

CITY OF CHICO
REGULAR CHICO AIRPORT COMMISSION MEETING – February 12, 2013
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – The meeting was called to order at 6:00 p.m.

1.2. Swearing-in of newly appointed Airport Commissioners – City Clerk Deborah Presson conducted the swearing-in of Kurt Nathan who was re-appointed to a four year term, BT Chapman appointed to a four year term and Karl Ory and Gregory Sanger each appointed to serve two year terms.

The City Manager recognized outgoing commissioners Charles Mueller who served for four years and Bob Koch who served for six years, holding the position of Chair in 2010 and 2011, and thanked them for their years of service.

1.3. Election of Chair and Vice Chair
(Elections were taken out of order and held after items 1.4 and 1.5.)

Management Analyst Collins described the election process.

A motion was made by Nolan-Gosling and seconded by Chapman nominating Nathan for the position of Chair.

There being no additional nominations the motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nolan-Gosling
NOES: None
ABSTAIN: Nathan

A motion was then made by Nathan and seconded by Sanger nominating Nolan-Gosling for the position of Vice-Chair.

There being no additional nominations the motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan
NOES: None
ABSTAIN: Nolan-Gosling

Chair Nathan welcomed Commissioners Chapman, Ory, and Sanger to the Airport Commission and congratulated Commissioner Nolan-Gosling on his re-election as Vice-Chair.

1.4. Roll Call

Present: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
Absent: None

1.5. Moment of Silence – A moment of silence in remembrance of Airport Commissioner Bob Michels, who passed away on November 9, 2012, was observed.

2. **CONSENT AGENDA**

A motion was made by Nolan-Gosling and seconded by Sanger to amend Item 2.1. to reflect the adjourned Airport Commission meeting had been rescheduled from January 9, 2013, to February 12, 2013.

The motion carried by the following vote:

AYES: Chapman, Sanger, Nathan, Nolan-Gosling
NOES: None
ABSTAIN: Ory

A second motion was made by Chapman and seconded by Sanger to approve the Consent Agenda, as amended.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None
ABSTAIN: Ory (Item 2.1.)

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

Approved - minutes of the Airport Commission meeting of October 30, 2012, as amended.

2.2. **MINUTE ORDER RECOMMENDATION THAT THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO EXECUTE A CONSENT TO ASSIGNMENT AND ASSUMPTION OF THE LEASE OF REAL PROPERTY AT CHICO MUNICIPAL AIRPORT, 100 PIPER AVENUE (CITY OF CHICO/HAROLD SCHOOLER LESSEE AND ASSIGNOR/HAROLD L. SCHOOLER AND KATHERINE E. SCHOOLER AS TRUSTEES FOR THE SCHOOLER FAMILY TRUST, ASSIGNEE) AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order recommending to the City Council that it authorize the City Manager to execute a Consent to Assignment and Assumption of the Lease of Real Property at Chico Municipal Airport, 100 Piper Avenue (City of Chico/Harold Schooler, Lessee and Assignor/Harold L. Schooler and Katherine E. Schooler as Trustees for The Schooler Family Trust, Assignee) and related documents as applicable. *(The Airport Manager recommended approval of the Minute Order.)*

ITEMS REMOVED FROM CONSENT AGENDA (if any)

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

4. **REGULAR AGENDA**

4.1. **CONTINUED CONSIDERATION OF THE AD HOC COMMITTEE'S RECOMMENDATIONS ON THE FEASIBILITY OF: (1) CHARGING A PARKING FEE IN THE AIRPORT TERMINAL PARKING LOT; AND (2) DESIGNATING A TRANSIENT AIRCRAFT TIE-DOWN AREA AND COLLECTING A TIE-DOWN FEE FOR THE PARKING OF TRANSIENT AIRCRAFT (Report – Commissioner Nolan-Gosling)**

Recommendation: The Committee recommended that the Airport Commission review and consider the additional information provided at tonight's meeting and provide direction to the Committee on how to proceed.

A letter dated January 9, 2013, from the North Valley Aviation Association providing input on this item was included as Attachment 5.

Vice-Chair Nolan-Gosling provided the history behind the parking fee proposal and the Committee's recommendations to establish a fee of five dollars for parking from four to 24 hours. He identified issues that would be faced such as enforcement and funding and the need to address the possibility that passengers would park on Fortress Street to avoid paying the fee.

Commissioner Sanger expressed concerns about the revenue assumptions, asked what the Commission is trying to accomplish other than improve revenue, and suggested the Commission look at airport revenue and expenses as a whole before deciding to charge for parking.

City Manager Nakamura stated that the City Council has identified transportation and economic development as core issues facing the City. He suggested the Airport Commission have a workshop to discuss an airport business plan as part of the work plan, look at the airport from a broad perspective to identify resources and opportunities, and recognized the airport's role as an economic engine for the community.

Commissioner Sanger agreed that a plan of some kind would benefit the airport.

City Manager Nakamura stated that the City Council has three standing committees, Internal Affairs, Economic Development and Finance, and that representation from the Airport Commission at these meetings should be considered.

Floyd Sanderson, representing the North Valley Aviation Association (NVAA), addressed the Commission reiterating the comments and concerns addressed in the NVAA letter related to the transient aircraft parking proposal.

Michael Moran addressed the Commission against both the parking and tie-down fees as proposed.

J. Michael Antolock addressed the Commission against the parking fee proposal.

A motion was made by Ory and seconded by Sanger to accept the report but put off the discussion for six months until after the work plan is developed to see how the proposals fit into the overall airport plan.

It was the consensus of the Commission to table both the motion and the discussion and to address the proposals in the context of the work plan.

4.2. **DISCUSSION OF COMMITTEE ASSIGNMENTS**

The Airport Commission has one standing committee, the Airport Architectural Committee, and may create temporary ad hoc committee's as necessary to allow for more detailed consideration of a specific issue. Ad hoc committee recommendations are then reported back to the full Commission. Each committee may have no more than two members.

