

# CITY OF MERCED

*"Gateway to Yosemite"*



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

### **AUTHORITY MEMBERS**

Larry Morelock-Chair, Alvin Osborn-Vice-chair, John Sundgren,  
Russ Cowperthwaite, Rodrigo Flores, Ryan Smith, and Michael Bodine.

### **AGENDA**

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

**TUESDAY  
DECEMBER 16, 2014**

**([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 MANAGER. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE AIRPORT MANAGER 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 OCTOBER 21, 2014.**

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

- F. REPORTS**
  - 1. ESSENTIAL AIR SERVICE (EAS)**

*Recommendation: For information only.*

**2. FAA PART 139 INSPECTION**

Recommendation: *For information only.*

**3. AIRPORT MANAGER'S REPORT**

Recommendation: *Discussion as desired by Authority members.*

**G. AUTHORITY BUSINESS**

**1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY**

Recommendation: *Discussion as desired by Authority members.*

**2. OTHER BUSINESS FROM AUTHORITY MEMBERS**

Recommendation: *Discussion as desired by Authority members.*

**H. ADJOURNMENT:**

TO THE NEXT AIRPORT AUTHORITY MEETING, TUESDAY  
JANUARY 13, 2015 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**

**COUNCIL CHAMBERS  
MERCED CIVIC CENTER  
678 WEST 18<sup>TH</sup> STREET  
MERCED, CA**

**TUESDAY  
OCTOBER 21, 2014**

**A. CALL TO ORDER**

Chair Larry Morelock called the meeting to order at 7:00 P.M.

**B. ROLL CALL**

Members present: Larry Morelock, John Sundgren, Michael Bodine, Alvin Osborn, Rodrigo Flores and Russ Cowperthwaite.

Members absent: Ryan Smith

Staff Present: Janet E. Young, Mike Wegley and Jessica Cortright

**C. WRITTEN PETITIONS AND COMMUNICATION**

None.

**D. ORAL COMMUNICATIONS**

None.

**E. CONSENT CALENDAR**

M/S/C – Osborn/Sundgren motioned to approve and file the minutes of September 23, 2014 as submitted.

**F. REPORTS**

**1. GRANT OF WAIVER REQUEST FOR CONTINUED ESSENTIAL AIR SERVICE (EAS) ELIGIBILITY**

The City was notified on September 26, 2014, that the waiver was granted. The Merced Regional Airport will be expected to enplane an average of 10 passengers per service day for federal FY 2015.

**2. ESSENTIAL AIR SERVICE (EAS)**

A letter was submitted to the DOT, signed by the City Manager and the Chair of the Airport Authority, on September 29, 2014. The letter was circulated to Airport

Authority members. It expressed the City's preference for regional jet service between Merced and Denver to be offered by Great Lakes Airlines on an accelerated basis. The letter also stated that the Airport Authority believed that the City would be best served by Mokulele Airlines. The DOT is expecting further conversation with the City of Merced in the near future regarding a contract award. On October 16, 2014, the DOT filed an Order extending Great Lakes Service for Merced and Visalia until a date no later than February 28, 2014, for transition purposes.

### **3. LEASE AGREEMENT FOR MAINTENANCE HANGAR #16**

The proposed lease with Martin Marchello Inc., dba Aviation Maintenance Technicians, for Hangar 16 which was approved by the Airport Authority on September 23, 2014, was approved on October 6, 2014, by the Merced City Council.

### **4. PROPOSAL FOR PART 141 PILOT TRAINING SCHOOL - PRESENTATION**

Martin Marchello Inc., dba American Flight Academy, is planning to launch a Part 141 pilot training school at the Merced Regional Airport. Martin Campbell, President of American Flight Academy was unable to attend as scheduled and will provide a presentation on plans for the school which also will offer training to general aviation pilots at a future authority meeting.

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

Ms. Young gave a verbal review of the September monthly manager's report.

## **G. AUTHORITY BUSINESS**

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

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

None.

## **H. ADJOURNMENT**

Larry Morelock adjourned the meeting at 7:18 pm until the next Regional Airport Authority meeting on Tuesday, November 18, 2014 at 7:00 pm in the Council Chambers at 678 W 18<sup>th</sup> Street, in the Civic Center.

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Larry Morelock, Chair  
Regional Airport Authority

To: Regional Airport Authority  
From: Janet E. Young, Interim Airport Manager  
Date: December 16, 2014  
**Re: Essential Air Service (EAS)**

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### **Background**

The EAS contract for Merced Regional Airport expired September 30, 2014. In anticipation, the Department of Transportation (DOT) released a Request for Proposals (RFP) on May 21, 2014, for airlines interested in providing air carrier service at Merced Regional Airport. The RFP proposal submission deadline was July 11, 2014, and the original comment period on the proposals was to close on August 15, 2014.

Five air carriers, Great Lakes Airlines (currently under contract at Merced Regional Airport); Boutique Air; Mokulele Airlines; SeaPort Airlines Inc., and Schuman Aircraft Ltd., dba Wine Country Express submitted proposals. Great Lakes is a Part 121 carrier, the other airlines submitting proposals are Part 135 carriers.

The DOT is expecting further conversation with the City of Merced in the near future regarding a contract award. On October 16, 2014, the DOT filed an Order extending Great Lakes Service for Merced and Visalia until a date no later than February 28, 2014, for transition purposes.

To: Regional Airport Authority  
From: Janet E. Young, Interim Airport Manager  
Date: December 16, 2014  
**Re: FAA Part 139 Inspection**

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### **Background**

This FAA inspection, regarding certification of the airport, was conducted by the FAA during the period November 17 - 20, 2014. The inspection involved examination of records associated with the Airport Certification Manual that identifies regular airport operational procedures and procedures for addressing emergency situations. The inspection also focused on the provision of documentation of training for airport personnel, fire fighter response testing and training, fueler training and fuel facility inspection records, and other data. The letter from the FAA identifying discrepancies with Part 139 requirements arrived on December 8, 2014 and included a response period deadline for corrective action. Three areas were identified in a letter of investigation that carries a 10-day response period.



## Merced Regional Airport

Manager's Report November 2014

### OPERATIONS

Great Lakes Airlines enplaned 166 revenue passengers for the month of November 2014, compared to 204 revenue passengers in October. In comparison to November 2013, enplanements were down 23.5 percent. There were eight cancellations this month out of the 55 scheduled departures. Four of the cancellations were due to lack of crew availability and four resulted from maintenance problems. The Federal Aviation Administration (FAA) instituted a new rule requiring First Officers to have a minimum of 1,500 flight hours to secure the ATP credential to fly for a commercial airline. The new rule created a shortage of pilots for the mid- and smaller level carriers. Since adoption of the new rule, Great Lakes Airlines has lost over 200 of its pilots. Great Lakes Airlines continues to hire and train pilots.

The City of Merced continues to work with Great Lakes Airlines management to secure a commitment for the start date of passenger service with larger aircraft and advertising funding. Securing the commitment will trigger further discussions with the Department of Transportation (DOT).

The FAA Part 139 Inspection of the Airport took place from November 17 - 19, 2014. Airport management coordinated with the FBO, the Merced Fire Department, and Great Lakes Airlines in preparation for the inspection. The Airport is awaiting the Inspector's report and will prepare the response in a timely manner. In addition, the Airport Certification Manual is being revised for submission to the FAA and will contain updates as well as amendments suggested by the Inspector. We expect comments regarding outdated and faded signage, the need for re-painting some runway and taxiway markings, and pavement improvement issues, as well as recommendations related to some equipment and training record maintenance.

The lease for Hangar 16 was terminated, effective November 24, 2014, due to lack of payment and at the request of the tenant. In addition, the flight school is now under new management and a PART 141 training program is planned.

### CAPITAL PROJECTS AND CONSTRUCTION

Grant 21, Wildlife Hazard Assessment Study was approved and funded by the FAA. A "kick-off" meeting was held in September 2013 to start the yearlong Wildlife Hazard Assessment. This item will remain open for the next 12 to 18 months. No additional information will be made available until the Airport Biologist completes his data collection and report.

The FAA approved Grant 22 for pavement rehabilitation to the west side of the FBO maintenance hangar. However, since only discretionary funds were available, the FAA approved only \$87,000 through that grant for the design portion of the project. Total funding available for design was \$87,000. The FAA Airports District Office then authorized the City of Merced in late August 2014 to award the contract for paving (under Grant 23) in the amount of \$326,835 to Rolfe Construction. A preconstruction conference took place on October 7, 2014, and work began in preparing the site in late October. The paving in the apron areas near the FBO began in November and extended into December, and the painting of runway and taxiway markings will be completed in November 2014. RS&H worked with the airport and the City engineering team in monitoring the progress.

Airport management is consulting with RS&H to develop a multi-year proposal for preliminary discussion with the FAA to address further paving needs of the airport, as well as to update the Airport Capital Improvement Plan (ACIP). Draft scope of work packages will be available in early December from RS&H.

Airport Management is developing plans and budget estimates for a slate of improvements and upgrades to the Merced Regional Airport Terminal to accommodate increased passenger numbers. City approval will be sought, as appropriate.

Visit the Merced Regional Airport website at [www.flymercedairport.com](http://www.flymercedairport.com)

**OTHER**

Legal and Airport management continue to work with to consolidate lease amendments into one lease with Gateway Air Center.

Airport staff is in the process of updating the Airport Emergency Plan.

To: Regional Airport Authority  
From: Janet E. Young, Interim Airport Manager  
Date: December 16, 2014  
**Re: Possible Incompatible Land Use Activity**

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Discussion as desired by authority members.

To: Regional Airport Authority  
From: Janet E. Young, Interim Airport Manager  
Date: December 16, 2014  
**Re: Other Business from the Authority**

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Discussion as desired by authority members.