



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

September 15, 2020

In accordance with Executive Orders N-25-20 and N-29-20, with guidance from the California Department of Public Health, and in order to minimize the spread of the COVID-19 virus, the City Hall Council Chambers will be closed to the public during this Airport Advisory Commission Meeting. The following alternatives are available to members of the public who wish to watch the meeting and/or provide comments to the Commission before and during the meeting.

Audio/Video Broadcast: This Airport Advisory Commission meeting can be accessed in real time from your computer, tablet, or smartphone using GoToMeeting at the following link: <https://global.gotomeeting.com/join/900350245>. Get the free GoToMeeting application now and be ready when the meeting starts: <https://global.gotomeeting.com/install/900350245>. You can also dial in to listen to the meeting using your phone by calling (571) 317-3122 and using Access Code: 900-350-245.

Public Comment: If you wish to make either a general public comment for items not on the agenda and under the jurisdiction of the Commission or to comment on a specific agenda item, please submit your comments via email, preferably in advance of the meeting, by 4:30 p.m. on the day of the meeting. Please reference the agenda item you are commenting on and submit your comments to the Airport Advisory Commission Secretary at jelene.demelo@losbanos.org. Your comments will be placed into the record for the meeting. To be read into the record, your email subject line must include "Public Comment – Not on the Agenda" or "Public Comment – Agenda item #[insert item #]".

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.

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.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL:
Anderson ____, Calhoun ____, Leonardo ____, 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 AUGUST 18, 2020.
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. NOMINATION AND SELECTION OF CHAIR AND VICE CHAIR FOR 2020.
8. AIRPORT 2019/2020 ANNUAL FUEL SALES PROFILE REVIEW.
Recommendation: Informational item only, no action to be taken.
9. AIRPORT 2020/2021 REVENUE/EXPENDITURE UPDATE.
Recommendation: Informational item only, no action to be taken.
10. AIRPORT TENANT LIST UPDATE.
Recommendation: Informational item only, no action to be taken.
11. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.
12. COMMISSIONER REPORTS.
 - A. Dave Anderson
 - B. Robert Calhoun
 - C. Larry Leonardo

D. 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 9th day of September 2020

**CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
AUGUST 18, 2020**

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

Special Note – *This meeting was held by teleconference due to the COVID-19 Pandemic.*

CALL TO ORDER: Commissioner Anderson called the Airport Advisory Commission Meeting to order at 5:04 p.m.

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

ROLL CALL – MEMBERS OF THE AIRPORT ADVISORY COMMISSION PRESENT:
Anderson, Calhoun, Leonardo; Reed Absent.

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

NOMINATIONS FOR CHAIR AND VICE CHAIR FOR 2020: Motion by Leonardo, seconded by Anderson to defer the nominations until the next meeting. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Reed absent.

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

CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF OCTOBER 15, 2019: Motion by Calhoun, seconded by Leonardo to approve the minutes as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Reed Absent.

CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF NOVEMBER 19, 2019: Motion by Calhoun, seconded by Leonardo to approve the minutes as submitted. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Reed 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 comments were received and the public forum was closed.

AIRPORT ADVISORY COMMISSION, MUNICIPAL CODE, CHAPTER 2, ARTICLE 5, AS RELATED TO AIRPORT ADVISORY COMMISSION DUTIES. Director/City Engineer Fachin reviewed duties of Airport Advisory Commission members.

AIRPORT 2019/2020 ANNUAL FUEL SALES PROFILE REVIEW. Director/City Engineer Fachin reported we recently had a large amount of Jet A fuel sold due to some helicopters clearing PG&E lines. Our fuel sales have been doing very well.

ADOPTED AIRPORT BUDGET FOR FISCAL YEAR 2020/2021. Director/City Engineer Fachin reviewed the recently adopted Airport budget.

AIRPORT 2020/2021 REVENUE/EXPENDITURE UPDATE. Director/City Engineer Fachin reported we are only a month into the fiscal year. The budget is right on track.

PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT. Director/City Engineer Fachin had nothing further to report.

COMMISSION MEMBER REPORTS.

CALHOUN: Looking forward being on the Commission.

LEONARDO: Now retired, happy to be back on the Commission.

ANDERSON: Welcomed the new commissioners.

ADJOURNMENT: Commissioner Anderson adjourned the meeting at the hour of 5:40 p.m.

APPROVED:

Dave Anderson, Commissioner

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: September 15, 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 August 31, 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): 9/10/2020 3:38:48 PM

Terminal: M4000-4000440

Start Date: 8/1/2020

End Date: 8/31/2020

Name	Total Amount	Total Units	Total Count
100 LL	\$9324.41	2189.340	77
Jet A	\$9114.69	3039.240	25

Running Totals

Number of Sales: 102

Sale Total: \$18439.10

Units Total: 5228.580

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



City of
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Agenda Staff Report

TO: Airport Advisory Commission

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

DATE: September 15, 2020

SUBJECT: Airport 2020/2021 Revenue/Expenditure Update

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the 2020/2021 Revenue/Expenditure update for the Airport as of September 9, 2020. Please note, staff time is not reflected in this report.

