



**AIRPORT COMMISSION AGENDA  
REGULAR MEETING  
City Council Chamber  
421 Main Street  
Chico, CA 95928  
January 25, 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.ci.chico.ca.us](http://www.ci.chico.ca.us)

**AIRPORT COMMISSION**

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

---

**PUBLIC PARTICIPATION:**

*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](mailto: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.***

---

***This meeting will be conducted using the City's Zoom platform. This meeting will not be televised.***

*Participants may use the following information to remotely view and participate in the meeting.*

**Event: City of Chico Airport Commission Meeting**

Time: Jan 25, 2022 06:00 PM Pacific Time

Join Zoom Meeting

<https://us06web.zoom.us/j/86856385282?pwd=THZDSVlpYXI3cThoV2dDN1hrZnNrdz09>

Meeting ID: 868 5638 5282

Passcode: 027906

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 868 5638 5282

Passcode: 027906

Find your local number: <https://us06web.zoom.us/j/kcOTBFok3Z>

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

1.2 **PLEDGE OF ALLEGIANCE**

1.3 **ROLL CALL**

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 will elect a chair and vice-chair for calendar year 2022.

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).

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

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

5. **CLOSED SESSION** – None

6. **REGULAR AGENDA**

6.1 **HANGAR DESIGN STANDARDS POLICY** (See Staff Report, Attachment 2)

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 requests the Commission recommend City Council approval of the Hangar Design Standards Policy.

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**

Verbal Report from Public Works Director, Erik Gustafson

- Budget Reports (See Attachments)

10.2 **AIRPORT COMMISSIONER REPORTS**

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

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

11. **ADJOURNMENT**

Adjourn to a Regular Airport Commission meeting on April 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: 1/20/22**



**CHICO MUNICIPAL AIRPORT**  
Choose Chico → We're Going Places



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

**AIRPORT COMMISSION**

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

---

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

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

1.2 **PLEDGE OF ALLEGIANCE**

1.2 **ROLL CALL**

Present: Antolock, Nichols, MacMichael, Nolan-Gosling, Breckenridge.  
Absent: None

2. **CONSENT AGENDA**

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

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

Approve minutes of the Regular Airport Commission meeting on July 29<sup>th</sup>, 2021.

Public Comments: None

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

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

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

A motion was made by Commissioner Chapman to approve both items under the Consent Agenda. Motion was seconded by Commissioner Nichols.

Motion carried and passed 5-0 as follows:

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

NOES: None

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

4. **OFFICIAL CEREMONY**

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

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

5. **CALL TO ORDER**

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

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

7. **CLOSED SESSION** – None

8. **REGULAR AGENDA**

8.1 **CONSIDERATION OF 2022 AIRPORT COMMISSION MEETING CALENDAR**

Per Airport Charter section 2.36.030, the Commission shall select a weekday and time for regular quarterly meetings during the months of January, April, July and October that shall begin no earlier than 6:00 p.m. The Commission will consider the following proposed meeting schedule for 2022.

January 25, 2022

April 26, 2022

July 26, 2022

October 25, 2022

A Motion was made by Commissioner Martin to approve the 2022 Airport Commission Meeting Calendar. The motion was seconded by Commission MacMichael.

Motion carried and passed 5-0 as follows:

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

NOES: None

9. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

There was no business from the floor.

10. **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.

10.1 **AIRPORT MANAGER REPORTS**

Verbal report from Tom Bahr, Airport Manager.

10.1.1. **Tom Bahr – Airport Manager**

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

Commissioner Nolan-Gosling and Chair Antolock requested a monthly update be sent via email from the Airport Manager.

10.2 **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 –
- B. Internal Affairs Committee – Nolan-Gosling
- C. Butte County Airport Land Use Commission (ALUC) – Tom Bahr
- D. Air Service Development Committee – MacMichael, Antolock

Chair Antolock suggested Commissioner Nichols be appointed to the Finance Committee. Appointment to be addressed at the January meeting.

11. **ADJOURNMENT**

The meeting adjourned at 7:38pm to the next Regular Airport Commission meeting on January 25, 2022 in the City Council Chambers located at 421 Main St, 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.



**CHICO MUNICIPAL AIRPORT**  
Choose Chico → We're Going Places



## Airport Commission Agenda Report

Meeting Date: 1/25/2022

TO: Airport Commission  
FROM: Tom Bahr, Airport Manager  
RE: Policy & Procedure for Hangar Design Standardization

---

### REPORT IN BRIEF:

In response to a request made by the Airport Commission, Airport Staff has created and had reviewed by the Chico City Attorney a policy for procedures in standardizing hangar improvements.

**Recommendation:** The Airport Manager recommends the Airport Commission recommend to the City Council the approval of the Policy & Procedures for Hangar Design Standardization.

### BACKGROUND:

On July 29<sup>th</sup>, 2021, the Airport Commission received a request to have approval for the placement of standardized insignia on hangar doors. The Airport Commission asked the Airport Manager to create a policy for hangar design standards, and to have it reviewed by the City Attorney. In December 2021 the Airport Manager received a reviewed and adjusted policy from the City Attorney.

### DISCUSSION:

Previously, any improvement to be done on a hangar building has been determined according to the details in the lease. In some leases it is clear for the procedures in making any improvements, while in other leases this procedure is not mentioned. The procedures for hangar improvements have not been consistent among all hangar leases. This policy will give that consistency and offer a simple approval requirement. The Airport Manager recommends the Airport Commission recommend to the City Council the approval of the Policy & Procedures for Hangar Design Standardization.

Prepared By:

---

Tom Bahr – Airport Manager

### **DISTRIBUTION:**

City Clerk (3)



**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject:  Policy & Procedure for Hangar Design Standardization	Number: XX-XX
	Effective Date:  March 1, 2022
Department(s) Affected:  Public Works – Operations and Maintenance/Airport	Supersedes:
Authority:  Charter xxx. Airport Commission Motion dated 01/25/2022.	File Reference:
	Approved:

**I. PURPOSE**

To establish a policy and procedure for the standardizing of designs and changes to aircraft hangars at the Chico Municipal Airport.

**II. POLICY**

- a. Subject to any rights or obligations provided for under the Improvements section of a lease, Lessee shall not make, or allow to be made, any alterations, physical additions, improvements, or partitions, including without limitation the attachment of any fixtures or equipment ("Improvements"), in, about or to the Premise without obtaining the prior written consent of City Manager and Airport Manager, which shall not be unreasonably withheld.
- b. Hangar Signs or Insignia
  - Any sign or insignia placed on the door of a hangar would need to be (3' X 3') and be centered on the hangar door. Any signage shall be a professional decal and mounted to an aluminum sheet backing.
  - Any additional signs or advertisements shall refer to the policy set forth in section a.
- c. PROCESS FOR SUBMITTING PROPOSAL

### Attachment 3

To ensure consistency in evaluation, any request for making improvements will require a written request from the lessee to be submitted to the City Manager and Airport Manager.

The written request must include the following information regarding the proposed changes:

- Name and contact information of Entity leasing the property
- Address of leased property
- Proposed changes to be made

**City of Chico**  
**Department Expense Report**

**Fund - Dept 856-691** Budget Year: 2022

Current Year Data Through 1/20/2022

Budget Version 10: Working

AIRPORT-AVIATN FAC MTCE		Prior Year's	Current	Year To Date	Encum-	Budget	Budget	Percent	
Category Description		Actuals	Month	Actuals	brances		Balance	Remaining	
		Thru 1/2021	Actuals	Actuals				Budg / Time	
<b>4000 Salaries &amp; Employee Benefits</b>									
4000	Salaries - Permanent	60,249.27	23,776.46	98,774.74	0.00	197,300.00	98,525.26	50	
4020	Salaries - Hourly Pay	30,150.54	485.50	9,400.16	0.00	0.00	-9,400.16	0	Over
4050	Salaries - Overtime	537.25	123.20	1,227.46	0.00	4,800.00	3,572.54	74	
4690	Employee Benefits Other	18,424.84	9,183.48	58,190.21	0.00	130,916.00	72,725.79	56	
<b>Salaries &amp; Employee Benefits</b>		<b>109,361.90</b>	<b>33,568.64</b>	<b>167,592.57</b>	<b>0.00</b>	<b>333,016.00</b>	<b>165,423.43</b>	<b>50</b>	<b>41</b>
<b>5000 Materials &amp; Supplies</b>									
5000	Office Expense	163.70	0.00	51.15	0.00	1,690.00	1,638.85	97	
5005	Postage & Mailing	92.70	0.00	49.91	0.00	380.00	330.09	87	
5010	Outside Printing Expense	0.00	0.00	0.00	0.00	500.00	500.00	100	
5050	Books/Periodicals/Software	201.81	0.00	0.00	0.00	0.00	0.00	0	
5100	Materials and Supplies	4,273.17	85.00	7,851.57	0.00	17,050.00	9,198.43	54	
5105	Small Tools and Equipment	640.88	0.00	384.65	0.00	500.00	115.35	23	
5110	Safety Equipment	85.00	0.00	0.00	0.00	400.00	400.00	100	
5120	Clothing/Uniforms	0.00	0.00	50.68	0.00	0.00	-50.68	0	Over
5515	Building Maintenance/Repair	367.56	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	
<b>Materials &amp; Supplies</b>		<b>5,824.82</b>	<b>85.00</b>	<b>8,472.96</b>	<b>0.00</b>	<b>26,120.00</b>	<b>17,647.04</b>	<b>68</b>	<b>41</b>
<b>5400 Purchased Services</b>									
5330	Contractual	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100	
5400	Professional Services	50,784.56	0.00	7,700.05	6,700.04	84,640.00	70,239.91	83	
5401	Audit Services	1,605.11	0.00	0.00	0.00	4,195.00	4,195.00	100	
5415	Landscape Maintenance	0.00	0.00	7.95	0.00	15,000.00	14,992.05	100	
5420	Laundry Services	915.76	182.70	950.04	0.00	3,000.00	2,049.96	68	
5440	Janitorial Services	7,406.91	0.00	6,186.64	0.00	12,908.00	6,721.36	52	
5555	Maint Agreements Other	3,300.90	0.00	2,333.63	0.00	6,500.00	4,166.37	64	
7347	Weed Control	11,200.00	0.00	11,592.48	0.00	8,000.00	-3,592.48	-45	Over
7380	Pest Control	509.00	0.00	425.00	0.00	350.00	-75.00	-21	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	2,327.00	0.00	0.00	0.00	8,180.00	8,180.00	100	
<b>Purchased Services</b>		<b>78,049.24</b>	<b>182.70</b>	<b>29,195.79</b>	<b>6,700.04</b>	<b>153,248.00</b>	<b>117,352.17</b>	<b>77</b>	<b>41</b>
<b>8900 Other Expenses</b>									
5140	Advertising/Marketing	176.31	0.00	0.00	0.00	2,000.00	2,000.00	100	
5160	Licenses/Permits/Fees	581.50	0.00	618.00	0.00	3,500.00	2,882.00	82	
5370	Memberships/Dues	1,000.00	0.00	1,710.00	0.00	945.00	-765.00	-81	Over
5385	Business Expenses	1,131.00	0.00	72.80	0.00	500.00	427.20	85	
5386	Conference Expenses	0.00	0.00	0.00	0.00	8,000.00	8,000.00	100	
5390	Training	0.00	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	5,077.14	793.90	4,601.84	0.00	8,000.00	3,398.16	42	
6731	Moving Expense Reimbursement	0.00	1,500.00	1,500.00	0.00	0.00	-1,500.00	0	Over
<b>Other Expenses</b>		<b>7,965.95</b>	<b>2,293.90</b>	<b>8,502.64</b>	<b>0.00</b>	<b>27,895.00</b>	<b>19,392.36</b>	<b>70</b>	<b>41</b>
<b>End Fund - Dept 856-691</b>		<b>201,201.91</b>	<b>36,130.24</b>	<b>213,763.96</b>	<b>6,700.04</b>	<b>540,279.00</b>	<b>319,815.00</b>	<b>59</b>	<b>41</b>

**City of Chico**  
**2019-20 Annual Budget**  
**Fund Summary**  
**AIRPORT FUND**

FUND 856 AIRPORT	FY16-17	FY17-18	FY2018-19		FY2019-20	
	Actual	Actual	Council Adopted	Modified Adopted	Dept Request	City Mgr Recomm
<b>Revenues</b>						
41186 Airport Improvement Program	3,251,507	0	0	0	0	0
42250 Fuel Flowage Fees	19,778	39,612	30,000	30,000	35,000	35,000
42251 Landing Fees	32,317	32,244	35,000	35,000	35,000	35,000
44101 Interest on Investments	(5,452)	(1,718)	0	0	0	0
44130 Rental & Lease Income	379,647	409,023	350,000	555,751	350,000	350,000
44132 T-Hanger Rental & Lease Income	80,475	81,706	80,000	80,000	80,000	80,000
44140 Concession Income	29,461	77,421	60,000	60,000	60,000	60,000
44505 Miscellaneous Revenues	116	0	0	0	0	0
44519 Reimbursement-Other	22,077	5,390	5,000	5,000	5,000	5,000
46010 Reimb of Damage to City Prop	2,153	2,863	0	0	0	0
<b>Total Revenues</b>	<b>3,812,079</b>	<b>646,541</b>	<b>560,000</b>	<b>765,751</b>	<b>565,000</b>	<b>565,000</b>
<b>Expenditures</b>						
<b>Operating Expenditures</b>						
000 Funds Administration	(51,632)	7,492	0	0	0	0
691 Aviation Facility Maintenance	576,024	573,786	790,686	810,628	778,311	794,246
995 Indirect Cost Allocation	284,336	284,336	152,725	152,725	156,127	156,127
<b>Total Operating Expenditures</b>	<b>808,728</b>	<b>865,614</b>	<b>943,411</b>	<b>963,353</b>	<b>934,438</b>	<b>950,373</b>
<b>Capital Expenditures</b>						
50283 AIP No. 35	60,439	0	0	0	0	0
50314 AIP No. 36	19,870	0	0	0	0	0
50318 AIP No. 37	62,704	0	0	0	0	0
50339 AIP No. 38	3,443,470	0	0	0	0	0
50397 Air Service Revenue Guarantee	0	0	15,000	15,000	206,000	100,000
<b>Total Capital Expenditures</b>	<b>3,586,483</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>206,000</b>	<b>100,000</b>
<b>Total Expenditures</b>	<b>4,395,211</b>	<b>865,614</b>	<b>958,411</b>	<b>978,353</b>	<b>1,140,438</b>	<b>1,050,373</b>
<b>Other Financing Sources/Uses</b>						
From:						
3001 General	396,316	445,600	392,700	392,700	155,605	85,333
3410 Bond Proceeds	334,976	30,119	0	0	0	0
3857 Airport AIP	0	264,621	0	0	0	0
3902 Unemployment Insurance Reserve	344	0	0	0	0	0
To:						
9857 Airport Improvement Grants	0	(30,119)	0	(271,322)	0	0
9932 Fleet Replacement	(75,130)	(75,130)	(77,713)	(77,713)	(74,861)	(74,861)
<b>Total Other Sources/Uses</b>	<b>656,506</b>	<b>635,091</b>	<b>314,987</b>	<b>43,665</b>	<b>80,744</b>	<b>10,472</b>
<b>Excess (Deficiency) of Revenues And Other Sources</b>	<b>73,374</b>	<b>416,018</b>	<b>(83,424)</b>	<b>(168,937)</b>	<b>(494,694)</b>	<b>(474,901)</b>
Non-Cash / Other Adjustments	(129,247)	(236,049)				
<b>Cash Balance, July 1</b>	<b>(75,007)</b>	<b>(130,881)</b>	<b>(611,327)</b>	<b>49,086</b>	<b>(119,850)</b>	<b>0</b>
<b>Cash Balance, June 30</b>	<b>(130,881)</b>	<b>49,086</b>	<b>(694,751)</b>	<b>(119,850)</b>	<b>(614,544)</b>	<b>(474,901)</b>

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.