
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Ross Stevenson, Chair
Paul Clark, Vice Chair
William Heyland • Robert Tyndall • Dan Weaver

Susanville Municipal Airport Commission Special Meeting
**Regular Susanville Municipal Airport Commission Meeting • City
Council Chambers, 66 North Lassen Street, Susanville, CA 96130**
Thursday, February 24, 2022 - 3:00 PM

Call meeting to Order

Roll Call of Commissioners Present

1. **AGENDA APPROVAL:** *(Additions and/or Deletions)*
2. **APPROVAL OF MINUTES:**
 - 2.A [Consider approval of the November 18, 2021 Airport Commission Meeting Minutes](#)
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 agendaize the matter at a future meeting.*
6. **NEW BUSINESS:**
 - 6.A [Consider appointment of Chair and Vice Chair for the 2022 Calendar Year](#)
 - 6.B [Airport Financials Review](#)
 - 6.C [Taxiway A Project Update](#)
 - 6.D [CARES Act Report](#)
7. **CONTINUING BUSINESS:**
8. **AIRPORT MANAGERS REPORT:**
9. **COMMISSION ITEMS:**
10. **ADJOURN**

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

I, Jolene Arredondo, certify that I caused to be posted notice of the Special Meeting scheduled for February 24, 2022 in the areas designated on February 23 2022.

AGENDA ITEM NO. 2.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: February 24, 2022

SUBJECT: Consider approval of the November 18, 2021 Airport Commission Meeting Minutes

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Attached for the Commission's review are the November 18, 2021 meeting minutes.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve the November 18, 2021 Airport Commission Meeting Minutes

ATTACHMENTS:
[20211118_SMAC Minutes.pdf](#)

SUSANVILLE MUNICIPAL AIRPORT COMMISSION
Regular Susanville Municipal Airport Commission Meeting
Minutes THURSDAY, NOVEMBER 18, 2021 – 3:00 PM

Roll Call of Commission members present: William Heyland, Robert Tyndall, Dan Weaver
Absent: Paul Clark

Call meeting to Order

Roll Call of Commissioners Present

1. AGENDA APPROVAL:

Moved by Dan Weaver; seconded by William Heyland to
Approve the agenda.

Carried: 3 - 0

Voting For: William Heyland, Robert Tyndall, Dan Weaver

Voting Against: None

2. APPROVAL OF MINUTES:

2.A Consider approval of minutes from the October 14, 2021 Meeting

Motion to approve October 14, 2021 Special Meeting Minutes

[211014_SMAC_Draft.pdf](#)

Moved by William Heyland; seconded by Dan Weaver to Approve minutes.

Motion Carried: 3- 0

Voting For: William Heyland, Robert Tyndall, 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 Taxiway A Project Update
Information only

Mr. Newton noted that a meeting was scheduled with Hat Creek Construction who was

awarded the bid for Taxiway A project. The consensus of that meeting was to winterize the project and start the project once weather allows and addition of an escalator clause for the price of the oil for the asphalt. C&S Consulting is looking into modifications of the project to accommodate the price change of that material. Mr. Newton noted that when they bid for this project they obtained a guaranteed price through the end of the 2021 calendar year. Discussion occurred about the project bid and core samples and structural section for reconstruction.

Commissioner Weaver asked about the tentative start date. Mr. Newton responded that there was no start date set but it would be reassessed based on weather.

Commissioner Tyndall asked if we could negotiate a start no later than date and the length of the project. Mr. Newton responded that we could likely negotiate a project start no later than date and there was 45 days to complete the project once construction began.

Mr. Newton noted that a contingency was built into the bid by C&S Consulting to accommodate change orders, if any, and that was reflected in the FAA grant funding received for total project cost.

7.B Hangar 3 & 4 Update Discussion Item

Mr. Newton provided an update that city staff had met with Commissioner Tyndall at the airport to review the status of hangar 3&4. Electrical work has begun by city staff and effort of volunteers and Tyndall is organizing clean-up efforts through volunteers.

Mr. Tyndall asked Airport Manager Steve Datema what he would rent the hangars for. Mr. Datema suggested he would rent them for a \$200-\$300 and had a few interested parties.

7.C Airport Financials Review Information Only

Mr. Newton noted that a project budget has been included in the airport financials that will allow for city staff time as well as expenditures to complete the project.

Mr. Newton also noted the Airport Taxiway Construction budget that included the Independent fee estimate in which the city has paid for consultant work for the construction engineering of the project and once the grant from the FAA is received we will be able to reimburse those costs through drawdown of the grant. Mr. Newton noted that this will be the process in which reimbursements will occur once the project is underway.

Mr. Newton noted that the UPS rental agreement was approved by council and the rental agreement increased from \$400 to \$1200 per month. Mr. Datema noted that there had been an increase of activity at the UPS grounds due to the holidays.

Mr. Heyland discussed that there has been historically an issue with matching funds for projects and expressed concerns about drawing down those resources. Mr. Newton noted that there was an opportunity to look into the operational side of the airport due to an increase of

revenue streams and the \$15,000 annual matching funds was not budgeted from the general fund due to the airport having a more successful revenue stream from hangar rents.

[211115_Airport.pdf](#)

8. AIRPORT MANAGERS REPORT:

Mr. Datema, Airport Manager presented that the airport is gearing up for winter efforts.

9. COMMISSION ITEMS:

Commissioner Tyndall inquired about moving the meeting time to 5:00 P.M. in order to accommodate the public and increase interest.

Commissioner Heyland asked for a CARES funding update at a future meeting.

Commissioner Heyland asked about the 4 entitlement funding currently and asked if there was a possibility of losing an entitlement funding. Mr. Newton noted that those entitlement funds are obligated toward the funds and we will have to put a project together to obligate future entitlement funds towards. Mr. Newton noted that discussion should occur about future projects to be outlined for future grant applications.

Commissioner Tyndall inquired about Public Works being able to patch potholes at the Airport. Public Works Director Bob Godman noted that with the limited holiday schedule they had planned to complete the work after the Christmas lights had been put up and after the Thanksgiving Holiday. Mr. Datema noted that he had material to complete the project, and Mr. Godman noted that it would be completed as soon as possible.

Commissioner Weaver noted that he wanted to pursue economic development opportunities that include the airport and if there could be a discussion of how the airport could be involved in the city's economic development efforts.

Commissioner Weaver inquired about the airport priority list. Discussion occurred about which items from the priority list discussed at previous meeting and which of those projects would be appropriate for CARES funding versus grant funding projects.

10. ADJOURN

Moved by Dan Weaver; seconded by William Heyland to Adjourn at 3:51 P.M..

Motion Carried: 3 - 0

Voting For: William Heyland, Robert Tyndall, Dan Weaver

Voting Against: None

APPROVED BY: _____

Airport Commissioner

APPROVED ON:

Submitted By:

SMAC Secretary, Jolene Arredondo

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: February 24, 2022

SUBJECT: Consider appointment of Chair and Vice Chair for the 2022 Calendar Year

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The Susanville Municipal Airport Commission Chair and Vice Chair appointments are for a 1 (one) calendar year. The Airport Commission shall elect a Chairperson and Vice Chairperson to serve during the 2022 calendar year.

FISCAL IMPACT: None

ACTION REQUESTED: Appoint Chair and Vice Chair for the 2022 Calendar Year

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: February 24, 2022

SUBJECT: Airport Financials Review

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: For the Commission's review, attached are the Airport's revenues in comparison to budget.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS:
[SMAC Financials.pdf](#)

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

		AIRPORT					
		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EARNED	UNEARNED	% UNEARNED
<u>PUBLIC WORKS</u>							
<u>AIRPORT-OPERATIONS</u>							
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	.00	.00	.00	10.00	100.00
7201-430-81-3613	NET INCREASE(DECREASE) FMV	.00	(2.46)	.00	.00	2.46	.00
7201-430-81-3620	AIRPORT - LEASES	90,000.00	73,352.07	.00	81.50	16,647.93	18.50
7201-430-81-3701	AIRPORT - FLOWAGE FEES	14,000.00	7,117.55	.00	50.84	6,882.45	49.16
7201-430-81-3703	COMMERCIAL OPERATOR FEES	20,000.00	10,801.90	.00	54.01	9,198.10	45.99
TOTAL AIRPORT-OPERATIONS		134,010.00	91,269.06	.00	68.11	42,740.94	31.89
TOTAL PUBLIC WORKS		134,010.00	91,269.06	.00	68.11	42,740.94	31.89
TOTAL FUND REVENUE		134,010.00	91,269.06	.00	68.11	42,740.94	31.89

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

		AIRPORT					
		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EXPENDED	UNEXPENDED	% UNEXP.
<u>PUBLIC WORKS</u>							
<u>AIRPORT-OPERATIONS</u>							
7201-430-81-4100	REGULAR EMPLOYEES	24,415.00	.00	.00	.00	24,415.00	100.00
7201-430-81-4101	4% VACANCY RATE	(1,089.00)	.00	.00	.00	(1,089.00)	(100.00)
7201-430-81-4120	TEMPORARY EMPLOYEES	.00	13,631.49	.00	.00	(13,631.49)	.00
7201-430-81-4221	SOCIAL SECURITY CONTRIBUTIONS	1,514.00	882.98	.00	58.32	631.02	41.68
7201-430-81-4222	MEDICARE	354.00	206.50	.00	58.33	147.50	41.67
7201-430-81-4260	WORKERS' COMPENSATION	732.00	427.28	.00	58.37	304.72	41.63
7201-430-81-4293	STATE UNEMPLOYMENT	220.00	.00	.00	.00	220.00	100.00
7201-430-81-4340	TECHNICAL SVCS	7,400.00	4,363.73	3,000.00	99.51	36.27	.49
7201-430-81-4431	REPAIR AND MAINTENANCE-MISC	1,500.00	763.57	.00	50.90	736.43	49.10
7201-430-81-4434	REPAIR AND MAINTENANCE-FACILIT	1,899.00	463.07	.00	24.38	1,435.93	75.62
7201-430-81-4510	INSURANCE AIRPORT HANGARS	3,250.00	2,888.00	.00	88.86	362.00	11.14
7201-430-81-4511	INSUR.AIRPORT OWNER OPER. LIAB	4,996.00	2,768.00	.00	55.40	2,228.00	44.60
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	48,280.00	32,184.00	.00	66.66	16,096.00	33.34
7201-430-81-4525	INTERNAL SVC PW/ENG	10,604.00	7,072.00	.00	66.69	3,532.00	33.31
7201-430-81-4530	COMMUNICATIONS	529.00	419.15	.00	79.23	109.85	20.77
7201-430-81-4610	SUPPLIES - GENERAL	142.00	32.96	.00	23.21	109.04	76.79
7201-430-81-4622	ELECTRICITY	6,600.00	2,584.95	.00	39.17	4,015.05	60.83
7201-430-81-4623	PROPANE	2,700.00	1,405.78	.00	52.07	1,294.22	47.93
7201-430-81-4641	POSTAGE	81.00	.00	.00	.00	81.00	100.00
7201-430-81-4770	DEPRECIATION EXPENSE	172,545.00	105,264.00	.00	61.01	67,281.00	38.99
7201-430-81-4810	TAXES, FEES, PERMITS & CHARGES	2,349.00	2,348.90	.00	100.00	.10	.00
7201-430-81-4852	INTEREST	.00	(28.55)	.00	.00	28.55	.00
TOTAL AIRPORT-OPERATIONS		289,463.00	177,973.81	3,000.00	62.52	108,489.19	37.48
TOTAL PUBLIC WORKS		289,463.00	177,973.81	3,000.00	62.52	108,489.19	37.48
TOTAL FUND EXPENDITURES		289,463.00	177,973.81	3,000.00	62.52	108,489.19	37.48
REVENUE OVER (UNDER) EXPENDITURES		(155,453.00)	(86,704.75)	(3,000.00)	(57.71)	(65,748.25)	(42.29)

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

		AIRPORT CIP FUND					
		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EARNED	UNEARNED	% UNEARNED
<u>AIRPORT CIP</u>							
7202-430-81-3611	INTEREST	.00	31.68	.00	.00	(31.68)	.00
7202-430-81-3613	NET INCREASE (DECREASE) FMV	.00	(4.08)	.00	.00	4.08	.00
TOTAL DIVISION 81		.00	27.60	.00	.00	(27.60)	.00
TOTAL AIRPORT CIP		.00	27.60	.00	.00	(27.60)	.00
TOTAL FUND REVENUE		.00	27.60	.00	.00	(27.60)	.00

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

AIRPORT CIP FUND

	BUDGET	YTD ACTUAL	ENCUMBRANCE	% EXPENDED	UNEXPENDED	% UNEXP.
<u>AIRPORT CIP</u>						
<u>AIRPORT-HANGAR 3&4 ELECTRICAL</u>						
7202-430-84-4100 REGULAR EMPLOYEES	2,000.00	504.33	.00	25.22	1,495.67	74.78
7202-430-84-4221 SOCIAL SECURITY	.00	31.28	.00	.00	(31.28)	.00
7202-430-84-4222 MEDICARE	.00	7.31	.00	.00	(7.31)	.00
7202-430-84-4230 PERS	.00	76.91	.00	.00	(76.91)	.00
7202-430-84-4260 WORKER'S COMPENSATION	.00	95.82	.00	.00	(95.82)	.00
7202-430-84-4293 STATE UNEMPLOYMENT	.00	4.55	.00	.00	(4.55)	.00
7202-430-84-4610 SUPPLIES - GENERAL	2,642.00	292.67	.00	11.08	2,349.33	88.92
TOTAL AIRPORT-HANGAR 3&4 ELECTRICAL	4,642.00	1,012.87	.00	21.82	3,629.13	78.18
<u>AIRPORT-TAXIWAY RECONSTRUCTION</u>						
7202-430-85-4100 REGULAR EMPLOYEES	1,000.00	.00	.00	.00	1,000.00	100.00
7202-430-85-4330 PROFESSIONAL SVCS	1,500.00	.00	.00	.00	1,500.00	100.00
TOTAL AIRPORT-TAXIWAY RECONSTRUCTIO	2,500.00	.00	.00	.00	2,500.00	100.00
TOTAL AIRPORT CIP	7,142.00	1,012.87	.00	14.18	6,129.13	85.82
TOTAL FUND EXPENDITURES	7,142.00	1,012.87	.00	14.18	6,129.13	85.82
REVENUE OVER (UNDER) EXPENDITURES	(7,142.00)	(985.27)	.00	(13.80)	(6,156.73)	(86.20)
GRAND TOTAL REVENUE	134,010.00	91,296.66	.00	68.13	42,713.34	31.87
GRAND TOTAL EXPENDITURES	(296,605.00)	(178,986.68)	(3,000.00)	(61.36)	(114,618.32)	(38.64)
TOTAL NET REVENUE(EXPENDITURES)	(162,595.00)	(87,690.02)	(3,000.00)	(55.78)	(71,904.98)	(44.22)

SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: February 24, 2022

SUBJECT: Taxiway A Project Update

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: An update on the Taxiway A Project will be provided at the meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: February 24, 2022

SUBJECT: CARES Act Report

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Staff will provide a report on the three Airport CARES Act grants.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS:
[CARES Act Grant Report.docx](#)

CARES – CRRSA – AIRPORT RESCUE Grants

Over the last two years the Susanville Municipal Airport has been awarded three Airport Coronavirus Response Grant Program (ACRGP) Grant Offers, all of which have been accepted by the City. The grants vary in value from \$13,000 to \$32,000 for a total amount of \$75,000. Funds need to be spent no later than 1460 days (4 years) after receiving approval.

Grant fund spending is separated into two categories:

The CRRSA grant and the AIRPORT RESCUE grant were specifically designed for Corona-19 and are available for any purpose for which airport revenues may lawfully be used to prevent, prepare for, and respond to coronavirus. Funds provided under these grant agreements can only be expended for the capital or operating costs of the airport for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments as prescribed in the Act. While these grants can be used for costs incurred before the grants they cannot be used for Non-Corona related new Airport development.

Funds from the CARES grant can be used for any purpose that is legal to use Airport funding.

COVID RELATED GRANTS OVERVIEW			
	Date signed	Date to spend	Grant amount
CARES	6/8/2020	6/7/2024	\$ 30,000.00
CRRSA	7/15/2021	7/14/2025	\$ 13,000.00
AIRPORT RESCUE	1/17/2022	1/16/2026	\$ 32,000.00

From above, the first \$30,000 needs to be spent by 06/07/24, and the total by 1/16/26. These may be added together and fund one project or split in multiple ways in many different areas. In the near future we will be looking for recommendations from the Airport Commission on projects they would like to see completed with these funds.