

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – January 28, 2014
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – 2013 Chair Nathan called the meeting to order at 6:00 p.m.

1.2. Roll Call

Present: Chapman, Ory, Nolan-Gosling, Nathan
Absent: Sanger

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

Pursuant to City of Chico Charter Section 1003 the Commission elected one of its members to serve as presiding officer.

Management Analyst Collins described the election process and opened the nominations for Airport Commission Chair.

A motion was made by Nathan and seconded by Chapman nominating Nolan-Gosling for the position of Chair. There being no additional nominations the motion carried by the following vote:

AYES: Chapman, Ory, Nathan, Nolan-Gosling
NOES: None
ABSENT: Sanger

It was noted for the record that Thomas Nolan-Gosling will serve as the 2014 Airport Commission Chair.

A motion was then made by Chapman and seconded by Nathan nominating Ory for the position of Vice-Chair. There being no additional nominations the motion carried by the following vote:

AYES: Chapman, Ory, Nathan, Nolan-Gosling
NOES: None
ABSENT: Sanger

It was noted for the record that Karl Ory will serve as the 2014 Airport Commission Vice-Chair.

Newly elected Chair Nolan-Gosling thanked outgoing Chair Nathan for his past two years of service as Chair and welcomed newly elected Vice-Chair Ory.

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 Airport Commission meeting of October 29, 2013.

A motion was made by Ory and seconded by Chapman to approve the Consent Agenda.

The motion carried by the following vote:

AYES: Chapman, Ory, Nathan, Nolan-Gosling
NOES: None
ABSENT: Sanger

ITEMS REMOVED FROM CONSENT AGENDA – None.

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

4. **REGULAR AGENDA**

4.1. **CONTINUED DISCUSSION OF THE AIRPORT BUDGET**

The Administrative Services Director and Accounting Manager presented a verbal report updating the Commission on the status of the airport budget and answered questions that the Commissioners had submitted previously to staff.

The true costs of running the airport, which have not been reflected in past airport budgets, such as fire department and litigation expenses, were discussed. The financial history of the airport over the past nine years which shows a negative cash balance that continues to grow annually and is now at approximately 1 million dollars indicates that overall expenses exceed revenues. The Commission received an in-depth explanation of funds, departments, and categories within the budgets related to the airport and the most current budget monitoring report was reviewed. The new Cost Allocation Plan (CAP) will be going to Council for approval on February 18th. The airport's current budget will be adjusted to implement the CAP once approved. A document summarizing the costs being allocated to the airport's departments in the new CAP was also provided to the Commission.

It was the consensus of the Commission to move Item 6.A., the Chico Air Museum annual report, to be heard prior to Item 4.2.

4.2. **AD HOC AIRPORT BUDGET REVIEW COMMITTEE REPORT** (Chapman/Nolan-Gosling)

The ad hoc airport budget review committee presented its report for the Commission's review and discussion. The committee recommended that (1) the Commission receive the Monthly Monitoring Report relative to the airport; and (2) have a separate agenda item specific to airport finances preceding Business from the Floor. It was the consensus of the Commission to accept the report and the recommendations.

4.3. **AD HOC AIRPORT REVITALIZATION PLAN COMMITTEE REPORT** (Nathan/Sanger)

The ad hoc airport revitalization plan committee presented its report for the Commission's review and discussion. Four key elements were identified in the draft revitalization plan: (1) facilities; (2) commercial air service expansion; (3) airport related business development; and (4) fundraising and promotion. Proposed action steps were also discussed. It was the consensus of the Commission to accept the draft revitalization plan outline.

4.4. **AD HOC AIR SERVICE DEVELOPMENT COMMITTEE REPORT** (Nathan/Ory)

The ad hoc air service development committee presented its report for the Commission's review and discussion. Commissioner Ory acknowledged Greg Fischer's contribution to the report. The committee recommended a business-driven air service expansion effort. The committee also recommended inviting Paul Kelley, retired Sonoma County Supervisor, to Chico to discuss how the loss of air service at Sonoma County Airport was turned around with the help of the business community. An overview of data that the committee included in the agenda packet was also presented and discussed. The

committee believes that it is important to engage the business community and have them take a leadership role in air service development. If a group of business leaders and other interested parties is formed and sees value in an updated passenger market study there is a potential that this group may fund the update.

