

CITY OF MERCED

"Gateway to Yosemite"



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

AUTHORITY MEMBERS

Janet Young Chair, Richard Basart Vice-Chair, Kraig Riggs,
Larry Morelock, Jerry Crews, Ray Beverly and John Sundgren

AGENDA

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

TUESDAY
FEBRUARY 15, 2011

(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 SUPERINTENDENT. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE AIRPORT SUPERINTENDENT AT (209) 385-6873 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA. PRIOR TO EACH REGULAR CITY COUNCIL 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. JOINT SPECIAL MEETING OF THE REGIONAL AIRPORT AUTHORITY AND ECONOMIC DEVELOPMENT COMMITTEE MINUTES FOR SEPTEMBER 16, 2010.**

Recommendation: Adopt a motion to approve and file.
 - 2. AIRPORT AUTHORITY MINUTES FOR JANURARY 11, 2011.**

Recommendation: Adopt a motion to approve and file.

F. REPORTS

1. CONSULTANT SELECTION

Recommendation: Adopt a motion to approve committee selection of airport consultant and recommendation to forward to City Council.

2. FAA NOTICE OF PROPOSED RULEMAKING

Recommendation: Adopt a motion to approve comment letter and submit.

3. SUPERINTENDENT'S REPORT

Recommendation: For information only.

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 MARCH 15, 2011 AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 678 WEST 18TH STREET MERCED, CA 95340.

**CITY OF MERCED
JOINT SPECIAL MEETING OF THE REGIONAL AIRPORT AUTHORITY
AND ECONOMIC DEVELOPMENT COMMITTEE MINUTES**

**SAM PIPES CONFERENCE ROOM
MERCED CIVIC CENTER
678 WEST 18TH STREET
MERCED, CA**

**TUESDAY
SEPTEMBER 16, 2010**

A. CALL TO ORDER

Chair Janet Young called the meeting to order at 5:14 p.m.

B. ROLL CALL

RAA Members Present: Janet Young, Rich Basart, Kraig Riggs, Larry Morelock, and Ray Beverly

EDAC Members Present: Ric Kirby, Forrest Hansen, Paul Lundberg, Ron Lawrence and Janet Young

RAA Members Absent: Jerry Crews and Allen Rutledge
EDAC Members Absent:

RAA Staff Present: Ron Elliott and Jessica Cortright
EDAC Staff Present: Frank Quintero, Karen Baker, and Maria Mendoza

C. ORAL COMMUNICATIONS

None

D. JOINT STUDY SESSION – REVIEW OF THE GENEAL PLAN UPDATE

Kim Espinoza presented the Merced Vision 2030 General Plan.

E. ADJOURNMENT

M/S/C – Basart/Lundberg motioned to adjourn the Joint meeting at 6:10 pm. The RAA will adjourn to the special meeting of Thursday, September 16, 2010 at 7:00 PM in the Civic Center, City Council Chambers, 2nd Floor, 678 West 18th Street, Merced, California. EDAC will adjourn to the To the meeting of Tuesday, September 28, 2010 in the Third Floor Conference Room of the Merced Civic Center, located at 678 W. 18th Street, Merced, CA, starting at 7:00 a.m.

Janet Young, Chairperson
Merced Regional Airport Authority

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

**COUNCIL CHAMBERS
MERCED CIVIC CENTER
678 WEST 18TH STREET
MERCED, CA**

**TUESDAY
JANUARY 11, 2011**

A. CALL TO ORDER

Chair Janet Young called the meeting to order at 7:00 p.m.

B. ROLL CALL

Members Present: Janet Young, Rich Basart, Larry Morelock, Jerry Crews
and John Sundgren

Members Absent: Kraig Riggs and Ray Beverly – both excused

Staff Present: Ron Elliott and Jessica Cortright

C. WRITTEN PETITIONS AND COMMUNICATION

None

D. ORAL COMMUNICATIONS

None

E. CONSENT CALENDAR

1. CANCELLATION OF JANUARY 18, 2011 AUTHORITY MEETING

M/S/C – Basart/Morelock motioned to approve the cancellation of the January 18, 2011 meeting.

2. AIRPORT AUTHORITY MINUTES FOR November 16, 2010.

M/S/C –Basart/Crews motioned to approve and file the minutes for November 16, 2010 as submitted.

F. REPORTS

1. SUPERINTENDENT'S REPORT

Ron Elliott reviewed items in the December 2010 monthly report.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

None

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Introduction of new authority member, John Sundgren.

H. ADJOURNMENT

M/S/C – Beverly/Crews motioned to adjourn the Airport Authority meeting at 7:17 pm and to meet again on Tuesday, February 16, 2011 at 7:00 pm at the Civic Center, 678 W 18th Street, in the Council Chambers.

