



# 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

**OCTOBER 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 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 Acte 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 \_\_\_\_, 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 SEPTEMBER 19, 2023.

*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 2023 MONTHLY FUEL SALES REVIEW.

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

8. AIRPORT 2023/2024 REVENUE/EXPENDITURE UPDATE.

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

9. PUBLIC WORKS OPERATIONS MANAGER'S REPORT.

10. COMMISSIONER REPORTS.

A. Dave Anderson

B. Larry Leonardo

C. Dennis Reed

11. 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.

  
Martha Brazil, Secretary

Dated this 11<sup>th</sup> day of October 2023

**CITY OF LOS BANOS  
AIRPORT ADVISORY COMMISSION MEETING MINUTES  
September 19, 2023**

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

**CALL TO ORDER:** Chairperson Reed 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.

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

**CONSIDERATION OF APPROVAL OF AGENDA:** Motion by Anderson, seconded by Leonardo 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 AUGUST 15, 2023:** Motion by Anderson, seconded by Leonardo 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 2023 MONTHLY FUEL SALES REVIEW.** Operations Manager Granillo reported fuel prices are mid-range within a 50-mile radius. Jet A is currently priced at \$5.25/gallon and 100LL is \$6.27/gallon. Our fuel prices remain competitive. Total fuel sales for August 2023 totaled \$19,314.93 and 3,307.29 gallons. Compared to August 2022 sales totaled \$25,214.27 and 3,821.84 gallons.

**AIRPORT 2023/2024 REVENUE/EXPENDITURE UPDATE.** Operations Manager Granillo reported that rentals and fuel sales are on track.

**PUBLIC WORKS OPERATIONS MANAGER'S REPORT.** Operations Manager Granillo reported the hose reels were installed the last week of August. We continue to work on mowing and spraying for weed abatement.

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

**COMMISSION MEMBER REPORTS.**

**ANDERSON:** Everything looks good. Keep up the good work.

**LEONARDO:** Nothing to report but do appreciate all that staff is doing.

**REED:** Thank you and keep up the good work.

**ADJOURNMENT:** Chairperson Reed adjourned the meeting at the hour of 5:10 p.m.

APPROVED:

\_\_\_\_\_  
Chairperson Reed

ATTEST:

\_\_\_\_\_  
Martha Brazil, Secretary



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**Agenda Staff Report**

**TO:** Airport Advisory Commission

**FROM:** Carlos Granillo, Public Works Operations Manager

**DATE:** October 17, 2023

**SUBJECT:** Los Banos Airport 2023 Fuel Sales Review

**TYPE OF REPORT:** Informational Item

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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 2023.

Also attached is the 2022 annual fuel sales report to compare with fuel sales for 2023.

## Airport Fuel Sales Summary

January 1, 2023 - December 31, 2023

	January		February		March		April		May		June	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 7,441.45	1,073.96	\$ 10,659.23	1,667.11	\$ 11,013.35	1,794.00	\$ 6,063.61	987.72	\$ 6,710.84	1,093.15	\$ 5,630.31	917.14
Jet A	\$ 7,482.58	1,358.24	\$ 4,658.68	845.65	\$ 2,657.49	482.39	\$ 10,903.00	1,979.12	\$ 6,674.83	1,211.62	\$ 2,837.28	533.02
<b>TOTAL</b>	<b>\$ 14,924.03</b>	<b>2,432.20</b>	<b>\$ 15,317.91</b>	<b>2,512.76</b>	<b>\$ 13,670.84</b>	<b>2,276.39</b>	<b>\$ 16,966.61</b>	<b>2,966.84</b>	<b>\$ 13,385.67</b>	<b>2,304.77</b>	<b>\$ 8,467.59</b>	<b>1,450.16</b>

	July		August		September		October		November		December	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 13,093.07	2,109.77	\$ 11,831.02	1,884.22	\$ 8,210.09	1,307.55						
Jet A	\$ 5,084.86	966.89	\$ 7,483.91	1,423.07	\$ 2,548.29	484.56						
<b>TOTAL</b>	<b>\$ 18,177.93</b>	<b>3,076.66</b>	<b>\$ 19,314.93</b>	<b>3,307.29</b>	<b>\$ 10,758.38</b>	<b>1,792.11</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>

Total	
\$ Amount	Units
\$ 80,652.97	12,834.62
\$ 50,330.92	9,284.56
<b>\$ 130,983.89</b>	<b>22,119.18</b>

## Airport Fuel Sales Summary

January 1, 2022 - December 31, 2022

	January		February		March		April		May		June	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 3,026.28	545.27	\$ 6,082.83	1,082.92	\$ 6,341.08	1,120.53	\$ 22,762.94	4,022.43	\$ 12,638.56	2,091.30	\$ 9,546.56	1,389.80
Jet A	\$ 19,956.15	5,255.78	\$ 10,621.01	2,493.78	\$ 16,679.31	3,733.00	\$ 6,353.45	1,161.72	\$ 12,023.49	2,198.48	\$ 13,213.17	2,416.01
<b>TOTAL</b>	\$ 22,982.43	5,801.05	\$ 16,703.84	3,576.70	\$ 23,020.39	4,853.53	\$ 29,116.39	5,184.15	\$ 24,662.05	4,289.78	\$ 22,759.73	3,805.81

	July		August		September		October		November		December	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 19,071.65	2,776.48	\$ 14,084.06	2,035.00	\$ 6,896.64	995.33	\$ 10,615.27	1,532.00	\$ 5,383.41	776.94	\$ 1,881.50	271.54
Jet A	\$ 23,050.31	3,732.98	\$ 11,130.21	1,786.84	\$ 7,378.88	1,209.90	\$ 21,969.69	3,987.96	\$ 10,025.02	1,819.75	\$ 1,673.91	303.85
<b>TOTAL</b>	\$ 42,121.96	6,509.46	\$ 25,214.27	3,821.84	\$ 14,275.52	2,205.23	\$ 32,584.96	5,519.96	\$ 15,408.43	2,596.69	\$ 3,555.41	575.39

Total	
\$ Amount	Units
\$ 118,330.78	18,639.54
\$ 154,074.60	30,100.05
\$ 272,405.38	48,739.59



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**Agenda Staff Report**

**TO:** Airport Advisory Commission  
**FROM:** Carlos Granillo, Public Works Operations Manager  
**DATE:** October 17, 2023  
**SUBJECT:** Airport 2023/2024 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 2023/2024 Revenue/Expenditure update for the Airport as of October 9, 2023. Please note, staff time is not reflected in this report.

**Attachments:**

Airport 2023/2024 Revenue/Expenditure Update



General Ledger  
Revenue Analysis



City of  
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User: rsouto  
Printed: 10/09/23 14:40:41  
Period 01 - 13  
Fiscal Year 2024

Account Number	Description	Budget	Month to Date	End Bal	AvailUncollect
505-000-311-015	Property Tax Unsecured	0.00	-1,432.22	-1,432.22	1,432.22
505-000-346-010	Airport Tie Down Fees	0.00	-217.66	-217.66	217.66
505-000-346-020	Aviation Fuel	0.00	-54,717.50	-54,717.50	54,717.50
505-000-363-014	Rental - Land & Buildings	0.00	-34,557.96	-34,557.96	34,557.96
505	<b>AIRPORT FUND</b>	<b>0.00</b>	<b>-90,925.34</b>	<b>-90,925.34</b>	<b>90,925.34</b>
Revenue Total		<u>0.00</u>	<u>-90,925.34</u>	<u>-90,925.34</u>	<u>90,925.34</u>



# Detail vs Budget Report Account Summary

Date Range: 07/01/2023 - 10/09/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>505 - AIRPORT FUND</b>								
<b>Expense</b>								
<a href="#">505-435-100-102</a>	Part Time	0.00	21,000.00	0.00	4,883.76	4,883.76	16,116.24	76.74%
<a href="#">505-435-100-120</a>	Benefits	0.00	3,621.00	0.00	373.62	373.62	3,247.38	89.68%
<a href="#">505-435-100-201</a>	Ground Maintenance	0.00	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
<a href="#">505-435-100-205</a>	Facility Maintenance	0.00	27,000.00	0.00	9,299.73	9,299.73	17,700.27	65.56%
<a href="#">505-435-100-231</a>	Professional Services	0.00	300,000.00	0.00	0.00	0.00	300,000.00	100.00%
<a href="#">505-435-100-236</a>	Medical Services	0.00	200.00	0.00	0.00	0.00	200.00	100.00%
<a href="#">505-435-100-238</a>	Technical Services	0.00	18,000.00	0.00	6,417.00	6,417.00	11,583.00	64.35%
<a href="#">505-435-100-250</a>	Insurance	0.00	23,240.00	0.00	22,292.67	22,292.67	947.33	4.08%
<a href="#">505-435-100-252</a>	Communications	0.00	2,000.00	0.00	116.60	116.60	1,883.40	94.17%
<a href="#">505-435-100-260</a>	Office Supplies	0.00	3,000.00	0.00	29.86	29.86	2,970.14	99.00%
<a href="#">505-435-100-264</a>	Electricity & Gas	0.00	21,000.00	0.00	5,579.73	5,579.73	15,420.27	73.43%
<a href="#">505-435-100-265</a>	Gasoline & Oil	0.00	200,000.00	0.00	34,994.16	34,994.16	165,005.84	82.50%
<a href="#">505-435-100-725</a>	Airport Improvements	0.00	150,000.00	0.00	0.00	0.00	150,000.00	100.00%
<b>Expense Totals:</b>		<b>0.00</b>	<b>779,061.00</b>	<b>0.00</b>	<b>83,987.13</b>	<b>83,987.13</b>	<b>695,073.87</b>	<b>89.22%</b>
<b>505 - AIRPORT FUND Totals:</b>		<b>0.00</b>	<b>779,061.00</b>	<b>0.00</b>	<b>83,987.13</b>	<b>83,987.13</b>	<b>695,073.87</b>	<b>89.22%</b>
<b>Report Total:</b>		<b>0.00</b>	<b>779,061.00</b>	<b>0.00</b>	<b>83,987.13</b>	<b>83,987.13</b>	<b>695,073.87</b>	<b>89.22%</b>