It was the consensus of the Commission to assign Chapman and Nolan-Gosling to the Airport Architectural Committee.

Commissioner Chapman commented on ad hoc committees and the fact that members are limited to two. He suggested that it may be more effective on significant issues to have more of a group think whether that be through work shops or some other gathering of the entire group.

City Manager Nakamura suggested that a special meeting be held where staff will provide information on the history of the key issues to frame the big picture and that it will be essential for the Commission to weigh in on the budget development with the City Council.

Commissioner Sanger expressed a sense of urgency and volunteered to work on the plan. He suggested a standing committee or working group that meets on a regular basis, maybe once or twice a month.

Commissioner Chapman pointed out the effect of allocations to the airport budget and City Manager Nakamura said allocations would be one of the items addressed in the presentation to the Commission at a special meeting.

4.3. **DISCUSSION OF DEVELOPMENT OF 2013-2014 WORK PLAN**

The Airport Commission was provided with a copy of the 2011-2012 Work Plan and the Work Plan Status Update that was submitted to the City Council in November. The Commission discussed the method it would like to use to development its 2013-2014 Work Plan which is anticipated to be due to the City Council in June.

Commissioner Ory expressed surprise that there was not a lot about job creation in the Work Plan.

Commissioner Sanger said there were three issues in his mind: (1) job creation and enterprise; (2) airport operations and its finances; and (3) commercial air service and that the first priority is to stop the bleeding on the bottom line and once that is under control focus on the growth of additional air service.

Chair Nathan provided background on the activities of the ad hoc committee working to expand air service.

J. Michael Antolock addressed the Commission regarding air service development.

Greg Fischer addressed the Commission regarding air service development and encouraged the Commission to preserve, promote, and expand both existing and new service and expressed a desire to be involved in efforts to develop new service.

5. **BUSINESS FROM THE FLOOR**

Floyd Sanderson, NVAA, addressed the Commission pointing out that if they meet as a group the Brown Act applies and wanted to confirm that interested parties would be notified.

6. **REPORTS AND COMMUNICATION**

6.1. Letter dated November 12, 2012, to the Mayor and City Council from Bob Koch resigning from the Airport Commission effective December 1, 2012.

6.2. Letter dated January 14, 2013, from DigitalPath, Inc. terminating its lease of the hangar located at 100 Lockheed at the end of the current lease term, February 28, 2013.

- 6.3. By email dated February 4, 2013, Commissioner Chapman requested to agendaize a discussion about more timely publication of the Airport Commission's meeting minutes. The release of meeting minutes is subject to AP&P 10-1, Section XIII(D), which reads: *"Minutes – Per Council direction at its meeting of 11/7/00, staff is to provide "action-only" minutes for board and commission meetings. Draft minutes will not be released unless they are part of an agenda packet being provided to the full Commission or Board for review and approval at a regularly scheduled meeting."*

A motion was made by Chapman and seconded by Sanger to agendaize this item for the next meeting.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None

- 6.4. Air Service Development Committee – (Verbal Report - Commissioner Nathan)
A copy of the letter sent to United Airlines was provided to the Commission.
- 6.5. Airport Manager's Report – (Verbal Report - Brian S. Nakamura, City Manager/Airport Manager and airport staff.)

City Manager Nakamura

A new letter agreement was entered into with the Air Traffic Control Tower regarding procedures for opening and closing the runways and an existing letter agreement on movement and non-movement area responsibilities was updated.

Commissioner Chapman asked if there has been ongoing dialogue between the City and SkyWest/United Express. City Manager Nakamura advised that the City continues to contact the airline and the Airport Commissioners and City Council need to be involved in these type of opportunities.

Management Analyst Collins

Airship Ventures, operators of a Zeppelin, rescinded their request to operate on the west side of the airport.

A Request for Qualifications for airport engineer was conducted and the selection committee selected the City's current airport engineer, Reinard Brandley, to continue as engineer for pending reconstruction projects and awarded a contract to Mead & Hunt to perform consulting services related to architectural design of facilities as those opportunities arise.

The Sub Station Deli closed in December and the City is evaluating the condition of building and its future use.

There was a security incident at the airport a few weeks back and both the airport tenant that first reported the suspicious subject and the SkyWest staff all handled the situation perfectly.

The biennial Airport Emergency Plan Tabletop Exercise is scheduled for April 22nd.

Future Airport Commission meeting dates are scheduled for April 30th, July 30th, and October 29th.

Facilities Manager Parks

The 108 Boeing hangar, occupied by Sel-Tech, is being re-roofed at a cost of approximately \$196,000.

The Airport Marking and Signage project is on hold waiting on signs from the manufacturing and for the weather to be conducive to do the markings.

This year's 2013 AIP Grant Application projects consist of five items: (1) upgrade drainage at the intersection of taxiways Delta and Foxtrot along the infield; (2) reconstruction of Taxiway Hotel and the hold apron at a cost of approximately \$2.4 million; (3) engineering design for the remarking of runways, taxiways and aprons; (4) actual construction of the remarking of runways, taxiways and aprons; and (5) update of the Pavement Management Program.

A budget is being developed for implementation of the Wildlife Hazard Management Plan. Commissioner Sanger asked if the Wildlife Hazard Management Plan included the birds at the compost facility and staff advised that it does.

- 6.6. The quarterly Airport Fund Income Statement was provided to the Commission.
7. **ADJOURNMENT** – Adjourned at 7:50 p.m. to a special meeting to be held prior to the regularly scheduled meeting of April 30, 2013, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: April 30, 2013



Deborah M. Collins
Management Analyst - Airport

CITY OF CHICO
CHICO AIRPORT COMMISSION ADJOURNED REGULAR MEETING – March 12, 2013
 Minutes

1. **ADJOURNED REGULAR AIRPORT COMMISSION MEETING**

- 1.1. Call to Order and Roll Call – Chair Nathan called the meeting to order at 6:00 p.m.
 Present: Chapman, Ory, Sanger, Nathan, Nolan-Gosling

2. **2013-2014 WORK PLAN DEVELOPMENT WORKSHOP**

City Clerk Presson provided an overview of the work plan process and explained that the City Council developed the board and commission work plan to ensure that the work performed by its advisory bodies reflects Council's priorities and to identify the impact that the proposed work will have on the City's budget and staff resources. The Commission should identify the goals and projects it would like to accomplish, the resources necessary for completion including the impact on staff, the creation of ad hoc or standing committees, the estimated amount of time necessary for completion, and the resulting benefit.

Management Analyst Collins presented an overview of the airport's history, organization, federal, state and local regulatory requirements, airport activity over the last ten years, and the airport operating budget including sources of revenue and primary expenses. One revenue source, Passenger Facility Charge (PFC), was not addressed. Information on PFC funding will be provided at the next meeting.

The Commissioners began discussing priorities they would like to address in the work plan including development of a long term plan to address the financial deficit, increasing air service, developing a business friendly environment at the airport and the surrounding Airport Industrial Park, and facilitating the growth of general aviation at the airport.

Maria Rock, Northgate Aviation, addressed the Commission on a variety of issues.

Greg Fischer addressed the Commission on air service development.

Gene Kemper, North Valley Aviation Association (NVAA), addressed the Commission on the importance of general aviation to the airport and suggested it be included in the airport goals.

It was the consensus of the Commission to: (1) appoint Commissioners Nathan and Ory, with Chapman as backup, to meet as an ad hoc committee on air service development to discuss the response from United Airlines; and (2) appoint Vice Chair Nolan-Gosling and Commissioner Sanger to meet as an ad hoc committee to prepare a draft work plan based on the priorities identified at tonight's meeting. Both ad hoc committees will report back to the full Commission at the April meeting.

3. **BUSINESS FROM THE FLOOR** - None.

4. **ADJOURNMENT** – Adjourned at 8:30 p.m. to a regularly scheduled Airport Commission meeting on April 30, 2013, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: April 30, 2013



Deborah M. Collins
 Management Analyst – Airport

CITY OF CHICO
CHICO AIRPORT COMMISSION ADJOURNED REGULAR MEETING – April 30, 2013
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

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

1.2. Roll Call

Present: Chapman, Ory, Sanger, Nolan-Gosling, Nathan

1.3. Public Participation – Chair Nathan reminded the public that it may address the Commission on any item listed on the agenda by submitting a speaker card and that it may address the Commission on items not on the agenda during Business from the Floor.

1.4. Ex Parte Communication and Conflict of Interest – Chair Nathan reminded the Commissioners that if they had ex parte communication related to an item on the agenda, or if they must recuse themselves from participating on an item due to a conflict of interest, they must state so prior to the agenda item being heard.

2. **CONSENT AGENDA**

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

Approved - minutes of the Airport Commission meetings of February 12, 2013, and March 12, 2013.

2.2. **MINUTE ORDER – RECOMENDATION THAT THE CITY COUNCIL DECLARE THE DECOMMISSIONED AIRPORT ROTATING BEACON AS SURPLUS PROPERTY AND AUTHORIZE THE CITY MANAGER TO DONATE THE BEACON TO THE CHICO AIR MUSEUM**

Approved - minute order recommending to the City Council that it declare the decommissioned airport rotating beacon as surplus property and authorize the City Manager to donate the beacon to the Chico Air Museum. *(The Airport Manager recommended approval of the Minute Order.)*

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

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None

ITEMS REMOVED FROM CONSENT AGENDA None.

3. **NOTICE OF PUBLIC HEARINGS**

3.1. **HEARING ON USE PERMIT 13-02 (DIGITALPATH, INC.) 1065 MARAUDER STREET; APN 047-560-083**

The Commission conducted a public hearing on a request to operate a private helipad on property located within the Chico Municipal Airport Industrial Park. The helipad will accommodate a light helicopter owned by DigitalPath, Inc., and will be used primarily during normal business hours (8 a.m. to 6 p.m.) for approximately 10 flights per week. Approvals are also required from the Caltrans Division of Aeronautics and the Federal Aviation Administration. The site is designated Manufacturing and Warehousing on the General Plan diagram and is located in the AM-AOC zoning district (Airport

Manufacturing/Industrial with Traffic Pattern overlay). This project is categorically exempt from environmental review pursuant to Section 15311 of the California Environmental Quality Act Guidelines (Accessory Structures). (*Report - Greg Redeker, Associate Planner*)

Recommendation: Planning staff recommended adoption of Resolution 01-13, approving Use Permit 13-02 (DigitalPath, Inc.), subject to the conditions of approval contained therein.

The title of the resolution as stated on the agenda was corrected to read as follows:

RESOLUTION OF THE AIRPORT COMMISSION OF THE CITY OF CHICO APPROVING USE PERMIT 13-02 (DIGITALPATH, INC.), TO ALLOW CONSTRUCTION AND OPERATION OF A PRIVATE HELIPAD AT 1065 MARAUDER STREET

Associate Planner Redeker presented the staff report. The public hearing was opened at 6:23 p.m. Andrew Cardin, DigitalPath, Inc., answered questions from the Commission. Maria Rock, Northgate Aviation, addressed the Commission. The public hearing was closed at 6:30 p.m.

A motion was made by Nolan-Gosling and seconded by Sanger to adopt Resolution 01-13, finding the project categorically exempt from environmental review and approving Use Permit 13-02, based on the findings and subject to the conditions of approval contained therein with the addition of the requirement that a phone number be kept on file with the Planning Services Department for the purpose of resolving noise complaints.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None

4. **REGULAR AGENDA**

4.1. **PRESENTATION BY THE CHICO AIR MUSEUM OF A PROPOSAL TO LEASE THE AIRPORT HANGAR LOCATED AT 165 RYAN AVENUE FOR USE AS AN AIR MUSEUM**

The Chico Air Museum currently leases airport property located at 170 Convair Avenue for the outdoor display of aircraft and a portion of the building located at 160 Convair Avenue for the indoor display of an extensive collection of historic aviation memorabilia. The City recently conducted a structural review of the 160 Convair building and, upon determining that the condition of the building is no longer suitable for public use, began working with the Chico Air Museum Board to identify alternative facilities that may be suitable for use as an air museum.

