

# 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 18<sup>th</sup> STREET  
MERCED, CALIFORNIA**

**TUESDAY  
MAY 19, 2015**

**([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 APRIL 21, 2015.**

*Recommendation: Adopt a motion to approve and file.*
- F. REPORTS**
  - 1. ESSENTIAL AIR SERVICE (EAS)**

*Recommendation: For information only.*

**2. AIRPORT AUTHORITY ANNUAL ATTENDANCE REPORT**

*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, JUNE 16, 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  
APRIL 21, 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, Michael Bodine, and Ryan Smith

Members absent: Rodrigo Flores, (one vacancy)

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

**C. WRITTEN PETITIONS AND COMMUNICATION**

None.

**D. ORAL COMMUNICATIONS**

None.

**E. CONSENT CALENDAR**

M/S/C – Sundgren/Osborn motioned to approve and file the minutes of March 17, 2015; January 13, 2015; and July 15, 2014; as submitted.

**F. REPORTS**

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

Following overview comments from Interim Manager Young, members of the subcommittee charged with review of the revised bids for Essential Air Service at the Merced Regional Airport expressed their opinions. Other members of the Airport Authority also commented and Interim Manager Young indicated that she would relay the views of the subcommittee and the Airport Authority to City Manager Bramble, as the administrative head of the Merced Regional Airport. It was noted that a comment letter will be filed with the Department of Transportation prior to the May 8, 2015, close of the comment period.

## **2. EXTENSION OF RS&H AGREEMENT**

Interim Manager Young noted that RS&H is providing excellent service to the City and that the terms of the current agreement permit the City to exercise the option to extend the contract by one year. Compensation for RS&H is derived from grant funds and the extension will not require the City to expend dollars to retain the contractor.

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

Interim Manager Young commented on the February and March 2015 Manager's Reports.

## **G. AUTHORITY BUSINESS**

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

No items were raised.

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

No items were raised.

## **H. ADJOURNMENT**

Chair Morelock adjourned the meeting at 7:50 p.m. until the next Regional Airport Authority meeting on Tuesday, May 19, 2015, at 7:00 p.m. in the Council Chambers at 678 W 18<sup>th</sup> Street, in the Civic Center.

M/S/C – Smith/Sundgren

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Larry Morelock, Chair  
Regional Airport Authority

To: Regional Airport Authority  
From: Janet E. Young, Interim Airport Manager  
Date: May 19, 2015  
Re: **Essential Air Service (EAS)**

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### **Background**

Earlier this spring, the Department of Transportation (DOT) received amended proposals from three of the original group of five airlines bidding to provide EAS service for the Merced Regional Airport. The three airlines are Boutique Air, Great Lakes Airlines, and Seaport Airlines, Inc. The ad hoc subcommittee that interviewed officials from the five airlines last summer re-convened on April 21, 2015, to talk with representatives from the three airlines which submitted amended proposals. Following discussion at the April 21, 2015, Airport Authority meeting, the views of the subcommittee and the Airport Authority were conveyed to the City Manager, as the City's administrative head of the Merced Regional Airport. A letter from the City Manager was filed with the DOT which recommended that Boutique Air be selected to provide Essential Air Service for the Merced Regional Airport and serve the three destinations bid. The final decision rests with the DOT.

# REGIONAL AIRPORT AUTHORITY

## ATTENDANCE RECORD

April 1, 2014 through March 31, 2015

*Total # of Meetings Held During Reporting Year: 7*

| <u>NAME</u>                              | <u># of Mtgs Attended</u> * | <u># of Mtgs Held</u> * | <u># of Mtgs Absent</u> ** | <u># of Mtgs Excused</u> | <u>% of Mtgs Attended</u> |
|--|-----------------------------|-------------------------|----------------------------|--------------------------|---------------------------|
| MORELOCK, L.<br>(full year)              | 7                           | 7                       | 0                          | 0                        | 100%                      |
| COWPERTHWAITTE, R.<br>(Resigned 2/15/15) | 4                           | 7                       | 3                          | 3                        | 100%                      |
| SUNDGREN, J.<br>(full year)              | 7                           | 7                       | 0                          | 0                        | 100%                      |
| OSBORN, A.<br>(full year)                | 6                           | 7                       | 1                          | 1                        | 100%                      |
| FLORES, R.<br>(full year)                | 4                           | 7                       | 3                          | 3                        | 100%                      |
| BODINE, M.<br>(full year)                | 5                           | 7                       | 2                          | 2                        | 100%                      |
| SMITH, R.<br>(full year)                 | 5                           | 7                       | 2                          | 2                        | 100%                      |

\* If a member less than full year, please indicate # of meetings held since appointment.

\*\* This # includes excused meetings.

Formulas for computing percentage of meetings attended:

- a. Member for full year - # of meetings attended (include excused) divided by total total # of meetings held
- b. Member for partial year - # of meetings attended (include excused) divided by total # of meetings held since appointment.



# Merced Regional Airport

Manager's Report April 2015

## OPERATIONS

Great Lakes enplaned 138 revenue passengers for the month of April 2015, compared to 134 revenue passengers in March 2015. In comparison to April 2014, enplanements were up 5.34 percent. There were 10 departure cancellations this month out of the 53 scheduled departures, primarily due to lack of crew availability. 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 re-convened the subcommittee that reviewed the five original Essential Air Service (EAS) proposals in August 2014 to assess three amended bids filed with the U.S. Department of Transportation. The subcommittee interviewed executives of Boutique Air, Great Lakes Airlines, and Seaport Airlines, Inc., on April 21, 2015. The views of subcommittee members were discussed during the April 21, 2015, meeting of the Airport Authority. The recommendations from those meetings were conveyed to the Merced City Manager who will provide the City's recommendation to the DOT prior to the May 8, 2015, comment deadline. Airport management will continue to work with the DOT as it brings the selection process to conclusion. In addition, airport management continues to pursue steps necessary to expand terminal facilities 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. The faded signage panels and the signs with verbiage no longer current under FAA requirements have been replaced. 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. The City of Merced Fire Department has successfully developed a training matrix for ARFF personnel satisfactory to the FAA Inspector. The plan to address the required re-marking is being pursued through acquisition by the airport of an airport quality paint striper and the work will be performed by city staff. This approach was adopted when it became apparent that the FAA would not fund the work. A pavement assessment proposal included in the Airport Capital Improvement Plan will be pursued involving the airport consultant, RS&H, which will complete a grant proposal to be submitted to the FAA for funding.

## CAPITAL PROJECTS AND CONSTRUCTION

Grant 21, Wildlife Hazard Assessment Study was approved and funded by the FAA. Completion is estimated in the next several weeks.

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

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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.

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**

Airport staff are updating the Airport Emergency Plan and collaborating with the County Department of Public Health, the Merced Fire Department and Merced Police Department in planning for a triennial emergency drill that will take place at the airport on May 30, 2015.

To: Regional Airport Authority  
From: Janet E. Young, Interim Airport Manager  
Date: May 19, 2015  
**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: May 19, 2015  
**Re: Other Business from the Authority**

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Discussion as desired by authority members.