



MINUTES

REGULAR MEETING OF THE Airport Advisory Committee (AAC)

Monday, April 18, 2011

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

CALL TO ORDER: Chairman Doug Thiel called the meeting of the Airport Advisory Committee to order at 4:05 P.M.

ROLL CALL – AIRPORT ADVISORY COMMITTEE:

Present:

Committee Chairperson: Doug Thiel
Committee Vice Chairperson: Jerry Cox
Committee Members: Lyndon Mandrell, Alfred Hansen

Absent:

Committee Members: Steve Lawrence, Anthony Trees, Ryan Jones

City staff and contract employees present at the meeting: Larry A. Donaldson, City Attorney, Harry Turner, Interim Public Services Director, Joanne Upton, Project Analyst/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]

The Committee Meeting was moved to the Training Room due to a special City Council Ad Hoc meeting in the Council Chambers. The pledge of Allegiance was suspended due to the absence of a flag in the training room.

2. ELECTION OF CHAIR & VICE-CHAIR (Election of Officers)

Chairman Thiel reported that he felt it was in the best interest of the Airport Advisory Committee to respectfully remove his name from the floor for nominations, concurred legal counsel.

Chairman Thiel opened the floor for nominations.

A. Nominations for Chair: (Motion/second/debate motion/voice vote)

1. Nomination for Chair: Chairman Thiel nominated Committee Member Jerry Cox, seconded by Member Lyndon Mandrell. The motion moved and seconded.
2. Debate: Chairman asked for opinions on the motion with no comments/debate received.
3. Vote of Motion: Call to vote. ***Motion to accept Jerry Cox as Chair of the Airport Advisory Committee unanimously passed by voice vote of members present.***

- B. **Nominations for Vice-Chair:** (Motion/second/debate motion/voice vote)
1. Nomination for Vice-Chair: Chairman Thiel nominated Committee Member Steve Lawrence, seconded by Member Jerry Cox. The motion moved and seconded.
 2. Debate: Chairman Thiel asked for opinions on the motion with no comments/debate received.
 3. Vote of Motion: Call to vote. ***Motion to accept Steve Lawrence as Vice-Chair of the Airport Advisory Committee unanimously passed by voice vote of members present.***

Outgoing Chairman Thiel passed the gavel to Jerry Cox as incoming Chairman.

PUBLIC TO ADDRESS ADVISORY COMMITTEE – Section 1

1.1 PUBLIC ADDRESS

Bob Gudgel, located at 815 S. 3rd Street, Chowchilla asked the Committee if he can have the old inoperable Airport Beacon to personally keep as an antique.

Staff person Upton said Member Mandrell was assessing the beacon to see if he can locate outdated parts to repair. Member Mandrell reported that he purchased a few parts, however, he was unable to locate other parts needed to repair the beacon.

City attorney Donaldson advised the Committee as a whole and recommended that this item should first go to City Council to declare the inoperable airport beacon as city surplus, then the item can be considered for donation. Staff will proceed under the attorney's advisement.

CONSENT CALENDAR – Section 2

2.1 CONSIDERATION FOR MINUTES OF JANUARY 18, 2011

Action to approve: (Motion, second, voice vote)

Chairman Cox opened the floor for a motion for action. A motion to accept the minutes of January 18, 2011 as presented by staff was made by Committee Member Thiel, seconded by Committee Member Hansen. No debate was received for the motion on the floor. ***The motion was unanimously approved by voice vote to accept the Minutes of January 18, 2011 as presented by staff.***

DEFERRED BUSINESS – Section 3

NO DEFERRED BUSINESS

NEW BUSINESS – Section 4

4.1 PROPOSED LEASE (FBO SITE #1) – Frank Akana (Recommendation)

Staff person Upton reported that Mr. Akana has not returned the required documents and staff recommends this item be removed from action. No discussion and no action taken by the Committee.

4.2 SPRING CLEANING DAY AT CHOWCHILLA AIRPORT

Discussion – Committee Member Jerry Cox would like to consider scheduling a clean up date at the Chowchilla Airport with the Chowchilla Athletic Foundation (Contact person; Mayor David Alexander) Volunteer City Clean-up Program.

Chairman Cox opened the floor for discussion. Chairman Cox would like to establish a date and time to coordinate a date for a spring cleanup at the Airport; he would like to focus on ground detailing and minimal facilities repairs/cleanup. A brief discussion ensued.

Committee Member Thiel asked staff why we are not utilizing the prison work crew and asked if they are still available. Staff person Turner responded by reporting the City budget didn't allow for an ongoing prison work crew program. City must pay for a required prison guard and all transportation costs. Turner said it can be budgeted through monetary donations; however the prison would likely want an ongoing program scheduled (1-day per week for a period of 1 year). He mentioned the possibility of bartering with the Chowchilla-Madera County Fairgrounds for a one time use, however, this may not be an option.

Chairman Cox asked for a motion set a date for the spring clean-up contingent upon the availability of 4-8 adult volunteers. Committee Member Thiel made a motion to set May 14th at 10:00 A.M. for the Airport Spring Clean-up coordinated through City staff, seconded by Member Hansen. No debate or questions were received. **The motion to coordinate Chowchilla Airport Spring Clean-up Day tentatively set for May 14, 2011 at 10:00 A.M. was unanimously approved by voice vote.**

Staff is directed to coordinate 4-8 adult volunteers and use of power tools such as the weed eaters, and other tools for minor repairs in the old restroom. Chairman Cox also mentioned to staff that the old restroom is out-of-service and a sign was posted, however, the door is still unlocked. Staff affirmed the restroom will be locked until repaired.

4.3 ANNUAL AIRPORT FEES/CHARGES REVIEW

Handout: Attachment A: Exhibit Q Fees/Charges, including 2011 Annual Airport Fees Survey.

Staff person Upton gave an overview of Exhibit "Q" Airport Fees/Charges. Upton said the table shows fees over a period of several years which identified fee increases of 15% in years 2004/05, 2005/06, and 2008/09 totaling \$1,213 dollars. She also included a summary of rate survey for airports of similar size.

Chairman Thiel was advised by City legal counsel to refrain from discussing or voting on the Monthly Commercial Fees and the Fixed Base Operators Land Lease fees since his business and livelihood is based on the Chowchilla Airport and presents a conflict of financial interest. Chairman Cox asked Committee Member Thiel to remain in the room to discuss fees/charges on other airport facilities until they discuss this item at which time Member Thiel will excuse himself and leave the room.

A discussion on fees/charges ensued taking into account that the airport has facilities that are empty and available for rent as many other airports are experiencing during these economic times.

Chairman Cox asked for a motion from the floor. Committee Member Thiel made a motion to not recommend to City Council any fee increases at this time for Regular T-Hangars, Portable Hangars, and Tie-downs listed in Exhibit Q since they are not at full capacity. Committee Member Hansen seconded the motion. Chairman Cox opened the floor for public debate. Mr. Gudge (Public) stated that he agrees with no fee increases since you have hangars that are empty at this time. Chairman Cox moved to voice vote for the motion on the floor. **The motion to recommend to City Council no increase in fees for regular T-hangars, portable hangars and tiedowns at this time for the following reasons; facilities are not at full**

capacity and fall within the same rate charged by other airports of like size unanimously passed by voice vote.

At this time Committee member Thiel left the room for next item of discussion. Chairman Cox recommended to City Council no increase in fees for FBO monthly commercial fees and FBO land lease fees since we have 5 parcels and only one if rented at this time. He called for a motion. Committee Member Hansen made a motion to recommend to City Council no fee increases for FBO monthly commercial fees and FBO Land Lease fees for the reason; they are not at full capacity, seconded by Committee Member Mandrell. Chairman Cox opened floor for public debate. Mr. Gudgel (Public) stated that he agrees with no fee increases since you have parcels that have not been leased for years. Chairman Cox moved to vote. ***The motion to recommend to City Council no fee increase for FBO monthly commercial fees and FBO land lease fees passed by voice vote of 3 members. (One member (Thiel) left the room and refrained from the discussion and action.)***

Chairman Cox asked for Committee Member Thiel since they had one more item to vote on separately in regards to airports fees. Chairman Cox asked for a motion in regards to the rental fees for storage of non-flyable aircraft for the same reasons stated in the other motions under this agenda item. Committee Member Hansen made a motion to recommend to City Council no increase in fees for the storage of non-flyable aircraft since no agreement for storage of non-flyable aircraft has occurred since City established this fee. The motion was seconded by Committee Member Mandrell. Mr. Gudgel (Public) stated that he agrees with no fee increases. Chairman Cox moved to voice vote for the motion on the floor. ***The was motion to recommend to City Council no increase in fees for the storage of non-flyable aircraft since no agreement for the storage of non-flyable aircraft has occurred since City established this fee. Motion unanimously passed by voice vote.***

4.4 REVIEW PROHIBITIONS LISTED IN HANGAR TERM LEASE AGREEMENT FOR RECOMMENDATIONS (Review/Discussion)

Handout: Attachment B: Prohibitions listed in the Hangar Lease Agreement for AAC Discussion/recommendations to staff prior to revisions prior next cycle of Term Lease (January 2012).

Chairman Cox and Committee Members reviewed the handout (Attachment B) of current hangar prohibitions listed in the current lease agreements. A brief discussion ensued. Chairman Cox asked for public input; Mr. Gudgel didn't have any comments. Committee Member Thiel said the prohibitions are very relaxed and didn't see any reason to change them. The committee had not recommendations for changes in the current lease hangar prohibitions. ***Committee Member Thiel made a motion to staff to make no changes in the prohibitions listed in current lease agreements, seconded by Committee Member Lyndon. No debate on the motion was received. The motion passed unanimously by voice vote.***

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

5.1 REPORTS/UPDATES – (Verbal)

No reports or updates from Committee Members.

STAFF REPORTS – Section 6

6.1 AIRPORT MAINTENANCE REPORT (Verbal or written report)

A. City Maintenance updates (verbal)

A.1 Grounds and Facilities – (Weed Abatement and Squirrel Abatement)

Staff picked up more Rodent Bait Diphacinone treated grain (0.005%) to disburse in PVC tube stations in squirrel infested areas.

Other items reported:

- The palm tree at the gate entrance is removed (the palm tree was on flagged by Caltrans, Division of Aeronautics following an annual airport inspection in April of 2010). Since the tree was 35-40 feet tall it penetrated the FAR Part 77, 77:1 transitional surface & must be trimmed or removed. Staff decided to remove tree since it would not look good to trim the top of a palm tree.
- Staff is considering a design drip irrigation system in the open space park so the trees will be watered, however the irrigation system to the turf/lawn will be cut off. Committee Member Mandrell volunteered to help install the drip system if it can be coordinated on a Saturday.

Chairman Cox inquired if staff will finish mowing the turf since it is half-mowed due to equipment breakdown. Staff affirmed the turf will be completely mowed.

A.2 Weed Abatement (ongoing) –

Committee member Cox and Thiel Air Care, Inc. volunteer/assist City. Committee Members Thiel asked if his business (Thiel Air Care, Inc.) donation to provide aerial herbicide (round-up) to the airport weeds should be approved by City Council. City Attorney responded to Mr. Thiel advising him that this item should go before City Council to accept his donation and approve the aerial application of an approved herbicide under his business applicators license/certificate. Legal counsel further recommended Mr. Thiel include a monetary value for his donated services.

Staff person Turner reported that they will be stock piling tumble weeds at the airport behind the porta-port hangar facilities for a future burn day in the near future. Turner recognized Member Cox for assisting staff with a solution for diverting excessive standing storm water on the fairgrounds property/race track area during recent heavy rain storms. Water is being diverted from the fairgrounds by pumping mechanism into the airport drain inlet.

A.3. Facility Maintenance –

Maintenance work done on Porta Port B, and A couple of regular T-hangars (doors/locks). Committee Member reported that he repaired his door and it is working okay now. Staff person Upton reported hangar repairs is underway for hangar 9 (Art Scott). Chairman Cox also requested staff may want to monitor the deterioration of wood in airport bathroom over time.

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

A. Airport Fund Report Updates –

1. Tenant billing is underway. 2011 anticipated revenues for airport tenants is \$12,424.00 plus leases in progress or pending listed under item B of this agenda item.
2. Airport Fund/Financial updates – Staff person Upton handed out a financial report for 9 months ending March 31, 2011. Upton reported that the airport fund budget is approximately \$15,300. Expenses reported to date are \$3,292 due to minimal repairs and volunteered labor and donations from the Airport users. Upton mentioned the actual revenues are slowly increasing due to late tenant billing.

B. Hangar Rentals-

1. Leases in progress:
Hangar 11; Shawn Coburn (Pending)
Hangar 5: Frank Akana (Pending)
Porta Port A: No tenants at this time
FBO Site #1 Land Lease: Frank Akana Commercial Operations (Pending)

Staff person Upton reported that she will contact the next person on the hangar waiting list since Mr. Akana has not turned in any required paperwork.

Mr. Gudgel asked on behalf of Brad Schnoor (Hangar 3) if he could move his aircraft from hangar 3 to hangar 11. Committee Member Thiel can respond for Shawn Coburn (process of leasing hangar 11). Thiel said that Brad Schnoor can move into hangar 11 and they will move to hangar 3. He said it works better for Shawn Coburn. Staff person Upton will coordinate the move with Mr. Gudgel and Brad Schnoor. A written request was received by staff at the meeting.

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

7.1 ANNOUNCEMENTS/CALENDAR OF EVENTS SCHEDULED IN APRIL:

- 4/18/11 Airport Advisory Committee Meeting; 4:00 P.M. in Council Chambers
- 4/19/11 Parks & Recreation Commission Meeting; 7:00 P.M. in Council Chambers
- 4/20/11 Planning Commission Meeting; 7:00 P.M. in Council Chambers
- 4/21/11 Heritage Preservation Commission Meeting; 7:00 P.M. in Council Chambers
- 4/23/11 Annual Easter Egg Hunt (Sports & Leisure Park/Community Gym if rain) 10:00-Noon.
- 4/25/11 City Council Meeting; 7:00 P.M. in Council Chambers

Staff person Upton updated members on two cancelled meetings on 4/19/11 and 4/20/11.

Meeting cancellations will be posted on city website and Committee Members will be notified if they are canceled.

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 ADJOURNMENT

A motion was made by Committee Member Thiel to adjourn with no further business, seconded by Committee Member Mandrell. No debate, Meeting adjourned by voice vote.

- Next Airport Advisory Committee: July 18, 2011
- Next Agenda items requested by AAC- Ongoing/deferred agenda items and Draft Rules and Regulations (review).

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

