



# 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

**March 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. CONSIDERATION OF APPROVAL OF AGENDA.  
*Recommendation: Approve the agenda as submitted.*
5. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE

REGULAR MEETING OF FEBRUARY 19, 2018.

*Recommendation: Approve the minutes as submitted.*

6. 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).

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

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

8. AIRPORT 2018/2019 REVENUE/EXPENDITURE UPDATE.

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

9. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

10. COMMISSIONER REPORTS.

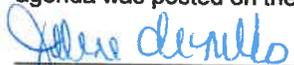
A. Rula Axibal

B. Dennis Reed

C. Dave Anderson

11. 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 13<sup>th</sup> day of March 2019

**CITY OF LOS BANOS  
AIRPORT ADVISORY COMMISSION MEETING MINUTES  
FEBRUARY 19, 2019**

***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 5:00 p.m.

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

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

**STAFF MEMBERS PRESENT:** Public Works Operations Manager Via, Administrative Coordinator de Melo.

**NOMINATIONS FOR CHAIR AND VICE CHAIR FOR 2019:** Anderson was nominated for Chairperson. Axibal was nominated for Vice Chairperson. The motion carried by the affirmative vote of all Airport Advisory Commission Members present.

**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.

**CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF NOVEMBER 20, 2018:** Motion by Anderson, seconded by Axibal to approve the minutes as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present.

**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 TENANT LIST UPDATE.** Operations Manager Via reported the only update was a new tenant for hangar #E, with a month to month lease. We are at 90% occupancy at this time.

**AIRPORT 2018/2019 ANNUAL FUEL SALES PROFILE REVIEW.** Operations Manager Via reported our JetA fuel price per gallon is the lowest price in the area at this time, selling at \$3.80/gallon. We are the 3<sup>rd</sup> lowest in price for 100LL, selling at

\$4.80/gallon. We recently switched to a new fuel sales kiosk, which is why the reports look different.

**AIRPORT 2018/2019 REVENUE/EXPENDITURE UPDATE.** Operations Manager Via reported we are 58% into the fiscal year. The budget is right on track.

**PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.** Operations Manager Via stated he had nothing further to report. Chairperson Reed inquired about the aircraft accident that had occurred. Operations Manager Via gave a review of the accident.

**COMMISSION MEMBER REPORTS.**

**ANDERSON:** Looking forward to a prosperous 2019. Hoping to get a little more activity at our Airport this year.

**AXIBAL:** No report.

**REED:** Thanked everyone for bearing with him as Chairperson for 2018. Would like to see new commissioners join, so that it is easier to reach a quorum. Hopes we are actively advertising for new members.

**ADJOURNMENT:** Chairperson Reed adjourned the meeting 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:** March 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 February 28, 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

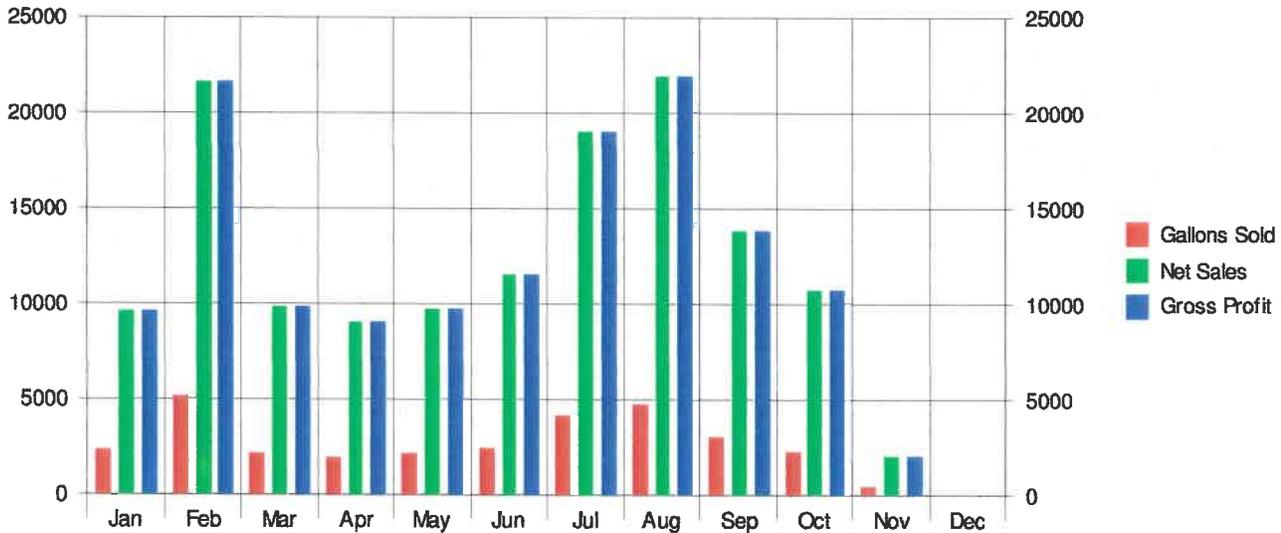
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	6,161.156	3,813.366	5,383.366	9,244.406	7,278.696	5,149.616	9,124.937	4,977.396	6,065.036	3,042.796	7,240.066	6,813.496	
Gal Purchased	0.000	6,711.000	6,004.000	0.000	0.000	6,467.000	0.000	5,859.000	0.000	6,455.000	0.000	0.000	31,516.000
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  
**End date:** 12/31/2018

**Site:** Los Banos Airport

## Inventory History — JET-A

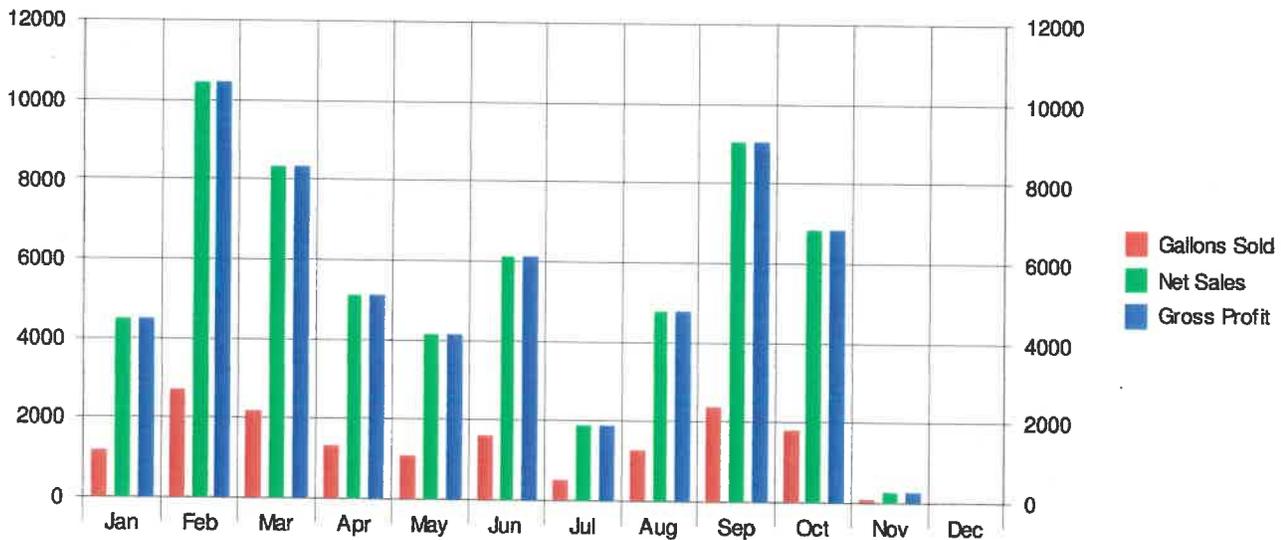
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	8,717.563	7,538.123	4,791.752	8,690.723	7,345.942	6,255.243	4,646.902	4,148.982	8,823.992	6,438.143	4,637.002	4,566.803	
Gal Purchased	0.000	0.000	6,097.000	0.000	0.000	0.000	0.000	5,940.000	0.000	0.000	0.000	0.000	12,037.000
Adjustments	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

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): 3/6/2019 6:22:18 PM

Terminal: M4000-4000440

Start Date: 2/1/2019

End Date: 2/28/2019

Name	Total Amount	Total Units	Total Count
100 LL	\$9812.17	2040.380	77
Jet A	\$7983.79	2096.030	27

### Running Totals

**Number of Sales: 104**

**Sale Total: \$17795.96**

**Units Total: 4136.410**



City of  
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**Agenda Staff Report**

**TO:** Airport Advisory Commission

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

**DATE:** March 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 March 7, 2019. Please note, staff time is not reflected in this report.

**Attachments:**

Airport 2018/2019 Revenue/Expenditure Update

# General Ledger Revenue Analysis

User: sorozco  
 Printed: 03/07/19 11:33:23  
 Period 01 - 09  
 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	-10,000.00	-10,000.00	-140,000.00
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	-348.00	-348.00	-302.00
505-000-346-020	Aviation Fuel	-200,000.00	-134,495.25	-134,495.25	-65,504.75
505-000-361-010	Interest Earnings	-2,000.00	-4,600.22	-4,600.22	2,600.22
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	-70,898.41	-70,898.41	-19,101.59
<b>505</b>	<b>AIRPORT FUND</b>	<b>-456,650.00</b>	<b>-224,225.26</b>	<b>-224,225.26</b>	<b>-232,424.74</b>
Revenue Total		<u>-456,650.00</u>	<u>-224,225.26</u>	<u>-224,225.26</u>	<u>-232,424.74</u>

# General Ledger Expenses vs. Budget

User: sorozco  
Printed: 03/07/19 11:33:38  
Period 01 - 09  
Fiscal Year 2019



City of  
**LOS BANOS**  
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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	6,441.00	6,441.00	5,059.00	56.01
	Benefits	1,401.00	492.71	492.71	908.29	35.17
505-435-100-120	Personnel Services	<b>12,901.00</b>	<b>6,933.71</b>	<b>6,933.71</b>	<b>5,967.29</b>	<b>53.75</b>
	Supplies & Services					
505-435-100-201	Ground Maintenance	5,500.00	1,105.89	1,105.89	4,394.11	20.11
505-435-100-205	Facility Maintenance	10,000.00	6,602.52	6,602.52	3,397.48	66.03
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	1,400.00	995.02	995.02	404.98	71.07
505-435-100-260	Office Supplies	250.00	146.62	146.62	43.94	58.65
505-435-100-264	Electricity & Gas	19,300.00	10,816.32	10,816.32	8,483.68	56.04
505-435-100-265	Gasoline & Oil	200,000.00	108,987.02	108,987.02	91,012.98	54.49
	Supplies & Services	<b>269,501.00</b>	<b>149,204.58</b>	<b>149,204.58</b>	<b>120,236.98</b>	<b>55.36</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>172,736.73</u>	<u>172,736.73</u>	<u>284,106.77</u>	<u>0.3781</u>
435	Airport	456,902.94	172,736.73	172,736.73	284,106.77	37.81
<b>505</b>	<b>AIRPORT FUND</b>	<b>456,902.94</b>	<b>172,736.73</b>	<b>172,736.73</b>	<b>284,106.77</b>	<b>37.81</b>
	Expense Total	<u>456,902.94</u>	<u>172,736.73</u>	<u>172,736.73</u>	<u>284,106.77</u>	<u>0.3781</u>