

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, John Sundgren,
Russ Cowperthwaite, Alvin Osborn and Josh Franco.

AGENDA

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

TUESDAY
SEPTEMBER 18, 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

1. RESIGNATION NOTICE OF A BOARD MEMBER AND INTRODUCTION OF NEW BOARD MEMBERS

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 JULY 17, 2012 AND AUGUST 21, 2012.

Recommendation: Adopt a motion to approve and file.

F. REPORTS

1. GUIDANCE DOCUMENT REVIEW COMMITTEE - MONTHLY UPDATE

Recommendation: For information only.

2. 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

- a. Appointment of Chair and Vice-Chair

Recommendation: Adopt a motion to approve and file.

- b. 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
OCTOBER 16, 2012 AT 7:00 PM IN THE CITY COUNCIL
CHAMBERS, 678 WEST 18TH STREET MERCED, CA 95340.

To: Regional Airport Authority
From: Jessica Cortright, Airport Secretary II
Date: September 18, 2012
Re: **Resignation and Introduction of Board Members**

RESIGNED MEMBER:

Ray Beverly had to resign as of 1 Sept, he is no longer a resident of Merced and therefore not eligible to serve on this board.

INTRODUCTION OF NEW BOARD MEMBERS:

Please introduce and welcome Alvin L. Osborn, Jr. and Josh Franco to the Regional Airport Authority Board. Each member will give a brief introduction of themselves.

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

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

**Tuesday
July 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 (Excused)

Staff Present: Ron Elliott, Mike Wegley and Jessica Cortright

C. WRITTEN PETITIONS AND COMMUNICATION

None

D. ORAL COMMUNICATIONS

None

E. CONSENT CALENDAR

**1. REGIONAL AIRPORT AUTHORITY MEETING MINUTES FOR JUNE 19,
2012.**

M/S/C -Basart/Morelock motioned to approve and file the minutes for June 19,
2012 as submitted.

F. REPORTS

1. AIRPORT MANAGER'S REPORT

Ron Elliott reviewed the Airport Manager's report for June 2012.

2. ESSENTIAL AIR SERVICE (EAS) PROPOSAL RECOMMENDATION

After the Airport Manager and sub-committee members gave their opinion of the presentation by SeaPort and after reviewing both bids, there was much discussion amongst the members, with a final decision made.

M/S/C – Basart/Cowperthwaite motioned to approve a letter to the DOT stating that both bids submitted are viable, however the board will continue to endorse Great Lakes Airlines as the EAS provider at the Merced Regional Airport with specific goals as discussed stated in recommendation letter.

3. MERCED REGIONAL AIRPORT GUIDANCE DOCUMENTS REVIEW

Ron Elliott explained that after attending the General Aviation Issues and Security Conference, along with the Sponsor Assurances, Leasing Policies, and Minimum Standards Workshop June 24-26, 2012, that the airport’s guidance documents should be reviewed. Airport staff is requesting that a sub-committee be formed of at least two authority members, a member at large and the Airport Manager to review existing guidance documents and consider adopting a new one.

Authority member Cowperthwaite volunteered at the meeting. Staff will coordinate with other members and set up meeting dates in the very near future.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

None

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

None.

H. ADJOURNMENT

M/S/C – Basart/Sundgren motioned to adjourn the Regional Airport Authority meeting at 7:39 pm and to meet again on Tuesday, August 21, 2012 at 7:00 pm at the Civic Center, 678 W 18th Street, in the Council Chambers.

Janet Young, Chairperson
Regional Airport Authority

WELCOME TO YOUR MERCED REGIONAL AIRPORT
AUTHORITY MEETING
CITY OF MERCED

MINUTES

**CITY HALL
678 WEST 18TH STREET**

**TUESDAY
AUGUST 21, 2012**

The meeting was cancelled due to a lack of agenda items.

Prepared by:

Approved by:

Jessica Cortright, Secretary II/Clerk

Janet Young, Chair

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: September 18, 2012
Re: **Monthly Report - Airport Guidance Document
Review Committee – For Information Only**

Background

During the July 17, 2012 Regional Airport Authority meeting, commissioners approved by unanimous decision the formation of a sub-committee to review existing Merced Regional Airport Guidance Documents. In addition, the committee will discuss the possibility of adding additional documents to those already existing. Airport Guidance Documents consist of any or all of the following:

1. General Provisions
2. Rates and Fees/Rent Policy
3. Minimum Standards
4. Rules and Regulations
5. Development Guidelines

The committee has been formed with the following individuals:

1. Ron Elliott, Airport Manager
2. Janet Young, Airport Commissioner
3. Russ Cowperthwaite, Airport Commissioner
4. Robyn Stiles, City of Merced employee

Primary Guiding Documents set the stage for the way an airport does business and plays an important role in the operation and management of an airport. While they are interrelated, they function independently of each other. Reviewing and updating all these documents, and possibly writing and adopting a General Provisions and/or Development Guide, is critical to a healthy airport and laying the foundation for being fair and equitable to all airport tenants.

No committee meeting was held in August. Nothing further to report.



Merced Regional Airport

Manager's Report August 2012

OPERATIONS

Great Lakes Airlines enplaned 326 total passengers for the month of August. Airline revenue enplanements were up, but only slightly from the month before. Compared to August 2011, enplanements were up just over 6 percent. There were 13 cancellations this month out of the 125 scheduled departures; no cancellations were due to weather.

CAPITAL PROJECTS AND CONSTRUCTION

Airport staff has been working with RS&H Consulting 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. Nothing new to report since last month. RS&H has been focusing on our Runway Safety Area Study, and we're waiting on a letter from TSA regarding office space needs and current limitations.

Additionally, airport staff has been working on the Federal Aviation Administration (FAA) Airport Capital Improvement Program (ACIP) grant for 2012. On June 27th, the FAA approved the Runway Safety Area (RSA) study to determine the best and most advantageous option for clearing the airport's RSA. Airport staff and RS&H Consulting met with the FAA on July 25th for a Kick-Off Meeting. A second meeting with the FAA and RS&H Consulting was held at Merced Regional Airport on August 2nd. RS&H staff, City/Airport Staff, PG&E representatives and our FAA program manager and planner walked the site and discussed our current RSA issues. FAA is asking the study be completed as soon as possible.

Construction of the new Medi-Flight Alert Facility is complete. Medi-Flight delivered their modular and has started efforts to bring the building up to City code.....sewer, electrical, water, phone, etc. Medi-Flight crews were expected to occupy the building in late July or early August, but these plans have been put on hold waiting for Carter Construction to finish another job before starting on the Medi-Flight modular building. Carter Construction will also do the upgrades on Medi-Flight's maintenance hangar as well.

Merced Regional Airport's two year essential air service (EAS) contract with Great Lakes Airlines will expire on Oct 1st. The Department of Transportation (DOT) has verbally approved Great Lakes Airlines for another two year Essential Air Service (EAS) contract, but the official announcement has not been received. Airport staff has coordinated and completed an updated facility lease with Great Lakes Airlines and gained unanimous consent from the Merced Airport Authority. The new lease agreement award has been scheduled for the September 17th City Council Meeting. Currently waiting on the official announcement from DOT.

OTHER

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

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.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: September 18, 2012
Re: Possible Incompatible Land Use Activity

No activity this month.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: September 18, 2012
Re: Other Business from the Authority

A. Appointment of Chair and Vice-Chair

Board members shall nominate a board member to serve as the Chair and a board member to serve as the Vice-Chair for a one year term.

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