

MEMBERS

S. William Abel
John Hamill
Ben Carter
Gene Muir
David Myers, Chair
Toby Reading, Vice-Chair
Michael P. West



Department of Public Works

Colt Esenwein, Secretary
Airport Advisory Committee
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Colusa, CA 95932
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COLUSA COUNTY Airport Advisory Committee Special Meeting AGENDA

July 22, 2025

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)**

2:00 p.m. CALL TO ORDER

- Pledge of Allegiance

I. PUBLIC COMMENT - **NOTE:** Each individual will be limited to no more than 5 minutes.

II. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - Mar 3, 2025 1:30 p.m.

III. REPORTS

1. Director
2. Members

IV. AIRPORT OPERATIONS REPORTS

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

V. AIRPORT

1. Review current financial statements for the Colusa County Airport for FY 2023-24 and FY 2024-25, provide feedback and discuss opportunities for revenue generation, cost-saving measures, and long-term financial sustainability.
2. Review and discuss the list of aerial applicators operating at the Colusa County Airport and the standard 2025 Temporary Permit Application and insurance requirements.
3. Review Maintenance summary and provide input or recommendations to aid the CAO and DPW in finalizing the Airport Maintenance Plan.
4. Review and discuss proposed Airport Hangar Inspection Policy and Airport Hangar Inspection Checklist.
5. Provide a recommendation to the Department of Public Works and County Administrative Office on a fair market annual lease rate for the old Valley Air hangars, to be used as the minimum bid amount in an upcoming Request for Bids (RFB).

THE NEXT REGULAR MEETING OF THE COLUSA COUNTY AIRPORT ADVISORY COMMITTEE IS SCHEDULED FOR September 8, 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.

MEMBERS

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



Department of Public Works
 Scott Lanphier, Secretary to the
 Airport Advisory Committee
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COLUSA COUNTY AIRPORT ADVISORY COMMITTEE MINUTES

March 3, 2025

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

The Colusa County Airport Advisory Committee meets in Regular Session this 3rd day of March 2025 at the hour of 1:30 p.m. PRESENT: Commissioners Gene Muir, Toby Reading, David Myers, S. Abel, and Peter N. Lindquist. ABSENT: Commissioners John Hamill and Michael West.

Pledge of Allegiance

I. PUBLIC COMMENT

Mr. Markss, states he has been appointed by the City of Colusa as the Airport liaison.

II. ADMINISTRATION

Chair Lindquist makes time for nominations and election of the 2025 Airport Advisory Committee Chair and turns the gavel over to the Clerk.

Committee Member Muir nominates Committee Member Lindquist.

Committee Member Lindquist declines the nomination.

Committee Member Muir nominates Committee Member Myers.

The Clerk calls for any other nominations. Hearing none, the Clerk closes the nominations.

1. Elect Committee Member Myers as the 2025 Airport Advisory Committee Chair.

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

The Clerk makes time for nominations and election of the 2025 Airport Advisory Committee Vice-Chair.

Minutes Acceptance: Minutes of Mar 3, 2025 1:30 PM (APPROVAL OF MINUTES)

Committee Member Abel nominates Committee Member Reading.

The Clerk calls for any other nominations. Hearing none, the Clerk closes the nominations.

2. Elect Committee Member Reading as the 2025 Airport Advisory Committee Vice-Chair.

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

3. Approve the 2025 Airport Advisory Committee Meeting Schedule.
with the change to the July 7, 2025 meeting being moved to July 14, 2025.

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

III. APPROVAL OF MINUTES

Chair Myers request Counsel to clarify who is authorized to cancel meetings and the procedures to get something on an Agenda.

Mr. Stout states he will look into it and get back to him.

1. Airport Advisory Committee - Regular Session - Nov 4, 2024 1:30 PM

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

IV. REPORTS

1. Director

Mr. Lanphier introduces himself and gives out his contact information to the Committee Members.

Chair Myers inquires if he will be in contact with Mr. Azevedo as he has been working with him on various items.

Mr. Lanphier states he will confer with the CAO regarding contacting Mr. Azevedo.

Ms. Fowler states she has no report at this time, but is here to answer any questions on the upcoming ALUC item, and gives out her contact information to the Committee Members.

Minutes Acceptance: Minutes of Mar 3, 2025 1:30 PM (APPROVAL OF MINUTES)

2. Members

Chair Myers states he was talking to Mr. Azevedo about maintenance and safety. He states he had specific questions regarding hangar inspections and hangar allocations that Mr. Azevedo was going to get back to him on as well as the Committee members being involved in inspections as he was not sure if the CAO would allow Committee Members to be involved. He also speaks to hangar allocations stating in the past there was a list for many years and recommends calling everyone on the list to make sure everyone is still interested in a hangar that is on the list. He states he would like to get hangar inspections going before this summer. He further states he would like to review the hangar leases as well.

Committee member Lindquist states the Airport manager has always allocated the hangars, the Committee members has had nothing to do with it. He further states Mr. Kley has brought it to his attention that there is a problem with the allocations of the hangars and it is not being done the way it was done in the past. He states the Committee appointed an Ad-Hoc to look into it in an effort to advise the Board of Supervisors on what this Committee thinks it should be and what the needs are now.

