

GLENN COUNTY AIRPORT ADVISORY COMMITTEE

Tom Arnold, BOS Liaison, Chairman
Taylor Michaud, Willows Airport
Ernest Pieper, Willows Airport

Jaime Lely, Orland
Gerald Kraemer, Orland
Mike Peavy, Orland Airport

Glenn County Public Works Agency
777 N Colusa Street
Willows, CA 95988
(530)934-6530

AGENDA

WEDNESDAY, FEBRUARY 1, 2023 @ 3:30 p.m.

*****Planning & Community Development Services Agency*****

**225 N. Tehama Street
Willows, CA 95988**

Microsoft Teams meeting
Or call in (audio only)

CALL MEETING TO ORDER:

1. ROLL CALL

Tom Arnold, BOS Liaison, Chair
Ernest Pieper, Willows
Taylor Michaud, Willows

Jerry Kraemer, Orland
Jaime Lely, Orland
Mike Peavy, Orland

2. ANNUAL ELECTION OF VICE-CHAIR/SECRETARY

- a. Nominate/Elect Vice-Chairman
- b. Nominate/Elect Secretary

3. APPROVAL OF MINUTES

Approve Minutes of October 5, 2022

4. DISCUSSION ITEMS

- a. Budget/Staff Report – Talia & Alex
- b. Bylaws Review/Form 700
- c. Caster Wheels – Hangar door issues
- d. WLW Security Fencing

- e. WLW Drainage Upgrade/Pavement Rehabilitation Project Update
- f. 037 Taxiway ALP
- g. Lease Agreements Update (Copies of the leases: Commercial, Non-Commercial and Tie-down agreement)
- h. Hangar Inspections

5. ACTION ITEMS

- a. None

6. UNSCHEDULED MATTERS

Receive comments from the audience, staff and committee members and, if deemed necessary, refer the subject matter for follow-up and/or schedule the matter on a subsequent agenda if required.

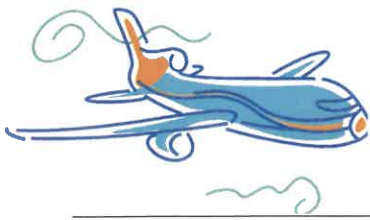
7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

- a.
- b.
- c.

8. NEXT MEETING

Wednesday, April 5, 2023
Planning and Community Development Agency
Conference Room
225 N Tehama Street
Willows, CA 95988

Adjourn Meeting



MINUTES
AIRPORT ADVISORY COMMITTEE (AAC)
Glenn County, California

Wednesday, October 5, 2022

Members Present:

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

Staff Also Present:

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

Members Absent:

Others Present:

David Dietz, Armstrong

The meeting was called to order by Chair Kraemer at 3:37 p.m.

1. Roll Call

Jerry Kraemer, Orland, Chair
Jamie Lely, Orland, Vice-Chair
Mike Peavy, Orland

Taylor Michaud, Willows
Ernie Pieper, Willows
Tom Arnold, BOS Liaison

Absent

None

2. Approval of Minutes

Matter: Approve Minutes of July 6, 2022 meeting
Documents: July 6, 2022 Minutes
Proceedings: Chair Kraemer introduced item asking for any comments or corrections.
None being heard, asked for motion.
Motion/Second: Member Lely / Member Michaud
Order: Approve minutes of July 6, 2022
Vote: Unanimous with Member Pieper abstaining, as he was not in attendance.

3. Public Comment Period

None

4. Discussion Items

Matter a: Budget/Staff Report
Documents: Auditor Cash Balance Report, period ending 10/05/2022.
Proceedings: Talia Richardson reported cash in treasury of \$684,749.70. No significant jump in fuel prices to come.
Member Kraemer asked for clarification on how to read budget.
Mrs. Richardson reminded members our Fiscal Year is July 1 – June 30, the PW/ISF allocation is related to Staff time and is done quarterly.

Member Kraemer inquired why such a difference in WLW verses 037. Mrs. Richardson explained the income from BRT/Amazon, IronTree, and Wilbur Ellis for 037. Don Rust added IronTree will be going month to month as they have requested break of their lease but, not sure of the end date.

Member Lely inquired why nothing is happening with BRT controlling Amazon and the issue with using the airport driveway.

Mr. Rust replied he is working with BRT directly to come up with a solution that will work, possibly putting up fencing.

