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, February 9, 2023 – 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 October 13, 2022 meeting.*

   2.A Approval of minutes from the October 13, 2022 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 Update on CARES Act grants

   6.B Report on Airport Available Cash

7. **CONTINUING BUSINESS:**

   7.A Update on sale of abandoned property.

8. **AIRPORT MANAGERS REPORT:**

9. **COMMISION ITEMS:**

10. **ADJOURN**

Next meeting date to be held on March 9, 2023 .

I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for February 9, 2023 in the areas designated on February 6, 2023.

AGENDA ITEM NO. 2.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	February 9, 2023
SUBJECT:	Approval of minutes from the October 13, 2022 meeting
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Attached for the Commission's review are the minutes from the October 13, 2022 SMAC meeting.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Motion to approve minutes from the October 13, 2022 SMAC meeting

ATTACHMENTS:
20221013_SMAC Minutes.docx

SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular
Susanville Municipal Airport Commission Meeting Minutes
THURSDAY, OCTOBER 13, 2022 – 4:00 PM

Call meeting to Order
Called meeting to order at 4:04pm

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

President Tyndall started the Pledge of Allegiance.

1. AGENDA APPROVAL:

Exceutive Director Bob Godman presented an addition to the agenda, the official ACIP document added to the October 13, 2023 agenda. President Tyndall stated he spoke with City Council members and they would like the ACIP delivered to them by June, this would allow them to better review it.

Moved by William Heyland; seconded by Dan Weaver to
Approve . Motion Carried: 3 - 0
Voting For: Robert Tyndall, William Heyland, Dan Weaver
Voting Against: None

2. APPROVAL OF MINUTES:

2.A Consider approval of minutes from the August 11, 2022 meeting.
Approve minutes from the August 11, 2022 meeting.
20220811_SMAC Minutes.pdf

Moved by William Heyland; seconded by Dan Weaver to Approve .
Motion Carried: 3- 0
Voting For: Robert Tyndall, William Heyland, Dan Weaver
Voting Against: None

3. CORRESPONDENCE/INFORMATION:

None

4. BUSINESS FROM THE FLOOR: None

5. PUBLIC COMMENT: None

6. NEW BUSINESS:

None

7. CONTINUING BUSINESS:

7.A 2023 through 2028 ACIP recommendation to City Council
Recommend City Council approve the 2023 through 2028 Airport Capital Improvement Plan.

Public Works director Bob Godman presented the ACIP. He stated he has received the final ACIP from C & S Engineering. Commissioner Heyland stated the one attached is different from the updated final draft that was just added to the agenda. Chair Tyndall stated there are several differences and would like to take time to look it over before going to City Council. Commissioner Weaver asked what we needs to be done to push the ACIP to the council. Mr. Godman stated he needs a motion to pass the recommendation of the ACIP, the one just added to the agenda today. All voted in favor of. Commissioner Weaver asked if they have the option to move something up if they notice deterioration, Mr. Godman answered that once accepted the ACIP is locked in and no changes can be made until we present a new one next year.
Susanville ACIP 2023-2028 Package DRAFT.pdf

Moved by Dan Weaver; seconded by William Heyland to Approve .
Motion Carried: 3- 0
Voting For: Robert Tyndall, William Heyland, Dan Weaver
Voting Against: None

8. AIRPORT MANAGERS

REPORT: None

9. COMMISION ITEMS:

President Tyndall inquired if Mr. Godman has the updated Master Plan to present. Mr. Godman stated not at this time, he is currently working on getting quotes from H2o for getting the well, pressure tanks and pumps replaced. Discussion occurred regarding which pump will be replaced. Mr. Weaver asked if that project will be paid by COVID-19 funds and if it will use up all of those funds. Mr. Godman stated yes it will be paid for by Covid-19 fund but would not use up all those funds. Mr. Weaver asked if the funds are for the Well, remodel of the lobby and restrooms. Mr. Tyndall asked if we have an estimate on that yet? Mr. Godman stated our Engineering Department is finishing up a current project and will work on Airport project. Commissioner Heyland asked if any of the CARES monies will be expiring? Mr. Godman motioned no. Discussion occurred regarding funds from billing. Mr. Tyndall asked about the helipad lights. Mr. Godman stated it was passed last May, unfortunately they were never purchased and it did not carry over into the 22/23 budget. It will need to go back to council to be approved again. And it would be going back to council in the November Meeting. Mr. Tyndall asked about lighting in Hangar #3 if a permit is needed in order to do the electrical work. Mr. Godman said he will follow-up on that.

10. ADJOURN

Meeting adjourned at 4:35pm

Next meeting date to be held on November 10, 2022 .

I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for

October 13, 2022 in the areas designated on October 7, 2022.

AGENDA ITEM NO. 6.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	February 9, 2023
SUBJECT:	Update on CARES Act grants
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Executive officer Godman will give an update on the CARES grants and seek input on future projects.
FISCAL IMPACT:	None
ACTION REQUESTED:	Suggestions for remaining funds.
ATTACHMENTS:	

AGENDA ITEM NO. 6.B
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	February 9, 2023
SUBJECT:	Report on Airport Available Cash
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Executive Officer Godman will present a report and field questions about the Airport's available cash fund.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Information Only

ATTACHMENTS:
Airport Available Cash.pdf

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
FEBRUARY 28, 2023

COMBINED ACCOUNTS

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

7201	ALLOCATION TO AIRPORT	78,400.17
	ALLOCATIONS TO RESTRICTED FUNDS	78,400.17

UNRESTRICTED FUNDS

ALLOCATIONS TO UNRESTRICTED FUNDS	.00
TOTAL ALLOCATIONS TO OTHER FUNDS	78,400.17
ZERO PROOF IF ALLOCATIONS BALANCE	78,400.17

AGENDA ITEM NO. 7.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	February 9, 2023
SUBJECT:	Update on sale of abandoned property.
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Executive Officer Godman will give an explanation about the process the City has for selling abandoned property.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Information only.

ATTACHMENTS:
Codes for abandoned property.docx

Codes for abandoned property

State Code:

Cal. Civ. Code § 2080.4 provides that the legislative body of any city or county may provide by ordinance for the care, restitution, sale or destruction of unclaimed property in possession of its police or sheriff department. Such ordinances must provide that such unclaimed property shall be held by the police or sheriff for at least three months and that thereafter such property will be sold at public auction to the highest bidder, with notice of such sale being given by the chief of police or sheriff at least five days before the time fixed by publication once in a newspaper of general circulation published in the county, or that thereafter such property will be transferred to the local government purchasing and stores agency or similar agency for sale to the public at general auction. It must be sold in the manner provided by Article 7 (commencing with Section 25500) of Chapter 5 of Part 2 of Division 2 of Title 3 of the Government Code for the sale of surplus personal property.

Susanville Municipal Code:

The City of Susanville Municipal Code provides that when lost, stolen, abandoned or otherwise unclaimed property (except vehicles subject to registration under the Vehicle Code) comes into possession of the police department, such department may hold or store the same with some responsible person until it is claimed and all just and reasonable charges for saving and storage thereof have been paid. City of Susanville Municipal Code § 3.36.010. If the owner fails to claim the property within six months and to pay the charges, the police department or the chief of police may sell it to the highest bidder at public auction at the place where the same may be held or stored, having first caused notice of sale to be given at least five days before the time affixed therefor, by publication once in a newspaper of general circulation published by the city. City of Susanville Municipal Code § 3.36.020(A). Any exceeds in the proceeds of the sale after paying such charges and expenses of sale, including but not limited to the cost of advertising and a fee not to exceed $10 to be charged by the department for making the sale, shall be deposited in the city treasury in the general fund. City of Susanville Municipal Code § 3.36.020(B). Upon

payment of the price bid for the property, the delivery of the property, with the chief of police's bill of sale vests title in the purchaser. City of Susanville Municipal Code § 3.36.020(C). In the case where there is no bid offered for the property, or if the highest bid does not exceed the charges for storing and sale, the same shall become the property of the city as compensation for expenses incurred and may thereafter be sold by the city, as surplus property, without notice and without bids, for such sum as the city council, upon the recommendation of the chief of police, shall deem satisfactory. City of Susanville Municipal Code § 3.36.020(D).