**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, March 14, 2024 - 4:00 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 February 8th, 2024 meeting.*

   2.A Consider approval of minutes from the February 08, 2024 SMAC meeting.

3. **CORRESPONDENCE/INFORMATION:**

   3.A Financial Report for the Airport

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. **NEW BUSINESS:**

   5.A Report on Hangar 9 repairs

   5.B Update on Taxiway B resurfacing Project

   5.C Airport Promotion Ideas

6. **CONTINUING BUSINESS:**

   6.A ACIP for 2024-2029

7. **AIRPORT MANAGERS REPORT:**

8. **COMMISSION ITEMS:**

9. **ADJOURNMENT:**
   - ***The next regular meeting of the Susanville Municipal Airport Commission will be held on April 11, 2024 at 4:00PM.***

***Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are***

***available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.***

***Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.***

*I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for 03/14/2024 in the areas designated on 03/11/2024.*

**AGENDA ITEM NO. 2.A**
**Action Item**

## SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

| | |
|---|---|
| **Submitted By:** | Marci Rojas, Public Works |
| **Action Date:** | March 14, 2024 |
| **SUBJECT:** | Consider approval of minutes from the February 08, 2024 SMAC meeting. |
| **PRESENTED BY:** | Bob Godman, Public Works Director |
| **SUMMARY:** | Attached for the Commission's review are the minutes from the February 08, 2024 meeting. |
| **FISCAL IMPACT:** | None. |
| **ACTION REQUESTED:** | Motion to approve February 08, 2024 meeting minutes |

**ATTACHMENTS:**
SMAC_Minutes_20240208.docx

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular**
**Susanville Municipal Airport Commission Meeting Minutes**
**THURSDAY, FEBRUARY 8, 2024 – 4:00 PM**

**Call meeting to Order**

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

**1. AGENDA APPROVAL:**

Moved by Richard Hrezo; seconded by Dan Weaver to Approve
Motion Carried: 5 - 0
Voting For: Robert Tyndall, Richard Hrezo, Paul Clark, William Heyland, Dan Weaver
Voting Against: None

**2. APPROVAL OF MINUTES:**

2.A Approval of minutes from the November 9th, 2023 meeting
Motion to approve minutes from the November 9th, 2023 SMAC meeting. SMAC_Minutes_11092023_meeting.docx

Moved by Richard Hrezo; seconded by William Heyland to Approve .
Motion Carried: 5- 0
Voting For: Robert Tyndall, Richard Hrezo, Paul Clark, William Heyland, Dan Weaver
Voting Against: None

**3. CORRESPONDENCE/INFORMATION:**

None

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

**5. NEW BUSINESS:**

5.A Covid 19 Grants Update
Information Only

Bob Godman presented the update on the Covid - 19 Grants. Mr.

Godman explained we submitted for employee time reimbursement for the grants and the FAA approved the reimbursement for a total of $71,209.25. The received funds went into the Airports Available Cash. Mr. Heyland then asked for a financial statement to be added to every agenda item. Mr. Godman explained he can provide one when requested as it doesn't change monthly. Mr. Godman further explained the Airports budget and available cash to the commissioners.

5.B 2024-2029 ACIP first discussion
Requests to Staff

Bob Godman presented the ACIP to the board. ACIP is required to be prepared annually to meet FAA standards. Mr. Godman stated he presented a new AWOS system to council, he doesn't believe the council will use ARPA funds for the new system. He is recommending moving up the AWOS replacement to next year. Airport Manager Steve Datema explained the airports current company that does the AWOS maintenance is retiring and we will need to find another company prior to our FAA inspection in June. Commissioner Weaver stated he believe we already added the AWOS to the ACIP. Mr. Godman answered he is correct but he would like to move it up and move down some of the other projects down a year. Chair Tyndall asked when the Taxiway B project will start. Mr. Godman stated we plan to put it out to bid February 19th. Chair Tyndall then asked about the current lease agreements. Mr. Godman explained why the City has changed the length of the leases. Airport Manager explained why it is important to have at least a 20-year lease for financing. Further discussion occurred regarding the leases. Mr. Godman stated he is okay with making them all 20-year leases. Chair Tyndall requested he bring an updated lease to the next meeting for the Commissioners to review.
2023-2028 ACIP updated signed.pdf

**6. CONTINUING BUSINESS:**

**7. AIRPORT MANAGERS REPORT:**

**8. COMMISSION ITEMS:**

**9. ADJOURNMENT:**
Meeting adjourned at 4:32pm

**AGENDA ITEM NO. 3.A**
**Discussion Item**

## SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

| | |
|---|---|
| **Submitted By:** | Bob Godman, Public Works |
| **Action Date:** | March 14, 2024 |
| **SUBJECT:** | Financial Report for the Airport |
| **PRESENTED BY:** | Bob Godman, Public Works Director |
| **SUMMARY:** | This is the financial report and Airport available cash as of February 29th, 2024 |
| **FISCAL IMPACT:** | None |
| **ACTION REQUESTED:** | None. This is for transparency purposes only. |

**ATTACHMENTS:**
Airport Available Cash Report_022024.pdf
Airport Financials_022024.pdf

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
FEBRUARY 29, 2024

COMBINED ACCOUNTS

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

| | | |
|---|---|---|
| 7201 | ALLOCATION TO AIRPORT | 128,504.58 |
| | ALLOCATIONS TO RESTRICTED FUNDS | 128,504.58 |

UNRESTRICTED FUNDS

| | |
|---|---|
| ALLOCATIONS TO UNRESTRICTED FUNDS | .00 |
| TOTAL ALLOCATIONS TO OTHER FUNDS | 128,504.58 |
| ZERO PROOF IF ALLOCATIONS BALANCE | 128,504.58 |

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

AIRPORT

| | | BUDGET | YTD ACTUAL | ENCUMBRANCE | % EARNED | UNEARNED | % UNEARNED |
|---|---|---|---|---|---|---|---|
| | PUBLIC WORKS | | | | | | |
| | AIRPORT-OPERATIONS | | | | | | |
| 7201-430-81-3301 | US DEPT OF TRANS-FAA | .00 | 71,209.25 | .00 | .00 | ( 71,209.25) | .00 |
| 7201-430-81-3341 | STATE OF CA - CALTRANS | 10,000.00 | .00 | .00 | .00 | 10,000.00 | 100.00 |
| 7201-430-81-3611 | INTEREST REVENUE | 200.00 | 615.90 | .00 | 307.95 | ( 415.90) | ( 207.95) |
| 7201-430-81-3613 | NET INCREASE(DECREASE) FMV | .00 | 782.86 | .00 | .00 | ( 782.86) | .00 |
| 7201-430-81-3620 | AIRPORT - LEASES | 100,000.00 | 77,866.15 | .00 | 77.87 | 22,133.85 | 22.13 |
| 7201-430-81-3701 | AIRPORT - FLOWAGE FEES | 10,000.00 | 3,420.65 | .00 | 34.21 | 6,579.35 | 65.79 |
| 7201-430-81-3703 | COMMERCIAL OPERATOR FEES | 11,000.00 | 11,909.10 | .00 | 108.26 | ( 909.10) | ( 8.26) |
| | TOTAL AIRPORT-OPERATIONS | 131,200.00 | 165,803.91 | .00 | 126.37 | ( 34,603.91) | ( 26.37) |
| | PMMP 3-06-0251-021-2023 | | | | | | |
| 7201-430-88-3301 | US DEPT OF TRANS-FAA | 114,300.00 | .00 | .00 | .00 | 114,300.00 | 100.00 |
| 7201-430-88-3341 | STATE OF CA - CALTRANS | 5,715.00 | .00 | .00 | .00 | 5,715.00 | 100.00 |
| | TOTAL PMMP 3-06-0251-021-2023 | 120,015.00 | .00 | .00 | .00 | 120,015.00 | 100.00 |
| | TOTAL PUBLIC WORKS | 251,215.00 | 165,803.91 | .00 | 66.00 | 85,411.09 | 34.00 |

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

AIRPORT

| | | BUDGET | YTD ACTUAL | ENCUMBRANCE | % EARNED | UNEARNED | % UNEARNED |
|---|---|---|---|---|---|---|---|
| | DEPARTMENT 490 | | | | | | |
| | DIVISION 00 | | | | | | |
| 7201-490-00-3904 | TRN IN 7202 AIRPORT CIP | 15,000.00 | .00 | .00 | .00 | 15,000.00 | 100.00 |
| | TOTAL DIVISION 00 | 15,000.00 | .00 | .00 | .00 | 15,000.00 | 100.00 |
| | TOTAL DEPARTMENT 490 | 15,000.00 | .00 | .00 | .00 | 15,000.00 | 100.00 |
| | TOTAL FUND REVENUE | 266,215.00 | 165,803.91 | .00 | 62.28 | 100,411.09 | 37.72 |

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

AIRPORT

| | | BUDGET | YTD ACTUAL | ENCUMBRANCE | % EXPENDED | UNEXPENDED | % UNEXP. |
|---|---|---|---|---|---|---|---|
| | PUBLIC WORKS | | | | | | |
| | AIRPORT-OPERATIONS | | | | | | |
| 7201-430-81-4100 | REGULAR EMPLOYEES | .00 | 3,071.31 | .00 | .00 | ( 3,071.31) | .00 |
| 7201-430-81-4120 | TEMPORARY EMPLOYEES | 24,204.00 | 16,276.40 | .00 | 67.25 | 7,927.60 | 32.75 |
| 7201-430-81-4221 | SOCIAL SECURITY CONTRIBUTIONS | 1,509.00 | 1,195.53 | .00 | 79.23 | 313.47 | 20.77 |
| 7201-430-81-4222 | MEDICARE | 353.00 | 279.60 | .00 | 79.21 | 73.40 | 20.79 |
| 7201-430-81-4230 | PERS | .00 | 235.90 | .00 | .00 | ( 235.90) | .00 |
| 7201-430-81-4260 | WORKERS' COMPENSATION | 730.00 | 1,010.42 | .00 | 138.41 | ( 280.42) | ( 38.41) |
| 7201-430-81-4293 | STATE UNEMPLOYMENT | .00 | 26.67 | .00 | .00 | ( 26.67) | .00 |
| 7201-430-81-4340 | TECHNICAL SVCS | 7,201.00 | 4,725.53 | 3,000.00 | 107.28 | ( 524.53) | ( 7.28) |
| 7201-430-81-4431 | REPAIR AND MAINTENANCE-MISC | 848.00 | 489.33 | .00 | 57.70 | 358.67 | 42.30 |
| 7201-430-81-4434 | REPAIR AND MAINTENANCE-FACILIT | 7,500.00 | 355.86 | .00 | 4.74 | 7,144.14 | 95.26 |
| 7201-430-81-4510 | INSURANCE AIRPORT HANGARS | 6,210.00 | 4,144.00 | .00 | 66.73 | 2,066.00 | 33.27 |
| 7201-430-81-4511 | INSUR.AIRPORT OWNER OPER. LIAB | 6,434.00 | 4,288.00 | .00 | 66.65 | 2,146.00 | 33.35 |
| 7201-430-81-4512 | INSUR.AIRPORT AIR SHOW LIAB | 442.00 | 296.00 | .00 | 66.97 | 146.00 | 33.03 |
| 7201-430-81-4524 | INTERNAL SVCS ADMIN | 26,099.00 | 17,400.00 | .00 | 66.67 | 8,699.00 | 33.33 |
| 7201-430-81-4525 | INTERNAL SVC PW/ENG | 27,521.00 | 18,344.00 | .00 | 66.65 | 9,177.00 | 33.35 |
| 7201-430-81-4526 | INTERNAL SVC FLEET | 279.00 | 184.00 | .00 | 65.95 | 95.00 | 34.05 |
| 7201-430-81-4530 | COMMUNICATIONS | 900.00 | 665.15 | .00 | 73.91 | 234.85 | 26.09 |
| 7201-430-81-4610 | SUPPLIES - GENERAL | 500.00 | .00 | .00 | .00 | 500.00 | 100.00 |
| 7201-430-81-4622 | ELECTRICITY | 5,452.00 | 2,315.67 | .00 | 42.47 | 3,136.33 | 57.53 |
| 7201-430-81-4623 | PROPANE | 3,000.00 | 2,307.55 | .00 | 76.92 | 692.45 | 23.08 |
| 7201-430-81-4641 | POSTAGE | 25.00 | 20.41 | .00 | 81.64 | 4.59 | 18.36 |
| 7201-430-81-4770 | DEPRECIATION EXPENSE | 158,159.00 | 105,440.00 | .00 | 66.67 | 52,719.00 | 33.33 |
| 7201-430-81-4810 | TAXES, FEES, PERMITS & CHARGES | 2,500.00 | 2,445.96 | .00 | 97.84 | 54.04 | 2.16 |
| 7201-430-81-4840 | BAD DEBT EXPENSE | 1,843.00 | .00 | .00 | .00 | 1,843.00 | 100.00 |
| | TOTAL AIRPORT-OPERATIONS | 281,709.00 | 185,517.29 | 3,000.00 | 66.92 | 93,191.71 | 33.08 |
| | PMMP 3-06-0251-021-2023 | | | | | | |
| 7201-430-88-4340 | TECHNICAL SVCS | 127,000.00 | .00 | .00 | .00 | 127,000.00 | 100.00 |
| | TOTAL PMMP 3-06-0251-021-2023 | 127,000.00 | .00 | .00 | .00 | 127,000.00 | 100.00 |
| | TOTAL PUBLIC WORKS | 408,709.00 | 185,517.29 | 3,000.00 | 46.13 | 220,191.71 | 53.87 |
| | TOTAL FUND EXPENDITURES | 408,709.00 | 185,517.29 | 3,000.00 | 46.13 | 220,191.71 | 53.87 |
| | REVENUE OVER (UNDER) EXPENDITURES | ( 142,494.00) | ( 19,713.38) | ( 3,000.00) | ( 15.94) | ( 119,780.62) | ( 84.06) |
| | GRAND TOTAL REVENUE | 266,215.00 | 165,803.91 | .00 | 62.28 | 100,411.09 | 37.72 |
| | GRAND TOTAL EXPENDITURES | ( 408,709.00) | ( 185,517.29) | ( 3,000.00) | ( 46.13) | ( 220,191.71) | ( 53.87) |

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

{SEGTITLE[F FUND]}

| | BUDGET | YTD ACTUAL | ENCUMBRANCE | % EXPENDED | UNEXPENDED | % UNEXP. |
|---|---|---|---|---|---|---|
| TOTAL NET REVENUE(EXPENDITURES) | ( 142,494.00) | ( 19,713.38) | ( 3,000.00) | ( 15.94) | ( 119,780.62) | ( 84.06) |

**AGENDA ITEM NO. 5.A**
**Discussion Item**

## SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

**Submitted By:** Bob Godman, Public Works

**Action Date:** March 14, 2024

**SUBJECT:** Report on Hangar 9 repairs

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** On March 6th, 2024 City Council approved the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lifting cables for the hangar doors on hangar 9 at the Susanville Municipal Airport. The rental of hangar 9 has been a significant income source to the Airport, so staff moved forward as quickly to make sure that the hangar is rentable as soon as possible.

**FISCAL IMPACT:** Up to $5,500 budget adjustment for 23/24 Fiscal Year.

**ACTION REQUESTED:** None

**ATTACHMENTS:**
24-6280.pdf

**RESOLUTION NO. 24-6280**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CONTRACT WITH TRAILS WEST CONSTRUCTION FOR REPLACEMENT OF DOORS SEALS AND DOOR LIFT CABLES FOR HANGAR 9 (NINE) AT THE SUSANVILLE MUNICIPAL AIRPORT AND AUTHORIZE THE FINANCE DIRECTOR TO ADJUST THE AIRPORT 7201 BUDGET AS NECESSARY**

**WHEREAS,** the City of Susanville operates the Susanville Municipal Airport; and

**WHEREAS,** the City of Susanville owns and rents hangar 9 at the Susanville Municipal Airport; and

**WHEREAS**, the door seals and lifting cables for the main hangar doors need to be replaced; and

**WHEREAS**, Trails West Construction of Litchfield California has provided the City with a quote to replace the main doors' seals and lift cables; and

**WHEREAS**, this is a Public Works project that falls under the $60,000 CUCCAC bidding limit.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby authorizes the Public Works Director to execute a contract with Trails West Construction for the replacement of door seals and lift cables on the three main hangar doors on hangar 9 at the Susanville Municipal Airport, and authorizes the Finance Director to adjust the Airport's 7201 budget as necessary.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of March 2024, by the following vote:

| | |
|---|---|
| AYES: | Schuster, Herrera, Stafford, Brown, & McCourt |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

**AGENDA ITEM NO. 5.B**
**Discussion Item**

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM**

| | |
|---|---|
| **Submitted By:** | Bob Godman, Public Works |
| **Action Date:** | March 14, 2024 |
| **SUBJECT:** | Update on Taxiway B resurfacing Project |
| **PRESENTED BY:** | Bob Godman, Public Works Director |
| **SUMMARY:** | On March 7th, 2024 staff flew an invitation to bid for construction of Taxiway B at the Susanville Municipal Airport. The bid opening will be in Council Chambers at City Hall on April 10th, 2024. After the City has an acceptable bid, a grant application can be turned in to the FAA for possible award in July. If the grant is awarded construction can start as soon as August of 2024. |
| **FISCAL IMPACT:** | This project is projected to be funded through a BIL grant with $234,900 coming from federal funds, $11,745 from the State of California and $14,355 from the City of Susanville. |
| **ACTION REQUESTED:** | None |
| **ATTACHMENTS:** | |

**AGENDA ITEM NO. 5.C**
**Discussion Item**

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM**

| | |
|---|---|
| **Submitted By:** | Bob Godman, Public Works |
| **Action Date:** | March 14, 2024 |
| **SUBJECT:** | Airport Promotion Ideas |
| **PRESENTED BY:** | Bob Godman, Public Works Director |
| **SUMMARY:** | For the May SMAC meeting staff would like to discuss Promoting the Susanville Municipal Airport. Staff is asking each Commissioner to get at least one promotion idea to staff by April 19th 2024. Staff will then place these ideas on the Susanville Municipal Airport Commission meeting agenda for May 9th, 2024 for discussion and possible recommendation to City Council. |
| **FISCAL IMPACT:** | None |
| **ACTION REQUESTED:** | Discussion only |
| **ATTACHMENTS:** | |

**AGENDA ITEM NO. 6.A**
**Action Item**

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM**

| | |
|---|---|
| **Submitted By:** | Bob Godman, Public Works |
| **Action Date:** | March 14, 2024 |
| **SUBJECT:** | ACIP for 2024-2029 |
| **PRESENTED BY:** | Bob Godman, Public Works Director |
| **SUMMARY:** | In the February SMAC meeting the initial ACIP revisions for the 2024-2029 ACIP were discussed. Staff would like to move forward with a recommendation to Council for the 2024-2029 ACIP so C&S can complete it under their current contract. |
| **FISCAL IMPACT:** | None. C&S Engineers are currently under contract with the City to prepare the ACIP. |
| **ACTION REQUESTED:** | Final Scheduling of projects for the 2024-2029 ACIP, and recommendation to Council for approval. |
| **ATTACHMENTS:** | |