



City of
Los Banos
At the Crossroads of California

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AGENDA

AIRPORT ADVISORY COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS
520 J Street
Los Banos, California

April 16, 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 Cuidad 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.

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.

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 MARCH 19, 2019.

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. AIRPORT 2019/2020 PROPOSED BUDGET REVIEW.

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

10. STATUS OF AIRPORT RUNWAY RELOCATION.

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

11. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

12. COMMISSIONER REPORTS.

A. Rula Axibal

B. Dennis Reed

C. Dave Anderson

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 10th day of April 2019

**CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
MARCH 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 Anderson 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 Director/City Engineer Fachin, Administrative Coordinator de Melo.

CONSIDERATION OF APPROVAL OF AGENDA: Motion by Reed, 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 FEBRUARY 19, 2019: Motion by Reed, 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 2018/2019 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, selling at \$3.80/gallon. We are the 3rd lowest in price for 100LL, selling at \$4.80/gallon. Our fuel sales projection for the year is on track.

AIRPORT 2018/2019 REVENUE/EXPENDITURE UPDATE. Director/City Engineer Fachin reported we are 67% into the fiscal year. The budget is right on track and looking very good at this time. We will be bringing the proposed budget before the Commission for our next meeting.



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Airport Advisory Commission

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

DATE: April 16, 2019

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

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the 2019 Annual Fuel Sales Profile for the Airport as of March 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

Sales Summarized by Product

Site: **Los Banos Airport**

Created on (UTC): 4/1/2019 5:01:12 PM

Terminal: M4000-4000440

Start Date: 3/1/2019

End Date: 3/31/2019

Name	Total Amount	Total Units	Total Count
100 LL	\$10752.12	2235.830	94
Jet A	\$4751.53	1247.450	33

Running Totals		
Number of Sales: 127	Sale Total: \$15503.65	Units Total: 3483.280

Annual Sales Profile

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

Site: Los Banos Airport

Inventory History — 100 II

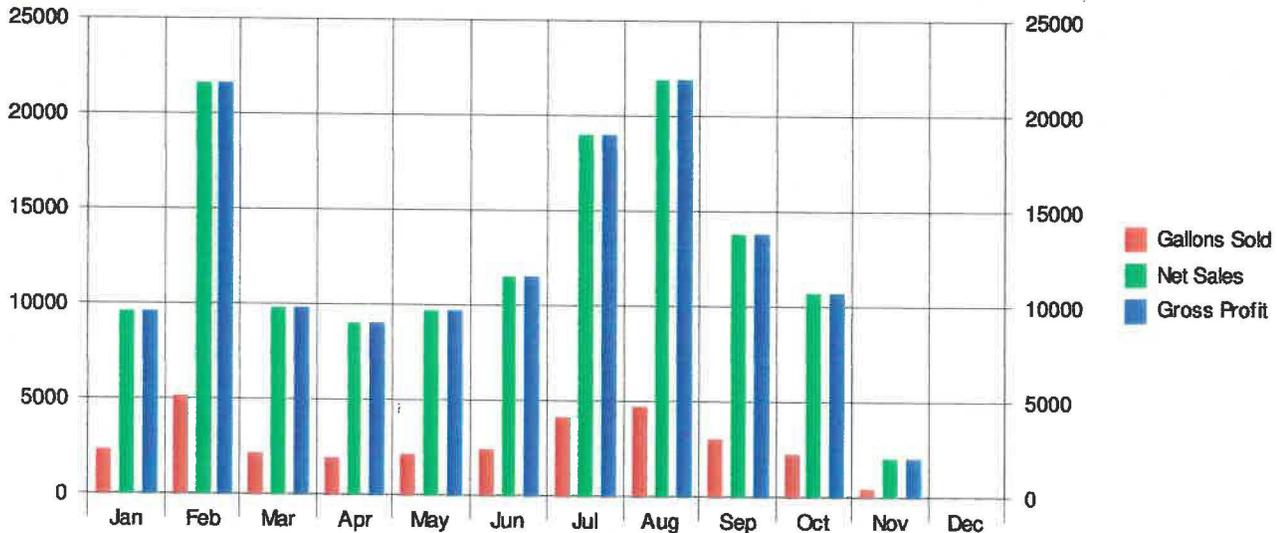
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	6,161.156	3,813.366	5,383.366	9,244.406	7,278.696	5,149.616	9,124.937	4,977.396	6,065.036	3,042.796	7,240.066	6,813.496	
Gal Purchased	0.000	6,711.000	6,004.000	0.000	0.000	6,487.000	0.000	5,859.000	0.000	6,455.000	0.000	0.000	31,516.000
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
End date: 12/31/2018

