

CITY OF MERCED

"Gateway to Yosemite"



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

AUTHORITY MEMBERS

Alvin Osborn - Vice-Chair, Michael Bodine,
Desmond Johnston, Bill Rudd, and Travis Colby.

AGENDA

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

**TUESDAY
August 21, 2018**

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

**1. INTRODUCTIONS/COMMENTS FROM ECONOMIC DEVELOPMENT
DIRECTOR FRANK QUINTERO**

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 27, 2017 and FEBRUARY 22, 2018

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. SELECTION OF CHAIR AND VICE CHAIR

Recommendation: Adopt a motion to approve.

2. CONSIDER STAFF RECOMMENDATION TO CHANGE MEETING SCHEDULE FROM MONTHLY TO QUARTERLY

Recommendation: Adopt a motion to approve.

3. OTHER BUSINESS FROM AUTHORITY MEMBERS

Recommendation: Discussion as desired by Authority members.

H. ADJOURNMENT:

TO THE NEXT AIRPORT AUTHORITY MEETING, TUESDAY, SEPTEMBER 18, 2018, 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**

**THURSDAY
FEBRUARY 22, 2018**

A. CALL TO ORDER

Chair John Sundgren called the meeting to order at 12:08 p.m.

B. ROLL CALL

Members present: John Sundgren, Alvin Osborn, Michael Bodine, Desmond Johnston, and Bill Rudd

Members absent: None. Two vacancies.

Staff Present: Martin Pehl, Jon Kwiatkowski

Other: Linton Wollen, Scott Malta, and Rich Hitt

C. WRITTEN PETITIONS AND COMMUNICATION

None.

D. ORAL COMMUNICATIONS

None.

E. CONSENT CALENDAR

None

F. AUTHORITY BUSINESS

**1. FAA'S PROPOSED AMENDMENT OF CASTLE AIRPORT'S CLASS D
AND CLASS E AIRSPACE**

M/S – Sundgren/Osborn motion to de-conflict the north departure out of Merced Regional Airport by adopting Highway 99 as the Southwest border of Castle Airport's Class D airspace by rotating the FAA's proposed airspace change counter-clockwise as recommended by the Castle Air Traffic Manager.

G. ADJOURNMENT

Chair Sundgren adjourned the meeting at 1:00 p.m. until the next Regional Airport Authority meeting on Tuesday, March 20, 2018, at 7:00 p.m. in the Council Chamber at 678 W 18th Street, in the Civic Center.

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

John Sundgren, Chair
Regional Airport Authority

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

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

**TUESDAY
JUNE 27, 2017**

A. CALL TO ORDER

Chair John Sundgren called the meeting to order at 12:06 p.m.

B. ROLL CALL

Members Present: John Sundgren, Alvin Osborn, Michael Bodine, Desmond Johnston, and Bill Rudd

Members Absent: None. Two vacancies.

Staff Present: Janet E. Young, Nancy Lee, Jon Kwiatkowski, and Karen Baker

C. WRITTEN PETITIONS AND COMMUNICATION

None.

D. ORAL COMMUNICATIONS

Airport Hangar Tenant Linton Wollen was present and expressed his observation of the airport field's condition and necessity of weed abatement.

Operations Technician Kwiatkowski indicated he was recently out of the office on vacation, since his return he will make an effort to maintain the airport field.

E. CONSENT CALENDAR

M/S/C – Bodine/Osborn motion to approve and file the minutes of April 10, 2017.

F. REPORTS

1. ESSENTIAL AIR SERVICE (EAS)

Airport Manager Young presented the Department of Transportation (DOT) order issued on June 26, 2017, re-selecting Boutique Air, Inc. to provide

Essential Air Service at Merced Regional Airport for a four-year period beginning August 1, 2017, through July 31, 2021.

Boutique Air, Inc. will continue to provide 19 nonstop round trips per week to Los Angeles International Airport (LAX) and 12 nonstop round trips per week to Oakland International Airport (OAK), using 8 or 9-seat Pilatus PC-12 aircraft.

2. AGRICULTURAL LEASE RENEWAL FOR JOHN GURR

M/S/C – Bodine/Johnston motion to approve the lease renewal with John Gurr and to recommend approval to the City Council.

3. AIRPORT MANAGER’S REPORT

Manager Young summarized the April/May/June 2017 Manager’s Report.

G. AUTHORITY BUSINESS

1. POSSIBLE INCOMPATIBLE LAND USE ACTIVITY

No topics raised.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Authority Member Bodine shared his interest in serving a second term on the Regional Airport Authority; he has communicated his interest to the City Clerk so that he can be reappointed by the City Council.

H. ADJOURNMENT

Chair Sundgren adjourned the meeting at 12:29 p.m. until the next Regional Airport Authority meeting on Tuesday, July 18, 2017, at 7:00 p.m. in the Council Chamber at 678 W. 18th Street, in the Civic Center.

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

John Sundgren, Chair
Regional Airport Authority

To: Regional Airport Authority
From: Martin Pehl, Airport Manager
Date: August 21, 2018
Re: **Airport Authority Annual Attendance Report**

All Boards and Commissions of the City of Merced are asked to approve an annual report summarizing attendance of members. Attached is the annual report summarizing attendance of members of the Airport Authority. The information has be included in a City-wide report to the City Council.

SUMMARY/RECOMMENDATION:

Airport management requests that the Regional Airport Authority approve this item.

Attachments:

- 1) Attendance Record (April 1, 2017 through March 31, 2018)

Attachment A
REGIONAL AIRPORT AUTHORITY

ATTENDANCE RECORD

April 1, 2017 through March 31, 2018

Total # of Meetings Held During Reporting Year: 3

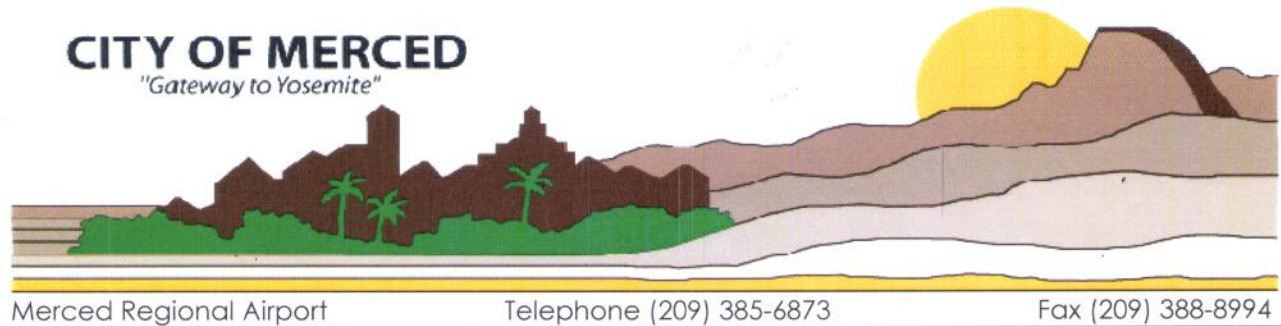
<u>NAME</u>	<u># of Mtgs Attended</u> *	<u># of Mtgs Held</u> *	<u># of Mtgs Absent</u> **	<u># of Mtgs Excused</u>	<u>% of Mtgs Attended</u>
SUNDGREN, J. (full year)	3	3	0	0	100%
OSBORN, A. (full year)	3	3	0	0	100%
BODINE, M. (full year)	3	3	0	0	100%
JOHNSTON, D. (full year)	3	3	0	0	100%
RUDD, W. (full year)	3	3	0	0	100%
COLBY, T. (appt. 3/5/18)	0	0	0	0	0%

* 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.



March 8, 2018

Mr. Tom Clark
U.S. Dept. Of Transportation
Docket Operations

Subject: FAA Docket Number FAA-2017-1091 and Airspace Docket Number 17-AWP-26; Notice of Proposed Rulemaking for Proposal Amendment of Class D and Class E Airspace; Atwater, California

Dear Mr. Clark,

On February 22, 2018 the City of Merced's Regional Airport Authority (RAA) met to discuss the FAA's proposed amendment of the Class D and Class E Airspace at Castle Airport. In attendance were Scott Malta, Castle Airport Manager and Rich Hitt, Castle Air Traffic Manager.

During the meeting, concerns were raised over the proximity of the proposed amendment's Class D airspace relative to Runway 12-30 at the Merced Regional Airport (MCE) and possible air traffic conflicts that might occur for aircraft departing Runway 30 at MCE. In conclusion, the RAA voted unanimously that the FAA's proposed amendment of the Castle airspace should be changed to de-conflict the north departure out of Merced Regional Airport by adopting Highway 99 as the Southwest border of Castle Airport's Class D airspace by rotating the FAA's proposed airspace change counter-clockwise as recommended by the Castle Air Traffic Manager.

If you have any questions, please feel free to contact me at (209) 385-6873 or pehlm@cityofmerced.org.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "M. J. Pehl".

Martin J. Pehl, A.A.E.
Airport Manager

To: Regional Airport Authority
From: Martin Pehl, Airport Manager
Date: August 21, 2018
Re: Selection of Chair and Vice Chair

**ACTION: 1. Nominate and Elect Chair
2. Nominate and Elect Vice Chair**

Generally, election of the Regional Airport Authority (RAA) Chair and Vice Chair is done in July. Seniority is often a consideration, but does not have to be a deciding factor. The current Chair is vacant, and Vice-Chair is Alvin Osborn.

Attached for your information is a general description of the duties assumed by the Chair and Vice Chair for the Regional Airport Authority.

ATTACHMENT:

- 1) Chair and Vice Chair Duties

ATTACHMENT 1

SELECTION OF CHAIR AND VICE-CHAIR

Being Chair is a rewarding experience, but involves a number of responsibilities in addition to running the Committee meetings. Normally, extra time is spent both preparing for meetings and working with the Office of Economic Development and others on various matters such as those noted below.

RAA Members who have not served as Chair might discuss the responsibilities with the present or former chair to get a better idea of what is involved.

It has been the Authority's practice for Authority members to take turns being the chair and vice-chair. Sometimes members serve one term and sometimes two consecutive terms. Seniority is often a consideration, but does not have to be a deciding factor. Also, sometimes individual Authority members prefer not to be the vice-chair and/or the chair, and that is fine.

The following is a list of many of the RAA Chair's responsibilities. A number of these can fall upon the vice-chair in the chair's absence.

1. Preside at all meetings of the Regional Airport Authority.
2. Call special RAA meetings in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the RAA.
4. See that all actions of the RAA are proper.
5. Assist staff in determining agenda items.
6. Appoint sub-committees as necessary.
7. Serve as ex-officio Chair of Sub-Committees.
8. Attend certain City Council, City Planning Commission, and other meetings as RAA's representative.
9. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain airport matters.
10. Assist in the orientation and education of new RAA members.
11. Write and approve letters on behalf of RAA.
12. Participate in local, regional, and national airport functions and efforts.

To: Regional Airport Authority
From: Martin Pehl, Airport Manager
Date: August 21, 2018
Re: **CONSIDER STAFF RECOMMENDATION TO CHANGE MEETING
SCHEDULE FROM MONTHLY TO QUARTERLY**

In 2017 every scheduled meeting of the Regional Airport Authority was cancelled.

SUMMARY/RECOMMENDATION:

Airport management requests the Regional Airport Authority consider changing the RAA's meeting schedule from monthly to quarterly and adopt a motion to approve.

Any change to the RAA's meeting schedule will require approval by the Merced City Council.