



**MINUTES**  
**AIRPORT ADVISORY COMMITTEE (AAC)**  
**Glenn County, California**

**Thursday, November 5, 2020**

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**Members Present:**

Leigh McDaniel  
Taylor Michaud  
Jamie Lely  
Gerald Kraemer  
Mike Peavy

**Also Present:**

Cole Grube, PW Director/Airport Manager  
Alex Galvan, Airport Site Worker  
Nathan Mendes, PW  
Jolene Swanson, Clerk  
Scott DeMoss, CAO

**Members Absent:**

Ernie Pieper

The meeting was called to order at 3:32 p.m. by Clerk, Jolene Swanson. Member Leigh McDaniel volunteered to Chair meeting.

**1. Minutes**

None

**2. Election of 2020 Chairman, Vice-Chairman, and Secretary**

Leigh McDaniel explained the purpose of the Airport Advisory Committee and its importance. This being the last meeting of the calendar year, Member McDaniel volunteered to act as Chairman, Member Lely volunteered to act as Vice-Chairman, and Member Kraemer volunteered to act as Secretary. No objections were heard.

**3. Discussion Items**

**Matter a:** Review and discuss Bylaws  
**Documents:** AAC Bylaws  
**Proceedings:** Bylaws, Article IV. Membership, was reviewed and changes agreed upon. Member Peavy inquired on Conflict of Interest (Article VI. E). Scott DeMoss, CAO, explained this is an "Advisory" committee giving Recommendation only.  
**Motion/Second:** Member Kraemer / Member Michaud  
**Order:** Adjust number of committee members from 8 down to 5 with two (2) representing Willows, two (2) representing Orland, one (1) at large, and Board Liaison.  
**Vote:** Unanimous

**Matter b:** Future Meeting Time/Location(s)  
**Documents:** AAC Bylaws  
**Proceedings:** Chair McDaniel and members reviewed current Bylaw meeting schedule, Article VI, A-Frequency and B-Quorum. Discussion ensued and changes agreed upon.  
**Motion/Second:** Member Kraemer / Member Lely

**Order:** Adjust meeting time from 7:00 p.m. to 3:30 p.m. and look into locations for meetings to alternate between Willows and Orland. Meetings will continue to be held the first Wednesday of January, April, July, and October. Quorum to consist of 51% which is three (3) members, instead of four (4).

**Vote:** Unanimous

**Matter c:** Standard Lease Review

**Documents:** Standard Hangar Lease  
Standard Land Lease

**Proceedings:** Chair McDaniel and members reviewed standard hangar and land leases. Discussion ensued.  
Member Peavy inquired which lease a PAP would fall under. Mr. Grube replied Land Lease.  
Member Kraemer voiced concern of liability for damage. It is understood that if damage is caused by Lessee or property of Lessee, Lessee's insurance is to cover but, if damage is caused to Lessee's plane/property, by, such as; a hangar door malfunction or is knocked off by high winds, "Act of God", Lessor (County) is not responsible. This needs to be looked at and County needs to take some responsibility.  
Committee requested County Counsel review and add paragraph detailing "Responsibilities of Lessor (County)" such as;

Annual and as needed Maintenance of:

- Hangar doors and appurtenances
- Electrical outlets
- Fuel pump operations
- Grounds around and in front of hangars

Member Lely requested Land Leases be increased to 10 years or more initially.

Member Peavy voiced concern of reversionary clause. Scott DeMoss, CAO, explained current changes in leases were brought about by FAA regulation in light of errors in previous County leases. Member Peavy commented FAA does not require reversion nor do they put a limit on leases. Mr. Peavy also shared, AOPA (Aircraft Owners and Pilots Association) deals with this and he will put together a packet for the January meeting to review with Committee and County Counsel.

**Matter d:** Operations Update

**Documents:** None

**Proceedings:** i. Airport Site Worker:

Mr. Grube introduced Alex Galvan, new Airports Site Worker, hired to perform routine maintenance and create a better line of communication between tenants and County. Mr. Galvan shared with committee he has been cleaning up airports to make more presentable, changing out lights, attempting to repair the Haigh Field entrance gate, repairing rollers on hangar doors, doing weed abatement, and anything else brought to his attention.

Member Peavy inquired if Orland gate repair was complete. Mr. Galvan stated he replaced the battery and the computer is on backorder. Chair

McDaniel requested Alex's phone number be posted on the gate so that he can be contacted when issues arise. If the gate is not functioning the default should be to leave it open.

Member Peavy inquired on how fuel pricing is determined. Mr. Grube explained we are allowed a markup based on cost to County, which falls in line with other airport fuel prices.

Member Michaud commented there are more problems with fuel card reader than not. Mr. Grube commented pilots need to please call Alex every time there is an issue so that we are aware and can take it up with QTPod. Alex's number is posted on the fuel pumps for this reason.

Member Peavy asked if it's possible to have access to fuel sales. Mr. Grube to look into this.

ii. WLW (Willows Airport) ALP (Airport Layout Plan) Update:

Mr. Grube reported the ALP needs to be "active" to secure FAA, AIP grants. Grant breakdown is FAA contribution 90%, Caltrans 5%, and County 5%. Consultants Mead & Hunt will plan to attend the January meeting to present the new ALP.

iii. WLW Apron Rehab and Drainage Design:

Mr. Grube reported another valley gutter is planned for and asphalt repair at the taxi lane east of hangar 31-36. The remainder of the apron, though not the 25' in front of the hangar building, will be slurry sealed if funding allows. The FAA will not pay for the 25' adjacent to the hangar as this is not considered "community space".

iv. 037 Apron Fog Seal Proposal:

Mr. Grube reported we are trying to broom/sweep more at Orland apron to address the asphalt raveling. A significant repair project is likely 4 to 5 years out. A fog seal is being considered in the spring to buy time until then.

**4. Action Items**

None

**5. Unscheduled Matters**

Mr. Grube presented current budget.

Member Lely inquired if one is interested in a land lease to build their own hangar, where to they start? Chair McDaniel replied with Airport Manager, Cole Grube.

Discussion of bringing in more revenue ensued. Chair McDaniel commented Willows has Nancy's Airport Café' and Thunderhill Raceway. Member Lely stated if there was a meeting space and food available at Orland-Haigh, it would bring in more. Chair McDaniel mentioned revisiting the old caretaker house for potential coffee shop/lunch place for Orland.

**6. Call for Agenda Items for Next Meeting**

- a. Review Proposed Bylaws
- b. Budget Discussion
- c. Review Leases with County Counsel
- d. AOPA Presentation/packet – Mike Peavy
- e. Fuel Price/Card Operation
- f. ALP Presentation by Mead & Hunt
- g. Meeting location for Orland

**7. Next Regular Scheduled Meeting**

Correction to Agenda:

Wednesday January 6, 2021 at 3:30 p.m.

Planning & Community Development Services (PCDS)

225 Tehama Street (South end of ACE Hardware building)

Willows, CA 95988

**Adjourn**

Meeting adjourned 4:57 p.m.

DRAFT