



**AIRPORT COMMISSION MINUTES
REGULAR MEETING
City Council Chamber
421 Main Street
Chico, CA 95928
May 11, 2021
10:30 a.m.**

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AIRPORT COMMISSION

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

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1 **CALL TO ORDER**

Called to order by Chair Antolock at 10:30 a.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 REGULAR MEETING MINUTES**

Approve minutes of the Regular Airport Commission meeting on January 26, 2021 (Attachment 1).

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

Approve minutes of the Special Airport Commission meeting on March 30, 2021 (Attachment 2).

Public Comments: None

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

Motion carried as follows:

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

NOES: None

Motion passed 5-0.

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

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

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

6. **REGULAR AGENDA**

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

Commissioner Nolan-Gosling requested that Airport Manager Bahr send an email to all Commissioners listing the items he is currently working on.

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

A new Chair and Vice Chair were not selected at the January 26 meeting due to the low applicant pool. Therefore, a new Chair and Vice Chair still need to be selected along with fulfillment of the two (2) vacant Commissioner positions.

The Commission had questions about the length of term once the new Chair and Vice Chair are appointed. Public Works Director Gustafson will follow up with the Clerk's office.

Public Works Director Gustafson advised the Commission that City Council is requesting a cost estimate of Staff resources devoted to the Airport Commission.

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

The Commission considered three (3) requests from current Hangar Lessee's to sell their leased hangar space to another individual. In accordance with AP&P 90-16, the assignment of the lease needs to be reviewed and approved by the Commission prior to execution of the Lease Agreement.

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

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

6.3.2 **Minute Order 07-21** authorizing the City Manager to execute a Consent to Assignment and Assumption, Lease of Real Property at the Chico

Municipal Airport (City of Chico/Scott Steele, Assignee, and Assignor/Norm Nielsen, Chico Electric) Hangar Space No. A-1 (Attachment 4).

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

Public Comments: None

Note: The Minute Order approval dates were revised to reflect May 11, 2021, as the April 27, 2021 meeting was cancelled. No other changes were made to the Minute Orders.

A motion was made by Vice Chair Nichols for these three (3) Consent to Assignment and Assumption Agreements to be approved and executed. Motion seconded by Commissioner MacMichael.

Motion carried as follows:

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

NOES: None

Motion passed 5-0.

6.4 **CONSIDERATION OF LEASE ASSIGNMENTS APPROVAL CHANGE**

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

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

Commissioner Chapman requested that Staff update the Commission at each meeting on all leases that were approved and denied by the Airport Manager since the last meeting. This update will be provided under the Airport Commissioner Reports section of each meeting agenda.

Commissioner Nolan-Gosling requested that the term “non-permanent” hangars be used instead of “portable” hangars.

Staff explained that the delegation of authority is only granting the Airport Manager authority to approve the lease without obtaining prior approval from the Commission. The Lease Agreement will still be reviewed and approved by the City Attorney, Administrative Services Director, and City Manager. The signatory blocks of the Lease Agreement will not change.

If the Commission approves this delegation of authority, AP&P 90-16 must be amended and approved by City Council.

Public Comments: None

A motion was made by Vice Chair Nichols to postpone the delegation of authority decision to the July meeting. Motion seconded by Chair Antolock.

AYES: Antolock, Nichols

NOES: Champan, MacMichael, Nolan-Gosling

Motion failed 2-3.

A new motion was made by Vice Chair Nichols to delegate authority to the Airport Manager to approve non-permanent hangar leases.

Motion carried as follows:

AYES: Nichols, Champan, MacMichael, Nolan-Gosling

NOES: Antolock

Motion passed 4-1.

7. **BUSINESS FROM THE FLOOR**

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

Public Comments: None

8. **REPORTS AND COMMUNICATION**

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

8.1 **AIRPORT MANAGER REORTS**

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

A. Unhoused Effort Update

Staff advised that current litigation issues are being handled by the City Attorney's office and the City is still looking at open-space and building options for the unhoused population. Staff will keep the Commission updated on the status as things progress.

Vice Chair Nichols had questions as to when the FAA would get involved if an unhoused shelter was opened at the Airport.

Commissioner Nolan-Gosling commented that the City Council should be apprised of how an unhoued shelter would affect the Airport.

B. Airport Manager Transition to Tom Bahr

Staff advised that Taxiway A reconstruction started May 3, with 75 working days allotted for completion. The Runway reconstruction is earmarked for 2022.

Commission inquired about a public announcement of Tom's hire.

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

Airport Manager Bahr will take over the ALUC position.

D. JetChico – MacMichael, Nichols

9. **CLOSED SESSION**

Commission recessed to Closed Session in Conference Room 2 at 12:10 p.m.

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

Commission returned from Closed Session at 12:28 p.m.

10. **ADJOURNMENT**

The meeting adjourned at 12:31 p.m. to the next regular Airport Commission meeting on July 27, 2021 at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, CA.

Date Approved: July 29, 2021

