



MINUTES
AIRPORT ADVISORY COMMITTEE (AAC)
Glenn County, California

Wednesday, February 1, 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:

David Dietz, Armstrong

The meeting was called to order by Chair Arnold at 3:47 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. Annual Election of Vice-Chair/Secretary

Matter: Nominate/Elect 2023 Vice-Chairman
Proceedings: Chair Arnold introduced item asking for nominations.
Member Kraemer nominated Member Michaud.
No other nominations heard.
Second by Member Lely.
Vote: Unanimous

Matter: Nominate/Elect 2023 Secretary
Proceedings: Chair Arnold introduced item asking for nominations.
Member Lely nominated Member Kraemer.
No other nominations heard.
Second by Member Michaud.
Vote: Unanimous

3. Approval of Minutes

Matter: Approve Minutes of October 5, 2022 meeting
Documents: October 5, 2022 Minutes
Proceedings: Chair Arnold introduced item asking for any comments or corrections.
None being heard, asked for motion.
Motion/Second: Member Pieper / Member Michaud

Order: Approve minutes of October 5, 2022
Vote: Unanimous

4. **Discussion Items**

Matter a: Budget/Staff Report
Documents: Auditor Cash Balance Report
Proceedings: Alex Galvan reported the December Caltrans inspections had a few items but, we passed with flying colors. January fuel deliveries brought prices down to \$5.50 & \$5.51. Road crew contacted and will be out to spray.
Orland - guardrail installs coming. Windsock replaced. Tapia Construction repaired roof on hangars 18-20.
Willows – K-rails put up behind Nancy’s to keep homeless and truckers from parking and leaving mess. Cal Fire coming February 21st to remove trees behind Nancy’s and near beacon, per FAA. Received quote for fencing around beacon.
Talia Richardson reported new format for cash in treasury report and asked for any questions. Member Kraemer inquired where the money comes from and what it is used for. Ms. Richardson explained it is for both airports and comes from Caltrans, FAA, hangar/land rent, and fuel sales. These funds are used for required FAA projects and operating expenses.
Member Kraemer inquired on the following funds ISF: 03292, A87, 03180, 03182, 03230, and 03294.
Ms. Richardson replied ISF is “Internal Service Fund”, 03292 is Public Works staff time, A87-County staff time such as Department of Finance and County Counsel, 03180-Structural maintenance, 03182-Building maintenance, 03230-Professional services such as Armstrong Consultants, 03294-Forced account is Nathan Mendes’ time.

Discussion item only

Matter b: Bylaws Review/Form 700
Documents: Bylaws
Proceedings: Ms. Richardson asked if the members were able to review the Bylaws and had any questions, changes, or additions.
Member Kraemer clarified to member and staff, we are an Advisory committee only, no decision making.
Ms. Richardson shared this committee is not required to complete the Form 700 as they are advisory only.

Discussion item only

Matter c: Caster Wheels – Hangar Door Issues
Documents: None
Proceedings: Mr. Galvan stated he had obtained estimates for the wheels.
Ms. Richardson commented this will be looked into during hangar inspections so we can address all at once instead of one at a time.

Discussion item only

Matter **d**: Willows Security Fencing
Documents: None
Proceedings: Nathan Mendes shared we have added security fencing to the ACIP. If grant is approved, we may start design phase summer of 2023 with construction in summer 2025. Project scoped to complete airport perimeter with six foot fencing with barbed wire and replace gates for better security to meet Caltrans and FAA standards. Not sure if funding will cover completely but, will hit most problematic areas first and go from there. Should have better idea by the end of the year what funding and project will look like.

Discussion item only

Matter **e**: Willows Drainage Upgrade/Pavement Rehabilitation Project Update
Documents: None
Proceedings: Mr. Mendes reported the had been to start this project back in October 2022 with completion in December. Unfortunately, the project had to be put on hold, due to weather, until spring/summer when base and asphalt are dry. Letters will go out to all lessors for update once we know more.

Discussion item only

Matter **f**: Orland Taxiway Airport Layout Plan (ALP)
Documents: None
Proceedings: Ms. Richardson reported we received all comments, passed onto Armstrong Consultants, and included in ALP update so we are closing out. Member Peavy inquired when is ALP for whole/both airports. Mr. Mendes replied it can be expected sometime after 2024. Typically, every 5-10 years. Orland was last done in 2019 and there are no substantial changes required at this time.

Discussion item only

Matter **g**: Lease Agreements
Documents: Non-Commercial, Tie-Down (Commercial Lease not available)
Proceedings: Don Rust explained that the Commercial Lease was still with County Counsel and approximately 95% complete. Non-Commercial and Tie-Down Leases distributed to members for review. Members requested once the Commercial Lease is available to please email to each individual. Member Lely inquired who owns the airports. Mr. Rust responded the airports are owned by the County and overseen by the FAA. They were gifted to the County by the Federal Government which is why we have to follow FAA regulations. Member Kraemer inquired the difference between Commercial and Non-Commercial. Mr. Rust stated Commercial is for business use, Non-Commercial is pleasure. If someone has a specific question, we would have to run it through County Counsel. Member Pieper commented depending on what pilot license you hold should be an indication as to which lease you would fall under.

Discussion item only

Matter **h**: Hangar Inspections
Documents: None
Proceedings: Ms. Richardson reported notices will go out this month to all airport tenants regarding upcoming hangar inspections in March. These inspections will be a bit more in depth than previous to provide the County and FAA specific information to confirm everyone is in compliance, which will be noted in the notice.

Discussion item only

Ms. Richardson excused herself from the meeting at this time.

5. Action Items

None

6. Unscheduled Matters

Mr. Rust reported that the work scheduled for the Amazon/Airport driveway issue was halted due to weather. Guardrails are to be installed along the south side of Airport Driveway, from County Road P to the airport gate, to keep the Amazon drivers from crossing through this area.

Mr. Galvan mentioned that the temporary barriers have been working well to detour drivers.

Member Lely inquired about the Google Map directions.

Mr. Galvan replied he would follow up regarding Google Maps.

Member Kraemer inquired on getting City of Orland to come sweep.

Mr. Galvan stated he will talk with the road crew to broom the general area then follow up with both Cities to vacuum.

Chair Arnold thanked Mr. Galvan for all the clean up he does at the airports.

7. Call for Agenda Items for Next Meeting

- a. Google GPS Update
- b. Commercial Lease Draft (email)
- c. Project Updates

8. Next Regular Scheduled Meeting

Wednesday April 5, 2023 at 3:30 p.m.
Planning and Community Development Agency
Conference Room
225 N Tehama Street
Willows, CA 95988

Adjourn

Meeting adjourned 4:38 p.m.