Discussion item only

Matter b: WLW Security Fencing
Documents: None
Proceedings: Member Michaud reported they continue to have break-ins at WLW, locks are cut, and they had jet fuel stolen.
Mrs. Richardson replied we will look into Capital Improvement.
Nathan Mendes mentioned this could be funded by the Bipartisan Infrastructure Law (BIL) currently and could be subject to change based on airport security.
Mrs. Richardson stated we can also reach out to the Sheriff Office for more patrol.

Discussion item only

Matter c: WLW Drainage Upgrade/Pavement Rehabilitation Project Update
Documents: None
Proceedings: Nathan Mendes reported mobilization started and groundwork is to start October 24, 2022 with completion of December 17, 2022, adding, there is a 30-day cure time before paint.
Member Kraemer inquired if pilots are to be notified.
Mrs. Richardson replied yes, a letter will be going out to all WLW Leases.

Discussion item only

Matter d: 037 Taxiway ALP
Documents: None
Proceedings: Mr. Mendes updated members that funding only comes up every five years and was last received in 2019 therefore, we will receive our next funding in 2024. ALP and ACIP documents for projects have been submitted to the FAA Consultant for review.

Discussion item only

Matter e: Lease Agreements Update
Documents: None
Proceedings: Don Rust updated members based on conversation with FAA Consultants and County Counsel, we will break down the leases into four types; Pilot Only, Commercial, Land, and Tie-Down.
Member Lely inquired if the AAC members will get to review.
Mr. Rust responded only the Board of Supervisors (BOS) has the authority to review and approve, adding, members are welcome to attend the Board

of Supervisors meeting, as citizens, to give comments. Once we are aware of the date of the BOS meeting, we will notify you.

Discussion item only

5. Action Items

Matter: Civil Air Patrol Participation
Documents: Civil Air Patrol Publications Advertising Rates/Specifications for Ad Copy
Proceedings: Chair Kraemer introduced item. Mr. Rust discussed the item with the members, explaining a one-inch column ad would cost \$95. Member Kraemer inquired as to how often this cost is paid. Mr. Rust replied annually. Hearing nothing further, Chair Kraemer ask for a motion.
Motion/Second: Member Lely / Member Pieper
Order: Approve Recommendation for Civil Air Patrol Support Ad.
Vote: Unanimous

6. Unscheduled Matters

Member Pieper presented a photo of caster wheels he used to repair his hangar door commenting It is a possible inexpensive fix for the steel hangar doors in need of repair.
Member Lely inquired if this was reimbursable.
Mrs. Richardson stated we would have to look at his specific lease agreement.
Member Pieper inquired as to why this committee was not required to complete the Form 700 Conflict of Interest.
Chair Kraemer requested that be added to the next agenda as discussion item along with the Bylaws.
Mrs. Richardson commented that she received a call from someone stating that water next to fuel tanks was capped off and asked Member Michaud if he was aware of this. Member Michaud replied he knew nothing about this.

7. Call for Agenda Items for Next Meeting

- a. Bylaws/Form 700/Brown Act
- b. Caster Wheels
- c. Lease Agreements Update

8. Next Regular Scheduled Meeting

Wednesday January 4, 2023 at 3:30 p.m.
Planning and Community Development Agency
Conference Room
225 N Tehama Street
Willows, CA 95988

Adjourn

Meeting adjourned 4:35 p.m.

*Cash in Treasury as of
Jan. 24, 2023
\$ 674,417.13*

COUNTY OF GLENN
General Ledger Summary
Budget to Actuals
For the period Ending:
Jan 27, 2023

Organization Key	Object Type	Object Group Description	Object Code	Current Year Budget	Current Year Actuals	Remaining Budget	% of Budget Used
02040205 - ORLAND AIRPORT ENTERPRISE							
REVENUES							
USE OF MONEY & PROPERTY							
		68100 HANGER/TIE DOWN RENTAL		55,000.00	29,567.03	25,432.97	53.76%
		68115 LAND RENTAL		105,000.00	46,573.75	58,426.25	44.36%
		68116 BUILDING RENTAL		25,000.00	24,500.00	500.00	98.00%
		USE OF MONEY & PROPERTY - Summary		\$185,000.00	\$100,640.78	\$84,359.22	54.40%
INTERGOVERNMENTAL REVENUE							
		66553 FEDERAL GRANT REVENUE		162,000.00	0.00	162,000.00	0.00%
		75210 STATE - AVIATION		10,000.00	0.00	10,000.00	0.00%
		INTERGOVERNMENTAL REVENUE - Summary		\$172,000.00	\$0.00	\$172,000.00	0.00%
CHARGES FOR CURRENT SERVICES							
		68130 FUEL SALES		140,463.00	84,735.40	55,727.60	60.33%
		CHARGES FOR CURRENT SERVICES - Summary		\$140,463.00	\$84,735.40	\$55,727.60	60.33%
MISCELLANEOUS REVENUES							
		74145 GSRMA LOSS PREVENTION REIMB		0.00	8,721.78	(8,721.78)	0.00%
		MISCELLANEOUS REVENUES - Summary		\$0.00	\$8,721.78	(\$8,721.78)	/0
		RV - Summary		\$497,463.00	\$194,097.96	\$303,365.04	39.02%
EXPENDITURES							
SERVICES & SUPPLIES							
		03110 CLOTHING & PERSONAL SUPPLIES		150.00	0.00	150.00	0.00%
		03120 COMMUNICATIONS		500.00	329.76	170.24	65.95%
		03140 HOUSEHOLD EXPENSE		400.00	0.00	400.00	0.00%

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			03150 INSURANCE	1,020.00	3,042.50	(2,022.50)	298.28%
			03170 MAINT-EQUIPMENT	2,000.00	5,493.73	(3,493.73)	274.69%
			03180 MAINT-STRUCTURES & IMPROVEMENT	2,000.00	1,598.32	401.68	79.92%
			03200 MEMBERSHIPS	500.00	75.00	425.00	15.00%
			03220 OFFICE EXPENSE	500.00	257.04	242.96	51.41%
			03230 PROFESSIONAL SERVICES	210,000.00	246.58	209,753.42	0.12%
			03240 PUBLICATIONS	150.00	0.00	150.00	0.00%
			03250 RENTS & LEASES-EQUIP	100.00	117.07	(17.07)	117.07%
			03270 SMALL TOOLS & INSTRUMENTS	250.00	0.00	250.00	0.00%
			03280 SPECIAL DEPT EXPENSE	2,000.00	810.58	1,189.42	40.53%
			03281 SPEC DEPT-TRAINING	300.00	225.00	75.00	75.00%
			03286 IT EXPENSES	4,000.00	1,451.38	2,548.62	36.28%
			03292 PW ISF ALLOCATION	100,000.00	71,555.84	28,444.16	71.56%
			03294 FORCE ACCT-OTHER	20,000.00	12,241.32	7,758.68	61.21%
			04291 FOOD & LODGING	500.00	283.20	216.80	56.64%
			04292 GAS & OIL	114,868.00	64,339.18	50,528.82	56.01%
			04294 MILEAGE	150.00	0.00	150.00	0.00%
			04295 OTHER TRAVEL	300.00	0.00	300.00	0.00%
			04296 VEHICLE RENTAL	3,015.00	1,516.29	1,498.71	50.29%
			04500 OPERATING EXPENSES	600.00	595.03	4.97	99.17%
			SERVICES & SUPPLIES - Summary	\$463,303.00	\$164,177.82	\$299,125.18	35.44%
			OTHER CHARGES				
			05716 FACILITIES ISF ALLOC	7,489.00	4,368.77	3,120.23	58.34%

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			05717 UTILITIES ISF ALLOC	6,607.00	5,477.56	1,129.44	82.91%
			05730 A-87 COST ALLOCATION	7,564.00	3,151.65	4,412.35	41.67%
			05808 INTER EXP-#140 ADVERTISING	12,500.00	0.00	12,500.00	0.00%
		OTHER CHARGES	- Summary	\$34,160.00	\$12,997.98	\$21,162.02	38.05%
	XP - Summary			\$497,463.00	\$177,175.80	\$320,287.20	35.62%
	Net Return/ (Cost)			\$0.00	\$16,922.16	(\$16,922.16)	35.62%

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Organization Key	Object Type	Object Group Description	Object Code	Current Year Budget	Current Year Actuals	Remaining Budget	% of Budget Used
02040207	- WILLOWS AIRPORT ENTERPRISE						
	REVENUES						
		USE OF MONEY & PROPERTY					
		68100	HANGER/TIE DOWN RENTAL	92,225.00	52,492.73	39,732.27	56.92%
		68115	LAND RENTAL	33,500.00	18,045.64	15,454.36	53.87%
		68116	BUILDING RENTAL	0.00	1.00	(1.00)	0.00%
			USE OF MONEY & PROPERTY - Summary	\$125,725.00	\$70,539.37	\$55,185.63	56.11%
		INTERGOVERNMENTAL REVENUE					
		66553	FEDERAL GRANT REVENUE	718,951.00	5,023.18	713,927.82	0.70%
		75210	STATE - AVIATION	10,000.00	0.00	10,000.00	0.00%
			INTERGOVERNMENTAL REVENUE - Summary	\$728,951.00	\$5,023.18	\$723,927.82	0.69%
		CHARGES FOR CURRENT SERVICES					
		68130	FUEL SALES	125,297.00	81,048.03	44,248.97	64.68%
			CHARGES FOR CURRENT SERVICES - Summary	\$125,297.00	\$81,048.03	\$44,248.97	64.68%
		MISCELLANEOUS REVENUES					
		74121	A-87 COST ALLOC REBATE	2,001.00	833.75	1,167.25	41.67%
			MISCELLANEOUS REVENUES - Summary	\$2,001.00	\$833.75	\$1,167.25	41.67%
			RV - Summary	\$981,974.00	\$157,444.33	\$824,529.67	16.03%
		EXPENDITURES					
		SERVICES & SUPPLIES					
		03110	CLOTHING & PERSONAL SUPPLIES	150.00	0.00	150.00	0.00%
		03120	COMMUNICATIONS	600.00	329.73	270.27	54.96%
		03140	HOUSEHOLD EXPENSE	3,000.00	0.00	3,000.00	0.00%

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Organization Key	Object Type	Object Group Description	Object Code	Current Year Budget	Current Year Actuals	Remaining Budget	% of Budget Used
			03150 INSURANCE	1,128.00	3,096.50	(1,968.50)	274.51%
			03170 MAINT-EQUIPMENT	2,000.00	493.50	1,506.50	24.68%
			03180 MAINT-STRUCTURES & IMPROVEMENT	4,000.00	243.80	3,756.20	6.10%
			03181 ELECTRICAL MAINTENANCE	500.00	320.00	180.00	64.00%
			03182 BUILDING MAINTENANCE	1,000.00	0.00	1,000.00	0.00%
			03200 MEMBERSHIPS	500.00	75.00	425.00	15.00%
			03220 OFFICE EXPENSE	500.00	257.01	242.99	51.40%
			03230 PROFESSIONAL SERVICES	161,133.00	21,494.52	139,638.48	13.34%
			03240 PUBLICATIONS	300.00	0.00	300.00	0.00%
			03250 RENTS & LEASES-EQUIP	100.00	117.09	(17.09)	117.09%
			03270 SMALL TOOLS & INSTRUMENTS	500.00	0.00	500.00	0.00%
			03280 SPECIAL DEPT EXPENSE	3,000.00	672.76	2,327.24	22.43%
			03281 SPEC DEPT-TRAINING	150.00	225.00	(75.00)	150.00%
			03286 IT EXPENSES	4,000.00	1,451.37	2,548.63	36.28%
			03292 PW ISF ALLOCATION	100,000.00	78,113.04	21,886.96	78.11%
			03294 FORCE ACCT-OTHER	40,000.00	23,037.39	16,962.61	57.59%
			04291 FOOD & LODGING	250.00	283.20	(33.20)	113.28%
			04292 GAS & OIL	102,726.00	63,269.40	39,456.60	61.59%
			04294 MILEAGE	150.00	0.00	150.00	0.00%
			04295 OTHER TRAVEL	250.00	0.00	250.00	0.00%
			04296 VEHICLE RENTAL	3,015.00	1,516.28	1,498.72	50.29%
			04500 OPERATING EXPENSES	600.00	594.35	5.65	99.06%
			SERVICES & SUPPLIES - Summary	\$429,552.00	\$195,589.94	\$233,962.06	45.53%

**COUNTY OF GLENN
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Jan 27, 2023**

Organization Key	Object Type	Object Group Description	Object Code	Current Year Budget	Current Year Actuals	Remaining Budget	% of Budget Used
		OTHER CHARGES					
			05716 FACILITIES ISF ALLOC	16,144.00	9,417.66	6,726.34	58.34%
			05717 UTILITIES ISF ALLOC	12,290.00	3,860.92	8,429.08	31.42%
		OTHER CHARGES	- Summary	\$28,434.00	\$13,278.58	\$15,155.42	46.70%
		FIXED ASSETS					
			07200 BUILDINGS & IMPROVEMENTS	697,987.00	0.00	697,987.00	0.00%
		FIXED ASSETS	- Summary	\$697,987.00	\$0.00	\$697,987.00	0.00%
	XP - Summary			\$1,155,973.00	\$208,868.52	\$947,104.48	18.07%
	Net Return/ (Cost)			(\$173,999.00)	(\$51,424.19)	(\$122,574.81)	18.07%

BYLAWS OF THE GLENN COUNTY AIRPORT ADVISORY COMMITTEE

ARTICLE I. NAME

This Committee shall be known as the Glenn County Airport Advisory Committee (hereinafter Advisory Committee), established by the Board of Supervisors through Resolution # 90-184, dated November 20, 1990.

ARTICLE II. GENERAL

All meetings and proceedings of the Advisory Committee shall be in accordance with applicable statutes governing public entities, including but not limited to, the Ralph M. Brown Act and the Public Records Act.

ARTICLE III. PURPOSE

The Advisory Committee shall have no decision-making authority but will provide advice and recommendations to the Board of Supervisors, through the Public Works Agency, on matters relating to:

1. The technical operation of the Glenn County Airports;
2. The general vision for future development of the Glenn County Airports;
3. Technical information for promotion of general aviation; and,
4. General improvements needed at the Glenn County Airports.

ARTICLE IV. MEMBERSHIP

The Advisory Committee shall consist of five (5) regular members and one (1) representative of the Board of Supervisors, who shall serve as a liaison to the Committee.

Each airport shall have two (2) representatives on the Advisory Committee, each appointed by the Board of Supervisors to a three (3) year term. The Board representative shall be appointed during its annual committee/commission selection process.

All persons appointed to serve as members shall be a Glenn County resident and/or be a tenant at his/her represented airport.

The Advisory Committee may recommend the removal of any member for conduct contrary to the interests of the committee or for nonattendance. Vacancies shall be filled in the same manner as original appointments to the Advisory Committee.

ARTICLE V. ELECTED OFFICERS

A. Officers

The elected officers of the Advisory Committee shall be a Chairperson, Vice Chairperson, and a Secretary.

B. Responsibilities of Officers

The Chair shall preside over all Advisory Committee meetings. The Vice Chair shall assume the duties of the Chair whenever the Chair is unable to fulfill the duties of the office. The Secretary shall, in meetings that are not supported by County staff, record the minutes. Any Advisory Committee member shall act as chairman when both the Chair and the Vice Chair are absent and the Committee member has been appointed by the Chair to serve as Acting Chair for that meeting.

C. Election of Officers

The representative of the Board of Supervisors shall be the Chair and the Vice Chair and Secretary shall be nominated and elected from the active membership at the first meeting of each calendar year and shall serve one year or until their successors have been elected. The nominee receiving the highest number of votes at that meeting shall be elected. All officers shall take office at the end of the meeting at which they are elected.

ARTICLE VI. MEETINGS

A. Frequency:

Meetings shall be held at 3:30 p.m. on the first Wednesday of January, April, July and October. Additional meetings may be called by the Chair as needed to transact the work of the Advisory Committee.

B. Quorum

Three (3) regular members of the Advisory Committee in attendance at a meeting shall constitute a quorum for the purposes of transacting business of the Advisory Committee.

C. Agenda

Members should propose agenda items to the Chair. The Chair shall provide agenda topics to supporting County staff at least two (2) weeks prior to a meeting.

D. Order of Business

In general, at the regular meetings of the Advisory Committee, the following will be the order of business:

1. Call to Order
2. Roll Call
3. Approval of Minutes of the Previous Meeting
4. Public Comment Period
5. Staff Updates

6. Agenda Items; including any appropriate combination of consent items, regular business items, public hearing items, or closed session items.
7. Comments from the Advisory Committee
8. Adjournment

E. Votes

Each member shall have one (1) vote on any matter before the Advisory Committee. Actions of the Advisory Committee shall be by a majority vote of total membership of the Advisory Committee. All voted recommendations of the Advisory Committee shall be by motion recorded in written minutes. Minutes shall be kept as a permanent record of the Advisory Committee and provided to the Board of Supervisors, as needed.

F. Conflicts of Interest

With the exception of rate setting, members of the Advisory Committee shall not consider, make, or participate in making any recommendation in which that member has a direct or material financial interest.

G. Public Works Staff Participation

The Public Works Agency shall provide staff to attend and assist in the preparation of minutes for up to six (6) meetings per year.

ARTICLE VII. REVISIONS TO THESE BYLAWS

These Bylaws may be amended, repealed, or altered in whole or in part by a majority vote of the Commission members , provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member at least thirty days prior to the date of the meeting.

ARTICLE VIII. SEVERABILITY

If any provision of these Bylaws, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of these Bylaws.

