



MINUTES
AIRPORT ADVISORY COMMITTEE (AAC)
Glenn County, California

Wednesday, April 5, 2023

Members Present:

Tom Arnold, BOS Liaison, Chairman
Taylor Michaud, Willows, Vice-Chair
Ernie Pieper, Willows
Gerald Kraemer, Orland, Secretary
Jamie Lely, Orland
Mike Peavy, Orland

Staff Also Present:

Don Rust, PW Director, Airport Manager
Talia Richardson, PW Deputy Director
Alex Galvan, Airport Maintenance
Jolene Swanson, PW Clerk
Nathan Mendes, PW Eng.

Members Absent:

None

Others Present:

None

The meeting was called to order by Chair Arnold at 3:34 p.m.

1. Roll Call

Tom Arnold, BOS Liaison, Chair
Taylor Michaud, Willows, Vice-Chair
Ernie Pieper, Willows

Jerry Kraemer, Orland
Jamie Lely, Orland
Mike Peavy, Orland

Absent

None

2. Approval of Minutes

Matter: Approve Minutes of February 1, 2023 meeting
Documents: February 1, 2023 Minutes
Proceedings: Chair Arnold introduced item asking for any comments or corrections.
None being heard, asked for motion.
Motion/Second: Member Pieper / Member Kraemer
Order: Approve minutes of February 1, 2023
Vote: Unanimous

3. Discussion Items

Matter a: Budget/Staff Report
Documents: To be sent after meeting
Proceedings: Talia Richardson reported working on budget for new fiscal year 23/24. The projects planned with the Airport Improvement Plan (AIP) and the Bipartisan Infrastructure Law (BIL) funds are the Willows Airport Safety and Security Fencing Design and the 16/34 RSA phase one pavement condition study. For Orland Airport is the Taxiway Construction Project Design and Pavement Condition Study. We receive \$150,000 per airport per year that is put into an account that we are able to move around between airports depending on project funding needs, this is called Entitlement

Transfer. We also have \$159,000 through the BIL that we can move between the airports in the same way. Airport Enterprise is sitting at \$635,785.

Member Kraemer inquired if the Elections Department moving onto the airport grounds was going to bring in revenue, following FAA regulations. Mrs. Richardson did not have that information at this time.

Alex Galvan reported on Willows Airport (WLW):

Fencing was installed around the Willows beacon. Fire crews removed bushes across from Nancy's that had homeless camping there. They also took out trees and two palm trees that were creating problems per Caltrans Aeronautics. They will be coming back at a later date to remove a palm tree near building C3 that is causing more of a mess and possible issue for helicopter traffic. They will also be cleaning out the ditches along the east side of the roadway, near I-5. Been trying to maintain the weed issue, while working with the Ag department to be able to spray. Tried to spray after February's meeting but found that we had the wrong permits and Ag didn't have product ordered yet. Mrs. Richardson also mentioned that the Salt Creek crews may be able to assist with the overgrowth prior to spraying. There is a tarmac issue by C3. Due to high alkali in the ground, water is pumping out through cracks; this is high priority to correct. As soon as weather permits, the road crew will come out to repair this area. We've had some flooding on runway 16/34 and had road crew sweep the excess water off. We have ordered Runway Closed signs for future issues to avoid any safety hazards as we had a pilot who did not read their notams and complained. Hangar inspections are complete.

Member Michaud inquired if the flooding of 16/34 had ever been brought up in the Airport Layout Plan (ALP) to FAA as reason to keep the other runway.

Mrs. Richardson replied yes.

Nathan Mendes added that in the RSA project we are looking into all the hydraulics on site to mitigate the flooding issue. It's programed at over two million dollars for construction so the goal is to fix the runway safety issue and address the drainage problem.

Mrs. Richardson shared there is also a storm drain maintenance area that borders the airport as well and we are in the early planning process of doing an engineering hydraulic study on that district as it feeds into the airport.

Member Kraemer inquired if the airports are charged an hourly rate when the Public Works Road crews do work for them.

Mrs. Richardson replied yes, it is a standard hourly rate, it does not pay any of the overhead and is not an inflated rate at all.

Orland Airport (037):

Performed maintenance on some of the hangar doors; mainly the older ones between 1-14. Doing the same with weed control until we can spray. Currently performing hangar inspections.

Member Lely asked that pilots be contacted when any work was going to be done on the roofs of the hangars so that they can remove their planes to avoid any possible accidental damage.

Mr. Galvan apologized as there had been a miscommunication with a contractor that was supposed to call before coming out and they did not. But

in the future, he will make sure this doesn't happen and pilots have prior notice.

Discussion item only

Matter b: Google GPS Update
Documents: None
Proceedings: Mr. Galvan reported that according to his GPS, this issue has been updated now and he has noted less traffic on the airport driveway. We are still working with road crew to bring out guardrails to sanction off the problem area.

Discussion item only

Matter c: Commercial Lease Draft (emailed)
Documents: Commercial Lease Draft
Proceedings: Mrs. Richardson confirmed with members that they received the commercial lease draft via email.
Member Lely inquired if this new draft was just for those who don't currently have a signed lease.
Mrs. Richardson responded she was not sure where County Counsel stood on this but, we will inquire and get back to the committee.
Member Kraemer mentioned he did not see a specific mention of reversionary clause and what are the terms, as in how many years do we start off the agreement at.
Member Lely inquired as to when the new leases were set to go before the Board of Supervisors (BOS).
Mrs. Richardson stated we are hoping to hit a May or June meeting date.
Member Lely inquired if someone wanted to build a hangar, could they come to the BOS and negotiate terms as long as they are within FAA regulations.
Mrs. Richardson replied that the CAO is the County negotiator; those discussions would be with him, then it would go to the BOS.
Chair Arnold mentioned Talia had gone to a conference and learned additional information and that is what we are working through now.
Mrs. Richardson shared that there were many factors dependent on what the lease is for, what the building is going to be constructed of, and what the terms are. These would have to be negotiated on individual lease basis. The best way to go about this would be for the individual to put a formal request in writing and submit it to the County Administrative Officer (CAO) for review and further negotiations. The County would work with our consultants to get an educated opinion and provide a response. We also need to have a new rent study done, in the near future, as the last one was performed in 2018. As maintenance costs are rising as well, does someone want to pay for a hangar that needs maintenance. It's a balancing act, you have to be able to maintain the hangar as well as keep it at a rate where they are willing to pay.
Mr. Galvan shared if the Willows airport becomes a historical site, that will also increase costs of any work done, whatsoever, significantly.
Mrs. Richardson stated once the new leases are agendized, we will post at both airports. You can then submit your comments and questions to the BOS

one week prior to the Board meeting so they may review and answer at the time of the meeting.

Member Kraemer inquired if notices will be mailed out to all tenants, as so many are even unaware of the Advisory Committee and may not see the posted notices.

Mrs. Richardson stated she would look into this.

Member Pieper suggested Mr. Galvan possibly hand notices out as he sees tenants, as he has the most exposure at both airports, and ask to spread the word.

Mr. Galvan responded he would be happy to do so.

Mrs. Richardson mentioned the thought of putting together a Newsletter that we could tie it in with notice of the annual hangar inspections.

Discussion item only

Matter **d**: Project Updates
Documents: None
Proceedings: Nathan Mendes reported getting ready to kick-off WLW Apron Project in late May/June, finishing up final submittals. Preparing FAA grant applications that are due May 1, 2023 for projects Talia mentioned in the budget. Two are the pavement condition studies for both WLW and O37. The 037-taxiway design project, which our consultant is working on. We have the WLW security fencing, paid with the BIL funds. The runway 16/34 safety project may be pushed back a year. We are waiting to acquire the drainage study from the adjacent Stormdrain Maintenance District, as two of their three inlets effect the drainage ditch. ACIPs to get programmed again late in the fall. Member Pieper inquired on the duration of the Willows apron project. Mr. Mendes stated approximately two months. Waiting on start date from the contractor, so many variables involved with weather being the biggest, then letters will go out to tenants. Only to impact a couple hangars, which we will have options for if needed.

Discussion item only

Matter **e**: Hangar Inspections
Documents: None
Proceedings: Mrs. Richardson reported we were hoping to be complete with both airports by now but, Willows inspections are complete and Alex has begun Orland inspections. Mr. Galvan commented he completed Orland 1-14 and is planning to finish up next week. Adding he is also noting maintenance issues with doors that we need to address. Mrs. Richardson shared that we updated the inspections forms to follow FAA guidelines. If items are non-compliant, the tenant will be notified to come back into compliance and schedule a follow up inspection.

Discussion item only

4. Action Items

None

5. Unscheduled Matters

Member Kraemer inquired on the Elections Department moving into the old Animal Control building at Willows, is this still happening?

Chair Arnold replied he would have to check with the CAO and get back to the committee.

Member Kraemer asked if they (Elections) would be required to pay the FAA fair market value rent so the airport doesn't lose revenue.

Chair Arnold stated yes, we play by the rules, just like everyone else. That is my expectation, same if we move County into the IronTree building.

6. Call for Agenda Items for Next Meeting

a. Elections Dept.- Admin Bldg. – pay fair market value?

b. Sheriff & Probations at IronTree Bldg. – pay fair market value?

7. Next Regular Scheduled Meeting

Wednesday July 5, 2023 at 3:30 p.m.

Planning and Community Development Agency

Conference Room

225 N Tehama Street

Willows, CA 95988

Adjourn

Meeting adjourned 4:25 p.m.