Recommendation: Airport staff recommended that the Airport Commission make a determination as to the feasibility of using the 165 Ryan hangar as an air museum and, if it agrees to the use, provide direction to staff related to the proposed lease terms and conditions.

Norm Rosene, Chico Air Museum Board Vice Chair, presented the proposal and advised that the project would be taken in steps over time and that a capital campaign would be conducted to fund the work on the building. City Manager Nakamura acknowledged that the Museum's location at the airport enhances economic opportunities in the area.

Maria Rock, Northgate Aviation, addressed the Commission in favor of the proposal.

A motion was made by Sanger and seconded by Nolan-Gosling, however, following additional discussion, the motion was tabled.

A revised motion was made by Nathan and seconded by Nolan-Gosling that the Commission supports the feasibility of using 165 Ryan as an air museum and instructing staff, the Chico Air Museum, and an ad hoc committee of the Commission to develop a more detailed transition plan, including lease terms and conditions, to be presented to the Commission at its July meeting.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None

It was the consensus of the Commission that the ad hoc committee be composed of Commissioners Sanger and Nolan-Gosling.

4.2. **CONTINUED DEVELOPMENT OF THE 2013-2014 WORK PLAN**

At its 3/12/13 meeting the Airport Commission began development of its 2013-2014 Work Plan and established an ad hoc committee (Nolan-Gosling and Sanger) to prepare a Work Plan draft. Work Plans were scheduled to be presented to the City Council at its June 4, 2013, meeting. The Commission: (1) considered additional information that was requested by the Commission at its 3/12/13 meeting; (2) considered information from the ad hoc Air Service Development Committee (Nathan and Ory); and (3) finalized its Work Plan goals, identified the benefit of each goal, and identified the committee, staff time and funding resources necessary for completion of each goal. A copy of the draft Work Plan was included in the agenda packet. (*Report – Debbie Collins, Management Analyst*)

Management Analyst Collins provided a brief overview of the additional information that was provided to the Commission in the agenda packet.

Chair Nathan provided a brief update on the meeting held by the ad hoc Air Service Development Committee (Nathan and Ory).

Commissioners Nolan-Gosling and Sanger provided information on the draft Work Plan they prepared and the reasoning behind the proposed concepts. The Commission then developed wording that fully encompassed the intended outcome of each of their goals.

City Manager Nakamura advised the Commission that the City has a new Finance Director, Chris Constantin, who is also looking at airport finances as part of the City budget and that staff will bring information back to the Commission at its July meeting that will help the Commission understand where the airport stands financially. Nakamura also introduced Assistant City Manager Mark Orme.

The Commission developed the following Work Plan priorities:

1. Develop and implement a Commission review process for sources and use of airport funds. Benefit: To provide direction and recommendations to staff.
2. Develop a long term plan for revitalizing the airport. Benefit: Provide a roadmap for improvements based on stakeholder needs and input.
3. Develop a business friendly zone at and around the airport. Benefit: Provide an action plan for improvements.
4. Preserve, promote and expand commercial air service. Benefit: Avoid loss of commercial air service.
5. Preserve, promote and expand general aviation. Benefit: Maintain and increase general aviation use of the airport.

6. Comply with elements of the City's Climate Action Plan as related to the airport.
Benefit: Support of the City's Climate Action Plan.

The Commission took a break at 8:27 p.m. and reconvened at 8:36 p.m.

The Commission completed the Work Plan development and requested that the draft be emailed to them for final comment prior to submission to the City Council.

It was the consensus of the Commission that the Mission Statement did not need to be revised.

4.3. **CONSIDERATION OF APPOINTMENT OF COMMISSION REPRESENTATIVES TO ATTEND CITY COUNCIL COMMITTEE MEETINGS AND OTHER AGENCY OR ORGANIZATION MEETINGS**

The Commission considered appointing a representative to attend the City Council's Economic Development, Finance, and Internal Affairs committee meetings, as well as meetings of the Butte County Airport Land Use Commission (ALUC) and the North Valley Aviation Association (NVAA). Chair Nathan made the following appointments:

Economic Development Committee – Nolan-Gosling

Finance Committee – Chapman

Internal Affairs Committee – Ory

Butte County Airport Land Use Commission (ALUC) – Sanger

North Valley Aviation Association (NVAA) – Nathan

4.4. **DISCUSSION OF COMMISSIONER CHAPMAN'S REQUEST THAT THE AIRPORT COMMISSION RECOMMEND TO THE CITY COUNCIL THAT COUNCIL CHANGE ITS POLICY RELATED TO THE RELEASE OF DRAFT MEETING MINUTES**

At its meeting of 2/12/13 the Airport Commission moved (5-0) to agendize Commissioner Chapman's request that the Commission discuss making a recommendation to the City Council that it change Administrative Policy and Procedure (AP&P) 10-1, Section XIII.D. related to the release of draft meeting minutes. AP&P 10-1 reads as follows: "*Draft minutes will not be released unless they are part of an agenda packet being provided to the full Commission or Board for review and approval at a regularly scheduled meeting.*"

It was the consensus of the Commission to request that Council review its policy and allow minutes to be released prior to approval and posted within four weeks of a Commission meeting. City Manager Nakamura advised that this would be an acceptable length of time and that a Minute Order would be prepared to go directly to Council.

A motion was made by Sanger and seconded by Nathan to have staff draft a Minute Order to the City Council requesting that it change Administrative Policy and Procedure (AP&P) 10-1, Section XIII.D. to allow the release of draft meeting minutes prior to review and approval and requiring staff to post draft minutes within four weeks of the Commission meeting.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling

NOES: None

5. **BUSINESS FROM THE FLOOR** - None.

6. **REPORTS AND COMMUNICATION**

- 6.1. A letter from North Valley Aviation Association (NVAA) regarding the storage of non-airworthy aircraft on the ramp in violation of Administrative Procedure and Policy 90.6, Standards for Conducting Aeronautical Activities at Chico Municipal Airport was provided to the Commission.

Management Analyst Collins advised that the aircraft are located on Northgate Aviation's leasehold and staff will advise Northgate that they have 90 days to work with the owners to have the aircraft removed from the airport.

- 6.2. Airport Manager's Report

City Manager Nakamura reported that the Airport Emergency Exercise was held on April 22nd and approximately 50 people from various agencies and businesses were in attendance. He thanked staff for their work and Air Spray for the use of their facility.

Facility Manager Parks provided an update on the airport marking and signage project, and discussed projects that are not included in the Airport Capital Improvement Program (ACIP). Potential projects include re-roofing the hangar at 165 Ryan, replacing the gate access system, expansion of the terminal building, removal of the old barracks buildings, Americans with Disabilities Act (ADA) improvements, and possibly a solar installation.

Chair Nathan requested that an overview of all projects currently open or planned for the next two years be provided to the Commission at the next meeting.

- 6.3. The quarterly Airport Fund Income Statement was provided to the Commission.
- 6.4. The Economic Impact Study of California Airports, prepared by the California Airports Council, was provided to the Commission.
- 6.5. A summary of the 2013 Aircraft Based Report was provided to the Commission.
7. **ADJOURNMENT** – Adjourned at 9:33 p.m. to a regularly scheduled Airport Commission meeting on July 30, 2013, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: July 30, 2013



Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – July 30, 2013
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

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

1.2. Roll Call

Present: Chapman, Ory, Sanger, Nolan-Gosling, Nathan

2. **CONSENT AGENDA**

2.1. **MINUTE ORDER – RECOMMENDATION THAT THE CITY COUNCIL AUTHORIZE THE AIRPORT MANAGER TO EXECUTE A LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT AIRCRAFT HANGAR AREA – HANGAR PAD AREA E, HANGAR SPACE NO. E-3 (CITY OF CHICO/DAVID EHRLICH AND DANIEL THOMAS, LESSEES) AND RELATED DOCUMENTS AS APPLICABLE**

Approved - minute order recommending to the City Council that it authorize the Airport Manager to execute a lease of property at the Chico Municipal Airport Aircraft Hangar Area – Hangar Pad Area E, Hangar Space No. E-3 (City of Chico/David Ehrlich and Daniel Thomas, Lessees) and related documents as applicable. *(The Airport Manager recommended approval of the Minute Order.)*

After discussion a motion was made by Ory and seconded by Nolan-Gosling to approve Item 2.1.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling

NOES: None

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

Approved - minutes of the Airport Commission meeting of April 30, 2013.

A motion was made by Ory and seconded by Sanger to approve the Consent Agenda with the exception of Item 2.1 which was pulled by Commissioner Chapman for a discussion of various lease clauses.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling

NOES: None

ITEMS REMOVED FROM CONSENT AGENDA Item 2.1.

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

4. **REGULAR AGENDA**

4.1. **UPDATE ON THE REDUCTION OF STAFFING AT FIRE STATION NO. 3 AS IT RELATES TO THE PROVISION OF AIRCRAFT RESCUE AND FIRE FIGHTING SERVICES REQUIRED UNDER FEDERAL AVIATION REGULATIONS PART 139**

Chico Municipal Airport operates under a Class III Airport Operating Certificate and is required to provide Airport Rescue and Fire Fighting (ARFF) services in compliance with Federal Aviation Regulations (FAR) Part 139 at a level of safety equivalent to Index A. Effective July 16, 2013, staffing at Fire Station No. 3 was reduced from three firefighters to one. The remaining firefighter will be responsible for providing ARFF services for the required 15 minutes before and after the arrival and departure of each commercial flight thereby maintaining the airport's Index A status in compliance with the Part 139 requirements. *(Verbal Report – Brian Nakamura, City Manager/Airport Manager and Keith Carter, Fire Department Division Chief)*

Interim Fire Chief Carter provided background on the reduction of staffing at Fire Station No. 3 stating that the decision was necessary to meet the required budget reductions and that it was made based on the Fire Department's operational needs. The station will be staffed 24 hours a day with one ARFF certified firefighter and that firefighter's sole purpose at the station will be to provide ARFF. Interim Chief Carter stated that it is dangerous to have one firefighter handling ARFF responses and that a one person response is inefficient and limited until additional help arrives. He pointed out that this is an interim, not a permanent, solution.

Each commissioner expressed their concerns over the change. Commissioner Sanger stated he wished the Airport Commission had more input into the decision and would like the opportunity to voice the Commission's concerns to Council. The Commission asked staff if any research had been completed on the effects of this change. Assistant City Manager Orme advised that staff had conducted research and that a memo had been prepared and provided to the Council. Commissioner Ory stated he would hope that the Commission would be provided with all information necessary to help advise the Council on the operation of the airport. Vice Chair Nolan-Gosling requested that the email conversations that staff had with FAA be put together so that all of the questions asked by the Commission are put in some written document and that this documentation be provided before the Commission writes a letter to Council.

Greg Fischer addressed the Commission expressing his concern that if the Fire Station were closed it would mean the end, probably permanently, of commercial air service in Chico.

A motion was made by Ory and seconded by Nolan-Gosling that the Commission draft a letter to the City Council outlining the Commission's concerns about changes in fire service coverage at the airport and appointed an ad hoc committee of Chair Nathan and Commissioner Sanger to author the letter.

