

CITY OF CHICO
AIRPORT COMMISSION MEETING – JANUARY 27, 2009
Minutes

Commissioners Present: Bob Koch
 Charles Mueller
 Kurt Nathan
 Floyd Sanderson
 Gayle Womack

City Staff Present: Airport Manager David Burkland
 Assistant City Attorney Roger Wilson
 Facilities Manager Kim Parks
 Management Analyst Debbie Collins

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order - Chair Sanderson called the January 27, 2009, Airport Commission meeting to order at 6:00 p.m.

1.2. Roll Call - Commission members and staff were present as noted above.

Item 1.5. was taken out of order. - The Oath of Office for new Airport Commissioners was administered by City Clerk Debbie Presson.

1.3. Moment of Silence honoring former Airport Commissioner Al Silva. Mr. Silva passed away in November 2008.

1.4. Recognition of outgoing Airport Commissioner Mike Moran. - Chair Sanderson presented Mr. Moran with a Proclamation expressing the Airport Commission's appreciation for his services from December 2000 through December 2008.

Mr. Moran addressed the Commission.

1.5. Oath of Office for new Airport Commissioners. - Moved to item 1.2. above.

1.6. Selection of 2009 Chair and Vice-Chair.

Commissioner Womack nominated Chair Sanderson to serve a second term as Chair. The nomination was seconded by Commissioner Mueller.

Commissioner Mueller nominated Commissioner Koch to serve as Vice-Chair. The nomination was seconded by Chair Sanderson.

Motions for both nominations carried (5-0).

2. **CONSENT AGENDA**

2.1. **APPROVAL OF MINUTES** - A motion to approve the minutes of the Airport Commission meeting held 10/28/08 was made by Vice-Chair Koch and seconded by Commissioner Womack. The motion carried (5-0).

3. **HEARINGS** - None.

4. **REGULAR AGENDA**

4.1. **ITEMS REMOVED FROM THE CONSENT AGENDA** - None.

4.2. **APPROVAL OF A MINUTE ORDER - AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY (CITY OF CHICO/CHICO AIR MUSEUM)**

The Chico Air Museum initially entered into a lease agreement with the City for unimproved property totaling approximately 1.636 acres on April 21, 2003. The lease has expired and representatives of the Chico Air Museum would like to enter into a new lease with the City. The initial term of the new lease is from July 1, 2008 through June 30, 2009 with automatic extensions for two successive one year terms unless either party gives six (6) months prior notice of their desire to terminate the lease.

The Commission discussed including the Quiet Enjoyment and Reservation of Easement (utility access) language from the standard form hangar lease agreements into this lease.

Commissioner Mueller discussed what appears to be a discrepancy in square footage between the actual space being used by the Museum and the space identified in the lease plat map. The Commission asked staff to look at this and to insure the parking lot is shared by the Chico Museum with the neighboring deli.

Commissioner Mueller motioned to approve the Minute Order with the addition of the Quiet Enjoyment and Reservation of Easement language. The motion was seconded by Vice-Chair Koch and carried (5-0).

4.3. **APPROVAL OF A MINUTE ORDER - AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY (CITY OF CHICO/AERO UNION CORPORATION)**

Aero Union initially entered into a lease agreement with the City for the property at 110 Convair Avenue along with the adjacent ramp space on December 1, 2003. The current lease has expired, and Aero Union desires to enter into a new lease. The new lease is for a term of 5 years commencing on December 1, 2008 and terminating on November 30, 2013 and contains a provision for annual Consumer Price Index (CPI) increases. The new lease does not include the portion of the ramp space referred to as Parcel III in the previous lease.

The Commission discussed the addition of the Quiet Enjoyment and Reservation of Easement (utility access) language to this lease as well. ACA Wilson stated he will compare all the leases and incorporate the language making the leases more consistent.

Commissioner Mueller motioned to approve the Minute Order with the addition of the Quiet Enjoyment and Reservation of Easement language. The motion was seconded by Commissioner Womack and carried (5-0).

4.4. **APPROVAL OF A MINUTE ORDER - AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AIRCRAFT HANGAR AREA A-6 (CITY OF CHICO/TOM HICKS)**

On December 8, 2008 Stan Thompson and Norm Nielsen notified the City of the sale of their hangar located in hangar space A-6 to Tom Hicks. The initial term of the new hangar lease with Tim Hicks is for one year, commencing March 1, 2009 and ending February 28, 2010 with automatic extensions for successive one year terms unless either party gives at least 90 days notice.

The Airport Manager advised that this lease was prepared using the old lease format and that it would be changed to reflect the language in the new standard hangar lease form if the new lease form is approved by the Commission at tonight's meeting.

Commissioner Mueller motioned to approve the Minute Order with the addition of the new lease language. The motion was seconded by Commissioner Womack and carried (5-0).

4.5. **CONSIDERATION AND APPROVAL OF THE PROPOSED STANDARD FORM HANGAR LEASE AGREEMENTS**

The Lease Review Ad Hoc Committee has worked with Assistant City Attorney Wilson to develop a standard lease for the south hangar area. Two leases have been developed, one for hangar rows A, B, and C and one for hangar rows D and E. Tonight the leases are before the Commission for final review and approval.

Chair Sanderson provided a history of the process used to revise the standard form hangar leases.

Dan Jay addressed the Commission and expressed a desire to have the lease term of the D Row hangars increased due to the uniqueness of the D Row hangars.

Rocky Morris addressed the Commission regarding insurance requirements in the new standard form hangar leases and requested clarification regarding limitation on maintenance work that can be performed in the hangars.

Vice-Chair Koch motioned to approve both leases. Chair Sanderson added a friendly amendment giving the Airport Manager the authority to take the D and E Row lease to the City Council if the extension of the lease term required him to do so. The motion was seconded by Commissioner Womack and carried (5-0).

4.6. **PRESENTATION ON CHICO AIRFEST 2008**

Commissioner Womack and Air Show Administrator Amy Orr made a PowerPoint presentation on Chico AirFest 2008. Airfest 2009 will be held August 28-30, 2009. This is a change from the September date previously discussed.

4.7. **CONSIDERATION OF APPOINTMENTS TO COMMITTEES**

Vice-Chair Koch was selected to remain on the Architectural Review Committee and Commissioner Nathan was selected as the new appointee. A motion was made by Chair Sanderson, seconded by Commissioner Womack and carried (5-0).

A motion was made by Chair Sanderson to retain Vice-Chair Koch and Commissioner Womack on the Ad Hoc Work Plan Committee until the new work plan is completed. The motion was seconded by Vice-Chair Koch and carried (5-0).

The work of the Ad Hoc Lease Review Committee was determined to be completed and no new appointments were made to the Committee as this Committee is no longer needed.

Chair Sanderson called for a 10 minute break. The meeting was reconvened at 7:25 p.m. and all Commissioners were present.

5. **REPORTS AND COMMUNICATION**

5.1. **AIRPORT MANAGER UPDATES**

A copy of the revised Minimum Operating Standards (AP&P 90-6) was provided to the Commission with the Agenda packet.

The quarterly budget report was also provided in the Agenda packet. Chair Sanderson requested that future budget reports show more transaction detail.

Airport facility update.

The Airport Manager discussed the recent Security Directive issued by the Transportation Security Administration (TSA) which requires revision of the application for an airport gate card. The new application will gather additional biographical data. TSA will use this data to run each applicant through a Security Threat Assessment (STA). Additionally the card must now be renewed every two (2) years instead of every five (5) years.

The Airport Manager and Facilities Manager presented a slide show giving an overview of the progress of the apron reconstruction project.

The Facilities Manager advised that almost 20 miles of crack sealing has been completed on the airport runways and taxiways.

A question regarding a fueling trailer/tank parked on airport property was brought up by Chair Sanderson. The fueling trailer belongs to Enloe Hospital and is used to refuel the Flight Care helicopter. The City does not have an agreement with Enloe for this use of airport property. Staff will look at the possibility of an agreement.

Individuals and businesses utilizing the Airport have been sent a letter which included information about the City's plan to increase compliance with the Airport Rules and Regulations. A copy of the Rules and Regulations was included with the letter.

5.2. **COMMITTEE REPORTS**

Vice-Chair Koch and Commissioners Womack will prepare the 2007/2008 Biennial Work Plan Status Report as requested in a memo received by the Commission from the City Clerk's office. The Work Plan Status Report must be submitted to the Clerks Office no later than the end of February 2009.

The new work plan is to be completed within six (6) months of the newly appointed Commissioners being seated. Staff will confirm with the Clerks Office that work plan meetings will be scheduled.

5.3. **COMMISSIONER COMMENTS**

Chair Sanderson requested that the following items be placed on the next agenda:

- a) Discussion of the formation of an ad hoc committee addressing how items get placed on the Airport Commission agenda.
- b) Discussion regarding hangar operators and minimum operating standards.
- c) Identification of the lease terms between Northgate Aviation and FedEx.

- 5.4. An email dated 01/20/09 from Rocky Morris providing comments on the draft Standard Form Hangar Lease Agreements was addressed during discussions of item 4.5.

6. **ITEMS ADDED AFTER POSTING OF THE AGENDA**

7. **BUSINESS FROM THE FLOOR**

Dan Jay asked the Commission to consider moving or re-identifying the fire lanes.

Chuck Prior asked that further discussion of the new TSA regulations regarding issuance of airport cards be agendized for the next meeting.

8. **ADJOURNMENT**

Adjourned at 8:04 p.m. to April 28, 2009 Regular Airport Commission meeting to be held at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

CITY OF CHICO
AIRPORT COMMISSION MEETING – MARCH 24, 2009
Minutes

Commissioners Present: Bob Koch, Vice Chair
 Charles Mueller
 Kurt Nathan
 Gayle Womack
 Floyd Sanderson, Chair

City Staff Present: Airport Manager David Burkland
 City Clerk Debbie Presson
 Administrative Analyst Lynda Cameron
 Facilities Manager Kim Parks
 Management Analyst Debbie Collins

1. **SPECIAL AIRPORT COMMISSION MEETING**

- 1.1. Call to Order - Chair Sanderson called the Special March 24, 2009, Airport Commission meeting to order at 4:01 p.m.
- 1.2. Roll Call - Commission members and staff were present as noted above.

2. **BACK TO BASICS PRESENTATION BY THE CITY CLERK'S OFFICE**

City Clerk Debbie Presson and Administrative Analyst Lynda Cameron provided a review of board and commission roles and responsibilities as well as an update on recent changes to policies that apply to City advisory bodies as required by Administrative Procedure and Policy No. 10-1.

3. **DEVELOPMENT OF THE 2009-10 AIRPORT COMMISSION WORK PLAN**

Due to time constraints the Commission asked staff to identify a date and time for another special meeting to work on the development the 2009-10 Airport Commission Work Plan.

4. **BUSINESS FROM THE FLOOR**

None

5. **ADJOURNMENT**

The meeting adjourned to a Special Meeting at a yet to be determined date, time and location.

CITY OF CHICO
SPECIAL AIRPORT COMMISSION MEETING – APRIL 6, 2009
Minutes

Commissioners Present: Bob Koch, Vice Chair
 Charles Mueller
 Kurt Nathan
 Gayle Womack
 Floyd Sanderson, Chair

City Staff Present: Airport Manager David Burkland
 Facilities Manager Kim Parks
 Management Analyst Debbie Collins

1. **SPECIAL AIRPORT COMMISSION MEETING**

1.1. Call to Order - Chair Sanderson called the Special April 6, 2009, Airport Commission meeting to order at 5:30 p.m.

1.2. Roll Call - Commission members and staff were present as noted above.

2. **DEVELOPMENT OF THE 2009-10 AIRPORT COMMISSION WORK PLAN**

The Commission worked with City staff to develop the 2009-10 Airport Commission Work Plan.

3. **BUSINESS FROM THE FLOOR**

None

4. **ADJOURNMENT**

The meeting adjourned to the April 28, 2009 Regular Airport Commission meeting to be held at 6:00 p.m., in Conference Room 1 of the Chico Municipal Center building located at 421 Main Street, Chico, California.

CITY OF CHICO
REGULAR AIRPORT COMMISSION MEETING – APRIL 28, 2009
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order - Chair Sanderson called the April 28, 2009 Regular Airport Commission meeting to order at 6:00 p.m.

1.2. Roll Call

Present: Mueller (arrived at 6:16 p.m.), Nathan, Womack, Koch, Sanderson

Absent: None

2. **CONSENT AGENDA**

2.1. **APPROVAL OF MINUTES**

Approved - minutes of the Airport Commission regular meeting held on 01/27/09, and special meetings held on 03/24/09, and 04/06/09 with the minutes of 01/27/09 amended as follows:

- 1) Correct the date at the bottom of the pages.
- 2) Item 4.3. - Clarify that the lease included only a portion of the adjacent ramp space.

