
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, November 9, 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 September 14, 2023 meeting.*
 - 2.A Consider minutes from the September 14 , 2023Â 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 Discuss if the Susanville Municipal Airport Commission would like to recommend building nested T-Hangars at the airport.
 - 5.B Discussion to see if the Susanville Airport Commission would like top recommend that the City install self service fuel pumps.
6. **CONTINUING BUSINESS:**
7. **AIRPORT MANAGERS REPORT:**
8. **COMMISION ITEMS:**
9. **ADJOURNMENT:**
 - **The next regular meeting of the Susanville Municipal Airport Commission will be held on February 8th, 2024 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 11/09/2023 in the areas designated on 11/06/2023.

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: November 9, 2023

SUBJECT: Consider minutes from the September 14 , 2023 Airport Commission Meeting

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Attached for the Commission's review are the minutes from the September 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_09142023 meeting.docx](#)

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular Susanville
Municipal Airport Commission Meeting Minutes THURSDAY,
SEPTEMBER 14, 2023 – 4:00 PM**

Call meeting to Order

Roll Call of Commissioners Present

Robert Tyndall, Richard Hrezo, Paul Clark, William Heyland, Dan Weaver

1. AGENDA APPROVAL:

Moved by Richard Hrezo; seconded by Dan Weaver to Approve

. Motion Carried: 5 - 0

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

Voting Against: None

2. APPROVAL OF MINUTES:

2.A Approval of minutes from the July 13, 2023 Susanville Municipal Airport Commission Meeting

Approve minutes from the July 13, 2023 meeting.

[SMAC_Minutes_07132023_meeting.docx](#)

Moved by Richard Hrezo; seconded by William Heyland to Approve .

Motion Carried: 5- 0

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

Voting Against: None

3. CORRESPONDENCE/INFORMATION:

4. BUSINESS FROM THE FLOOR:

Chair Tyndall asked for the guest to introduce themselves. Kelly Mumper, City Planner. Cody Loflin, Code Enforcement Officer. Mr. Tyndall asked if there is a particular reason they are at this meeting. Mr. Mumper answered the Airport is an important economic piece to the city and the county, and they are here to listen and be a part of item 5B.

5. NEW BUSINESS:

5.A Update on Taxiway B Project and concerns about Taxiway
D Information Only

Mr. Godman presented an update on Taxiway B and concerns about Taxiway D. Mr. Godman stated by following the approved ACIP and working on the design for Taxiway D

next year there will not be any conflict with Taxiway B project. Chair Tyndall expressed his concerns. Mr. Godman explained that most of the work that is needed has to be completed by an Engineer and the City's Engineering Division is not fully staffed. Also there are other projects that they are currently working on for the City of Susanville that take priority over the Airport projects. Further discussion occurred regarding the timelines of the grants. Further discussion occurred in regards to our contract with C & S Engineers.

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

5.B Consider Ideas to promote Susanville Airport
Discussion Item

Vice Chair Hrezo stated he thinks the city should sell the airport. Chair Tyndall stated he has asked the City Administrator about selling the airport and was told the city is not interested in selling the airport at this time. Chair Tyndall stated a Facebook Page or Website would be beneficial to the airport, also being a part of the local parades is a good way to promote the airport as well. Board member Weaver stated once the city hires the Economic Development Director he would like to invite them to be a part of our Airport meetings to get their ideas. Board member Heyland asked if we have lots for sale, and advertise to Reno community we have spaces available. Further discussion occurred.

5.C Discussion about reducing the frequency of Susanville Airport Commission
Meetings Discussion Only

Mr. Godman addressed the board in regards to reducing the number of meetings we have. The Board would not like fewer meetings, they want to keep the current schedule. Mr. Heyland discussed the new format of meetings and minutes being available to the public.

6. **CONTINUING BUSINESS:**

7. **AIRPORT MANAGERS REPORT:**

7.A Airport Manager's Report
None

Airport Manager Steve Datema updated the Board. The new windsock is up and working, he is working on a location to reuse the old pole. The county sprayed the dirt runway to help with the weeds. The AWOS quarterly FAA inspection was completed and everything is in good shape. Mr. Datema also mentioned that Tech Services is on their way to retirement, so we may need to start looking into a new company to provide those services. Mr. Datema stated we should start thinking about a AWOS replacement, Mr. Godman stated it is on the ACIP. Further discussion occurred.

8. **COMMISSION**
ITEMS: None

9. **ADJOURNMENT:**

Moved by Robert Tyndall; seconded by Dan Weaver to Adjourn .

Motion Carried: 5 - 0

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

Voting Against: None

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: November 9, 2023

SUBJECT: Discuss if the Susanville Municipal Airport Commission would like to recommend building nested T-Hangars at the airport.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: At the December 6th, 2023 City Council Meeting there are plans to discuss ways to spend the City's ARPA funds. There have been many times that commissioners have asked to discuss the City Building Nested T-Hangars at the Airport in order to increase revenues for the City and increase hangar space at the same time. Staff have prepared an estimate for the cost of constructing the hangars and several return in investment scenarios.

FISCAL IMPACT: 1.1 million dollar initial investment.

ACTION REQUESTED: Ask Staff to move forward with the recommendation or not.

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: November 9, 2023

SUBJECT: Discussion to see if the Susanville Airport Commission would like top recommend that the City install self service fuel pumps.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: At the December 6th City Council meeting there will be a discussion about how to spend the City's ARPA funds. Commissioners have often talked about self service fueling at the Airport, so staff has developed an estimate for costs of installation and credit card system and rate of return for the investment.

FISCAL IMPACT:

ACTION REQUESTED: Recommend to invest in self service fueling at the Airport to the City Council, or not.

ATTACHMENTS: