

**UNOFFICIAL MINUTES OF THE
Salinas Airport Commission Meeting
Thursday, January 26, 2017
City Council Rotunda, 200 Lincoln Avenue**

CALL TO ORDER: Chairperson Shumaker called the meeting to order at 6:05p.m.

PRESENT: Commissioners: Diane Ausonio, Richard Fors, Paula Gail Johnson, Bob McGregor, Sue Purvis, Wes White, and Chairperson Jim Shumaker.

ABSENT: None.

STAFF PRESENT: Brett Godown, Airport Manager, Chris Schlough, Administrative Secretary

PRESENTATIONS

California International Airshow Update – *Presentation by Bruce Adams, Executive Director*

Mr. Brett Godown delayed the presentation until Bruce Adams, Executive Director could arrive stating Mr. Adams had another meeting to attend as well as the Airport Commission meeting.

CONSENT

ID#17-064 Approval of Minutes of Meeting held December 8, 2016

Upon motion by Commissioner Ausonio and second by Commissioner Purvis, the Minutes of December 8, 2016 were approved as submitted by the following votes: Ayes: Commissioners: Diane Ausonio, Richard Fors, Sue Purvis, and Chairperson Jim Shumaker. Noes: None. Absent: None. Abstained: Commissioners: Paula Gail Johnson, Bob McGregor, and Wes White.

ADMINISTRATIVE REPORTS

ID#17-065 AIP 25 Construction of Airport Electrical Improvements and the development of a Pavement Maintenance and Management Program

Mr. Godown updated the Commission on the time frame and process for the Construction of Electrical Improvements Project, the notams to airmen and notifications to the tenants, stating these notifications will go out the middle of February 2017.

The second phase of the project will be the Pavement Maintenance and Management Program and this is the inventory of the pavements needed in order to compete for future pavement grants from the FAA, which require current and up to date pavement and management programs in place.

Commissioner McGregor asked what the anticipated completion date of the Electrical Project would be. Mr. Godown responded the Electrical Project Phase should take approximately sixty days, and stated if the project begins at the beginning of March 2017, the project should be completed by the end of May 2017.

ID#17-076 FY 2017/18 Salinas Municipal Airport Rates and Fees Schedule

Mr. Godown stated he will bringing forward the Salinas Municipal Airport Rates and Fees to the Airport Commission early to review and the airport staff would like to implement the adjusted Airport Rates and Fees effective July 1, 2017. Mr. Godown stated the Airport Commission reviewed and approved last year's Airport Rates and Fees Schedule, which included most of the Airport fees except the hangar fees. The last adjustment for airport hangar fees was in April 2015.

Mr. Godown said airport staff will be notifying the tenants, and meeting with the Salinas Owner Pilots Association (SOPA), and will bring the item back to the Airport Commission in May in order to allow the Airport Commission time to review the update, and provide a recommendation on the Airport Rates and Fees Schedule.

Commissioner Purvis asked if the San Francisco Bay CPI would be used. Mr. Godown responded yes.

Commissioner Ausonio asked about higher rates for non-aeronautical use. Mr. Godown responded that there is now a thirty-five percent higher rate for non-aeronautical use and the airport has two tenants paying this fee.

ID#17-066 Airport Restaurant – Flying Artichoke Update

Mr. Godown introduced the new owner Mr. Jonathan Saguil. Mr. Saguil thanked the Commission and the airport leadership for the opportunity to operate his restaurant. He said the restaurant is now open for breakfast and lunch.

Commissioner Fors asked what the hours of operation are and if he had business cards. Mr. Saguil said breakfast is served from 8:00 – 11:00 a.m. and lunch from 11:00 - 3:00 p.m.

Commissioner Ausonio recommended that Mr. Saguil join the Chamber of Commerce. Mr. Saguil thanked the commissioner for the advice.

Commissioner Shumaker asked if the restaurant would be open on Sundays. Mr. Saguil stated not at this time unless they receive a request for a large group.

ID#17-067 Hangar Maintenance Inspections

Mr. Godown stated that the hangars are an asset to the City and the airport staff will have different checklists for the maintenance and inspections on the various hangars.

Airport staff will conduct maintenance inspections on doors, tracks, electrical systems, fire suppression, skylights, door handles, and air vent systems.

Airport staff will be verifying information provided by the tenants for proper access, and update airport records, contact information, etc....

Notifications have been/will be made by the following process:

- Hard copy of letters mailed: Dec 21, 2016
- Electronic letters emailed to tenants that have provided emails
- SOPA news letter
- Hard copy letter to be mailed: Jan 27, 2017
- Electronic letter emailed: Jan 26, 2017

ID#17-069 Development Projects in the Airport Overlay Zone

The Salinas Travel Center – Specific Plan has submitted notification of new development. - The specific plan is being reviewed for consistency with the Airport Area of Influence Sphere

The Alisal Union School District (AUSD) – Administration Building. There is no negative impact for the Administration Building.

Commissioner Johnson asked what happens if the AUSD – Administration Building is approved and later they make the building a school. Mr. Godown replied any change in use requires additional environmental study to be completed and submitted for review again.

Commissioner McGregor stated that this might need to go before the Airport Land Use Commission (ALUC) as well. Mr. Godown said he would follow up, as his understanding from Monterey County Planning department if it were consistent with the General Plan it would not have to go before the ALUC.

Commissioner Purvis asked what happen to the Probation Department moving into a building on Airport Blvd. Mr. Godown responded that he has not heard any more information about the Probation Department and the same business is still in the building.

ID#17-068 Operations Report/Fuel Flowage Report

Mr. Godown provided a reported on the Operations and Fuel Flowage numbers for December 2016, which reflects the entire year for 2016.

Update City of Salinas Ordinances:

Mr. Godown provided background for the Updated City of Salinas Ordinances that Chris Callihan, City Attorney has been working on that relates to Chapter 4 dedicated to the Airport:

Mr. Godown asked the Airport Commission to review and provide comments within two weeks.

Article 1, 2 and 3 will be condensed to clean up the Ordinance. The recommendation from the City Attorney is to pull Article 4 - Airport Rules and Regulations and have it as a separate stand-alone document that holds wait because the new document will reference that the Airport

Commission and the Airport Manager will establish the Airport Rules and Regulations. Anything that is established is binding, it has the same weight but will not be located in Chapter 4.

Mr. Godown explained what this means is the Airport Commission and the Airport Manager have the ability to update the Airport Rules and Regulations more frequently without having to go through the process of updating an Ordinance which is much more flexible for the changing environment rather than going through all the steps it takes to update an entire Ordinance.

Mr. Godown stated that Article 1, 2, and 3 will be going to City Council and is hoping by the time this goes to City Council that Article 2 - Airport Height Limitations is pulled out and put in the Airport Overlay Zone where it rightfully belongs as it addresses height restrictions off airport. When you go through the Development Review Committee process, they are reviewing the Airport Overlay Zone for design restrictions, which will further fine tune and minimize the Ordinance establishing roles, powers, the airport, the council and aeronautical activity.

Commissioner Purvis asked if Chapter 4 is still a binding document until the ordinance has been updated. Mr. Godown responded yes.

Commissioner Ausonio asked if drones would need to be addressed. Mr. Godown said drones could be addressed in the Ordinance as UAS activity outside of the airport should be included in the Ordinance as the Rules and Regulations can only address UAS within the Airport boundaries.

Commissioner McGregor suggested a workshop in the near future to go over the Ordinance Update. Mr. Godown stated a workshop could be set up but would need to be schedule next week and would require a 72-Hour Notice, and this could be scheduled for Wednesday, February 1, 2017 in the evening.

ANNOUNCEMENTS

ID#17-070 57th Annual Airport Management Short Course

Mr. Godown announced that the Southwest Chapter American Association of Airport Executives Annual Winter Conference - 57th Annual Airport Management Short Course is scheduled for January 30 – February 3, 2017 and the conference theme is “Strengthen Your Foundation through Knowledge and Connections”. The Airport Attorney Workshop will be held on Saturday January 28 @ 8:00 a.m. and will be held at the Monterey Plaza Hotel in Monterey, CA.

ID#17-071 Local Ethics Training AB1234

Chris Schlough informed the Airport Commission that Local Ethics Training AB1234 is a requirement that is required once every two years and the City Clerk should be sending out notices to those Commissioner’s that are due soon. The City will also be providing a training mid-February and the City Clerk will be sending out information regarding the AB 1234 training with the date, time and place.

Commissioner Johnson asked what the status was regarding the Airport Commission Workshop. Mr. Godown said that could be re-scheduled as the Consultant is ready to go. Mr. Godown said he would send out an e-mail to coordinate a date that everyone is available.

Mr. Godown said he received a text from Mr. Bruce Adams, Executive Director of the California International Airshow that he would not make this meeting, but would re-schedule his presentation for next month.

FUTURE AGENDA ITEMS

Proposal for Ordinance Update

GENERAL PUBLIC COMMENT

None.

NEXT MEETING DATE:

The next meeting of the Airport Commission will be on February 23, 2017 at 5:30 p.m.

ADJOURNMENT

The Airport Commission meeting was adjourned at 7:30 p.m.