Attachments:

Airport 2020/2021 Revenue/Expenditure Update

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 09/09/20 13:01:16
Period 01 - 12
Fiscal Year 2021

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
505	AIRPORT FUND					
	Personnel Services					
505-435-100-102	Part Time	13,500.00	0.00	0.00	13,500.00	0.00
505-435-100-120	Benefits	2,745.00	0.00	0.00	2,745.00	0.00
	Personnel Services	16,245.00	0.00	0.00	16,245.00	0.00
	Supplies & Services					
505-435-100-201	Ground Maintenance	10,000.00	0.00	0.00	10,000.00	0.00
505-435-100-205	Facility Maintenance	14,000.00	683.07	683.07	13,316.93	4.88
505-435-100-231	Professional Services	177,500.00	0.00	0.00	177,500.00	0.00
505-435-100-236	Medical Services	200.00	0.00	0.00	200.00	0.00
505-435-100-238	Technical Services	13,000.00	542.00	542.00	12,458.00	4.17
505-435-100-250	Insurance	13,867.00	13,721.79	13,721.79	145.21	98.95
505-435-100-252	Communications	2,100.00	78.16	78.16	2,021.84	3.72
505-435-100-260	Office Supplies	500.00	44.79	44.79	320.84	8.96
505-435-100-264	Electricity & Gas	20,300.00	2,740.45	2,740.45	17,559.55	13.50
505-435-100-265	Gasoline & Oil	180,000.00	50,183.18	50,183.18	129,816.82	27.88
	Supplies & Services	431,467.00	67,993.44	67,993.44	363,339.19	15.76
Expense Total		<u>447,712.00</u>	<u>67,993.44</u>	<u>67,993.44</u>	<u>379,584.19</u>	<u>0.1519</u>
435	Airport	447,712.00	67,993.44	67,993.44	379,584.19	15.19
505	AIRPORT FUND	447,712.00	67,993.44	67,993.44	379,584.19	15.19
Expense Total		<u>447,712.00</u>	<u>67,993.44</u>	<u>67,993.44</u>	<u>379,584.19</u>	<u>0.1519</u>

General Ledger
Expenses vs. Budget



City of
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At the Crossroads of California

User: rsouto
Printed: 09/09/20 13:01:16
Period 01 - 12
Fiscal Year 2021

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
505	AIRPORT FUND					
	Personnel Services					
505-435-100-102	Part Time	13,500.00	0.00	0.00	13,500.00	0.00
505-435-100-120	Benefits	2,745.00	0.00	0.00	2,745.00	0.00
	Personnel Services	16,245.00	0.00	0.00	16,245.00	0.00
	Supplies & Services					
505-435-100-201	Ground Maintenance	10,000.00	0.00	0.00	10,000.00	0.00
505-435-100-205	Facility Maintenance	14,000.00	683.07	683.07	13,316.93	4.88
505-435-100-231	Professional Services	177,500.00	0.00	0.00	177,500.00	0.00
505-435-100-236	Medical Services	200.00	0.00	0.00	200.00	0.00
505-435-100-238	Technical Services	13,000.00	542.00	542.00	12,458.00	4.17
505-435-100-250	Insurance	13,867.00	13,721.79	13,721.79	145.21	98.95
505-435-100-252	Communications	2,100.00	78.16	78.16	2,021.84	3.72
505-435-100-260	Office Supplies	500.00	44.79	44.79	320.84	8.96
505-435-100-264	Electricity & Gas	20,300.00	2,740.45	2,740.45	17,559.55	13.50
505-435-100-265	Gasoline & Oil	180,000.00	50,183.18	50,183.18	129,816.82	27.88
	Supplies & Services	431,467.00	67,993.44	67,993.44	363,339.19	15.76
Expense Total		<u>447,712.00</u>	<u>67,993.44</u>	<u>67,993.44</u>	<u>379,584.19</u>	<u>0.1519</u>
435	Airport	447,712.00	67,993.44	67,993.44	379,584.19	15.19
505	AIRPORT FUND	447,712.00	67,993.44	67,993.44	379,584.19	15.19
Expense Total		<u>447,712.00</u>	<u>67,993.44</u>	<u>67,993.44</u>	<u>379,584.19</u>	<u>0.1519</u>

General Ledger
Revenue Analysis



City of
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At the Crossroads of California

User: rsouto
Printed: 09/09/20 13:01:28
Period 01 - 12
Fiscal Year 2021

Account Number	Description	Budget	Month to Date	End Bai	AvailUncollect
505-000-311-015	Property Tax Unsecured	-4,000.00	0.00	0.00	-4,000.00
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	-500.00	-5.00	-5.00	-495.00
505-000-346-020	Aviation Fuel	-150,000.00	-67,492.82	-67,492.82	-82,507.18
505-000-361-010	Interest Earnings	-8,000.00	0.00	0.00	-8,000.00
505-000-363-014	Rental - Land & Buildings	-95,000.00	-25,068.47	-25,068.47	-69,931.53
505	AIRPORT FUND	-417,500.00	-92,566.29	-92,566.29	-324,933.71
Revenue Total		<u>-417,500.00</u>	<u>-92,566.29</u>	<u>-92,566.29</u>	<u>-324,933.71</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: September 15, 2020

SUBJECT: Airport Tenant List Update

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is an updated Airport tenant list as of August 8, 2020.

Attachment:

Airport Tenant List

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
Conner, Jason	H	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
Cotta, Ty	8	944	\$ 250.00	Yes & Passed	Month to Month Lease
Dalforno, Ron	F	1,134	\$ 325.00	Yes & Passed	Month to Month Lease
Davis, James	1	944	\$ 250.00	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
Menefee, Jerry	10	944	\$ 250.00	Yes & Passed	Month to Month Lease
Menefee, Jerry	L-2	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
Mitchell, Robert	I	1,677	\$ 350.00	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	Hanger 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
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
Woffsen Land & Cattle	13	944	\$ 250.00	Yes & Passed	Month to Month Lease

UPDATED 8/6/2020

VACANT HANGARS: E, G, 4, 5, 6, 12

Not Available: 5-Leaky, 6-PD