Site: Los Banos Airport

Inventory History — JET-A

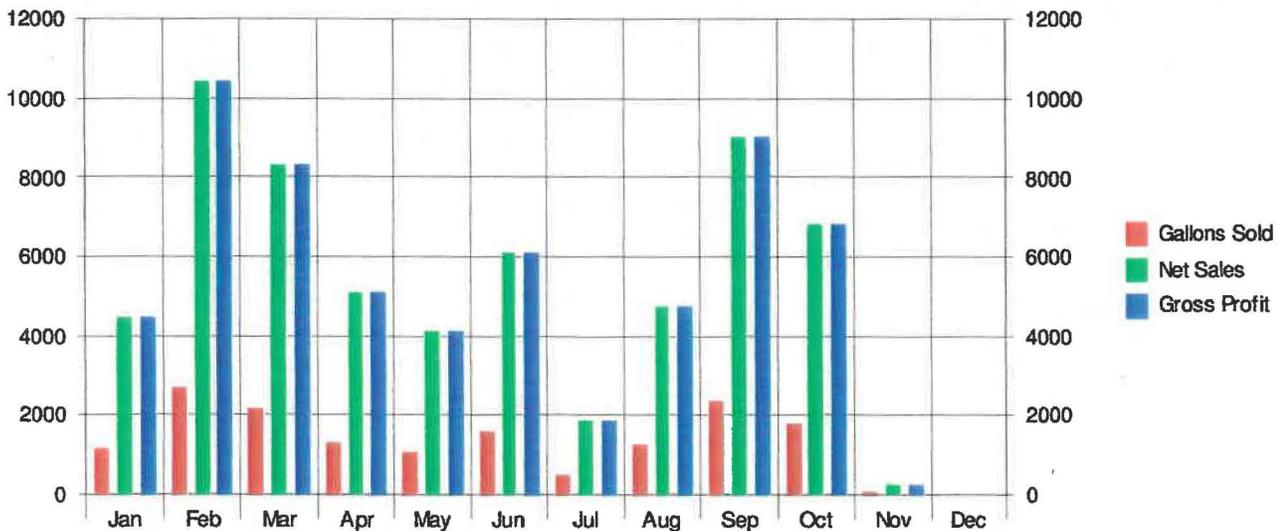
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	8,717.563	7,538.123	4,791.752	8,690.723	7,345.942	6,255.243	4,646.902	4,148.982	8,823.992	6,438.143	4,637.002	4,566.803	
Gal Purchased	0.000	0.000	6,097.000	0.000	0.000	0.000	0.000	5,940.000	0.000	0.000	0.000	0.000	12,037.000
Adjustments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



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Airport Advisory Commission

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

DATE: April 16, 2019

SUBJECT: Airport 2018/2019 Revenue/Expenditure Update

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the 2018/2019 Revenue/Expenditure update for the Airport as of April 9, 2019. Please note, staff time is not reflected in this report.

Attachments:

Airport 2018/2019 Revenue/Expenditure Update

General Ledger
Revenue Analysis



City of
Los Banos
At the Crossroads of California

User: sorozco
Printed: 04/09/19 08:47:59
Period 01 - 10
Fiscal Year 2019

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>End Bal</u>	<u>AvailUncollect</u>
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	-10,000.00	-10,000.00	0.00
505-000-346-010	Airport Tie Down Fees	-650.00	-363.00	-363.00	-287.00
505-000-346-020	Aviation Fuel	-200,000.00	-149,231.32	-149,231.32	-50,768.68
505-000-361-010	Interest Earnings	-2,000.00	-4,600.22	-4,600.22	2,600.22
505-000-362-010	GainValue on Investment GASB	0.00	-166.57	-166.57	166.57
505-000-363-014	Rental - Land & Buildings	-90,000.00	-78,937.90	-78,937.90	-11,062.10
505	AIRPORT FUND	<u>-456,650.00</u>	<u>-247,015.82</u>	<u>-247,015.82</u>	<u>-209,634.18</u>
Revenue Total		<u>-456,650.00</u>	<u>-247,015.82</u>	<u>-247,015.82</u>	<u>-209,634.18</u>

