



**AIRPORT COMMISSION MINUTES**  
**REGULAR MEETING**  
**January 28, 2020**  
**6:00 p.m.**

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

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

Minutes available online at:  
[www.ci.chico.ca.us](http://www.ci.chico.ca.us)

**AIRPORT COMMISSION**

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

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. **PLEDGE OF ALLEGIANCE**

1.2. **CALL TO ORDER** – 6:00 p.m.

1.3. **ROLL CALL**

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

1.4. **ELECTION OF CHAIR AND VICE-CHAIR**

Pursuant to City of Chico Charter Section 1003, at the first regular meeting of each calendar year the Commission will elect one of its members to serve as presiding officer. At tonight's meeting, the commission will elect a chair and vice-chair for calendar year 2020.

Commissioner Chapman nominated Commissioner Antolock to be Chair. The motion was seconded by Commissioner MacMichael. The nomination passed unanimously.

Commissioner Nolan-Gosling nominated Commissioner Nichols to be Vice Chair. The motion was seconded by Commissioner MacMichael. The nomination passed unanimously.

2. **CONSENT AGENDA**

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

Item passed unanimously.

2.2. **MINUTE ORDERS – VARIOUS**

Item pulled by Nichols.

3. **ITEMS REMOVED FROM CONSENT AGENDA**

- 3.1 Item 2.2 was pulled by Nichols. Questions and discussion took place. Upon the end of the discussion, Nolan-Gosling moved to approve the item and it was seconded by Antolock.

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

5. **CLOSED SESSION** – Airport Commission recessed to Closed Session at 6:22 p.m. in Conference Room 2.

- 5.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**– Pursuant to Gov. Code Sec. 54956.8 – various properties

- 1.1.a. Property: 110 Convair Avenue, Chico (Leasehold Interest)  
City Negotiator: Sherry Miller, Airport Manager  
Negotiating Party: Air Carriage, Inc. (Henry Roberson)  
Under negotiation: Leasehold Area

- 1.2. **RECONVENE FROM CLOSED SESSION** – Commission returned from Closed Session at 6:41 p.m.

- 5.3 **CLOSED SESSION ANNOUNCEMENT** – City Attorney stated nothing to report on Items 5.1.a.

6. **REGULAR AGENDA**

- 6.1 **CONSIDERATION OF REQUEST TO AMEND EXISTING LEASE – AIR CARRIAGE, INC. (HENRY ROBERSON) 110 CONVAIR AVENUE**

Consideration of lease Amendment No. 1 to a Lease of Real Property at the Chico Municipal Airport, 110 Convair Avenue, (City of Chico/Air Carriage, Inc., Henry Roberson, Lessee).

**MINUTE ORDER 01-20 – AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO A LEASE OF REAL PROPERTY AT THE CHICO MUNICIPAL AIRPORT (CITY OF CHICO/AIR CARRIAGE, INC., HENRY ROBERSON, LESSEE) 110 CONVAIR AVE., CHICO, CA.**

A motion was made by Nichols to adopt minute order 01-20 authorizing the City Manager to execute Amendment No. 1 to a Lease of Real Property at the Chico Municipal Airport 110 Convair Ave., Chico, CA (City of Chico/Air Carriage, Inc., Henry Roberson, Lessee).

6.2 **CONSIDERATION OF STANDARD AIRPORT LEASE AND LEASING POLICY**

Discussion and possible action.

Staff Report, draft Lease, draft exhibits, draft policy.

Dan Jay and Henry Roberson provided comments.

After discussion, minor changes for clarity were requested regarding the use of premises, yearly rate increase, market rate adjustment and all clerical type corrections.

Nichols moved to recommend the City Council adopt the lease policy as amended and approve the standard lease agreement. Nolan-Gosling seconded the motion. The motion was approved unanimously.

6.3 **AIRPORT RE-BRANDING**

Discussion and possible action.

Airport Commission Ad-Hoc Committee, Antolock, Chapman  
Verbal report given by City staff – Gustafson

Nichols move to recommend the discussion regarding Airport Re-Branding continue to the next meeting. MacMichael seconded the motion. The motion passed unanimously.

Antolock re-appointed Chapman and himself to the Airport Re-Branding ad-hoc committee.

7. **BUSINESS FROM THE FLOOR** – None.

8. **REPORTS AND COMMUNICATION**

8.1. **AIRPORT MANAGER UPDATE**

- Minute Orders for Leases approved by the City Council were provided for:
  - Henry Roberson, E-2
  - Bryan Elhardt and Scott Roberson, E-16
  - Drew Keenan, C-13
  - Doug Ferreira, C-26
- Budget Monitoring Report was provided

8.3. **AIRPORT COMMISSIONER REPORTS:**

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

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

- D. North Valley Aviation Association (NVAA) – open
- E. JetChico – MacMichael, Nichols

9. **ADJOURNMENT**

Adjourned at 9:03 p.m. to a Regular Airport Commission meeting to be held on April 28, 2020, at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, California.

Date Approved: August 25, 2020





**AIRPORT COMMISSION MINUTES  
SPECIAL MEETING  
August 25, 2020  
10:00 a.m.**

**COPIES OF THIS AGENDA  
ARE AVAILABLE FOR  
REVIEW IN THE:**

Airport Manager's Office  
150 Airpark Blvd., Suite 110  
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**AIRPORT COMMISSION**

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

**1. SPECIAL AIRPORT COMMISSION MEETING**

**1.1 CALL TO ORDER**

**1.2 PLEDGE OF ALLEGIANCE**

**1.3 ROLL CALL**

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

2. **SPECIAL AGENDA** – Due to the COVID-19 pandemic, the public shall have an opportunity to address the Airport Commission by email, on any item described in the agenda before or during consideration of that item. (*Government Code § 54954.3(a)*). The Airport Commission is prohibited by law from considering any other business at this meeting.

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**PUBLIC PARTICIPATION:**

***PUBLIC PARTICIPATION:*** This meeting is being conducted in accordance with Executive Order N-29-20. The public may view the meeting on Comcast Channel 11.

Public comment will also be accepted by email with the subject line *PUBLIC COMMENT ITEM*\_\_\_\_\_, sent to *airportpubliccomments@chicoca.gov* before and during the meeting, prior to the close of public comment on an item. The public is encouraged not to send more than one email per item and not to comment on numerous items in one email.

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**2.1 APPROVAL OF AIRPORT COMMISSION MEETING MINUTES**

Approved minutes of the Regular Airport Commission meeting on January 28, 2020 (Attachment 1).

Public Comments: None

A motion was made by Vice-Chair Nichols and seconded by Commissioner Nolan-Gosling to approve the minutes.

The motion carried by the following votes:

AYES: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling  
NOES: None

## **2.2 MINUTE ORDER**

Adopted minute order authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property (Attachment 2).

Public Comments: None

A motion was made by Vice-Chair Nichols and seconded by Commissioner MacMichael to adopt Minute Order 04-20.

**Minute Order 04-20 authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Beau Starr, Lessee and Assignor/William Pierini, Assignee) Hangar Space No. A-16.**

The motion carried by the following votes:

AYES: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling  
NOES: None

## **2.3 MINUTE ORDER**

Adopted minute order authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property (Attachment 3).

Public Comments: None

A motion was made by Commissioner Chapman and seconded by Commissioner MacMichael to adopt Minute Order 05-20.

**Minute Order 05-20 authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Danford Jay, Lessee and Assignor/Jack Hagewood, Assignee) Hangar Space No. A-12.**

The motion carried by the following votes:

AYES: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling  
NOES: None

**2.4 UPDATE OF AIRPORT MANAGER RECRUITMENT**

The Airport Commission received an update on the Airport Manager recruitment (Verbal Report – Erik Gustafson, Public Works Director-Operations and Maintenance)

Public Comments: None

**2.5 UPDATE OF COMMERCIAL AIRPORT SERVICE AND REQUEST FOR PROPOSALS (RFP) ON MARKETING THE CHICO MUNICIPAL AIRPORT**

The Airport Commission received an update on Commercial Airport Service and RFP on marketing the Chico Municipal Airport (Verbal Report – Erik Gustafson, Public Works Director-Operations and Maintenance)

Public Comments: None

**2.6 UPDATE OF AIRPORT OPERATIONS**

The Airport Commission received an update on Airport Operations (Verbal Report – Erik Gustafson, Public Works Director-Operations and Maintenance)

Public Comments: None

**2.7 CONSIDERATION OF FOUR PROPOSALS FROM CSUC MARKETING CLASS 498**

At the January 28, 2020 meeting the Airport Commission moved to continue the Airport re-branding discussion to the next meeting. The discussion would have normally included a progress update from Airport Re-Branding Ad Hoc Committee members Antolock and Chapman regarding the Chico State Marketing Class 498 course project; however, the COVID-19 pandemic cancelled the April Airport Commission Meeting. The class project continued and ultimately concluded with nine group projects that focused efforts on name and logo changes for a more regional approach. Ad Hoc Committee Members Antolock and Chapman reviewed all nine proposals and submitted the top four rankings to the full Airport Commission for discussion. (Report – Erik Gustafson, Public Works Director-Operations and Maintenance)

Public Comment: None

Commission directed the Ad Hoc Committee to write a letter of appreciation to the University, the professor and her students on behalf of the Airport Commission acknowledging the work the students did and that the letter be written on City letterhead, make it an attachment to an email so that when the letter is sent out to the students, they have something with the City letterhead and cc the President of the University.

Commission directed staff to give the City Council a letter from the Airport Commission that informs the Council as to what the Commission and the Ad Hoc Committee has been doing and thank the City Council for their on-going support of the Commission.

A motion was made by Vice-Chair Nichols and seconded by Commissioner Nolan-Gosling to request staff to work with the marketing consultant to consider the information from Chico State and the possibility of changes to the Airport and its impact on the finances and operations of the Airport.

The motion carried by the following votes:

AYES: Antolock, Nichols, MacMichael, Nolan-Gosling

NOES: Chapman

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

4. **REPORTS AND COMMUNICATION**

The following reports and communication items were provided for the Commission's information. No action could be taken on the items unless the Commission agreed to include it on a subsequent agenda.

4.1 **AIRPORT MANAGER UPDATE**

➤ Budget Monitoring Reports (Attachment 7)

4.2 **AIRPORT COMMISSIONER REPORTS**

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

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

5. **ADJOURNMENT**

Adjourn to a Regular Airport Commission meeting on October 27, 2020, at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, CA.

Date Approved: October 27, 2020







**AIRPORT COMMISSION MINUTES  
REGULAR MEETING  
City Council Chamber  
October 27, 2020  
6:00 p.m.**

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**AIRPORT COMMISSION**

Mike Antolock, Chair  
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**PUBLIC PARTICIPATION:**

***PUBLIC PARTICIPATION:*** This meeting is being conducted in accordance with Executive Order N-29-20. The public may view the meeting on Comcast Channel 11.

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Public comment will also be accepted by email with the subject line **PUBLIC COMMENT ITEM \_\_\_\_\_**, sent to [airportpubliccomments@chicoca.gov](mailto:airportpubliccomments@chicoca.gov) before and during the meeting, prior to the close of public comment on an item. The public is encouraged not to send more than one email per item and not to comment on numerous items in one email.

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1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

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

1.2 **PLEDGE OF ALLEGIANCE**

1.3 **ROLL CALL**

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

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

2.1 **APPROVAL OF AIRPORT COMMISSION MEETING MINUTES**

Approved minutes of the Special Airport Commission meeting on August 25, 2020 (Attachment 1).

Public Comments: None

AYES: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling  
NOES: None

## 2.2 **MINUTE ORDER**

Adopted minute order authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property (Attachment 2).

**Minute Order 06-20 authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico Municipal Airport (City of Chico/Jimmie Bryant, Lessee and Assignor/Norm Nielsen, Assignee) Hangar Space No. C-2.**

## 3. **ITEMS REMOVED FROM CONSENT AGENDA**

Item 2.2 was pulled by Commissioner Nolan-Gosling, motioned to remove by Vice-Chair Nichols and seconded by Commissioner MacMichael. Commissioner Nolan-Gosling ask about the timing and why wasn't this brought to the Commission earlier since it has an effective date of April 1, 2020. Interim Airport Manager explained that Nielsen never got a Minute Order so, it is being brought forward to the Commission for approval.

Public Comments: None

A motion was made by Commissioner Nolan-Gosling and seconded by Commissioner Chapman to adopt Minute Order 06-20.

The motions carried by the following votes:

AYES: Antolock, Nichols, Chapman, MacMichael, Nolan-Gosling  
NOES: None

Chair Antolock directed staff to come up with map of the Airport that includes locations of hangars and frontage businesses that would be easy to view at Commission meetings.

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

## 5. **CLOSED SESSION** – None

## 6. **REGULAR AGENDA**

### 6.1 **UPDATE ON TAXIWAY A RECONSTRUCTION PHASE 2 (AIP NO. 40)**

The Airport Commission received an update on the status of the Reconstruction of Taxiway A Phase 2 (Verbal Report – Rod Dinger, Interim Airport Manager and Erik Gustafson, Public Works Director-Operations & Maintenance).

Public Comments: None

6.2 **UPDATE ON OTHER AIRPORT ITEMS**

The Airport Commission received an update on other Airport items (Verbal Report – Erik Gustafson, Public Works Director-Operations & Maintenance).

Public Comments: None

6.3 **MINUTE ORDER**

Adopted minute order authorizing the City Manager to execute a lease of real property (Attachment 3).

Public Comments: None

A motion was made by Vice-Chair Nichols and seconded by Commissioner Nolan-Gosling to adopt Minute Order 07-20.

**Minute Order 07-20 authorizing the City Manager to execute a lease of real property at the Chico Municipal Airport (City of Chico/State of California) for property located at 1325 Fortress Street.**

The motion carried by the following votes:

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

NOES: None

7. **BUSINESS FROM THE FLOOR**

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

Public Comments: Norm Rosene emailed comments.

Chair Antolock directed that the City acknowledge to Mr. Rosene that the Commission received his letter at the October 27, 2020 meeting.

8. **REPORTS AND COMMUNICATION**

The following reports and communication items are provided for the Commission's information. No action can be taken on the items unless the Commission agrees to include it on a subsequent agenda.

8.1 **AIRPORT MANAGER UPDATE**

➤ Budget Monitoring Reports (Attachment 4)

8.2 **AIRPORT COMMISSIONER REPORTS**

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

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

9. **ADJOURNMENT**

Adjourned to a Regular Airport Commission meeting on January 26, 2021 at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, CA.

Date Approved: January 26, 2021

