

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

12:00 PM

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

**THURSDAY
JULY 21, 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 JUNE 3, 2016**

Recommendation: Adopt a motion to approve and file.
- F. **REPORTS**
 - 1. **POST- FAA PART 139 CERTIFICATE --- FIRE DEPARTMENT RESPONSE TO AIRCRAFT EMERGENCIES**

Recommendation: For information only.

2. SELECTION OF CHAIR AND VICE CHAIR

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,
AUGUST 16, 2016, AT 7:00 PM IN THE CITY COUNCIL CHAMBER,
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**

**FRIDAY
JUNE 3, 2016**

A. CALL TO ORDER

Chair John Sundgren called the meeting to order at 12:07 p.m.

B. ROLL CALL

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

Members absent: None - Two vacancies.

Staff Present: Janet E. Young, Ken Elwin, 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 May 17, 2016, as submitted.

F. REPORTS

1. EXAMINATION OF POTENTIAL COST SAVINGS FOR MERCED FIRE DEPARTMENT FROM RELINQUISHMENT OF PART 139 CERTIFICATE HELD BY MERCED REGIONAL AIRPORT

M/S/C – Osborn/Bodine motion that the Airport Authority 1) endorse the intent of the City of Merced to relinquish the FAA Part 139 certificate as a means of achieving cost savings for the Merced Fire Department at such point as the Fire Department has developed fire/emergency response protocols for the airport commercial airline service and 2) that the Airport Authority instruct airport management to maintain the inspection standards of the Part 139 certificate in order to ensure that commercial operations continue in a safe and

efficient manner and to preserve the option of seeking reinstatement of the Part 139 certificate should doing so be appropriate in the future. The Airport Authority also asked that the minutes note that the airport management will work with the FBO to assist if problems arise due to the surrender of the Part 139 certificate with current contracts for fuel provision for military aviation clients, although issues are not anticipated based on experience with military fuel clients at another similar California airport that previously surrendered its Part 139 certificate.

2. DOT ORDER REGARDING CONTINUED ELIGIBILITY FOR ESSENTIAL AIR SERVICE (EAS) PARTICIPATION AND PROVIDING FOR TENTATIVE WAIVER FOR MCE DUE TO SERVICE HIATUS.

For information only. Manager Young presented the information from DOT and the fact that MCE has been proposed for a tentative waiver based on the premature departure of the previous EAS carrier which resulted in a service hiatus beyond the control of the airport.

3. GOVERNMENT SERVICES AGENCY (GSA), AGENT FOR THE TRANSPORTATION SECURITY ADMINISTRATION (TSA), LEASE RENEWAL OF TERMINAL OFFICE SPACE

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

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

Chairperson Sundgren asked Manager Young if new information was known regarding the Merced Irrigation District (MID) project for construction of transmission and distribution lines that will run through the outskirts of south Merced. Manager Young responded that there was no new information and that she will keep the Airport Authority informed.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

None.

H. ADJOURNMENT

Chair Sundgren adjourned the meeting at 12:46 p.m. until the next Regional Airport Authority meeting on Tuesday, July 19, 2016, at 7:00 p.m. in the Council Chamber at 678 W 18th Street, in the Civic Center.

M/S/C – Bodine/Osborn motion to approve the meeting adjournment until the next scheduled meeting.

John Sundgren, Chair
Regional Airport Authority

To: Regional Airport Authority

From: Janet E. Young, Airport Manager

Date: July 21, 2016

**Re: UPDATE POST- FAA PART 139 CERTIFICATE --- FIRE DEPARTMENT
RESPONSE TO AIRCRAFT EMERGENCIES**

During the June 3, 2016, meeting, the Airport Authority adopted a motion that included action to 1) endorse the intent of the City of Merced to relinquish the FAA Part 139 certificate as a means of achieving cost savings for the Merced Fire Department at such point as the Fire Department had developed fire/emergency response protocols for the airport commercial airline service and 2) instruct airport management to maintain the inspection standards of the Part 139 certificate in order to ensure that commercial operations continue in a safe and efficient manner and to preserve the option of seeking reinstatement of the Part 139 certificate should doing so be appropriate in the future. The City Council voted on June 6, 2016, to surrender the FAA Part 139 certificate and the FAA accepted the certificate relinquishment on June 14, 2016. An update will be provided regarding the current MFD response procedures post-Part 139 surrender.

SUMMARY/RECOMMENDATION:

This item is provided for information only and discussion of the topic with a MFD representative.

To: Regional Airport Authority
From: Janet E. Young, Airport Manager
Date: July 21, 2016
Re: Selection of Chair and Vice Chair

The Regional Airport Authority will be asked to designate a Chair and Vice Chair of the Regional Airport Authority for a one year term that will end on June 30, 2017.

SUMMARY/RECOMMENDATION:

Airport management requests that the Regional Airport Authority select a Chair and Vice Chair to serve through June 30, 2017, and adopt a motion to approve.



Merced Regional Airport

Manager's Report June 2016

OPERATIONS

Boutique Air launched commercial airline service from the Merced Regional Airport (MCE) 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, however a contract dispute has resulted in suspension of Las Vegas service 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 815 were recorded for June 2016. Mechanical problems resulted in the cancellation of one round trip flight to Oakland and two round trip flights to LAX during June. 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.

On May 20, 2016, MCE was notified that the DOT had issued an Order dealing with continued eligibility for EAS participation for several airports based on failure to enplane the minimum number of passengers during the period October 1, 2014 – September 30, 2015, and on exceeding the \$200.00 per passenger cap on subsidy payments that became effective in September 2015. MCE was identified as receiving a tentative waiver from enforcement due to the hiatus in airline service that resulted when Great Lakes Airlines terminated service in July 2015. The current carrier has already exceeded the minimum annual passenger enplanement requirement of 3,130 passengers and the current per passenger subsidy rate is about \$160.00, well under the \$200 per passenger cap.

The FAA Part 139 Inspection of the Airport took place from June 3 - 4, 2016. The inspection involved Airport management, the FBO, the Merced Fire Department, and Boutique Air. Airport management received a formal letter from the FAA regarding issues to address. The importance of completion of the required re-marking of runway 12/30 and taxiways as well as lead-on and lead-off lines was stressed and Airport staff and a volunteer crew is accomplishing the work.

The City Council voted to relinquish the MCE FAA Part 139 Certificate as a means of addressing Fire Department budget issues on June 8, 2016. The FAA acknowledged the surrender of the Part 139 airport operating certificate on June 14, 2016. The Airport Authority directed that Airport management continue to maintain the safety standards of Part 139, with the exception of the fire response standards which have been revised to accommodate budget concerns for the Fire Department.

Airport management is developing plans for additional security training for personnel prior to conducting a security drill at MCE, working with the Merced Police Department and regional TSA representatives. 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, Airport Manager
Date: July 21, 2016
Re: Possible Incompatible Land Use Activity

Discussion as desired by Authority members.

To: Regional Airport Authority
From: Janet E. Young, Airport Manager
Date: July 21, 2016
Re: Other Business from the Authority

Discussion as desired by Authority members.