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: sorozco
Printed: 04/09/19 08:37:33
Period 01 - 10
Fiscal Year 2019

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
505	AIRPORT FUND					
	Personnel Services					
505-435-100-102	Part Time	11,500.00	7,353.00	7,353.00	4,147.00	63.94
505-435-100-120	Benefits	1,401.00	562.47	562.47	838.53	40.15
	Personnel Services	12,901.00	7,915.47	7,915.47	4,985.53	61.36
	Supplies & Services					
505-435-100-201	Ground Maintenance	5,500.00	1,809.39	1,809.39	3,690.61	32.90
505-435-100-205	Facility Maintenance	10,000.00	7,809.50	7,809.50	2,190.50	78.10
505-435-100-231	Professional Services	9,840.00	1,769.30	1,769.30	8,070.70	17.98
505-435-100-238	Technical Services	11,000.00	10,990.05	10,990.05	9.95	99.91
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	1,030.51	1,030.51	369.49	73.61
505-435-100-260	Office Supplies	250.00	221.93	221.93	-16.51	88.77
505-435-100-264	Electricity & Gas	19,300.00	12,431.07	12,431.07	6,868.93	64.41
505-435-100-265	Gasoline & Oil	200,000.00	109,552.02	109,552.02	90,447.98	54.78
	Supplies & Services	269,501.00	157,074.91	157,074.91	112,381.51	58.28
	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	174,500.94	16,598.44	16,598.44	157,902.50	9.51
Expense Total		<u>456,902.94</u>	<u>181,588.82</u>	<u>181,588.82</u>	<u>275,269.54</u>	<u>0.3974</u>
435	Airport	456,902.94	181,588.82	181,588.82	275,269.54	39.74
505	AIRPORT FUND	456,902.94	181,588.82	181,588.82	275,269.54	39.74
Expense Total		<u>456,902.94</u>	<u>181,588.82</u>	<u>181,588.82</u>	<u>275,269.54</u>	<u>0.3974</u>



City of
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Agenda Staff Report

TO: Airport Advisory Commission
FROM: Mark Fachin, P.E., Public Works Director/City Engineer
DATE: April 16, 2019
SUBJECT: Proposed 2019/2020 Fiscal Year Airport Budget Review
TYPE OF REPORT: Informational Item

Recommendation:

This is an informational item only, no action to be taken.

Background:

The proposed 2019/2020 Airport Budget has been set up to eliminate all line items that cannot be supported by the income from current leases and fuel revenue that has been estimated for 2019/2020. The leasing income was based on the current leases through 2018/2019 and the fuel revenue was projected through the 2018/2019 fiscal year based on the March 2019 actual fuel consumption numbers. The salaries and overtime line items have been set to zero and all City staff time except the part-time maintenance position will be billed to the budget through the Professional Services line item.

Discussion:

The attached item is included for the Commission's information on the proposed 2019/2020 Fiscal Year Airport Budget. The City Council will consider adopting the 2019/2020 Fiscal Year Budget at their meeting on June 19, 2019.

Fiscal Impact:

The attached proposed 2019/2020 Fiscal Year Airport Budget reflects a balanced budget based on projected revenues and limited City of Los Banos staff expenses.

