



City of
Los Banos
At the Crossroads of California

www.losbanos.org

AGENDA

AIRPORT ADVISORY COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS
 520 J Street
 Los Banos, California

AUGUST 20, 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.

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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 Desehabilidad (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.

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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 JULY 16, 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 2019/2020 REVENUE/EXPENDITURE UPDATE.

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

9. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

10. COMMISSIONER REPORTS.

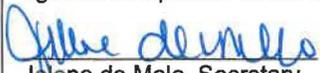
A. Rula Axibal

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 14th day of August 2019

CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
JULY 16, 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 5:01 p.m.

PLEDGE OF ALLEGIANCE: Commissioner Axibal 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 APRIL 16, 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 Jet A fuel has been selling well, probably due to crop dusting. Our 100LL sales have been low for this time of year.

AIRPORT 2018/2019 REVENUE/EXPENDITURE UPDATE. Director/City Engineer Fachin reported this is the final report for this fiscal year. Our revenues were better than we had projected for the fiscal year. The budget did very well. Something that will change for next fiscal year is the costs related to the relocation will now be paid from Airport funds.

NEW LOS BANOS AIRPORT SITE SELECTION STUDY & CONCEPT STUDY NARRATIVE REPORT. Director/City Engineer Fachin gave a brief review of report. Engineer Bob Wadell of Wadell Engineering will be presenting this report to the City Council on August 7, 2019 for acceptance. Once accepted by Council, we will send a copy to FAA with a cover letter, for their review. Invited the Commission to attend the upcoming Council Meeting.

PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT. Director/City Engineer Fachin stated we recently had an FAA inspection. We will need to trim a few trees in the flight path. We are still advertising to recruit for the two vacant commission seats.

COMMISSION MEMBER REPORTS.

AXIBAL: No report.

REED: No report.

ANDERSON: Good job on staying on track with the budget for this past fiscal year.

ADJOURNMENT: Chairperson Anderson adjourned the meeting at the hour of 5:19 p.m.

APPROVED:

Dave Anderson, Chairperson

ATTEST:

Jelene de Melo, Secretary



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: August 20, 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 July 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): 8/5/2019 9:01:54 PM

Terminal: M4000-4000440

Start Date: 7/1/2019

End Date: 7/31/2019

Name	Total Amount	Total Units	Total Count
100 LL	\$13614.44	2745.400	96
Jet A	\$3979.66	1005.220	32

Running Totals

Number of Sales: 128

Sale Total: \$17594.10

Units Total: 3750.620

Annual Sales Profile

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

Site: Los Banos Airport

Inventory History — Complete Summary

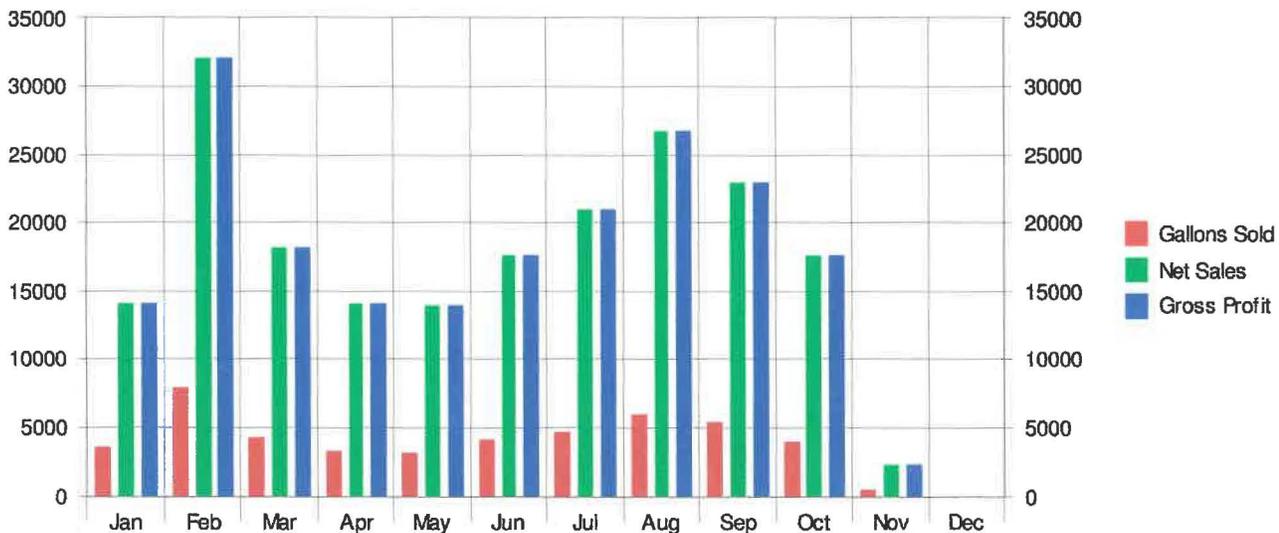
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	14,878.720	11,351.490	10,175.120	17,935.130	14,624.640	11,404.860	13,771.840	9,126.379	14,889.030	9,480.938	11,877.070	11,380.300	
Gal Purchased	0.000	6,711.000	12,101.000	0.000	0.000	6,487.000	0.000	11,799.000	0.000	6,455.000	0.000	0.000	43,553.000
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	3,527.230	7,887.370	4,340.990	3,310.490	3,219.780	4,120.020	4,645.460	6,036.350	5,408.090	4,058.870	496.770	0.000	47,051.420
End Inventory	11,351.490	10,175.120	17,935.130	14,624.640	11,404.860	13,771.840	9,126.379	14,889.030	9,480.938	11,877.070	11,380.300	11,380.300	

Financial History — Complete Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Net Sales	14,139.590	32,164.970	18,249.230	14,182.250	13,967.440	17,702.520	21,012.630	26,809.630	23,017.280	17,701.020	2,318.760	0.000	201,265.300
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	14,139.590	32,164.970	18,249.230	14,182.250	13,967.440	17,702.520	21,012.630	26,809.630	23,017.280	17,701.020	2,318.760	0.000	201,265.300

Monthly Statistics — Complete Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Avg Sale \$	125.129	176.731	175.473	172.954	143.994	132.108	142.943	153.198	143.858	139.378	74.799	0.000	143.688
Avg Sale Vol	31.214	43.337	41.740	40.372	33.194	30.746	31.602	34.493	33.801	31.960	16.025	0.000	33.499
Avg PPU Vol	4.009	4.078	4.204	4.284	4.338	4.297	4.523	4.441	4.256	4.361	4.668	0.000	4.314
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	4.009	4.078	4.204	4.284	4.338	4.297	4.523	4.441	4.256	4.361	4.668	0.000	4.314
Avg Margin/Sale	125.129	176.731	175.473	172.954	143.994	132.108	142.943	153.198	143.858	139.378	74.799	0.000	143.688
% of Vol YTD	7.497	16.763	9.226	7.036	6.843	8.756	9.873	12.629	11.494	8.626	1.056	0.000	100.000
% of Profit YTD	7.025	15.981	9.067	7.047	6.940	8.796	10.440	13.321	11.436	8.795	1.152	0.000	100.000
# of Sales	113.000	182.000	104.000	82.000	97.000	134.000	147.000	175.000	160.000	127.000	31.000	0.000	1,352.000



Annual Sales Profile

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

Site: Los Banos Airport

Inventory History — 100 II

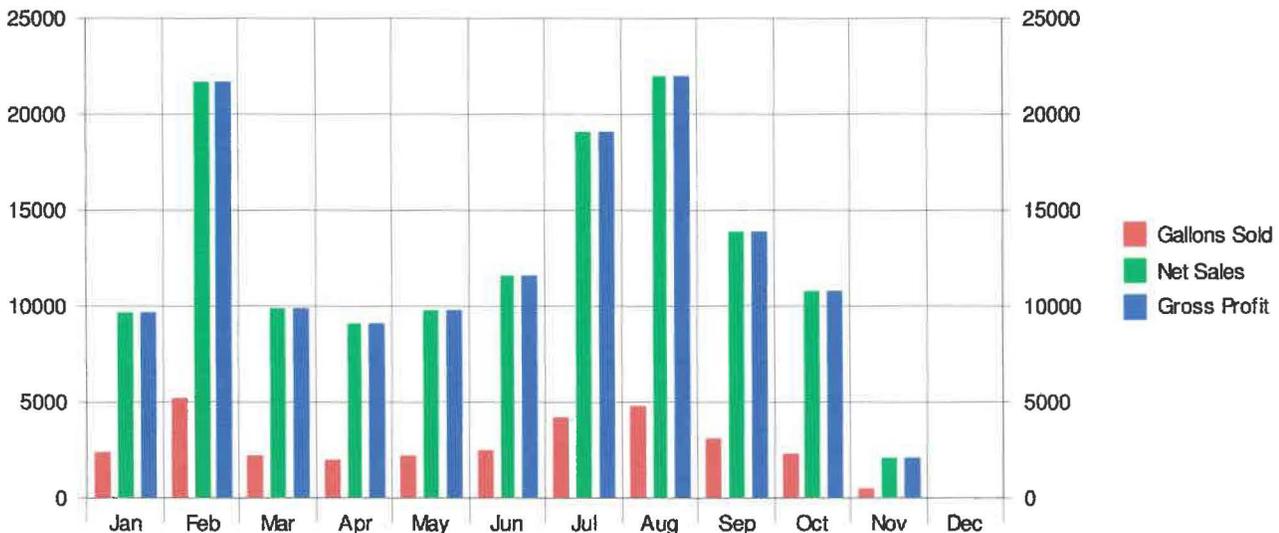
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	6,161.156	3,813.366	5,383.366	9,244.406	7,278.696	5,149.616	9,124.937	4,977.396	6,065.036	3,042.796	7,240.066	6,813.496	
Gal Purchased	0.000	6,711.000	6,004.000	0.000	0.000	6,487.000	0.000	5,859.000	0.000	6,455.000	0.000	0.000	31,516.000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

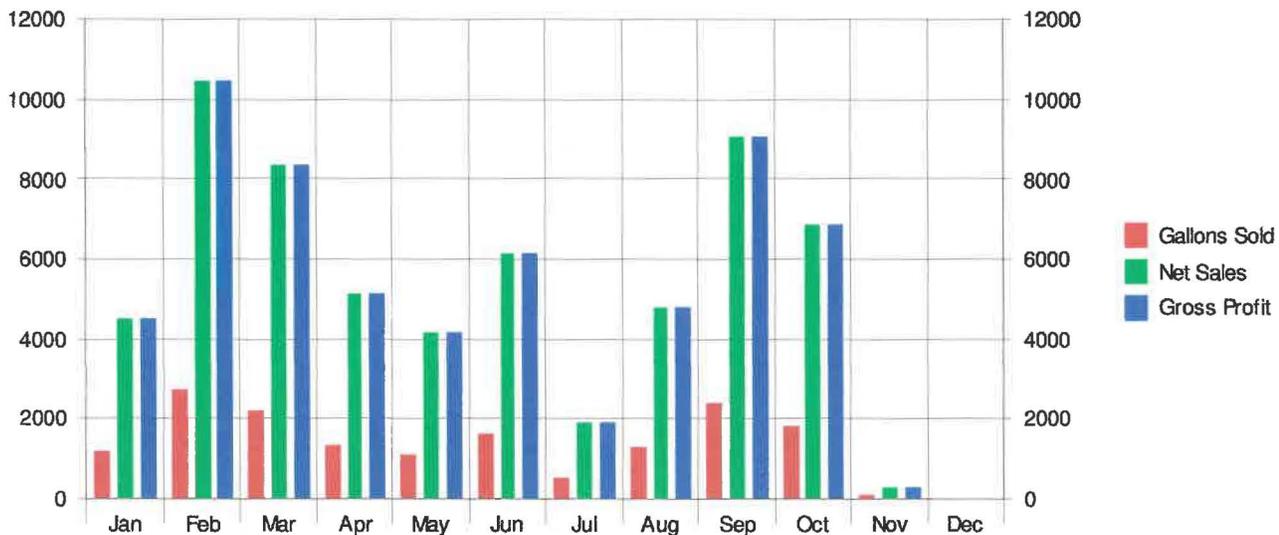
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D
Beg Inventory	8,717.563	7,538.123	4,791.752	8,690.723	7,345.942	6,255.243	4,646.902	4,148.982	8,823.992	6,438.143	4,637.002	4,566.803	
Gal Purchased	0.000	0.000	6,097.000	0.000	0.000	0.000	0.000	5,940.000	0.000	0.000	0.000	0.000	12,037.000
Adjustments	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: August 20, 2019

SUBJECT: Airport 2019/2020 Revenue/Expenditure Update

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the 2019/2020 Revenue/Expenditure update for the Airport as of August 8, 2019. Please note, staff time is not reflected in this report.

Attachments:

Airport 2018/2019 Revenue/Expenditure Update

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 08/08/19 10:37:43
Period 01 - 13
Fiscal Year 2020

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
505	AIRPORT FUND					
	Personnel Services					
505-435-100-102	Part Time	12,500.00	1,104.00	1,104.00	11,396.00	8.83
505-435-100-120	Benefits	1,523.00	84.46	84.46	1,438.54	5.55
	Personnel Services	14,023.00	1,188.46	1,188.46	12,834.54	8.48
	Supplies & Services					
505-435-100-201	Ground Maintenance	5,000.00	399.49	399.49	4,600.51	7.99
505-435-100-205	Facility Maintenance	10,000.00	41.09	41.09	9,958.91	0.41
505-435-100-231	Professional Services	60,000.00	0.00	0.00	60,000.00	0.00
505-435-100-238	Technical Services	14,000.00	2,400.00	2,400.00	11,600.00	17.14
505-435-100-250	Insurance	12,209.00	12,229.33	12,229.33	-20.33	100.17
505-435-100-252	Communications	1,500.00	0.00	0.00	1,500.00	0.00
505-435-100-260	Office Supplies	350.00	14.93	14.93	170.84	4.27
505-435-100-264	Electricity & Gas	20,300.00	0.00	0.00	20,300.00	0.00
505-435-100-265	Gasoline & Oil	200,000.00	0.00	0.00	200,000.00	0.00
	Supplies & Services	323,359.00	15,084.84	15,084.84	308,109.93	4.67
	Capital Outlay					
505-435-100-725	Airport Improvements	157,900.00	0.00	0.00	157,900.00	0.00
505-435-100-740	Miscellaneous Equipment	15,000.00	0.00	0.00	15,000.00	0.00
	Capital Outlay	172,900.00	0.00	0.00	172,900.00	0.00
Expense Total		<u>510,282.00</u>	<u>16,273.30</u>	<u>16,273.30</u>	<u>493,844.47</u>	<u>0.0319</u>
435	Airport	510,282.00	16,273.30	16,273.30	493,844.47	3.19
505	AIRPORT FUND	510,282.00	16,273.30	16,273.30	493,844.47	3.19
Expense Total		<u>510,282.00</u>	<u>16,273.30</u>	<u>16,273.30</u>	<u>493,844.47</u>	<u>0.0319</u>

General Ledger
Revenue Analysis

User: rsouto
Printed: 08/08/19 10:38:10
Period 01 - 13
Fiscal Year 2020



City of
Los Banos
At the Crossroads of California

<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	-3,800.00	0.00	0.00	-3,800.00
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	-600.00	0.00	0.00	-600.00
505-000-346-020	Aviation Fuel	-200,000.00	-17,869.61	-17,869.61	-182,130.39
505-000-361-010	Interest Earnings	-4,000.00	0.00	0.00	-4,000.00
505-000-363-014	Rental - Land & Buildings	-90,000.00	-16,228.98	-16,228.98	-73,771.02
505	AIRPORT FUND	<u>-458,400.00</u>	<u>-34,098.59</u>	<u>-34,098.59</u>	<u>-424,301.41</u>
Revenue Total		<u>-458,400.00</u>	<u>-34,098.59</u>	<u>-34,098.59</u>	<u>-424,301.41</u>