A motion was made by Commissioner Nathan and seconded by Commissioner Womack to approve the minutes of the meetings held on 01/27/09 - as amended , 03/24/09, and 04/06/09.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson

NOES: None

3. **HEARINGS** - None.

4. **REGULAR AGENDA**

4.1. **ITEMS REMOVED FROM THE CONSENT AGENDA** - None.

4.2. **REVIEW AND APPROVAL OF DRAFT 2009-2010 WORK PLAN**

Approved - draft 2009-2010 Work Plan, with revisions, be submitted to the City Council. Chair Sanderson requested that it be reflected in the record that items listed in Step 3 of the Work Plan were City Council directed and did not come from the Commission.

A motion was made by Chair Sanderson and seconded by Commissioner Nathan to submit the Work Plan with revisions to the City Council.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

Commissioners continued discussion on the Work Plan and developed ad hoc committees to work on two of the work plan items as follows:

Vice Chair Koch and Commissioner Mueller - Airport Master Plan review.

Commissioner Nathan and Commissioner Womack - Use & Development of Aviation Zoned Airport Property policy statement.

The Commission recessed for several minutes to allow time for the Airport Manager to be present for the consideration of the next item. The meeting reconvened and all members were present.

4.3 **CONSIDERATION OF CONTINUED USE BY OMAIR AVIONICS, INC. OF TWO“D” ROW HANGARS FOR THE PERFORMANCE OF AIRCRAFT AVIONICS REPAIR AND INSTALLATION**

At it's meeting of April 29, 2008 the Airport Commission considered and approved a request from Dan Jay to allow the use of two “D” row hangars by OmAir Avionics, Inc. to provide aircraft avionics installation and repair. The Commission voted to approve the request for a one year trial period after which the Commission would reconsider the approval. **The Airport manager recommended that the commercial use of aircraft hangars not be continued.**

Airport Manager Burkland advised the Commission that the use of a hangar for commercial purposes is not allowed in the lease between Mr. Jay and the City. The lease specifically states that the hangars are to be used solely for the storage of aircraft. Additionally, the City's Building Inspector has advised that if the commercial use were to be continued, a Change of Use from an S-2 Occupancy to an S-1 Occupancy would need to occur. This change would require the installation of a fire suppression system, in compliance with California Fire Code (and NFPA 409), and additional development impact fees.

Dan Jay, Tom Lewis, Allen Thomas, Alberto Hernandez, Omar Bustillo, John Patrick, and Sandra Jay addressed the Commission regarding this item.

Commissioner Koch suggested that Item 4.4 relating to OmAir's Operating Agreement be considered in conjunction with this discussion.

A motion was made by Commissioner Mueller and seconded by Commissioner Nathan to

continue this item and Item 4.4, approval of a Minute Order authorizing the Airport Manager to execute an Operating Agreement with OmAir Avionics, Inc., to the July 28, 2009 meeting requesting staff to provide more information on the building codes and occupancy issues. In the interim, Facilities Manager Parks was directed to work with Mr. Bustillo in an attempt to locate a suitable alternate facility or site for this commercial operation.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

4.4 **APPROVAL OF A MINUTE ORDER - AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE AN OPERATING AGREEMENT CHICO MUNICIPAL AIRPORT (CITY OF CHICO/OMAIR AVIONICS, INC.)** - Continued to the July 28, 2009 by vote taken in 4.3.

4.5 **REQUEST FOR CLARIFICATION OF THE AIRPORT COMMISSION'S INTENT RELATED TO THE IMPLEMENTATION OF THE NEW STANDARD FORM HANGAR LEASES**

The Commission's motion to approve the new standard form hangar leases did not include direction on the method in which the new leases would be implemented. The majority of the A, B & C row hangar leases have terms that automatically extend for successive one year terms unless either party gives the other party 90 days written notice of intent to terminate the lease. If it is the Commission's intention to immediately implement the standard form hangar leases, it will require the termination of approximately 51 leases in A, B and C rows. Staff requests formal clarification of the Commission's direction related to the implementation of the standard form hangar leases as well as direction on the lease rates that are to be implemented with the new leases. (*Report - Dave Burkland, Airport Manager*)

A motion was made by Commissioner Nathan and seconded by Vice Chair Koch directing staff to provide the Commission with information on the effects of implementing the new standard form hangar lease and an implementation plan at its July 28, 2009 regular meeting.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

4.6 **CONSIDERATION OF THE COMMISSIONS REQUEST FOR CLARIFICATION FROM THE CITY ATTORNEY RELATED TO THE AUTHORITY OF THE AIRPORT COMMISSION PURSUANT TO CHARTER SECTIONS 1000 AND 1007.1**

At the Special Airport Commission meeting of April 6, 2009 the Commission requested that staff obtain an opinion from the City Attorney's office clarifying the authority of the Airport Commission pursuant to Charter Sections 1000 and 1007.1. Per Charter Section 906 C. the City Attorney requested that the Commission agree by a majority vote to make such a

request in writing and provide the Airport Manager with specific questions that the Commission would like to be reviewed and answered. The Airport Manager will then prepare a formal request via letter on behalf of the Airport Commission to the City Attorney. The above Charter sections have been included with the agenda for reference. (*Report - Dave Burkland, Airport Manager*)

A motion was made by Chair Sanderson for the Commission to ask the City Attorney for an interpretation and opinion on the duties and responsibilities of the Airport Commission as set forth in Charter Section 1007.1 and how Charter Section 1000 affects them.

The motion carried by the following vote:

AYES: Mueller, Womack, Sanderson
NOES: Koch
ABSTAIN: Nathan

A motion was made by Chair Sanderson and seconded by Commissioner Mueller to form an ad hoc committee consisting of Chair Sanderson and Commissioner Mueller to formulate the question and then schedule a Special Meeting to bring that question back to the Commission for consideration and a vote.

Commissioner Koch stated he did not believe it required a Special Meeting and felt it could wait until the July regular meeting.

The original motion was amended by Chair Sanderson and accepted by Commissioner Mueller to form an ad hoc committee to articulate in writing the question to go to the City Attorney and to bring this item back to the Commission for consideration at its July 28, 2009 regular meeting.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

4.7 **CONSIDERATION OF CHAIR SANDERSON’S REQUEST TO DISCUSS HANGAR OPERATORS AND THE MINIMUM OPERATING STANDARDS**

Chair Sanderson requested that the Commission consider whether to pursue identifying hangar owners who may qualify as “**hangar operators**” under the terms of the Minimum Operating Standards and to insure all such owners have operating agreements.

The Airport Manager recommended that this item be considered at a future meeting.

The Commission agreed to discuss this item at its July 28, 2009 regular meeting.

5. **REPORTS AND COMMUNICATION** - None.

5.1. **AIRPORT MANAGER UPDATES**

Management Analyst Collins updated the Commission on the TSA security directive that was discussed at the April meeting and advised the Commission that TSA has determined that the directive does not apply to the Chico Municipal Airport.

Facilities Manager Parks updated the Commission regarding the surveying to locate lease line corner points on the ramp area and presented a map showing the lease lines that have been identified.

Airport Manager Burkland advised the Commission why the Museum leases the majority of the parking area between the Museum and the deli and recommended that the Museum lease be left as it is.

Airport Manager Burkland addressed the detail budget report provided to the Commission in their agenda packets.

Airport Manager Burkland provided an overview of efforts completed to date to ensure compliance of airport lease agreements and contracts. Commissioner Mueller pointed out that several aircraft tied down at Northgate's ramp area are partly on the City's ramp area. Facilities Manager Parks will verify lease line compliance.

5.2. **COMMITTEE REPORTS** - None.

5.3. **COMMISSIONER COMMENTS**

Chair Sanderson asked for the summary report including the helicopters that were not included in the original report. *Management Analyst Collins indicated she is in the process of obtaining additional information on the helicopters.*

Chair Sanderson asked for the results of staff's review of the Jet-A fuel tank located on taxiway Golf. *Facilities Manager Parks advised the Commission that the City does not have a lease agreement with Enloe for the tank.*

Chair Sanderson asked if Northgate had submitted a bill for the painting of the hangar. *Staff stated there was no new information on this.*

Chair Sanderson expressed a security concern related to the yard waste recycle center located on airport property. *Airport Manager Burkland stated the City is aware of the concerns and is working on possible alternatives.*

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

7. **BUSINESS FROM THE FLOOR**

Alberto Hernandez suggested the Commission look into stimulus funding to make

improvements at the airport.

Dan Jay extended an invitation to the Commissioners and City staff to visit his building at the airport to view the day to day airport activities.

Chair Sanderson asked if Mr. Jay's question from a previous meeting related to the Fire Lane had been addressed. Facilities Manager Parks provided his findings.

8. **ADJOURNMENT**

Adjourned at 8:12 p.m. to July 28, 2009 Regular Airport Commission meeting to be held 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 28, 2009

Deborah M. Collins
Management Analyst - Airport

CITY OF CHICO
REGULAR AIRPORT COMMISSION MEETING – JULY 28, 2009
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order - Chair Sanderson called the July 28, 2009 Regular Airport Commission meeting to order at 6:00 p.m.

1.2. Roll Call

Present: Mueller, Nathan, Womack, Koch, Sanderson
Absent: None

2. **CONSENT AGENDA** - All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

A motion was made by Commissioner Mueller and seconded by Commissioner Womack to approve the consent agenda.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

2.1. **APPROVAL OF A MINUTE ORDER AUTHORIZING THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AIRCRAFT HANGAR AREA B-3 (CITY OF CHICO/MICHAEL L. CARVER)**

Approved - a minute order authorizing execution of a standardized hangar area lease with Michael L. Carver for hangar area B-3 in accordance with the terms set out in the minute order. *The Airport Manager recommended approval of the minute order.*

MINUTE ORDER - AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A LEASE OF REAL PROPERTY AIRCRAFT HANGAR AREA B-3 (CITY OF CHICO/MICHAEL L. CARVER)

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

Approved - minutes of the Airport Commission regular meeting held on 04/28/09.

3. **NOTICED PUBLIC HEARINGS**

3.1. **HEARING ON USE PERMIT 09-05 (SLATER LAND, INC.) 265-275 AIRPARK BLVD.; APN 047-560-084**

A request to construct a 70-foot tall microwave tower (supporting up to 12 microwave dish antennas) and a small equipment hut in the parking lot of an existing business (Digital Path). The property is designated Community Commercial on the City of Chico General Plan diagram, and is located in an AC Airport Commercial zoning district. The tower site is also located in the B2 overflight zone for the Chico Municipal Airport, which establishes a 70-foot maximum height for new structures. This project is categorically exempt from environmental review pursuant to Section 15303 of the California Environmental Quality Act Guidelines (New Construction or Conversion of Small Structures). (*Report - Greg Redeker, Associate Planner*)

The applicant, Howard Slater, Slater Land, Inc., addressed the Commission.

Chair Sanderson opened the hearing to the public.

Dan Crotty addressed the Commission. He expressed concerns about how the antenna would affect his property across the street from Mr. Slater's property. He asked for a copy of the RF study which was provided.

Chair Sanderson closed the public hearing to further public testimony.

Andrew Cardin, Digital Path, Inc., spoke to the Commission and offered to answer any questions the Commission may have about the Digital Path project..

A motion was made by Commissioner Womack and seconded by Commissioner Nathan to adopt the following resolution:

RESOLUTION OF THE AIRPORT COMMISSION OF THE CITY OF CHICO APPROVING USE PERMIT 09-05 (SLATER LAND, INC.) TO ALLOW CONSTRUCTION OF A 70-FOOT TELECOMMUNICATIONS TOWER WITH UP TO 12 MICROWAVE DISH ANTENNAS, AT 265-275 AIRPARK BOULEVARD

Chair Sanderson asked for assurance that the building permit would not be issued until the FAA report has been received. Associate Planner Redeker advised that condition number eleven of the Conditions of Approval, Exhibit 1 of the Resoluton, addressed the Chair's request.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

4. **REGULAR AGENDA**

- 4.1. **ITEMS REMOVED FROM THE CONSENT AGENDA - None.**
- 4.2. **RECONSIDERATION OF CONTINUED USE BY OMAIR AVIONICS, INC. OF TWO “D” ROW HANGARS FOR THE PERFORMANCE OF AIRCRAFT AVIONICS REPAIR AND INSTALLATION**

At it’s meeting of 04/29/08 the Airport Commission considered and approved a request from Dan Jay to allow the use of two “D” row hangars by OmAir Avionics, Inc. to provide aircraft avionics installation and repair. The Commission voted to approve the request for a one year trial period after which the Commission would reconsider the approval. At it’s meeting of 04/28/09 Airport Manager Burkland advised the Commission that the use of a hangar for commercial purposes is not allowed in the lease between Mr. Jay and the City and that if the commercial use is allowed to continue both a change to the lease and a change of use from an S-2 Occupancy to an S-1 Occupancy would need to occur and additional developer impact fees would apply.

A motion was made by Commissioner Mueller and seconded by Commissioner Nathan to continue this item, as well as item 4.3 below, to tonight’s meeting with a request that staff provide more information on the building codes and occupancy issues involved. (*Report - Dave Burkland, Airport Manager, Kim Parks, Facilities Manager & Scott Arcoraci, Building Inspector II*)

The Airport Manager recommended that the commercial use of aircraft hangars not be continued.

Airport Manager Burkland provided a brief overview and stated that the commercial use of hangars is not allowed within the lease and should be discontinued.

Facilities Manager Parks updated the Commission on the discussions and review of locations that he and Omar Bustillo have had related to possible suitable commercial locations for OmAir Avionics, Inc.

Building Inspector Arcoraci provided additional information on building codes and fire suppression or containment options.

Omar Bustillo, President, OmAir Avionics, Inc., addressed the Commission and requested he be allowed to continue to use the “D” row hangars until a suitable location is available.

Dan Jay spoke to the Commission in support of Mr. Bustillo’s continued use of the hangars and requested the Commission allow him to continue use under an agreeable variance until suitable facilities can be found.

Henry Roberson, Air Carriage, addressed the Commission and advised he has a commercial use hangar and has some space he could offer on a short term basis. He requested that the Commission provide Mr. Bustillo 60 to 90 days to allow them to discuss the possibility.

Justin Phillipson spoke in support of OmAir Avionic’s continued use of the hangars.

A motion was made by Commissioner Womack and seconded by Commissioner Mueller to allow OmAir Avionics to continue operation in the “D” row hangars until the next Commission meeting in anticipation of a move out of the “D” row hangars to a suitable location. Two friendly amendments were accepted which: (1) included item 4.3, Approval of a Minute Order Authorizing the Airport Manager to execute an Operating Agreement with OmAir Avionics subject to an appropriate site being identified; and (2) included a time limit, not to exceed 120 days, to find a suitable location after which the operation must be vacated from the hangars.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson
NOES: None

4.3. **APPROVAL OF A MINUTE ORDER AUTHORIZING THE AIRPORT MANAGER TO EXECUTE AN OPERATING AGREEMENT CHICO MUNICIPAL AIRPORT (CITY OF CHICO/OMAIR AVIONICS, INC.)**

Approved - a minute order authorizing execution of an operating agreement with OmAir Avionics, Inc. in accordance with the terms set out in the minute order. *The Airport Manager recommended approval of the minute order subject to verification that the location of operations meets airport requirements.*

MINUTE ORDER - AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE AN OPERATING AGREEMENT CHICO MUNICIPAL AIRPORT (CITY OF CHICO/OMAIR AVIONICS, INC.)

A motion to approve the Minute Order was included in the motion for item 4.2 above.

The Commission recessed for a five minute break. The meeting reconvened and all members were present

4.4. **REVIEW OF THE CITY COUNCIL’S MOTION RELATED TO THE AIRPORT COMMISSION**

At the City Council meeting of 07/07/09 the Council unanimously approved a motion providing the following direction to the Airport Commission:

Confirmation of the Airport Commission’s authority pursuant to the Charter requirements and based on the legal opinion prepared by the City Attorney; and Council reiterated that the Airport Commission does not have the ability to set policy but instead implements and makes decisions based on Council policy and direction.

Provided direction to the Airport Commission regarding its roles and responsibilities including the Commission’s ability to set policy, appropriate level of involvement of commissioners in the normal operations of the airport, protocol of meetings where public

comment is excluded, and appropriateness of Commissioner Comments section on the agenda that does not follow the standard agenda structure as required in AP&P 10-1 and 10-10; and

Approved the 2009/2010 Airport Commission Work Plan as recommended by staff, with the friendly amendment request of Councilmember Wahl to add back in the item pertaining to the runway extension not accepted, and that the Commission is to add an item to their Work Plan that would include additional training for the conduct and efficiencies of their meetings such as was included in both the Planning Commission and Architectural Review Board Work Plans.

Documents submitted to the Council for their meeting and a summary of Council's discussion are included in the agenda packet. (*Report - Dave Burkland, Airport Manager*)

Airport Manager Burkland provided a brief report.

Chair Sanderson stated that the wording of this agenda item is inaccurate and does not reflect the action taken by Council. He stated that Council's motion applied only to the approval of the 2009-10 Work Plan. Chair Sanderson requested that this agenda item be changed to accurately reflect the Council's action. (*After review of the approved minutes from the 07/07/09 City Council meeting it was determined that the wording of the agenda item corresponds with Council's written record.*)

Airport Manager Burkland discussed the revised Work Plan as approved by the Council and identified the two items removed from the Work Plan,(1) review of the Airport Master Plan; and (2) the runway extension requirements. The Council added one item to the Work Plan. Council directed staff provide additional training to the Commission for the conduct and efficiencies of their meetings.

4.5. **CONSIDERATION OF THE OPTIONS AND EFFECTS OF IMPLEMENTING THE STANDARDIZED HANGAR AREA LEASE FOR A, B, & C ROWS AND A PROPOSED IMPLEMENTATION PLAN**

The Commission's motion to approve the standard form hangar area leases did not include direction on the method in which the leases would be implemented. The majority of the A, B & C row hangar area leases have terms that automatically extend for successive one year terms unless either party gives the other party 90 days written notice of intent to terminate the lease. In order to implement the standard form leases most of the A, B & C row leases would need to be terminated by the City.

At its 04/28/09 meeting the Airport Commission directed staff to provide information on the effects of implementing the standard form lease for A, B, & C row hangar areas as well as an implementation plan. (*Report - Debbie Collins, Management Analyst - Airport*) *The Airport Manager recommended the Commission review and discuss the implementation options, the effects of the options and the proposed implementation plan.*

A motion was made by Vice Chair Koch and seconded by Commissioner Womack to approve option two and the implementation plan as presented by staff.

