



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

October 20, 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/675002397>. Get the free GoToMeeting application now and be ready when the meeting starts: <https://global.gotomeeting.com/install/675002397>. You can also dial in to listen to the meeting using your phone by calling (872) 240-3212 and using Access Code: **675-002-397**.

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.

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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 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.

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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.

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 SEPTEMBER 15, 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. AIRPORT 2019/2020 ANNUAL FUEL SALES PROFILE REVIEW.

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

8. AIRPORT 2020/2021 REVENUE/EXPENDITURE UPDATE.

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

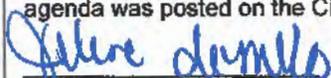
9. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

10. COMMISSIONER REPORTS.

- A. Robert Calhoun
- B. Larry Leonardo
- C. Dennis Reed
- D. 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 13th day of October 2020

**CITY OF LOS BANOS
AIRPORT ADVISORY COMMISSION MEETING MINUTES
SEPTEMBER 15, 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 5:03 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.

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

CONSIDERATION OF APPROVAL OF AGENDA: Motion by Reed, seconded by Leonardo 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 AUGUST 18, 2020: Motion by Leonardo, seconded by Calhoun 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 comments were received and the public forum was closed.

NOMINATIONS FOR CHAIR AND VICE CHAIR FOR 2020: Motion by Leonardo, seconded by Calhoun to nominate Dave Anderson for Chairperson. The motion carried by the affirmative vote of all Airport Advisory Commission Members present; Motion by Reed, seconded by Calhoun to nominate Larry Leonardo for Vice Chairperson. The motion carried by the affirmative vote of all Airport Advisory Commission Members present.

AIRPORT 2019/2020 ANNUAL FUEL SALES PROFILE REVIEW. Director/City Engineer Fachin reported we sold \$4,000 more fuel this August, compared to last August. Our fuel sales continue to do well, and we remain competitive with our prices.

AIRPORT 2020/20121 REVENUE/EXPENDITURE UPDATE. Director/City Engineer Fachin reported we are 17% into the fiscal year. The budget is right on track, and estimations look to be correct at this time.

AIRPORT TENANT LIST UPDATE. Director/City Engineer Fachin reported we are almost at full capacity, with only four empty hangars at this time.

PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT. Director/City Engineer Fachin mentioned that if there were no new items to discuss, the Commission could meet every two months, unless there were important items that needed to be presented. Chairperson Anderson stated that he would still like to continue meeting every month.

COMMISSION MEMBER REPORTS.

CALHOUN: No report.

LEONARDO: Has lived in Los Banos the last 20 years. Was previously on the Commission, has since retired from his job, and is happy to be back serving on the Commission once again.

REED: Asked when Airport Consultant Bob Wadell will be addressing the Council again? Director/City Engineer Fachin replied that he only reports to the Council when working on specific studies, however, he is not working on any at this time.

ANDERSON: Thanked staff for all the work they do for the Airport.

ADJOURNMENT: Commissioner Anderson adjourned the meeting at the hour of 5:38 p.m.

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: October 20, 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 September 30, 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): 10/9/2020 10:34:09 PM

Terminal: M4000-4000440

Start Date: 9/1/2020

End Date: 9/30/2020

| Name | Total Amount | Total Units | Total Count |
|--------|--------------|-------------|-------------|
| 100 LL | \$3786.38 | 889.030 | 30 |
| Jet A | \$4356.90 | 1452.780 | 17 |

Running Totals

Number of Sales: 47

Sale Total: \$8143.28

Units Total: 2341.810

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: October 20, 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 October 8, 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: 10/08/20 11:47:01
Period 01 - 13
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 | 1,667.40 | 1,667.40 | 12,332.60 | 11.91 |
| 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 | 155.46 | 155.46 | 1,944.54 | 7.40 |
| 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 | 4,283.16 | 4,283.16 | 16,016.84 | 21.10 |
| 505-435-100-265 | Gasoline & Oil | 180,000.00 | 61,776.04 | 61,776.04 | 118,223.96 | 34.32 |
| | Supplies & Services | 431,467.00 | 82,190.64 | 82,190.64 | 349,141.99 | 19.05 |
| Expense Total | | <u>447,712.00</u> | <u>82,190.64</u> | <u>82,190.64</u> | <u>365,386.99</u> | <u>0.1836</u> |
| 435 | Airport | 447,712.00 | 82,190.64 | 82,190.64 | 365,386.99 | 18.36 |
| 505 | AIRPORT FUND | 447,712.00 | 82,190.64 | 82,190.64 | 365,386.99 | 18.36 |
| Expense Total | | <u>447,712.00</u> | <u>82,190.64</u> | <u>82,190.64</u> | <u>365,386.99</u> | <u>0.1836</u> |

General Ledger
Revenue Analysis



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 10/08/20 11:47:32
Period 01 - 13
Fiscal Year 2021

| <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 | 0.00 | 0.00 | -4,000.00 |
| 505-000-331-010 | Federal Grant | -150,000.00 | 0.00 | 0.00 | -150,000.00 |
| 505-000-331-050 | CARES Act Funding | 0.00 | 1,568.31 | 1,568.31 | -1,568.31 |
| 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 | -76,206.95 | -76,206.95 | -73,793.05 |
| 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 | -33,207.96 | -33,207.96 | -61,792.04 |
| 505 | AIRPORT FUND | -417,500.00 | -107,851.60 | -107,851.60 | -309,648.40 |
| Revenue Total | | <u>-417,500.00</u> | <u>-107,851.60</u> | <u>-107,851.60</u> | <u>-309,648.40</u> |