



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

March 17, 2020

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 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.

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 ____, Calhoun ____, Leonardo ____, Reed ____
4. NOMINATION AND SELECTION OF CHAIR AND VICE CHAIR FOR 2020.
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 OCTOBER 15, 2019.

Recommendation: Approve the minutes as submitted.

7. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF NOVEMBER 19, 2019.

Recommendation: Approve the minutes as submitted.

8. 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).

9. AIRPORT ADVISORY COMMISSION, MUNICIPAL CODE, CHAPTER 2, ARTICLE 5, AS RELATED TO AIRPORT ADVISORY COMMISSION DUTIES.

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

10. AIRPORT 2019/2020 ANNUAL FUEL SALES PROFILE REVIEW.

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

11. AIRPORT 2019/2020 REVENUE/EXPENDITURE UPDATE.

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

12. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

13. COMMISSIONER REPORTS.

A. Dave Anderson

B. Robert Calhoun

C. Larry Leonardo

D. Dennis Reed

14. 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 March 2020

**CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
OCTOBER 15, 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 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 JULY 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 is the lowest price in the area. The 100LL is priced at the middle of the surrounding areas. We have not filled our tanks for a while, so we have not adjusted our fuel prices. Not as much fuel is being purchased at this time, as there was this time last year.

AIRPORT 2019/2020 REVENUE/EXPENDITURE UPDATE. Director/City Engineer Fachin reported we are 25% through the fiscal year. We are on track at this time.

PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT. Director/City Engineer Fachin reviewed a letter that the City sent the FAA, including the Narrative Report,

prepared by Wadell Engineering Corporation. The City Council is requesting an official response from FAA. We need to find a funding source for the relocation. We will be deciding what to do with our \$150,000 grant assistance in the next few weeks.

COMMISSION MEMBER REPORTS.

AXIBAL: No report.

REED: Congratulated Commissioner Axibal on the birth of her new baby.

ANDERSON: Concerned with high wind on Pacheco Pass. How do upper level winds affect the airport? Director Fachin stated the FAA is more concerned with lower level winds. There was discussion regarding cancelation of the December 17th Commission meeting.

ADJOURNMENT: Chairperson Anderson adjourned the meeting at the hour of 5:15 p.m.

APPROVED:

Dave Anderson, Chairperson

ATTEST:

Jelene de Melo, Secretary

**CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
NOVEMBER 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 5:02 p.m.

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

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

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.

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 fuel sales have picked up for the month of October. We have sold more JetA this year, than we have sold of 100LL. We currently have most hangars rented out, with very few empty hangars.

AIRPORT 2019/2020 REVENUE/EXPENDITURE UPDATE. Director/City Engineer Fachin reported we are on track at this time. We have reported to the FAA that we would like to use our \$150,000 grant for an ALUP for the relocation site. We are about 33% into the budget year, and it is looking balanced at this time. The Solid Waste division has been doing a good job maintaining the Airport facilities. Commissioner Reed asked for an explanation of the GASB revenue line item. Director/City Engineer Fachin stated he would get clarification from the Finance Department, and respond during the next Commission Meeting.

PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT. Director/City Engineer Fachin stated that Commissioner Reed and Axibal's commission term is expiring

December 31, 2019; encouraged everyone to reapply. Next year we should have more active items for discussion regarding the relocation, and in two years we should have a more definite answer regarding if we are going forward with the move or not. We have a fixed-wing airplane crop dusting company interested in renting temporary space for a 10 day operation, just to load seed, and refuel. We have proposed a per-day price, and have not received a response as of yet.

COMMISSION MEMBER REPORTS.

AXIBAL: Happy Thanksgiving.

REED: No Report.

ANDERSON: There was discussion regarding cancelation of the December 17th Commission meeting. This proposal was supported by all Advisory Commission Members present.

ADJOURNMENT: Chairperson Anderson adjourned to the meeting at the hour of 5:16 p.m., to the meeting of January 21, 2020.

APPROVED:

Dave Anderson, 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 17, 2020

SUBJECT: Airport Advisory Commission, Municipal Code, Chapter 2, Article 5

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Review of Municipal Code, Chapter 2, Article 5 as related to Airport Advisory Commission.

Attachments:

Municipal Code, Chapter 2, Section 5

Los Banos Municipal Code

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[Title 2 ADMINISTRATION](#)

[Chapter 2 COMMISSIONS AND BOARDS](#)

Article 5. Los Banos Airport Advisory Commission

Note

* Article 5 entitled "Los Banos Airport Advisory Commission," consisting of Sections 2-2.501 through 2-2.508, codified from Ordinance 505, effective September 6, 1974, as amended by Ordinance No. 955, effective March 31, 2000, Ordinance No. 989, effective September 4, 2002, Ordinance No. 1069, effective April 4, 2008, and Ordinance No. 1113, effective January 1, 2014.

Sec. 2-2.501 Established.

There is hereby established the Los Banos Airport Advisory Commission (hereinafter referred to in this article as Commission). (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 33, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.502 Powers and duties.

The Commission shall have the following powers and duties:

- (a) To study, consider, and develop long-range plans for the ultimate development of the Los Banos Municipal Airport, giving due regard to any Master Plan adopted by the City, and to Federal and State regulations;
- (b) To ascertain the type of service to be rendered and keep abreast of developments in the aviation industry so as to be able to inform the City Council on all pertinent matters concerning airports, airport law, and aviation generally;
- (c) To study and recommend on matters relating to airport improvements, including methods of financing and lease arrangements;
- (d) To review and recommend on special permits and proposals, as required, that deviates from the airport development plan;
- (e) To submit to the City Council such plans as may seem desirable for the present and future operation of the Los Banos Municipal Airport;
- (f) To at least once each year report activities to the City Council and make information available to other commissions and officials of the City as required;
- (g) To coordinate planned activities with other agencies not under the jurisdiction of the City; and
- (h) To perform other related duties as directed by the City Council. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 34, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.503 Members: Appointment and qualifications.

The Commission shall consist of five (5) members. Candidate(s) for appointment shall be recommended to the City Council by the Mayor, with input from a City Council Member, selected by the City Council on a rotating basis, and the Public Works Director, who shall form an ad hoc committee to review applications, interview applicants, and evaluate the candidates for recommendation by the Mayor to the City Council. At the time of appointment to the Commission and throughout his or her term each Commissioner shall be a resident of the City of Los Banos and a registered, qualified elector of the City. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 35, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.504 Members: Terms.

Each Commissioner shall serve a term of two (2) years. Terms of office shall be staggered and not more than three (3) Commissioners shall have terms that end in the same year. A member's term of office shall expire on December 31st of the second year of his or her respective term. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 36, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.505 Members: Reappointment and vacancies.

(a) If a Commission member ceases to reside in the City of Los Banos such Commissioner's position shall be declared vacant.

(b) If a member of the Commission is absent without cause from three (3) successive regular meetings of the Commission, the Commission or the City Manager may request the City Council declare the position vacant. A member is not absent without cause if his or her absence is due to illness, or is unavoidable and the member gives notice to City staff before the meeting that he or she will be absent and the reason for the absence.

(c) A member of the Commission shall not automatically be reappointed to a successive term of office. A member desiring reappointment shall be required to make formal application. If a vacancy shall occur otherwise than by the expiration of a term, the vacancy shall be filled as set forth in Section 2-2.503, for the unexpired portion of the term. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 37, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.506 Members: Removal from office.

Any appointive member of the Commission may be removed from the Commission by a majority vote of the City Council. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 39, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.507 Members: Resignations.

A member of the Commission may resign from the Commission by filing a written statement with the City Clerk stating that he or she resigns from the Commission. The resignation shall become effective at the time of filing such written statement, and such member shall thereupon cease to be a member of the Commission, and a vacancy shall exist. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 40, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.508 Compensation.

Members of the Commission shall serve without compensation. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 41, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.509 Organization.

The meeting in January of each year shall be the organization meeting. Immediately after appointment and qualification, the Commission shall organize by electing one of its members as chairperson, who shall be charged with the orderly conduct of the Commission meetings, and one as vice-chairperson, to assume such duties in the absence of the chairperson, who both shall serve for one year. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 42, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.510 Meetings.

Regular meetings of the Commission shall be held on the third Tuesday of each calendar month at 5:00 p.m. in the City Hall Council Chambers located at 520 J Street in the City. If any regular meeting day falls on a City

holiday, the meeting shall be held on the following regular City business day at 5:00 p.m. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 43, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.511 Quorum.

Three (3) members of the Commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 44, Ord. 1113, eff. January 1, 2014)

Sec. 2-2.512 Secretary to the Commission.

The Public Works Director, or designee, shall serve as secretary to the Commission. (§ 1, Ord. 1069, eff. April 4, 2008, as amended by § 45, Ord. 1113, eff. January 1, 2014)

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Agenda Staff Report

TO: Airport Advisory Commission

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

DATE: March 17, 2020

SUBJECT: Los Banos Airport 2019-2020 Annual Fuel Sales Profile Review

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the 2020 Annual Fuel Sales Profile for the Airport as of February 29, 2020.

Also attached is the 2019 Annual Fuel Sales Profile to compare with fuel sales for 2020.

Attachments:

Airport 2019/2020 Annual Fuel Sales Profile

Sales Summarized by Product

Site: **Los Banos Airport**

Created on (UTC): 3/6/2020 4:25:52 PM

Terminal: M4000-4000440

Start Date: 2/1/2020

End Date: 2/29/2020

Name	Total Amount	Total Units	Total Count
100 LL	\$6675.00	1346.030	63
Jet A	\$3308.26	835.630	16

Running Totals

Number of Sales: 79

Sale Total: \$9983.26

Units Total: 2181.660

Airport Fuel Sales Summary

January 1, 2019 - December 31, 2019

Name	January		February		March		April		May		June	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 10,406.79	2,164.02	\$ 9,812.17	2,040.38	\$ 10,752.12	2,235.83	\$ 5,517.67	1,147.36	\$ 8,713.65	1,781.09	\$ 8,301.16	1,673.96
Jet A	\$ 4,507.48	1,183.38	\$ 7,983.79	2,096.03	\$ 4,751.53	1,247.45	\$ 3,739.25	981.69	\$ 7,206.02	1,853.26	\$ 10,746.89	2,714.55
TOTAL	\$ 14,914.27	3,347.40	\$ 17,795.96	4,136.41	\$ 15,503.65	3,483.28	\$ 9,256.92	2,129.05	\$ 15,919.67	3,634.35	\$ 19,048.05	4,388.51

Name	July		August		September		October		November		December	
	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units	\$ Amount	Units
100 LL	\$ 13,614.44	2,745.40	\$ 11,486.68	2,316.33	\$ 5,336.06	1,076.03	\$ 6,384.67	1,287.49	\$ 5,881.41	1,186.00	\$ 4,513.38	910.14
Jet A	\$ 3,979.66	1,005.22	\$ 2,824.47	713.43	\$ 3,739.50	944.55	\$ 9,977.78	2,520.28	\$ 8,077.51	2,040.29	\$ 4,205.09	1,062.16
TOTAL	\$ 17,594.10	3,750.62	\$ 14,311.15	3,029.76	\$ 9,075.56	2,020.58	\$ 16,362.45	3,807.77	\$ 13,958.92	3,226.29	\$ 8,718.47	1,972.30



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Agenda Staff Report

TO: Airport Advisory Commission

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

DATE: March 17, 2020

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 March 5, 2020. Please note, staff time is not reflected in this report.

Attachments:

Airport 2019/2020 Revenue/Expenditure Update

General Ledger
Expenses vs. Budget



City of
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User: rsouto
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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	7,583.50	7,583.50	4,916.50	60.67
505-435-100-120	Benefits	1,523.00	1,439.12	1,439.12	83.88	94.49
	Personnel Services	14,023.00	9,022.62	9,022.62	5,000.38	64.34
	Supplies & Services					
505-435-100-201	Ground Maintenance	5,000.00	3,687.94	3,687.94	1,312.06	73.76
505-435-100-205	Facility Maintenance	14,000.00	11,557.30	11,557.30	2,442.70	82.55
505-435-100-231	Professional Services	60,000.00	35,700.00	35,700.00	24,300.00	59.50
505-435-100-236	Medical Services	200.00	85.00	85.00	115.00	42.50
505-435-100-238	Technical Services	14,000.00	7,149.70	7,149.70	6,850.30	51.07
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	1,010.60	1,010.60	489.40	67.37
505-435-100-260	Office Supplies	350.00	179.82	179.82	125.39	51.38
505-435-100-264	Electricity & Gas	20,300.00	12,157.50	12,157.50	8,142.50	59.89
505-435-100-265	Gasoline & Oil	199,800.00	67,873.87	67,873.87	131,926.13	33.97
	Supplies & Services	327,359.00	151,631.06	151,631.06	175,683.15	46.32
	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	11,000.00	10,787.14	10,787.14	212.86	98.06
	Capital Outlay	168,900.00	10,787.14	10,787.14	158,112.86	6.39
Expense Total		<u>510,282.00</u>	<u>171,440.82</u>	<u>171,440.82</u>	<u>338,796.39</u>	<u>0.3360</u>
435	Airport	510,282.00	171,440.82	171,440.82	338,796.39	33.60
505	AIRPORT FUND	510,282.00	171,440.82	171,440.82	338,796.39	33.60
Expense Total		<u>510,282.00</u>	<u>171,440.82</u>	<u>171,440.82</u>	<u>338,796.39</u>	<u>0.3360</u>

General Ledger
Revenue Analysis



City of
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User: rsouto
Printed: 03/05/20 15:17:57
Period 01 - 13
Fiscal Year 2020

Account Number	Description	Budget	Month to Date	End Bal	AvailUncollect
505-000-311-015	Property Tax Unsecured	-3,800.00	-3,962.74	-3,962.74	162.74
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	-600.00	-368.00	-368.00	-232.00
505-000-346-020	Aviation Fuel	-200,000.00	-96,049.96	-96,049.96	-103,950.04
505-000-361-010	Interest Earnings	-4,000.00	-4,426.04	-4,426.04	426.04
505-000-362-010	GainValue on Investment GASB	0.00	-237.32	-237.32	237.32
505-000-363-014	Rental - Land & Buildings	-90,000.00	-72,113.60	-72,113.60	-17,886.40
505	AIRPORT FUND	-458,400.00	-187,157.66	-187,157.66	-271,242.34
Revenue Total		<u>-458,400.00</u>	<u>-187,157.66</u>	<u>-187,157.66</u>	<u>-271,242.34</u>