
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, March 14, 2024 - 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 February 8th, 2024 meeting.*
 - 2.A Consider approval of minutes from the February 08, 2024 SMAC meeting.
3. **CORRESPONDENCE/INFORMATION:**
 - 3.A Financial Report for the Airport
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 Report on Hangar 9 repairs
 - 5.B Update on Taxiway B resurfacing Project
 - 5.C Airport Promotion Ideas
6. **CONTINUING BUSINESS:**
 - 6.A ACIP for 2024-2029
7. **AIRPORT MANAGERS REPORT:**
8. **COMMISSION ITEMS:**
9. **ADJOURNMENT:**
 - **The next regular meeting of the Susanville Municipal Airport Commission will be held on April 11, 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 03/14/2024 in the areas designated on 03/11/2024.

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: March 14, 2024

SUBJECT: Consider approval of minutes from the February 08, 2024 SMAC meeting.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Attached for the Commission's review are the minutes from the February 08, 2024 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve February 08, 2024 meeting minutes

ATTACHMENTS:
[SMAC_Minutes_20240208.docx](#)

**SUSANVILLE MUNICIPAL AIRPORT COMMISSION Regular
Susanville Municipal Airport Commission Meeting Minutes
THURSDAY, FEBRUARY 8, 2024 – 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 November 9th, 2023 meeting

Motion to approve minutes from the November 9th, 2023 SMAC meeting. [SMAC_Minutes_11092023_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:

None

4. BUSINESS FROM THE FLOOR: none

5. NEW BUSINESS:

5.A Covid 19 Grants Update
Information Only

Bob Godman presented the update on the Covid - 19 Grants. Mr.

Godman explained we submitted for employee time reimbursement for the grants and the FAA approved the reimbursement for a total of \$71,209.25. The received funds went into the Airports Available Cash. Mr. Heyland then asked for a financial statement to be added to every agenda item. Mr. Godman explained he can provide one when requested as it doesn't change monthly. Mr. Godman further explained the Airports budget and available cash to the commissioners.

5.B 2024-2029 ACIP first discussion
Requests to Staff

Bob Godman presented the ACIP to the board. ACIP is required to be prepared annually to meet FAA standards. Mr. Godman stated he presented a new AWOS system to council, he doesn't believe the council will use ARPA funds for the new system. He is recommending moving up the AWOS replacement to next year. Airport Manager Steve Datema explained the airports current company that does the AWOS maintenance is retiring and we will need to find another company prior to our FAA inspection in June. Commissioner Weaver stated he believe we already added the AWOS to the ACIP. Mr. Godman answered he is correct but he would like to move it up and move down some of the other projects down a year. Chair Tyndall asked when the Taxiway B project will start. Mr. Godman stated we plan to put it out to bid February 19th. Chair Tyndall then asked about the current lease agreements. Mr. Godman explained why the City has changed the length of the leases. Airport Manager explained why it is important to have at least a 20-year lease for financing. Further discussion occurred regarding the leases. Mr. Godman stated he is okay with making them all 20-year leases. Chair Tyndall requested he bring an updated lease to the next meeting for the Commissioners to review.

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

6. **CONTINUING BUSINESS:**

7. **AIRPORT MANAGERS REPORT:**

8. **COMMISSION ITEMS:**

9. **ADJOURNMENT:**

Meeting adjourned at 4:32pm

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 14, 2024

SUBJECT: Financial Report for the Airport

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: This is the financial report and Airport available cash as of February 29th, 2024

FISCAL IMPACT: None

ACTION REQUESTED: None. This is for transparency purposes only.

ATTACHMENTS:
[Airport Available Cash Report_022024.pdf](#)
[Airport Financials_022024.pdf](#)

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
FEBRUARY 29, 2024

COMBINED ACCOUNTS

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

7201 ALLOCATION TO AIRPORT	128,504.58
ALLOCATIONS TO RESTRICTED FUNDS	128,504.58

UNRESTRICTED FUNDS

ALLOCATIONS TO UNRESTRICTED FUNDS	.00
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TOTAL ALLOCATIONS TO OTHER FUNDS	128,504.58
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ZERO PROOF IF ALLOCATIONS BALANCE	128,504.58
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CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

AIRPORT

		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EARNED	UNEARNED	% UNEARNED
<u>PUBLIC WORKS</u>							
<u>AIRPORT-OPERATIONS</u>							
7201-430-81-3301	US DEPT OF TRANS-FAA	.00	71,209.25	.00	.00	(71,209.25)	.00
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	200.00	615.90	.00	307.95	(415.90)	(207.95)
7201-430-81-3613	NET INCREASE(DECREASE) FMV	.00	782.86	.00	.00	(782.86)	.00
7201-430-81-3620	AIRPORT - LEASES	100,000.00	77,866.15	.00	77.87	22,133.85	22.13
7201-430-81-3701	AIRPORT - FLOWAGE FEES	10,000.00	3,420.65	.00	34.21	6,579.35	65.79
7201-430-81-3703	COMMERCIAL OPERATOR FEES	11,000.00	11,909.10	.00	108.26	(909.10)	(8.26)
	TOTAL AIRPORT-OPERATIONS	131,200.00	165,803.91	.00	126.37	(34,603.91)	(26.37)
<u>PMMP 3-06-0251-021-2023</u>							
7201-430-88-3301	US DEPT OF TRANS-FAA	114,300.00	.00	.00	.00	114,300.00	100.00
7201-430-88-3341	STATE OF CA - CALTRANS	5,715.00	.00	.00	.00	5,715.00	100.00
	TOTAL PMMP 3-06-0251-021-2023	120,015.00	.00	.00	.00	120,015.00	100.00
	TOTAL PUBLIC WORKS	251,215.00	165,803.91	.00	66.00	85,411.09	34.00

CITY OF SUSANVILLE
INCOME STATEMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

		AIRPORT				
		BUDGET	YTD ACTUAL	ENCUMBRANCE	% EARNED	UNEARNED
						% UNEARNED
DEPARTMENT 490						
DIVISION 00						
7201-490-00-3904	TRN IN 7202 AIRPORT CIP	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 REVENUE		266,215.00	165,803.91	.00	62.28	100,411.09
						37.72

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

AIRPORT

	BUDGET	YTD ACTUAL	ENCUMBRANCE	% EXPENDED	UNEXPENDED	% UNEXP.
<u>PUBLIC WORKS</u>						
<u>AIRPORT-OPERATIONS</u>						
7201-430-81-4100 REGULAR EMPLOYEES	.00	3,071.31	.00	.00	(3,071.31)	.00
7201-430-81-4120 TEMPORARY EMPLOYEES	24,204.00	16,276.40	.00	67.25	7,927.60	32.75
7201-430-81-4221 SOCIAL SECURITY CONTRIBUTIONS	1,509.00	1,195.53	.00	79.23	313.47	20.77
7201-430-81-4222 MEDICARE	353.00	279.60	.00	79.21	73.40	20.79
7201-430-81-4230 PERS	.00	235.90	.00	.00	(235.90)	.00
7201-430-81-4260 WORKERS' COMPENSATION	730.00	1,010.42	.00	138.41	(280.42)	(38.41)
7201-430-81-4293 STATE UNEMPLOYMENT	.00	26.67	.00	.00	(26.67)	.00
7201-430-81-4340 TECHNICAL SVCS	7,201.00	4,725.53	3,000.00	107.28	(524.53)	(7.28)
7201-430-81-4431 REPAIR AND MAINTENANCE-MISC	848.00	489.33	.00	57.70	358.67	42.30
7201-430-81-4434 REPAIR AND MAINTENANCE-FACILIT	7,500.00	355.86	.00	4.74	7,144.14	95.26
7201-430-81-4510 INSURANCE AIRPORT HANGARS	6,210.00	4,144.00	.00	66.73	2,066.00	33.27
7201-430-81-4511 INSUR.AIRPORT OWNER OPER. LIAB	6,434.00	4,288.00	.00	66.65	2,146.00	33.35
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	26,099.00	17,400.00	.00	66.67	8,699.00	33.33
7201-430-81-4525 INTERNAL SVC PW/ENG	27,521.00	18,344.00	.00	66.65	9,177.00	33.35
7201-430-81-4526 INTERNAL SVC FLEET	279.00	184.00	.00	65.95	95.00	34.05
7201-430-81-4530 COMMUNICATIONS	900.00	665.15	.00	73.91	234.85	26.09
7201-430-81-4610 SUPPLIES - GENERAL	500.00	.00	.00	.00	500.00	100.00
7201-430-81-4622 ELECTRICITY	5,452.00	2,315.67	.00	42.47	3,136.33	57.53
7201-430-81-4623 PROPANE	3,000.00	2,307.55	.00	76.92	692.45	23.08
7201-430-81-4641 POSTAGE	25.00	20.41	.00	81.64	4.59	18.36
7201-430-81-4770 DEPRECIATION EXPENSE	158,159.00	105,440.00	.00	66.67	52,719.00	33.33
7201-430-81-4810 TAXES, FEES, PERMITS & CHARGES	2,500.00	2,445.96	.00	97.84	54.04	2.16
7201-430-81-4840 BAD DEBT EXPENSE	1,843.00	.00	.00	.00	1,843.00	100.00
TOTAL AIRPORT-OPERATIONS	281,709.00	185,517.29	3,000.00	66.92	93,191.71	33.08
<u>PMMP 3-06-0251-021-2023</u>						
7201-430-88-4340 TECHNICAL SVCS	127,000.00	.00	.00	.00	127,000.00	100.00
TOTAL PMMP 3-06-0251-021-2023	127,000.00	.00	.00	.00	127,000.00	100.00
TOTAL PUBLIC WORKS	408,709.00	185,517.29	3,000.00	46.13	220,191.71	53.87
TOTAL FUND EXPENDITURES	408,709.00	185,517.29	3,000.00	46.13	220,191.71	53.87
REVENUE OVER (UNDER) EXPENDITURES	(142,494.00)	(19,713.38)	(3,000.00)	(15.94)	(119,780.62)	(84.06)
GRAND TOTAL REVENUE	266,215.00	165,803.91	.00	62.28	100,411.09	37.72
GRAND TOTAL EXPENDITURES	(408,709.00)	(185,517.29)	(3,000.00)	(46.13)	(220,191.71)	(53.87)

CITY OF SUSANVILLE
INCOME STATEMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

	{SEGTITLE[F FUND]}					
	BUDGET	YTD ACTUAL	ENCUMBRANCE	% EXPENDED	UNEXPENDED	% UNEXP.
TOTAL NET REVENUE(EXPENDITURES)	(142,494.00)	(19,713.38)	(3,000.00)	(15.94)	(119,780.62)	(84.06)

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 14, 2024

SUBJECT: Report on Hangar 9 repairs

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On March 6th, 2024 City Council approved the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lifting cables for the hangar doors on hangar 9 at the Susanville Municipal Airport. The rental of hangar 9 has been a significant income source to the Airport, so staff moved forward as quickly to make sure that the hangar is rentable as soon as possible.

FISCAL IMPACT: Up to \$5,500 budget adjustment for 23/24 Fiscal Year.

ACTION REQUESTED: None

ATTACHMENTS:
[24-6280.pdf](#)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CONTRACT WITH
TRAILS WEST CONSTRUCTION FOR REPLACEMENT OF DOORS SEALS AND DOOR
LIFT CABLES FOR HANGAR 9 (NINE) AT THE SUSANVILLE MUNICIPAL AIRPORT AND
AUTHORIZE THE FINANCE DIRECTOR TO ADJUST THE
AIRPORT 7201 BUDGET AS NECESSARY**

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Public Works Director to execute a contract with Trails West Construction for the replacement of door seals and lift cables on the three main hangar doors on hangar 9 at the Susanville Municipal Airport, and authorizes the Finance Director to adjust the Airport's 7201 budget as necessary.

Heidi Whitlock, City Clerk

AYES: Schuster, Herrera, Stafford, Brown, & McCourt
NOES: None
ABSENT: None
ABSTAIN: None

Margaret Long, City Attorney

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 14, 2024

SUBJECT: Update on Taxiway B resurfacing Project

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On March 7th, 2024 staff flew an invitation to bid for construction of Taxiway B at the Susanville Municipal Airport. The bid opening will be in Council Chambers at City Hall on April 10th, 2024. After the City has an acceptable bid, a grant application can be turned in to the FAA for possible award in July. If the grant is awarded construction can start as soon as August of 2024.

FISCAL IMPACT: This project is projected to be funded through a BIL grant with \$234,900 coming from federal funds, \$11,745 from the State of California and \$14,355 from the City of Susanville.

ACTION REQUESTED: None

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 14, 2024

SUBJECT: Airport Promotion Ideas

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: For the May SMAC meeting staff would like to discuss Promoting the Susanville Municipal Airport. Staff is asking each Commissioner to get at least one promotion idea to staff by April 19th 2024. Staff will then place these ideas on the Susanville Municipal Airport Commission meeting agenda for May 9th, 2024 for discussion and possible recommendation to City Council.

FISCAL IMPACT: None

ACTION REQUESTED: Discussion only

ATTACHMENTS:

SUSANVILLE MUNICIPAL AIRPORT COMMISSION AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 14, 2024

SUBJECT: ACIP for 2024-2029

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: In the February SMAC meeting the initial ACIP revisions for the 2024-2029 ACIP were discussed. Staff would like to move forward with a recommendation to Council for the 2024-2029 ACIP so C&S can complete it under their current contract.

FISCAL IMPACT: None. C&S Engineers are currently under contract with the City to prepare the ACIP.

ACTION REQUESTED: Final Scheduling of projects for the 2024-2029 ACIP, and recommendation to Council for approval.

ATTACHMENTS: