
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, May 11, 2023 - 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 minutes from the February 9, 2023 and April 13, 2023 Airport Commission Meetings](#)
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 agendize the matter at a future meeting.*
6. **NEW BUSINESS:**
 - 6.A [Priority List for the Susanville Municipal Airport Commission](#)
 - 6.B [CARES Act Grant Update](#)
7. **CONTINUING BUSINESS:**
 - 7.A [Review of Airport Financials](#)
8. **AIRPORT MANAGERS REPORT:**
 - 8.A [Update on the Susanville Airfair](#)
9. **COMMISSION ITEMS:**
10. **ADJOURNMENT:** *The next regular meeting of the Susanville Municipal Airport Commission will be held on June 8, 2023.*

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: May 11, 2023

SUBJECT: Consider minutes from the February 9, 2023 and April 13, 2023 Airport Commission Meetings

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Attached for the Commission's review are the minutes from the February and April SMAC meeting. February meeting minutes attached have corrections requested from April meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve minutes from the February 9, 2023 and April 13, 2023 Airport Commission Meetings

ATTACHMENTS:
[SMAC Minutes_04132023_meeting.docx](#)
[SMAC Minutes_02092023_meeting with corrections.docx](#)

SUSANVILLE MUNICIPAL AIRPORT COMMISSION
Regular Susanville Municipal Airport Commission Meeting Minutes
THURSDAY, APRIL 13, 2023 – 4:00 PM

Call meeting to Order

Call meeting to order at 4:05pm

Roll Call of Commissioners Present

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

Absent: Richard Hrezo

1. AGENDA APPROVAL: Not Voted on

2. APPROVAL OF MINUTES:

- 2.A Consider approval of minutes from the February 9, 2023 Susanville Municipal Airport Commission Meeting
Approve February 9, 2023 Susanville Municipal Airport Commission Meeting

Commissioner Dan Weaver motioned to approve minutes, Commissioner Paul Clark seconded the motion. Motion came to vote and Commissioner William Heyland voted Nay. Mr. Heyland stated the minutes state Hangar 3 is for sale and would like that clarified. Discussion occurred regarding if Hangar 3 is for sale, Executive Officer Bob Godman confirmed that Hangar 3 is not for sale. Mr. Heyland asked that the approval of minutes be deferred to the next meeting with correction made to minutes. Motion moved by Mr. Heyland, Seconded by Mr. Clark to defer the minutes for approval to the next meeting.
[SMAC Minutes_02092023_meeting.docx](#)

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

Motion Failed: 0- 1

Voting For: None

Voting Against: Paul Clark

3. CORRESPONDENCE/INFORMATION:

None

4. BUSINESS FROM THE FLOOR: None

5. PUBLIC COMMENT: None

6. NEW BUSINESS:

- 6.A Discussion about the 2023 ACIP addition.

Direction to Staff

Bob Godman presented a discussion regarding the 2023 ACIP addition, this is an initial conversation on what project the Commission would like to add to the ACIP. After speaking with the Airport Manager the Airports aging AWOS system came up. For safety reason's Mr. Godman and the Airport Management is suggesting adding the replacement of the AWOS system to the ACIP. Commissioner Dan Weaver asked if we put it on five year plan would that replace an item we already agreed on for the ACIP. Mr. Godman stated we haven't agreed on anything. Mr. Heyland stated I thought we already agreed on the ACIP, Mr. Tyndall also stated he thought we already agreed on items as well. Airport Manager Steve Datema said we are working on the 2023 ACIP, discussion occurred between Mr. Datema and Commissioner Heyland if this is the 2023 or 2024 ACIP. Mr. Datema stated this is for the ACIP due in November 2023 for the 2024 year. Mr. Godman confirmed that was correct. Commissioner Weaver asked to clarify that we already have five years of projects set. Mr. Godman confirmed we have projects set to 2028. Mr. Weaver stated by adding the AWOS replacement we are just adding this project to the end of the current ACIP. Mr. Weaver asked if the AWOS will last that long, Mr. Datema confirmed it should. Commissioner Clark asked if Taxiway B Project has been bid out yet. Mr. Godman stated it has not, Mr. Clark asked about the Pavement Management Plan. Mr. Godman stated the plan is a study of what condition the pavement is in. It is an extensive study that is expensive, but what we get from the study is a grading on all of the pavement at the airport. From that report year to year we go out and check the pavement again so you get a graph as to how the pavement is doing. In turn you can use this data to give to the FAA in order to apply for grant funds to repair the pavement. Mr. Heyland asked if we've done that before. Mr. Godman has a similar plan. Mr. Datema stated we have done that before with Cal-Trans but the FAA requires a Pavement Management Plan and we currently do not have one in place. Mr. Heyland asked who creates the plan. Bob stated C & S Engineering will do it along with another consultant. Mr. Weaver asked what is Mr. Godman asking from the commission, Mr. Godman stated if they are in agreement with adding the AWOS improvement onto the 2024 ACIP. Mr. Weaver would like to see it added to the end of the project list. Mr. Heyland and Mr. Clark would like to add it before the fence in the fourth year, the rest of the commission agreed and gave direction to Mr. Godman to proceed.

[2023-2028 ACIP updated signed.pdf](#)

6.B ALP Discussion Information Only

Mr. Godman presented the ALP, Airport Layout Plan. Our current ALP was completed in 2015. Mr. Godman spoke with Michael Dunne-Vecchio with C&S Solutions, they are able to do the ALP and the cost would be in the \$400k range. Mr. Godman is bringing it to the Commission if we want to proceed with ALP or wait until the FAA makes the Airport get a new one. FAA recommends a new ALP every five years. Mr. Datema stated the FAA will update the ALP for you but if there is something you are wanting to update at the Airport it must be on the ALP, so unless there is something new you are adding to the airport then there is no need to update the ALP. Mr. Tyndall stated the discussion of updating the ALP was because he contacted SFO regarding making changes to the Airport Master Plan. When he spoke with the FAA regarding making changes to the Airport Master Plan he was advised he can not make changes to the Master Plan but can make changes to the ALP. Mr. Weaver asked if he can get a copy of the Airport Layout Plan. Mr. Godman stated he will email the ALP to all

Commissioners. Mr. Clark asked if there is any update on the striping, Mr. Godman stated he will follow up with the City's Engineering Department. Mr. Clark also asked who is paying for the Helipad Lighting. Mr. Godman stated the City is paying for the lighting.

7. **CONTINUING**

BUSINESS: None

8. **AIRPORT MANAGERS REPORT:**

Mr. Datema stated snow removal went well. At the end of March the midfield windsock was broken and we have bids out to get it replace, cost should be around \$5,500 - \$6,500. Mr. Datema also stated he sent a letter to the City for approval of the Annual Airfair coming up on June 3, 2023.

9. **COMMISION ITEMS:**

Mr. Clark asked if there was a new pump put into the well, since he missed the last meeting. Mr. Godman explained how we were able to use CARES Act Funding to cover the cost for the well. Mr. Weaver asked about the \$15k from the City. Mr. Godman stated the \$15k was passed with a resolution and a resolution is non-binding, but we can draft a letter to present to the City Council requesting the \$15k. The Board would like Mr. Godman to draft the letter. Further discussion occurred regarding how the Airport Budget is set up. Mr. Tyndall asked about Hangar 3, Mr. Godman stated it is still owned by the City and still not rented. We have exhausted the funding we budgeted for the repairs and Mr. Godman will budget more funds for it in the next 23/24 F/Y Budget. Mr. Heyland asked could we create a lease agreement waiving rental fees for someone to rent and repair it, Mr. Godman stated it would be a very difficult contract to get approved. Mr. Tyndall asked what is the timeline on getting Hangar 3 ready to be leased. Mr. Godman stated it will be budgeted for next Fiscal Year and we can plan to work on it sometime in July as long as we have available staff. Public Comment from Nancy Runyon asked what is the difference between Hangar 3 and Hangar 4, Mr. Godman stated the unpermitted work on Hangar 3 is too much of a liability to the City to let someone rent it. Mr. Clark asked what if someone rented Hangar 3 and hired their own contractor to come in and make repairs. Mr. Godman stated anytime anyone works on a City Owned project it has to be prevailing wages and approved through the City. Mr. Clark asked if the Helipad is for exclusive use for SEMSA, Mr. Datema confirmed it is.

10. **ADJOURNMENT:**

Meeting was adjourned at 5:00pm

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular Susanville
Municipal Airport Commission Meeting Minutes THURSDAY,
FEBRUARY 9, 2023 – 4:00 PM**

Call meeting to Order

Roll Call of Commissioners Present

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

1. AGENDA APPROVAL:

Not Voted on

2. APPROVAL OF MINUTES:

2.A Approval of minutes from the October 13, 2022 meeting
Motion to approve minutes from the October 13, 2022 SMAC
meeting [20221013_SMAC Minutes.docx](#)

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

Motion Carried: 3- 0

Voting For: Robert Tyndall, William Heyland, Dan Weaver

Voting Against: None

3. CORRESPONDENCE/INFORMATION:

None

**4. BUSINESS FROM THE
FLOOR:** None

**5. PUBLIC
COMMENT:** None

6. NEW BUSINESS:

6.A Update on CARES Act grants
Suggestions for remaining funds.

Executive Director Bob Godman updated on current projects with CARES Act Grants. Thirteen Thousand Dollar Grant is the restricted grant, using those funds we were able to get the pump and pressure tanks for the well replaced. Commissioner Heyland asked when does he expect it to be done, Mr. Godman stated it is already completed. The bathrooms plans are almost completed, then we will negotiate a contract for the project. We will try to keep the project under 60k so we do not have to put it out to bid. With the other Grant we will use funds for striping. Mr. Godman informed the commission that the LED lights have been installed and

came out of the Airport Budget.

6.B Report on Airport Available Cash
Information Only

Mr. Godman presented the report on the Airports Available Cash. He explained the Available Cash comes from the previous years unexpended budget. Commissioner Heyland asked how much of the available cash is for matching funds? Mr. Godman explained the city has not been putting 15k into the Available Cash Fund because the airport has been able to sustain on its own. A discussion occurred regarding restricted funds and when City Council passed the Resolution regarding the funds. Mr. Godman will look into if there is a Resolution and follow-up with the Commissioners.

[Airport Available Cash.pdf](#)

7. **CONTINUING BUSINESS:**

7.A Update on sale of abandoned property.
Information only.

Mr. Godman gave an update on the abandon helicopter. He was given the okay to blind auction the helicopter. The Police Chief will receive \$5500.00 for the storage of the helicopter. Stored for 55 weeks at \$100 per week. Mr. Heyland was upset with this information, Mr. Tyndall stated he will discuss with Chief Cochran.

[Codes for abandoned property.docx](#)

8. **AIRPORT MANAGERS REPORT:**

Mr. Godman stated Hangar 3 has a lot of unpermitted work that will need to be worked out in order to get it to code. Discussion occurred regarding Hangars the City owns and what SEMSA uses their Hangar for. Mr. Tyndall asked what the time frame is to getting Power on at Hangar 3. Public Comment from Lance Reiche made a statement regarding Hangar 4 and 3. Mr. Godman clarified that Hangar 4 is not available at this time. Mr. Godman instructed Lance to contact Building Official Dow Davis in regards to getting Hangar 3 to pass code. Water line project will need to be discussed with Steve and Pete Datema. Pete stated they are looking if the water can be pumped in from across the street. Pete discussed it would cost around \$800k to put a hydrant in and to his knowledge that currently isn't available to do so. Mr. Godman discussed the Airport Master Plan at this time there isn't enough need to have a new one done. Plus the cost to have one complete is about \$250k. Mr. Godman informed the Commissioners the Helipad lighting has been installed, power is coming on the 6th and 7th. Mr. Heyland asked for an update on the ACIP Project for this year and if it's gone out to bid. Mr. Godman will provide an update at the next meeting. Taxiway Bravo is this years project. Next year will be half of the ramp area along with Taxiway Delta.

9. **COMMISSION**
ITEMS: None

10. **ADJOURN**

Meeting Adjourned at 4:51pm

Moved by Robert Tyndall; seconded by William Heyland to Adjourn .

Motion Carried: 3 - 0

Voting For: Robert Tyndall, William Heyland, Dan Weaver

Voting Against: None

Next meeting date to be held on March 9, 2023 .

I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for February 9, 2023 in the areas designated on February 6, 2023.

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: May 11, 2023

SUBJECT: Priority List for the Susanville Municipal Airport Commission

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Staff would like to work with the Commission to develop a priority list for for secondary projects and promotions at the Airport.

FISCAL IMPACT: None

ACTION REQUESTED: Discussion Item

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: May 11, 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:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: May 11, 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:
[20230508_Airport Operations.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
<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	287.38	.00	2,873.80 (	277.38) (	2,773.80)
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	112,002.82	.00	124.45 (	22,002.82) (	24.45)
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	131,815.16	.00	102.17 (	2,805.16) (	2.17)
<u>CARES ACT 03-06-0251-017-2020</u>						
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	131,815.16	.00	92.82	10,194.84	7.18

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
<u>DEPARTMENT 490</u>						
<u>DIVISION 00</u>						
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	131,815.16	.00	87.84	18,254.84
						12.16

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.
<u>PUBLIC WORKS</u>							
<u>AIRPORT-OPERATIONS</u>							
7201-430-81-4100	REGULAR EMPLOYEES	1,810.00	.00	.00	.00	1,810.00	100.00
7201-430-81-4120	TEMPORARY EMPLOYEES	24,415.00	19,531.68	.00	80.00	4,883.32	20.00
7201-430-81-4221	SOCIAL SECURITY CONTRIBUTIONS	1,514.00	1,261.40	.00	83.32	252.60	16.68
7201-430-81-4222	MEDICARE	354.00	295.00	.00	83.33	59.00	16.67
7201-430-81-4260	WORKERS' COMPENSATION	4,151.00	610.40	.00	14.70	3,540.60	85.30
7201-430-81-4293	STATE UNEMPLOYMENT	244.00	.00	.00	.00	244.00	100.00
7201-430-81-4340	TECHNICAL SVCS	7,703.00	5,758.52	1,800.00	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	7,515.00	7,302.37	.00	97.17	212.63	2.83
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	442.00	444.00	.00	100.45	(2.00)	(.45)
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	727.00	666.46	.00	91.67	60.54	8.33
7201-430-81-4540	ADVERTISING	133.00	.00	.00	.00	133.00	100.00
7201-430-81-4610	SUPPLIES - GENERAL	375.00	281.05	.00	74.95	93.95	25.05
7201-430-81-4622	ELECTRICITY	5,906.00	1,996.85	.00	33.81	3,909.15	66.19
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
7201-430-81-4770	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	278,171.00	261,411.40	1,800.00	94.62	14,959.60	5.38
<u>CARES ACT 03-06-0251-017-2020</u>							
7201-430-87-4340	TECHNICAL SVCS	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	291,171.00	261,411.40	1,800.00	90.40	27,959.60	9.60

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		306,171.00	261,411.40	1,800.00	85.97	42,959.60	14.03
REVENUE OVER (UNDER) EXPENDITURES		(156,101.00)	(129,596.24)	(1,800.00)	(84.17)	(24,704.76)	(15.83)
GRAND TOTAL REVENUE		150,070.00	131,815.16	.00	87.84	18,254.84	12.16
GRAND TOTAL EXPENDITURES		(306,171.00)	(261,411.40)	(1,800.00)	(85.97)	(42,959.60)	(14.03)
TOTAL NET REVENUE(EXPENDITURES)		(156,101.00)	(129,596.24)	(1,800.00)	(84.17)	(24,704.76)	(15.83)

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: May 11, 2023

SUBJECT: Update on the Susanville Airfair

PRESENTED BY: Steve Datema, Airport Manager

SUMMARY: Staff will provide an update on expected activities at the Airfair Scheduled for 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. TRhey also apporoved the use of the City's Water Truck and barricades for the event.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS: