

AIRPORT ADVISORY COMMITTEE – MINUTES

**January 16, 2015 at 9:00 a.m.
Trinity County Library Meeting Room
Weaverville, California**

1. CALL TO ORDER

Chair Jim Weddell called the meeting to order at 9:02 a.m. Members present: Lyn Scott, Anthony Edwards, Mike McHugh, Judy Pflueger, John Kizziar, John Fenley and Jim Weddell. Members Absent: None. Staff present: Director of Transportation, Richard Tippett, and Clerk Ruth Hanover.

Chair Weddell requests modification of the Agenda to include presentations.

Upon the motion of John Kizziar, seconded by Lynn Scott, the committee approved modification to the Agenda to include "Presentations". Motion carried unanimously.

PRESENTATIONS

Chair Weddell presented Judy Pflueger with a plaque and "wings" for her service on the Airport Advisory Committee and her many years of involvement in Trinity County Airports.

Chair Weddell introduced Bill Hill, Federal Aviation Administration Safety Volunteer, who was to present certificates and discuss aviation safety.

Bill Hill presented Chair Weddell with the Master Pilot Award for 50 years continuous service holding a pilot's certificate. Weddell received a plaque, tie pin and lapel pin. Mr. Hill mentioned Lyn Scott is a holder of the Master Mechanic Award.

Bill Hill advised he is the lead safety person of the Federal Aviation Administration in Redding and conducts safety seminars all over. He also conducts a safety seminar at Benton Air Park in Redding on the second Saturday of each month, and provided posters to that effect for posting at the individual airports.

2. NEW MEMBERS INTRODUCTION

Director Tippett advised that the Board of Supervisors has appointed John Fenley as its representative on the Airport Advisory Committee and introduces him to the rest of the Committee members.

Director Tippett advised he has spoken with newly elected Supervisor Bill Burton and he is interested in appointing someone from District 4 to serve on the Committee.

Director Tippett expressed his deepest appreciation for efforts Judy Pflueger has put into the airports and basic aviation matters in Trinity County. He stated Judy is unique in that as a member of the Board of Supervisors she was concerned with all five county airports (not just Trinity Center), the pilots, and airport longevity in the

county.

3. PUBLIC COMMENT

Members of the public may address the Airport Advisory Committee concerning matters within their jurisdiction, which are not listed on the agenda and to request that a matter be agendaized for a future meeting. No action may be taken on these matters at this meeting.

No comments received.

4. ELECTION OF CHAIR AND VICE CHAIR

Director Tippett advised that the By Laws require that new officers be selected at the first meeting, and every two years thereafter. Currently, Chair Weddell serves as Chair and the now retired Supervisor Pflueger serves as Vice Chair. He said selection of this year's Chair and Vice Chair will be for a two year term as modified by the By Laws. Tippett stated Chair Weddell is eligible for another two year term, and the Vice Chair will have to be selected from the eligible voting members, as Vice Chair Pflueger has retired from the Board.

Motion of Lyn Scott appointing Jim Weddell as Chair and John Kizziar as Vice Chair, died for lack of a second.

Upon motion of Lyn Scott, seconded by John Kizziar, elects Jim Weddell as Chair, for a two year term, and John Fenley as Vice Chair. Vote: 6-0.

5. MINUTES

Upon motion of John Kizziar, the committee accepts and approve the Minutes of October 10, 2014 as submitted. Seconded by Lyn Scott. Motion carried unanimously, with Mike McHugh and John Fenley abstaining as they were not present at that meeting.

6. DIRECTOR'S REPORT

Director Tippett apologized to the Committee for the untimeliness in getting the Agenda and back up material out to the members.

a. Ruth Lake Construction Update

Director Tippett advised he has requested the Construction Allocation to fund the Ruth Airport Runway Overlay and Restripe Pavement Project. He said this will be going to the Board of Supervisors next week and would require a 10% County match which is currently included in the FY 14/15 budget. He would like to complete the project before the end of summer.

Discussion regarding price of asphalt. Director Tippett advised he will consult with Nichols Consultants who are pavement specialists that can provide specific pavement reconstruction recommendations.

Mike McHugh asked if the slurry seal project at Trinity Center Airport would be done. Director Tippett responded in the affirmative. He went on to comment that Caltrans Aeronautics called stating that funding now allows for allocation this fiscal year.

Director Tippettt advised that once allocated construction could begin, stating that will be done this summer also.

b. Jail CEQA Document

Director Tippettt advised the CEQA Document should be finished by March and then they will go for the grant application for a new jail.

c. Meeting Recap with FAA

Director Tippettt advised that he and Chair Weddell met with FAA Staff in San Francisco in November (11/5/2014) to discuss Trinity County Airport needs. He said FAA policy updated in 2013, now requires you do the ALPs and have a property map that shows the boundary of the airport. He said we will take care of Weaverville first, as already identified in this fiscal year's budget, and then do the other airports as the ALPs are prepared. He said the ALPs also have to include a survey of the approaches and all identifiable obstructions, mark trees, etc. He advised the new ALPs will be much more extensive than they were in the past, but that we get no federal money until they are done on all airports in the county.

Director Tippettt stated the FAA indicated they would approve in Trinity Center the modification to the run way length to provide a runway safety area, and eliminating the displaced threshold.

Chair Weddell commented that it may become a political issue if runway lengths are revised or diminished. Earlier, the FAA wouldn't even talk to us about the Trinity Center runway extension. But now, Director Tippettt commented, the feds say to do a Master Plan at Trinity Center Airport to clearly outline ultimate runway lengths and airport needs.

Mike McHugh asked about acquiring Forest Service land. Director Tippettt responded when we do the Airport Master Plan we will look into everything. He said there is no County money to acquire the property, that it has to come from the airports.

Tippettt stated the feds indicated regarding the threshold and safety area to get your ALP and Master Plan done and then we would go for an A&D Grant (acquisition & development), then you apply for the AIP Federal FAA money. Director Tippettt said that without the Master Plan the FAA would not give consideration to a runway extension.

Director Tippettt said he would like to rehabilitate the lights at the Hayfork Airport, and also work on the lights at the Hyampom Airport. He said Weaverville Airport needs a Pavement Management Assessment. He advised the feds said that since we don't have plans on all five County Airports the funding for Master Plans and Airport Layout document updates would be approved.

Chair Weddell commented that the annual grant money can be traded between airports. For example, you can take \$175,000 annual entitlement (you can save up to five years of entitlements) and give it to Siskiyou County with the agreement with them we get the money from them at a later date. This was given consideration

until we met with the FAA and discussed our needs.

Director Tippett said the estimate for the Airport Layout Plans is about \$175K. He wants us to get going on them along with the Trinity Center Master Plan. Tippett then handed out FAA Airport Improvement Program Grant Detail Report estimates and discussion concerning cost and detail for what was done at other airports so the information would be available for comparison.

Director Tippett stated he is asking \$350,000 for the Master Plan and \$175,000 for the Airport Layout Plan.

Chair Weddell asked if the Master Plan is for all five airports. Tippett responded he hasn't seen a Master Plan for all airports only individual airports. Director Tippett discussed the recent FAA reclassification of airports. He advised that an "unclassified" airport is less than 30 miles from another airport. He said we are still "unknown" but if you become non-NPIAS or unclassified, you lose the annual entitlement (\$150K). Director Tippett said that recent reports make Weaverville and Hayfork Airports non-classified. He is pushing for a "Basic" rating NPIAS.

Director Tippett advised the building that houses the pilots' lounge at the Hayfork Airport converted back to the County over a year ago. John Kizziar stated the building needs a new roof. (The roof has since been verified and will be replaced Summer 2015).

Director Tippett advised he hasn't had time to deal with the billboard issue (moving the glide slope panels from Weaverville to Hyampom). With regard to mowing agreements Tippett advised we will discuss with the volunteer fire departments.

Director Tippett advised he has a new Engineering Aide who is replacing the Wind Socks at all County Airports and that they will be replaced each year.

OLD BUSINESS

7. DISCUSS DRAFT "MISSION VISION VALUES" STATEMENT

Chair Weddell asks that each member review the draft to see if anything needs to be added and we will agendize at a later date. He said we should add some safety matters also. He stated we are in a position to be the aviation experts in the county and give recommendations for expanding services. The By-Laws are pretty generic, but a "mission, vision, values" statement will allow the committee to become more dynamic and responsive.

John Fenley inquired if the Committee is one that falls under the Brown Act. Director Tippett responded in the affirmative. John Finley inquired about AB 1234 Ethics Training for committee members. Director Tippet to check if the Airport Advisory Committee is required to do the ethics training and if so, to set up the same. Chair Weddell continued the matter to the next meeting. (Per Risk Management, AB 1234 is required, Anti-Harassment training is not).

8. HANGAR UPDATE

a. Through the Fence Agreements

Director Tippett stated we have 20 potential Residential Through the Fence Agreements. Said something about Fence Maintenance Agreement in 2008 - cleaning up and hopes to get letters out next week.

Lyn Scott asked how much of the "Through the Fence" money stays in the county. Director Tippett responded 100%; our AIPs have to be self-sustaining.

Discussion ensued regarding the folly of Siskiyou County charging a "landing" fee. We subsequently learned that the fee applied to aircraft over 10,000#.

b. Hangar Conversion

Director Tippett advised the Department of Transportation sent notices to 18 hangar owners, and of the 18 hangar occupants that received notice that the hangars had reverted back to County ownership, only 3 of the units, belonging to 2 occupants, have not responded. 13 have committed to continuing occupancy, and 2 have vacated their hangar space. It is expected that the two vacated hangars will soon be occupied.

Tippett discussed the conversion of hangars to County and FAA Assurances (some contracts not in line with FAA requirements). He said the goal is to have all done by the end of the fiscal year.

Mike McHugh asked if we could agendize something in the spring regarding tie down fee collections, and what actions we could undertake to have better compliance in paying the fee. Chair Weddell directs the matter be on the next agenda.

Director Tippett advised DOT did an inspection of all hangars for any long term maintenance needs. He said one set of hangars at the Weaverville Airport are beyond repair.

Tippett said after we do the doors at the Trinity Center Airport we should be good for awhile. He said the design on the hangar doors has been done. He said he wants to get it out for bid in April or May and get them installed this summer.

c. Lease Negotiations

Director Tippett advised he will contact existing long term hangar lessees and advise them they need to pay the rates established by the Board of Supervisors to be compliant with FAA Grant Assurances and economic equity (i.e. one doesn't get charged more than the other for the same service).

He said the hangar revenue for last year was \$32,375, this year is \$50,382, and next year it is estimated at \$84,785 with Through the Fence and Hangar Conversion; and that this will provide \$10,350 annually for each account: Construction and Operations. Tippett said the revenue would be divided up, \$10,000 for Operations,

\$10,000 for Construction, \$20,000 for Short Term lease maintenance, and the remainder would go for long term hangar maintenance.

Director Tippett advised we don't provide electricity to any hangars in the county yet. We didn't want to get into that business (electric). If the new lessees want electricity at their hangar it is up to them to provide it. Most of the hangars that have power now, already have an association that collects the money for power and they pay the bill direct. If a bill was not paid, the County would not step in to take over power, it would be up to the association, otherwise, the power is turned off to that hangar.

NEW BUSINESS

9. DISCUSSION RE APPOINTMENTS TO ALUC FOR 2015

Chair Weddell commented that at the last Airport Land Use Commission meeting he, nor Lyn Scott, were provided with any of the material being considered on the Trinity River Lumber Project. Clerk advised the Chair that will not happen in the future.

Discussion regarding appointing members to sit on the Airport Land Use Commission.

Upon motion of Mike McHugh, seconded by John Kizziar, reappoints Jim Weddell and Lyn Scott to the Airport Land Use Commission for 2015.

Recesses 11:00 a.m., reconvenes 11:20 a.m.

10. DISCUSSION OF FY 15/16 BUDGET PRIORITIES

Director Tippett stated one of the functions of the Committee is to make recommendations to the Board of Supervisors on Budgets. He said the way the timeline goes is you prepare the budget and submit it to the Board of Supervisors, the Board holds Preliminary Budget Hearings in June, and then adopts the budget after Final Budget Hearings in September.

Director Tippett said we weren't able to do much in the Airports over the last two years because of big road projects, but that staff has more time now to devote to Airports.

Director Tippett advised that anticipated revenue from the hangars is expected to approach \$10,350 annually for Operations, and for Construction. The Annual Grant of \$10,000 is available for each airport. He said we anticipate a \$500,000 State Acquisitions and Development Grant for a crack repair and overlay project at Hayfork Airport, but affordability is questionable for this fiscal year, and the grant requires the County to produce a 10% match. He advised it is expected to take up to six months to clear the environmental process and a couple of months for design and bid to do the work required. He said construction is expected in the spring of next year, but staff has had discussions with Caltrans to consider bumping it to FY 16/17.

Director Tippett summarized the budget as follows:

1852 Operations

- Current Cash Balance \$7,444
- Annual Grants cannot be used to match State Acquisition and Development Grants
- Annually we collect \$10,000 for each of the airports for reimbursable expenses for a total of \$50,000 for the Trinity County Airport System

1853 Construction

- Current Cash Balance \$20,486
- Unencumbered cash balance is expected to be \$5,000
- Seed funding for construction will be in the form of a loan from the State. Once the project is completed and the bills are paid, the loan will be closed out. This is needed to be able to pay the construction invoice, and then submit to the State for reimbursement. Interest on the loan is about 2.5%.
- The Ruth Airport project is still on track, this will use the cash balance.
- The Trinity Center Slurry Seal Taxiway Project has been moved into this year. This is \$9,000 unanticipated matching funds.

1854 General – Hangars

- Cash Balance \$73,482, of which \$36,310 is set aside for long term maintenance.
- Hangar Door installation is expected to take place prior to the end of the year.
- The yearend cash balance is expected to have a shortfall of <\$4,504>, this needs to be returned to long term maintenance (by reducing short term maintenance this year).

Director Tippett stated based on discussion with FAA there are several projects that will be taken under consideration for future, and direction needs to be given:

- Repair lighting at Hyampom and Hayfork (Federal and State funded)
- Runway Crack Repair and Overlay – Hayfork (State)
- Airport Layout Plans prepared under 2013 ALP requirements, including Property Map and Approach Survey Map (Federally funded)
- Trinity Center Master Plan (Federally funded)
- Design and construction of a new taxiway at Hayfork (Federally funded)
- Repaving the Trinity Center apron area (federally funded)
- Runway Reconfiguration at Trinity Center (Federally funded)
- Update of the ALUCP (Federally funded)
- Pavement review for Weaverville and an update in six years for all airports

Director Tippett advised this is based on an unconstrained list of projects (both State and Federal reimbursed, but no considerations made as to what we can afford) that should be considered over the next 5 to 7 years. Review of all projects shows the County coming up short both in match (\$141,000) and in grand funding (about \$1,000,000). He said it is probable that the hangar apron pavement maintenance for Trinity Center would have to be delayed by a couple of years. He said the

Hayfork Taxiway project has environmental time constraints that make it a higher priority for construction. The Airport Layout Plan, Master Plan, and Weaverville Pavement Management Plan are critical items, as future funding will not be allocated until the plans are complete.

As discussed earlier, Director Tippett advised of concern is the recent classifications of Weaverville and Hayfork to Unclassified Airports. An unclassified airport has less than 10 based aircraft and is within 30 miles of another NPIAS Airport. This has the potential of making these airports ineligible for future AIP funding. Staff will continue to monitor this issue, and provide positive input where it can.

Director Tippett returned to the FAA discussion.

Pavement review every 5 years.

Based on funding from Feds and what we have we will come up short for matching funds. The entitlement funds will have to be shared between airports to allow for construction of the larger projects.

Expected request, AIP \$5,575,000

Match \$140,000 short, need \$399,000 but got down to \$145,000.

Chair Weddell inquired about the project list, stating at the last meeting we had a discussion regarding hiring an Airport Manager, and wanted to know if we could add it to the list of unencumbered projects. Director Tippett responded that if you hire someone "on call" the products get shoddy at the end. When you hire an individual you get more quality work but it takes more time and money. He also reminded everyone that taxpayers don't like doing projects just because you get a grant; you have to have a need.

Director Tippett discussed priorities, which are as follows (highest to lowest):

- Airport Layout Plan and Master Plan.

- Ruth Airport has funding

- Trinity Center airport taxiways

- Hayfork Runway overlay. We are concerned about coming up with \$50,000 next year.

- Move Hayfork project into 17/18 Budget.

Plans for this year – AIP Grants

- Start Master Plan at Trinity Center

- ALP at Hayfork

- Property Resolution 1854 our funds

- Ruth Runway Overlay A&D.

- When we get to 16/17 not so ok.

- Complete layout for Ruth

- Start layout for Hyampom

Chair Weddell stated if we need to offset \$75,000 for something else he and others

might be able to take care of repairing the lights at the Hyampom airport. He said they can do minor repairs. Director Tippett asked him to keep in mind the \$75,000 is A&D and shortfall on big grant. Director Tippett advised he would have to check with Risk Management to see if volunteers could work on the Hyampom Airport lights. He had great reservations about allowing others to work on an unsafe system. To do the runway overlay in Hayfork we have to produce a \$50,000 match.

17/18 Trinity Center Airport apron area design and construction of hangar area – match \$54,000

Hayfork – taxiway extension need to get going because we have finished the environmental document. An environmental approval is time constrained.

One of the bigger ticket items is the Trinity Center apron area. Director Tippett would say bump down a couple of years due to funding limitations. The Airport Layout Plan and Master Plan will be done by then. Top priority.

Director Tippett stated that the Master Plan at Trinity Center needs to be completed prior to future allocations of funding.

Mike McHugh stated the ramp at Trinity Center Airport is outside the taxiway and the building is not in very good shape. He asked if it could be extended 3 to 5 years and do the whole thing. Director Tippett responded crack seal is 7 year pavement.

John Kizziar stated he felt the Trinity Center Airport is a higher priority.

Director Tippett stated we are \$1,000,000 over in AIP and need to take something out.

John Fenley asked if we will be able to alter PRIORITIES BETWEEN Hayfork and Trinity Center. Director Tippett responded in the affirmative.

Chair Weddell suggested pulling out the Trinity Center Airport extension of runway for now.

Director Tippett stated we do this again in two years. He said years 1 and 2 are for the planning documents and years 3 through 5 are for programming future construction.

Mike McHugh asked how long can you stall the FAA requiring the runway lengths being revised on all the charts. Tippett responded until the Master Plan is done. He asked if you want to push out to 7 years so doesn't show up. Director Tippett responded unlikely.

Director Tippett mentioned that we could request to do the apron reconstruction first, push that out and then push the taxiway out a year. Construction second year. Director Tippett asked for a determination of priority.

John Kizziar stated Trinity Center Airport is the priority.

Director Tippett commented that once the Hayfork ALP is completed, we'll be able to get lights on in 16/17. Director Tippett suggested taking Hyampom lights off for now, runway extension year 7, move Hayfork taxiway extension down and make apron priority.

The following priorities were recommended for construction:

- #1 produce Master Plans and Airport Layout Plans
- #2 rehabilitate apron area, Trinity Center
- #3 taxiway extension at Hayfork

Upon motion of John Kizziar, seconded by John Fenley and carried, approves the priorities. Motion carried unanimously.

Lyn Scott asked when the previous AWOS is to be replaced. Director Tippett responded when it fails.

Director Tippett discussed 1852 Operations further – have AWOS annual operating cost of \$8,000 to \$9,000. When originally designed project five or six years ago they had a Communications section within CAO's office that handled radios and was expected to handle the AWOS. Last year \$4,500 a year, next year \$5,000 per year per unit for All Weather Maintenance Services.

AWOS telephone in Trinity Center – going to budget for it because it is needed for the internet.

Repair restrooms at Hayfork, restroom at Weaverville.

Director Tippett asked if the committee wanted to do the crack seal at Trinity Center? Mike McHugh said it needs it in the taxi lanes. Jim Weddell agreed. Director Tippett suggested continue budgeting \$20,000 for crack sealing and use at Trinity Center. Only has \$10,000 grant. Then budget for Hyampom and Trinity Center crack sealing.

Director Tippett discussed 1854. Doors in another line item; miscellaneous repairs; since hangar rentals offset for Ruth. \$9,000 for Trinity Center to go there.

Director Tippett advised he will prepare the budget over next 2 or 3 months. Wants to get hangar stuff resolved. Bring back in April, approve in July and then to Board of Supervisors.

Director Tippett plans to get Airport Master Plan and ALP underway by this summer. We can talk about it at next meeting.

Director Tippett stated he's not sure where we can fit in an Airport Manager. He has an engineering aid that helps with the Airports, but he would need help on the Master Plan and ALPs.

John Fenley suggested keeping the Airport Manager position on the agenda, then

during Budget Hearings a member of the commit can appear before the Board of Supervisors along with Director Tippett.

11. ADJOURN

John Fenley made a motion to adjourn the meeting at 12:40 p.m. Seconded by Mike McHugh. Motion carried unanimously.

DRAFT