

CITY OF MERCED

"Gateway to Yosemite"



WELCOME TO YOUR REGIONAL AIRPORT AUTHORITY MEETING OF THE CITY OF MERCED

AUTHORITY MEMBERS

Janet Young Chair, Richard Basart Vice-Chair,
Larry Morelock, Ray Beverly, John Sundgren and Russ Cowperthwaite

AGENDA

**7:00 pm
COUNCIL CHAMBERS
678 WEST 18th STREET
MERCED, CALIFORNIA**

**TUESDAY
JUNE 19, 2012**

(www.cityofmerced.org)

STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE AIRPORT ADMINISTRATION OFFICE OF THE AIRPORT SUPERINTENDENT. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE AIRPORT SUPERINTENDENT AT (209) 385-6873 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA. PRIOR TO EACH REGULAR REGIONAL AIRPORT AUTHORITY MEETING, A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW IN THE FOYER OUTSIDE THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG. ANY DOCUMENTS PROVIDED TO A MAJORITY OF THE COMMITTEE MEMBERS AFTER THIS AGENDA IS POSTED WILL BE AVAILABLE FOR PUBLIC INSPECTION IN THE CITY CLERK'S OFFICE DURING NORMAL BUSINESS HOURS.

FOR CITIZEN PARTICIPATION INSTRUCTIONS, PLEASE REFER TO THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG. A HANDOUT IS ALSO AVAILABLE AT THE MEETING ADJACENT TO THE AGENDA. INDIVIDUAL AGENDA ITEMS MAY BE HEARD IN AN ORDER THAT IS DIFFERENT THAN THEY APPEAR ON THE AGENDA TO ACCOMMODATE MEETING PARTICIPANTS.

INFORMATION FOR INDIVIDUALS WITH DISABILITIES:

Accommodation for individuals with disabilities may be arranged by contacting the City Clerk's Office at 209-388-7100.

Assisted Hearing Devices Available for Hearing Impaired
Teletypewriter (TTY) 209-385-6816

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY THE AIRPORT AUTHORITY MEMBERS. IF REQUESTED BY AN AUDIENCE MEMBER, THE CHAIRPERSON WILL THEN ALLOW THE PUBLIC TO MAKE COMMENTS OR ASK QUESTIONS. AFTER ANY PUBLIC INPUT, THE AUTHORITY MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION TO THE NEXT AGENDA ITEM.

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **WRITTEN PETITIONS AND COMMUNICATIONS**
- D. **ORAL COMMUNICATIONS**

AT THIS TIME, ANY MEMBER OF THE AUDIENCE MAY COMMENT ON ANY MATTER NOT LISTED ON THE AGENDA. PLEASE STAND AND STATE YOUR NAME AND ADDRESS FOR THE RECORD. THE AUTHORITY WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT AUTHORITY AGENDA.

PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.

- E. **CONSENT CALENDAR**
 - 1. **AIRPORT AUTHORITY MINUTES FOR APRIL 17, 2012.**
Recommendation: Adopt a motion to approve and file.
 - 2. **AIRPORT AUTHORITY MINUTES FOR MAY 31, 2012.**
Recommendation: Adopt a motion to approve and file.

F. REPORTS

1. AIRPORT MANAGER'S REPORT

Recommendation: For information only.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

Recommendation: Discussion as desired by Authority members.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Authority members may introduce items to be calendared for a future agenda.

Recommendation: Discussion as desired by Authority members.

H. ADJOURNMENT:

TO THE NEXT AIRPORT AUTHORITY MEETING, TUESDAY JULY 17, 2012 AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 678 WEST 18TH STREET MERCED, CA 95340.

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

**COUNCIL CHAMBERS
MERCED CIVIC CENTER
678 WEST 18TH STREET
MERCED, CA**

**TUESDAY
APRIL 17, 2012**

A. CALL TO ORDER

Chair Janet Young called the meeting to order at 7:00 p.m.

B. ROLL CALL

Members present: Janet Young, Rich Basart, Larry Morelock, John Sundgren
and Russ Cowperthwaite

Members absent: Ray Beverly and Kraig Riggs (Excused)

Staff Present: Ron Elliott, Frank Quintero and Jessica Cortright

C. WRITTEN PETITIONS AND COMMUNICATION

None

D. ORAL COMMUNICATIONS

None

E. CONSENT CALENDAR

**1. REGIONAL AIRPORT AUTHORITY MEETING MINUTES FOR MARCH 22,
2012.**

M/S/C -Basart/Cowperthwaite motioned to approve and file the minutes for March
22, 2012 as submitted.

F. REPORTS

1. GREAT LAKES AIRLINES CEO TO PRESENT AN UPDATE

CEO, Chuck Howell gave a verbal update on the status of the airlines and confirmed
their plans to reapply for the EAS Program at the Merced Regional Airport, when the
current contract expires September 30, 2012.

2. PRESENTATION TO PROMOTE AWARENESS OF AIRPORT

Ron Elliott presented a “draft” power point presentation which will help to promote the airport and educate the community on airport capabilities and services currently offered. The board and staff discussed some changes and additions that should be made to this draft. The final presentation will be presented at a future city council meeting.

3. AIRPORT RATES AND CHARGES UPDATE

Ron Elliott explained that after discussing the proposed change to the “Aircraft Tie Down” fee language to reflect aircraft maximum take-off weights versus single engine, multi-engine, or large multi-engine with the City Attorney, it was learned that this change cannot be accomplished without supporting documentation obtained through a formal, detailed study, as previously accomplished in 2009. Due to the time involved to accomplish another study and then get the Rates and Charges freeze approved by the City Council prior to fiscal year 2012/13 budget execution, Airport Staff recommends the Rates and Charges be frozen for one year, but leave the original language concerning “Aircraft Tie Down” fees the same as previous years, and documented in the last study. If the Airport Authority would like to change the language to reflect aircraft maximum take off weights an updated study could be accomplished at a future date and changed in next year’s budget cycle.

M/S/C – Basart/Morelock motioned to rescind the motion made on February 16, 2012 regarding the change to “Aircraft Tie Down” fee language and to approve the recommendation that Resolution 2011-28 is rewritten to freeze airport rates and charges for one year leaving out the language referencing the change to Tie Down fees.

4. PLAN TO INCREASE TENANCY AND OFFER DISCOUNTS

During the March Regional Airport Authority meeting, a tenant approached the Authority asking for a discussion on possible discounts and/or marketing strategies to increase hangar occupancy rates.

Mr. Quintero suggested that staff research other like kind airports to see if they have any incentive programs and get an update on their occupancy, rates and charges.

M/S/C – Basart/Sundgren motioned to accept this as a report.

5. AIRPORT MANAGER’S REPORT

Ron Elliott reviewed the Airport Manager’s report for March 2012.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

None

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

None

H. ADJOURNMENT

M/S/C – Morelock/Basart motioned to adjourn the Airport Authority meeting at 8:16 pm and to meet again on Tuesday, May 15, 2012 at 7:00 pm at the Civic Center, 678 W 18th Street, in the Council Chambers.

Janet Young, Chairperson
Regional Airport Authority

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES
SPECIAL MEETING**

**COUNCIL CHAMBERS
MERCED CIVIC CENTER
678 WEST 18TH STREET
MERCED, CA**

**THURSDAY
MAY 31, 2012**

A. CALL TO ORDER

Chair Janet Young called the meeting to order at 7:00 p.m.

B. ROLL CALL

Members present: Janet Young, Rich Basart, Larry Morelock, John Sundgren,
Ray Beverly and Russ Cowperthwaite

Members absent: None

Staff Present: Ron Elliott and Frank Quintero

C. WRITTEN PETITIONS AND COMMUNICATION

Ray Beverly will be moving and must resign from the Airport Authority Board.

D. ORAL COMMUNICATIONS

Frank Quintero presented Ron Elliott with a certificate of accomplishment for completing accreditation training through the American Association of Airport Executives and earned the distinction of Accredited Airport Executive.

E. REPORTS

1. AIR METHODS LEASE FOR MAINTENANCE HANGAR 11

Ron Elliott gave a verbal review of the lease terms for Air Methods to lease and convert Hangar 11 into a maintenance hangar.

M/S/C – Basart/Morelock motioned to approve this lease as presented.

2. COMMERCIAL NEEDS ASSESSMENT STUDY BY RS&H

Dennis Iskra from RS&H gave a verbal presentation and update on the status of FAA Grant #19, the Commercial Terminal Needs Assessment Study. The Study is

approximately 90 percent complete and expected to be closed-out by September. All discussion was for information only and no formal action was required.

G. ADJOURNMENT

M/S/C – Beverly/Basart motioned to adjourn the Airport Authority meeting at 8:21 pm and to meet again on Tuesday, June 19, 2012 at 7:00 pm at the Civic Center, 678 W 18th Street, in the Council Chambers.

Janet Young, Chairperson
Regional Airport Authority



Merced Regional Airport

Manager's Report May 2012

OPERATIONS

Great Lakes Airlines enplaned 314 total passengers for the month of May. Airline revenue enplanements were up 6 percent compared to April. Compared to May 2011, enplanements were up just over 28 percent. There were 4 cancellations this month out of the 124 scheduled departures; no cancellations were due to weather.

CAPITAL PROJECTS AND CONSTRUCTION

Airport staff has been working on the Federal Aviation Administration (FAA) Airport Capital Improvement Program (ACIP) grant for 2011. This grant provides funding for a new commercial airline terminal study. The study will include site design and a needs assessment for the location and layout of a new airline terminal, aircraft parking apron, additional access roads, and vehicle parking needs. RS&H is currently working on the study, and expects to have it completed by July 2012.

Additionally, airport staff has been working on the Federal Aviation Administration (FAA) Airport Capital Improvement Program (ACIP) grant for 2012. The FAA ACIP grant application was approved by the City Council on May 7th and subsequently delivered to the FAA. This grant will provide funding for a Runway Safety Area (RSA) study to determine the best and most advantageous option for clearing the airport's RSA.

Construction of the new Medi-Flight Alert Facility is complete. Carter Construction completed the job on-time and in an outstanding manner. Medi-Flight expected to have their modular building in place by the end May and begin using the facility by the end of June; however movement of the building from its current location in Riverside has been delayed at least 2-4 weeks. While waiting for the modular building to arrive, Medi-Flight is negotiating with Airport staff to lease a maintenance hangar. The lease agreement for the maintenance hangar is expected to go before the City Council in July.

Ecoplexus Inc. approached Airport Staff requesting approximately 15-acres in the Airport Industrial Park to construct a solar farm. Ecoplexus' request for an 18-month exclusive option to negotiate a lease was approved by City Council on May 7th. During this 18-month period they will perform their due diligence to ensure the property meets their requirements, FAA and PG&E approve, and a long-term (20 year) lease agreement can be reached. Ecoplexus is a developer of solar generation facilities and is creating these facilities under a California Public Utility Commission incentive program. They anticipate selling the electricity to PG&E which will help PG&E meet their renewable energy quota.

OTHER

Expected renovations on Hangar BBQ have stopped. Airport staff is working with Mr. Stuhmer to find a way to move forward. Legal and Airport Staff are discussing how to proceed.

Legal and Airport staff are working with Gateway Air Center on consolidating numerous lease amendments into one lease. Progress is being made, but a completion date has not yet been determined.

Visit the Merced Regional Airport website at www.flymercedairport.com

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: June 19, 2012
Re: Possible Incompatible Land Use Activity

No activity this month.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: June 19, 2012
Re: Other Business from the Authority

Authority members may introduce items to be calendared for a future meeting.