

CITY OF MERCED

"Gateway to Yosemite"



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

AUTHORITY MEMBERS

Janet Young Chair, (vacant) Vice-Chair, Kraig Riggs,
Larry Morelock, Ray Beverly, John Sundgren and Russ Cowperthwaite

AGENDA

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

TUESDAY
NOVEMBER 27, 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 OCTOBER 16, 2012.**

Recommendation: Adopt a motion to approve and file.

F. REPORTS

1. AIRPORT MANAGER'S REPORT

Recommendation: For information only.

2. AIRPORT MARKETING UPDATE

Recommendation: For information only.

3. STATUS UPDATE ON FAA GRANT 20, RUNWAY SAFETY AREA STUDY

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

1) MEMBER'S RESIGNATION

2) NOMINATION AND APPOINTMENT OF A VICE CHAIR

Recommendation: Adopt a motion to approve and file.

H. ADJOURNMENT:

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



**NOTICE AND CALL OF SPECIAL MEETING
OF THE CITY OF MERCED REGIONAL AIRPORT AUTHORITY**

**NOTICE AND CALL OF A SPECIAL MEETING OF THE CITY OF
MERCED REGIONAL AIRPORT AUTHORITY TO THE AUTHORITY
MEMBERS AND TO THE CLERK-**

NOTICE IS HEREBY GIVEN that a special meeting of the City of Merced Regional Airport Authority is hereby called to be held on Tuesday, November 27, 2012, commencing at 7:00 PM in the Civic Center, Council Chambers, 2nd floor, 678 W 18th Street, Merced, California.

Said special meeting shall be for the following:

1. Announce resignation of a board member, approve and adopt Airport Authority Minutes of November 20, 2012, review Airport Manager's Monthly Report, present an update on FAA Grant 20 - Runway Safety Area Study, discuss Airport Marketing, discuss any possible Incompatible Land Use Activity, discuss other business from Authority Members, and to nominate and appoint a Vice-chair. Members of the public may speak

Dated: November 20, 2012


Janet Young, Authority Chair

Said special meeting shall be for the following:

- 1. Approve Airport Authority Minutes of November 20, 2012**
- 2. Review Airport Manager's Monthly Report.**
- 3. Federal Aviation Administration (FAA) Grant 20 Update,
Runway Safety Area Study**
- 4. Airport Marketing Update**
- 5. Incompatible Land Use Activity**
- 6. Other Business**
 - a. Member's Resignation**
 - b. Appoint New Vice-Chair**

Members of the public may speak on any matter listed before or during the consideration of that item (G.C. 54954.5(a)).

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

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

**Tuesday
October 16, 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,
Russ Cowperthwaite, Al Osborn and Josh Franco.

Members absent: None

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 SEPTEMBER 18,
2012.**

M/S/C –Sundgren/Cowperthwaite motioned to approve and file the minutes for
September 18, 2012 as submitted.

F. REPORTS

1. HANGAR CAFÉ LEASE AMENDMENT

Ron Elliott explained that a lease amendment was requested by the Hangar Café,
LLC., he reviewed the changes and asked for a motion recommending the City
Council approve the Hangar Café Lease amendment from the Authority Board. The
board had many questions and discussion about this item.

M/S/C – Basart/Sundgren motioned to recommend that the City Council not approve the lease amendment as submitted.

2. INSURANCE REQUIREMENT FOR AIRPORT TENANTS – UPDATE

Ron Elliott stated that staff has met with the City Attorney and they came to a consensus of what/who should be insured and how. City Attorney is now working with an insurance underwriter to clarify the wording in our standard hangar and tie-down leases. Lease amendments are underway and will be brought back to the Authority at a later date.

3. GUIDANCE DOCUMENT REVIEW COMMITTEE – MONTHLY UPDATE

No update today as the meeting was cancelled.

4. AIRPORT MANAGER’S REPORT

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

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

None

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Board member Franco would like to see a report and/or discussion about airport marketing on the next agenda.

H. ADJOURNMENT

M/S/C – Basart/Cowperthwaite motioned to adjourn the Regional Airport Authority meeting at 7:39 pm and to meet again on Tuesday, October 16, 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 October 2012

OPERATIONS

Great Lakes Airlines enplaned 163 total passengers for the month of October. Airline revenue enplanements were down 42 percent from the month before. Compared to October 2011, enplanements were down 43 percent as well. As identified in last month's Manager's Report, this significant decrease in enplanements was expected due to Great Lakes Airlines discontinuing service to Las Vegas Monday through Friday for the entire month October. Starting November 1st, Great Lakes Airlines will again be offering daily flights to Las Vegas. There were 5 cancellations this month out of the 69 scheduled departures; no cancellations were due to weather.

Starting December 1, 2012 Great Lakes Airlines will change their flight schedule again to Las Vegas. Flights to Las Vegas will be offered Friday through Monday, and no service to Las Vegas Tuesday through Thursday. Total enplanements are not expected to be drastically impacted. Service to Los Angeles with two flights daily will remain unchanged.

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. 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. Nothing new to report since last month.

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. FAA is asking the study be completed as soon as possible. Airport staff will be meeting with the FAA and RS&H in November to review this study and work towards closing the grant out.

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. Carter Construction will also do the upgrades on Medi-Flight's maintenance hangar as well. Medi-Flight has encountered a delay getting the up-grades contracts approved due to an internal reorganization. However, contracts are now in place and work is moving forward to finish this project.

OTHER

Expected renovations on Hangar BBQ have stopped. Legal and Airport Staff are working with Mr. Stuhmer and his attorney to find a way to move forward. An amended lease agreement has been negotiated between Mr. Stuhmer, Airport, and City staff. The lease amendment will go before the City Council for approval on November 5, 2012.

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: November 27, 2012
Re: **Airport Marketing Efforts**

Discussion

In the past year, Merced Regional Airport has accomplished the following marketing initiatives:

- Provided an Airport banner for all UC Merced home games, and every sports program contains an airport business card advertisement.
- Run two separate radio advertisement campaigns with Merced Radio
 - o Current campaign runs from July 2012 through February 2013
 - Literally hundreds of radio ads on Merced three biggest radio stations – 97.5, 92.5 The Bear, and 98.7 LOBO
 - o Supported “Hot Summer Nights” with Banner and free tickets as give away prizes
- Attended LA Travel Show – shared booth with Yosemite National Park
- Advertised in Merced’s Down Town Life Magazine
- Attended Bobcat Days at UC Merced
- Supported numerous events to include Chamber of Commerce dinners, Rotary luncheon presentations, and local business gatherings

In total, Great Lakes Airlines has donated \$19,296 worth of tickets in 2012 in MCE alone. That’s 54 round trip tickets used for trade for advertising or non-profit donations.

Then Airport has spent over \$1200 in promotional items, newspaper, and magazine advertising.

SUMMARY/RECOMMENDATION:

No action necessary. For informational purposes only.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: November 27, 2012
Re: Possible Incompatible Land Use Activity

No activity this month.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: November 27, 2012
Re: Other Business from the Authority

- 1) MEMBER'S RESIGNATION – Information Only.
- 2) NOMINATION AND APPOINTMENT OF A VICE CHAIR

Recommendation: *Adopt a motion to approve and file.*

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