

CITY OF MERCED

"Gateway to Yosemite"



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

AUTHORITY MEMBERS

John Sundgren - Chair, Alvin Osborn - Vice-Chair, Michael Bodine,
Desmond Johnston, and Ryan Smith.

AGENDA – SPECIAL MEETING

**10:00 AM
MERCED REGIONAL AIRPORT
AIRPORT ADMINISTRATIVE OFFICE
20 MACREADY DRIVE
MERCED, CALIFORNIA**

**TUESDAY
MAY 17, 2016**

(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 OCTOBER 14, 2015.**

Recommendation: Adopt a motion to approve and file.
- F. **REPORTS**
 - 1. **AIRPORT AUTHORITY ANNUAL ATTENDANCE REPORT**

Recommendation: Adopt a motion to approve.

2. 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 21, 2016, AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 678 WEST 18TH STREET, MERCED, CA 95340.

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

**MERCED REGIONAL AIRPORT
AIRPORT ADMINISTRATIVE OFFICE
20 MACREADY DRIVE
MERCED, CA**

**WEDNESDAY
OCTOBER 14, 2015**

A. CALL TO ORDER

Chair John Sundgren called the meeting to order at 11:00 a.m.

B. ROLL CALL

Members present: John Sundgren, Alvin Osborn, Michael Bodine, Ryan Smith, and Desmond Johnston

Members absent: (two vacancies)

Staff Present: Janet E. Young and Nancy Lee

C. WRITTEN PETITIONS AND COMMUNICATION

None.

D. ORAL COMMUNICATIONS

None.

E. CONSENT CALENDAR

M/S/C – Bodine/Osborn motion to approve and file the minutes of August 14, 2015, as submitted.

F. REPORTS

1. THIRD AMENDMENT TO LEASE AGREEMENT WITH FINELINE INDUSTRIES.

Manager Young presented the item to approve the third amendment to the lease of airport land to Fineline Industries.

M/S/C – Bodine/Smith motion to approve the lease and to recommend approval to the City Council.

2. AIRPORT MANAGER'S REPORT

Manager Young summarized the August and September 2015 Manager's Reports.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

No items were raised.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Member Johnston questioned why the Regional Airport Authority special meeting of August 26, 2015, to review the American Helicopter Inc., LLC, DBA SAS Aviation, LLC, lease agreement at the Merced Regional Airport was cancelled.

Manager Young responded that the lease building was not available for FBO business.

H. ADJOURNMENT

Chair Sundgren adjourned the meeting at 11:43 a.m. until the next Regional Airport Authority meeting on Tuesday, November 17, 2015, at 7:00 p.m. in the Council Chambers at 678 W 18th Street, in the Civic Center.

M/S/C – Osborn/Bodine

John Sundgren, Chair
Regional Airport Authority

REGIONAL AIRPORT AUTHORITY

ATTENDANCE RECORD

April 1, 2015 through March 31, 2016

Total # of Meetings Held During Reporting Year: 5

<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. (term expired 7/1/15)	3	3	0	0	100%
FLORES, R. (term expired 7/1/15)	0	3	3	0	0%
BODINE, M. (full year)	5	5	0	0	100%
OSBORN, A. (full year, reappt. 7/6/15)	5	5	0	0	100%
SMITH, R. (full year)	5	5	0	0	100%
SUNDGREN, J. (full year)	5	5	0	0	100%
JOHNSTON, D. (appt. 7/6/15)	2	2	0	0	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 2016

OPERATIONS

Boutique Air launched commercial airline service from the Merced Regional Airport on October 5, 2015, providing twice daily round trip service to Los Angeles International Airport (LAX), and Oakland International Airport (OAK) through the Essential Air Service (EAS) program. The once a day round trip service to Las Vegas began on November 1, 2015. The Las Vegas service initially was to/from McCarran International Airport temporarily shifted to Henderson Executive Airport in Las Vegas, pending contract renegotiation with McCarran. The negotiations with McCarran remain underway and the flights to Las Vegas have been suspended until resolution is reached. An additional round trip to LAX was added to the schedule in place of the round trip service to Las Vegas.

Revenue passenger enplanement numbers of 806 were recorded for April 2016. The passenger loads far exceed what the prior EAS carrier performed during the same period last year and passenger feedback continues to be enthusiastic and positive. The Merced City Manager provided the City's recommendation to the U. S. Department of Transportation (DOT) in early May 2015 that Boutique Air be selected as the Essential Air Service (EAS) carrier for the Merced Regional Airport. On June 12, 2015, the DOT issued an Order awarding the two-year EAS contract to Boutique Air.

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 fueler 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 fueler 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 fueler 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. Airport management also received approval of the revised mapping of emergency roads and access points, a revised sign and marking plan, and revised mapping of obstacles to address specific deficiencies in the Airport Certification Manual. 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 is underway, performed by airport staff and volunteers. The remarking priorities are the runway, taxiway and other markings identified in the inspection report. This approach was adopted due to the FAA 2014 decision to not fund the remarking work. The mandated remarking work for RWY 12/30 is nearing completion with the threshold bars and runway designations yet to be finished. In addition, the old paint between the runway threshold bars must be removed. Funding is being pursued again with the FAA San Francisco Airports District Office to recover reimbursement for certain prior expenditures and to secure funding for the remainder of the required remarking which includes completion of the runway work, remarking the taxiway centerline, lead-on and lead-off lines, and some of the surface painted holding positions sign markings. The Part 139 Inspector received a request from the Airport Manager for a further extension to July 1, 2016, for completion of the work

which was denied. The City Council will be asked to approve funding for the completion of the work on an urgent basis. The next inspection by the Part 139 inspector will begin in late May 2016 and the airport is working diligently to complete as much of the remarking work as possible prior to the inspection.

Airport management also continues to develop plans for a security drill at MCE, working with the Merced Police Department and regional TSA representatives to be conducted in the near future. Airport management also has submitted a draft updated security plan to the TSA and the updating of the Emergency Plan for the Airport is nearing completion.

CAPITAL PROJECTS AND CONSTRUCTION

Grant 21, Wildlife Hazard Assessment Study was approved and funded by the FAA. The Wildlife Hazard Assessment was submitted to the FAA Part 139 Certification inspector in September and airport was advised by Part 139 Inspector Jones in October that the Airport would be required to develop a Wildlife Hazard Management Plan, funding for which has been requested from the San Francisco Airport District Office planners for FY2016.

A pavement assessment grant proposal included in the Airport Capital Improvement Plan and prepared by airport consultant, RS&H was funded in late September 2015. The work is expected to be completed soon.

Airport management in consultation with RS&H revised the five-year Airport Capital Improvement Plan (ACIP) proposal for submission to the FAA Airports District Office. A preliminary discussion took place on October 21, 2015, with the planners in the FAA San Francisco Airports District Office and revised draft ACIP proposal sheets were submitted for FY 2016-2020. A pre-application draft was filed on December 31, 2015, seeking funding for the remaining mandated remarking of pavement markings, reimbursement of a portion of costs absorbed by the airport to date for the remarking work, and for the cost of preparation of a Wildlife Hazard Management Plan. Airport management received a request for additional information and a revised grant application from the FAA in early April. The responsive materials were submitted and the airport is awaiting further guidance from the FAA about next steps regarding the grant application.

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

To: Regional Airport Authority
From: Janet E. Young, Interim Airport Manager
Date: May 17, 2016
Re: Possible Incompatible Land Use Activity

Discussion as desired by authority members.

To: Regional Airport Authority
From: Janet E. Young, Interim Airport Manager
Date: May 17, 2016
Re: Other Business from the Authority

Discussion as desired by authority members.