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None

4.2. **CONSIDERATION OF A MINUTE ORDER AUTHORIZING THE AIRPORT MANAGER TO EXECUTE A LEASE OF IMPROVED REAL PROPERTY, CHICO MUNICIPAL AIRPORT, 165 RYAN AVENUE (CITY OF CHICO/CHICO AIR MUSEUM)**

At the April 30, 2013, Airport Commission meeting the Chico Air Museum presented a proposal to lease the airport hangar located at 165 Ryan Avenue for use as an air and

space museum. The Commission agreed that the use was feasible and created an ad hoc committee (Sanger and Nolan-Gosling) to work with museum and city staff to develop a detailed transition plan and lease terms and conditions. A meeting was held June 12, 2013, where proposed lease terms and conditions were developed. A draft lease was prepared and reviewed by the Assistant City Attorney, Chico Air Museum Board and Commissioner's Sanger and Nolan-Gosling. Based on the review, adjustments to the terms and conditions were made. At tonight's meeting the Commission considered the proposed lease terms and conditions as outlined in the Minute Order, made amendments to the terms and conditions and authorized execution of the lease. *(Report – Commissioner's Sanger and Nolan-Gosling)*

Approved - minute order authorizing the Airport Manager to execute a lease of improved real property at the Chico Municipal Airport, 165 Ryan Avenue (City of Chico/Chico Air Museum) subject to the following amended terms and conditions;

Commissioner Sanger provided an overview of the lease terms which include a five year plan for maintenance and facility the improvements that will be completed in exchange for the use of the facility for a ten year period.

Norm Rosene, President of the Chico Air Museum, addressed the Commission requesting that the lease rate for the second five year period remain at \$24 per year and requesting that the Museum be allowed to temporarily park aircraft at the north end of the ramp. The Commission agreed to keep the lease rate at \$24 and that the Museum may temporarily store up to four aircraft at the north end of the ramp adjacent to the leased property until the summer of 2014 when the newly fenced outdoor display area is completed provided that the aircraft are parked in the gravel area, that the area will not be used as an exhibit area, and that the Museum be responsible for weed abatement in the area to reduce any fire risk.

A motion was made by Nolan-Gosling and seconded by Sanger that the Minute Order be approved subject to the following amended terms and conditions.

- a. Rent: Rent shall be \$24 per year during the entire 10 year term of the lease (both the initial five-year term and the extended five-year term); and
- b. Reporting Requirements: (1) The due date of the annual report will be January 15th, in order for the report to be included in the agenda for the January Airport Commission meeting; and (2) a reporting requirement number four is to be added requiring that the report include an update on the progress made on the authorized facility improvements, including information on any modifications to the planned improvements or the timeline along with an explanation of any deviations from the plan.

5. **BUSINESS FROM THE FLOOR** - None.

6. **REPORTS AND COMMUNICATION**

Chair Nathan requested, and the Commission agreed, that Item 6.2. be heard before Item 6.1.

6.1. Commission Committee Reports

Economic Development Committee – A brief verbal report was provided. (Nolan-Gosling)

Finance Committee – A brief verbal report was provided. (Chapman)

Internal Affairs Committee – Nothing to report. (Ory)

Butte County Airport Land Use Commission (ALUC) – Nothing to report. (Sanger)

North Valley Aviation Association (NVAA) – A brief verbal report was provided. (Nathan)

6.2. Airport Manager's Report – (Verbal Report)

A. Airport Enterprise Fund Update – At its April meeting the Airport Commission requested a review of the Airport Enterprise Fund (Fund 856). Information on the sources of airport revenue and actual expenditures was reviewed and discussed with the Commission. The Commission was provided a copy of the Airport Fund Summary page from the 2013-14 annual budget in the agenda packet. Additional information was provided to the Commission at the meeting. This information included two months of revenue data, covering May 1, 2013 through June 30, 2013, showing revenue generated by the airport through fees, rent and concessions, excluding grant funding. Expenses for fiscal year 2012-13 were also provided, excluding salaries, as well as an overview of expenses from FY2007-08 through FY2013-14 to date and revenue from FY2009-10 through FY2013-14 to date.

Management Analyst Collins briefly described the documents provided to the Commission. It was the consensus of the Commission that this item be agendized for the October meeting allowing time for the Commissioners to examine the data that was provided and develop questions. An ad hoc committee of Vice Chair Nolan-Gosling and Commissioner Chapman was established to review the documentation.

B. Airport Commission's recommendation to Council regarding the release of draft meeting minutes and Council review of the draft Work Plan – The Commission's recommendation has not yet been brought before Council but would be discussed by the Council at its next meeting on August 6, 2013, along with various other Board and Commission items. During this discussion Council may also determine when it will review the draft Work Plans.

Assistant City Manager Orme advised the Commission that at another commission meeting the City Clerk cautioned the commission on working on items prior to Council review of the Work Plans because Council may direct the board or commission in a different direction.

Chair Nathan stated that as soon as Council has given direction on the Work Plan a special meeting of the Airport Commission should be called to talk about next steps in the Work Plan and to make ad hoc committee assignments.

C. Overview of Airport Projects – Facilities Manager Parks advised that the surface markings and drainage projects are the only AIP projects that the airport will undertake this year. Next year, depending on the financial situation, the Taxiway H and Hold Apron reconstruction, that was deferred this year, may take place. The only other potential project is the repair or replacement of the gate controller that was damaged by a recent lightning strike. This project is dependant upon the identification of funding.

6.3. A copy of the revised Airport Fee Schedule 90.010 was provided to the Commission. Annual Consumer Price Index (CPI) adjustments took effect July 1, 2013. Ground lease rates for the A, B, & C row hangars were adjusted from \$0.67 to \$0.68 per square foot per year and gate access cards were adjusted from \$47.00 to \$48.50. The cost of replacing lost or damaged gate access cards was adjusted from \$36.50 to \$38.00.

