

AGENDA
REGULAR MEETING OF THE
AIRPORT ADVISORY COMMITTEE
MONDAY, MARCH 12, 2018
6:00 P.M.

Council Chambers, City Hall
212 S. Vanderhurst Avenue, King City, CA

1. CALL TO ORDER

2. ROLL CALL:

Advisory Members: Jeff Francis, David LeBarre, Chris Madson, and Scott Prewitt

3. FLAG SALUTE

4. PUBLIC COMMENTS

Any person may comment on any item not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD. Action may not be taken on the topic, unless deemed an urgency matter by a majority vote of the Airport Advisory Committee. Topics not considered an urgency matter might be referred to City staff and placed on a future agenda, by a majority vote of the Airport Advisory Committee.

5. SELECTION of CHAIR AND VICE CHAIR

A. Oath of Office for new member Bill Casey

B. Selection of a Chairperson and Vice Chairperson by a vote of the committee for a period of one year. Per Municipal Code §2.30.340 Airport Advisory Committee, at the first meeting of each calendar year, the committee shall elect a chairperson and a vice chairperson within its membership, who shall serve until the first meeting of the following year. A chairperson and vice chairperson may be elected for successive terms, without restriction as to number.

6. PRESENTATION

A. Board member of the Association of California Airports – Rayvon Williams

7. CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine and may be approved by one action of the Airport Advisory Committee, unless any member of the Airport Advisory Committee wishes to remove an item for separate consideration.

A. Approval of Minutes: November 13, 2017 and January 8, 2018

8. REGULAR BUSINESS

A. Airport Layout Plan Update (AIP 2016)

Recommendation: Receive Update and Discussion

B. Airfield Electrical Improvement Design Update (AIP 2017)

Recommendation: Receive Update and Discussion

C. Airport Advisory Committee Member Reports

D. Director's Report

E. Written Correspondence

F. Closed Session

Announcement(s) of any reportable action(s) taken in Closed Session will be made in open session and repeated at the beginning of the next Regular meeting as this portion of the meeting is not recorded.

G. Adjournment

NOTES

WRITTEN MATERIAL: Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Airport Advisory Committee after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the Community Development Department, 212 S. Vanderhurst Avenue, King City, Ca, during normal business hours, and may be posted on the City's website identified above.

AGENDA ITEM SPEAKING TIME: The Airport Advisory Committee may limit persons speaking on an agenda item to three (3) minutes per item.

AMERICANS WITH DISABILITIES ACT: Any individual, who because of a disability needs special assistance to attend or participate in this meeting, may request assistance by contacting the City Clerk's Office (831) 385.3281. Whenever possible, requests should be made four (4) working days in advance of the meeting

UPCOMING REGULAR MEETINGS

<u>March 2018</u>		
March 6th	6:00 p.m.	Planning Commission
March 12th	6:00p.m.	Airport Advisory Committee
March 13th	6:00p.m.	City Council
March 19th	6:00 p.m.	Recreation Commission
March 20th	6:00p.m.	Planning Commission
March 27th	6:00 p.m.	City Council

<u>April 2018</u>		
April 3 rd	6:00 p.m.	Planning Commission
April 9 th	6:00p.m.	Airport Advisory Committee
April 10 th	6:00p.m.	City Council
April 16 th	6:00 p.m.	Recreation Commission
April 17 th	6:00p.m.	Planning Commission
April 24 th	6:00 p.m.	City Council

Certificate of Oath of Office

STATE OF CALIFORNIA

County of MONTEREY

} ss.

I, Bill Casey do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Airport Advisory Committee

(Name of Office)

(Signature of Appointee)

Subscribed and sworn to before me, this 12th day of March, 2018.

(Signature of Person Administering Oath)

City Clerk

(Title)

RAYVON WILLIAMS
Airport Director, Watsonville Municipal Airport

As Watsonville Municipal's Airport Director Mr. Williams oversees the daily operations of the City's Municipal airport, the only airport within Santa Cruz County. With over 54,000 annual operations, the 330 acre federally obligated regional airport has over 300 based aircraft. Mr. Williams' duties include ensuring compliance with Federal Aviation Administration (FAA) regulations, negotiating municipal airport contracts/leases and responsibility for managing a profitable Airport Enterprise fund.

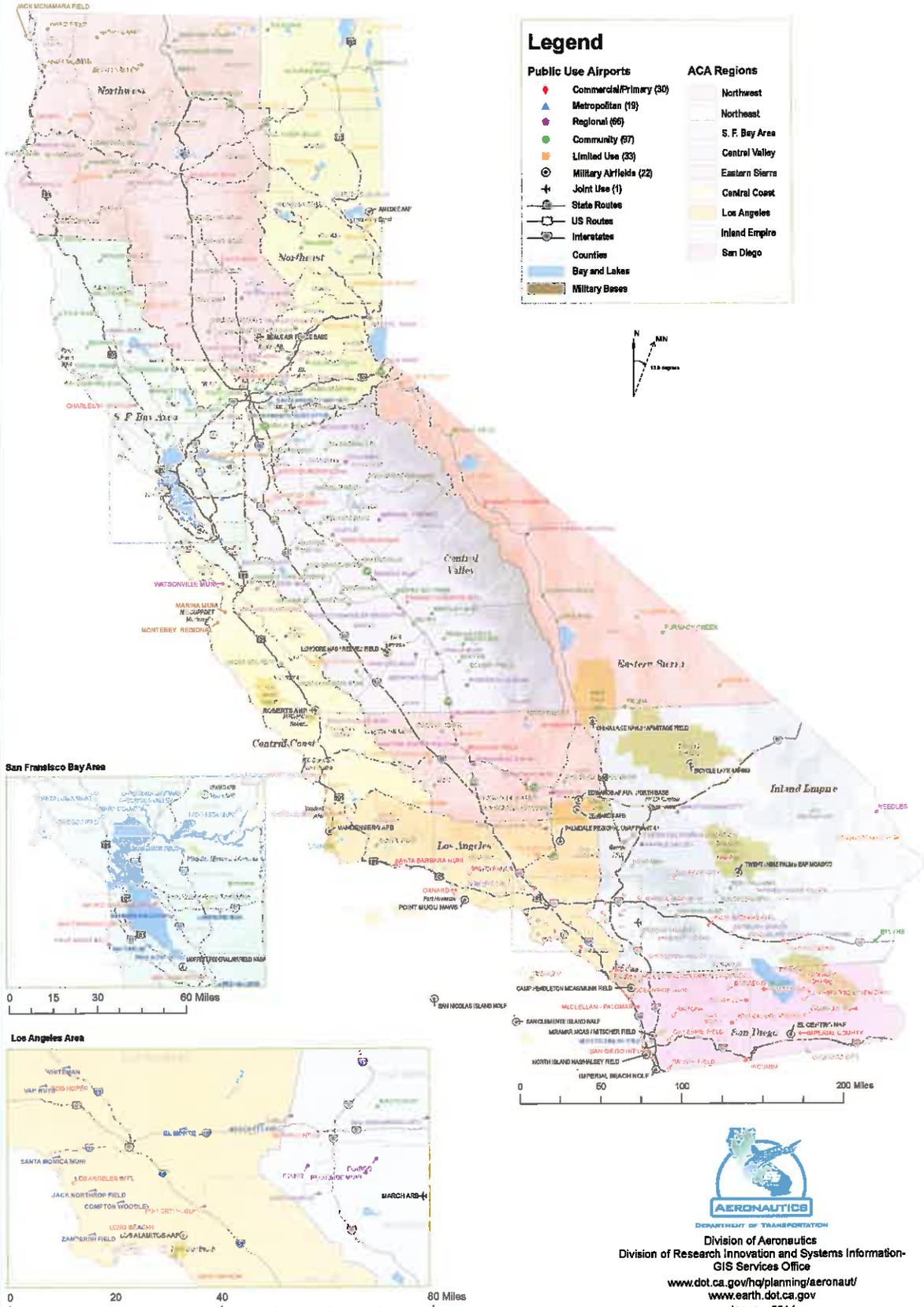
Additionally Mr. Williams establishes policy and guidance regarding airport operations, safety, security, planning, emergency airlift operations, construction development, equipment procurement, and budgetary development/execution and tenant/community relations.

Prior to joining the City of Watsonville Mr. Williams served in a variety of executive sales, business development and marketing positions at Hewlett Packard, Compaq and Tandem Computers.

Mr. Williams is a Certified Member (C.M.) of the American Association of Airport Executives and a Certified Airport Executive (C.A.E). He holds an Aviation/Aerospace Safety Systems Master of Science (M.S.) from Embry-Riddle Aeronautical University and is a FAA Certified Flight Instructor (CFI) and commercially rated pilot.



Association of California Airports Regions of Responsibility



Legend

- | Public Use Airports | | ACA Regions | |
|---------------------|-------------------------|-------------|----------------|
| ◆ | Commercial/Primary (30) | □ | Northwest |
| ▲ | Metropolitan (19) | □ | Northeast |
| ★ | Regional (66) | □ | S. F. Bay Area |
| ● | Community (67) | □ | Central Valley |
| ■ | Limited Use (33) | □ | Eastern Sierra |
| ⊙ | Military Airfields (22) | □ | Central Coast |
| + | Joint Use (1) | □ | Los Angeles |
| —S— | State Routes | □ | Inland Empire |
| —U— | US Routes | □ | San Diego |
| —I— | Interstates | | |
| □ | Counties | | |
| ■ | Bay and Lakes | | |
| ■ | Military Bases | | |



Division of Aeronautics
 Division of Research Innovation and Systems Information-
 GIS Services Office
www.dot.ca.gov/hq/planning/aeronaut/
www.eartn.dot.ca.gov
 January 2014

ASSOCIATION OF CALIFORNIA AIRPORTS
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The Association of California Airports or ACA represents both publicly- and privately-owned airports in the state of California and organizations and individuals working to foster, promote, and develop the air transportation system

ACA ANNUAL CONFERENCE
SEPTEMBER 13-15, 2017
BEACH RETREAT & HOTEL TAHOE - South Lake Tahoe, CA
Thank you for attending

CALIFORNIA AEROSPACE & AVIATION DAYS
MARCH 12-14, 2018 - SACRAMENTO STATE CAPITOL



**AIRPORT ADVISORY COMMITTEE
MONDAY, NOVEMBER 13, 2017**

MINUTES

1. CALL TO ORDER

The meeting was called to order by Acting Chairperson LeBarre at 6:00 p.m.

2. ROLL CALL:

Committee Members: Jeff Francis, Chris Madson, David LeBarre, and Scott Prewitt

Chairperson John McElmoyl, is absent. Motion to excuse Chairperson McElmoyl made by Member Madson. Seconded by Member LeBarre. Motion carried 4-0.

Staff:

City Manager Steven Adams, City Engineer Octavio Hurtado, Assistant Planner, Maricruz Aguilar-Navarro

Consultants:

Erin M. Sheelen, Kimley-Horn
Bob Hamilton, Kimley-Horn
Joseph Bradshaw, Kimley-Horn

3. FLAG SALUTE

4. PUBLIC COMMENTS

None

5. PRESENTATIONS

None

6. CONSENT AGENDA

a. Approval of Minutes: September 11, 2017

Action: Motion to approve consent agenda by Advisory Member Prewitt, seconded by Advisory Member Francis. Motion carried 4-0.

AYES: Advisory Members: Francis, LeBarre, Madson, and Prewitt

NOES: Advisory Members:

ABSENT: Advisory Members: McElmoyl

ABSTAIN: Advisory Members:

7. REGULAR BUSINESS

a. Airport Layout Plan – AIP Grant Number 3-06-0113-012-2016 Workshop Presentation

Erin M. Sheelen, Bob Hamilton, and Joseph Bradshaw, Kimley-Horn introduced themselves and Ms. Sheelen continued with presenting an overview of what is an Airport Layout Plan (ALP). The ALP is there to help guide the City for airport development for development of the next twenty years. The ALP comes in two deliverables 1. Written Report 2. Drawing Set. The FAA approves the forecast report and the ALP drawings that shows the future airport development plan. The plan focuses on infrastructure of the airport down to the planning level which includes environmental and engineering. Ms. Sheelen proceeded to identify the Mesa Del Rey Airport current background information and current activity at the airport. Ms. Sheelen continued going over the Estimated Project Costs for Shift Runway (B-II) and Shift Taxiways A & B.

Bob Hamilton went over Pavement Maintenance.

Ms. Sheelen went over Vehicle Entrance, Aircraft Storage and Future Storage.

She spoke to the point that there is possibility of swiping your driver's license to gain entrance and leave the airport.

Bill Casey wanted to know about the PAPI installation, he would like the runway lights fixed. City Engineer Hurtado stated that it is installed and that Joe will talk to a manufacture and have an electrician come out to get this fixed. Pilots feel that it would be nice to have it on while you land and then turn off.

Karen Jernigan, Citizen, her concern is the vehicle entrance. She is concerned with the appearance of the airport entrance. She feels the trees need to be cut down so you can see where you are. She thinks welcome signs would be nice. She would like to see a teacher from the High School come and speak on the history of the airport. She feels that there is an economic impact if people fly in for fuel, food, stay in our hotels.

Scott Prewitt would like to see small upgrades like card reader, vending machines to purchase water and to be able to use the restrooms.

Bill Casey would like to see a wash rack.

Jeff Francis stated that Coalinga has a mobile office that have vending machines and a place where pilots can go over flight plans, use the bathroom.

Scott Prewitt spoke to the FBO/Operating Hours he wanted to know what the relationship was between the FBO and the City, he feels they are an asset but that they could be more helpful.

Jeff Francis stated that they have discussed rental cars for years and nothing has come of it.

8. DIRECTOR'S REPORT

9. WRITTEN CORRESPONDENCE

None

10. CLOSED SESSION

None

11. ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

Approved Signatures:

Chair, John McElmoyl
City of King

Airport Manager, Steven Adams
City of King

**AIRPORT ADVISORY COMMITTEE
MONDAY, JANUARY 8, 2018**

MINUTES

1. CALL TO ORDER

The meeting was called to order by Acting Chairperson LeBarre at 6:00 p.m.

2. ROLL CALL:

Committee Members: Chris Madson, David LeBarre, and Scott Prewitt

Chairperson John McElmoyl, and Advisory Member Francis are absent. Motion to excuse Chairperson McElmoyl and Member Francis made by Member Prewitt. Seconded by Member Madson. Motion carried 3-0.

Staff: City Manager Steven Adams, City Engineer Octavio Hurtado, Assistant Planner, Maricruz Aguilar-Navarro

3. FLAG SALUTE

4. PUBLIC COMMENTS

None

5. SELECTION OF CHAIR AND VICE CHAIR

Consensus was made to table this item to the next meeting when all members are present.

6. CONSENT AGENDA

None

7. REGULAR BUSINESS

a. Airport Layout Plan Update (AIP 2016)

Ms. Aguilar presented this item and provided copies of the draft forecast prepared by Kimley Horn. Staff will be sending the draft forecast to the FAA for preliminary comments tomorrow [January 9th] which has a 30-day review period. A draft ALP is anticipated being sent to FAA at the end of January and the final ALP will go before the City Council in March. Acting Chairperson LeBaree commented that he was glad to see the project moving ahead. Mr. Hurtado added that the helipad is not registered and since it is not being used that a recommendation may be to have it removed. Member Madson asked about the gate. Mr. Hurtado noted that the draft Facilities Requirements (Chapter 3) has alternative locations for the gate in the future.

Recommendation: Received Update and Discussion.

b. Airfield Electrical Improvement Design Grant (AIP 2017)

Mr. Hurtado presented this item. The design is at 65% completion. It is anticipated that the City will receive the draft at the end of the month. Staff is anticipating the final draft being sent to the City by March 1st and following bid advertisement of 30-days.

Recommendation: Received Update and Discussion.

c. Airfield Electrical Improvement Construction Grant (AIP 2018)

Ms. Aguilar presented this item. Staff submitted the grant application to FAA on December 18, 2017. Grants are awarded on May 1st. Mr. Hurtado added that having all the design phase completed and a selected firm ready then the project will be ready to go when the grants are awarded. The cost of the grant is estimated at \$400,000.

Recommendation: Received Update and Discussion.

8. AIRPORT ADVISORY COMMITTEE MEMBER REPORTS

Acting Chairperson LeBarre asked about the hanger lease balance. Mr. Adams noted that there was one lease that settled with City Council to pay for half of the balance. Mr. Adams also added that the leases agreement forms have been updated and those are in the process of being signed. Advisory Member Prewitt asked about the weed maintenance at the airport that needs some mowing done. Mr. Adams added that crack seal has been ordered and is underway. Fernando Suarez is the new Public Works Supervisor and has been working hard. The sweeper is scheduled to be at the airport after the mowing is done – once a month. Advisory Member Prewitt asked about the restrooms/FBO restrooms and access. Mr. Adams noted that the City is currently reviewing the contract with the FBO and will work on renegotiating the terms. Mr. Adams mentioned that the next things include in the future agendas would be an inspection program and discussion of a master lock system for preventative measures.

9. DIRECTOR'S REPORT

None

10. WRITTEN CORRESPONDENCE

None

11. CLOSED SESSION

None

12. ADJOURNMENT

The meeting was adjourned at 6:34 p.m.

Approved Signatures:

Chair, John McElmoyl
City of King

Airport Manager, Steven Adams
City of King