

MEMBERS

S. William Abel, Vice-Chair
John Hamill
Peter N. Lindquist, Chair
Gene Muir
David Myers
Toby Reading
Michael P. West



Department of Public Works
Mike Azevedo, Secretary to the
Airport Advisory Committee
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COLUSA COUNTY Airport Advisory Committee

AGENDA

November 4, 2024

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

Welcome to a meeting of the Colusa County Airport Advisory Committee. If you are scheduled to address the Committee, please state your full name for the record. Regularly numbered items may be considered at any time during the meeting. All items are listed in accordance with the Ralph M. Brown act. We invite all members of the public to attend.

You can listen to the meeting by dialing one of the teleconference numbers below:

Phone: 1-916-246-0723
Toll-Free: 1-800-356-8278
Conference Code: 401978 (This line is for listening in only)

1:30 p.m. CALL TO ORDER/ROLL CALL

- Pledge of Allegiance

I. PUBLIC COMMENT

II. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - Mar 4, 2024 1:30 p.m.

III. REPORTS

1. Director
2. Members

IV. AIRPORT OPERATIONS REPORTS

1. Maintenance/Safety Conditions
2. Hangar Inspections
3. Hangar Allocation

V. SITTING AS THE AIRPORT ADVISORY COMMITTEE

1. Discussion regarding proposed Colusa County Airport Mission Statement.
2. Discussion regarding proposed Hangar Guidelines.

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3. Discussion regarding Guidelines for hangar inspections.

ADJOURN

THE NEXT REGULAR MEETING OF THE COLUSA COUNTY AIRPORT ADVISORY COMMITTEE IS SCHEDULED FOR January 6, 2025.

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the jurisdiction of the Colusa County Airport Advisory Committee and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes per issue and each individual or group will be limited to no more than 5 minutes each within the 15 minutes allocated per issue. **Note:** No action shall be taken on comments made under this comment period.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.
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COLUSA COUNTY AIRPORT ADVISORY COMMITTEE
MINUTES
 March 4, 2024

Board Chambers
 546 Jay Street, Suite 108
 Colusa, CA 95932

The Colusa County Airport Advisory Committee meets in Regular Session this 4th day of March 2024 at the hour of 1:30 p.m. Committee Members Present: Gene Muir, John Hamill, Michael West, David Myers, S. Abel, and Peter N. Lindquist. Committee Member Absent: Toby Reading

Pledge of Allegiance

I. PUBLIC COMMENT

Mr. Kley speaks to aircrafts departing on runway 34 at very low altitudes and at high speeds over the new residential area and states he found it to be abnormal and suggests having the item on a future agenda for discussion.

Mr. Sankey questions, since Valley Air has turned the keys over to the county for the Airport what is going to happen with the pads? Noting, the pad are a vital component to aerial application because it is needed for loading chemical in crop dusters.

II. ADMINISTRATION

1. Approve the 2024 Airport Advisory Committee Meeting Schedule.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	West
SECONDER:	Abel
AYES:	Muir, Hamill, West, Myers, Abel, Lindquist
ABSENT:	Reading

2. Elect Committee Member Lindquist as the 2024 Airport Advisory Committee Chair.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Abel
SECONDER:	West
AYES:	Muir, Hamill, West, Myers, Abel
ABSTAIN:	Lindquist

Minutes Acceptance: Minutes of Mar 4, 2024 1:30 PM (APPROVAL OF MINUTES)

ABSENT: Reading

3. Elect Committee Member Abel as the 2024 Airport Advisory Committee Vice-Chair.

RESULT: APPROVED [UNANIMOUS]
MOVER: Muir
SECONDER: Hamill
AYES: Muir, Hamill, West, Myers, Abel, Lindquist
ABSENT: Reading

III. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - Nov 6, 2023 1:30 PM

RESULT: APPROVED [UNANIMOUS]
MOVER: Hamill
SECONDER: Myers
AYES: Muir, Hamill, West, Myers, Abel, Lindquist
ABSENT: Reading

Chair Lindquist states last year there was a meeting canceled and staff called and asked if it would be ok, in January when a meeting was canceled he was not called, he only received an email notification of the cancellation, and he is curious as to the process.

Mr. Geiger states he will check with Mr. Plucker and next time you will receive a call.

IV. REPORTS

1. Director

Mr. Azevedo states Valley Air has vacated the county airport and the Board has provided direction to specifically try to fill the vacancy with another agricultural business. He further states a Draft Request For Proposal (RFP) is being reviewed internally at this time and in the interim he has asked Counsel and the CAO to approve a temporary use license agreement geared toward daily activity which is also under review. Noting he understands the value of the facility.

Mr. Myers inquires if the Advisory Committee will have any input.

Mr. Azevedo states it has not been discussed but is definitely an option.

Mr. Azevedo's reports about the numbers on some websites still showing the old numbers for the runways, and he asked anyone seeing the old numbers to alert him and he will contact the relevant website.

Committee member Myers inquires if the temporary use permit is open to several different companies that may want to use the facility?

Mr. Azevedo states that is the way it is worded right now and that is the way it is intended. How it is currently put forth it is going to be a day use and he realizes most agricultural operations are not for a full day, but he does not have the staff to maintain scheduling on an hourly basis. He further states the purpose of the temporary license is so the County knows who the responsibility party is.

Chair Lindquist inquires what are the operators being asked to do, call your office?

Mr. Azevedo states it will require more than a phone call. They will have to provide contact information, proof of insurance and sign the temporary use license agreement that is going to be used.

Mr. Sankey states he appreciates that Mr. Azevedo is moving forward with the use license agreement, but would like to make a few suggestions. He states all the ag operators in the County work well together, a certificate of insurance to the County; that standard procedure for all of the satellite runways in the county, there is no reason why the County cannot request that, as for making a time slot for the whole day, he states he disagrees with that, and questions why there cannot be time slots in 3 and 4 hour increments with one of the staff members at Public Works doing the scheduling. He continues to state that the Advisory Committee should have a look at the Request For Proposal, noting the Committee members are advisors to the Supervisors.

Discussion is held regarding the Advisory Committee being involved with the Request For Proposal for the County Airport, having a meeting with the Supervisors and what would be the process for the Advisory Committee to get involved in the RFP process.

Mr. Stout states Mr. Plucker or Mr. Azevedo would place an item on the Board of Supervisors agenda for discussion. He further states if the Board chooses, it is within the jurisdiction of the Board to authorize/request the Airport Advisory Committee to be involved or to have input.

Mr. Azevedo states he can agendize an item for the Board of Supervisors agenda if that is what the Advisory Committee would like. He further states, as a point of clarification the Board has tasked him with managing the airport facility, so if there is questions just ask.

2. Members

Chair Lindquist states the Airport Advisory Committee does not do much other than approve minutes; it has no authority over the airport. If the Committee is to advise the manager or the Board of Supervisors, it must be proactive and/or rely on Mr. Azevedo to bring matters to the Committee's attention. Chair Lindquist asked County Counsel if the Committee can take up matters, such as general operations and conditions, to discuss during the meeting without the specific item being on the agenda.

Mr. Stout states it would have to be on the agenda to discuss.

Chair Lindquist states from now on we will have a section under Reports for General Airport Operations and Conditions.

Committee member Abel states the Advisory Committee should share their concerns with Mr. Azevedo, and he does not think it is the Advisory Committees job to negotiate contracts. He further states we can talk about what we think the market is or services that should be provided.

Mr. Azevedo states the Committee is advisory and it is ultimately the Board of Supervisors decision, in that particular instance for a contract, a long term lease for commercial property or any other airport operations. He states further, going back to Mr. Sankey's statement, that it would not be hard for one of my staff members to answer the phone. He states yes it is, that staff member has a full time job now, this would be over and above, requiring additional staff time which requires additional costs that will be brought back to the Enterprise Fund which means rates will need to go up to cover the cost of the Enterprise Fund, therefore that is why the Board makes those decisions.

Further discussion is held regarding the appointment of an Ad-hoc.

Mr. Stout states discussion has gone beyond the Brown Act on this item, and this will need to be agendized for further discussion.

Committee member Muir states we need to do something.

Committee member Myers inquires whom the Ad-hoc would report to?

Chair Lindquist states the Ad-hoc would report back to this Committee.

Chair Lindquist inquires if the Advisory Committee can appoint an Ad-hoc to work on the potential use of the County Airport for the upcoming planting season.

Mr. Stout reply's yes.

Chair Lindquist appoints Committee Members Muir and Myers to work on the potential use of the county airport for the upcoming planting season.

Chair Lindquist states the Committee will be discussing Item Number VI on the Agenda.

VI. SITTING AS THE AIRPORT ADVISORY COMMITTEE

1. Review hangar allocation practices, compliance inspections, and provide direction to staff.

Chair Lindquist states Mr. Kley advised him of his concerns regarding the allocation of hangers and compliance of tenants to the terms of their hangar leases at the airport. He further inquires if the Advisory Committee wants to advise Mr. Azevedo on what the Committee thinks is the proper allocation of the hangers?

Comments received by: Mr. Azevedo, Mr. Kley, and Mr. Johnson.

Chair Lindquist appoints Vice-Chair Abel to draft procedures for hangar allocations and inspections as a beginning to further discussions.

Chair Lindquist adjourns the Airport Advisory Committee at 2:29 p.m. and states they are now sitting as the Airport Land Use Commission with all Commissioners present, except Commissioner Reading.

V. SITTING AS THE AIRPORT LAND USE COMMISSION

1. **SITTING AS THE AIRPORT LAND USE COMMISSION**

Adopt a Resolution No. 24-001 finding the General Plan Amendment, Rezoning, and Subdivision Map for the Wescott Ranch is consistent with the County's Airport Land Use Compatibility Plan as conditioned.

Comments received by Mr. Geiger, Mr. Hulbert and Mr. Kley.

RESULT:	APPROVED [5 TO 1]
MOVER:	West
SECONDER:	Muir
AYES:	Muir, Hamill, West, Myers, Abel
NAYS:	Lindquist
ABSENT:	Reading

VII. COUNTYCOUNSEL

1. Discussion of the settlement agreement from the litigation between the City of Colusa and the County of Colusa and the role of the ALUC in future consistency negotiations.

Comments received by Mr. Stout.

Chair Lindquist adjourned the meeting at 2:50 p.m. to reconvene in Regular Session on May 6, 2024 at the hour of 1:30 p.m.

Peter N. Lindquist, Chair

Attest: Wendy G. Tyler, Clerk to the
Board of Supervisors

BY _____
Ann Nordyke, Chief Deputy Clerk

Minutes Acceptance: Minutes of Mar 4, 2024 1:30 PM (APPROVAL OF MINUTES)



Request For Airport Advisory Committee

MEETING DATE: November 4, 2024

DEPARTMENT: Administration

FROM: Ann Nordyke

SUBJECT: Discussion regarding proposed Colusa County Airport Mission Statement.

Discussion regarding proposed Colusa County Airport Mission Statement.

Detailed Description/Background of request

discussion on proposed mission statement

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

ATTACHMENTS:

- DRAFT Colusa County Airport Mission Statement (DOCX)

Colusa County Airport Mission Statement

Provide safe and convenient facility for active airpersons and airworthy aircraft, with reasonable priced fuel.

Priorities:

1. Actively flying an airworthy aircraft.
2. Preference shall be given to Colusa County residents



Request For Airport Advisory Committee

MEETING DATE: November 4, 2024

DEPARTMENT: Administration

FROM: Ann Nordyke

SUBJECT: Discussion regarding proposed Hangar Guidelines.

Discussion regarding proposed Hangar Guidelines.

Detailed Description/Background of request

Attached is a Draft of the proposed Hangar Guidelines for discussion.

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

ATTACHMENTS:

- DRAFT Guidelines Colusa County Airport Hangar Rentals-PL Editss (DOCX)

Guidelines for Colusa County Airport Hangar Rentals

(Proposed—For Discussion)

Initial procedure to create or refine a list of applicants. There are no qualifications to be an applicant but there are qualifications that must be met to lease a hangar.

1. Start with the existing list.
2. Contact each person on the list to determine continued interest. If the named person has a continuing interest, their name will be left on the list; if not, their name will be removed. In the event of no response after two phone calls or messages via text or email over a 14-day period, the name is removed from the list. (If the named person contacts the county after their name has been removed, then their name will be added to the “bottom” of the list.)
3. Create NEW list from above, with contact information (email, phone number and physical address).

NEW LIST

Upon notification of exiting tenant vacating a hangar:

1. The County will contact everyone on the list with a copy of the list of applicants to be considered and notify applicants they must respond within 14 calendar days that:
 - a) They are prepared to accept hangar immediately upon vacancy and
 - b) Occupy hangar within 60 days of availability with a qualified aircraft registered in applicant’s name.

A qualifying aircraft is an initial and continuing requirement for a hangar lease and is defined as an aircraft owned by lessee (tenant) or as entity owned partially by lessee (tenant) of the hangar and the aircraft is currently airworthy.

2. The lease will be awarded in accordance with the above, to the applicant with the highest numerical ranking (#1 is highest) who satisfies all of the above requirements. That applicant is removed from the list.

Other issues:

Will any preference be given to residents of Colusa County?

What provision will be made for those who are or want to build an aircraft in a county hangar?



Request For Airport Advisory Committee

MEETING DATE: November 4, 2024

DEPARTMENT: Administration

FROM: Ann Nordyke

SUBJECT: Discussion regarding Guidelines for hangar inspections.

Discussion regarding Guidelines for hangar inspections.

Detailed Description/Background of request

The Airport Advisory Committee will discuss guidelines for hangar inspections.

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk