CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Robert Tyndall, Chair
Richard Hrezo, Vice Chair
Paul Clark • William Heyland • Dan Weaver

Susanville Municipal Airport Commission

Regular Susanville Municipal Airport Commission Meeting • City Council Chambers

Thursday, August 11, 2022 – 3:00 PM

Call meeting to Order

Roll Call of Commissioners Present

1. **AGENDA APPROVAL:** *(Additions and/or Deletions)*

2. **APPROVAL OF MINUTES:** *Approval of minutes from the July 14, 2022 meeting.*

   2.A Consider approval of minutes from the July 14, 2022 Susanville Municipal Airport Commission Meeting

3. **CORRESPONDENCE/INFORMATION:**

4. **BUSINESS FROM THE FLOOR:** *Any person may address the Commission at this time upon any subject **not on the agenda** within the jurisdiction of the Commission. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.*

5. **PUBLIC COMMENT:** *Any person may address the Board at this time to comment on any subject on or not on the agenda. However, the Board may not take action on an item not on the agenda other than direct staff to agendize the matter at a future meeting.*

6. **NEW BUSINESS:**

   6.A Resolution number 22-xx setting the schedule of Airport Commission Meetings

7. **CONTINUING BUSINESS:**

   7.A Update on Changing Meeting times.

   7.B Update on the 2022 ACIP

8. **AIRPORT MANAGERS REPORT:**

9. **COMMISION ITEMS:**

10. **ADJOURN**

Next meeting date to be held on September 08, 2022 .

I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for August 11, 2022 in the areas designated on August 9, 2022.

AGENDA ITEM NO. 2.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	August 11, 2022
SUBJECT:	Consider approval of minutes from the July 14, 2022 Susanville Municipal Airport Commission Meeting
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Attached for the commission's review are the meeting minutes from July 14, 2022.
FISCAL IMPACT:	None
ACTION REQUESTED:	Approve July 14, 2022 Susanville Municipal Airport Commission Meeting

ATTACHMENTS:
20220714_SMAC Minutes.docx

SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular
Susanville Municipal Airport Commission Meeting Minutes
THURSDAY, JULY 14, 2022 – 3:00 PM

Roll Call of Council members Present: Robert Tyndall, Richard Hrezo, Paul Clark, Dan Weaver
Absent: William Heyland

Call meeting to Order
Chair Tyndall called meeting to order at 3:04pm

1. **AGENDA APPROVAL:**
Moved by Richard Hrezo; seconded by Dan Weaver to Approve
Motion Carried: 4 - 0
Voting For: Robert Tyndall, Richard Hrezo, Paul Clark, Dan Weaver
Voting Against: None

2. **APPROVAL OF MINUTES:**
Moved by Richard Hrezo; seconded by Dan Weaver to Approve
Motion Carried: 4 - 0
Voting For: Robert Tyndall, Richard Hrezo, Paul Clark, Dan Weaver
Voting Against: None

2.A Consider approval of minutes from the June 9, 2022 Meeting
Approve June 9, 2022 Meeting Minutes 20220609_SMAC Minutes.docx

3. **CORRESPONDENCE/INFORMATION:**
None

4. **BUSINESS FROM THE FLOOR:**
None

5. **PUBLIC COMMENT:**
None

6. **NEW BUSINESS:**
6.A ACIP Discussion
Direction to Staff

Public Works Director Bob Godman presented ACIP update. Stated he had a meeting with an engineer from C&S Engineers to discuss ACIP, in the meeting they went over the current project list and moved the perimeter fence to the end of the priority list and moved some of the paving up to the front of the project priority list. Bob explained the projects haven't changed and we have not added any new projects, but we could add one in this ACIP. They also discovered there is an BIL Grant available to the Susanville Airport for $159,000. Chairman Tyndall stated it

is a Bipartisan Infrastructure Law. Mr. Godman said he is unsure if there was 10% matching funds requirement by the grant. Mr. Godman discussed matching funds over the next few years. Mr. Godman explained with Measure P passing the Airport should be able to have the matching funds for the projects. Chair Tyndall inquired into how Measure P passing affects the Airport. Mr. Godman explained the increase to General Fund will allow there to be funds available to add into things such as the Airport and Pool. Vice Chair Hrezo asked if the Airport is not important to the city. Mr. Godman assured the commission that with the city prioritizing economic development within the city the Airport plays a large role in the economic development plan and is a priority. Commissioner Weaver asked about the 2023 Pavement Management Plan. Mr. Godman explained the process of the plan and how to track the pavement in order to receive grant funding. Commissioner Weaver would like to see the Taxiway seal coat be placed on a five-year cycle.

Airport Manager Steve Datema arrived to the meeting at 3:19pm.

A discussion occurred regarding the finished pavement drop from the Taxiway to the dirt.
DRAFT ACIP 2023-2027 - SUSANVILLE.pdf

7. CONTINUING BUSINESS:

7.A CARES Funding Update

Report from staff and direction from Commission if needed.

Mr. Godman presented information about CARES funding, noting that staff is currently getting quotes for the wells and the bathroom remodel will be done by the City's Engineer Division. Mr. Godman noted that he will be presenting the Airport's 22/23 fiscal year budget request to City Council at it's August 3rd meeting. Commissioner Clark inquired into funding for new floors. Mr. Godman stated he is hoping we will have funds leftover from the bathroom remodel that can be used for that. Mr. Tyndall asked if it will be contracted out or completed by Public Works. Mr. Godman stated both projects will be contracted out except for the design of the restroom.

7.B Taxiway A Project

None Informational Item

Mr. Godman presented images of the finished Taxiway A project. Discussion occurred regarding the drop on the pavement. Mr. Godman will discuss with Hat Creek and C&S Engineering.

8. AIRPORT MANAGERS REPORT:

Steve Datema provided an update on operations at the airport, mentioning that if any of the commissioners are interested in learning about the ACIP there is an ACA conference in September in South Lake Tahoe.

9. COMMISION ITEM:

9.A Consider the following items for staff direction Direct Staff

Chair Tyndall asked the commission if they would like to change the meeting time from 3:00pm to 5:00pm. Mr. Weaver stated he cannot do 5:00pm but can do 4:00pm, Commission agreed to 4:00pm. Mr. Godman stated we will bring a resolution for the time change in the next scheduled meeting.
Chair Tyndall asked Commission if we can add meetings in December and January. Mr. Godman stated we can always call a special meeting during those months if there are items to discuss. Mr. Tyndall inquired into having a City Council member on the Airport Commissioner and he will bring it to the council.
Chair Tyndall asked about the Master Plan, Mr. Godman stated he can ask Kelly Mumper, City Planner to look into it. Mr. Datema stated the Master Plan must be FFA approved and completed by a consultant. The last Master Plan was completed by Mead Hunt. Per Teddy Ramil with C & S Consultants the runway can handle 30k pound aircraft.
Commissioner Weaver asked if there is a due date on the project list. Commissioner Clark asked if there was an update on the painting. Mr. Godman stated we are currently getting the bids on that.

10. ADJOURN

Moved by Richard Hrezo; seconded by Dan Weaver to Approve adjourned at 3:52pm.
Motion Carried: 1 - 0
Voting For: Robert Tyndall
Voting Against: None

Approved By:_____
Chair Tyndall

Approved On:

Submitted By:_____
SMAC Secretary, Marci Rojas

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	August 11, 2022
SUBJECT:	Resolution number 22-xx setting the schedule of Airport Commission Meetings
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	At the July 14th, 2022 meeting Board Members directed staff to bring a resolution to change the Susanville Municipal Airport Commission meeting schedule. Specifically changing the start times of meetings from 3:00pm to 4:00pm, while keeping the meeting dates the same.
FISCAL IMPACT:	None
ACTION REQUESTED:	Approve Resolution number 22-xx setting the schedule of Airport Commission Meetings
ATTACHMENTS:	

AGENDA ITEM NO. 7.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	August 11, 2022
SUBJECT:	Update on Changing Meeting times.
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Following direction given by commissioners, staff has placed a Resolution on the August 17, 2022 Susanville City Council Agenda to change the time of Susanville Municipal Airport Commission meetings from 3pm to 4pm.
FISCAL IMPACT:	None.
ACTION REQUESTED:	None.
ATTACHMENTS:	

AGENDA ITEM NO. 7.B
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	August 11, 2022
SUBJECT:	Update on the 2022 ACIP
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	This is the ACIP with the changes recommended by the Commission and by the Community Planner who has been assigned Susanville's ACIP for 2022.
FISCAL IMPACT:	No direct costs, however this document is essential in receiving grant funding for the Susanville Airport.
ACTION REQUESTED:	Motion to recommend the 2022 ACIP be adopted by the Susanville City Council

ATTACHMENTS: