



# City of Los Banos

At the Crossroads of California

[www.losbanos.org](http://www.losbanos.org)

## AGENDA

### AIRPORT ADVISORY COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS  
520 J Street  
Los Banos, California

**JUNE 21, 2022**

*If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office @ (209) 827-7000 at least 48 hours prior to the meeting.*

*The City of Los Banos complies with the Americans with Disabilities Act (ADA) of 1990.*

*Si requiere asistencia especial para atender o participar en esta junta por favor llame a la oficina de la Secretaría de la ciudad al (209) 827-7000 a lo menos de 48 horas previas de la junta.*

*La Ciudad de Los Banos cumple con la Acta de Americanos con Deshabilidad (ADA) de 1990.*

*Any writings or documents provided to a majority of the Airport Advisory Commission regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 520 J Street, Los Banos, California during normal business hours. In addition, such writings and documents may be posted on the City's website at [www.losbanos.org](http://www.losbanos.org).*

*Cualquier escritura o los documentos proporcionaron a una mayoría de la Airport Advisory Commission con respecto a cualquier artículo en este orden del día será hecho disponible para la inspección pública en la reunión y en la oficina del City Clerk del City Hall, 520 J Street, Los Banos, California durante horas de oficina normales. Además, tales escrituras y los documentos pueden ser anunciados en el website de la Ciudad en [www.losbanos.org](http://www.losbanos.org).*

1. CALL TO ORDER. **5:00 PM**
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL:  
Anderson \_\_\_\_, King \_\_\_\_, Leonardo \_\_\_\_, Reed \_\_\_\_
4. CONSIDERATION OF APPROVAL OF AGENDA.  
*Recommendation: Approve the agenda as submitted.*
5. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE

REGULAR MEETING OF APRIL 19, 2022.

*Recommendation: Approve the minutes as submitted.*

6. PUBLIC FORUM. (Members of the public may address the Airport Advisory Commission on any item of public interest that is within the jurisdiction of the Airport Advisory Commission; 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).

7. AIRPORT 2022 MONTHLY FUEL SALES REVIEW.

*Recommendation: Informational item only, no action to be taken.*

8. AIRPORT 2021/2022 REVENUE/EXPENDITURE UPDATE.

*Recommendation: Informational item only, no action to be taken.*

9. PUBLIC WORKS OPERATIONS MANAGER'S REPORT.

10. PUBLIC WORKS DIRECTOR/CITY ENGINEER'S REPORT.

11. COMMISSIONER REPORTS.

A. Dave Anderson

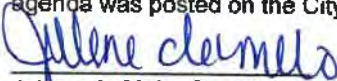
B. David King

C. Larry Leonardo

D. Dennis Reed

12. ADJOURNMENT.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

  
Jelene de Melo, Secretary

Dated this 16<sup>th</sup> day of June 2022

**CITY OF LOS BANOS  
AIRPORT ADVISORY COMMISSION MEETING MINUTES  
APRIL 19, 2022**

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

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

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

**ROLL CALL – MEMBERS OF THE AIRPORT ADVISORY COMMISSION PRESENT:** Anderson, King, Leonardo, Reed.

**STAFF MEMBERS PRESENT:** Public Works Director/City Engineer Than, Public Works Operations Manager Via, Administrative Coordinator de Melo.

**NOMINATION AND SELECTION OF CHAIR AND VICE CHAIR FOR 2022:** Motion by Reed, seconded by King to select Larry Leonardo as Chairperson for 2022. The motion carried by the affirmative vote of all Airport Advisory Commission Members present. Motion by Reed, seconded by Leonardo to select David King as Vice Chairperson for 2022. The motion carried by the affirmative vote of all Airport Advisory Commission Members present. Chairperson Leonardo took over running the meeting.

**CONSIDERATION OF APPROVAL OF AGENDA:** Motion by Anderson, 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 NOVEMBER 16, 2021:** Motion by Reed, seconded by Anderson 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 comments were received and the public forum was closed.

**AIRPORT 2022 MONTHLY FUEL SALES REVIEW.** Public Works Operations Manager Via reported fuel sales have been steady. Fuel prices are still about mid range in a 50 mile radius. JetA is currently priced at \$5.46/gallon and 100LL is \$5.65/gallon.

**AIRPORT 2021/2022 REVENUE/EXPENDITURE UPDATE.** Public Works Operations Manager Via reported that fuel sales revenues are up do to the cost of gas, causing sales to be higher. The rest of the revenues and expenditures are on track at this time.

**PUBLIC WORKS OPERATIONS MANAGER'S REPORT.** Manager Via stated we just completed an update to our storm prevention plan for the airport. We recently had a Caltrans inspection in March. We have not received the formal report yet. We plan on overlaying near the fueling apron, to be done by City staff.

**COMMISSION MEMBER REPORTS.**

**KING:** Glad to see everyone face to face. This is his first meeting in-person.

**LEONARDO:** Happy to be back in-person. Thanked staff for all that they do.

**REED:** Any plans to hire a consultant again? Operations Manager Via said we have a consultant on board that is collecting wind data.

**ANDERSON:** Nice to be back in-person. Asked if we seal the airport asphalt on a regular basis. Operations Manager said we do not, but we plan on contracting an Airport Engineer to design some overlay work, so that we can bid it out. We will need to apply for grants to pay for some of the overlay work.

**ADJOURNMENT:** Chairperson Leonardo adjourned the meeting at the hour of 5:25 p.m.

APPROVED:

\_\_\_\_\_  
Chairperson Leonardo

ATTEST:

\_\_\_\_\_  
Jelene de Melo, Secretary



City of  
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**Agenda Staff Report**

**TO:** Airport Advisory Commission  
**FROM:** Nirorn Than, P.E., Public Works Director/City Engineer  
**DATE:** June 21, 2022  
**SUBJECT:** Los Banos Airport 2022 Fuel Sales Review  
**TYPE OF REPORT:** Informational Item

A handwritten signature in blue ink, appearing to read "Nirorn Than", is positioned to the right of the "FROM:" field.

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**Recommendation:**

Informational item only, no action to be taken.

**Discussion:**

Attached is the monthly fuel sales report for the Airport for May 2022.

Also attached is the 2021 annual fuel sales report to compare with fuel sales for 2022.

## Sales Summarized by Product

Site: **Los Banos Airport**

Created on (UTC):

Terminal: **M4000-4000440**

Start Date: **5/1/2022**

End Date: **5/31/2022**

Name	Total Amount	Total Units	Total Count
100 LL	\$12638.56	2091.300	65
Jet A	\$12023.49	2198.480	24

### Running Totals

**Number of Sales: 89**

**Sale Total: \$24662.05**

**Units Total: 4289.780**

# Airport Fuel Sales Summary

January 1, 2021 - December 31, 2021

	January		February		March		April		May		June	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 2,611.38	613.14	\$ 6,643.68	1,559.92	\$ 5,122.68	1,202.79	\$ 10,478.62	2,412.57	\$ 6,537.39	1,307.74	\$ 7,941.26	1,588.57
Jet A	\$ 2,239.51	746.75	\$ 2,078.50	693.06	\$ 4,678.83	1,560.13	\$ 5,108.23	1,703.31	\$ 7,195.00	2,399.13	\$ 6,777.93	2,060.60
<b>TOTAL</b>	<b>\$ 4,850.89</b>	<b>1,359.89</b>	<b>\$ 8,722.18</b>	<b>2,252.98</b>	<b>\$ 9,801.51</b>	<b>2,762.92</b>	<b>\$ 15,586.85</b>	<b>4,115.88</b>	<b>\$ 13,732.39</b>	<b>3,706.87</b>	<b>\$ 14,719.19</b>	<b>3,649.17</b>

	July		August		September		October		November		December	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 9,459.44	1,892.26	\$ 3.60	0.72	\$ 2,409.79	434.20	\$ 4,710.12	848.67	\$ 4,090.34	737.00	\$ 5,549.39	999.89
Jet A	\$ 5,961.75	1,753.97	\$ 4,620.14	1,359.27	\$ 5,785.95	1,661.68	\$ 12,848.91	3,610.26	\$ 8,675.02	2,412.79	\$ 7,513.70	2,009.55
<b>TOTAL</b>	<b>\$ 15,421.19</b>	<b>3,646.23</b>	<b>\$ 4,623.74</b>	<b>1,359.99</b>	<b>\$ 8,195.74</b>	<b>2,095.88</b>	<b>\$ 17,559.03</b>	<b>4,458.93</b>	<b>\$ 12,765.36</b>	<b>3,149.79</b>	<b>\$ 13,063.09</b>	<b>3,009.44</b>



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**Agenda Staff Report**

**TO:** Airport Advisory Commission  
**FROM:** Nirom Than, P.E., Public Works Director/City Engineer  
**DATE:** June 21, 2022  
**SUBJECT:** Airport 2021/2022 Revenue/Expenditure Update  
**TYPE OF REPORT:** Informational Item

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**Recommendation:**

Informational item only, no action to be taken.

**Discussion:**

Attached is the Fiscal Year 2021/2022 Revenue/Expenditure update for the Airport as of June 3, 2022. Please note, staff time is not reflected in this report.

**Attachments:**

Airport 2021/2022 Revenue/Expenditure Update



General Ledger  
Revenue Analysis



City of  
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At the Crossroads of California

User: rsouto  
Printed: 06/03/22 08:02:05  
Period 10 - 10  
Fiscal Year 2022

Account Number	Description	Budget	Month to Date	End Bal	AvailUncollect
505-000-311-015	Property Tax Unsecured	-4,100.00	0.00	0.00	-4,100.00
505-000-331-010	Federal Grant	-150,000.00	0.00	0.00	-150,000.00
505-000-331-050	CARES Act Funding	0.00	0.00	0.00	0.00
505-000-334-010	State Grant	-10,000.00	0.00	0.00	-10,000.00
505-000-346-010	Airport Tie Down Fees	-100.00	-85.00	-206.00	106.00
505-000-346-020	Aviation Fuel	-234,000.00	-23,764.94	-129,520.67	-104,479.33
505-000-361-010	Interest Earnings	-3,000.00	-213.01	-715.82	-2,284.18
505-000-362-010	GainValue on Investment GASB	0.00	0.00	178.32	-178.32
505-000-363-014	Rental - Land & Buildings	-95,000.00	-8,839.49	-87,869.90	-7,130.10
<b>505</b>	<b>AIRPORT FUND</b>	<b>-496,200.00</b>	<b>-32,902.44</b>	<b>-218,134.07</b>	<b>-278,065.93</b>
Revenue Total		<u>-496,200.00</u>	<u>-32,902.44</u>	<u>-218,134.07</u>	<u>-278,065.93</u>

General Ledger  
Expenses vs. Budget



City of  
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User: rsouto  
Printed: 06/03/22 08:01:20  
Period 01 - 13  
Fiscal Year 2022

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
<b>505</b>	<b>AIRPORT FUND</b>					
	<b>Personnel Services</b>					
505-435-100-102	Part Time	14,500.00	9,852.00	9,852.00	4,648.00	67.94
505-435-100-120	Benefits	2,862.00	753.68	753.68	2,108.32	26.33
	<b>Personnel Services</b>	<b>17,362.00</b>	<b>10,605.68</b>	<b>10,605.68</b>	<b>6,756.32</b>	<b>61.09</b>
	<b>Supplies &amp; Services</b>					
505-435-100-201	Ground Maintenance	10,000.00	4,582.15	4,582.15	5,417.85	45.82
505-435-100-205	Facility Maintenance	25,000.00	22,902.11	22,902.11	2,097.89	91.61
505-435-100-231	Professional Services	177,500.00	1,087.60	1,087.60	176,412.40	0.61
505-435-100-236	Medical Services	200.00	0.00	0.00	200.00	0.00
505-435-100-238	Technical Services	21,000.00	14,480.40	14,480.40	6,519.60	68.95
505-435-100-250	Insurance	18,245.00	17,675.02	17,675.02	569.98	96.88
505-435-100-252	Communications	1,500.00	1,281.66	1,281.66	218.34	85.44
505-435-100-260	Office Supplies	1,500.00	884.24	884.24	600.83	58.95
505-435-100-264	Electricity & Gas	19,800.00	16,160.74	16,160.74	3,639.26	81.62
505-435-100-265	Gasoline & Oil	175,000.00	182,938.76	182,938.76	-7,938.76	104.54
	<b>Supplies &amp; Services</b>	<b>449,745.00</b>	<b>261,992.68</b>	<b>261,992.68</b>	<b>187,737.39</b>	<b>58.25</b>
	<b>Capital Outlay</b>					
505-435-100-725	Airport Improvements	70,000.00	0.00	0.00	70,000.00	0.00
505-435-100-740	Miscellaneous Equipment	10,000.00	8,963.10	8,963.10	1,036.90	89.63
	<b>Capital Outlay</b>	<b>80,000.00</b>	<b>8,963.10</b>	<b>8,963.10</b>	<b>71,036.90</b>	<b>11.20</b>
Expense Total		<u>547,107.00</u>	<u>281,561.46</u>	<u>281,561.46</u>	<u>265,530.61</u>	<u>0.5146</u>
435	Airport	547,107.00	281,561.46	281,561.46	265,530.61	51.46
<b>505</b>	<b>AIRPORT FUND</b>	<b>547,107.00</b>	<b>281,561.46</b>	<b>281,561.46</b>	<b>265,530.61</b>	<b>51.46</b>
Expense Total		<u>547,107.00</u>	<u>281,561.46</u>	<u>281,561.46</u>	<u>265,530.61</u>	<u>0.5146</u>