Attachment:

Proposed 2019/2020 Fiscal Year Airport Budget

Airport		17-18	18-19	18-19	19-20
Account Number	Description	Actuals	Adopted	Estimated	Requested
505-000-311-015	Property Tax Unsecured	3,860	4,000	3,800	3,800
505-000-331-010	Federal Grant	-	150,000	-	150,000
505-000-334-010	State Grant	10,000	10,000	10,000	10,000
505-000-346-010	Airport Tie Down Fees	738	650	600	600
505-000-346-020	Aviation Fuel	224,783	200,000	200,000	200,000
505-000-361-010	Interest Earnings	5,160	2,000	8,600	4,000
505-000-362-010	Gain/Value on Investment GASB	(1,539)	-	-	-
505-000-363-014	Rental - Land & Buildings	89,434	90,000	92,000	90,000
505-000-369-000	Discounts Earned	-	-	-	-
505-000-390-010	Misc Revenues	-	-	-	-
505-000-390-020	Refunds	-	-	-	-
505-000-399-020	Other Financial Sources	-	-	-	-
505-000-499-000	Transfer In	-	-	-	-
		332,436	456,650	315,000	458,400
505-435-100-101	Salaries	-	-	-	-
505-435-100-102	Part Time	4,917	11,500	11,500	12,500
505-435-100-103	Overtime	-	-	-	-
505-435-100-120	Benefits	376	1,401	1,401	1,523
505-435-100-201	Ground Maintenance	1,938	5,500	5,500	5,000
505-435-100-205	Facility Maintenance	7,641	10,000	10,000	10,000
505-435-100-207	Rental - Land & Buildings	-	-	-	-
505-435-100-213	Water Sewerage & Disposal	-	-	-	-
505-435-100-230	Administrative Services	-	-	-	-
505-435-100-231	Professional Services	-	9,840	9,840	10,000
505-435-100-233	Consulting Services	-	-	-	-
505-435-100-234	Engineering Services	-	-	-	-
505-435-100-235	City Engineer	-	-	-	-
505-435-100-238	Technical Services	10,635	11,000	11,000	14,000
505-435-100-250	Insurance	11,185	12,211	11,461	12,607
505-435-100-251	Memberships & Dues	-	-	-	-
505-435-100-252	Communications	917	1,400	1,400	2,500
505-435-100-253	Advertising	-	-	-	-
505-435-100-257	Travel & Training	-	-	-	-
505-435-100-259	Community Promotion	-	-	-	-
505-435-100-260	Office Supplies	225	280	280	350 \$30 < 264
505-435-100-264	Electricity & Gas	18,576	19,270	19,000	20,300 \$30 > 260
505-435-100-265	Gasoline & Oil	190,305	200,000	200,000	200,000
505-435-100-276	Depreciation Expense	-	-	-	-
505-435-100-281	Interest - Leases/Loans	-	-	-	-
505-435-100-710	Land Purchase	-	-	-	-
505-435-100-717	Landscape & Irrigation	-	-	-	-
505-435-100-719	Fencing	-	-	-	-
505-435-100-720	Building & Structures	-	-	-	-
505-435-100-725	Airport Improvements	-	157,900	-	157,900
505-435-100-740	Miscellaneous Equipment	-	-	-	15,000
505-435-100-770	Computer Equipment	-	16,601	16,601	-
505-435-100-821	Principal - Lease/Loans	-	-	-	-
505-435-100-825	Charge-Out	-	-	-	-

Airport		17-18	18-19	18-19	19-20
Account Number	Description	Actuals	Adopted	Estimated	Requested
505-435-100-881	Interest - Leases/Loans	-	-	-	-
505-498-000-000	Transfer Out	-	-	-	-
			456,903	297,983	461,680

adopted numbers may reflect pending adjustments

revised 3-27-19

SERVICES & SUPPLIES

231-PROFESSIONAL SERVICES: Payment of legal services involving hangar rental/leases and land rental/leases and any required tank engineering inspections.

238-TECHNICAL SERVICES: Storm water permit fees, operating permit fees, SJVAPCD annual fees and State and County operation fees.

265-GASOLINE & OIL: Purchase of Low Lead Fuel and Jet Fuel for resale.

CAPITAL OUTLAY

725-AIRPORT IMPROVEMENTS: Design overlay of runway estimated at \$157,900.

740-MISCELLANEOUS EQUIPMENT: Purchase new Jet A fuel filter system estimated cost \$15,000.



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Airport Advisory Commission

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

DATE: April 16, 2019

SUBJECT: Status of Runway Relocation

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Update on the status of the Runway Relocation.