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, June 8, 2023 – 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 May 11, 2023 meeting.*

   2.A Approval of minutes from the May 11, 2023 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. **NEW BUSINESS:**

   5.A CARES Act Grant Update

6. **CONTINUING BUSINESS:**

   6.A Review of Airport Financials

7. **AIRPORT MANAGERS REPORT:**

   7.A Update on the Susanville Airfair

8. **COMMISION ITEMS:**

9. **ADJOURNMENT:**
   - ***The next regular meeting of the Susanville Municipal Airport Commission will be held on July 13, 2023 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 06/08/2023 in the areas designated on 06/05/2023.

AGENDA ITEM NO. 2.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	June 8, 2023
SUBJECT:	Approval of minutes from the May 11, 2023 Susanville Municipal Airport Commission Meeting
PRESENTED BY:	Bob Godman- Public Works Director
SUMMARY:	Minutes from the May 11, 2023 meeting for review.
FISCAL IMPACT:	None
ACTION REQUESTED:	Approve minutes from the May 11, 2023 meeting.

ATTACHMENTS:
SMAC Minutes_05112023_meeting.docx

SUSANVILLE MUNICIPAL AIRPORT COMMISSION
Regular Susanville Municipal Airport Commission Meeting Minutes
THURSDAY, MAY 11, 2023 – 4:00 PM

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

1. AGENDA APPROVAL:

2. APPROVAL OF MINUTES:

2.A Consider minutes from the February 9, 2023 and April 13, 2023 Airport Commission Meetings Motion to approve minutes from the February 9, 2023 and April 13, 2023 Airport Commission Meetings

Approval of minutes with spelling correction made to the word commission in April minutes. SMAC Minutes_04132023_meeting.docx
SMAC Minutes_02092023_meeting with corrections.docx

Moved by Richard Hrezo; seconded by Paul Clark to Approve .
Motion Carried: 3- 0
Voting For: Robert Tyndall, Richard Hrezo, Paul Clark
Voting Against: None

3. CORRESPONDENCE/INFORMATION: None

4. BUSINESS FROM THE FLOOR: None

5. PUBLIC COMMENT: None

6. NEW BUSINESS:

6.A Priority List for the Susanville Municipal Airport Commission Discussion Item

Mr. Godman, Public Works Director, presented a priority list to the Commission.

Discussion occurred about the length of the priority list, decidedly the priority list will be one years' time.

Mr. Godman added Hangar #3 is one of the priorities on the list. Vice Chair Hrezo inquired about the status of Hangar #3. Mr. Godman explained we had money set aside for Hangar 3 and 4 repairs and that money has been spent. Mr. Godman notified the Commission he could go back to City Council to request additional funds for Hangar 3 to complete the repairs needed, estimated to be around $2,000.

Vice Chair Hrezo asked to comment as a member from the Public, noting he is concerned the faults in the taxiways are widening, he is concerned his front wheel might stick in one. Airport Manager Steve Datema replied we are replacing the taxiways and it wouldn't make sense to spend money on repairing the taxiways if we are in the process of replacing them.

Commissioner Clark asked if we could do some crack sealing in the high traffic areas. Mr. Datema replied we do need about five miles of crack sealing that will need to be dealt with. Mr. Datema added there are two longitude cracks on the runway that will also need to be dealt with because the runway project is about 6-7 years away. Mr. Datema stated the striping was written up by the Cal-Trans inspection so that brings the striping up higher. Mr. Hrezo asked if the City can do the striping or would we have to hire someone else to do it. Mr. Godman stated we would have to bid out the striping for the Airport.

Mr. Hrezo asked if lights could be placed where the trucks are fueling at night. Mr. Datema stated we currently have lights there.

Mr. Godman stated next on the list is the Bathroom Project. Chair Tyndall asked when will the Engineers finish up on the plans, Mr. Godman notified the Commission that due to limited staffing resources in Engineering that work has been delayed. Mr. Godman stated the airport has about $7,000.00 left that can be used for the Bathroom Project and about $55,000.00 left in the other two CARES Act funds. Mr. Godman explained the CUPCCAA guidelines that the City has to follow. He stated the City is able to contract up to $60,000.00 anything over that threshold would have to go out to bid. Mr. Datema stated he can get some quotes to see what it would cost. Mr. Clark asked if the bathroom will be worked on next year. Mr. Godman stated he believes we are pretty close on having the plans complete, then will work on bidding it out. Mr. Hrezo asked if there is anything unsafe with the current restrooms. Mr. Godman assured him there was not anything unsafe, we are just upgrading appliances and updating the paint. Mr. Hrezo asked what happened with the potential of adding water tanks. Mr. Godman stated the Johnstonville Water System could not support filing tankers.

The meeting was temporarily paused due to earthquake activity in the area at 4:20pm.

6.B CARES Act Grant Update
Information only

Commission did not meet on this item due to earthquake activity.

7. <u>CONTINUING BUSINESS:</u>

7.A Review of Airport Financials Information Only
20230508_Airport Operations.pdf

Commission did not meet on this item due to earthquake activity.

8. <u>AIRPORT MANAGERS REPORT:</u> Commission did not meet on this item due to earthquake activity.

9. <u>COMMISION ITEMS:</u> Commission did not meet on this item due to earthquake activity.

10. <u>ADJOURNMENT:</u>
Meeting was adjourned at 4:21pm due to earthquake.

Moved by Robert Tyndall; seconded by Richard Hrezo to Adjourn .
Motion Carried: 3 - 0
Voting For: Robert Tyndall, Richard Hrezo, Paul Clark
Voting Against: None

Submitted By:_____
Marci Rojas, SMAC Secretary

Approved On:

Approved By:_____
Robert Tyndall, SMAC Chair

AGENDA ITEM NO. 5.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	June 8, 2023
SUBJECT:	CARES Act Grant Update
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	On March 23rd strong winds broke the mount for the middle field windsock. The fall did significant damage to the structure of the windsock assembly so staff decided that a whole new structure was the best option for repair. At the May third Susanville City Council Meeting, Council approve increasing the Airport's budget by $6,100.00. Since this is an approved use for the Cares Act Grant that the City was approved for on June 3, 2020 staff will seek reimbursement through that grant since it is currently our most restricted money.
FISCAL IMPACT:	None
ACTION REQUESTED:	Information only
ATTACHMENTS:	

AGENDA ITEM NO. 6.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: June 8, 2023

SUBJECT: Review of Airport Financials

PRESENTED BY: Robert Godman, Public Works Director

SUMMARY: For Commission's review, attached are the Airport Financials for the fiscal year 2022/2023 showing revenues and expenditures to date.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS:
20230602_Airport_Financial_Report.pdf

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

AIRPORT

		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EARNED	UNEARNED	% UNEARNED
	PUBLIC WORKS						
	AIRPORT-OPERATIONS						
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	10.00	341.22	.00	3,412.20	(331.22)	(3,312.20)
7201-430-81-3613	NET INCREASE(DECREASE) FMV	.00	353.06	.00	.00	(353.06)	.00
7201-430-81-3620	AIRPORT - LEASES	90,000.00	104,722.87	.00	116.36	(14,722.87)	(16.36)
7201-430-81-3701	AIRPORT - FLOWAGE FEES	14,000.00	5,768.90	.00	41.21	8,231.10	58.79
7201-430-81-3703	COMMERCIAL OPERATOR FEES	15,000.00	13,403.00	.00	89.35	1,597.00	10.65
	TOTAL AIRPORT-OPERATIONS	129,010.00	124,589.05	.00	96.57	4,420.95	3.43
	CARES ACT 03-06-0251-017-2020						
7201-430-87-3301	US DEPT OF TRANS-FAA	13,000.00	.00	.00	.00	13,000.00	100.00
	TOTAL CARES ACT 03-06-0251-017-2020	13,000.00	.00	.00	.00	13,000.00	100.00
	TOTAL PUBLIC WORKS	142,010.00	124,589.05	.00	87.73	17,420.95	12.27

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

AIRPORT

		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EARNED	UNEARNED	% UNEARNED
	DEPARTMENT 490						
	DIVISION 00						
7201-490-00-3904	TRN IN 7202 AIRPORT CIP	8,060.00	.00	.00	.00	8,060.00	100.00
	TOTAL DIVISION 00	8,060.00	.00	.00	.00	8,060.00	100.00
	TOTAL DEPARTMENT 490	8,060.00	.00	.00	.00	8,060.00	100.00
	TOTAL FUND REVENUE	150,070.00	124,589.05	.00	83.02	25,480.95	16.98

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

AIRPORT

		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EXPENDED	UNEXPENDED	% UNEXP.
	PUBLIC WORKS						
	AIRPORT-OPERATIONS						
7201-430-81-4120	TEMPORARY EMPLOYEES	24,415.00	21,566.23	.00	88.33	2,848.77	11.67
7201-430-81-4221	SOCIAL SECURITY CONTRIBUTIONS	1,514.00	1,387.54	.00	91.65	126.46	8.35
7201-430-81-4222	MEDICARE	354.00	324.50	.00	91.67	29.50	8.33
7201-430-81-4260	WORKERS' COMPENSATION	4,151.00	671.44	.00	16.18	3,479.56	83.82
7201-430-81-4293	STATE UNEMPLOYMENT	244.00	.00	.00	.00	244.00	100.00
7201-430-81-4340	TECHNICAL SVCS	7,703.00	6,358.52	1,200.00	98.12	144.48	1.88
7201-430-81-4431	REPAIR AND MAINTENANCE-MISC	1,932.00	1,930.06	.00	99.90	1.94	.10
7201-430-81-4433	REPAIR AND MAINTENANCE-VEHICLE	17.00	.00	.00	.00	17.00	100.00
7201-430-81-4434	REPAIR AND MAINTENANCE-FACILIT	10,033.00	8,516.96	.00	84.89	1,516.04	15.11
7201-430-81-4510	INSURANCE AIRPORT HANGARS	7,489.00	5,916.00	.00	79.00	1,573.00	21.00
7201-430-81-4511	INSUR.AIRPORT OWNER OPER. LIAB	4,971.00	4,968.00	.00	99.94	3.00	.06
7201-430-81-4512	INSUR.AIRPORT AIR SHOW LIAB	942.00	444.00	.00	47.13	498.00	52.87
7201-430-81-4524	INTERNAL SVCS ADMIN	27,045.00	27,048.00	.00	100.01	(3.00)	(.01)
7201-430-81-4525	INTERNAL SVC PW/ENG	16,610.00	16,608.00	.00	99.99	2.00	.01
7201-430-81-4526	INTERNAL SVC FLEET	194.00	192.00	.00	98.97	2.00	1.03
7201-430-81-4530	COMMUNICATIONS	860.00	815.30	.00	94.80	44.70	5.20
7201-430-81-4610	SUPPLIES - GENERAL	375.00	281.05	.00	74.95	93.95	25.05
7201-430-81-4622	ELECTRICITY	5,198.00	3,033.94	.00	58.37	2,164.06	41.63
7201-430-81-4623	PROPANE	3,669.00	3,665.98	.00	99.92	3.02	.08
7201-430-81-4626	GASOLINE	400.00	.00	.00	.00	400.00	100.00
7201-430-81-4641	POSTAGE	.00	15.63	.00	.00	(15.63)	.00
7201-430-81-4741	MACHINERY AND EQUIPMENT	6,100.00	.00	.00	.00	6,100.00	100.00
7201-430-81-4770	DEPRECIATION EXPENSE	158,158.00	158,160.00	.00	100.00	(2.00)	.00
7201-430-81-4810	TAXES, FEES, PERMITS & CHARGES	2,397.00	2,396.50	.00	99.98	.50	.02
7201-430-81-4852	INTEREST	.00	2,363.50	.00	.00	(2,363.50)	.00
	TOTAL AIRPORT-OPERATIONS	284,771.00	266,663.15	1,200.00	94.06	16,907.85	5.94
	CARES ACT 03-06-0251-017-2020						
7201-430-87-4340	TECHNICAL SVCS	13,000.00	5,974.50	.00	45.96	7,025.50	54.04
	TOTAL CARES ACT 03-06-0251-017-2020	13,000.00	5,974.50	.00	45.96	7,025.50	54.04
	TOTAL PUBLIC WORKS	297,771.00	272,637.65	1,200.00	91.96	23,933.35	8.04

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

AIRPORT

		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EXPENDED	UNEXPENDED	% UNEXP.
	DEPARTMENT 490						
	DIVISION 00						
7201-490-00-5040	TRNSFR OUT TO AIRPORT CIP 7202	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 EXPENDITURES	312,771.00	272,637.65	1,200.00	87.55	38,933.35	12.45
	REVENUE OVER (UNDER) EXPENDITURES	(162,701.00)	(148,048.60)	(1,200.00)	(91.73)	(13,452.40)	(8.27)
	GRAND TOTAL REVENUE	150,070.00	124,589.05	.00	83.02	25,480.95	16.98
	GRAND TOTAL EXPENDITURES	(312,771.00)	(272,637.65)	(1,200.00)	(87.55)	(38,933.35)	(12.45)
	TOTAL NET REVENUE(EXPENDITURES)	(162,701.00)	(148,048.60)	(1,200.00)	(91.73)	(13,452.40)	(8.27)

AGENDA ITEM NO. 7.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	June 8, 2023
SUBJECT:	Update on the Susanville Airfair
PRESENTED BY:	Steve Datema, Airport Manager
SUMMARY:	Staff will provide an update on activities at the Airfair that was held on June 3rd, 2023. At the May 3rd, 2023 City Council meeting, Council approve the use of the Airport for the Airfair and approved the City paying half of the liability insurance for the event. They also approved the use of the City's Water Truck and barricades for the event.
FISCAL IMPACT:	None
ACTION REQUESTED:	Information only
ATTACHMENTS:	