Norm Rosene addressed the Commission stating the importance of business community involvement along with the Commission's and suggested partnering with Innovate North State and the Chamber to utilize their marketing people rather than going to individual businesses. Mr. Rosene also offered to contribute to the cost of Mr. Kelley's visit.

Greg Fischer addressed the Commission stating involvement of the business community is logical and imperative as they would be the ones to benefit and that increasing enplanements on existing service is essential in creating a business case for new air service along with the need for political leadership.

It was the consensus of the Commission to accept the report.

5. **BUSINESS FROM THE FLOOR**

Dan Jay addressed the Commission regarding the lack of reliability of United flights and the costs associated with the competing FBO litigation.

6. **REPORTS AND COMMUNICATION** - The following report and communication items are provided for the Commission's information. No action can be taken on the items unless the Commission agrees to include the item or items on a subsequent posted agenda.

A. Chico Air Museum Annual Report – The Chico Air Museum submitted its annual report updating the Commission on the progress made in calendar year 2013 toward completion of the tasks outlined in Exhibit C of its lease. Norm Rosene, President of Chico Air Museum, addressed the Commission.

B. Commissioner Committee 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)

Economic Development Committee (Nolan-Gosling) – No Report

Finance Committee (Chapman) – updated the Commission on some of the items discussed at the last three meetings.

Internal Affairs Committee (Ory) – 48 diagonal parking spots will be installed in the Downtown Area.

Butte County Airport Land Use Commission (Sanger) – No Report

North Valley Aviation Association (Nathan) – The NVAA is continuing its efforts related to its summer flight academy and will be holding a general membership meeting on February 22nd.

C. Airport Manager Update

Assistant City Manager Mark Orme provided the following updates.

1. Staff met with FAA for the annual Airport Capital Improvement Program meeting. The proposed projects for 2014 include (a) Reconstruction of Taxiway H and the Holding Apron; (b) Phase 2 of the remarking of the runways and aprons; (c) Update of the Pavement Maintenance/Management Program; (d) Update of the Airport Layout Plan; and Engineering design for reconstruction of Taxiway A.

2. Staff is in the process of conducting the annual aircraft based report.
3. One of the proposed economic development goals staff is presenting to the City Council for consideration is airport operations and capital improvements, reemphasizing the importance of reinvesting in City property. This is likely to be reviewed by Council at its February 18th meeting.
4. The State of the City Address is Thursday. One aspect of the presentation will be the City audit.
5. Public Works Manager Kirby White was introduced. It is anticipated that he will be taking on the duties formerly managed by Kim Parks who has left the City for another employment opportunity.

Chair Nolan-Gosling requested an update on staff's work related to the feasibility of having a professional airport operator assist in the operation of the airport. ACM Orme stated this is one of the underlying items in the airport operations economic development goal and that staff is awaiting direction from Council prior to proceeding.

Commissioner Ory asked if there was any news related to fire protection service at the airport. ACM Orme advised that currently there is one firefighter assigned to provide ARFF services and that acceptance of a SAFER grant is currently being analyzed and will be considered by Council for approval and that he is hopeful that if the grant is accepted it would result in restored staffing at the airport. Commissioner Chapman stated that at a meeting he attended this morning a representative from the Fire Department had indicated that staffing at the airport would be restored as a result of the grant.

7. **ADJOURNMENT** – Adjourned at 8:54 p.m. to a regularly scheduled Airport Commission meeting on April 29, 2014, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: April 29, 2014

Deborah M. Collins

Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – April 29, 2014
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – Chair Nolan-Gosling called the meeting to order at 6:00 p.m.

1.2. Roll Call

Present: Chapman, Nathan, Sanger, Ory, Nolan-Gosling
Absent: None

2. **CONSENT AGENDA**

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

A motion was made by Ory and seconded by Sanger to approve the Consent Agenda.

The motion carried by the following vote:

AYES: Chapman, Nathan, Sanger, Ory, Nolan-Gosling
NOES: None

Approved - minutes of the Airport Commission meeting of January 28, 2014.

ITEMS REMOVED FROM CONSENT AGENDA – None.

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

4. **REGULAR AGENDA**

4.1. **REVIEW OF DRAFT CHICO MUNICIPAL AIRPORT REVITALIZATON PLAN**

A draft Airport Revitalization Plan was reviewed and discussed by the Commission. The Revitalization Plan identifies three basic areas to be worked on: (1) preservation and expansion of commercial air service; (2) creation of new and better facilities to lease at the airport; and (3) fundraising activities to fund such items. The role of the Commission would be to initiate, assist and support work groups made up of airport champions and stakeholders interested in achieving these goals.

The Commission agreed that since the following item is a part of the Revitalization Plan it should be merged with this item and discussed concurrently.

4.2. **REVIEW OF AIR SERVICE DEVELOPMENT REPORT**

A report on air service development activities was provided to the Commission. Commissioner Ory first thanked Norm Rosene and Greg Fischer for their assistance in organizing the March 13, 2014, meeting at Air Spray with former Sonoma County Supervisor Paul Kelley who shared Sonoma County Airport's success in restoring air service. The meeting was well attended. He also thanked the Chamber of Commerce for their assistance in getting the word out to the business community.

The ad hoc committee (Ory and Nathan) suggested that a follow-up meeting with the Chamber of Commerce should be held within the next month to encourage their support and their help in forming an Air Service Working Group to develop and implement the efforts necessary to preserve current air service.

It was pointed out that the City is not in a financial position at this time to invest in the airport to the degree necessary. Assistant City Manager Orme advised the Commission that in the preliminary budget a recommendation is being made to fund a contract airport manager which, if approved, would be an investment by the City in the airport's future.

Lisa Johnson addressed the Commission on behalf of the Chico Chamber of Commerce to report that a team has been formed that will be going to Santa Rosa on July 28th to meet with Sonoma County Airport's management team.

A motion was made by Ory and seconded by Chapman to accept both the Airport Revitalization Plan and the air service ad hoc committee's report.

The motion carried by the following vote:

AYES: Chapman, Nathan, Sanger, Ory, Nolan-Gosling
NOES: None

The Commission proceeded to assign responsibilities for the working groups to address the three areas identified in the Revitalization Plan. Vice Chair Ory and Commissioner Nathan will continue to work on air service development. Chair Nolan-Gosling and Commissioner Sanger agreed to work on facilities and infrastructure and Commissioners Sanger and Chapman agreed to work on fundraising/development.

5. **BUSINESS FROM THE FLOOR**

Norm Rosene addressed the Commission regarding the Butte County Airport Land Use Commission's role and how it integrates with this Commission. He also advised that the aircraft owned by Ty Ramey, and temporarily stored at the Chico Air Museum, have been removed from airport and that the Museum's occupancy plans have been submitted to the City for review and approval.

6. **REPORTS AND COMMUNICATION** - The following report and communication items were provided for the Commission's information.

6.1. Budget Monitoring Report

The airport budget monitoring report was provided to the Commission.

6.2. Consideration of a request from Greg Fischer to agendize a discussion on the impact that the loss of commercial air service would have on the airport. – By email dated April 17, 2014, Greg Fischer requested that the Commission consider asking staff to gather information on the financial impacts of the loss of commercial air service and, if such a loss were to occur, the time and cost of re-certifying the airport for commercial air service. Pursuant to AP&P 10-10, a majority vote of the Commission is required in order to agendize this item for discussion at a future meeting.

A motion was made by Chapman and seconded by Sanger to agendize the discussion for the July 29, 2014 meeting.

The motion carried by the following vote:

AYES: Chapman, Nathan, Sanger, Ory, Nolan-Gosling
NOES: None

6.3. Committee 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. Economic Development Committee – Nolan-Gosling

At its meeting of March 26, 2014, the Economic Development Committee voted to dissolve the Committee until further notice.

- B. Finance Committee – Chapman – No airport related items discussed.
- C. Internal Affairs Committee – Ory – No report.
- D. Butte County Airport Land Use Commission (ALUC) – Sanger – No report.
- E. North Valley Aviation Association (NVAA) – Nathan – The NVAA Summer Flight Academy is scheduled for June 9 – 20, 2014.

6.4. Airport Manager Update

1. A summary of the annual Aircraft Based Report was provided to the Commission.
2. San Francisco International Airport will be closing two runways from May 17 through mid-Sept to make improvements to Runway Safety Areas. All arriving and departing flights will be limited to the two remaining runway. SFO has worked with FAA and airlines to minimize potential delays and airline flight schedules have been adjusted. Although delays due to the runway closures are unlikely weather and fog may continue to cause delays.
3. The 25 year ground lease with the California Department of Forestry and Fire Protection expires Dec. 31, 2014. The Department of General Services contacted the City in March to initiate discussions for a new lease. Staff has been advised that they will be requesting exclusive use of additional ramp space in front of the Chico Air Museum hangar. Part of the DGS process requires a Request for Proposals which will act as their initial basis for negotiations.
4. The FAA Safety Team (FAASTeam) is holding a seminar for pilots entitled *Flight After Inactivity and an Overview on Automatic Dependent Surveillance (ADS-B)*. It will be held tomorrow, Wednesday, April 30th, at 6:00pm at the Air Spray hangar.

Henry Roberson, a FAASTeam representative for the FAA, addressed the Commission and shared the method by which pilots are advised of these types of training opportunities.

7. **ADJOURNMENT** – Adjourned at 7:15 p.m. to a regularly scheduled Airport Commission meeting on July 29, 2014, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: July 29, 2014

Deborah M. Collins

Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – July 29, 2014
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – Chair Nolan-Gosling called the meeting to order at 6:00 p.m.

1.2. Roll Call – Present: Chapman, Sangar, Ory, Nolan-Gosling
Absent: None

1.3. Notification of the resignation of Commissioner Kurt Nathan.

On June 8, 2014, Kurt Nathan notified the City that he had accepted a position that required him to relocate out of the area and that he was resigning his position as Airport Commissioner effective immediately. The City Council appointed Mr. Nathan to the Commission in 2009. He served as Vice Chair in 2010 and 2011 and as Chair in 2012 and 2013. The City expressed its sincere appreciation to Mr. Nathan for his outstanding service as a member of the Airport Commission. He gave generously of his time and ability for the betterment of the airport and our community. The City Council will discuss filling this vacancy at its August 5, 2014, meeting.

2. **CONSENT AGENDA**

2.1. **MINUTE ORDER – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A CONSENT TO ASSIGNMENT AND ASSUMPTION, LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT (CITY OF CHICO/DOMINIC DEL CARLO AND STEVE SILACCI, LESSEE AND ASSINGNOR/BRENT WARREN, ASSIGNEE) HANGAR SPACE NO. C-12**

Approved - minute order authorizing the Airport Manager to execute a Consent to Assignment and Assumption, Lease of Property at the Chico Municipal Airport (City of Chico/Dominic Del Carlo and Steve Silacci, Lessee and Assignor/Brent Warren, Assignee) Hangar Space No. C-12 *(The Airport Manager recommended approval of the Minute Order.)*

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

Approved - minutes of the Airport Commission meeting of April 29, 2014.

A motion was made by Chapman and seconded by Sanger to approve the Consent Agenda.

The motion carried by the following vote:

AYES: Chapman, Sanger, Ory, Nolan-Gosling
NOES: None

ITEMS REMOVED FROM CONSENT AGENDA (if any)

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

4. **REGULAR AGENDA**

4.1. **REVIEW AND DISCUSS THE AIRPORT COMMISSION'S 2013-2014 WORK PLAN ACCOMPLISHMENTS AND IDENTIFY NEXT STEPS**

The work plan period for boards and commissions ends in December and a status report will be due to the City Council in November or December. As such the Airport Commission was asked to report on accomplishments that have been made since the last Commission meeting, review the overall progress toward achieving the work plan goals, identify challenges that may exist in achieving the goals, and to determine next steps. The Commission was also asked to consider what it would like to convey to the Council in its status report and if reassignment of the tasks that had been assigned to former Commissioner Nathan were necessary.

Chair Nolan-Gosling reviewed the City Charter and Airport Commission Mission Statement. He expressed that he and Commissioner Sanger are frustrated with the work plan process, the lack of city funding to get it done and the minimal city staff support due to layoffs and administrative redesign.

Commissioner Sanger discussed how the Commission has no authority or funding to carry out the plans. He stated that in his opinion the only authority the Commission has is to rubber stamp leases and that is very frustrating for him. The Commission's options are to continue on with no change; to push the pause button and adhere to the powers and duties of the Commission but look at some of the things in the mission statement and figure out what can be changed to make it more operable; or wait for the new airport manager and determine together what changes the Commission could propose to the City Council.

Commissioner Chapman advised that the ad hoc fundraising committee developed a Guide for the Committee on the City Airport Fundraising Initiative and a job description for a City Airport Fundraising Champion.

Vice-Chair Ory said if the agenda item is to report back to the Council on progress made then we can say we didn't lose commercial air service. He recommended that the Commission ask the Council to keep the existing work plan because the Commission did not have the full two years to work on it. He also expressed his hope that the new city leadership would embrace the commissions stronger.

Chapman agreed and observed that the work plan contains some lofty goals, that the key item is maintaining and growing air service and suggested leaving the work plan as it is but with a focus on the air service.

Sanger also agreed with maintaining the work plan but stated the problem is that the Commission can generate plans but doesn't have the authorization to implement the plans as outlined. He suggested that the next commission look to other organizations and institutions in Chico to seek their support to implement some of the plans.

Chapman pointed out that the first few words of the Mission Statement say "recommend policy direction and guidance" and that although they don't have authority to implement a plan they can recommend that city staff, City Council, or other members of the community take the lead and execute the direction that has been laid out.

Nolan-Gosling agreed with maintaining the work plan and expressed frustration that aside from the Chamber of Commerce and the Chico Air Museum he is not seeing the community civic involvement for the airport. He stated the Council needs to use its commissions and make what they do workable and meaningful.

Chapman talked of a marketing plan and how it would address why the larger employers in town are not using air service as well as raise awareness.

Sanger suggested the commission consolidate the plans and make recommendations to Council on implementation so that Council may give the Commission the authority or take the ideas and run with them along with other resources in the City.

Chapman stated that would follow the mission statement and that as he understands it the Commission is not an implementing body.

A motion was made by Nolan-Gosling and seconded by Ory that they come back at the October meeting with something short and precise to present to the Council that 1) recognizes the issues occurring at the airport; 2) what needs to be implemented for growth; and 3) suggest that the current work plan be continued to 2015-2016. Sanger requested the motion be amended to take into account all of the work the Commission has already completed because much of it already address the issues. The amendment was accepted.

The motion carried by the following vote:

AYES: Chapman, Sanger, Ory, Nolan-Gosling

NOES: None

City Manager Orme expressed his gratitude to the Commission for their honest expression of their feelings with regard to the times the City has recently gone through, the impact they have had on the Commission and the constraints that they are under. He pointed out the fact that the City Council is willing to authorize funding to bring onboard an airport manager, expressed his appreciation for Commissioner Ory's comments regarding the history of Chico and the importance of the commissions, and commended the Commissioners for their willingness to take the time to do the work that they are doing even with these challenges.

Nolan-Gosling stated that Management Analyst Collins really does a lot for the Commission and in no way whatsoever has the lack of funding or the change in the design ever stopped her from helping the Commission out.

Sanger volunteered to combine the existing documents into one to present to Council.

4.2. **CONSIDERATION OF A REQUEST FROM GREG FISCHER THAT THE COMMISSION DISCUSS THE IMPACT THAT THE LOSS OF COMMERCIAL AIR SERVICE WOULD HAVE ON THE AIRPORT**

By email dated April 17, 2014, Greg Fischer requested that the Commission consider asking staff to gather information on the financial impacts of the loss of commercial air service and, if such a loss were to occur, the time and cost of re-certifying the airport for commercial air service. At its meeting of April 29, 2014, the Commission by majority vote approved agendizing this discussion for tonight's meeting.

Greg Fischer addressed the Commission and explained his reasoning for requesting a report be prepared and that an underlying purpose of this is to catalyze the business community who must be involved in a big way.

Nolan-Gosling asked staff what the possibility would be that this report could be completed given the constraints, budget and new city management. Acting Assistant City Manager Constantin advised the Commission that staff had already determined that the total impact to the City due to the loss of commercial air service would be approximately \$120,000 to \$150,000 assuming the Airport Improvement Program (AIP) grant funding is not lost.

A motion was made by Ory and seconded by Sanger to request staff prepare a brief report regarding the financial consequences of losing air service and on the process necessary to reinstate service should another air carrier be interested.

The motion carried by the following vote:

AYES: Chapman, Sanger, Ory, Nolan-Gosling
NOES: None

5. **BUSINESS FROM THE FLOOR**

Gaylord Enns addressed the commission expressing that he feels commercial air service is significant for the City and sharing his experiences with canceled flights out of Chico.

6. **REPORTS AND COMMUNICATION**

- 6.1. Budget Monitoring Report – The airport budget monitoring report through May 31st was provided to the Commission.

Chapman asked what it meant when the report says that an expense could be absorbed at the category level and Constantin described the difference between an object code and category within the budget.

Ory asked staff to identify the current airport operating deficit. Constantin stated the current fund deficit was \$1,094,751 which is an aggregate accumulated over several years that the anticipated deficit for Fiscal Year 2014-13 is \$192,251 and also advised that funding from the General Fund will be moved to the airport fund in order to cover the costs incurred by the airport under the City's Cost Allocation Plan and other deficits so that the deficit will remain at \$1,094,751 until such time as it can be whittled away. The General Fund subsidizes the airport and it is likely that the airport deficit at some point will have to be recognized as a General Fund obligation.

- 6.2. Fiscal Year 2014-15 Budget – The Fiscal Year 2014-15 airport operating budget pages were provided to the Commission. The budget for airport capital projects was pending notice of a grant award by FAA.

- 6.2. Committee Reports – Commissioners reported on airport related items that have been addressed by their assigned committee, commission or association since the last Airport Commission meeting.

A. Finance Committee – Chapman – no report.

B. Internal Affairs Committee – Ory – no report due to cancellation of the meeting.

C. Butte County Airport Land Use Commission (ALUC) – Sanger – no report. They have not met in 18 months. He did talk with the Butte County staff representative of ALUC once and he has tried again with no success. City Manager Orme will contact CAO Hahn to discuss the Commission's desire to meet with ALUC.

D. North Valley Aviation Association (NVAA) – Due to Commissioner Nathan's resignation it was agreed that Nolan-Gosling would attend the NVAA meetings.

- 6.4. Airport Manager Update

- Staff will be releasing a Request for Information for parties interested in providing airport management operations in the next couple of weeks with the hope of bringing someone onboard around October.

