
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 9, 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 Minutes from April 28, 2022 Special 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. **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 [Airport Budget comparison from 2014-15 to present.](#)
 - 6.B [Update on Helipad landing lights](#)
 - 6.C [Taxiway Project Update](#)
7. **CONTINUING BUSINESS:**
8. **AIRPORT MANAGERS REPORT:**
9. **COMMISSION ITEMS:**
10. **ADJOURN**

Next meeting date to be held on July 14, 2022.

I, Jolene Arredondo, certify that I caused to be posted notice of the regular meeting scheduled for June 9, 2022 in the areas designated on June 3, 2022.

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: June 9, 2022

SUBJECT: Consider approval of Minutes from April 28, 2022 Special Meeting

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Attached for the Commission's review are the meeting minutes from the April 28, 2022 Special Meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Approve Minutes from April 28, 2022 Special Meeting

ATTACHMENTS:
[20220428_SMAC Minutes.docx](#)

SUSANVILLE MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING
Regular Susanville Municipal Airport Commission Meeting Minutes
THURSDAY, APRIL 28, 2022 – 3:00 PM

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

Call meeting to Order

Roll Call of Commissioners Present

1. AGENDA APPROVAL:

Bob Godman Public Works Director stated to the Board and public that this meeting is being video taped.

Moved by Dan Weaver; seconded by William Heyland to

. Motion : 4 - 0

Voting For: Robert Tyndall, Paul Clark, William Heyland, Dan Weaver

Voting Against: None

Moved by Dan Weaver; seconded by William Heyland to

Approve . Motion Carried: 4 - 0

Voting For: Robert Tyndall, Paul Clark, William Heyland, Dan Weaver

Voting Against: None

2. APPROVAL OF MINUTES:

Moved by Dan Weaver; seconded by William Heyland to

Approve . Motion Carried: 4 - 0

Voting For: Robert Tyndall, Paul Clark, William Heyland, Dan Weaver

Voting Against: None

2.A Approval of minutes from the February 24, 2022 meeting

Motion to approve minutes from the February 24, 2022 SMAC
meeting [20220224_SMAC Minutes.docx](#)

3. CORRESPONDENCE/INFORMATION:

None

4. BUSINESS FROM THE FLOOR: None

5. PUBLIC COMMENT: None

6. NEW BUSINESS:

6.A Discussion regarding Airport Capital Improvement Plan (ACIP) 2022-2026 Discussion only

Mr. Godman opened discussion for the ACIP 2022-2026 per staff request. Mr. Godman presented the current projects that go out until 2026. The Airport is currently on Taxiway Rehabilitation phase 1 and 2; This year we should see the Perimeter Fence design; Next year will be the fence construction; Pavement Maintenance Management Plan, Mr. Godman stated he is not sure why that project cost so much, unless there is some sort of construction involved and will investigate further; Apron Reconstruction along with Runway Sealcoat design and construction for 2026. Mr. Godman then went into showing the current project, also Phase 3 of the Taxiway Rehabilitation Project that will begin next year. Mr. Godman opened up for discussion of what the Commissioner's would want to be in the next Airport Capital Improvement Plan.

William Heyland, Commissioner, asked to discuss the Perimeter Fence project. A discussion occurred into moving the Perimeter Fence Project down and prioritizing Taxiway pavement.

Robert Tyndall, SMAC Chair, asked if we currently have a livestock problem going onto the runway.

Steve Datema, Airport Manager, replied yes.

Discussion occurred.

Mr. Godman then spoke on the Hatcreek Contract being signed and City Council approving the budget increase for the project. Mr. Godman has requested the FFA to do an adjustment on the bid, per FFA that is not the standard practice but the FFA representative will try to get adjustment approved. Discussion occurred regarding funds that would be available for project if FFA does not approve adjustment. Mr. Godman ended discussion stating project should begin at the end of May 2022.

Commissioner Heyland requested to defer the conversation regarding Perimeter Fence Project for further discussion on the next meeting.

[DRAFT ACIP 2023-2027 - SUSANVILLE.pdf](#)

7. **CONTINUING BUSINESS:**

7.A Airport Budget Review
Information

Public Works Director Mr. Godman discuss Airport Budget Review. Commissioner Heyland inquired regarding funds and when fiscal year closes. Mr. Godman explained that some Commercial Operator fees that have not caught up yet, which is why the monies show low until it catches up. Mr. Godman also answered the fiscal years books close in August. Commissioner Weaver inquired regarding commercial fees. Commissioner Heyland inquired who is on Commercial Fees. Answered by Mr. Godman. Mr. Godman discussed Hangar 3 & 4 being worked on by Toby. Commissioner Heyland inquired into where the funds were coming from for the repairs, also requested to know what the current cash pull balance is for the Airport. Jolene verbally told the current cash balance off of Cash Report as of 4/26/22.

Discussion occurred on where the monies come from.

[22020426_Airport.pdf](#)

7.B Public Works Director Update Information Only

Mr. Godman confirmed the Hat Creek contract has been signed and project will begin May 2022. Discussed Helipad lights. Discussed Air Fair will be going to council May 4th, 2022.

8. **AIRPORT MANAGERS REPORT:**

Manager Datema discussed Hangar 4

9. **COMMISION ITEMS:**

Chair Tyndall stated there is a helicopter for sale, discussed if check can be made payable to the City. Commissioner Heyland inquired if the city has confirmed with the attorney if we can legally sell the helicopter, Mr. Godman confirmed the city's attorney confirmed we can legally sell helicopter. Chairman Tyndall inquired regarding Hangar 3, are the funds low.

10. **ADJOURN**

Next meeting date to be held on May 12, 2022.

I, Jolene Arredondo, certify that I caused to be posted notice of the special meeting scheduled for April 28, 2022 in the areas designated on April 26, 2022.

Commissioner Heyland inquired regarding Fence Design future project; possibly the length of the fence.

AGENDA ITEM NO. 6.A
Discussion Item

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: June 9, 2022

SUBJECT: Airport Budget comparison from 2014-15 to present.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: In the April 28th 2022 Airport Commission meeting, Commissioner Heyland asked that we bring a report comparing the Airport's budgets for the last few years. Budget comparison will be provided at the meeting for review.

FISCAL IMPACT: None

ACTION REQUESTED: None, information only

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: June 9, 2022

SUBJECT: Update on Helipad landing lights

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On May 18th the Susanville City Council approved resolution number 22-5998. This resolution authorized a move of funds from the Airport's CIP fund to the Airport's 7201 Operations fund. This will be used to repair and upgrade the Helipad landing lights and run power from a new source to the helipad.

FISCAL IMPACT: \$8060 was moved from the Airport's CIP fund to the Airport's 7201 Fund to cover the cost of the lights, installation and running new power to the helipad.

ACTION REQUESTED: None, information only

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: June 9, 2022

SUBJECT: Taxiway Project Update

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Update on how the Taxiway Project is going.

FISCAL IMPACT: None

ACTION REQUESTED: None, Information only

ATTACHMENTS: