



# City of Los Banos

*At the Crossroads of California*

[www.losbanos.org](http://www.losbanos.org)

## AGENDA

### AIRPORT ADVISORY COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS  
520 J Street  
Los Banos, California

**February 19, 2019**

*If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office @ (209) 827-7000 at least 48 hours prior to the meeting.*

*The City of Los Banos complies with the Americans with Disabilities Act (ADA) of 1990.*

*Si requiere asistencia especial para atender o participar en esta junta por favor llame a la oficina de la Secretaria de la ciudad al (209) 827-7000 a lo menos de 48 horas previas de la junta.*

*La Ciudad de Los Banos cumple con la Acta de Americanos con Deshabilidad (ADA) de 1990.*

*Any writings or documents provided to a majority of the Airport Advisory Commission regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 520 J Street, Los Banos, California during normal business hours. In addition, such writings and documents may be posted on the City's website at [www.losbanos.org](http://www.losbanos.org).*

*Cualquier escritura o los documentos proporcionaron a una mayoría de la Airport Advisory Commission con respecto a cualquier artículo en este orden del día será hecho disponible para la inspección pública en la reunión y en la oficina del City Clerk del City Hall, 520 J Street, Los Banos, California durante horas de oficina normales. Además, tales escrituras y los documentos pueden ser anunciados en el website de la Ciudad en [www.losbanos.org](http://www.losbanos.org).*

1. CALL TO ORDER. **5:00 PM**
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL:  
Anderson \_\_\_\_, Axibal \_\_\_\_, Reed \_\_\_\_
4. NOMINATION AND SELECTION OF CHAIR AND VICE CHAIR FOR 2019
5. CONSIDERATION OF APPROVAL OF AGENDA.

*Recommendation: Approve the agenda as submitted.*

6. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF NOVEMBER 20, 2018.

*Recommendation: Approve the minutes as submitted.*

7. PUBLIC FORUM. (Members of the public may address the Airport Advisory Commission on any item of public interest that is within the jurisdiction of the Airport Advisory Commission; includes agenda and non-agenda items. No action will be taken on non-agenda items. Speakers are limited to a five (5) minute presentation. Detailed guidelines are posted on the Council Chamber informational table).

8. AIRPORT TENANT LIST UPDATE

*Recommendation: Informational item only, no action to be taken.*

9. AIRPORT 2018/2019 ANNUAL FUEL SALES PROFILE REVIEW.

*Recommendation: Informational item only, no action to be taken.*

10. AIRPORT 2018/2019 REVENUE/EXPENDITURE UPDATE.

*Recommendation: Informational item only, no action to be taken.*

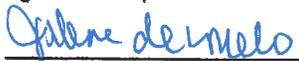
11. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

12. COMMISSIONER REPORTS.

- A. Dave Anderson
- B. Rula Axibal
- C. Dennis Reed

13. ADJOURNMENT.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.



Jelene de Melo, Secretary

Dated this 12<sup>th</sup> day of February 2019

**CITY OF LOS BANOS  
AIRPORT ADVISORY COMMISSION MEETING MINUTES  
NOVEMBER 20, 2018**

***ACTION MINUTES*** – *These minutes are prepared to depict action taken for agenda items presented to the Airport Advisory Commission.*

**CALL TO ORDER:** Chairperson Reed called the Airport Advisory Commission Meeting to order at 5:02 p.m.

**PLEDGE OF ALLEGIANCE:** Commissioner Axibal led the pledge of allegiance.

**ROLL CALL – MEMBERS OF THE AIRPORT ADVISORY COMMISSION PRESENT:** Anderson, Axibal, Reed; Stichel absent.

**STAFF MEMBERS PRESENT:** Public Works Director/City Engineer Fachin, Administrative Coordinator de Melo.

**CONSIDERATION OF APPROVAL OF AGENDA:** Motion by Anderson, seconded by Axibal to approve the agenda as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Stichel absent.

**CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF OCTOBER 16, 2018:** Motion by Axibal, seconded by Anderson to approve the minutes as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Stichel absent.

**PUBLIC FORUM: MEMBERS OF THE PUBLIC MAY ADDRESS THE COUNCIL ON ANY ITEM OF PUBLIC INTEREST THAT IS WITHIN THE JURISDICTION OF THE CITY; INCLUDES AGENDA AND NON-AGENDA ITEMS. NO ACTION WILL BE TAKEN ON NON-AGENDA ITEMS. SPEAKERS ARE LIMITED TO A FIVE (5) MINUTE PRESENTATION. DETAILED GUIDELINES ARE POSTED ON THE COUNCIL CHAMBER INFORMATIONAL TABLE.** No one came forward to speak and the public forum was closed.

**AIRPORT 2017/2018 ANNUAL FUEL SALES PROFILE REVIEW.** Director/City Engineer Fachin reported our JetA fuel price per gallon is the lowest price in the area at this time. We are the 3<sup>rd</sup> lowest in price for 100LL. We recently switched to a new fuel sales kiosk, which has been functioning for a month now.

**AIRPORT 2018/2019 REVENUE/EXPENDITURE UPDATE.** Director/City Engineer Fachin stated our revenues and expenditures are trending exactly how we have expected this far. We will not be taking the \$150,000 Federal Grant this year, and will be passing it onto another Airport. Next year we plan to use this grant for a new ALP. We are 2-3 years away from the overlay project. We have not received the \$10,000 State Grant as of yet.

**PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.** Director/City Engineer Fachin stated the Airport is looking to be in pretty good shape. We have moved Airport maintenance duties to the Solid Waste Division of Public Works. We have been talking to the FAA Regional Office regarding the ownership of the Airport Land. Their legal staff responded that we cannot close the Airport, and if we relocate it, it must be for aviation purposes.

**COMMISSION MEMBER REPORTS.**

**ANDERSON:** Happy Thanksgiving and Happy Holiday Season.

**STICHEL:** Absent.

**AXIBAL:** Happy Thanksgiving.

**REED:** Happy Thanksgiving.

Motion by Axibal, seconded by Anderson to cancel the December Airport Commission Meeting due to the Holiday Season. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Stichel absent.

**ADJOURNMENT:** Chairperson Reed adjourned the meeting to January 15, 2019 at the hour of 5:16 p.m.

APPROVED:

\_\_\_\_\_  
Dennis Reed, Chairperson

ATTEST:

\_\_\_\_\_  
Jelene de Melo, Secretary



City of  
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**Agenda Staff Report**

**TO:** Airport Advisory Commission

**FROM:** Mark Fachin, P.E., Public Works Director/City Engineer

**DATE:** February 19, 2019

**SUBJECT:** Airport Tenant List Update

**TYPE OF REPORT:** Informational Item

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**Recommendation:**

Informational item only, no action to be taken.

**Discussion:**

Attached is an updated list of Airport tenants, as of February 1, 2019.

**Attachment:**

Airport Tenant List Update

## AIRPORT TENANT LIST

Tenant Name	Hanger #	Sq. Footage	Monthly Payment	Inspected	Notes
Allen, Steve	14	944	\$ 250.00	Yes & Passed	Month to Month Lease
Carlucci Transport	D	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
Crain, Darryl	L-2	half of hangar	\$ 250.00	Yes & Passed	Month to Month Lease
Dalforno, Ron	F	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
Double Springs Helicopter	Main Hangar	9,000	\$ 895.00	Yes & Passed	Month to Month Lease
Double Springs Helicopter	Office	500	\$ 325.00	Yes & Passed	Month to Month Lease
Gomes, Manny	10	944	\$ 250.00	Yes & Passed	Month to Month Lease
Hester, Neal	4	944	\$ 250.00	Yes & Passed	Month to Month Lease
McElvaney, Charles	12	944	\$ 250.00	Yes & Passed	Month to Month Lease
Menefee, Jerry	8	944	\$ 250.00	Yes & Passed	Month to Month Lease
Menefee, Virgil M	9	944	\$ 250.00	Yes & Passed	Month to Month Lease
Midvalley Aviation	Land Lease (month to month lease)	12,200	\$ 488.00	Yes & Passed	Building owned by Mid Valley
Pafford, David	1	944	\$ 250.00	Yes & Passed	Month to Month Lease
Parreira, Paul Jr.	A	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
R.C. Enterprises	C	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
R.C. Sherwood Grain Co.	3	944	\$ 250.00	Yes & Passed	Month to Month Lease
Sagouspe Enterprises LLC	Land Lease (month to month lease)	2,075	\$ 273.74	Yes & Passed	Hangar owned by Sagouspe
Sagouspe, Jean	7	944	\$ 250.00	Yes & Passed	Month to Month Lease
SAPIT Corporation	B	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
Sierra Skies Aviation, LLC	15 (Telles Hangar)	7,620	\$ 607.75	Yes & Passed	Month to Month Lease
Silveria, Frank	11	944	\$ 250.00	Yes & Passed	Month to Month Lease
Streeter, Stephen	E	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
THL Ag, LLC (Hunter Lindemann)	2	944	\$ 250.00	Yes & Passed	Month to Month Lease
Whitehurst Chapel	K	2,310	\$ 250.00	Yes & Passed	Month to Month Lease
Whitehurst Chapel	L-1	half of hangar	\$ 250.00	Yes & Passed	Month to Month Lease
Wolfsen Land & Cattle	13	944	\$ 250.00	Yes & Passed	Month to Month Lease
<b>UPDATED 2/1/2019</b>	<b>VACANT - HANGARS G, H, I, 5, 6</b>		<b>Not Available: 5-Leaky, 6-PD</b>		



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**Agenda Staff Report**

**TO:** Airport Advisory Commission

**FROM:** Mark Fachin, P.E., Public Works Director/City Engineer

**DATE:** February 19, 2019

**SUBJECT:** Los Banos Airport 2018-2019 Annual Fuel Sales Profile Review

**TYPE OF REPORT:** Informational Item

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**Recommendation:**

Informational item only, no action to be taken.

**Discussion:**

Attached is the 2019 Annual Fuel Sales Profile for the Airport as of January 31, 2019.

\*\* Please note, the Fuel Sales Kiosk was replaced on November 8, 2018, therefore the reports have changed in appearance.

Also attached is the 2018 Annual Fuel Sales Profile to compare with fuel sales for 2019.

**Attachments:**

Airport 2018/2019 Annual Fuel Sales Profile

# Annual Sales Profile

**Start date:** 1/1/2018  
**End date:** 12/31/2018

**Site:** Los Banos Airport

## Inventory History — 100 II

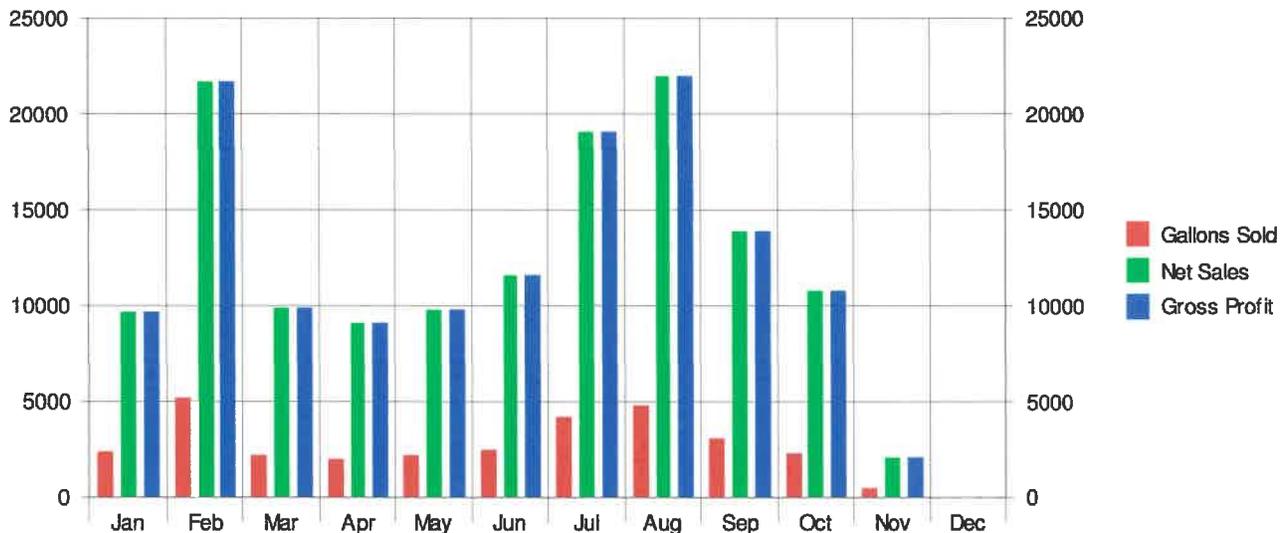
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	6,161.156	3,813.366	5,383.366	9,244.406	7,278.696	5,149.616	9,124.937	4,977.396	6,065.036	3,042.796	7,240.066	6,813.496	
Gal Purchased	0.000	6,711.000	6,004.000	0.000	0.000	6,487.000	0.000	5,859.000	0.000	6,455.000	0.000	0.000	31,516.000
Adjustments	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gallons Sold	2,347.790	5,141.000	2,142.960	1,965.710	2,129.080	2,511.680	4,147.540	4,771.360	3,022.240	2,257.730	426.570	0.000	30,863.660
End Inventory	3,813.366	5,383.366	9,244.406	7,278.696	5,149.616	9,124.937	4,977.396	6,065.036	3,042.796	7,240.066	6,813.496	6,813.496	

## Financial History — 100 II

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Net Sales	9,647.090	21,704.030	9,876.950	9,059.990	9,812.950	11,576.330	19,116.040	21,991.250	13,929.540	10,840.470	2,051.380	0.000	139,606.000
Cost of Goods	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gross Profit	9,647.090	21,704.030	9,876.950	9,059.990	9,812.950	11,576.330	19,116.040	21,991.250	13,929.540	10,840.470	2,051.380	0.000	139,606.000

## Monthly Statistics — 100 II

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Avg Sale \$	104.860	140.026	128.272	127.606	121.148	108.190	144.819	158.210	116.080	112.922	102.569	0.000	124.064
Avg Sale Vol	25.519	33.168	27.831	27.686	26.285	23.474	31.421	34.326	25.185	23.518	21.329	0.000	27.249
Avg PPU Vol	4.109	4.222	4.609	4.609	4.609	4.609	4.609	4.609	4.609	4.801	4.809	0.000	4.564
Avg CPU Vol	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Avg Margin/Unit	4.109	4.222	4.609	4.609	4.609	4.609	4.609	4.609	4.609	4.801	4.809	0.000	4.564
Avg Margin/Sale	104.860	140.026	128.272	127.606	121.148	108.190	144.819	158.210	116.080	112.922	102.569	0.000	124.064
% of Vol YTD	7.607	16.657	6.943	6.369	6.898	8.138	13.438	15.459	9.792	7.315	1.382	0.000	100.000
% of Profit YTD	6.910	15.547	7.075	6.490	7.029	8.292	13.693	15.752	9.978	7.765	1.469	0.000	100.000
# of Sales	92.000	155.000	77.000	71.000	81.000	107.000	132.000	139.000	120.000	96.000	20.000	0.000	1,090.000



# Annual Sales Profile

**Start date:** 1/1/2018      **Site:** Los Banos Airport  
**End date:** 12/31/2018

## Inventory History — JET-A

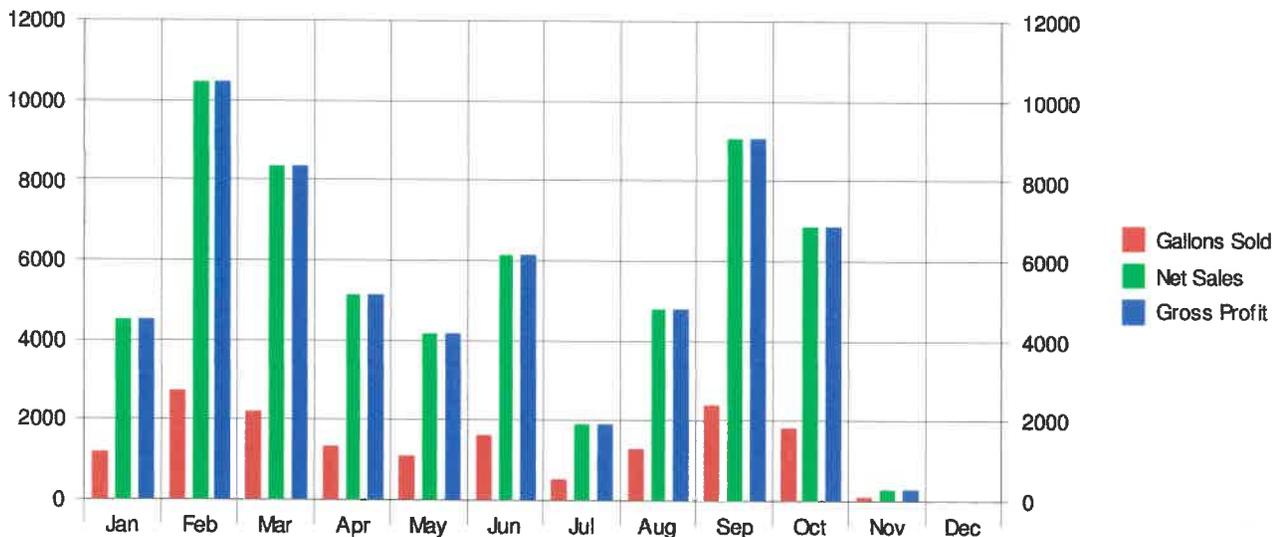
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	8,717.563	7,538.123	4,791.752	8,690.723	7,345.942	6,255.243	4,646.902	4,148.982	8,823.992	6,438.143	4,637.002	4,566.803	
Gal Purchased	0.000	0.000	6,097.000	0.000	0.000	0.000	0.000	5,940.000	0.000	0.000	0.000	0.000	12,037.000
Adjustments	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gallons Sold	1,179.440	2,746.370	2,198.030	1,344.780	1,090.700	1,608.340	497.920	1,264.990	2,385.850	1,801.140	70.200	0.000	16,187.760
End Inventory	7,538.123	4,791.752	8,690.723	7,345.942	6,255.243	4,646.902	4,148.982	8,823.992	6,438.143	4,637.002	4,566.803	4,566.803	

## Financial History — JET-A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Net Sales	4,492.500	10,460.940	8,372.280	5,122.260	4,154.490	6,126.190	1,896.590	4,818.380	9,087.740	6,860.550	267.380	0.000	61,659.300
Cost of Goods	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gross Profit	4,492.500	10,460.940	8,372.280	5,122.260	4,154.490	6,126.190	1,896.590	4,818.380	9,087.740	6,860.550	267.380	0.000	61,659.300

## Monthly Statistics — JET-A

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Avg Sale \$	213.929	387.442	310.084	465.660	259.656	226.896	126.439	133.844	227.194	221.308	24.307	0.000	236.069
Avg Sale Vol	56.164	101.717	81.409	122.253	68.169	59.568	33.195	35.139	59.646	58.101	6.382	0.000	61.977
Avg PPU Vol	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	0.000	3.809
Avg CPU Vol	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Avg Margin/Unit	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	3.809	0.000	3.809
Avg Margin/Sale	213.929	387.442	310.084	465.660	259.656	226.896	126.439	133.844	227.194	221.308	24.307	0.000	236.069
% of Vol YTD	7.286	16.966	13.578	8.307	6.738	9.936	3.076	7.814	14.739	11.127	0.434	0.000	100.000
% of Profit YTD	7.286	16.966	13.578	8.307	6.738	9.936	3.076	7.815	14.739	11.127	0.434	0.000	100.000
# of Sales	21.000	27.000	27.000	11.000	16.000	27.000	15.000	36.000	40.000	31.000	11.000	0.000	262.000



## Sales Summarized by Product

Site: **Los Banos Airport**

Created on (UTC): 1/10/2019 6:24:46 PM

Terminal: M4000-4000440

Start Date: 11/8/2018

End Date: 12/31/2018

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Name	Total Amount	Total Units	Total Count
100 LL	\$8428.55	1752.660	70
Jet A	\$4563.70	1198.130	29

### Running Totals

**Number of Sales: 99**

**Sale Total: \$12992.25**

**Units Total: 2950.790**

## Sales Summarized by Product

Site: **Los Banos Airport**

Created on (UTC): 2/4/2019 11:18:47 PM

Terminal: M4000-4000440

Start Date: 1/1/2019

End Date: 1/31/2019

Name	Total Amount	Total Units	Total Count
100 LL	\$10406.79	2164.020	81
Jet A	\$4507.48	1183.380	19

### Running Totals

**Number of Sales: 100**

**Sale Total: \$14914.27**

**Units Total: 3347.400**



City of  
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*At the Crossroads of California*

**Agenda Staff Report**

**TO:** Airport Advisory Commission

**FROM:** Mark Fachin, P.E., Public Works Director/City Engineer

**DATE:** February 19, 2019

**SUBJECT:** Airport 2018/2019 Revenue/Expenditure Update

**TYPE OF REPORT:** Informational Item

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**Recommendation:**

Informational item only, no action to be taken.

**Discussion:**

Attached is the 2018/2019 Revenue/Expenditure update for the Airport as of February 7, 2019. Please note, staff time is not reflected in this report.

**Attachments:**

Airport 2018/2019 Revenue/Expenditure Update

# General Ledger Expenses vs. Budget

User: sorozco  
 Printed: 02/07/19 08:30:50  
 Period 01 - 07  
 Fiscal Year 2019



City of  
**LOS BANOS**  
 At the Crossroads of California

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
<b>505</b>	<b>AIRPORT FUND</b>					
	Personnel Services					
505-435-100-102	Part Time	11,500.00	5,337.00	5,337.00	6,163.00	46.41
505-435-100-120	Benefits	1,401.00	408.27	408.27	992.73	29.14
	Personnel Services	<b>12,901.00</b>	<b>5,745.27</b>	<b>5,745.27</b>	<b>7,155.73</b>	<b>44.53</b>
	Supplies & Services					
505-435-100-201	Ground Maintenance	6,000.00	1,105.89	1,105.89	4,894.11	18.43
505-435-100-205	Facility Maintenance	10,000.00	6,181.67	6,181.67	3,818.33	61.82
505-435-100-231	Professional Services	9,840.00	0.00	0.00	9,840.00	0.00
505-435-100-238	Technical Services	11,000.00	9,090.05	9,090.05	1,909.95	82.64
505-435-100-250	Insurance	12,211.00	11,461.14	11,461.14	749.86	93.86
505-435-100-252	Communications	900.00	889.02	889.02	10.98	98.78
505-435-100-260	Office Supplies	250.00	131.76	131.76	43.94	52.70
505-435-100-264	Electricity & Gas	19,300.00	9,238.74	9,238.74	10,061.26	47.87
505-435-100-265	Gasoline & Oil	200,000.00	85,538.67	85,538.67	114,461.33	42.77
	Supplies & Services	<b>269,501.00</b>	<b>123,636.94</b>	<b>123,636.94</b>	<b>145,789.76</b>	<b>45.88</b>
	Capital Outlay					
505-435-100-725	Airport Improvements	157,900.00	0.00	0.00	157,900.00	0.00
505-435-100-770	Computer Equipment	16,600.94	16,598.44	16,598.44	2.50	99.98
	Capital Outlay	<b>174,500.94</b>	<b>16,598.44</b>	<b>16,598.44</b>	<b>157,902.50</b>	<b>9.51</b>
	Expense Total	<u>456,902.94</u>	<u>145,980.65</u>	<u>145,980.65</u>	<u>310,847.99</u>	<u>0.3195</u>
435	Airport	456,902.94	145,980.65	145,980.65	310,847.99	31.95
<b>505</b>	<b>AIRPORT FUND</b>	<b>456,902.94</b>	<b>145,980.65</b>	<b>145,980.65</b>	<b>310,847.99</b>	<b>31.95</b>
	Expense Total	<u>456,902.94</u>	<u>145,980.65</u>	<u>145,980.65</u>	<u>310,847.99</u>	<u>0.3195</u>

# General Ledger Revenue Analysis

User: sorozco  
 Printed: 02/07/19 08:30:47  
 Period 01 - 07  
 Fiscal Year 2019



# City of LOS BANOS

At the Crossroads of California

Account Number	Description	Budget	Month to Date	End Bal	AvailUncollect
505-000-311-015	Property Tax Unsecured	-4,000.00	-3,716.81	-3,716.81	-283.19
505-000-331-010	Federal Grant	-150,000.00	0.00	0.00	-150,000.00
505-000-334-010	State Grant	-10,000.00	0.00	0.00	-10,000.00
505-000-346-010	Airport Tie Down Fees	-650.00	-322.00	-322.00	-328.00
505-000-346-020	Aviation Fuel	-200,000.00	-102,200.97	-102,200.97	-97,799.03
505-000-361-010	Interest Earnings	-2,000.00	-2,606.20	-2,606.20	606.20
505-000-362-010	Gain Value on Investment GASB	0.00	-166.57	-166.57	166.57
505-000-363-014	Rental - Land & Buildings	-90,000.00	-54,569.43	-54,569.43	-35,430.57
<b>505</b>	<b>AIRPORT FUND</b>	<b>-456,650.00</b>	<b>-163,581.98</b>	<b>-163,581.98</b>	<b>-293,068.02</b>
Revenue Total		<u>-456,650.00</u>	<u>-163,581.98</u>	<u>-163,581.98</u>	<u>-293,068.02</u>