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, July 13, 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 Grants Update

   5.B Taxiway B Update

6. **CONTINUING BUSINESS:**

7. **AIRPORT MANAGERS REPORT:**

   7.A Airport Manager's Update

8. **COMMISION ITEMS:**

9. **ADJOURNMENT:**
   - ***The next regular meeting of the Susanville Municipal Airport Commission will be held on August 10, 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 07/13/2023 in the areas designated on 07/10/2023.

AGENDA ITEM NO. 2.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	July 13, 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: July 13, 2023

SUBJECT: CARES Act Grants Update

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: In November 2022 City Council approved the replacement of the well pump and two pressure tanks at the Airport. This replacement conformed with the rules that governed the CARES Act grants that the City had acquired in 2021, which was the most restrictive of the three grants. When the City submitted for reimbursement for this project from the FAA the FAA informed us that they had changed the rules governing these grants and would not reimburse this project.
The City was able to cover the cost of the well project with a transfer from the Airport's available cash.
The FAA suggested that the best route to take for using the grant money would be for employee costs, so currently staff is working on billing the FAA the full grant amounts based on past employee costs. This money will be placed in the Airport's available cash which could then be used for any projects that the City can legally fund.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS:

AGENDA ITEM NO. 5.B
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	July 13, 2023
SUBJECT:	Taxiway B Update
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	The final edits of the plans for Taxiway B are almost done. After that the City will start the formal bidding process, this places a bid opening around the end of July, which means the bid could be awarded at the August 2nd City Council Meeting, but more likely the August 16th meeting.
FISCAL IMPACT:	None
ACTION REQUESTED:	Information Only
ATTACHMENTS:	

AGENDA ITEM NO. 7.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	July 13, 2023
SUBJECT:	Airport Manager's Update
PRESENTED BY:	Steve Datema, Airport Manager
SUMMARY:	The Airport Manager will provide a report on Airport activities.
FISCAL IMPACT:	None
ACTION REQUESTED:	Information only
ATTACHMENTS:	