The motion carried by the following vote:

AYES: Mueller, Nathan, Womack, Koch, Sanderson

NOES: None

4.6. **DISCUSSION OF HANGAR OWNERS WHO QUALIFY AS HANGAR OPERATORS UNDER THE TERMS OF THE MINIMUM OPERATING STANDARDS**

At its 04/28/09 meeting the Airport Commission agreed to discuss Chair Sanderson's request to consider identifying hangar owners who may qualify as "hangar operators" under the terms of the Minimum Operating Standards and ensuring all such owners have operating agreements. A copy of the Standards for Conduction Aeronautical Activities at Chico Municipal Airport is included in the agenda packet.

The definition of a hangar operator was discussed. Chair Sanderson made a motion that the discussion to define a hangar operator be included in item four of the Work Plan. The motion died due to lack of a second.

It was agreed that staff is going to continue to bring these items to the Commission for review with other leases and agreements at the regular Airport Commission meetings.

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

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

6. **REPORTS AND COMMUNICATION**

6.1. A copy of the Council approved 2009-2010 Airport Commission Work Plan was provided to the Commission.

6.2. Airport Fund Income Statement was provided to the Commission.

6.3. The Airport Manager provided verbal updates on the following airport items:

Airport Security Coordinator - Management Analyst Debbie Collins has been certified as the Chico Municipal Airport's Airport Security Coordinator. She will be the primary contact with TSA and will work with TSA to update the Airport Security Plan.

Term of Gate Access Cards - Airport gate access cards were previously issued for a 5 yr period with annual renewal payments. TSA has recommended reducing the term to two years to tighten up security. Staff will now issue cards for a two year period with a \$45 two year fee requiring and update the airport fee schedule to reflect the change.

Capital Project Updates

There is approximately \$400,000 available from Passenger Facility Charges. The intent is to expand the hold area of the terminal underneath the overhang about 14 feet.

There is a little over \$1 million for general infrastructure improvements. The City is working to acquire the Chico Aerial Applicators hangar. There are some environmental issues with this property and these funds are being used to complete a site assessment. In addition we are talking with Aero Union about the possibility of building a new hangar. These funds would be applied for infrastructure only but the Governor signed a budget that includes a \$10 million take of redevelopment funds and since this is redevelopment money this could be one of the projects that may need to be eliminated.

We are down to the last few days of work on Airport Improvement Plan Project #28. Overall the project turned out very well. The next phase of the apron reconstruction will cost approximately \$2 million and may be the area west of the existing pad that was just pored or north of the restricted area.

Commissioner Mueller asked if there was a possibility of getting the fire lanes re-marked due to fading. Facilities Manager Parks advised that could be done internally with City staff.

Commissioner Koch asked about the grading that is occurring in the parking lot by the Sub Shop and Air Museum. Airport Manager Burkland advised that every year the City grades the lot to smooth it out and fill in the ruts prior to the Air Show.

- 6.4. Committee reports (if any). - None.
- 6.5. Letter dated 07/01/09 from Elizabeth Louie, FAA Airport Certification/Safety Inspector, regarding annual certification inspection findings.
- 6.6. Letter received 07/21/09 from Justin Phillipson, Owner, Dimension 3 Aviation, requesting certain waivers to the Standards for Conducting Aeronautical Activities at Chico Municipal Airport related to a proposed Operating Agreement (City of Chico/Justin Phillipson dba Dimension 3 Aviation).

A staff recommendation and draft operating agreement will be agendized for Commission consideration at the next meeting.

- 6.7. Letter dated 07/15/09 from Peter Irish, Administrator, Air Shasta Rotor & Wing, LLC, commenting on the Standards for Conducting Aeronautical Activities at Chico Municipal Airport related to a proposed Operating Agreement (City of Chico/Air Shasta Rotor & Wing, LLC).

Staff will continue to pursue this operating agreement and when it is at a point where we can present the Commission with terms that Air Shasta would be agreeable to then we will

agendize it for Commission consideration.

7. **ADJOURNMENT**

Adjourned at 8:15 p.m. to the October 27, 2009 regular Airport Commission meeting to be held 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 27, 2009

Deborah M. Collins
Management Analyst - Airport

DRAFT

CITY OF CHICO
REGULAR AIRPORT COMMISSION MEETING - OCTOBER 27, 2009
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order - Chair Sanderson called the October 27, 2009 Regular Airport Commission meeting to order at 6:00 p.m.

1.2. Roll Call

Present: Mueller, Nathan, Koch, Sanderson
Absent: None

1.3. Recognition of outgoing Commissioner Gayle Womack.

Chair Sanderson presented Ms. Womack with the Mayor's Award of Appreciation for her time served as Airport Commissioner. Ms. Womack briefly addressed the Commission.

The Commission agreed to move Item 6.1., a presentation by the Air Show Director Womack, to the beginning of the agenda.

2. **CONSENT AGENDA**

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

Item 2.1 was removed from the Consent Agenda for further clarification at the request of Chair Sanderson.

ITEMS REMOVED FROM THE CONSENT - Item 2.1 was heard following Item 6.4.

3. **NOTICED PUBLIC HEARINGS** - None.

4. **REGULAR AGENDA**

4.1. **CONSIDERATION OF A REQUEST BY OMAR BUSTILLO, OMAIR AVIATION, INC., TO EXTEND COMMERCIAL OPERATIONS IN TWO "D" ROW HANGARS**

By email dated 10/22/09, Omar Bustillo, OmAir Avionics, Inc., requested an extension to the time limit set by the Commission at its 07/28/09 meeting requiring OmAir Avionics to cease commercial operations in the "D" row hangars and relocate to a suitable location. Mr. Bustillo identified a new location for his business at Watsonville Municipal Airport however

the hangar is currently under construction. He is asked that the time limit of 11/25/09 be extended to 01/31/10.

The Airport Manager recommended that the commercial use of aircraft hangars not be extended.

Airport Manager Burkland addressed the Commission and stated that after review of the request he would now recommend that the extension be allowed.

Chair Sanderson announced that he had an ex parte communication with Mr. Bustillo on this subject.

Commissioner Mueller advised that he had visited Mr. Bustillo in the “D” row hangars.

Dan Jay spoke on behalf of Mr. Bustillo.

A motion was made by Commissioner Mueller and seconded by Commissioner Nathan that the use of “D” row hangars by OmAir Avionics, Inc. be extended through January 31, 2010 and that the commercial use of those hangars not extend beyond that date.

The motion carried by the following vote:

AYES: Mueller, Nathan, Koch, Sanderson

NOES: None

4.2. **APPROVAL OF REVISIONS TO THE STANDARDIZED HANGAR LEASE FOR ROWS A, B, AND C RELATED TO THE APPLICATION OF ANNUAL CONSUMER PRICE INDEX (CPI) ADJUSTMENTS TO HANGAR SPACE RENTAL RATES**

Approve - revisions recommended by staff to the A, B, and C row standardized hangar lease that will clarify the application of annual Consumer Price Index (CPI) adjustments to hangar space rental rates. ***The Airport Manager recommended approval of the lease revisions. (Report - Debbie Collins, Management Analyst - Airport)***

Management Analyst Collins and Airport Manager Burkland provided background on the lease revision process.

Tom Aylward addressed the Commission.

Commissioner Mueller asked for clarification on which CPI is used, All Urban Consumers (Current Series) or All Urban Consumers (Chained CPI), and that this clarification be included in the lease language.

Commissioner Nathan requested the first sentence of the revised lease language be changed to read: “On July 1 of every year thereafter, the City shall ~~increase~~ **adjust** the basic rent as established by the City’s Fee Schedule. ~~by an amount equal to the increase in the Consumer Price Index.~~”

A motion was made by Vice Chair Koch and seconded by Commissioner Mueller to approve the revision outlined in the staff proposal to include the clarification of the CPI that will be used and the language changes to the first sentence.

The motion carried by the following vote:

AYES: Mueller, Nathan, Koch, Sanderson
NOES: None

4.3. **STANDARDIZED HANGAR LEASE IMPLEMENTATION PLAN - HANGAR ROWS A, B, AND C**

The Airport Commission presented and discussed the implementation of the standardized hanger lease for hangar rows A, B, and C. The implementation plan calls for an agendized discussion with the A, B, and C row hangar owners to educate them on (1) the reasons why the standard form hangar lease was developed; (2) how the new hangar lease will be implemented; (3) how implementation may effect A, B and C row hangar owners; (4) the estimated time line for implementation; and (5) answer questions that hangar owners may have. On 10/09/09 a notice was mailed to A, B, and C row hangar owners advising them of tonight's agendized discussion. The Commission was provided comments that had been submitted by hangar owners. (*Report - Debbie Collins, Management Analyst - Airport*)

Chair Sanderson announced that he had an ex parte communication with Mr. Tom Aylward on this subject.

Management Analyst Collins and Airport Manager Burkland summarized the actions taken by the Commission that led to tonight's discussion.

Addressing the Commission on this item were Michael Paull, Hugh Tyler, Stan Gungl, Mike Coen, Tom Aylward (who also provided a revised letter to the Commission), Norm Rosene, Doug Snider, and Robert Harp. A letter from Bud Keeney was read into the record by Management Analyst Collins.

Chair Sanderson suggested that they put the ad hoc committee back together to review this, in light of what was heard, to see if there is an alternative way that the change could be implemented. Commissioner Nathan said he would be willing to assist with the ad hoc committee. Chair Sanderson said he had history with it and would like to stay on the committee.

A motion was made by Commissioner Nathan and seconded by Commissioner Mueller to reestablish the ad hoc committee to revisit the implementation plan for the lease changes.

The motion carried by the following vote:

AYES: Mueller, Nathan, Sanderson
NOES: Koch

Chair Sanderson stated that the committee, including himself and Commissioner Nathan, will look at the whole thing again and come back and make a recommendation to staff about any changes that might be beneficial.

At the request of a member of the audience Chair Sanderson stated that there would be another opportunity for public comment.

Chair Sanderson called for a break at 7:10pm. The meeting reconvened at 7:21 and all Commissioners were present.

4.4. CONSIDERATION OF A REQUEST BY JUSTIN PHILLIPSON, DIMENSION 3 AVIATION, FOR AN EXEMPTION TO CERTAIN STANDARDS FOR CONDUCTING AERONAUTICAL ACTIVITIES AT CHICO MUNICIPAL AIRPORT

By letter received 07/21/09, Justin Phillipson, Dimension 3 Aviation, submitted a request to operate his flight training business at Chico Municipal Airport and to receive exemptions on two of the standards required by AP&P 90-6, Standards for Conducting Aeronautical Activities at Chico Municipal Airport, relating to the provision of flight training. (*Report - Dave Burkland, Airport Manager*)

Recommendation - the Airport Manager did not recommend that waivers of the Standards for Conducting Aeronautical Activities at the airport be granted.

Airport Manager Burkland provided a brief verbal report and stated that waiving of any of the Standards is not in the best interest of the airport.

Justin Phillipson, owner and operator of Dimension 3 Aviation, addressed the Commission. He explained how his business is structure and why he was requesting a partial waiver of two of the standards.

Addressing the Commission in support of Mr. Phillipson were Michael Paull, Mike Coen, and Norm Rosene.

A motion was made by Commissioner Mueller that Standards 7.b. and 7.c. be modified in accordance with the General Provisions of IV.G. to allow Dimension 3 Aviation to continue operating as a single person flight training business at Chico Municipal Airport.

Chair Sanderson suggested a friendly amendment to include that Mr. Phillipson would be required to enter into an operating agreement with the City. Commissioner Muller accepted the friendly amendment.

Commissioner Nathan asked for clarification that the motion is to waive, not modify, the Standards. It was clarified that Commissioner Mueller's intent was not to modify the Standards but to waive them for Mr. Phillipson at his request.

Commissioner Mueller restated the motion and it was seconded by Chair Sanderson that Standards 7.b. and 7.c. of Standards Section V. be modified in accordance with General Provisions IV.G. to allow Dimension 3 Aviation to continue to operate as a single person flight training business at CMA. Chair Sanderson added his friendly amendment that Mr. Phillipson be directed to contact the Airport Manager to enter into an agreement and Commissioner Nathan requested that the wording of the motion be changed from “modified” to “waived.” Commissioner Mueller agreed to include both friendly amendments.

Maria Rock, representing Northgate Aviation, requested to address the Commission. Chair Sanderson granted the request.

Commissioner Mueller called for the question.