V. AIRPORT OPERATIONS REPORTS

1. Maintenance/Safety Conditions

Chair Myers states he was talking to Mr. Azevedo about grading at the airport specifically the sides of the runway. He states there is gravel off to the sides from rain runoff and if an airplane goes off the gravel and hits the gully instead of it being a little mistake it could turn into an accident. He states there is a need for weed control/maintenance that needs to be done, noting the Airport last year looked like a desert. He speaks further to the RFP for the old Valley Air facility being tied up in a County Department and the need to get it out to the public and someone in the facility. He requests Mr. Lanphier to give him a call later this week or next week and give him an update on the RFP. He also speaks to the need of a temporary license for the upcoming planting season for the Ag pilots as well.

Committee Members Reading states he has been contacted by at least 3 people inquiring as to where the County is with it, so there are people interested in moving into that location.

Mr. Sankey states we are losing out on quite a bit of money by not having someone in the old Valley Air facility.

Chair Myers states this Committee needs to know what the financial status of the Airport is.

Brief discussion is held as to who to call when there is something wrong at the airport.

2. Hangar Inspection

No comments received.

3. Hangar Allocation
No comments received.

Chair Myers declares a recess at 2:14 p.m. and states they are now sitting as the Airport Land Use Commission with all Commissioners present except for Commissioners Hamill and West.

Chair Myers makes time for Adoption of a Resolution finding that a Photovoltaic (Solar) Array Power Manufacturing Facility is consistent with the County's Airport Land Use Compatibility Plan as

Comments received by Mr. Tomey and Ms. Fowler

Discussion is held regarding a roads surrounding the panel array, site drainage infrastructure, fire safety plan, project exterior lighting, glare, water retention, water runoff, flooding, and wet lands around the project site.

Further discussion is held regarding the following sections of the proposed Resolution:

- I. A. Finds the proposed Solar Project is adequate and reflects the independent judgment and analysis of the City, which is the lead agency.
- B. The proposed project being a power generating outdoor facility and does not use a significant amount of hazardous substances, all necessary services for the use of the facility are available, and the surrounding area is not environmentally sensitive.
- II. Approves the land use subject to the ALUCP, and the final approval of Fire Chief Winters of Sac River Fire District for the project described above and makes the following findings:
 - A. The proposed use is consistent with the Airport Land Use Compatibility Plan and all applicable provisions of the Zoning Code;
 - B. The establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the area
 - C. With the approval of the subject Use Permit, the project is consistent with the uses allowed in the M-2 Zoning as well as the Colusa County Airport Land Use Compatibility Plan

Following discussion a motion is made to approve the Resolution as amended.

VI. SITTING AS THE AIRPORT LAND USE COMMISSION

1. Adopt Resolution No. 25-001 finding that a Photovoltaic (Solar) Array Power Manufacturing Facility is consistent with the County's Airport Land Use Compatibility Plan as

conditioned and modified by deleting recitals 1.A, 1.B, 2.A, 2.B and 2.C.

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

Chair Myers adjourned the meeting at 3:13 p.m. to reconvene in Regular Session on May 5, 2025 at the hour of 1:30 p.m.

David Myers, Chair

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

Ann Nordyke, Chief Deputy Clerk

Minutes Acceptance: Minutes of Mar 3, 2025 1:30 PM (APPROVAL OF MINUTES)



Request For Airport Advisory Committee

MEETING DATE: July 22, 2025

DEPARTMENT: Administration

FROM: Patricia Rodriguez

SUBJECT: Review current financial statements for the Colusa County Airport for FY 2023-24 and FY 2024-25, provide feedback and discuss opportunities for revenue generation, cost-saving measures, and long-term financial sustainability.

Review current financial statements for the Colusa County Airport for FY 2023-24 and FY 2024-25, provide feedback and discuss opportunities for revenue generation, cost-saving measures, and long-term financial sustainability.

Detailed Description/Background of request

As part of its advisory role, the Airport Advisory Committee periodically reviews the financial status of the Colusa County Airport. This agenda item provides the Committee with updated financial data for the past and current fiscal years. The review will include:

- Summary of revenues and expenditures for FY 2023-24 (July 1, 2023 - June 30, 2024)
- Current year-to-date financial activity for FY 2024-25
- Budgeted vs. actual financial performance
- Overview of major income sources (e.g., hangar rents, fuel sales) and expense categories (e.g., maintenance, utilities, capital improvements)

This review offers an opportunity for the Committee to assess the Airport's financial condition, consider any emerging trends or concerns, and suggest actions that support the Airport's long-term fiscal health and operational goals.

Discussion Points for Committee Consideration:

- Are current revenues meeting expectations, and what adjustments may be needed?
- Are there any significant expenditure increases or decreases of note?

- Are there areas where efficiencies or additional revenue opportunities could be identified?

Does the current financial position support planned improvements or maintenance priorities?

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

None

ATTACHMENTS:

- AIRPORT 2024-25 budget actuals thru 4-4-25 (PDF)

AIRPORT ENTERPRISE

CASH BALANCE AS OF 4/4/25 \$111,095

	BUDGET	FY	ACTUAL
	2024-25		THRU 4/4/25
SUMMARY			
TOTAL REVENUE	\$	449,609	\$ 219,093
TOTAL EXPENSES	\$	345,095	\$ 124,175

REVENUE ACCOUNTS

AVIATION PROPERTY TAX	\$	150,000	\$ 126,754
INTEREST	\$	1,000	\$ 2,516
RENTS	\$	45,109	\$ 39,855
TIE DOWNS	\$	3,000	\$ 740
FUEL SALES	\$	250,000	\$ 49,021
PARKING	\$	500	\$ 180
MISC	\$	-	\$ 27
TOTAL REVENUE	\$	449,609	\$ 219,093

EXPENSE ACCOUNTS

RETIRED MEMBER	\$	3,436	\$ 2,591
CLOTHING/PRSNL SPLY	\$	50	\$ -
COMMUNICATIONS (FUEL PUMP)	\$	480	\$ 480
HOUSEHOLD	\$	100	\$ -
INSURANCE	\$	8,144	\$ 8,144
MAINT EQ	\$	5,000	\$ 539
MAINT STRU, IMP, GRND	\$	5,000	\$ 2,429
MEMBERSHIPS	\$	75	\$ -
FEES (CREDIT CARDS AT PUMP)	\$	5,000	\$ 1,619
OFFICE EXP	\$	2,000	\$ 376
POSTAGE	\$	150	\$ 52
PROFESSIONAL SRVC	\$	16,059	\$ 10,496
PUBLICATIONS	\$	1,000	\$ 395
SMALL TOOLS	\$	400	\$ 40
A-87 (COUNTY SERVICE DEPTS)	\$	(9,848)	\$ (8,207)
SPECIAL DEPT EXP (PERMITS & DPW)	\$	77,741	\$ 64,824
SOFTWARE (FUEL PUMP)	\$	1,200	\$ 1,195
COST OF FUEL	\$	200,000	\$ 29,966
COST OF TAX ON FUEL	\$	16,000	\$ 3,093
UTILITIES	\$	10,000	\$ 6,143
DEPRECIATION	\$	3,108	\$ -
TOTAL EXPENSES	\$	345,095	\$ 124,175



Request For Airport Advisory Committee

MEETING DATE: July 22, 2025

DEPARTMENT: Administration

FROM: Patricia Rodriguez

SUBJECT: Review and discuss the list of aerial applicators operating at the Colusa County Airport and the standard 2025 Temporary Permit Application and insurance requirements.

Review and discuss the list of aerial applicators operating at the Colusa County Airport and the standard 2025 Temporary Permit Application and insurance requirements.

Detailed Description/Background of request

Each year, the Colusa County Airport issues Temporary Permits to aerial applicators who use the Airport as a base for agricultural operations. For the 2025 season, Airport staff have compiled a list of typical aerial applicators who have historically operated at the Airport. Staff have also updated the standard Temporary Permit Application, which all applicators will be required to complete annually, along with the submission of valid insurance documentation, as a condition of being authorized to operate at the Colusa County Airport.

Discussion:

The Airport Advisory Committee is asked to review and provide feedback on the following:

- The draft list of known aerial applicators expected to operate in 2025
- The standard Temporary Permit Application form to be used for the 2025 season
- The insurance documentation requirements necessary for permit approval

Airport staff seek the Committee's input to ensure that the permitting process is transparent, consistent, and aligned with the operational needs and safety standards of the Colusa County Airport

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk

ATTACHMENTS:

- Aerial Applicators 2025 (PDF)
- Arial Applicators Airport Use Agreement rev 02 (2025) (PDF)

Aerial Applicators 2025

<u>Company</u>	<u>Phone</u>	<u>Bus License</u>	<u>Contact</u>	<u>QAL #</u>
Anderson's Flying Service	530-738-4205	44932	STEPHAN ANDERSON	98339
Arena Pesticide Mgmt	530-908-1512	39894	Russell Stocker	98577
Avag, Inc.	530-882-4286	31025	Alex Compton	126020
Basin Aviation	530-701-7733	45304	Brandon Van Dyke	153528
Farm Air Flying Service	916-922-9063	40561	Justin Staas	139630
Growers Air Service, Inc.	530-662-7341	33099	Ralph Holsclaw	99189
Jones Aviation	530-868-5798	31044	Christoper Jones	101949
Martin's Dusters Inc.	530-458-4354	36787	Frank Martin	99361
Moe's Crop Dusting	530-656-2294	45949	Garin Harris	159206
PM Dusters (Porter)	530-891-5214	32161	Wade Porter	104486
Pacific Valley Aviation	530-476-3246	32644	Darren Miller	109141
Reg Michaud Aviation	530-934-3113	45203	Nathan Michaud	125669
Richter Aviation	530-458-2141	32567	Richard (Rick) Richter	99067
Sutter Butte Dusters, Inc.	530-695-2294	30517	Michael Sue	127399
Thayer Ag Aviation	530-437-2225	30595	Jack Huey	102810
Twin Cities Aviation, Inc.	530-673-4578	39449	Mark Minkema	100051
Valley Air	530-458-5181	32172	Bud Umfress	98702
Note: Companies highlighted in YELLOW have submitted the necessary forms and insurance for				

TEMPORARY LICENSE FOR USE OF COUNTY AIRPORT FOR LOADING OF AGRICULTURAL CHEMICALS AND SUPPLIES

The County of Colusa ("Licensor"), and _____, ("Licensee") agree as follows:

1. Licensor is the owner of certain real property and improvements commonly known as the Colusa County Airport ("Airport") located at 2915 State Highway 20, Colusa, California.
2. Licensor wants to make the Airport property shown on Exhibit "B" available for the 2025 agricultural season (or until a permanent commercial tenant is selected for the property) on terms consistent with the use of other Licensor owned or managed facilities on a first come first served basis.
3. Licensor grants to Licensee a no fee, non-exclusive, temporary License to use the concrete loading pad and dirt/gravel area located on the property shown on Exhibit B from the date of execution of this license, through the 2025 agricultural season (or until a permanent commercial tenant is selected for the property), for the purpose of loading agricultural chemicals and supplies associated with aerial agricultural activities.
4. Licensee shall procure and maintain for the duration of this license insurance against claims for injuries to persons or damage to property which may arise from or in connection with the aerial agricultural activities contemplated under this temporary license and shall include their agents, representatives, employees or subcontractors. Coverage shall be at least as broad as:
 - a. **Aircraft Liability:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit. Coverage should also include Chemical Liability Including Crops Treated with limits no less then \$300,000 Combined Single Limit Per Occurrence, and \$600,000 Aggregate.
 - b. **Automobile Liability:** Insurance Services Offices Form Number CA0001 covering any auto, or if licensee has no owned autos, hired and non-owned autos, with limits no less than \$1,000,000 per accident for bodily injury and property damage.
 - c. **Worker's Compensation** insurance as required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

The Licensor, its officers, officials, employees and volunteers are to be covered as additional insureds with respect to liability arising out of work or operations performed under this license.

For any claims related to this license and use of facilities the Licensee's insurance coverage shall be primary and non-contributory insurance coverage at least as broad as ISO CG 20 01-04 13 as respects the Licensor, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the Licensor, its officers, officials, employees, agents or volunteers shall be excess of the Licensee's insurance and shall not contribute with

it. This requirement shall also apply to any Excess or Umbrella liability policies.

If Licensee maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Licensee is required to provide proof of insurance to Licenser following approval of this License by Licenser and no less than 24 hours prior to commencing activity under this License.

5. The Licensee shall indemnify, defend, and hold harmless the Licenser, its officers, agents, and employees for any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this License by Licensee and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the Licenser. It is the intent of the parties to this agreement to provide the broadest possible coverage for the Licenser. The Licensee shall reimburse the Licenser for all costs, attorney's fees, expenses and liabilities incurred with respect to any litigation in which the Licensee is obligated to indemnify, defend and hold harmless the Licenser under this agreement.
6. This License is personal to the Licensee and employees. It is non-assignable, and any attempt to assign this License immediately terminates it.
7. This License is terminable at will by either party.
8. In consideration for being permitted to use the Licenser-owned facility, Licensee and his/her guests shall abide by the Rules attached as Exhibit "A". Permission for use of the Airport and surrounding areas is contingent upon Licensee's compliance with Licenser's rules and regulations

Licensee Signature

Date

Licensee Address

Licensee Phone Number

Scott Lanphier, Interim Airport Manager, Licenser

Date

For County Use Only: Building and Grounds Notified_____(Date) Risk Management Notified_____(Date)

EXHIBIT A**RULES FOR USE OF AIRPORT**

1. LICENSEE SHALL COMPLY WITH THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) ORDER WQ 2014-0057-DWQ, AS AMENDED BY ORDER WQ 2015-0122-DWQ & ORDER WQ 2018-0028-DWQ.
2. ANY DISCHARGE (SPILL) OF FUEL OR PESTICIDES ONTO THE GROUND SHALL BE REPORTED IMMEDIATELY TO THE AIRPORT MANAGER.
3. ALL AIRCRAFT LOADING (EXCLUDING UNTREATED SEED) MUST TAKE PLACE UPON THE DESIGNATED SLOPED CONCRETE LOADING PAD NORTH OF THE OFFICE, WEST OF THE SOUTHERLY ACCESS GATE
4. USE MUST NOT CONFLICT WITH ANY FEDERAL AVIATION ADMINISTRATION REGULATIONS.
5. AREA MUST BE LEFT FREE OF LITTER AND GARBAGE.
6. AREA AND AIRPORT MUST BE LEFT IN THE CONDITION IT WAS FOUND IN.

Exhibit B

Description

Beginning at a point in the fenced entrance to the Colusa County Airport at 2917 State Highway 20, Lat. $39^{\circ}10'40.46''\text{N}$, Long. $121^{\circ}59'26.76''\text{W}$, southwest approximately 250 feet to a point Lat. $39^{\circ}10'39.23''\text{N}$, Long. $121^{\circ}59'29.60''\text{W}$, northwest approximately 630 feet to a point Lat. $39^{\circ}10'44.20''\text{N}$, Long. $121^{\circ}59'33.01''\text{W}$, northeast approximately 275 feet to a point Lat. $39^{\circ}10'44.87''\text{N}$, Long. $121^{\circ}59'31.53''\text{W}$, northeast approximately 175 feet to a point Lat. $39^{\circ}10'42.34''\text{N}$, Long. $121^{\circ}59'29.76''\text{W}$ southeast approximately 160 feet to a point Lat. $39^{\circ}10'43.10''\text{N}$, Long. $121^{\circ}59'27.92''\text{W}$ southwest 35 feet to a point Lat. $39^{\circ}10'41.49''\text{N}$, Long. $121^{\circ}59'26.94''\text{W}$ 105 feet to the point of beginning containing 2.7 acres more or less.

Graphically shown below outlined in yellow:



**Request For Airport Advisory Committee**

MEETING DATE: July 22, 2025

DEPARTMENT: Administration

FROM: Patricia Rodriguez

SUBJECT: Review Maintenance summary and provide input or recommendations to aid the CAO and DPW in finalizing the Airport Maintenance Plan.

Review Maintenance summary and provide input or recommendations to aid the CAO and DPW in finalizing the Airport Maintenance Plan.

Detailed Description/Background of request

The Colusa County Airport is a small, rural general aviation airport located just south of the City of Colusa. The facility includes a primary north/south runway, a smaller secondary east/west runway, several County-owned hangars, private hangars, a self-serve fueling station maintained by a part-time Fixed Base Operator (FBO), grass areas between runways and taxiways, public restrooms, and various lighting systems.

Ongoing maintenance of airport facilities is critical to safety, functionality, and the overall user experience. The County Administrative Office (CAO) currently oversees general maintenance, while the Department of Public Works (DPW) responds to and manages both general and aviation-specific maintenance requests at the airport. The CAO and DPW are actively coordinating to develop a formal Airport Maintenance Plan, which will establish clear responsibilities, procedures, and maintenance protocols. This plan is anticipated to be finalized by June 2025.

Continued collaboration will help ensure safe, efficient, and responsive maintenance operations at the Colusa County Airport.

Prior Board Action

None

Fiscal Impact/Funding Source

Periodic charges to the Airport Fund for maintenance work to be budgeted annually.

Action for the Clerk

None

ATTACHMENTS:

- Colusa County Airport Maintenance Tasks (DOCX)

Colusa County Airport Maintenance Tasks

1. Runway & Taxiway Maintenance

- **Regular inspections** of runway surfaces (asphalt/concrete) for cracks, debris, FOD (Foreign Object Debris), and surface integrity.
 - **Crack sealing and patching** of surface failures.
 - **Runway striping and markings** touch-ups as needed.
 - **Sweeping/blowing debris** from runway and taxiways.
 - **Edge lighting inspection and replacement** of burnt-out or damaged bulbs.
 - **Mow and trim grass** near runway/taxiway edges to maintain visibility and avoid wildlife hazards.
-

2. Secondary Runway (E/W) Maintenance

- **Condition inspection** for usability and safety.
 - **Vegetation control** to prevent overgrowth if not in frequent use.
 - **Lighting and marking checks** (if applicable).
-

3. Airfield Lighting & Electrical

- **Inspect and test** all aviation lights (runway, taxiway, beacon, etc.) regularly.
 - **Check and maintain** general lighting (parking areas, hangars, walkways, etc.).
 - **Replace/repair damaged fixtures** or electrical components.
 - **Backup power** systems check, if available.
-

4. Grounds Maintenance

- **Mow and weed control** in all grass areas, including around signage and fencing.
- **Pest and wildlife control** (e.g., gophers, birds, etc.).
- **Tree and shrub trimming** to maintain clear approach paths and visibility.
- **Dust control** measures if unpaved areas create issues.

5. Hangars (County-Owned)

- **Routine inspections** of structure, doors, locks, and roofs.
 - **Repairs** for leaks, rust, or damage.
 - **Electrical and lighting checks** within hangars.
 - **Graffiti or vandalism cleanup** as needed.
-

6. Privately-Owned Hangar Oversight

- **Periodic coordination with private owners** to ensure upkeep and code compliance.
 - **Monitor for hazardous material storage** or unauthorized uses.
-

7. Fuel Station (Self-Serve)

- **Monitor coordination with FBO** to ensure equipment functionality.
 - **Monthly fuel quality checks** (water contamination, filter condition).
 - **Inspect pump, hose, and signage** for wear or compliance.
 - **Spill kit inspection** and refilling as needed.
 - **Check lighting around fuel station** for safety and visibility.
-

8. Public Restrooms

- **Daily or weekly cleaning** (based on use).
 - **Plumbing and fixture inspections.**
 - **Restocking supplies** (toilet paper, soap, etc.).
 - **Pest control** and odor management.
-

9. Perimeter and Security

- **Fence line inspection** for breaks, holes, or animal burrows.
- **Gate function check** (automatic and manual).
- **Signage inspection** for visibility and legibility.
- **Coordinate with law enforcement** or airport users regarding any suspicious activity or trespassing.

10. General Operations

- **Maintain airport signage** (directional, informational, safety).
- **Check communication and weather systems** (AWOS, UNICOM if applicable).
- **Coordinate with FAA and Caltrans Aeronautics** for any required inspections or grants.
- **Maintain log of all maintenance activities** and inspection reports.



Request For Airport Advisory Committee

MEETING DATE: July 22, 2025

DEPARTMENT: Administration

FROM: Patricia Rodriguez

SUBJECT: Review and discuss proposed Airport Hangar Inspection Policy and Airport Hangar Inspection Checklist

Review and discuss proposed Airport Hangar Inspection Policy and Airport Hangar Inspection Checklist.

Detailed Description/Background of request

The Colusa County Airport includes several County-owned hangars that require routine inspections. In an effort to enhance safety, improve facility oversight, and align with FAA expectations for general aviation airport operations, the Colusa County Department of Public Works has developed a **proposed Hangar Inspection Policy** and a standardized **Hangar Inspection Checklist**.

The policy outlines:

- Inspection frequency and procedures
- Safety and compliance criteria
- Enforcement and appeals process
- Record-keeping and policy review provisions

The checklist is designed to be used during routine, special, and move-in/move-out inspections to ensure consistency, transparency, and documentation.

Discussion Points for Committee Consideration:

- Are the inspection criteria comprehensive and appropriate for Colusa County Airport operations?
- Does the policy provide adequate notice and fairness to hangar tenants?
- Are the inspection frequency and enforcement provisions reasonable?
- Does the checklist align with best practices and County priorities?

