

# Rio Vista Airport Advisory Commission

## SPECIAL MEETING MINUTES

Monday, November 15, 2010 at 7:00 p.m.

City Council Chamber

One Main Street

Rio Vista, California 94571

At such time as an agenda item is reached and prior to action being taken thereon, all members of the public may address the Commission concerning the matter by approaching the microphone and waiting to be recognized.

Meeting: called to order at 7:03 pm

Roll Call

Present: Warren, Lamothe, Cattey, Conklin, Rogers and Coughran

Absent: Boulware

Flag Salute led by Chairman Cattey.

1. Public Comment  
The Brown Act, with certain exceptions, does not permit the Airport Advisory Commission to discuss or take action on issues that are not on the agenda.
2. Approval of September 20, 2010 regular meeting minutes.  
Motion to approve: Warren  
Second: Rogers  
6/0
3. Approval of October 4, 2010 special meeting minutes.  
Motion to approve: As amended, Rogers  
Second: Warren  
6/0
4. Approval of October 26, 2010 special meeting minutes.  
Motion to approve: Warren  
Second: Rogers  
6/0
5. Discussion on enXco's \$365,000 contribution to the Airport.  
Andoh: Several meetings have been held to discuss the project. At the CC meeting it was said that \$365,000 was given to airport by enXco. Four projects: 1) Survey for LPV approach to Runway 25, 2) Left turn for runway 14 IFR departure. 3) A survey of PGE towers, 4) Repair or replacement and certification of AWOS system.  
Conklin: How will we monitor the work and the monies unspent so that the commission knows where the money stands.  
Andoh: Not sure if we will have to go out to bid or if some of it can be sole sourced.  
Conklin: His understanding is that enXco will be in charge of the projects/money and will use Ben Doyle.  
Andoh: This may not be the way it ends up. Options are being discussed.  
Andoh: If the monies come to the city to handle the projects and payment for them, the money would be placed in a money market account in order to earn interest with a quarterly report to enXco. Also, if the city manages the monies and projects, they will have to be handled according to city purchasing policy.  
The PGE tower survey has already been done and a request has been sent to FAA for the left turn.  
Coughran: Can we use the money for more hangars?  
Andoh: The money needs to be spent on these four projects. If money left over, there would be discussion as to how the money would be used.  
Cattey: Will any of this money be spent for the services of the city attorney?  
Andoh: Not sure about that.  
The city manager and enXco are still in discussions with regard to the project and how the money will be managed.

Coughran: Fear that all the money may not be funneled back to airport.

Cathey: Fear that the money will get chewed up internally.

Conklin: Would like to see enXco manage the projects and the funds; feels that enXco are better project managers than the city

Gerry Nolan: 1014 Vintage Ct.

AWOS has been exceptionally unreliable. When will there be a sense of urgency. Our airport is unsafe at this point. How long is it going to take to get an AWOS system that works.

Andoh: Should we just shut down our AWOS until we get it fixed.

Gerry Nolan's understanding is that Ben Doyle can get the AWOS replaced tomorrow, so to speak.

Dennis Hope; 295 Oakridge Way: Does the money stay here if the windmill project doesn't fly?

Andoh: No money and no projects start until the windmill project is approved and underway.

Ed McGaha, 200 Demerest Way, Apt 211, Vacaville: The AWOS is not working through the computer system. Most AWOS units are certified after about 6 months and there are no problems, typically. With all the problems there have been with our AWOS system, does it make sense to pay to fix this one or should it just be replaced.

Andoh: FAA funded the AWOS so we need to be careful that we don't get into a situation where we might have to re-pay the FAA.

Andoh has been in contact with the AWOS people and is in negotiation to have the system repaired and upgraded.

System needs to be maintained weekly and Andoh is working with PW staff to make sure it happens.

Andoh: Cannot issue a NOTAM since the AWOS system has never been certified. This would be the first project.

Gerry Nolan: Is Belfort AWOS system able to be certified? After about a year, they still had not been certified. So far, none are certified. His opinion is that Belfort has never been able to get their AWOS systems certified.

Andoh: Has a letter from FAA saying that they will certify the Belfort AWOS system.

Andoh: Suggests that we shut down AWOS system until its certified and working correctly.

Ed McGaha: He thinks we should buy a new AWOS system instead of fixing the one we have.

6. Commissioner's Update/Correspondence

Warren: No report

Lamothe: FAA, at the California Airport Conference mentioned that they wanted to talk to John about helping him prioritizing projects. John says he is in the process of setting up a meeting with FAA.

Cathey: Thank you to Hale for his work on researching the enXco project and how it will affect the airport.

Rogers: Tracking List: Refer to Andoh's report on updates, handed out at the meeting.

Rogers: What about December meeting? –Andoh responded that it can be cancelled, but the commission cannot take action on the topic at this time because it is not on the agenda. Based on consensus from Mr. Andoh asking if the meeting should be canceled, Mr. Andoh stated he will send out a meeting cancellation notice.

Conklin: No report

Coughran: No report

7. Staff Update/Correspondence

Andoh: Connie Boulware has resigned. Need to find another commissioner.

Finances: As of 6/2009 in airport fund there is \$23K in unrestricted cash.

Repayment plan to the general fund:

In 2005, \$489,842 borrowed from general fund.

In 2006, \$300,601 borrowed from general fund

In 2007, \$11,213 borrowed from general fund

Owes water fund \$49,000.

Owes sewer fund: \$99,000.

In 2008, another \$135,000 was borrowed from the Municipal Improvement Capital Fund.  
Is the airport making regular monthly payments to the water and sewer funds for repayment of loans: Yes:

\$1950 to water fund

\$973 to sewer fund.

Security cameras are installed, 8 cameras inside and outside of the airport.

8. Adjournment

At: 8:15pm

Project Tracking List on next page.

- FS1b – Scheduling meeting to discuss FFY 11-12 for grants with FAA. Reimbursement for fencing submitted to FAA and Caltrans
- L1a – **Project Closed.** Approved by City Council on 10/7/10. Distributed to tenants.
- L1e – **Project Closed.** Approved by City Council on 10/7/10. Distributed to tenants.
- MG1c – Review is ongoing. Move to a new tab called “ongoing”
- MG1e – **Project Closed.** Signed license agreement on 10/4/10.
- MG1f – **Project Closed.** Conducted special meetings at AAC on 10/4/10 and 10/26/10. Formulated positions. Discussed matter at City Council on 10/27/10, whom took a neutral position on the matter. Solano County ALUC voted project consistent with Rio Vista ALUC plan on 10/20/10. Solano County Planning Commission approved project on 11/4/10. enXco offering \$365,000 to City for four projects. On 11/15/10, City submitted letter stating NEXTERA project does not impact Rio Vista Municipal Airport per discussions with NEXTERA. Create new category in “ongoing” and change to monitor wind power development surrounding Rio Vista Airport.
- MG1g – Staff continues to research. From discussions with Acting Community Development Director and Solano County, should City pursue such ordinance, the ordinance can only take effect in the City limits. Most of the concern is in Solano County, however an update to the Rio Vista ALUC plan should address this matter though “compatibility zones” and what can be developed within these zones with the necessary height restrictions. City Council on 11/4/10 approved municipal code revisions, which reserves Chapter 11.10 for height restrictions in the City limits.
- Sa11a – PG&E is doing 1A survey for City and FAA. Should be ready by 11/19/10. FAA will use survey data to lower height from 225’ to 200’ and reduce minimum descent as well as the elimination of the dogleg approach.
- SaM1a – Lights have been completed on the Administration Building. Repairing lights on fuel pumps now. Air Petro will pay for repair to Chevron light. All other future repairs will be in the FFY 11-12 Airport Capital Improvement Plan and Grant.
- SaM1b – Move to ongoing tab.
- SaM1c – Move to ongoing tab.
- SaM1d - Staff coordinating certification, repair and training with Belfort. Equipment is working intermittently – Belfort is working on it remotely.
- SaM1e – Staff received training from AirPetro. Can change paper, clear computer, reprint receipts and change prices. Computer is located in Public Works Corporation Yard. Staff has keys to machine and pumps now.
- SAR1a – Kimley Horn & Associates has been approved by City Council. Awaiting FAA approval to begin using them. Project will be included in FFY 11-12 Airport Capital Improvement Plan and grant.
- A2a – Transfer out means excess funds that go to airport revenue fund for future expenditures. The fund has \$23,000 as of 6/30/09. Due to change in Finance Manager, the detailed report is not available at this time. Move to ongoing tab.
- A2b – Move to ongoing tab.
- A2c – Move to ongoing tab.
- FS2a – Caltrans reports that Airports can apply for its \$10,000 – FY 09/10 Annual Credit. Staff submitted application on 11/15/10. Staff also submitted FY 10/11 Annual Credit application on 10/15/10. Staff submitted reimbursement for Caltrans AIP Matching Fund for FY 2006 projects totaling \$9,000 and extended agreement to ensure the final use of the remaining \$1,000. Staff applied for a new Caltrans AIP Matching Fund for the new FFY 10 Airport Capital Improvement grant received from FAA.
- L2b – Will begin during the 3<sup>rd</sup> week of January 2011 in conjunction with the Fire Marshall. Process will be annually from now on.
- MG2a – Move to ongoing tab.
- MG2b - Move to ongoing tab.

- MG2d – Distributed new rules, regulations and municipal code updates to all 48 tenants. Move to ongoing tab.
- PR2a - Move to ongoing tab.
- Sal2b – Received pricing to fix AWOS, provide staff training and certify AWOS in one visit, which is awaiting City Manager approval. enXco willing to pay for costs.
- SAM2a – Kimley Horn & Associates has been approved by City Council. Awaiting FAA approval to begin using them. Project will be included in FFY 11-12 Airport Capital Improvement Plan and grant.
- SAM2b – Kimley Horn & Associates has been approved by City Council. Awaiting FAA approval to begin using them. Project will be included in FFY 11-12 Airport Capital Improvement Plan and grant.
- SAR2a - Kimley Horn & Associates has been approved by City Council. Awaiting FAA approval to begin using them. Project will be included in FFY 11-12 Airport Capital Improvement Plan and grant.
- SE2b – Should be move to ongoing tab.
- A3b – City Council will consider this matter on 11/18/10 to select Credit Bureau Associates as the City Collection Agent. Staff issued five notices to terminate license agreements due to lack of payment. Two of the five has paid to current. One tenant is on a special agreement with the City Manager and has met the terms of the Agreement. One tenant cannot be located and staff is proceeding with the termination of the license Agreement. One tenant has short paid his account by \$93.00 and staff is communicating with tenant on options.
- FS3a – Staff is considering applying for the USDA rural economic development grant to construct a 150 X 150 hangar for a potential tenant interested in relocating from Lodi to Rio Vista to be maintenance FBO.
- L3 – ALUC will update Rio Vista Airport ALUC Plan this fiscal year. Funding approved by Solano County Board of Supervisors. City will be a part of the process.
- MG3e – Obtained quote for windows, \$1,500 to remove the stains on glass. Public Works looking at sprinkler system.
- MG3f – Enforcement has begun. Move to ongoing tab.
- PR3a – Move to ongoing tab.
- PR3b – Move to ongoing tab. (Internet is spelled wrong).
- SE3b – **Project Closed.** 8 Camera system installed by Jetson Enterprises.