

**CITY OF LOS BANOS  
AIRPORT ADVISORY COMMISSION MEETING MINUTES  
NOVEMBER 15, 2016**

***ACTION MINUTES – These minutes are prepared to depict action taken for agenda items presented to the Airport Advisory Commission.***

**CALL TO ORDER:** Chairperson Anderson called the Airport Advisory Commission Meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE:** Commissioner Renshaw led the pledge of allegiance.

**ROLL CALL – MEMBERS OF THE AIRPORT ADVISORY COMMISSION PRESENT:**  
Reed, Renshaw, Stichel, Wilber, Anderson.

**STAFF MEMBERS PRESENT:** Public Works Director/City Engineer Fachin, Parks & Recreation Operations Manager Cardoza, Administrative Coordinator de Melo.

**CONSIDERATION OF APPROVAL OF AGENDA:** Motion by Wilber, seconded by Reed to approve the agenda as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present.

**CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF OCTOBER 18, 2016:** Motion by Wilber, seconded by Renshaw to approve the minutes as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present.

**PUBLIC FORUM: MEMBERS OF THE PUBLIC MAY ADDRESS THE COUNCIL ON ANY ITEM OF PUBLIC INTEREST THAT IS WITHIN THE JURISDICTION OF THE CITY; INCLUDES AGENDA AND NON-AGENDA ITEMS. NO ACTION WILL BE TAKEN ON NON-AGENDA ITEMS. SPEAKERS ARE LIMITED TO A FIVE (5) MINUTE PRESENTATION. DETAILED GUIDELINES ARE POSTED ON THE COUNCIL CHAMBER INFORMATIONAL TABLE.** No one came forward to speak and the public forum was closed.

**STATUS OF RUNWAY RELOCATION.** Director/City Engineer Fachin stated we are still above the 95% requirement of wind at the location being studied. We are coming into a windy period, so we hope that the wind stays at 95% or higher. We will continue to monitor through February.

**AIRPORT 2015/2016 ANNUAL FUEL SALES PROFILE REVIEW.** Operations Manager Cardoza reported the current fuel prices are \$4.209/gallon for 100LL; JetA is \$3.709/gallon. We recently lowered our fuel prices. We are #3 least expensive for our fuel prices within a 50 mile radius. We have sold less fuel in the last month, than what we sold this time last year, however, JetA sales have been up recently.

**AIRPORT 2015/2016 REVENUE/EXPENDITURE UPDATE.** Director/City Engineer Fachin stated we are about 33% into the budget. We are \$20,000 positive in revenue.

**FISCAL YEAR 2018-2022 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP).** Director/City Engineer Fachin stated every year the FAA requires us to update our 5 year plan. After the inspection by our consultant, we have moved our runway overlay project to two years from now. There was a brief review of the 5 year plan.

**FISCAL YEAR 2014 AGREEMENT FOR TRANSFER OF ENTITLEMENTS.**

Director/City Engineer Fachin stated we are transferring our \$150,000 grant to an Airport in Bishop, CA, Inyo County. The FAA accepts the transfer, but they do not enforce the repayment of the grant.

**AIRPORT FACILITY MAINTENANCE REPORT.** Operations Manager Cardoza reported all items discussed last month have been replaced: the sump pumps, fuel filters, canisters and ground cable at the fuel island. These items were listed in the budget under capital improvements. There is ongoing mowing of the weeds at the Airport, and tumbleweeds cut near the hangars. Every 5 years we must update our SPCCP (Spill Prevention Control Countermeasures Plan). The cost is \$2,500. The HMBP (Hazardous Material Business Plan) is close to completion, and is required every year. To finalize the plan, we must purchase a holding drum for any spilled product. The cost for both environmental plan updates is \$5,000. Next year we must inspect a cavity within the double lined fuel tanks, which has never been done. In 2019, we must inspect the tanks for integrity. The dew point sensor and temperature gauge is not working on the AWOS system. Parts have been ordered and will be replaced in-house.

**PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.** Director/City Engineer Director Fachin stated at tomorrow night's Council Meeting, it will be recommended that the Parks & Recreation Commission meets quarterly. The Airport Advisory Commission will continue to meet monthly. Encouraged the three Commissioners with terms expiring to re-apply.

**COMMISSION MEMBER REPORTS.**

**REED:** Asked if there was any legal recourse to get the \$150,000 grant paid back by the transfer Airport. Director/City Engineer Fachin said there was not; the FAA does not require the Airport to pay us back.

**RENSHAW:** Thanked all the volunteers who put on the Veteran's Parade.

**STICHEL:** No Report.

**WILBER:** Thanked staff for keeping the meetings monthly.

**ANDERSON:** No Report. December meeting will be cancelled.

**ADJOURNMENT:** The meeting was adjourned to the meeting of January 17, 2017, at the hour of 5:25pm.

APPROVED:

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Chairperson

ATTEST:

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Jelene de Melo, Secretary