The motion carried by the following vote:

AYES: Mueller, Nathan, Sanderson
NOES: Koch

4.5. **APPROVAL OF A MINUTE ORDER DELEGATING LIMITED LEASE AUTHORITY TO THE AIRPORT MANAGER**

Approve - minute order recommending that the City Council approve the addition of Section 11R.08.166 to the Chico Municipal Code entitled “Manger’s authority to approve lease sales, assignments, transfers, subleases and encumbrances.” *The Airport Manager recommended approval of the minute order. (Report - Dave Burkland, Airport Manager)*

The Airport Manager provided a verbal report.

A motion was made by Chair Sanderson and seconded by Commissioner Mueller to have this matter brought back to the Airport Commission at a future meeting, without reference to a Minute Order that reflects the creation of an ordinance, but amends policy 90-16 of the Administrative Procedures and Policy manual to incorporate the changes that the Airport Manager requires to better conduct business on a day to day basis.

The motion carried by the following vote:

AYES: Mueller, Nathan, Koch, Sanderson
NOES: None

4.6. **CONSIDERATION OF A REQUEST BROUGHT FORWARD BY CHAIR SANDERSON TO PLACE ITEMS ON THE AGENDA**

By email dated 10/20/09 Chair Sanderson requested four items be considered by the Airport Commission at either tonight’s meeting or the next scheduled meeting of 01/26/10. This item requires Commission action in order to be heard.

Ask staff to prepare a written report on the utilization of airport property by Brady Moving and Storage. Specifically, what agreements are, or have been, in place to remunerate the airport for the use of airport property. (Charter Section 1007.1, A & B)

Commission Action Required - Pursuant to Council Policy AP&P 10-10

- A. Vote to hear the request to agendaize (yes or no); and
- B. If the vote on the request to agendaize is yes, determine whether to hear the items at this meeting or at a future meeting.

Recommendation - the Airport Manager recommended the Airport Commission hear this item at a future meeting to allow staff time to prepare.

Chair Sanderson asked the Airport Manager to put updates on the monitoring of leases and operating agreements for compliance as a regular item on the agenda. Airport Manager Burkland said he would. Chair Sanderson then stated it might be better to include the Work Plan itself as a regular agenda item to address reports on all Work Plan items.

Chair Sanderson stated for the record that there no longer is a Master Plan ad hoc committee.

A motion was made by Commissioner Mueller and seconded by Chair Sanderson to have the following two items agendaized for a future meeting.

(1) An update from the ad hoc committee drafting the proposed policy statement on the use and development of aviation zoned property at the Airport (Nathan and Vacant).

(2) That staff provide a written report on the utilization of airport property by Brandy's Moving and Storage.

The motion carried by the following vote:

AYES: Mueller, Nathan, Koch, Sanderson
NOES: None

4.7. **ITEMS ADDED AFTER POSTING OF THE AGENDA** - if any

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

6. **REPORTS AND COMMUNICATION**

6.1. Air Show Director Gayle Womack presented a report on the 2009 Chico Air Show.

This item was moved to follow Item 1.3.

Ms. Womack presented a PowerPoint of the 2009 Chico Air Show. The next Air Show will be held September 24, 25 & 26, 2010.

6.2. The Airport Manager will provide a verbal update on various airport items.

Congratulations were offered to Chair Sanderson on his appointment to the County Airport Land Use Commission (ALUC).

There has been no progress related to the use permit for the DigitalPath tower. Howard Slater is working through the FAA approval process and no plans have been submitted to the City.

The City was approved for a one year extension to the Small Communities Air Service Grant. There has been some interest from SkyWest to provide service to an alternate location.

FAA Items:

The City has received \$100,000 to have a consultant conduct a Wildlife Hazard Assessment. The process will take a year. It is something that FAA is requiring of many airports.

An item will go before Council next week requesting authority to submit an application to the FAA for a new Passenger Facility Charge (PFC). The current PFC has a charge of \$3 and the new PFC will request a charge of \$4.50. Revenue from the new PFC will be applied to terminal improvements to the baggage handling areas and the SkyWest counter area. There is some money on hand that will be used to expand the hold area.

Our insurer did a survey of the airport to look at risks and hazards. When the City receives the report the results will be brought back to the Commission.

There is a vacancy on Airport Commission and the City is in the process of recruiting to fill the seat for the remainder of the existing term. Application packets are available on the City's website and at the front desk.

Caltrans will be conducting a drilling operation to test the levees near Sycamore Creek through November 30th. This has to do with the FEMA certification of levees.

Commissioner Nathan asked if anything could be done in the community to assist in convincing SkyWest of the viability of adding another destination. Airport Manager Burkland said there wasn't interest in the past but he would talk with the new Chamber Director.

6.3. Airport Fund Income Statement was provided to the Commission.

Commissioner Koch asked about the jump in salaries and benefits from the last fiscal year to this year and why Depreciation showed \$800,000 last year and zero this year. Airport Manager Burkland said he would report back on both of the items.

6.4. Committee reports (if any).

A report from the ad hoc committee assigned to draft a proposed policy statement on the use and development of aviation zoned property at the Airport was postponed until January in order to verify which Commissioners are on the committee.

ITEM REMOVED FROM THE CONSENT

2.1. APPROVAL OF MINUTES OF AIRPORT COMMISSION MEETING

Chair Sanderson removed this item from the Consent Agenda in order to request a change to the minutes. He handed out a copy of the recommended language change to the Commission and staff. The recommended language read as follows:

“In the paragraph (7th) beginning with “Chair Sanderson stated that the wording.....” the paragraph ends with a staff comment in parenthesis. So a complete record is made in these minutes, I am asking the sentence in parenthesis be amended to set forth below:

*(After review of the approved minutes from the 07/07/09 City Council meeting it was determined that the wording of the agenda item corresponds with Council’s written record. **A review of the video recording of the City Council meeting beginning at 4:16 into the meeting, indicates the motion of the city council was to approve the workplan but did not include direction to the airport commission.**)”*

Chair Sanderson made a motion to adopt the language that he suggested in the written document that was handed out and that it be made part of the minutes of July 28th. The motion died for lack of second.

A motion was made by Vice Chair Koch and seconded by Commissioner Mueller to approve the Minutes as presented.

The motion carried by the following vote:

AYES: Mueller, Nathan, Koch, Sanderson
NOES: None

Approved - minutes of the Airport Commission meeting held on 07/28/09.

7. ADJOURNMENT

Adjourn to January 26, 2010 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, 2010

Deborah M. Collins
Management Analyst - Airport