOES: None

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

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

5. **CLOSED SESSION** – None

6. **REGULAR AGENDA**

6.1 **CONSIDERATION OF REQUESTS FOR HANGAR LEASE ASSIGNMENT AND ASSUMPTIONS**

The Commission will consider four (4) requests from current Hangar Lessee's to sell their leased hangar spaces to other individuals. In accordance with AP&P 90-16, the assignment of the lease needs to be reviewed and approved by the Commission prior to execution of the Lease Agreements.

Action: The Interim Airport Manager recommends approval of the following Minute Orders to authorize the City Manager to execute Consent to Assignment and Assumption Agreements for the following four (4) hangar leases.

6.1.1 **Minute Order 01-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Dan Dunkly, Lessee and Assignor/Dan Jay, Assignee) Hangar Space No. B-13 (Attachment 2).

6. 1.2 **Minute Order 04-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Dan Dunkly, Lessee and Assignor/ Stan & Leslie Gungl, Assignee) Hangar Space No. C-6 (Attachment 3).

6.1.3 **Minute Order 03-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Steve Powers, Lessee and Assignor/ Stan & Leslie Gungl, Assignee) Hangar Space No. C-10 (Attachment 4).

6.1.4 **Minute Order 02-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Dan Jay, Lessee and Assignor/Dan Dunkly, Assignee) Hangar Space No. C-12 (Attachment 5)

Commissioner Nichols inquired whether routine lease agreements can be approved at Airport Manager level instead of needing Commission approval. The Public Works Director will consult with the City Attorney and report back to the Commission at the April meeting.

With direction to Staff to report back on routine lease agreement approvals, a motion was made by Commissioner Nichols for these four (4) Consent to

ATTACHMENT 1

Assignment and Assumption Agreements to be approved and executed. Motion seconded by Commissioner MacMichael.

Motion carried as follows:

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

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: None

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 UPDATE**

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

- Homeless Effort Update
- Commissioner Openings
- Airport Manager Position
- PFAS Testing
- Military Aircraft
- Grant to Reconstruct Cohasset Rd
- Enloe Lease

Interim Airport Manager will meet with the City Attorney on 1/27/21 to discuss the Enloe Lease proposal and will provide a meeting summary to the Commission via email.

A motion was made by Commissioner Nichols to add the Enloe Lease discussion to the April agenda. Motion seconded by Nolan-Gosling.

Motion carried as follows:

AYES: Nichols, Nolan-Gosling, MacMichael

NOES: Antolock, Chapman

Motion passed 3-2.

ATTACHMENT 1

8.2 **AIRPORT COMMISSIONER REPORTS**

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

- A. Finance Committee – Chapman
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) Alternate – Antolock
- D. North Valley Aviation Association (NVAA) – open

The NVAA has been discontinued and will be removed from future agenda reports.

- E. JetChico – MacMichael, Nichols

9. **ADJOURNMENT**

Adjourned to a Regular Airport Commission meeting on April 27, 2021 at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, CA.

Date Approved: April 27, 2021



CHICO MUNICIPAL AIRPORT
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ATTACHMENT 2



**AIRPORT COMMISSION MINUTES
SPECIAL MEETING
Via the Zoom Platform
March 30, 2021
10:00 a.m.**

**COPIES OF THE MINUTES
ARE AVAILABLE FOR
REVIEW IN THE:**

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

Available online at:
www.ci.chico.ca.us

AIRPORT COMMISSION

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

1. **SPECIAL AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

Called to order by Chair Antolock at 10:01 a.m.

1.2 **PLEDGE OF ALLEGIANCE**

1.3 **ROLL CALL**

Present: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling
Absent: None

2. **SPECIAL AGENDA**

2.1 **CONFIRMATION OF AIRPORT MANAGER**

The Public Works Director – Operations & Maintenance is requesting the Commission confirm the appointment of Tom Bahr as the Airport Manager.

Action: The Public Works Director – O&M recommends the Airport Commission confirm the City Manager's recommendation to hire Thomas Bahr as the City of Chico Airport Manager.

A motion was made by Vice Chair Nichols to confirm the appointment of Thomas Bahr as the City of Chico Airport Manager. Motion was seconded by Commissioner Nolan-Gosling.

Motion carried as follows:

AYES: Antolock, Nichols, Chapman, MacMichael Nolan-Gosling.

NOES: None.

ATTACHMENT 2

5. **ADJOURNMENT**

Adjourn to a Regular Airport Commission meeting on April 27, 2021 at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, CA.

Date Approved: April 27, 2021



CHICO MUNICIPAL AIRPORT
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DRAFT

CITY OF CHICO
AIRPORT COMMISSION MINUTE ORDER NO. 06-21

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/DAN DAWSON) HANGAR SPACE NO. B-15

EXPLANATION PROVIDED BY: Interim Airport Manager

Initials (RD)

1. On September 5, 2017, Lance Petrack-Zunich notified the City that he intended to sell Hangar B-15 to Dan Dawson immediately. I am unsure why the Consent to Assignment was not processed at that time, but it needs to be finalized.
2. The lease with Lance Petrack-Zunich is the standard ABC row 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 \$595.70 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: Interim Airport Manager

Initials (RD)

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/Dan Dawson) Hangar Space No. B-15.

INTERIM AIRPORT MANAGER:

Initials (RD)

AIRPORT COMMISSION (MEETING OF 4/27/2021)

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

Approved Other (explain below)

Rod Dinger, Interim Airport Manager

CERTIFICATION

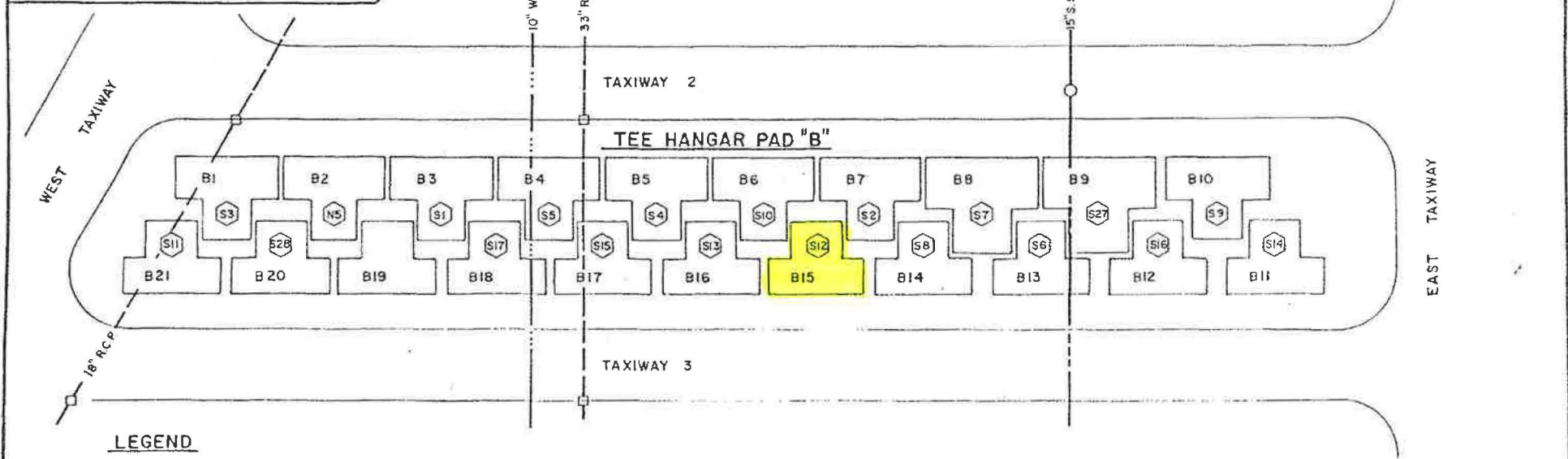
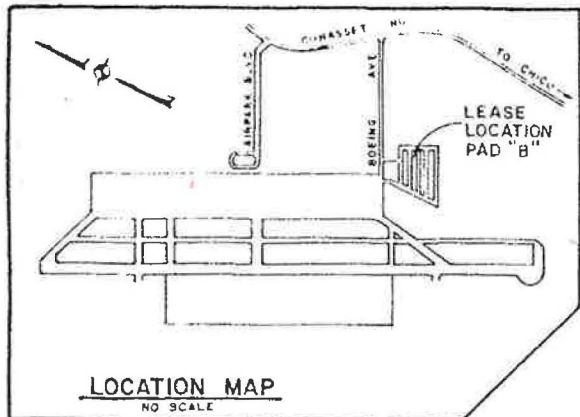
I hereby certify that the above is a true and correct copy of the original Minute Order on file in the office of the Airport Manager.

Rod Dinger, Interim Airport Manager

DISTRIBUTION

Preliminary:

Final:



LEGEND

- B2 . PERMANENT TEE HANGAR SPACE NUMBER
- (N2) TEMPORARY TEE HANGAR SPACE NUMBER



EXHIBIT "A"

CITY OF CHICO DEPT. OF PUBLIC WORKS			
PLAY TO ACCOMPANY LEASE TO Lance Petrack-Zunich			TEE HANGAR SPACE B-15
DRAWN BY TJM	CHECKED BY MH	DATE AUG, 1985	SCALE NO SCALE
DESIGN ENGINEER <i>M. R. ...</i>		APPROVED BY DIR. DIRECTOR OF PUBLIC WORKS <i>M. R. ...</i>	R.C.E. NO. 26552

CHICO MUNICIPAL AIRPORT
GENERAL AVIATION HANGAR ROWS



Fire Station No. 3

A

B

C

D

E

X B-15

FORTRESS ST

SIKORSKY AVE

FORTRESS ST

BOEM

THUNDERBO

ATTACHMENT 4

**CITY OF CHICO
AIRPORT COMMISSION MINUTE ORDER NO. 07-21**

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/SCOTT STEELE) HANGAR SPACE NO. A-1

EXPLANATION PROVIDED BY: Interim Airport Manager

Initials (*RD*)

1. On March 25, 2021, Scott Steele notified me that he intended to buy Hangar A-1 from Norm Nielsen, Chico Electric immediately.
2. The lease with Norm Nielsen, Chico Electric is the standard ABC row 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 \$556.48 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: Interim Airport Manager

Initials (*RD*)

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/Scott Steele) Hangar Space No. A-1.

INTERIM AIRPORT MANAGER:

Initials (*RD*)

AIRPORT COMMISSION (MEETING OF 4/27/2021)

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

Approved Other (explain below)

Rod Dinger, Interim Airport Manager

CERTIFICATION

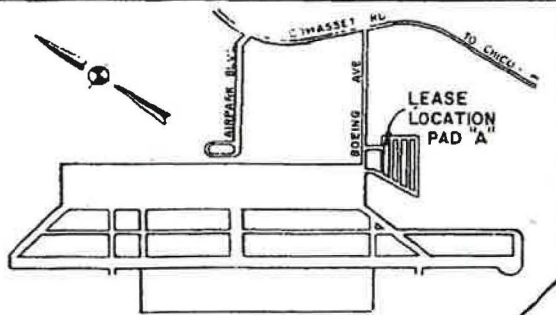
I hereby certify that the above is a true and correct copy of the original Minute Order on file in the office of the Airport Manager.

Rod Dinger, Interim Airport Manager

DISTRIBUTION

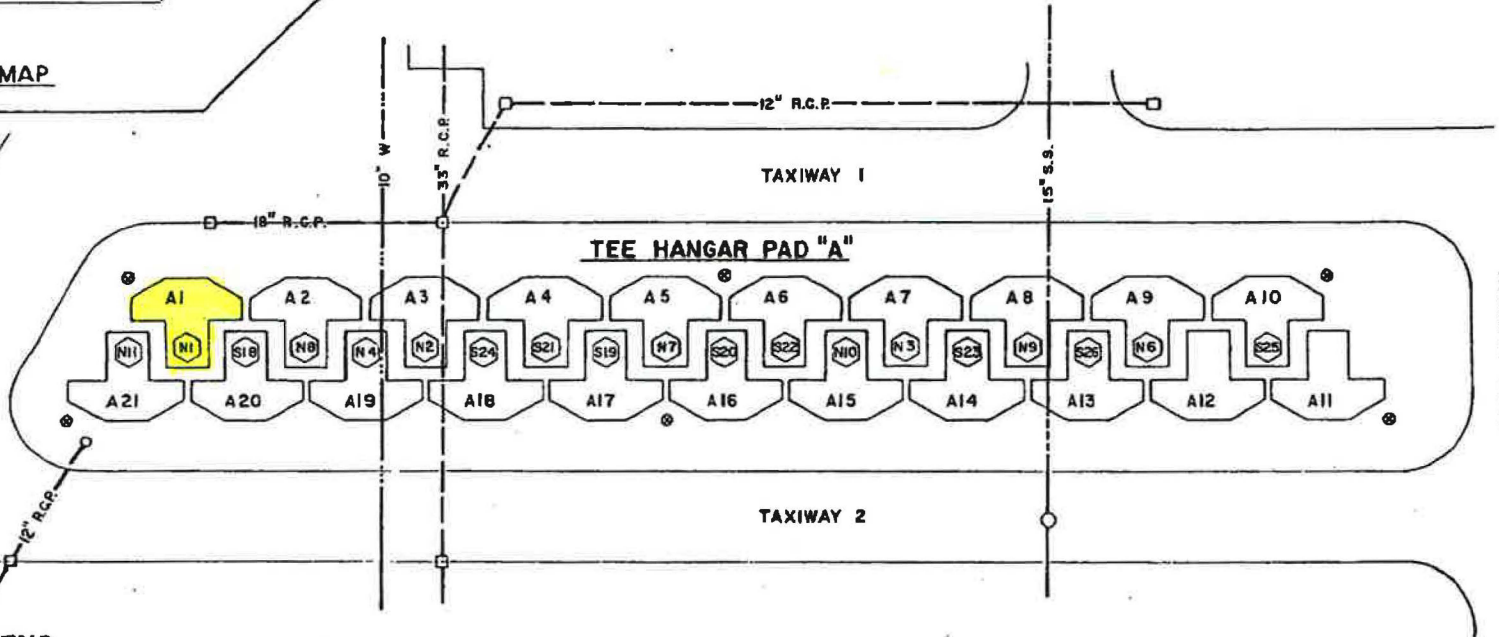
Preliminary:

Final:



LOCATION MAP
NO SCALE

WEST TAXIWAY



EAST TAXIWAY

LEGEND

- AZ PERMANENT TEE HANGAR SPACE NUMBER
- (N2) TEMPORARY TEE HANGAR SPACE NUMBER
- ⊙ TAXIWAY LIGHTS



EXHIBIT "A"

CITY OF CHICO DEPT. OF PUBLIC WORKS			
PLAT TO ACCOMPANY LEASE TO: Harp Family Trust of 2009			TEE HANGAR SPACE A 1
DRAWN BY: T J M	CHECKED BY: M H	DATE: AUG, 1965	SCALE: NO SCALE
DESIGN ENGINEER: <i>M. J. ...</i>		APPROVED BY: <i>M. J. ...</i> 26552 FOR DIRECTOR OF PUBLIC WORKS R.C.S. NO	

CHICO MUNICIPAL AIRPORT
GENERAL AVIATION HANGAR ROWS



Fire Station No. 3

A

B

C

D

E

A-1 X

BOEING

FORTRESS ST

SIKORSKY AVE

THUNDERBO

FORTRESS ST

ATTACHMENT 5

**CITY OF CHICO
AIRPORT COMMISSION MINUTE ORDER NO. 08-21**

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/MARTIN RINGVOLD AND ERICA WRIGHT) HANGAR SPACE NO. A-9

EXPLANATION PROVIDED BY: Interim Airport Manager

Initials (*RD*)

1. On April 1, 2021, Martin Ringvold notified me that he and his wife, Erica Wright intended to buy Hangar A-9 from the Piper Family Trust on April 8, 2021.
2. The lease with the Piper Family Trust is the standard ABC row 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 \$533.92 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: Interim Airport Manager

Initials (*RD*)

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/Martin Ringvold and Erica Wright) Hangar Space No. A-9.