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

None

ATTACHMENTS:

- Colusa_County_Hangar_Inspection_Policy (DOCX)
- Hnagar_Inspection_Checklist 2025 (DOCX)

Colusa County Airport

Hangar Inspection Policy

Draft for Airport Advisory Committee Review

April 2025

1. Purpose

The purpose of this policy is to establish a standardized inspection process for all County-owned hangars at the Colusa County Airport. The policy ensures that hangars are maintained in a safe, clean, and functional condition and comply with all applicable County, State, and Federal regulations.

2. Objectives

- - Ensure safety for hangar occupants, airport users, and County personnel.
- - Protect County-owned assets and infrastructure.
- - Maintain compliance with FAA guidelines and local fire codes.
- - Identify and mitigate risks related to hazardous materials, structural damage, or improper storage.
- - Encourage responsible stewardship among hangar tenants.

3. Scope

This policy applies to all County-owned hangars at the Colusa County Airport, whether leased to private tenants or used for County purposes. It does not apply to privately-owned hangars on leased land unless otherwise specified in a lease agreement.

4. Authority

This policy is adopted pursuant to the authority of the Colusa County Board of Supervisors, with implementation and enforcement delegated to the Department of Public Works, in coordination with the Airport Manager.

5. Inspection Frequency

- - Routine Inspections: All County-owned hangars will be inspected annually.
- - Special Inspections: May be conducted at any time if there are concerns related to safety, tenant complaints, code violations, or suspected unauthorized use.
- - Move-In/Move-Out Inspections: Conducted when a new lease begins or a tenant vacates a hangar.

6. Inspection Criteria

- - Structural Integrity: Roof, doors, walls, and flooring condition.
- - Fire Safety: Clear access to fire extinguishers, no flammable materials improperly stored, no blocked exits.

- - Electrical Systems: No unsafe wiring, exposed conductors, or unauthorized modifications.
- - Storage Compliance: Only aviation-related storage permitted per lease terms and FAA regulations.
- - Pest and Environmental Control: No signs of infestation, standing water, or chemical spills.
- - Tenant Use: No unauthorized commercial operations, living quarters, or non-aeronautical uses unless specifically permitted.
- - General Housekeeping: Cleanliness, order, and access for emergency personnel.

7. Inspection Procedure

1. Notification: Tenants will receive written notice at least 14 days in advance of a scheduled routine inspection.
2. Inspection Team: Inspections will be conducted by the Airport Manager or designated County personnel. The County Fire Marshal or Building Official may accompany if warranted.
3. Tenant Involvement: Tenants may be present during the inspection if they choose but are not required to be.
4. Documentation: An inspection checklist will be completed for each hangar. Photos may be taken for documentation purposes.
5. Findings & Follow-Up:
 - - Tenants will receive a copy of the completed inspection report.
 - - If violations are found, the tenant will be given a written notice to correct within a specified time frame (typically 30 days).
 - - A re-inspection will be scheduled to verify compliance.

8. Non-Compliance and Enforcement

Failure to correct identified issues may result in:

- - Written warnings or citations.
- - Temporary or permanent loss of hangar privileges.
- - Termination of the lease agreement per lease terms.
- - Legal action if there is a risk to public health or safety.

9. Appeals

Tenants may appeal inspection findings or required corrective actions by submitting a written request to the Director of Public Works within 10 business days of receiving the inspection report.

10. Recordkeeping

All inspection reports, notices, correspondence, and tenant responses will be kept in a secure digital or physical file by the Airport Manager for a minimum of five years.

11. Policy Review

This policy will be reviewed by the Colusa County Airport Advisory Committee biennially and updated as needed to reflect changing conditions, updated regulations, or lessons learned from inspections.

PRIVATE HANGAR INSPECTION CHECKLIST

Date of Inspection: _____

Tenant Information:

Name: _____

Complete Address: _____

Primary Phone: _____ Emergency Phone: _____

Email Address: _____

Aircraft in Hangar: _____

1.	Storing active aircraft; sheltering aircraft for maintenance, repair or refurbishment, but not indefinitely storing non-operational aircraft; constructing amateur-built or kit-built aircraft, provided that activities are conducted safely. There shall be room for the aircraft in the aircraft hangar for the based aircraft at all times, even when the aircraft is temporarily not located in the hangar. Note: Storage of model, radio-controlled aircraft is not a permitted use.	
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General Maintenance:

1.	No visible rust on the exterior of the hangar.	
2.	Exterior paint in good condition with no evidence of peeling or unpainted area.	
3.	Grassy areas surrounding the hangar mowed and trimmed.	
4.	Pavement areas in good repair with no cracking, spalling or other signs of deterioration of the pavement.	
5.	No grass or weeds growing through the pavement.	

Permitted Use:

2.	Materials stored in the hangar must be related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools and materials related to ancillary or incidental uses that do not affect the hangar's primary use.	
3.	Spare aircraft tires, batteries and trickle type battery chargers with an automatic shutoff must be stored and maintained in accordance with fire and City codes.	
4.	Oily rags, oil waste, rags and other waste may only be stored in hangars in metal containers with self-closing, tight fitting lids.	
5.	Passenger vehicles shall only be stored in the hangar temporarily while the based aircraft is being flown.	
6.	A reasonable amount of furniture for use in the hangar (e.g. table and chairs); however, use of the hangar as a residence is not permitted, nor is use of the hangar for the operation of a business office, whether the business is aeronautical or non-aeronautical in nature.	
7.	No items stored within the hangar impede aircraft ingress and egress and the exit path is clear of obstructions.	
8.	Non-aeronautical items permitted to be stored in the hangar occupy an insignificant amount of space.	

Safety Inspection:

1.	Adequate and readily accessible fire extinguisher(s) with evidence of a current inspection.	
2.	No excessive use of extension cords, appliances, outlets, etc.	
3.	Aviation oxygen or compressed gas cylinders properly stored and safety equipped.	
4.	No firearms and/or ammunition stored in the hangar.	
5.	No combustible materials other than those appropriately stored for an aviation need which can be demonstrated.	

Tenant Signature

TAIT Signature

**Request For Airport Advisory Committee**

MEETING DATE: July 22, 2025

DEPARTMENT: Administration

FROM: Patricia Rodriguez

SUBJECT: Provide a recommendation to the Department of Public Works and County Administrative Office on a fair market annual lease rate for the old Valley Air hangars, to be used as the minimum bid amount in an upcoming Request for Bids (RFB).

Provide a recommendation to the Department of Public Works and County Administrative Office on a fair market annual lease rate for the old Valley Air hangars, to be used as the minimum bid amount in an upcoming Request for Bids (RFB).

Detailed Description/Background of request

The County owns several hangar buildings located at the south end of the Colusa County Airport, formerly leased by Valley Air. These hangars are now vacant and present an opportunity to generate revenue and encourage increased general aviation activity at the airport. In order to proceed with advertising their availability to the aviation community, the County must first establish a fair market annual lease value for the buildings.

Based on the size, condition, and strategic location of the hangars at the south end of the airport, and considering comparable lease rates at similar rural general aviation airports, staff suggests a base annual lease rate of \$1.00 to \$1.25 per square foot for the building only, plus an additional \$0.15 to \$0.20 per square foot for the grounds, with the final rate to be refined based on Airport Advisory Committee input and further market review. This would result in an annual lease amount of approximately \$16,000 to \$20,000 per year for the buildings, plus an additional \$15,000 to \$20,000 per year for the ground portion. This would total to \$31,000 to \$40,000 per year for the entire complex. The buildings total approximately 16,000 square feet and the grounds total to approximately 100,000 square feet (without the building footprint).

To ensure transparency and public participation, the County intends to issue a Request for Bids (RFB) to the general aviation community. A draft copy is attached for the committee's review. The RFB will include lease terms, minimum bid requirements, and a description of the hangars and associated facilities. Prior to issuing the RFB, input from the Airport Advisory Committee is requested to help recommend a reasonable base lease rate for these assets.

Considerations for Discussion:

- Size, condition, and amenities of the Valley Air hangars (e.g., square footage, power, water, office space, etc.).

- = Comparative lease rates at other rural general aviation airports in the region.

- Intended use (e.g., aircraft storage, maintenance operations, flight school, etc.).

- Maintenance responsibilities (County vs. Lessee) and how those affect value.

- Potential for multiple tenants or exclusive lease arrangements.

- Desire to encourage aviation-related business vs. Maximizing revenue.

- Discussion Points for the AAC:

What does the committee recommend as a fair annual lease rate per square foot for the old Valley Air hangars?

Should the RFB include a minimum annual bid amount, or be left fully open for market response?

Are there any conditions or priorities (e.g., aviation use only, community benefit, etc.) the County should include in the bid evaluation?

Should lease terms (e.g., 3-year, 5-year) be fixed or negotiable in the bid process?

Next Steps:

AAC recommendations will be shared with the Department of Public Works and County Administrative Office.

Staff will prepare the Request for Bids incorporating AAC input.

A lease award may be presented to the Board of Supervisors following bid review and evaluation.

Prior Board Action

None

Fiscal Impact/Funding Source

Additional annual revenue for the Airport Fund based on the final established lease rate for the hangars.

Action for the Clerk

None

ATTACHMENTS:

- RFP_Colusa County Airport Commercial Property (PDF)

COUNTY OF COLUSA



REQUEST FOR PROPOSAL

Commercial Aerial Applicator Property Lease

MANDATORY WALK-THRU: September 25

DUE DATE: October 7

SECTION 1: OBJECTIVE AND BUDGET

Colusa County seeks proposals from licensed aerial agricultural applicators to lease and operate the commercial property adjacent to the southerly end the taxiway, specifically depicted in Section 2.

The minimum annual lease is valued at \$52,000.

Colusa County Airport is located on State Route 20, within the southerly limits of the City of Colusa. This commercial property is uniquely situated to serve several thousand acres of rice and assorted crops.

The proposal shall:

1. Be submitted by an aerial applicator licensed with FAA and possessing valid State of California Department of Pesticide Regulation certificate per Food and Agriculture Code (FAC) section 11901. As well as a Pest Control Business License per FAC 11702.
2. Meet or exceed minimum lease value
3. Provide evidence of successful commercial agricultural applicator operations.
4. Have a minimum duration of 15 years
5. Present site upgrades to support current state of the industry equipment & operations
6. Present a minimum of three professional references

SECTION 2: SITE DESCRIPTION

Beginning at a point in the fenced entrance to the Colusa County Airport at 2917 State Highway 20, Lat. 39°10'41.50"N, Long. 121°59'27.08"W, southwest approximately 570 feet to a point Lat. 39°10'40.35"N, Long. 121°59'30.27"W, southeast approximately 1,855 feet to a point Lat. 39°10'32.23"N, Long. 121°59'24.57"W, northeast approximately 90 feet to a point Lat. 39°10'32.41"N, Long. 121°59'24.05"W, northeast approximately 480 feet to a point Lat. 39°10'34.78"N, Long. 121°59'23.19"W northwest approximately 765 feet to the point of beginning Lat. 39°10'41.50"N, Long. 121°59'27.08"W containing 5 acres more or less.

Graphically shown below:



AMENITIES:

- Two hangars and office space (approx. 17,100 sf)
- Well & septic
- Concrete staging pads
- Zero discharge washout

SECTION 3: SOLICITATION PROCESS

There will be a mandatory walk-thru at the site scheduled for **9:00 AM on September 25.**

Each respondent to the RFP must demonstrate that it satisfies the minimum requirements in order to be selected as an eligible proposer.

Proposals submitted must be as specific as possible concerning each of the areas identified herein. Each respondent must provide sufficient information to enable Colusa County to understand the overall Proposal, the materials and services to be provided, and potential adverse impacts of the Proposal.

Proposal Submission

In adherence to Colusa County's sustainability guidelines and practices, all Proposal packages must be signed by an authorized officer of the respondent, submitted in both digital format (PDF File) emailed to the following location: mjazevedo@countyofcolusa.com , as well as a **hard copy submitted to:**

Michael Azevedo

Airport Director
County of Colusa
1215 Market Street
Colusa CA 95932
(530) 458-00466

Proposal submissions must be received by Colusa County no later than 4:00PM on October 7, 2024 and will be time-stamped upon receipt. Responses submitted after this date cannot be accepted, and responses that are incomplete or do not conform to the requirements of this RFP will not be considered.

A selection committee will review all Proposals and will make final recommendations on the basis of the Proposal, and reference checks.

RFB Response Evaluation

Responses will be evaluated on the following criteria:

Criterion	Points
1. Licensure	25
2. Lease value	15
3. Business Plan	15
4. Proposal Duration	15
5. Facility Upgrades	20
6. References	10

All questions related to this RFP must be received by September 30, 2024 at 2:00pm and directed to:

Public Purchase Website:

<https://www.publicpurchase.com/gems/colusaco.ca/buyer/public/home>

Colusa County reserves the right to interview any or all respondents to this RFP, or to ask for additional information or clarifications. Colusa County reserves the right, at its sole discretion, to accept a response that does not satisfy all requirements but which, in the Organization's sole judgment, sufficiently demonstrates the ability to conduct agricultural aerial applicator operations and to satisfy the major requirements set forth in this RFP. Colusa County expects to complete its evaluation process and to select qualified proposers according to the schedule outlined above, but reserves the right to change key dates and action as the need arises.

SECTION 4: ASSUMPTIONS AND PROJECT REQUIREMENTS

Project Assumptions

Respondents are asked to make the following general project assumptions:

- All conditions as described in the site description found within this request for Proposal
- Site Security requirements
- Colusa County Airport general aviation operations
- State and Federal aviation operational requirements

Licensure

All respondents shall provide evidence of:

- FAA License with current Medical Card
- Department of Pesticide Regulation, Pest Control Aircraft Pilot
- Pest Control Business License.
- City of Colusa Business Licenses (if required)

Insurance Requirements

Lessee, at its own cost, agrees to maintain, for the duration of this Lease, the following insurance policies:

- A. Aircraft or General Liability Coverage:** Aircraft or general liability insurance against liability for financial loss resulting from bodily injury, including death or personal injury, and damage to property caused by the ownership, operation, storage, or use of aircraft arising from or related to this Lease. The policy shall provide limits of no less than \$2,000,000 per occurrence and include coverage for fire damage legal liability at the full \$2,000,000 policy limit.
- B. Property, Fire and Extended Insurance Coverage:** Lessee shall maintain property, fire and extended insurance coverage in an amount equal to 100% of the full replacement value of the hanger, and any structure, fixtures, contents, and any improvements to the Premises.
- C. Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions in excess of \$1,000 must be declared to and approved by the County. At the option of the County, either (a) the insurer shall reduce or eliminate such deductible or self-insured retention; or (b) Lessee shall provide financial guarantee satisfactory to the County guaranteeing payment of any amounts which would be subject to the deductible.
- D. Policy Endorsements:** All insurance shall include an endorsement or an amendment to the policy of insurance:
 - 1. Naming County, its elected officials, officers, employees, agents and volunteers as additional named insureds;
 - 2. Providing the policy of insurance shall act for each insured and additional insureds as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company;
 - 3. Providing that the insurer waives all rights of subrogation against County;
 - 4. Providing any failure to comply with the reporting provisions of the policy of insurance shall not affect coverage provided to County;
 - 5. Providing broad-form contractual liability coverage insuring Lessee's indemnity obligations under this contract; and
 - 6. Providing that coverage under the policy shall not be suspended, voided, reduced or cancelled in coverage or in limits without 30 days written notice to County.

SECTION 5: RFB SUBMITTAL REQUIREMENTS

Transmittal Letter

Each respondent's proposal should include a transmittal letter signed by a party authorized to sign binding agreements for the project described by this RFP. The letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP.

Proposal Size

Bids shall be limited to no more than 30 pages, double sided. Pages may be 8 ½ x 11, or 11 x 17, or a combination of both. This includes cover letter, project understanding and requested information, all qualifications, resumes, technical scope.

Qualifications

Company Information

Company Profile

- Year founded
- Status (private/publicly-held)
- Number of employees
- Number of installations
- Experience
- Local Offices

Insurance

- Provide sample insurance certificate indicating compliance with insurance requirements.

References

- Provide references from at least three entities
- Customer Name
- Contact name, phone, and email
- Type Service