

# CITY OF MERCED

*"Gateway to Yosemite"*



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

### **AUTHORITY MEMBERS**

Janet Young Chair, Larry Morelock Vice-Chair, John Sundgren,  
Russ Cowperthwaite, Alvin Osborn, Josh Franco and Rodrigo Flores.

### **AGENDA**

**7:00 pm  
COUNCIL CHAMBERS  
678 WEST 18<sup>th</sup> STREET  
MERCED, CALIFORNIA**

**TUESDAY  
JUNE 18, 2013**

**([www.cityofmerced.org](http://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](http://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](http://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.

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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 MAY 21, 2013.**

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

**F. REPORTS**

**1. RESOLUTION NO. 2012-26 – VARIOUS FEES, RATES AND CHARGES APPLICABLE TO THE MERCED REGIONAL AIRPORT**

*Recommendation: For Information Only.*

**2. COMMERCIAL AIRLINE ENPLANEMENT PRESENTATION**

*Recommendation: For Information Only.*

**3. GUIDANCE DOCUMENT REVIEW**

*Recommendation: For Information Only.*

**4. MERCED REGIONAL AIRPORT OPEN HOUSE**

*Recommendation: For Information Only*

**5. 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 16, 2013 AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 678 WEST 18<sup>TH</sup> STREET MERCED, CA 95340.

**CITY OF MERCED  
REGIONAL AIRPORT AUTHORITY MINUTES**

**SAM PIPES CONFERENCE ROOM  
MERCED CIVIC CENTER  
678 WEST 18<sup>TH</sup> STREET  
MERCED, CA**

**TUESDAY  
MAY 21, 2013**

**A. CALL TO ORDER**

Chair Janet Young called the meeting to order at 7:02 p.m.

**B. ROLL CALL**

Members present: Janet Young, Larry Morelock, John Sundgren, Al Osborn,  
Russ Cowperthwaite, Josh Franco and Rodrigo Flores.

Members absent: None.

Staff Present: Mike Wegley and Jessica Cortright (Ron Elliott absent)

**C. WRITTEN PETITIONS AND COMMUNICATION**

None

**D. ORAL COMMUNICATIONS**

None.

**E. CONSENT CALENDAR**

**1. REGIONAL AIRPORT AUTHORITY MEETING MINUTES FOR MARCH 19, 2013.**

M/S/C –Sundgren/Cowperthwaite motioned to approve and file the minutes for March 19, 2013 as submitted.

**F. REPORTS**

**1. MUNICIPAL CODE UPDATE PRESENTED BY CITY ATTORNEY**

Greg Diaz, Attorney for the City of Merced explained that this update will correct a codification error pertaining to the Airport Authority, its appointment process, powers and duties, and similar issues.

Authority members had several questions, and after some discussion agreed on all the proposed changes, and also asked that changes be made to section 2.31.100 to reflect the current practice. The elected positions shall be referred to as Chair and Vice-Chair.

M/S/C – Morelock/Cowperthwaite motioned to approve the changes submitted by City Attorney and requested that elected positions be referred to as Chair and Vice-Chair.

## **2. RESOLUTION NO. 2012-26**

Michael Wegley, Director of Water Resources and Reclamation explained that this item is on the agenda as a reminder that various fees, rates and charges applicable to the Merced Regional Airport will increase per the fee schedule on July 1, 2013.

Board members had several questions and concerns regarding this resolution and asked that this item be placed on the June agenda for more detailed information and for further discussion with the Airport Manager.

Presented as information only.

## **3. AIRPORT MANAGER'S REPORT**

Mr. Wegley presented the Airport Manager's report as written, explained that the Airport Pavement Maintenance Grant Application and the Fagundes Dairy Agricultural lease were both approved by City Council. That the Hangar Café is still in the process of remodeling and did not open on May 15 as anticipated.

Board members were concerned with the decrease in enplanements and asked that this item be put on the June agenda for more detailed information and for further discussion with the Airport Manager.

Presented as information only.

## **G. AUTHORITY BUSINESS**

### **1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY**

None.

### **2. OTHER BUSINESS FROM AUTHORITY MEMBERS**

Members asked that staff contact the UC Merced Professor in charge of UAV and request a presentation at an upcoming meeting; and that Resolution 2012-26 and Enplanements be placed on the June agenda with detailed presentations from the Airport Manager.

**H. ADJOURNMENT**

Janet Young called the meeting adjourned at 7:55 PM until the next Regional Airport Authority meeting on Tuesday, June 18, 2013 at 7:00 pm in the Council Chambers at 678 W 18<sup>th</sup> Street, in the Civic Center.

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Janet Young, Chairperson  
Regional Airport Authority

To: Regional Airport Authority  
From: Ronald K. Elliott, Airport Manager  
Date: June 18, 2013  
Re: **RESOLUTION NO. 2012-26 – AIRPORT FEES,  
RATES AND CHARGES PRESENTATION**

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**Discussion**

For information only. Airport Manager, Ron Elliott, will provide a presentation on Resolution 2012-26, Airport Fees, Rates, and Charges.

To: Regional Airport Authority  
From: Ronald K. Elliott, Airport Manager  
Date: June 18, 2013  
Re: **COMMERCIAL AIRLINE ENPLANEMENT  
PRESENTATION**

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**Discussion**

For information only. Airport Manager, Ron Elliott, will provide a presentation on Merced Regional Airport's commercial airline enplanement data.



To: Regional Airport Authority  
From: Ronald K. Elliott, Airport Manager  
Date: June 18, 2013  
Re: **Guidance Document Review**

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### **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. 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 was 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.

### **Discussion**

Unfortunately, the committee was only able to meet on two separate occasions and since December 2012 has not met at all. As a point of information, Airport Staff would like to reinstate the committee and move forward with the guidance document review.

To: Regional Airport Authority  
From: Ronald K. Elliott, Airport Manager  
Date: June 18, 2013  
Re: **MERCED REGIONAL AIRPORT OPEN HOUSE**

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### **Discussion**

On September 14, 2013, Merced Regional Airport Experimental Aircraft Association (EAA), Chapter 1401, will be conducting their second annual Young Eagles Day. Young Eagles Day provides flights for kids ages 8-18 in an effort to educate and market the dynamics and benefits of general aviation flying to the next generation of pilots. During the last Young Eagles Day, over 85 kids were given the opportunity to fly in local general aviation aircraft around the City of Merced.

In conjunction with the September 14<sup>th</sup> Young Eagles Day, Airport Staff is considering an Airport Open House. Local aircraft would be put on display for the public to view, free of charge. Additionally, an invitation would be sent out to surrounding airports inviting other pilots and their aircraft to fly in for the day. There will be no charge to the public and no vendors will be allowed.

Airport Staff is currently working with City Risk Management Officer's to determine what, if any, additional insurance may be required.

### **RECOMMENDATION**

For information and discussion only.



# Merced Regional Airport

Manager's Report May 2013

## **OPERATIONS**

Great Lakes Airlines enplaned 230 total passengers for the month of May. Airline revenue enplanements were up 58 percent from the month before. Compared to May 2012, enplanements were down 27 percent. There was one cancellations this month out of the 54 scheduled departures.

## **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. We're waiting on a letter from TSA regarding office space needs and current limitations. I spoke with Bob Benson, TSA Regional Director; he's working on the letter and awaiting a legal review from TSA attorneys. 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 27<sup>th</sup>, 2012 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. Changing the RSA will only require an update to the Airport Layout Plan (ALP). The new/updated ALP was submitted to the FAA in January 2013 and is now being reviewed. The FAA's review of the updated ALP could take as long as six months. Grant closure will occur after the ALP has been reviewed and accepted by the FAA.

Construction of the new Medi-Flight Alert Facility is complete. Medi-Flight is currently moving furniture and equipment into the new facility.

## **OTHER**

Renovations on Hangar BBQ are complete and a Certificate of Occupancy was issued April 16, 2013. Mr. Stuhmer indicated via e-mail he anticipated opening the restaurant on May 15<sup>th</sup>, but has now reassessed and expects to open June 17<sup>th</sup>.

Legal and Airport staff are working with Gateway Air Center on consolidating numerous lease amendments into one lease. The Airport Manager, Ron Elliott, and Regional Airport Authority Chairperson, Janet Young, met with the President of Gateway Air Center, Tom Lopes, on February 26, 2013 to review and discuss the new lease. Mr. Lopes is currently reviewing the lease with his attorney. Mr. Lopes has requested 60 days to review with his attorney before meeting again.

To: Regional Airport Authority  
From: Ronald K. Elliott, Airport Manager  
Date: June 18, 2013  
**Re: Possible Incompatible Land Use Activity**

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No activity this month.

To: Regional Airport Authority  
From: Ronald K. Elliott, Airport Manager  
Date: June 18, 2013  
**Re: Other Business from the Authority**

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