INTERIM AIRPORT MANAGER:

Initials (*RD*)

AIRPORT COMMISSION (MEETING OF 4/27/2021)

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

Approved Other (explain below)

Rod Dinger, Interim Airport Manager

CERTIFICATION

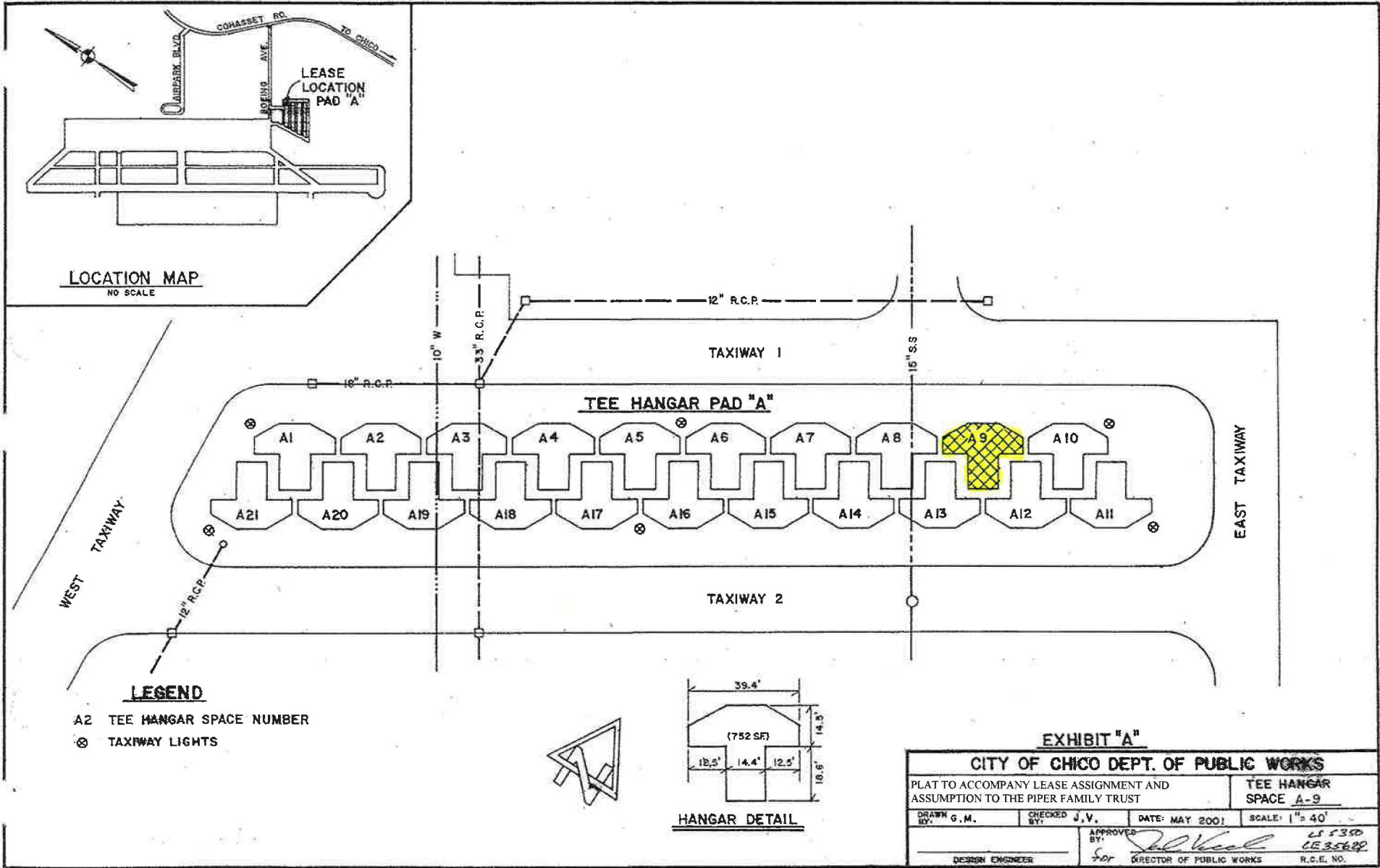
I hereby certify that the above is a true and correct copy of the original Minute Order on file in the office of the Airport Manager.

Rod Dinger, Interim Airport Manager

DISTRIBUTION

Preliminary:

Final:



LOCATION MAP
NO SCALE

LEGEND

- A2 TEE HANGAR SPACE NUMBER
- ⊗ TAXIWAY LIGHTS



EXHIBIT "A"

CITY OF CHICO DEPT. OF PUBLIC WORKS			
PLAT TO ACCOMPANY LEASE ASSIGNMENT AND ASSUMPTION TO THE PIPER FAMILY TRUST			TEE HANGAR SPACE A-9
DRAWN G.M.	CHECKED J.V.	DATE: MAY 2001	SCALE: 1" = 40'
DESIGN ENGINEER	APPROVED BY: <i>[Signature]</i>	LE 5350 CE 35628 R.C.E. NO.	

EXHIBIT "A"

CHICO MUNICIPAL AIRPORT
GENERAL AVIATION HANGAR ROWS





Airport Commission Agenda Report

Meeting Date: 4/27/21

TO: Airport Commission

FROM: Tom Bahr, Airport Manager

RE: CONSIDERATION OF LEASE ASSIGNMENTS APPROVAL CHANGE

REPORT IN BRIEF:

Current practices for any new or routine lease assignment for hangars in rows A, B, and C approval has come from the Airport Commission through the use minute orders. Staff and Commissioners have realized a need for the approval of these lease assignments to occur in a timelier manner. The change of hangar ownership for hangar rows A, B, and C has increased and the Commission approvals usually occur well after the hangar owner transfer has taken place. Due to the frequency of reassignments and the time between quarterly Airport Commission meetings, staff recommend the Airport Manager be given authority to approve assignments for hangar rows A, B, and C.

Recommendation: Staff recommends the Airport Commission authorize the Airport Manager to approve lease assignments for hangars on hangar rows A, B, and C with there being exceptions for unique cases regarding these hangars.

FISCAL IMPACT:

None.

BACKGROUND:

Lease reassignments are a common practice at CIC for the hangars in rows A, B, and C. At present the Airport Commission authorizes any lease assignment with terms up to fifteen (15) years for all hangars. The approval from the Airport Commission on many assignments and new leases is a necessity, while there are some that have been deemed as unnecessary and routine. Lease assignments for hangars in rows A, B and C fall into the routine category. There has been some desire to remove the burden and streamline the process of these routine lease assignments from the Airport Commission to allow the approval to be completed by the Airport Manager. The authorization for the Airport Manager to approve these routine lease assignments would allow the lease approval to more closely coincide with the sale or new occupancy of these before mentioned hangars.

DISCUSSION:

In previous years any new lease assignment for hangars in rows A, B, and C approval has come from the Airport Commission through the use minute orders. Staff and Commissioners have realized a need for the approval of these lease assignments to occur more in line with hangar change in ownership or occupancy.

On 11-3-20 Council adopted the Airport Commission's updated lease policy 90-16 recommendation. Section 5. H. gives the Airport Manager authority to approve leases having a term of one year or less prior to receiving Commission approval. Due to the routine nature and high frequency of reassignments of portable non-permanent hangars located in rows A, B, and C, it's common for a tenant to transact a reassignment prior to the next quarterly Commission meeting. Therefore, staff recommend the Airport Commission grant the Airport Manager authority to transact assignments for rows A, B, and C as long as they're in conjunction with the lease policy. Lease policy 90-16 can be amended to reflect the Airport Commission's recommendation.

Prepared By:


Tom Bahr, Airport Manager

RE: Consideration of Lease Assignments Approval Change
Meeting Date: 04/27/21
Page 2

DISTRIBUTION:

Agenda Packet

City Clerk