Janet Young, Chairperson
Merced Regional Airport Authority

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: February 15, 2011
Re: Airport Full-Service Consultant Selection

Discussion

Airport and City staff met with Federal Aviation Administration (FAA) Airports District Office staff in Burlingame on November 8, 2010. The purpose of the meeting was to discuss the City's possible FAA grant application for Fiscal Year 2011, as well as the Airport Capital Improvement Program (ACIP) for FY2011-2020.

The meeting's results were very favorable. The FAA supports the City in applying for a \$150,000 ACIP grant to fund the site location, design, and needs assessment for a new commercial passenger terminal, commercial aircraft apron, and related parking facilities. This grant application was submitted to the FAA after being approved by the Merced City Council on January 18, 2011.

Doing the site location, design, and needs assessment does not obligate the City to actually construct a new terminal, but lays the ground work to identify realistic future costs if such construction were to take place.

To assist in moving forward with these plans and provide airport specific expertise in these areas, Airport staff submitted a Request for Qualification (RFQ) and Statement of Interest in order to hire a full-service consulting firm. Eight consulting firms responded to the RFQ. To evaluate these firms and ultimately make a selection a consultant selection committee was formed with Airport Authority members, and Airport and City staff.

The Airport Selection Committee reviewed packages from the following consultant firms: AECOM, RS&H, Coffman and Associates, C&S, Kennedy/Jenks, Wadell Engineering, Reinard Brandley, and Stantec. Of these eight firms, four were selected to interview on February 8, 2011. The final four were RS&H, Kennedy/Jenks, Wadell Engineering, and AECOM.

After the interviews and reference checks were completed the Consultant Selection Committee selected RS&H. RS&H will provide full-service consulting per a five-year contract on an "as needed basis." Funding will be provided through FAA ACIP grants and possibly airport capital improvement funds.

SUMMARY/RECOMMENDATION:

Airport staff and the Consultant Selection Committee request the Regional Airport Authority recommend RS&H to the Merced City Council as the consulting firm to be put on contract with the City of Merced to provide full-service airport consulting on a five-year contract to the Merced Regional Airport.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: February 15, 2011
Re: Safety Management System Docket Letter

Discussion

The DOT, Federal Aviation Administration (FAA) has posted a Notice of Proposed Rulemaking (NPRM) in the Federal Register that would add to 14 CFR Part 139 a requirement to develop a Safety Management System (SMS) for all certificated airports.

This proposal (Docket No. FAA-2010-0997; Notice No. 10-14) would require each certificate holder to establish a safety management system (SMS) for its entire airfield environment (including movement and non-movement areas) to improve safety at airports with air carrier operations. The comment deadline is March 7, 2011.

The FAA website at <http://www.faa.gov/about/initiatives/sms/explained/> states:

“Safety Management System (SMS) is becoming a standard throughout the aviation industry worldwide. It is recognized by the Joint Planning and Development Office (JPDO), International Civil Aviation Organization (ICAO), and civil aviation authorities (CAA) and product/service providers as the next step in the evolution of safety in aviation. SMS is also becoming a standard for the management of safety beyond aviation. Similar management systems are used in the management of other critical areas such as quality, occupational safety and health, security, environment, etc.

Safety Management Systems (SMSs) for product/service providers (certificate holders) and regulators will integrate modern safety risk management and safety assurance concepts into repeatable, proactive systems. SMSs emphasize safety management as a fundamental business process to be considered in the same manner as other aspects of business management.

By recognizing the organization's role in accident prevention, SMSs provide to both certificate holders and FAA:

- A structured means of safety risk management **decision making**
- A means of demonstrating safety **management capability** before system failures occur
- Increased confidence in **risk controls** through structured **safety assurance** processes
- An effective interface for **knowledge sharing** between regulator and certificate holder
- A **safety promotion** framework to support a sound **safety culture**

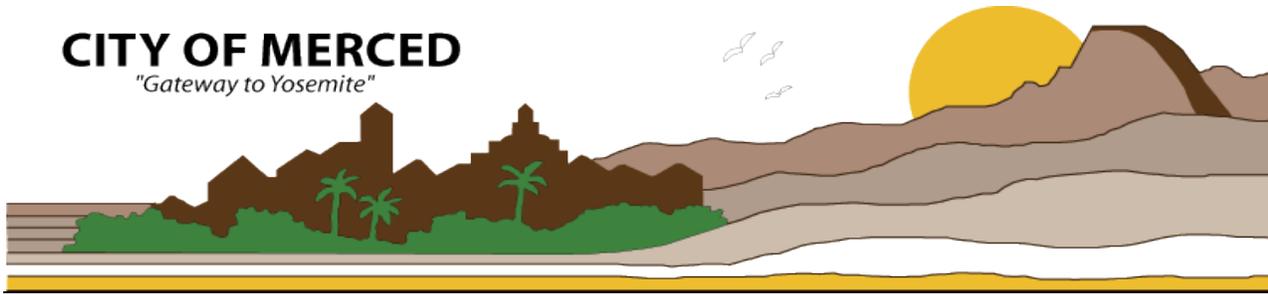
SMS in itself appears to be a good tool to promote safety. However, SMS is an unfunded mandate that will ultimately cost both money and time to develop, implement, and maintain.

SUMMARY/RECOMMENDATION

Airport staff requests the attached letter be posted on the FAA Docket No. FAA-2010-0997, Notice No. 10-14 stating support for SMS, but recommending that Federal funds be made available to develop, implement, and maintain the Safety Management System.

CITY OF MERCED

"Gateway to Yosemite"



Merced Regional Airport

Telephone 209/385-6873

Fax 209/388-8994

February 9, 2011

Docket Operations, M-30
U. S. Department of Transportation
1200 New Jersey Avenue, SE
West Building Ground Floor, Room W12-140
Washington, DC 20590-0001

Re: Proposed Safety Management System (SMS) for Certificated Airports

Ladies and Gentlemen:

The City of Merced Regional Airport Authority supports the intent of the Federal Aviation Administration (FAA) to implement the International Civil Aviation Organization (ICAO) adopted Standards Annex 14 Safety Management System (SMS) requirements nationwide. We are concerned, however, about the ability of the small non-hub and commercial service Certificated Airports to comply with increasing FAR 139 federal regulation and requirements.

Specifically, the small commercial service airports such as ours that enplane less than 50,000 annual airline passengers are burdened with very limited financial and staffing resources. The recent nationwide economic downturn compounds the situation by negatively impacting municipal governments, the sponsors of these airports.

While the SMS is an important initiative, additional regulatory requirements of this magnitude should not be imposed on small commercial service airports unless federal funding is made available for local government airport sponsors to develop, implement, and maintain SMS. Unfunded federal and state mandates are weakening the ability of smaller commercial airports to be financially viable.

Thank you for your consideration of these comments.

Sincerely,

Janet E. Young
Chair, Regional Airport Authority



Merced Regional Airport

January 2011

Superintendent's Report

OPERATIONS

Airline enplanement numbers for the month of January were down compared to enplanements in December. January is typically a slow month due to the holiday season ending. There were 11 cancellations this month. All 11 of these cancellations were due to weather – fog was the worst we have experienced in recent memory. Advanced bookings for the start of 2011 appear fairly low, but still well above January 2010 numbers.

SMALL COMMUNITY AIR SERVICE DEVELOPMENT PROGRAM GRANT

There has been no change in the SCASDP grant status since last month. Since airline reliability is doing better the marketing and awareness campaign will be energized again. With the possibility of Great Lakes Airlines adding LAX as a destination in March, the full marketing and awareness campaign will be reinitiated starting in February.

CAPITAL PROJECTS AND CONSTRUCTION

The new Airport security system installation is complete. A 'Final Walk-Through' with Airport, IT, and AMS.NET Staff has been completed and the close-out paperwork is currently in progress.

This year's FAA ACIP Grant, \$1.1 million for our aircraft apron expansion is complete. Airport staff is in the process of closing out the grant.

Airport staff has been working on the Federal Aviation Administration Airport Capital Improvement Grant for 2011. The grant application was approved by City Council on January 18 and sent to the FAA for approval. This year's grant application is focused on a study to determine the design, site layout, aircraft parking ramp, and vehicle parking area for a new passenger terminal.

Airport staff released a Request for Qualifications for a full-service airport planning and engineering consultant. Eight consulting firms replied with packages. A committee consisting of Airport Authority members, Airport staff, and City staff have reviewed the packages and has selected four of the consulting firms to come in for interviews on February 8. After the four firms have been interviewed the committee will select one or two of the consulting firms for approval to the City Council.

OTHER

Legal is working with Gateway Air Center on consolidating numerous lease amendments into one lease. Progress is being made, but a completion date has not yet been determined. A draft lease is currently in review.

Hangar BBQ renovations are active and moving forward. Patronage to the restaurant appears consistent. Hangar BBQ staff submitted plans for a conditional use permit in order to serve alcohol as stipulated in their lease. The Planning Commission approved the conditional use permit on January 19. Final approval of the conditional use permit will go before the City Council on February 22nd.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: February 15, 2011
Re: Possible Incompatible Land Use Activity

No activity this month.

To: Regional Airport Authority
From: Ronald K. Elliott, Airport Manager
Date: February 15, 2011
Re: Other Business from the Authority

Authority members may introduce items to be calendared for a future agenda.