7. **ADJOURNMENT** – Adjourned at 8:04 p.m. to a regularly scheduled Airport Commission meeting on October 29, 2013, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: October 29, 2013



Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – October 29, 2013
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

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

1.2. Roll Call

Present: Chapman, Ory, Sanger, Nolan-Gosling, Nathan

2. **CONSENT AGENDA**

2.1. **MINUTE ORDER – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AT CHICO MUNICIPAL AIRPORT, VARIOUS AIRPORT TERMINAL FACILITIES (CITY OF CHICO/UNITED STATES OF AMERICA, GENERAL SERVICES ADMINISTRATION)**

The General Services Administration, on behalf of the Transportation Security Administration, requested to renew its lease of space in the Airport Terminal. ***(The Airport Manager recommended approval of the Minute Order.)***

This item was pulled from the Consent Agenda by Commissioner Nolan-Gosling. After discussion regarding the lease term a motion was made by Nolan-Gosling and seconded by Ory to approve the following minute order:

Minute Order 05-13 – Authorization for the Airport Manager to execute a lease of real property at Chico Municipal Airport for various airport terminal facilities (City of Chico/United States of America, General Services Administration)

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling

NOES: None

2.2. **MINUTE ORDER – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LICENSE AGREEMENT FOR THE USE OF AIRPORT PROPERTY (CITY OF CHICO/GAINES FAMILY, LLC)**

The License Agreement will permit the Gaines Family, LLC, on behalf of Transfer Flow, Inc., to install and maintain landscaping, irrigation and directional signage on Airport property in accordance with the Chico Municipal Code and this Minute Order. ***(The Airport Manager recommended approval of the Minute Order.)***

This item was pulled from the Consent Agenda by Commissioner Nolan-Gosling in order to thank the Gaines Family for taking on the improvements to the area. A motion was made by Sanger and seconded by Ory to approve the following minute order:

Minute Order 07-13 – Authorization for the Airport Manager to execute a License Agreement (City of Chico/Gaines Family, LLC)

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling

NOES: None

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

A motion was made by Ory and seconded by Chapman to approve the Consent Agenda with the exception of Item 2.1 and 2.2.

Approved - minutes of the Airport Commission meeting of July 30, 2013.

The motion carried by the following vote:

AYES: Chapman, Ory, Nathan, Nolan-Gosling
NOES: Sanger

ITEMS REMOVED FROM CONSENT AGENDA 2.1 and 2.2

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

4. **REGULAR AGENDA**

4.1. **UPDATE ON THE REMOVAL OF THE THREE NON-AIRWORTHY AIRCRAFT THAT WERE BEING STORED BY NORTHGATE AVIATION, INC. IN VIOLATION OF THE STANDARDS FOR CONDUCTING AERONAUTICAL ACTIVITIES AT CHICO MUNICIPAL AIRPORT**

By letter to the Airport Commission dated April 2, 2013, the North Valley Aviation Association (NVAA) advised the Commission that the storage of three non-airworthy aircraft on the Northgate Aviation ramp space was a violation of the Standards for Conducting Aeronautical Activities at Chico Municipal Airport and asked what the Airport Manager's plan was to enforce the Standards. Staff advised the Commission that a letter would be sent to Northgate Aviation advising of the violation and providing 90 days for Northgate Aviation to work with the owners of the aircraft to have the aircraft removed.

A report was provided to the Commission to update them on the steps that were taken to resolve the violation and staff was available to answer any questions or address any concerns related to the steps taken that the Commission may have. No Commission action was required.

Norm Rosene, Chico Air Museum addressed the Commission. In order to help resolve the controversy the Chico Air Museum agreed to enter into an agreement with the owner of the two aircraft owned by Taigh Ramey to store the aircraft on the Museum's leasehold for a period not to exceed 6 months. If the aircraft are not removed by the end of the agreement they will become the property of the Museum to do with as they please.

Commissioner Nolan-Gosling questioned the actions taken by Northgate Aviation related to their moving the aircraft off of their leasehold and onto City property without the City's permission and asked what the City can do about it. Assistant City Attorney Wilson advised the Commission that the City is creating a record of what occurred and what the City's position is related to Northgate Aviation's movement of the aircraft and their attempt to transfer the problem to the City. If there are ongoing issues the Commission could make a recommendation to the City Council to take action with respect to the lease.

4.2. **CONSIDERATION OF APPROVAL OF A REQUEST FROM NORCAL AVIATORS AND ENVIRONMENTAL, LLC, dba NORCAL AVIATORS, TO WAIVE CERTAIN REQUIREMENTS OF THE STANDARDS FOR CONDUCTING AERONAUTICAL ACTIVITIES AT CHICO MUNICIPAL AIRPORT AND APPROVAL OF MINUTE ORDER 06-13 AUTHORIZING THE AIRPORT MANAGER TO EXECUTE AN OPERATING AGREEMENT TO CONDUCT HELICOPTER FLIGHT TRAINING AT THE AIRPORT (CITY OF CHICO/NORCAL AVIATORS AND ENVIRONMENTAL, LLC)**

NorCal Aviators requested to initiate helicopter flight instruction at the Chico Municipal Airport. NorCal Aviators' business will be conducted from a home office and the classroom/ground school training will be conducted off airport, however, flight instruction will be conducted from the Airport. In reviewing the Standards for Conducting Aeronautical Activities at the Chico Municipal Airport, NorCal Aviators discovered that its proposed operations will not comply with some of the requirements for a Specialty Aeronautical Operator conducting flight training. As such, NorCal Aviators requested that the Airport Commission waive specific requirements found in Section V(B)(7)(b) and (c) of the Standards and authorize the Airport Manager to execute an Operating Agreement allowing NorCal Aviators to operate its helicopter flight training at the Airport. **(Report – Debbie Collins, Management Analyst)**

Recommendation: The Airport Manager recommended that the Airport Commission approve NorCal Aviators' waiver request and the Minute Order.

Based on the findings that: (1) The enforcement of the Standards requiring the provision of access to adequate office/classroom facilities, including sanitary restrooms and public telephone, comfortably heated and cooled, for customer use, and the requirement that the facilities be staffed and open for business on days upon which flight operations are appropriate, is unreasonable when applied to a business providing one-on-one flight training services given the availability of technology such as cell phones and the internet that are now commonly utilized by businesses and educational institutions and that requiring NorCal Aviators to comply with these standards would be infeasible and cost prohibitive given NorCal Aviators business model; and (2) Granting the waiver is in the best interest of Airport users because having this new business at the Airport: (a) will promote airport activity; (b) provide flexibility and choice to Airport users seeking helicopter flight training; and (c) support the economic vitality and growth of the Airport.

Dan and Christy Dawson advised the Commission that they would be operating the helicopter out of the south hangars and that public restrooms are located next to the Fire Station that would be accessible if needed.

A motion was made by Chapman and seconded by Sanger to approve the following:

(1) a waiver of the requirements of the Standards for Conducting Aeronautical Activities at the Chico Municipal Airport, Section V(B)(7)(b) and (c) specific to the provision of office/classroom facilities, restrooms and public telephone, and the requirement that facilities be staffed and open for business on days upon which flight operations are appropriate; and (2) Minute Order 06-13 – Authorization for the Airport Manager to execute an Operating Agreement to conduct helicopter flight training at the Airport (City of Chico/NorCal Aviators and Environmental, LLC).

The motion carried by the following vote:

AYES: Chapman, Ory, Sanger, Nathan, Nolan-Gosling
NOES: None

4.3. BUDGET REVIEW PROCESS

- A. At its July 30, 2013, meeting the Airport Commission was provided documents detailing various aspects of the airport budget. The Commission requested that a discussion be agendaized for this meeting and established an ad hoc committee (Nolan-Gosling and Chapman) to review the documentation in detail. The ad hoc committee presented several questions to staff which are answered in the attached email dated September 11, 2013. On October 14, 2013, the ad hoc committee met with Administrative Services Director Chris Constantine and Accounting Manager Frank Fields and the ad hoc committee prepared a report for the Commission's consideration. **(Report – Vice Chair Nolan-Gosling and Commissioner Chapman)**

Commissioner Chapman provided background to the Commission on the research conducted by the ad hoc committee. Commissioner Nolan-Gosling advised the Commission that a new cost allocation plan that will be implemented by the City is expected to have a favorable impact on airport expenses but not enough to offset the forecasted annual net loss from operations. Further, fire support, litigation and remediation costs are currently not a direct charge to airport operations if they were reported operating losses would significantly increase. Creating new revenue streams appears to be the only alternative. The ad hoc Committee had the following recommendations:

1. Investigate what can be done to operate the airport in order to engage in international commerce.
 2. Nothing should be taken off the table regarding possible revenue generators.
 3. Call an early December special Airport Commission meeting with representatives of the city Finance Department to further discuss and understand the Airport operating budget to include the cost allocation plan for fiscal year 2013-14 and the potential impact of fire support, litigation and remediation costs as a direct charge to airport operations.
 4. The financial condition of the Airport should be an element of the Commission's airport revitalization work plan.
- B Staff will provide a verbal update on the changes in scope and cost of the AIP #33 runway, taxiway and apron remarking project.

Facilities Manager Kim Parks advised the Commission that, due to the release of a revised FAA Advisory Circular related to airport markings one week before work began the project had to be downsized in order to absorb the costs of meeting the new requirements. The markings were completed on Friday and the drainage improvements will start Monday.

- C. Staff will provide a verbal update on the changes being made to the Passenger Facility Charge (PFC) program.

Management Analyst Collins advised the Commission that the deadline for beginning work on the two "impose only" PFC projects had arrived. The projects involved improvements to the terminal that were intended to be done after the installation of a modular passenger hold room. Since it is unknown when or if the modular project will take place, and FAA indicated that a request to extend the time for beginning the PFC projects would likely to be denied, it has been determined that the best way to proceed is to terminate collections on the existing PFC and reprogram the revenue that has been collected, approximately \$371,000, to reimburse the City for the funds it has expended as the City's match on previous Airport Improvement Program (AIP) grants.

4.4. **AIRPORT REVITALIZATION PLAN DEVELOPMENT**

- A. The Commission was provided with a copy of the Council approved Airport Commission 2013-14 Work Plan.
- B. Development of the Long Term Airport Revitalization Plan

The Commission began development of its Long Term Airport Revitalization Plan and established the following ad hoc committees to bring back information for the January meeting:

- 1) Budget process. – Vice Chair Nolan-Gosling and Commissioner Chapman
- 2) Draft an outline for the Revitalization Plan to define purpose of plan, identify tasks, potential ad hoc committees to address each task, and identification of deliverables for the elements of the plan. – Chair Nathan and Commissioner Sanger
- 3) Data identification/collection. – Chair Nathan and Commissioner Ory

In addition, a request will be made for the Administrative Services Director to come to the January meeting to further discuss the budget issues.

5. **BUSINESS FROM THE FLOOR** – None

6. **REPORTS AND COMMUNICATION**

- A. Memo from Commissioner Chapman to the Airport Commission related to a non-scientific survey he conducted of airport passengers and local travel agencies.

- B. Commission Committee Reports (if any)

Economic Development Committee – Nolan-Gosling provided a verbal report.

Finance Committee – Chapman provided a verbal report

Internal Affairs Committee – Ory provided a verbal report.

Butte County Airport Land Use Commission (ALUC) – Sanger advised ALUC had not met.

North Valley Aviation Association (NVAA) – Nathan provided a verbal report.

- C. Airport Manager Update

- a) Google Project Loon is looking at the Chico Municipal Airport as a potential launch site for balloon-powered internet service.
- b) The City will be looking at the feasibility of having a professional airport operator assist in the operation of the airport.

- D. 2014 Airport Commission Meeting Dates

January 28, 2014 – The Chair and Vice Chair positions will be elected at that time.

Chair Nathan is not eligible to serve as Chair since he has served two years consecutively.

April 29, 2014

July 29, 2014

October 28, 2014

7. **ADJOURNMENT** – Adjourned at 8:17 p.m. to a regularly scheduled Airport Commission meeting on January 28, 2014, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: January 28, 2014

Deborah M. Collins

Deborah M. Collins
Management Analyst