- Due to a fire Cal Fire established a Helitack base at the airport this morning.
 - A new agreement with the Tower was entered into to establish procedures related to the alternate use of the FAA's ATIS (Automated Terminal Information System) equipment and the Airport's AWOS (Automated Weather Observer System) equipment. The Airport's AWOS was recently relocated to the base of the Tower to facilitate the use of the ATIS during the hours the Tower is operational. The ATIS is used in conjunction with the Tower's certified weather observers. At the end of their shift Tower staff will activate the AWOS which will provide the weather information when the Tower is not in operation.
 - The Airport received the State's Request for Proposal outlining the terms they seek in a new lease for the Cal Fire Air Attack Base. They are proposing to lease the existing premises and add additional ramp space located in front of the Chico Air Museum. The Museum and Cal Fire staff are addressing the Museum's occasional need to use the space. The State is asking for at 25 year term which is consistent with the term of current lease. The current lease expires December 31st so staff hopes to bring the new lease before the Commission at the October 28th meeting for its recommendation to Council.
 - The Chamber of Commerce organized a trip to Santa Rosa yesterday where the group met with the Sonoma County Airport Manager, the City Manager of Santa Rosa and various economic development and tourism individuals.
 - There was a vehicle/pedestrian deviation at the airport that is being investigated by FAA. An individual was able to drive through a gate and drove his vehicle across an active runway as an aircraft was landing. A concurrent investigation is being conducted by the City with the help of Chico Police Department.
 - FAA notified the City that it has discretionary funds available to help fund the next phase of the ramp reconstruction project. It was suggested that an application be submitted for this project instead of the ALP update. The project will impact the airport tenants and staff will be discussing the challenges with each of the tenants now in order to be prepared if the grant is awarded.
 - The Taxiway H and Hold Apron project and the apron reconstruction project are out to bid now. FAA requires the bid process take place prior to grant award so that the bid results can be used as a basis for the grant award amount. Since grant funding allocations are made in October the work will not occur until the spring.
 - Gate repairs are proceeding and will be completed shortly.
7. **ADJOURNMENT** – Adjourned at 7:52 p.m. to a regularly scheduled Airport Commission meeting on October 28, 2014, at 6:00 p.m., in the Council Chambers of the Chico Municipal Center building located at 421 Main Street, Chico, California.

Date Approved: January 27, 2015

Deborah M. Collins

Deborah M. Collins
Management Analyst

CITY OF CHICO
CHICO AIRPORT COMMISSION REGULAR MEETING – October 28, 2014
Minutes

1. **REGULAR AIRPORT COMMISSION MEETING**

1.1. Call to Order – Chair Nolan-Gosling called the meeting to order at 5:35 p.m.

1.2. Roll Call – Present: Chapman, Ory, Nolan-Gosling
Absent: Sanger, Vandenplas

2. **CONSENT AGENDA**

2.1. **MINUTE ORDER – AUTHORIZATION FOR THE AIRPORT MANAGER TO EXECUTE A CONSENT TO ASSIGNMENT AND ASSUMPTION, LEASE OF PROPERTY AT THE CHICO MUNICIPAL AIRPORT (CITY OF CHICO/STEPHEN SCHWARTZ, LESSEE AND ASSINGNOR/WILLIAM PIERINI, ASSIGNEE) HANGAR SPACE NO. A-16**

Approved - minute order authorizing the Airport Manager to execute a Consent to Assignment and Assumption, Lease of Property at the Chico Municipal Airport (City of Chico/Stephen Schwartz, Lessee and Assignor/William Pierini, Assignee) Hangar Space No. A-16 (*The Airport Manager recommended approval of the Minute Order.*)

The item was pulled from consent by Vice-Chair Ory who asked staff if there had been any changes in the hangar vacancy rate. Staff advised that the only time this information is gathered is in January in conjunction with the Aircraft Based reporting so no new information was available.

A motion was made by Chapman and seconded by Ory to approve the Minute Order.

The motion carried by the following vote:

AYES: Chapman, Ory, Nolan-Gosling
NOES: None
ABSENT: Sanger, Vandenplas

ITEMS REMOVED FROM CONSENT AGENDA – 2.1.

3. **BUSINESS FROM THE FLOOR** - None

4. **ADJOURNMENT** – Adjourned at 5:37 p.m. to an adjourned joint session with the City Council on Tuesday, October 28, 2014, at 6:00 p.m. followed by a regularly scheduled Airport Commission meeting on January 27, 2015, at 6:00 p.m. in the City Council Chambers located at 421 Main Street, Chico, California.

Date Approved: January 27, 2015

Deborah M. Collins

Deborah M. Collins
Management Analyst