



**NEVADA COUNTY AIRPORT COMMISSION
MEETING MINUTES**

Thursday, February 14, 2019 at 8:30 a.m.

Airport Terminal Conference Room
13082 John Bauer Avenue
Grass Valley, CA 95945

Commission Members:

Terry Lowell, Vice-Chair
Hollie Grimaldi Flores, Commissioner
Jeff Wilson, Commissioner
Rich Stahlman, Commissioner
Dave King, Commissioner

Commissioners Absent: Terry Lowell, Vice-Chair

Staff Present:

Steve Monaghan, Chief Information Officer
Kevin Edwards, Airport Manager
Elise Strickler, Administrative Services Officer
Gia Rossitto, Clerk

I. Call to Order and Pledge of Allegiance was given. Meeting called to order at 8:30 a.m.

II. Approve Minutes of December 13, 2018 Commission Meeting

On a motion by Commissioner Stahlman, seconded by Commissioner Grimaldi Flores and unanimously carried, the December 13, 2018 minutes were approved as submitted.

III. Election of Commission Chair and Vice Chair

It was proposed that Terry be elected Chair and Rich be elected Vice-Chair, though no formal voting occurred, there were no objections from the commissioners.

IV. Public Comment (for items not on the agenda)

Public Present: Jake Sjolund (GVAAB), Mark Machado, Stu Carson, Keith Peterson, Bruce McGrew, Christy Barden, Tony Rivera, Loren Willman, and Ric Hellwig

Mark requested that Agendas for each meeting be mailed to Airport users.

Kevin responded that he would prefer to have the agendas available on www.mynevadacounty.com/Airport; and his goal is to do so by the April 11, 2019 commission meeting. Kevin would like to avoid the mass communication and the possibility of the 'reply all' function being overused and inundating recipients email boxes.

Bruce recommended Kevin use the Bcc for all recipients in order to avoid the 'reply all' issue because he likes the speed and ease of receiving the Agenda directly via email.

Steve mentioned that the Airport's website will allow subscribers to enter their email so that when an Agenda is posted they are notified.

The commissioners did not object to Agendas being provided.

The next public comment came from Loren as he addressed three items:

- 1) Development of his property beyond the Northside of the Airport
 - Proposed his desire to create an aviation friendly development of homes with hangars with the option for easement or through the fence access
 - Looking for commissioner support to create a mutually beneficial relationship and gain feedback on what the commissioners would like to see developed on the land north of the Airport

Kevin mentioned the FAA has discouraged Airports offering through the fence access though he will check with the FAA and let Loren know if it is a hard 'NO' or a possible "YES"

- 2) Loren would like to see the deeded easement, documented on the airport layout plan as an access point to the airport as deeded.
- 3) Loren wants a resolution of the Airport water runoff that has created erosion issues to his land. He recommends speaking with the original engineer that designed the detention basins on the north side of the runway and figure out how or why the design is the way it is and how to remedy further erosion from the runoff. The runoff over the past few years has caused earth and sediment to flood into the year round creek below and has caused ecological damage.

Kevin expressed his desire to fix the issue and is waiting on the engineering study currently in progress to determine if additional dirt from the NID pond can be dumped and help mitigate further erosion.

No objections from the commissioners at this time as they are well aware of the ongoing erosion concerns on the north side of the Airport.

V. Commissioner Comments (for items not on the agenda)

Hollie asked about the status of the restaurant (at the end of the meeting after Kevin had briefly spoke about new site for Helipads because the existing Helipad site would be too close to the future restaurant) and if there are still interested developers for that project.

Kevin said that there are three different parties that are interested though they want an idea of what the ground lease terms would be, so he has contacted Livermore Airport since they are in the midst of opening a privately owned and operated restaurant. Kevin may also reach out to Santa Rosa Airport as recommended by Bruce and seconded by Mark.

Rich suggested that User Fees (item XII.) be discussed next and there were no objections from the commissioners.

VI. Brown Act Training: County Counsel unable to attend so moved to the next meeting scheduled for April 11, 2019

VII. Budget Update: Kevin Edwards

Since the last meeting we had to replace all the sandbags on Ramp 5 and had to have our BP sensor on the AWOS replaced for approx. \$5,500. Though we are able to recover costs for lost rent revenue from the hangar fire. We will be filing a claim for around \$12k.

VIII. New Fuel Services Provider Update: Kevin Edwards

We have come to an agreement with Avfuel. The contract will go to the BOS on the 26th for signature. We have a webinar scheduled later today to learn the web based system. The sales rep will be onsite the week of the 26th for testing to ensure everything is ready for the switch on March 1st.

No objections from the commissioners.

IX. Perimeter Fence Phase II Construction Update: Kevin Edwards

The construction is completed. A surveyor will be on site at the beginning of next week to conduct an “as built document” to finalize the paperwork and submit the close out for the grant. Since the project went over the contract date, we will be enforcing liquidated damages to cover the additional costs incurred for engineering services.

No commissioner comments.

Mark asked Jake whether or not CalFire is seeing a difference with the completion of the fence or if there are concerns.

Jake responded by asking Kevin to address the concerns that both have previously discussed.

Kevin said that there are areas in the fence line that deer can enter and those are the low areas of fence and gates of the residents through the fence.

Tony mentioned that the fence was originally put up by the Airport and the homeowners were not involved in that process.

Kevin will look at possible solutions though funds are not available at this time to close the gaps in these areas of fencing.

X. NID study for the dirt project on the north end of 25: Kevin Edwards

The survey started on January 24th. They are running two scenarios on the best place for the remainder of the NID dirt. The first scenario is continuing from the last project on the east side toward mid-field. The second is to build up the area just to the west of the detention basin. In the study, they are also figuring in the requirements for helicopter parking pads as a possibility for both sites. The report should be available to us around March 15, 2019.

No objections from the commissioners.

XI. New hangar proposal on Ramp 1: Kevin Edwards

Three contractors have expressed interest in building these hangars. I am working with Purchasing to get a Request for Qualifications or Proposal out on the street. After speaking with Mark on Tuesday, it may be more cost effective to go right to an RFP but I will know more once I discuss further with the county to figure out the cost savings before making a decision.

No objections from the commissioners.

XII. User Fees: Kevin Edwards

The new user fee schedule that was proposed last commission meeting was briefed to the User Fee Group on January 17th. The group is comprised of the CEO, County Council and the Auditor Controllers office. There was no opposition to the proposed fees. The new fees will bring in approximately \$10,000 in additional revenue. These new fees will be in place July 1, 2019.

No objections from the commissioners.

XIII. Sierra Mountain Hangar Update: Kevin Edwards

Phase 2 of the reconstruction has begun. It covers the entire roof replacement, new door, light panels and replacing damaged sections of the fire suppression system. The roof was completed Tuesday. When phase II is complete, the emergency declaration will end. Phase III might not be completed for months. We have requested a temporary occupancy permit between these two phases of reconstruction and are already putting things in place to make that happen.

No objections from the commissioners.

XIV. Airport Beautification: Kevin Edwards

We received a \$5,000 donation from the Law Enforcement and Fire Protection Council toward the purchase of a mower. We are searching for additional donations to help us with the acquisition of a zero turn mower that will cost approximately \$15,000. CAL FIRE is planning to be out here with a masticator the 1st or 2nd week of March to remove the dense areas of scotch broom. When new growth starts to come up, we will spray before it goes to seed. If we have a mower on site, we can mow as it starts to come up, and keep it from ever going to seed again.

No objections from the commissioners.

XV. Tress: Kevin Edwards

The state inspection resulted in quite a few trees penetrating the Approach and Transitional FAA Part 77 requirement. The majority of the trees in the approach area fall well outside the airport boundary on private properties. These trees need either to be removed completely or topped. This responsibility is on the landowners per the Airport policy and county ordinances. My plan is to contact tree companies that have a contract with the state and piggyback their contracts in order to give the landowner a better price.

No objections from the commissioners.

XVI. Airport WIFI: Kevin Edwards

There was a proposed contract from Smarter Broadband. We have a meeting tomorrow at 1pm to discuss needs, goals and solutions. This is not only a possible additional revenue stream, but also reduced cost for repeater service and current DSL.

No objections from the commissioners.

XVII. Courtesy Car: Kevin Edwards

We have been working with the risk manager and county council in the attempt to have a courtesy car on the airport. As of now, the car would have to be donated to the flying clubs. The clubs would be responsible for the maintenance and insurance on the vehicle. The clubs will also generate the rules and regulations for the use of the car. I have found other county airport examples and provided that as an example. This has been discussed multiple times over the years and we have made some additional progress.

Bruce mentioned that if this is a community benefit that we may want to reach out to the Chamber of Commerce for funds to help support this endeavor.

No objections from the commissioners.

XVIII. Next Meeting: Thursday, April 11, 2019 @ 8:30am in the Airport Terminal

XIX. Adjournment

Meeting adjourned at 9:39 a.m.

Gia Rossitto