



MINUTES

REGULAR MEETING OF THE Airport Advisory Committee (AAC)

Tuesday, January 18, 2011

130 S. Second St., Council Chambers-Civic Center Plaza, Chowchilla

CALL TO ORDER: Chairman Doug Thiel called the meeting to order at 4:03 P.M. in the Council Chambers on January 18, 2011.

ROLL CALL – AIRPORT ADVISORY COMMITTEE:

PRESENT:

Committee Chairperson: Doug Thiel
Committee Vice Chairperson: Jerry Cox
Committee Members: Steve Lawrence, Lyndon Mandrell, Anthony Trees,
Alfred Hansen

ABSENT:

Committee Member: Ryan Jones

City staff and contract employees present at the meeting: Wayne Padilla, Assistant City Administrator, Harry Turner, Interim Public Works Director, Joanne Upton, Airport Liaison (Clerk of Record)

Any individual with a disability may request special assistance by contacting the Airport Liaison/Clerk of Record prior to a scheduled meeting

1. PLEDGE OF ALLEGIANCE: [Chairman- Doug Thiel]

Pledge of Allegiance was led by Chairman Thiel.

2. OATH OF OFFICE – [Cindy Black, Acting City Clerk]

Alfred Hansen was appointed to City of Chowchilla Airport Advisory Committee by City Council at a regular meeting on Monday, January 10, 2011 (Outgoing Member was Scott Porter). Cindy Black, Acting City Clerk conducted the Oath of Office installing Member Alfred Hansen to the Airport Advisory Committee.

PUBLIC TO ADDRESS ADVISORY COMMITTEE – Section 1

1.1 PUBLIC ADDRESS

No members of the public addressed the Airport Advisory Committee.

CONSENT CALENDAR – Section 2

2.1 CONSIDERATION FOR MINUTES OF JULY 19, 2010

Action to approve: (Motion, voice vote)

A motion to accept the Minutes of July 19, 2010 as presented by staff was made by Committee Member Lawrence, seconded by Member Trees. No debate. Motion passed by Voice Vote.

DEFERRED BUSINESS – Section 3

NO DEFERRED BUSINESS

NEW BUSINESS – Section 4

4.1 PG&E STUDY (LE GRAND/CHOWCHILLA) – Review preliminary routes around Chowchilla Airport in case alignments are a concern to the Chowchilla Airport Committee.

Discussion: *“The exact heights of the poles are undetermined during siting process until a final route is selected. The Environmental Planner with Transcon Environmental guess is that the new transmission poles will be between 50 -75 ft in height. The existing distribution lines that are located on the north, south, and east sides of the airport appear to be less than 35ft in height.”*

Staff presented an overview, highlighting the preliminary relocation of PG&E transmission poles as staff understood it per communication with Transcon Environmental. A discussion ensued by Committee Members identifying several concerns.

Consensus of Committee Members on agenda item: The preliminary location and height of poles as presented by Transcon Environmental will be of a concern if the heights of poles located within the RWY 12 approach surface and penetrate FAA Regulations Part 77:7:1 transitional airspace on the north end of Runway 12/30. If the preliminary height of poles is expected to be between 50-75ft; a height greater than the existing poles (35 feet @ 1150 feet), can become objects affecting navigational airspace. AAC Chairman Thiel asked if the City can discuss this matter further with Transcon Environmental also asking if they can put fluorescent balls on any new poles at approach end of RWY 12 in the future. An operational visual glide slope indicator (VGSi) would benefit the Airport, however the old VASI System is not in operation and slated for an upgrade in 2012/13 per submitted FAA/Caltrans Aero Division Airport Improvement Project “AIP”.

4.1 CHOWCHILLA AIRPORT ANNUAL REPORTING-CALTRANS DIV. OF AERONAUTICS 2012-2021 10-YR CIP

Staff person Upton updated CIP/ACIP with FAA & Caltrans Aero per deadline date of 1/18/11. All AIP Projects were moved forward a year showing the next AIP project in FY 2012/2013 instead of 2011/12 for the Runway Lighting System, VASI to PAPI Upgrade, signage and incidentals. Caltrans recommended City add Airport Layout Plan Update to the CIP List for the same year (2012/13). City will need to provide a Property Map for the airport and address the Through-The-Fence Agreement with FAA for the adjacent property at north end of RWY12/30. These are items the City will be addressing over the next several months.

4.3 PROPOSED LEASE FBO SITE #1 – Frank Akana (Aerial Ag Helicopter)

Recommendation: Entertain motion to approve recommendation to City Council

Staff person Joanne Upton gave an overview of the FBO Site #1 proposed lease reporting she has been in contact with Mr. Akana regarding the submission of required

documentation: Premise General Liability Insurance Certificate; Frank Akana's Part 137 Operator's Certificate; State and Local business licenses; and completed/signed lease agreements she provided him before she can place this item on AAC Meeting Agenda for review and recommendation to City Council. Upton was under the impression that Mr. Akana will provide the documentation by this meeting reporting to him he was placed on the agenda.

Chairman Thiel said that until Mr. Akana can provide the required documentation to City, this item cannot be discussed by the AAC.

Staff asked the Committee if they are willing to hold a special meeting in between now and April 18th, if Mr. Akana can provide all the documentation. ACC consensus was in agreement with holding a special meeting if necessary. No action taken.

COMMITTEE REPORTS – Section 5
(Information only - No action)

No reports were given.

STAFF REPORTS – Section 6
(Information only, direction may be given. No action)

6.1 AIRPORT MAINTENANCE REPORT (Verbal or written report)

A. City Maintenance updates (verbal)

1. Grounds and Facilities – ACC members reported one (1) light is out on the runway, but overall the airport looks good. Staff person Joanne Upton offered a thank you and recognition to Committee Members for their part in helping keep janitorial duties for the restrooms, squirrel abatement, and weed abatement. Staff recognized Jerry Cox and Doug Thiel. Doug collected tumble weeds and piled them for a burn day.

Dry farming crop on the airport is Wheat (Thiel Air Care). Staff noted concern from AAC members; the runway cracks are becoming a concern. Staff has flagged this concern in the past and will continue to flag it for plan/schedule pending funding. Staff person Joanne Upton reported the State budget caused Caltrans Aeronautics Division to hold funding for 2009/10- CAAP Funds (\$10,000) to airports which use the funds for operational and maintenance needs. Funds may be released in January 2011. She mentioned that due to cost overruns in the Airport Apron Reconstruction and Phase I Drainage Project, the full amount may need to be applied to this project.

6.2 AIRPORT ADMINISTRATION & OPERATIONS REPORT (Verbal or written report)

A. Airport fund Financial Report Updates –

Wayne Padilla, Assistant City Administrator/Finance Director provided handouts to committee members; Update for FY 09-10 unaudited results and the FY 10-11 Year-to-date performance and presented an overview on handouts. No questions or concerns were addressed by committee members and staff. Wayne explained that the City had cost overruns for the last AIP Project in 2009/10 FY (Airport Apron Reconstruction and Phase I Drainage Project) to the tune

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of approximately Fifteen to Twenty Thousand Dollars, which he explained some concern since this project funding; FAA (95%), State Caltrans Aeronautics Division Match; 2.5% and Local/City Match is also 2.5% which was estimated by contracted Engineers which estimated between \$6,300-6,600 local match. He concluded by reporting the cost overruns will have to be recovered by the airport fund eventually through local revenue or future CAAP allocated funds.

Wayne also reported that once the Airport Fund accounts and costs were re-established and salaries, etc. was removed from the Airport Fund, the Airport Fund may possibly see an approximate \$3,000 gain by the end of this funding year.

B. Hangar rentals/Insurance requirements, etc.-

Staff will prepare & process leases for Regular-T Hangars; "11," 5" and Porta Port "A". Staff person Upton mentioned the hangars listed on the agenda were incorrect, and corrections will be reflected in the minutes. She reported the Hangar Waiting List only has a couple of people; however she anticipates that the empty hangars should be filled over the next month or two.

Staff will contact tenants for updated applicable COI's (Certificate of Insurances), and finance will process 2011 calendar year billing soon.

Staff also reported they are addressing and resolving past concerns on the Private Hangar Agreement which has been in draft format dating back to 2002. The draft lease was never signed because they had some concerns that were not being addressed by prior administration. The term of the draft lease was retro from 1999-2019 (twenty years). Staff is currently taking measures to resolve this situation over the next few months.

ANNOUNCEMENTS & CORRESPONDENCE – Section 7 (Informational handouts in meeting packet or at meeting if applicable)

7.1 AAC QUARTERLY MEETING SCHEDULE FOR 2011:

- April 18, 2011 4:00 P.M. in Council Chambers (Civic Center)
- July 18, 2011 4:00 P.M. in Council Chambers (Civic Center)
- October 17, 2011 4:00 P.M. in Council Chambers (Civic Center)

Meeting cancellations will be posted on city website and Committee Members will be notified if they are canceled. Special meetings may be held at anytime deemed necessary by the Committee and Staff giving proper prior notification.

For general information, calendar events and other meetings (dates/times) visit www.ci.chowchilla.ca.us and click on Calendar

ADJOURNMENT – Section 8

8.1 Adjourn by 5:00pm.

- Next Airport Advisory Committee: April 18, 2011 Next Agenda items requested by AAC: Election of AAC Officers will be on next agenda and any business that was deferred to the next meeting unless a special meeting is held, if then the agenda items will be placed on the special meeting agenda.

SIGNED COPY OF MINUTES ARE AVAILABLE IN THE CITY CLERK'S OFFICE