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

Susanville Municipal Airport Commission
Regular Municipal Airport Commission Meeting • City Council
Chambers
Thursday, September 10, 2026 – 4:00 PM

Call to Order
Roll Call

1. **Approval of Agenda:** (Additions and/or Deletions)
2. **Approval of Minutes:**
 - 2.A. Approval of minutes from the June 11, 2026 Susanville Municipal Airport Commission meeting.
3. **Correspondence/Information:**
4. **New Business:**
 - 4.A. Consider DRAFT 2027-2032 Airport Capital Improvement Plan.
5. **Continuing Business:**
6. **Airport Manager's Report:**
7. **Commission Items:**
8. **Adjournment:**
 - The next regular meeting of the Susanville Municipal Airport Commission will be held on October 08, 2026 at 4:00 PM.

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.gov, 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 September 10, 2026 in the areas designated on September 7, 2026.

**Agenda Item No. 2.A.
SMAC Workflow**

Municipal Airport Commission Agenda Item

Submitted By: Marci Rojas, Program Coordinator

Action Date: September 10, 2026

Subject: Approval of minutes from the June 11, 2026 Susanville Municipal Airport Commission meeting.

Presented By: Erik Edholm, Acting Public Works Director

Summary:

Fiscal Impact:

Action Requested:

Attachments:

1. 2026.06.11.SMAC.agd_Minutes

Susanville Municipal Airport Commission

Regular Municipal Airport Commission Meeting Minutes

Thursday, June 11, 2026 – 4:00 PM

Call to Order : Meeting called to order at 4:00pm

Roll Call: Robert Tyndall, Dan Weaver, Paul Clark

Absent: Richard Hrezo, William Heyland

1. Approval of Agenda: (Additions and/or Deletions)

Moved by Dan Weaver; seconded by Paul Clark to Approve.

Motion Carried: 3 - 0

Voting For: Robert Tyndall, Dan Weaver, Paul Clark

Voting Against: None

Absent: William Heyland, Richard Hrezo

2. Approval of Minutes:

2.A. Approval of minutes from the November 13, 2025 Susanville Municipal Airport Commission meeting

Moved by Dan Weaver; seconded by Paul Clark to Approve.

Motion Carried: 3 - 0

Voting For: Robert Tyndall, Dan Weaver, Paul Clark

Voting Against: None

Absent: William Heyland, Richard Hrezo

3. Correspondence/Information: None

4. New Business:

4.A. Discussion of the 2027-2032 Airport Capital Improvement Program (ACIP)

Acting Public Works Director Erik Edholm presented the 2027-2032 ACIP. Mr. Edholm stated we have missed the funding deadline for the 2026 programs, and those items will be pushed to the 27 year. Mr. Edholm went into further detail as to a possible timeline for those missed funding projects. City Manager Dan Newton addressed the commission stating the city would love to do a better job at managing the Airport but, due to staffing and higher priority, city items have made it difficult to do so. The City's goal is with the revamping of the Airport Manager Agreement. This would help improve the management of the Airport and projects. Commissioner Weaver asked about the Engineering roles of the Consultant. Mr. Edholm stated that yes, the Consultant would assist with the engineering of projects. Mr. Newton went to further detail on what is needed to move forward with projects. Commissioner Clark asked if the airport can be higher on the City's essential list of priorities. Commissioner Clark mentioned the need for a generator at the Airport. Mr. Newton asked if that is a project the board would like to add as a project. Commissioner Clark said he would recommend it be added to the list. Commissioner Weaver asked what the budget for maintenance at the Airport. Further discussion occurred regarding ACIP projects.

4.B. Update Regarding Airport Manager/Fixed Base Operator (FBO) Request for Qualifications (RFQ)

Mr. Edholm updated the commission that the RFQ is currently flying as of Tuesday, June 09, 2026. Further discussion occurred regarding what the city is currently looking for.

5. Continuing Business:

None

6. Airport Manager's Report:

None

7. Commission Items:

None

8. Adjournment:

Meeting adjourned at 4:47pm

- **The next regular meeting of the Susanville Municipal Airport Commission will be held on 07/09/2026. 2026 at 4:00 PM.**

Marci Rojas, Program Coordinator

Robert Tyndall, Chair

approved on: _____

Municipal Airport Commission Agenda Item

Submitted By:	Erik Edholm, Acting Public Works Director
Action Date:	September 10, 2026
Subject:	Consider DRAFT 2027-2032 Airport Capital Improvement Plan.
Presented By:	Erik Edholm, Acting Public Works Director
Summary:	An Airport Capital Improvement Plan (ACIP) is a multi-year planning document that identifies proposed airport capital projects, anticipated funding sources, and project delivery schedules. The ACIP is reviewed and updated annually to reflect current airport priorities and available funding. City staff is requesting that the Susanville Municipal Airport Commission review the DRAFT 2027–2032 ACIP and provide comments and recommendations to City Council. City staff intends to facilitate the delivery of a project in Fiscal Year 2027 to replace the airport’s aging Automated Weather Observing System (AWOS). Staff also proposes to include an upgrade of the airport’s existing Precision Approach Path Indicator (PAPI) lighting system to LED technology as part of the 2027 project. To support the delivery and funding of these improvements, the ACIP must be updated and submitted to the Federal Aviation Administration (FAA). The projects identified in the proposed 2027–2032 ACIP are generally consistent with those included in the previously approved 2026–2031 ACIP. The proposed update revises project delivery years, funding sources, and estimated project costs and includes the proposed PAPI LED upgrade in conjunction with the 2027 AWOS replacement project. City staff is also evaluating the addition of a striping project to the ACIP. Staff is coordinating with the FAA to confirm project eligibility and funding availability. If FAA concurrence is received, the striping project will be incorporated into the ACIP.
Fiscal Impact:	Approximately \$15,000 in local match required.
Action Requested:	Consider Draft ACIP, provide comments/recommendations.
Attachments:	1. Draft 2027-2032 Airport Capital Improvement Plan



**SUSANVILLE MUNICIPAL AIRPORT
AIRPORT CAPITAL IMPROVEMENT PROGRAM
FY 2027-2032**

							DATE:	09/04/2026
Airport: Susanville Municipal Airport	State:	California	NPIAS#	06-0251			LOCID	SVE
Project Description & Year	Federal Funds	State Funds	Local	Total	Funding Source	Environmental	Start Date	Comp. Date
2027								
1 – AWOS/PAPI Replacement	\$231,525	\$6,750	\$9,750	\$257,250	AIP	N/A	27-May	27-Dec
2 - Taxiway 'C' Reconstruction (~800 LF) - Re-Package (PCI:50)	\$11,340	\$567	\$693	\$12,600	AIG	CATEX 2024	26-Jun	28-Dec
TOTAL (FY 2027)	\$242,865	\$7,317	\$10,443	\$269,850				
2028								
1 - Taxiway 'C' Reconstruction (~335 LF) - Construction (PCI: 50)	\$262,660	\$13,133	\$16,051	\$291,845	AIG	CATEX 2024	26-Jun	28-Dec
2 - Taxiway 'C' Reconstruction (~465 LF) - Construction (PCI: 50)	\$362,930	\$18,146	\$22,179	\$403,255	AIP	CATEX 2024	26-Jun	28-Dec
TOTAL (FY 2028)	\$625,590	\$31,280	\$38,230	\$695,100				
2029								
No projects scheduled. Save entitlements for future fiscal years	\$0	\$0	\$0	\$0				
TOTAL (FY 2029)	\$0.00	\$0	\$0	\$0				
2030								
1 - South Apron (~110,000 SF) Reconstruction Re-Package (PCI: 50)	\$11,340	\$567	\$693	\$12,600	AIP	CATEX 2024	27-Jun	31-Dec
TOTAL (FY 2030)	\$11,340	\$567	\$693	\$12,600				
2031								
1 - South Apron (~110,000 SF) Reconstruction - Construction (PCI: 50)	\$552,070	\$192,115	\$43,315	\$787,500	AIP	CATEX 2024	27-Jun	31-Dec
TOTAL (FY 2031)	\$552,070	\$192,115	\$43,315	\$787,500				
2032								
1 - Perimeter Fence (~4,100 LF) - WHA/WHMP	\$113,400	\$5,670	\$6,930	\$126,000	AIP	NA	31-May	May-33
TOTAL (FY 2032)	\$113,400	\$5,670	\$6,930	\$126,000				
TOTALS	\$1,545,265	\$236,949	\$99,611	\$1,891,050				

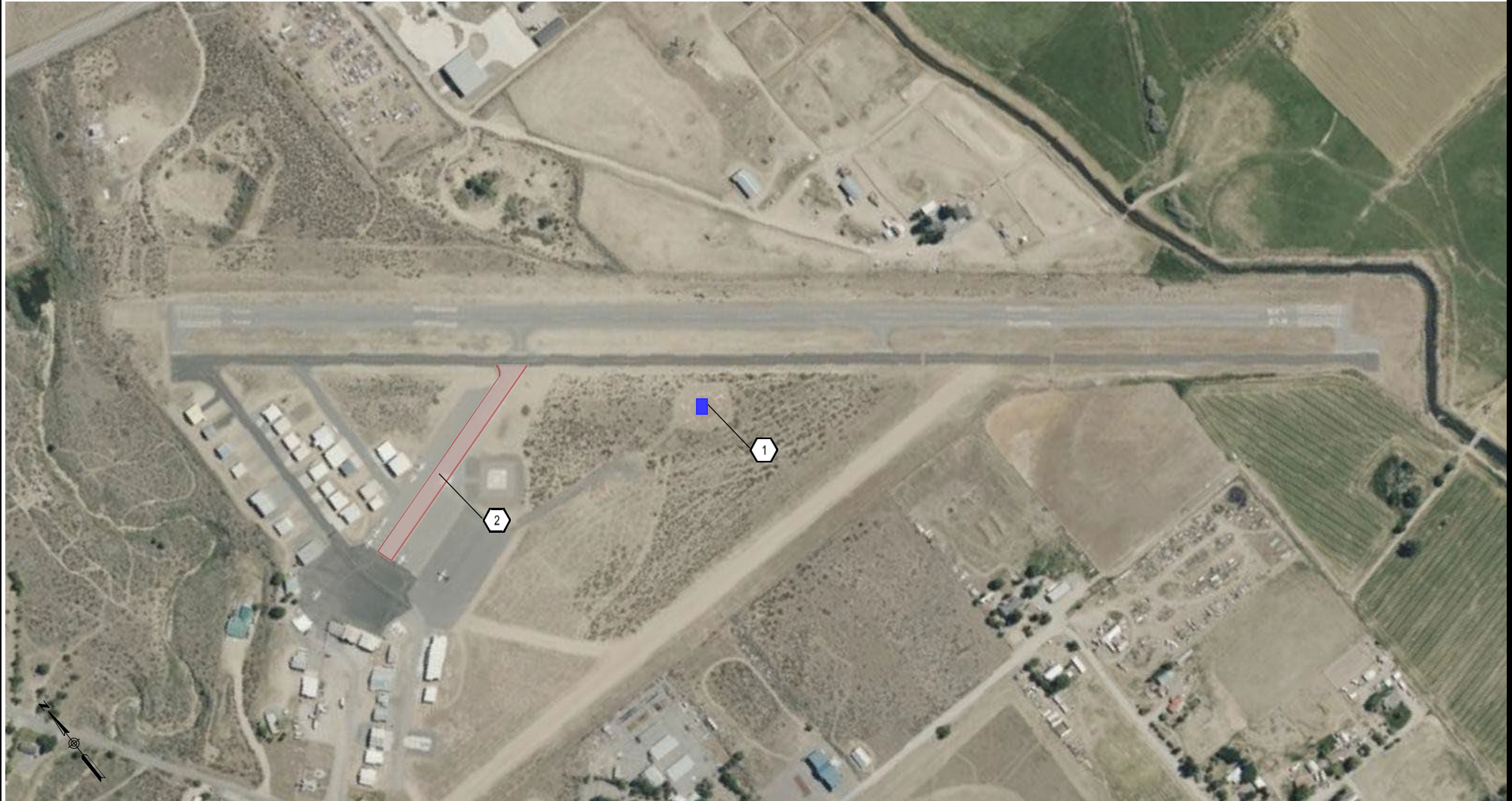
SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2027		
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	State Share	Total
Y	D-AIP	1 – AWOS/PAPI Replacement	\$ 231,525	\$ 14,149	\$ 11,576	\$ 257,250
Y	D-AIG	2- Taxiway "C" Reconstruction / Repackage	\$ 11,340	\$ 693	\$ 567	\$ 12,600
TOTAL			\$ 242,865	\$ 14,842	\$ 12,143	\$ 269,850
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1- Replace obsolete instruments and computer in the AWOS system using current infrastructure. 2- Taxiway 'C' Reconstruction (800LF) – Re-Package						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1- Anticipated Bid opening March 2027 1- Anticipated Construction May-July 2027 1-Anticipated Closeout December 2027 2 - 100% Plans and Specifications to be submitted January 2028 2 - Anticipated Bid Opening: March 2028 2 - Anticipated Grant Closeout: March 2029						
NEPA Environmental Status (Date of FONSI or CATEX Approval)						
1 - CATEX revalidated in 2026						
Land Title Status & Date of Exhibit "A" Status			Date			
Owned by the City of Susanville Fee Simple			August 1999			
Open AIP Funded Projects			Expected Close-out Date			
03-06-0251-018-2021 - Taxiway 'B' Reconstruction Project			December 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Erik Edholm, Acting Public Works Director			Marci Rojas, Program Coordinator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(530) 252-5105			
Signature		Date	Contact Phone (Print or Type)			

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2027



LEGEND

-   AWOS/PAPI REPLACEMENT
-   TAXIWAY C RE-PACKAGE

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2028		
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	State Share	Total
Y	AIG	1 - Taxiway 'C' Reconstruction (335LF) - Construction	\$ 262,660	\$ 16,052	\$ 13,133	\$ 291,845
Y	AIP	2 - Taxiway 'C' Reconstruction (465LF) - Construction	\$ 362,930	\$ 22,179	\$ 18,146	\$ 403,255
TOTAL			\$ 625,590	\$ 38,231	\$ 31,279	\$ 695,100
* D - Development; P - Planning; E – Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
The asphalt concrete pavement on the existing Taxiway 'C' is close to failing (800 LF). This project is to reconstruct the Taxiway with a new asphalt concrete structural section per FAA standards.						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1 - Anticipated Bid Opening: March 2028 1 - Anticipated Construction Schedule: August 2028 to October 2028 1 - Anticipated Grant Closeout: March 2029 2 - Anticipated Bid Opening: March 2028 2 - Anticipated Construction Schedule: August 2028 to October 2028 2 - Anticipated Grant Closeout: March 2029						
NEPA Environmental Status (Date Anticipated Bid Opening: March 2027 of FONSI or CATEX Approval)						
1 - Revalidate CATEX in 2027 2 - Revalidate CATEX in 2027 3 - Revalidate CATEX in 2027						
Land Title Status & Date of Exhibit "A" Status			Date			
Owned by the City of Susanville Fee Simple			August 1999			
Open AIP Funded Projects				Expected Close-out Date		
03-06-0251-018-2021 - Taxiway 'B' Reconstruction Project				December 2026		
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Erik Edholm, Acting Public Works Director			Marci Rojas, Program Coordinator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(530) 252-5105			
Signature		Date	Contact			

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2028



TAXIWAY 'C' RECONSTRUCTION (~800 LF) - CONSTRUCTION (PCI:50)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2029		
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	State Share	Total
		No projects scheduled. Save entitlements for future fiscal years				
		TOTAL	\$ 0	\$ 0	\$ 0	\$ 0
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
NEPA Environmental Status (Date of FONSI or CATEX Approval)						
Land Title Status & Date of Exhibit "A"		Date				
Status						
Owned by the City of Susanville Fee Simple		August 1999				
Open AIP Funded Projects				Expected Close-out Date		
03-06-0251-018-2021 - Taxiway 'B' Reconstruction Project				December 2026		
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Erik Edholm, Acting Public Works Director			Marci Rojas, Program Coordinator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(530) 252-5105			
Signature		Date	Contact Phone (Print or Type)			

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2029



LEGEND

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2030		
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	State Share	Total
Y	D-AIP	1 – South Apron Reconstruction (110,000 SF) – Re Package	\$ 11,340	\$ 693	\$ 567	\$ 12,600
TOTAL			\$ 11,340	\$ 693	\$ 567	\$ 12,600
* D - Development; P - Planning; E – Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1 - The asphalt concrete pavement on the existing apron is close to failing (110,000 SY). This project is to reconstruct the apron with a new asphalt concrete structural section per FAA standards.						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1 - 100% Plans and Specifications to be submitted January 2031 1 - Anticipated Bid Opening: March 2031 1 - Anticipated Grant Closeout: March 2032						
NEPA Environmental Status (Date of FONSI or CATEX Approval)						
Land Title Status & Date of Exhibit "A" Status			Date			
Owned by the City of Susanville Fee Simple			August 1999			
Open AIP Funded Projects			Expected Close-out Date			
03-06-0251-018-2021 - Taxiway 'B' Reconstruction Project			December 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Erik Edholm, Acting Public Works Director						
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(530) 252-5105			
Signature		Date	Contact Phone (Print or Type)			

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2030



LEGEND

1 SOUTH APRON (~110,000 SF) RECONSTRUCTION RE-PACKAGE (PCI:50)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2031		
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	State Share	Total
Y	D – AIP	1 - South Apron Reconstruction (110,000 SF) - Construction	\$ 552,070	\$ 43,315	\$ 192,115	\$ 787,500
TOTAL			\$ 552,070	\$ 43,315	\$ 192,115	\$ 787,500
* D - Development; P - Planning; E – Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1 - The asphalt concrete pavement on the existing apron is close to failing (110,000 SY). This project is to reconstruct the apron with a new asphalt concrete structural section per FAA standards.						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1 - Anticipated Bid Opening: March 2031 1 - Anticipated Construction Schedule: August 2030 to October 2031 1 - Anticipated Grant Closeout: March 2032						
NEPA Environmental Status (Date of FONSI or CATEX Approval)						
1 - Revalidate CATEX in 2029						
Land Title Status & Date of Exhibit "A" Status			Date			
Owned by the City of Susanville Fee Simple			August 1999			
Open AIP Funded Projects			Expected Close-out Date			
03-06-0251-018-2021 - Taxiway 'B' Reconstruction Project			December 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Erik Edholm, Acting Public Works Director			Marci Rojas, Program Coordinator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(530) 252-5105			
Signature			Date		Contact Phone (Print or Type)	

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2031



LEGEND

  SOUTH APRON (~110,000 SF) RECONSTRUCTION - CONSTRUCTION (PCI:50)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2032		
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	State Share	Total
Y	D - AIP	1 - Perimeter Fence- (WHA/WHMP)	\$ 113,400	\$ 5,670	\$ 6,930	\$ 126,000
TOTAL			\$ 113,400	\$ 5,670	\$ 6,930	\$ 126,000
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1 - Study for Perimeter Fence Installation (approximately 4,100 LF of 8' fence). There are areas on the airport with minimal fencing, where wildlife can gain access to the airport and cause safety issues.						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1 - 100% Plans and Specifications to be submitted March 2032 1 - Anticipated Bid Opening: April 2032 1 - Anticipated Grant Closeout: December 2032						
NEPA Environmental Status (Date of FONSI or CATEX Approval)						
NO CATEX						
Land Title Status & Date of Exhibit "A" Status			Date			
Owned by the City of Susanville Fee Simple			August 1999			
Open AIP Funded Projects			Expected Close-out Date			
03-06-0251-018-2021 - Taxiway 'B' Reconstruction Project			December 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Erik Edholm, Acting Public Works Director			Marci Rojas, Program Coordinator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(530) 252-5105			
Signature		Date	Contact Phone (Print or Type)			

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2032



LEGEND



PERIMETER FENCE (~4100 LF) - WHA/WHMP