

AIRPORT COMMISSION AGENDA

Date of Meeting: April 8, 2009
Place of Meeting: City Council Chambers
Time of Meeting: 5:30 p.m.

This agenda has been posted pursuant to City of Red Bluff Resolution No. 28-1995. The City of Red Bluff welcomes you to their meetings, which are regularly scheduled for the second Wednesday of each month. Your participation and interest are encouraged and appreciated. Meeting notices are available in appropriate alternative formats, upon request of a person with a disability. If accommodations are needed for individuals with disabilities, please contact the Public Works office prior to the day of the meeting.

A. APPROVAL OF MINUTES:

December 10, 2008

ACTION:

AYES:

NOES:

ABSENT OR NOT VOTING:

B. CITIZEN'S COMMENTS:

Citizen comments are a special time for citizens to address the Airport Commission on Airport related items that are not on this meeting's agenda. If your comments concern an item that is on the agenda or noted for public hearing you may address it when the item is discussed or when the hearing is open for public testimony. By law, the Airport Commission cannot make decisions on matters not on the agenda; however, items can be discussed and can be placed on the agenda of the next Airport Commission Meeting. If requested by letter, at least two weeks prior to the Airport Commission Meeting, any subject relative to the operation of the airport will be placed on the next agenda. The Chairperson reserves the right to limit the duration of time per each speaker.

C. CURRENT BUSINESS:

1. FIXED BASE OPERATORS REPORT-PHIL ALGER

2.AMERICAN RECOVERY & REINVESTMENT ACT (ARRA)

Recommendation: Discussion Only

3. AIP 03-06-0193-09 PROJECT ACCEPTANCE

Recommendation: That the Airport Commission accepts the AIP 03-06-0193-09 project improvements and recommends City Council to accept the AIP 03-06-0193-09 project improvements following certification of the PAPI by the FAA.

4. RED BLUFF MUNICIPAL AIRPORT FIXED BASE OPERATOR (FBO) LEASE AGREEMENT

Recommendation: That the Airport Commission provide any suggestions to be included in the RFP regarding

operations, select two Airport Commissioners to serve on the selection committee along with the Airport Manager, the City Manager and an Airport Manager from another airport and that the Airport Commission recommend that the Airport Manager advertise for the RFP for the FBO contract/lease.

D. OLD BUSINESS

ADJOURNMENT: May 13, 2009

April 8, 2009

Red Bluff Airport Commission

SUBJECT: AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

The ARRA provides \$1.1 Billion to the FAA for airport related projects. Funds are administered through the Airport Improvement Program (AIP). All normally required AIP grant documentation and filing applies to the administration of these projects. All normal grant conditions, certifications and assurances apply with the exception of the following;

Priority Consideration - Priority must be given to those projects that can be awarded within 120 days (June 17, 2009). Award means obligated pursuant to a Grant Offer and Acceptance by the City.

Eligibility for Planned AIP Projects - ARRA funds are specifically precluded from being used for projects where there are **planned** expenditures from Airport Generated Revenues or State and Local sources. In short this means that projects are excluded from consideration that were planned for traditional AIP funding in FY-2009 and that

include State and Local matching funds. Thus projects included in the ACIP for 2009 are ineligible.

RECOMMENDATION

Discussion only.

Respectfully submitted,

Mark H. Barthel
Airport Manager

April 8, 2009

Red Bluff Airport Commission

SUBJECT: AIP 03-06-0193-09 PROJECT ACCEPTANCE

The Taxiway Lighting, Runway Rejuvenation, PAPI Installation and Relocation of Runway 15 Threshold Project, AIP 03-06-0193-09 is complete with the exception of the FAA flight Check for the PAPI certification.

<u>Project costs</u>		<u>Project</u>
<u>funding</u>		
Construction \$912,500.00	\$852,508	FAA Grant
Design 22,813.00	\$ 60,000	DOA Grant
City Admin/Inspection Funds \$ <u>25,213.32</u>	<u>\$ 20,240</u>	City Matching
Total Project Cost \$960,526.32	\$932,748	Total Funding

This project not only provided improvements to the taxiway lighting, a complete runway rejuvenation with new striping and markings, a new PAPI in place of the VASI but put to rest the RPZ issues by bringing the Runway 15 RPA entirely on City owned unoccupied property.

RECOMMENDATION

The Airport Commission accepts the AIP 03-06-0193-09 project improvements and recommends City Council to accept the AIP 03-06-0193-09 project improvements following certification of the PAPI by the FAA.

Respectfully submitted,

Mark H. Barthel
Airport Manager

April 8, 2009

Red Bluff Airport Commission

**SUBJECT: RED BLUFF MUNICIPAL AIRPORT FIXED
BASE OPERATOR (FBO) LEASE AGREEMENT**

The current Fixed Base Operator, Red Bluff Air's, lease agreement expires December 31, 2009. At this time, it is necessary to begin preparing a Request for Proposal (RFP) for an FBO to lease, manage and maintain the terminal building, restaurant and fuel facilities and promote aviation commercial operations.

The process involves writing the proposal which will allow potential FBO's to submit their specific proposals. Proposals will be sent to an evaluation committee. Selection criteria may include: type of operation, payments to the City, hours of operation, experience and success record operating similar businesses, financial capability and the apparent capability of the Operator to exceed the requirements that best fit the needs of the City.

The proposal shall provide for interested parties to submit their rates and services which will be compared to each

other. The proposal which provides the best overall combination of rates, services and methods of promoting aviation operations (as determined by the selection committee) would be deemed the successful candidate. A recommendation would be brought before City Council for final approval.

The current FBO lease agreement establishes the following services and rates;

Rights and Obligations of Operator

- A. Required Services.** Operator is hereby granted the non-exclusive privilege to engage in and Operator agrees to engage in the required services, hereinafter set forth, during hours that are mutually agreeable to the City. In the event the City and the Operator cannot agree, the City shall establish the hours of operation for the required services. The required services shall be:
1. Sales and delivery of aviation fuels, lubricants, and other related aviation products.
 2. Apron servicing of, and assistance to, aircraft, including transient parking (8-spaces), storage and tie-down service (18-spaces plus 1 helicopter location), for both based and transient aircraft upon or within facilities leased to Operator and under his control, or maintained by Operator as set forth in Exhibits A, B & C attached hereto, or aircraft parking areas designated by City.
 3. Full restaurant services in the existing restaurant spaces (reference Exhibit B) within the hours to be

not less than 7 a.m. to 2 p.m. daily, with the exception of Thanksgiving, Christmas and New Year's Day.

4. Customary accommodations for the convenience of users, including pilot lounge area, public restrooms, and informational services.
5. Rental cars.
6. Operator shall provide Unicom service on behalf of the City under the City's License to Operate on frequency's 122.8 & 123.0.

B. Authorized Services. In addition to the services required to be provided by Operator pursuant to Paragraph A above, Operator is authorized, but not required, to provide the following services and to engage in the following activities:

1. The sale of new and used aircraft.
2. Flight training, including ground school.
3. Aircraft rental.
4. Aircraft charter operations conducted by Operator.
5. Such additional authorized services as City and Operator shall mutually agree.

Payments to City and Operator

A. Payments to City.

1. As and for consideration for the benefits, which Operator receives pursuant to this Agreement, Operator shall pay to City the following:

- (a) During each contract year, \$.05 per gallon on fuel dispensed.
- (b) Operator shall pay City a monthly rental amount of \$250.00 (currently \$316) for the area covered by this lease agreement. The monthly rental amount shall be adjusted by the percent change in the Consumer Price Index, U.S: City Average for the previous twelve month period April to April with the exception that the adjustment shall not exceed three (3) percent per annum. The adjusted monthly rental amount shall become effective the first day of July of each year.
- (c) The Operator is responsible to pay all utilities including gas and electric.
- (d) The Fixed Based Operator and the restaurant operator shall have valid business licenses.
- (e) Payments by Operator to City shall be made in full on or before the 20th day of the each month.

B. Payments to Operator. During the term of this Agreement, Operator shall receive and retain the following fees, payment and charges:

1. Tie-down fees. All tie-down fee rates to be approved in writing by City. Operator shall have the authority to

move aircraft or order aircraft removed for non-payment of tie-down fees provided such is done in a legal manner and is non-injurious to aircraft.

2. Fuel Sales. All fuel pricing shall be competitive with fuel pricing at public owned airports in Butte, Tehama and Shasta counties. Discounts may be given for volume sales.
3. Restaurant sales.
4. Other income generated by Fixed Base Operator's airport operations.

The Airport Manager is proposing to modify the existing lease as follows; (These would be minimum bid amounts and the bidder can propose higher payments in order to enhance their bid and the chances of selection).

- A. Increase the fuel flowage from \$.05/gallon to \$.06/gallon beginning January 1, 2010. Increase the flowage from \$.06/gallon to \$.07/gallon effective January 1, 2015.
- B. The lease would be for a 5 year period with an extension of an additional 5 years subject to negotiations.
- C. Increase the rent to \$400/month with an annual CPI increase.
- D. Add one hanger to the lease agreement (most likely the LP hanger) subject to availability.
- E. Any business operated by the FBO (excluding the restaurant and the fuel sales) would require payment of 2% of gross monthly sales and service to the City.

- F. Late payments subject to a late fee if over 20 days late (8% per annum).
- G. Add a clause that from time to time the runway may need to be closed for repair or rehabilitation and that the FBO will not be allowed to claim any monetary damage resulting from the closure.

RECOMMENDATION

The Airport Commission provides any suggestions to be included in the RFP regarding operations.

The Airport Commission selects two Airport Commissioners to serve on the selection committee along with the Airport Manager, the City Manager and an Airport Manager from another Airport.

The Airport Commission recommends that the Airport Manager advertise for the RFP for the FBO contract lease agreement.

Respectfully submitted,

Mark H. Barthel
Airport Manager

RED BLUFF AIRPORT COMMISSION

MINUTES

Date of Meeting: December 10, 2008

Time of Meeting: 5:30 p.m.

Place of Meeting: Council Chambers, City Hall

The agenda for this meeting was posted pursuant to Resolution No. 28-1995.

Commissioners Present: Donald Fereira, Chairperson
Robert Schmid, Vice Chairperson
Lynn Chamblin
Wanda Schuler

Commissioners Absent: Donald Kinser

Staff Present: Mark Barthel, Public Works Director
Dawn Arnett, Administrative Assistant

CALL TO ORDER & CITIZENS COMMENTS

Chairperson, Donald Ferreira, called the regular meeting of the Airport Commission to order at 5:30 p.m. on December 10, 2008.

A. APPROVAL OF MINUTES

M/S/C Schuler/Chamblin, to approve the minutes of August 13, 2008.

AYES: Commissioners: Schuler,
Chamblin, Ferreira and Schmid

NOES: None

ABSENT OR NOT VOTING: Kinser

B. CITIZEN'S COMMENTS

Irwin Fust, hangar owner, stated that he was interested in adding to the ASOS that the calm wind runway is Runway 15. Mr. Fust requested that it be put on the next agenda as an item for discussion and action. Vice Chairperson Schmid asked Mark Barthel, Public Works Director if this could be put on the next agenda without a written request. Mr. Barthel verbally approved and stated that this has been something he has been trying to investigate but is not getting much of a response. Fust passed out a

document showing how the message should read “Calm Wind Runway is Runway 15, Right Hand Traffic Pattern”.

Pete Taylor, hangar owner, requested that the street sweeper be used to sweep the East and West taxiway. Mr. Barthel stated that he would get this done and that when the weather gets warmer precise tie offs will be done on compass row to grind and replace asphalt to remark.

C. CURRENT BUSINESS

1. FIXED BASE OPERATORS REPORT – PHIL ALGER

Phil Alger did not have anything to report other than the fuel prices are lower and apologized for the mess that the helicopters made with the gravel at the wash rack.

2. AIRPORT CAPITAL IMPROVEMENT PROJECT (ACIP) UPDATE 2009-2014

Mark Barthel stated that the goal was to assist the Federal Aviation Administration (FAA) improve their budget projections by listing the projects on the ACIP of which are subject to change depending on funding. Mr. Barthel went on to state that one of the required projects on the ACIP is

the Airport Layout Plan (ALP) showing the future development area and the issue of the FAA insisting on the City of Red Bluff addressing the "Through the Access Fee". The ALP will identify gates and fences at the Industrial Park that have access to the airport. Vice Chairperson Schmid asked Mr. Barthel what the specific issue or problem was the FAA referring to. Mr. Barthel's stated that there were businesses using airport for gain without paying for the usage. Vice Chairperson Schmid asked Mr. Barthel if Master Plan projects are on the ALP. Mr. Barthel replied that the ALP is the Master Plan for the airport showing the future needs of the airport and projects will be done on an "as needed" basis.

M/S/C Schmid, Fereira to recommend the City Council adopts the FY 2009-2014 ACIP and authorizes Staff to submit the project list for programming.

AYES: Commissioners: Schmid, Fereira, Schuler and Chamblin

NOES: None

ABSENT OR NOT VOTING: Kinser

3. OLD BUSINESS

Commissioner Schuler asked Mark Barthel to give a recap on how the project went with the threshold change and

drainage. Mr. Barthel stated that the project went well baring a few issues and that there would be additional painting for hold bars. Commissioner Schuler asked Mr. Barthel about the airport closures and if everything went as planned. Mr. Barthel stated that the rejuvenator was stuck somewhere else and things did not go exactly as planned and a 48 hour notice was needed to change a NOTAM. Phil Alger stated that when you change closure dates it affects those who planned to or planned not to land at the airport so there was a loss of business. Vice Chairperson Schmid inquired as to where Mr. Barthel was at regarding the open fence issue from the last meeting. Commissioner Schuler stated she had received her letter approximately two days ago. Mark Barthel stated that he had been in contact with someone who had taken a fence down to move out and had them put the fence back up.

4. ELECTION OF OFFICERS TO THE AIRPORT COMMISSION FOR 2009

M/S/C Commissioner Chamblin nominated Rob Schmid as Chairperson for 2009.

AYES:	Commissioners:	Chamblin, Fereira, Schuler and Schmid
NOES:	None	
ABSENT OR NOT VOTING:		Kinser

M/S/C Commissioner Chamblin nominated Wanda Shuler as Vice Chairperson for 2009.

AYES: Commissioners: Chamblin, Schmid,
Fereira and Schuler

NOES: None

ABSENT OR NOT VOTING: Kinser

Commissioner Chamblin asked Chairperson Schmid if he would like for her to continue to represent the City of Red Bluff at the Airport Land Use Committee. Chairperson Schmid stated that this would be fine.

There being no other business, the meeting was adjourned at 6:14 p.m.

Respectfully submitted,

Mark Barthel
Public Works Director