

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,
Rodrigo Flores, Ryan Smith, and Michael Bodine.

AGENDA

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

**TUESDAY
March 17, 2015**

(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. 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 JANUARY 13, 2015.**

Recommendation: Adopt a motion to approve and file.

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

Recommendation: For information only.

2. EXTENSION OF RS&H AGREEMENT

Recommendation: Adopt a motion to approve.

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, APRIL 21, 2015, 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
January 13, 2015**

A. CALL TO ORDER

Chair Larry Morelock called the meeting to order at 7:00 p.m.

B. ROLL CALL

Members present: Larry Morelock, Alvin Osborn, John Sundgren, and
Rodrigo Flores

Members absent: Michael Bodine, Russ Cowperthwaite, and Ryan Smith

Staff Present: Janet E. Young, Mike Wegley, and Nancy Lee

C. WRITTEN PETITIONS AND COMMUNICATION

None.

D. ORAL COMMUNICATIONS

None.

E. CONSENT CALENDAR

M/S/C – Flores/Sundgren motioned to approve and file the minutes of December 16, as submitted.

F. REPORTS

1. ESSENTIAL AIR SERVICE (EAS)

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, 2015, for transition purposes. Conversations continue with Great Lakes Airlines for service by larger aircraft.

2. PROPOSED FAA AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)

Interim Manager Young described the attached five-year proposed Airport Capital Improvement Plan to be submitted to the FAA. The Airport Authority voted to approve submission of the proposal following discussion.

M/S/C – Sundgren/Osborn

3. AIRPORT MANAGER'S REPORT

Interim Manager Young gave a verbal review of the December 2014 Manager's Report.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

None.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

None.

H. ADJOURNMENT

Chair Morelock adjourned the meeting at 7:20 p.m. until the next Regional Airport Authority meeting on Tuesday, February 10, 2015, at 7:00 p.m. in the Council Chambers at 678 W 18th Street, in the Civic Center.

Larry Morelock, Chair
Regional Airport Authority

To: Regional Airport Authority
From: Janet E. Young, Interim Airport Manager
Date: March 17, 2015
Re: **Essential Air Service (EAS)**

Background

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, 2015, for transition purposes. DOT agreed in mid-February to extend service by Great Lakes for an additional period to allow Great Lakes to establish a start date for larger aircraft to serve the Merced Regional Airport.

To: Regional Airport Authority
From: Janet E. Young, Interim Airport Manager
Date: March 17, 2015
Re: **Extension of Agreement with RS&H, Airport Full-Service Consultant**

In February 2011, the Airport Authority approved the selection of RS&H as the full-service consultant to the Merced Regional Airport following a RFQ review process that considered the qualifications of eight contending companies. The agreement was for a four year period with the right to extend for one additional year. The four year period will lapse on June 6, 2015. Airport management recommends the extension of the contract for the additional year provided for in the agreement. RS&H provides excellent consulting and engineering services on a range of topics and is instrumental in working successfully with the FAA in pursuit of grant opportunities and addressing other issues. Compensation for RS&H is provided from grant funds. The proposed extension will require City Council approval and the Authority is asked to approve the extension and recommend approval to the City Council.

SUMMARY/RECOMMENDATION:

Airport management requests that the Regional Airport Authority approve this item and recommend the one year contract extension for consulting and engineering services by RS&H to the Merced City Council, as provided for in the agreement.



Merced Regional Airport

Manager's Report February 2015

OPERATIONS

Great Lakes enplaned 128 revenue passengers for the month of February 2015, compared to 102 revenue passengers in January 2015. In comparison to January 2014, enplanements were down 3.23 percent. There were 12 departure cancellations this month out of the 52 scheduled departures. One of the cancellations was due to weather, six stemmed from lack of crew availability, and five from maintenance. 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.

Airport management continues to work with Great Lakes Airlines 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). In addition, airport management is pursuing steps necessary to expand terminal space to accommodate the anticipated increase in passenger numbers.

The FAA Part 139 Inspection of the Airport took place from November 17 - 19, 2014. The inspection involved Airport management, the FBO, the Merced Fire Department, and Great Lakes Airlines. Airport management responded in a timely manner to the FAA Letter of Correction and the FAA Letter of Investigation that focused on ARFF training and the absence of FBO fueller recurrent training. In addition, the revised Airport Certification Manual was submitted to the FAA and contains updates as well as amendments suggested by the Inspector. The Letter of Correction included comments regarding outdated and faded signage; the need for re-marking of runway 12/30 and taxiways as well as lead-on and lead-off lines; pavement improvement issues; the need for B:C fire extinguishers on mobile fueller trucks, as well as recommendations related to ARFF training record maintenance. The corrective measures taken resulted in no further action on the Letter of Investigation. Signage has been ordered to replace the faded panels and the signs with verbiage no longer current under FAA requirements. The City purchased the required replacement B:C fire extinguishers for the FBO mobile fueller trucks to maintain the Part 139 certificate and the FBO is being billed for the expense. Since the last report, the FBO did change the worn tire cited in the Letter of Correction. The City of Merced Fire Department has successfully developed a training matrix for ARFF personnel satisfactory to the FAA Inspector. The re-marking and a pavement assessment is included in the Airport Capital Improvement Plan and the airport consultant, RS&H, is completing the grant proposal that will be submitted to the FAA for funding.

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. Completion is estimated in the next two months.

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 specified runway and taxiway markings was completed in December 2014. RS&H worked with the airport and the City engineering team in monitoring the progress. The work was completed in mid-December and an inspection was conducted on December 29, 2014. RS&H determined the need for additional work on the paved areas to improve the quality of the paved surface and the contractor performed additional labor to address the issues. A portion of the final inspection of the work has been completed, but additional steps are yet to be undertaken. More information will be available soon.

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

Airport management in consultation with RS&H developed a five-year Airport Capital Improvement Plan (ACIP) proposal which was submitted to the FAA Airports District Office on December 29, 2014. A preliminary discussion took place on December 10, 2014, with the leadership team of the FAA San Francisco Airports District Office. The proposed ACIP was approved by the Airport Authority at its January 2015 meeting. Airport management is scheduling an additional meeting with the FAA San Francisco Airports District Office to pursue funding opportunity discussions.

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

OTHER

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

Airport staff are updating the Airport Emergency Plan.

To: Regional Airport Authority
From: Janet E. Young, Interim Airport Manager
Date: March 17, 2015
Re: Possible Incompatible Land Use Activity

Discussion as desired by authority members.

To: Regional Airport Authority
From: Janet E. Young, Interim Airport Manager
Date: March 17, 2015
Re: Other Business from the Authority

Discussion as desired by authority members.