



## MINUTES

# REGULAR MEETING OF THE Airport Advisory Committee

**Monday, November 16, 2009**

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

**CALL TO ORDER:** Chairman Thiel called the meeting of the Airport Advisory Committee to order at 4:01 p.m. in Council Chambers on November 16, 2009.

### ROLL CALL – AIRPORT ADVISORY COMMITTEE:

#### **PRESENT:**

Committee Chairperson: Doug Thiel  
Committee Vice Chairperson: Vacant  
Committee Members: Jerry Cox, Steve Lawrence, Lyndon Mandrell, Scott Porter

#### **ABSENT:**

Committee Members: Anthony Trees (excused absence)

City staff present at the meeting: Joanne Upton Project Analyst/Airport Liaison and Clerk of Record. Jay Varney, Acting City Administrator/Airport Manager & Wayne Padilla, Assistant City Administrator.

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*Any individual with a disability may request special assistance by contacting the  
Airport Liaison/Clerk of Record*

**PLEDGE OF ALLEGIANCE: [Chairman- Doug Thiel]** –Chairman Thiel led the pledge of allegiance.

### **PUBLIC TO ADDRESS ADVISORY COMMITTEE – Section 1**

#### **1.1 PUBLIC ADDRESS-**

### **CONSENT CALENDAR – Section 2**

All items on the Consent Calendar are to be acted upon by a single action to the Airport Advisory Committee unless otherwise requested by an individual Committee Member for special consideration.

**2.1 CONSIDERATION FOR MINUTES OF SEPTEMBER 21, 2009–** (Minutes were handed out at meeting time and reviewed by Members)

**Motion: Approve to accept the Minutes of September 21, 2009 as presented, moved by Member Steve Lawrence, seconded by Member Jerry Cox, Motion carried.**

### **DEFERRED BUSINESS – Section 3**

**NO DEFERRED BUSINESS.**

**4.1 UPDATE ON CONSTRUCTION ACTIVITIES FOR FAA AIP PROJECT AT THE CHOWCHILLA AIRPORT (Apron Reconstruction & Phase I Drainage Project) –**

Final inspection was on November 6, 2009. Punch list generated for minor items to finish before issuing Notice of Completion for City Council Approval and project closeout with FAA.

During the project inspection a final punch list was generated of items to be completed. Joanne Upton (Staff; Airport Liaison) noted that Chairman Doug Thiel attended the inspection. Chairman Thiel reported that the only item he questioned was the portion of deteriorated asphalt just south of the Apron area which was not included in the project. The Engineer's Inspector reported to Chairman Thiel that section was not included due to the cost and it was not in bad enough shape to justify an additional cost of \$30,000 to add to the project. Chairman Thiel voiced his concern with the crumbling of pavement though local pilots can avoid that section, it will continue to crumble and deteriorate if not addressed soon. Jay Varney (Acting City Administrator/Acting Airport Manager) said he would contact staff and visit the site in question to see if anything can be done.

Contractors still needs to repair damaged hangar door, fill in sunken area on Southside of Drain inlet (Apron Area), provide striping on the taxiway, removed fabric form 24" Drain Inlet, and provide letter of credit for Slurry Seal of all recently installed asphalt concrete work at later date.

Staff person Joanne Upton said she would submit a project financial report at a later date since the project is still underway and Notice of Completion has not been approved by City Council.

At this time, Jay Varney asked for a financial recap of the Airport Enterprise Fund. Wayne Padilla, Assistant City Administrator took the floor handing out Trial Balance Reports for the Airport Enterprise Fund for Funding Years: 2006/07, 2007/08 and 2008/09 noting that the past 2008/09 FY has not been audited yet. Wayne Padilla (Finance Director/Assistant City Administrator) pointed out that at the end of each fiscal year the fund balance reports show the balance which is carried over to the following year. This balance is paid by the city's general funds. The 2008/09 FY (unaudited) shows a fund balance of accumulated cash deficiency totaling \$94,699.00 Wayne said the airport revenues cannot support this deficiency as the city continues to maintain the airport and continue use local and federal funding to make capital improvements at the airport. He said he is charged with the task to help identify revenue producing ideas so the airport will carry its own weight in the future. The hope of the City is to identify outside sources rather than increasing fees and charges to local users.

Chairman Thiel offered his observation stating that he felt the airport is sustainable if you compare the direct costs against the revenues. Indirect charges such as salaries/wages which are attributed to administrative management/overhead should be the city's responsibility manager the airport under the Airport Enterprise Fund. Wayne stated that is he isn't aware of the history of the decision making process during past administrative oversight, however he is providing a chronological record of the financial transactions for the past three funding cycles. Every airport is different in ownership, operation and financing. Expenses and the ability to generate revenue are just as unique. The Objective is to provide information on economic activity that is relevant to our City's decision makers. Taking a look at the chronological accounting history for internal purposes, can be a tool for administration and City Council to budget and plan for the future to help the airport become a sustainable Airport Enterprise Fund and maintain positive net assets and increase them. His task is to take the financial realities and intricacies which may vary, knowing the bottom line will be achieved through well founded

financial management so administration have a basis for sound decisions. Wayne was asked to look for some outside ideas to generate more airport revenue in order to become sustainable and pay back accumulative deficits while protecting operations, maintenance, and tenant relations.

A discussion ensued further on this matter. Chairman Thiel asked staff for a detailed breakdown of salaries and wages since the Airport Advisory Committee feels that the accumulative cash deficiency appears to be largely incurred from salaries/wages (overhead administration) Vs. Direct/realized expenditures to the airport. Chairman Thiel added, the airport has benefits to the community and feels strongly that the city has responsibility for the management of this airport without expecting the Enterprise Fund to pay back all cash deficits in overhead costs incurred largely from Salaries/wages have has increased astronomically over the past three funding years.

Jay Varney said he has had some involvement since his appointment and he anticipates more involvement in the future. He said he will hopefully be more responsive in the future as long as he is assigned this position.

Chairman Thiel stated he is not concerned about the figures on the trial balance sheets; however, his greatest concern is the absence of representation of the airport community on City Council. We don't have a person on the council and we don't have a person on council that understands the benefit of the airport. Chairman Thiel said the committee is relying on Wayne to convey the importance of the airport to City Council being a pilot himself and he understands airports value to a community. Wayne responded stating that City Council's expectation when administration proposes future budgets, staff will justify everything in the budget and the revenue assumptions will be the basis for charges are allocated.

#### **4.2 CITY OF CHOWCHILLA IS REQUIRED TO SUBMIT FAA FY 2011-2015 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) BY JANUARY 15, 2010 – (Handouts in packet)**

Staff requests update from Advisory Committee to identify and prioritize proposed Capital Projects for Chowchilla Airport for the 5-year cycle from 2011-2015 for filing with FAA for funding opportunities.

Currently the ACIP plan for 2010-2020 (AWP ACIP Data Sheets) prepared & reported by Giersch & Associates (Engineers) on behalf of prior Airport Manager (Red) are as follows:

2010/2012: Federal Share \$237,737.50. Local Share: \$12512.50 = \$250,250 total cost  
Project Description: Upgrade runway lighting and convert VASI to PAPI (They removed automated entrance gate to service road in this FY data sheet from prior year reporting (data sheet 2008)

2011/2012: Federal Share \$390,450. Local Share: \$20,550 = \$411,000.00 total cost  
Project Description: Runway 30 Extension, Taxiway Access

2013/2015: Federal Share \$399,570.00. Local Share: \$21,030.00 - \$420,600.00 total cost  
Project Description: Fuel Station, tank, pump, card services, concrete and utility

2016/2020: Federal Share \$494,190.00. Local Share: \$26,010.00 - \$520,200.00 total cost  
Project Description: RWY Erosion Control Misc Paving & Drainage System Phase I

***Staff recommends direction from the Committee Members regarding prioritizing or identifying capital projects for the 5 year cycle 2011-2015 in addition to what is listed above.***

Staff person Joanne Upton provided an overview of the ACIP process with FAA sharing some concern with what she felt was some discrepancies in reporting to FAA. She referred to the AWP data sheets in the meeting packet and the updated 5 year Capital Improvement Program – FY 2009/2010 through 2014/15 provided by Giersch and Associates (revised January 2009).

She said that the revised January 2009 5-Yr ACIP Report/List Giersch & Associates provided shows number two project listed; Upgrade runway lighting, install PAPI to replace VASI and installation of Automated Gate to Service Road. However, the AWP data sheets that Giersch and associates provided did not list the automated gate to Service Road.

A discussion ensued with consensus by committee members to prioritize the list as follows: Item No. 1 will be dropped since the project is underway and completed. All other projects on the list will change status as follows:

1 (2010-2012) Upgrade runway lighting, replace old VASI with new PAPI system , replace directional signage and not include the automated gate. 2 Displaced thresholds, taxiway improvements moved to No 4 and No. 3 Fuel Station Aviation & Jet Fuel should be last on the ACIP list. They felt that they wanted to discuss with Giersch the other items on the list to see what they included; i.e., RWY Erosion control, miscellaneous paving & drainage system, phase I, etc. and other items mentioned such as holding bays, runway slope stabilization and drainage Phase II improvements. They felt that the pavement shoulders on runways and taxiways are more important as well as asphalt work on backside of regular hangars and the portion of unpaved asphalt in front of the pay phone which is deteriorating daily. They would like a clear definition of what is being reported before they recommend to council to approve ACIP.

Jay Varney said he would coordinate with staff and schedule a time in December to meet with Giersch and Associates at the airport to go over their concerns.

Staff will take the committee's consensus of recommendations for the ACIP List and present a staff report to City Council for approval.

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

**No ad hoc committees.**

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

### **6.1 Airport Maintenance Report (Staff) Written and/or verbal reports.**

- a. Weed/Squirrel Abatement – Thiel Air Care donated service/material -spraying of weeds along runway 12/30 and will disc around the portable hangars and the leased dry farming acreage on the airport. Jerry Cox said he would keep the backside of hangars sprayed if that would help.
- b. Facility Maintenance – Staff addressed the following:
  - Staff placed trash receptacle near automatic gate
  - Removed transient tie-down fee box (Used as trash receptacle by airport users).
  - Repaired security light at end of second bank of regular T-hangars

Committee Member Porter recommended staff install spring to Walk-in Man Gate so the gate will shut and not remain open when accessed.

**6.2 Airport Administration and Operation Reports (Verbal or written reports) – (Staff)**

- A. Current revision of Draft ALP submitted to FAA for review and approval-FAA reviewed and in process of approving ALP originally submitted in May of 2008.
- B. FAA is implementing Global Positioning System; Wide Area Augmentation System (WAAS) localize Performance with Vertical (LPV) and Localizer Performance (LP) instrument approach procedures throughout the National Airspace System (NAS). Contact will be visiting Chowchilla Airport in December to start survey. Chairman Thiel would like to be part of this survey when we schedule in December.
- C. Airport fund Financial Report – (Addressed under New Business item 4.1)

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

City is still accepting applications for one open position on the Airport Advisory Committee. The application can be downloaded from our website, [www.ci.chowchilla.ca.us](http://www.ci.chowchilla.ca.us). From the home page, click on Commissions & Committees and then Vacancies.

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

2010 Airport Advisory Committee Meeting Schedule:

January 19, 2010	July 19, 2010
March 15, 2010	September 20, 2010
May 17, 2010	November 15, 2010

**ADJOURNMENT – Section 8**

*NOTICE: Pursuant to Government Code §54954.c(a) Public comments may be directed to the Airport Advisory Committee concerning any item contained for this meeting before or during consideration of the item. Those wishing to address the Committee on an item shall be limited to between 3-5 minutes and if a large group, the Chairman may request that individuals provide only new information not presented by another person*

**8.1 Meeting adjourned with no further business at 5:09pm.**

- **Next regular meeting: Tuesday, January 19, 2010 (Monday, 1/18 is a Legal Holiday-City offices are closed)**

Approved by: \_\_\_\_\_ (Airport Advisory Committee Chairperson)

Attested by: \_\_\_\_\_ (Airport Liaison/Clerk of Record)

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