



City of Los Banos

At the Crossroads of California

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AGENDA

AIRPORT ADVISORY COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS
520 J Street
Los Banos, California

JANUARY 17, 2023

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 Secretaria 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 Desehabilidad (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.

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.

1. CALL TO ORDER. **5:00 PM**
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL:
Anderson ____, Leonardo ____, Reed ____
4. CONSIDERATION OF APPROVAL OF AGENDA.
Recommendation: Approve the agenda as submitted.
5. NOMINATION AND SELECTION OF CHAIR AND VICE CHAIR FOR 2023.

Recommendation: Receive nominations and appoint new Chair/Vice Chair.

6. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF NOVEMBER 18, 2023.

Recommendation: Approve the minutes as submitted.

7. 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).

8. AIRPORT 2022 MONTHLY FUEL SALES REVIEW.

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

9. AIRPORT 2022/2023 REVENUE/EXPENDITURE UPDATE.

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

10. PUBLIC WORKS OPERATIONS MANAGER'S REPORT.

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

12. COMMISSIONER REPORTS.

A. Dave Anderson

B. Larry Leonardo

C. Dennis Reed

13. 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 12th day of January 2023

**CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
NOVEMBER 15, 2022**

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

CALL TO ORDER: Chairperson Leonardo called the Airport Advisory Commission Meeting to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE: Commissioner Anderson led the pledge of allegiance.

ROLL CALL – MEMBERS OF THE AIRPORT ADVISORY COMMISSION PRESENT: Anderson, Leonardo, Reed; King arrived at 5:03 p.m.

STAFF MEMBERS PRESENT: Operations Manager Granillo, Administrative Coordinator de Melo.

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

CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF OCTOBER 18, 2022: Motion by Anderson, seconded by Reed 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 Granillo reported fuel sales were higher this year in October, than last year, due to the 100LL pump being inoperable during this time last year. Fuel prices are mid-range within a 50-mile radius. JetA is currently priced at \$5.50/gallon and 100LL is \$6.92/gallon.

AIRPORT 2022/2023 REVENUE/EXPENDITURE UPDATE. Public Works Operations Manager Granillo reported that the budget is on track. We recently scheduled to have the JetA meter calibrated.

PUBLIC WORKS OPERATIONS MANAGER'S REPORT. Operations Manager Granillo reported that we are continuing weed abatement. We will be installing new hoses reels and filters for the fuel tanks soon.

PUBLIC WORKS DIRECTOR/CITY ENGINEER'S REPORT. Public Works Director Director/City Engineer Than was unable to attend the meeting.

COMMISSION MEMBER REPORTS.

ANDERSON: Suggested to cancel the December meeting as we have done in the past.

KING: Is in favor of cancelling the December meeting.

REED: Agreed to cancel the December meeting.

LEONARDO: Is also in favor of cancelling the December meeting.

ADJOURNMENT: Chairperson Leonardo adjourned the meeting at the hour of 5:10 p.m. to January 17, 2023.

APPROVED:

Chairperson

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: November 15, 2022

SUBJECT: Los Banos Airport 2022 Fuel Sales Review

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the monthly fuel sales report for the Airport for December 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: 12/1/2022

End Date: 12/31/2022

Name	Total Amount	Total Units	Total Count
100 LL	\$1881.50	271.540	11
Jet A	\$1673.91	303.850	6

Running Totals		
Number of Sales: 17	Sale Total: \$3555.41	Units Total: 575.390

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
TOTAL	\$ 4,850.89	1,359.89	\$ 8,722.18	2,252.98	\$ 9,801.51	2,762.92	\$ 15,586.85	4,115.88	\$ 13,732.39	3,706.87	\$ 14,719.19	3,649.17

	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
TOTAL	\$ 15,421.19	3,646.23	\$ 4,623.74	1,359.99	\$ 8,195.74	2,095.88	\$ 17,559.03	4,458.93	\$ 12,765.36	3,149.79	\$ 13,063.09	3,009.44



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Agenda Staff Report

TO: Airport Advisory Commission
FROM: Nirorn Than, P.E., Public Works Director/City Engineer
DATE: January 17, 2023
SUBJECT: Airport 2022/2023 Revenue/Expenditure Update
TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the Fiscal Year 2022/2023 Revenue/Expenditure update for the Airport as of January 12, 2023. Please note, staff time is not reflected in this report.

Attachments:

Airport 2022/2023 Revenue/Expenditure Update

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 01/12/23 08:07:18
Period 01 - 13
Fiscal Year 2023

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
505	AIRPORT FUND					
	Personnel Services					
505-435-100-102	Part Time	15,000.00	6,933.00	6,933.00	8,067.00	46.22
505-435-100-120	Benefits	2,920.00	530.42	530.42	2,389.58	18.17
	Personnel Services	17,920.00	7,463.42	7,463.42	10,456.58	41.65
	Supplies & Services					
505-435-100-201	Ground Maintenance	10,000.00	3,555.29	3,555.29	6,444.71	35.55
505-435-100-205	Facility Maintenance	27,000.00	18,507.37	18,507.37	8,492.63	68.55
505-435-100-236	Medical Services	200.00	88.37	88.37	111.63	44.19
505-435-100-238	Technical Services	15,000.00	12,141.75	12,141.75	2,858.25	80.95
505-435-100-250	Insurance	16,454.00	19,969.84	19,969.84	-3,515.84	121.37
505-435-100-252	Communications	1,600.00	751.34	751.34	848.66	46.96
505-435-100-257	Travel & Training	0.00	35.00	35.00	-35.00	0.00
505-435-100-260	Office Supplies	1,000.00	128.42	128.42	871.58	12.84
505-435-100-264	Electricity & Gas	21,200.00	8,456.54	8,456.54	12,743.46	39.89
505-435-100-265	Gasoline & Oil	200,000.00	120,815.67	120,815.67	79,184.33	60.41
	Supplies & Services	292,454.00	184,449.59	184,449.59	108,004.41	63.07
	Capital Outlay					
505-435-100-725	Airport Improvements	110,000.00	154.88	154.88	109,845.12	0.14
	Capital Outlay	110,000.00	154.88	154.88	109,845.12	0.14
Expense Total		<u>420,374.00</u>	<u>192,067.89</u>	<u>192,067.89</u>	<u>228,306.11</u>	<u>0.4569</u>
435	Airport	420,374.00	192,067.89	192,067.89	228,306.11	45.69
505	AIRPORT FUND	420,374.00	192,067.89	192,067.89	228,306.11	45.69
Expense Total		<u>420,374.00</u>	<u>192,067.89</u>	<u>192,067.89</u>	<u>228,306.11</u>	<u>0.4569</u>

General Ledger
Revenue Analysis



City of
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User: rsouto
Printed: 01/12/23 08:07:18
Period 01 - 13
Fiscal Year 2023

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>End Bal</u>	<u>AvailUncollect</u>
505-000-311-015	Property Tax Unsecured	-4,100.00	0.00	0.00	-4,100.00
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	-105.00	-105.00	5.00
505-000-346-020	Aviation Fuel	-200,000.00	-130,177.03	-130,177.03	-69,822.97
505-000-361-010	Interest Earnings	-1,000.00	-1,084.51	-1,084.51	84.51
505-000-362-010	Gain Value on Investment GASB	0.00	38.31	38.31	-38.31
505-000-363-014	Rental - Land & Buildings	-105,000.00	-53,486.94	-53,486.94	-51,513.06
505-000-390-020	Refunds	0.00	0.00	0.00	0.00
505	AIRPORT FUND	-320,200.00	-184,815.17	-184,815.17	-135,384.83
Revenue Total		-320,200.00	-184,815.17	-184,815.17	-135,384.83