

MEMBERS

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



Department of Public Works

Colt Esenwein, Secretary
Airport Advisory Committee
1215 Market Street
Colusa, CA 95932
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www.countyofcolusaca.gov

COLUSA COUNTY Airport Advisory Committee

AGENDA

September 8, 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)**

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

- 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 - Jul 14, 2025.
2. Airport Advisory Committee - Special meeting - Jul 22, 2025.

III. AIRPORT

1. Review and discuss the updated Hangar Inspection Form.
2. Receive information related to the Aerial Applicators License.
3. Discussion related to the Colusa County Airport Fuel Station and Fuel Pricing.
4. Review and discuss the Colusa County Airport Capital Improvement Program (ACIP) for 2026-2035.

IV. AIRPORT OPERATIONS REEPORTS

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

V. REPORTS

1. Director
2. Members

ADJOURN

THE NEXT REGULAR MEETING OF THE COLUSA COUNTY AIRPORT ADVISORY COMMITTEE IS SCHEDULED FOR November 3, 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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MEMBERS

S. William Abel
 John Hamill
 VACANT
 Gene Muir
 David Myers, Chair
 Toby Reading, V
 Michael P. West



COLUSA COUNTY AIRPORT ADVISORY COMMITTEE MINUTES

July 14, 2025

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

The Colusa County Airport Advisory Committee meets in Regular Session this 14th day of July 2025 at the hour of 1:30 PM PRESENT: David Myers, Benjamin J. Carter
 ABSENT: Gene Muir, John Hamill, Michael West, Toby Reading, S. Abel

Present: David Myers, Chair
 Benjamin Carter,

Pledge of Allegiance

I. PUBLIC COMMENT

Mr. Stout states the meeting can be held but there can be no action taken on any of the items legally but it is still an agendaized meeting.

Mr. Myers introduces the New Public Works Director, Colt Esenwein.

Ben-PLEDGE OF ALLEGENCE

Ms. Tyler states she wants to encourage the Committee not to hold the meeting. She further states there are a lot of County staff in attendance ready to address the issues on the agenda but the reality is there will be no formal direction or action taken. She states this will have to be re-done when there is a quorum. She believes this is not a sufficient use of County staff time and would appreciate consideration for this.

Mr. Myers states the next meeting will be on September 8, 2025 and he doesn't know what the options to hold a special meeting are.

Minutes Acceptance: Minutes of Jul 14, 2025 1:30 PM (APPROVAL OF MINUTES)

Mr. Stout states a special meeting can be held if the Chair calls for one. He further states there will have be coordination with staff to determine a date when all the Committee Members can be available.

II. APPROVAL OF MINUTES

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

III. REPORTS

1. Director
2. Members

IV. 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).

V. AIRPORT OPERATIONS REPORTS

1. MAINTENANCE/SAFETY CONDITIONS
2. HANGAR INSPECTION
3. HANGAR ALLOCATION

ADJOURN

Chair Myers adjourned the meeting at to reconvene in Regular Session on September 8, 2025 at the hour of 1:30 PM.

David Myers, Chair

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

Minutes Acceptance: Minutes of Jul 14, 2025 1:30 PM (APPROVAL OF MINUTES)

Ann Nordyke, Chief Deputy Clerk

Minutes Acceptance: Minutes of Jul 14, 2025 1:30 PM (APPROVAL OF MINUTES)

MEMBERS

S. William Abel
John Hamill
Benjamin J. Carter
Gene Muir
David Myers, Chair
Toby Reading, V
Michael P. West



Department of Public

2.2

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COLUSA COUNTY AIRPORT ADVISORY COMMITTEE SPECIAL MEETING MINUTES July 22, 2025

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

The Colusa County Airport Advisory Committee meets in Special meeting this 22nd day of July 2025 at the hour of 2:00 p.m. PRESENT: Committee members Gene Muir, John Hamill, Michael West, Toby Reading, David Myers, S. William Abel, and Benjamin J. Carter

Pledge of Allegiance

I. PUBLIC COMMENT

Mr. Richter offers suggestions for ag operations at the south end of the airport.

Counsel states this item is on the agenda for discussion.

Mr. Sankey speaks to maintenance that needs to be done at the airport and the need for a plan to be put in place to keep the airport looking nice.

II. APPROVAL OF MINUTES

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

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

III. REPORTS

1. Director

Mr. Lanphier introduces the new Airport Manager, Colt Esenwein.

Mr. Esenwein distributes a letter from the California Department of Transportation (Caltrans), Division of Aeronautics, regarding a state permit compliance inspection and Federal Aviation Administration (FAA) Airport Master Record update of the Colusa Airport on July 3, 2025. Mr. Esenwein speaks to the following items from the letter:
(Letter on file in the Board Clerks Office)

Minutes Acceptance: Minutes of Jul 22, 2025 2:00 PM (APPROVAL OF MINUTES)

- Runway end lights and taxiway lights
- Windsock's faded and worn
- Runway Safety Area (RSA) needs to be mowed and cleared of any debris
- Minor longitudinal and lateral cracking occurring in various areas of the pavement

Brief discussion is held regarding pavement cracking, spraying of tumbleweed's, grants and whom should be contacted/notified when maintenance needs to be done or something needs to be repaired.

2. Members

Committee member West states students from Pierce High School and CCOE's, S. William Abel Academy worked with Ms. Reading painting a new compass rose at the Airport.

IV. AIRPORT OPERATIONS REPORTS

1. Maintenance/Safety Conditions

Mr. Lanphier speaks briefly to maintenance that is underway and other items that have been identified that need to be repaired. He further states it has been brought to his attention that there is inconsistency in some of the airport documents that are out that refer to incorrect runway markings and the need to take a look at all of the documents for accuracy.

Chair Myers states within one of the documents he read it talked about an east/west runway at the airport, noting there is not an east/west runway.

Committee member Carter states it is within the "Detailed Description/Background of request" on Item 5.3, first paragraph.

Committee member West inquires if any notification is given to companies in the area to watch for low flying aircraft.

2. Hangar Inspection

Mr. Lanphier states in the short time that he has been here he has not had time to complete any hangar inspections.

Chair Myers states I imagine that is the same for the hangar allocations?

Mr. Lanphier responds, correct.

3. Hangar Allocation

None

V. AIRPORT

1. Chair makes time to 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.

Mr. Lanphier distributes a document with updated budget numbers and speaks briefly to same. **(Document on file in the Board Clerks office)**

Discussion is held regarding certain expense account line items, what they are, the decrease in fuel purchases, A87 cost, and grant revenues not being accounted for on the report.

2. Chair Myers makes time to review and discuss the list of aerial applicators operating at the Colusa County Airport and the standard 2025 Temporary Permit Application and insurance requirements.

Chair Myers states some of the business on the list are not even in business anymore.

Mr. Lanphier states the list will be cleaned up.

Committee member Carter states the Committee is willing to help when they can.

3. Chair Myers makes time to review Maintenance summary and provide input or recommendations to aid the CAO and DPW in finalizing the Airport Maintenance Plan.

Mr. Lanphier states this list was put together with the Asst. CAO and can be modified/update at any time. He further states this is a good start for a maintenance plan.

Chair Myers states they used to let outside people (non-county employees) do work on the airport grounds, for instance the mowing. Are those options still open to help take care of the some of the maintenance out there?

Mr. Esenwein states we did not have someone with an applicators license, that is why spraying was not done and it has been mowed at least twice. He further states we have a department that is able to perform some of the maintenance function.

Ms. Tyler states the County has a process that has to be followed. She further states the Chair and I have talked about volunteers, they just need to contact Human Resources and fill out the proper paperwork.

Committee member Carter states maybe the Airport can coordinate a cleanup day. Brief discussion is held.

4. Chair Myers makes time to review and discuss proposed Airport Hangar Inspection Policy and Airport Hangar Inspection Checklist.

Mr. Lanphier states in the time he has been here he has not been able to do inspections of the hangars. Noting he has driven through for a quick visual look at things.

Chair Myers states he would like to get those inspections going in August, and he would like to attend the inspections with the Airport Manager.

Ms. Tyler states the Committee has been provided a list of what staff is requesting from the Committee and speaks briefly to same.

Chair Myers states the Committee has looked at several samples and they are all the same questions as they are FAA regulated. He states the format should be made simpler.

Discussion is held regarding standards set by FAA, concerns with individuals from the Commission attending hangar inspections, tenant privacy, and if the criteria should be different for privately owned hangars verses county owned hangars.

Chair Myers states once it is known what FAA demands to be on the inspection list the Committee can add what they want on it. Discussion is held.

5. Chair Myers makes time to 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).

Committee member Carter states the lease says it is specifically for commercial air applicators.

Ms. Tyler states we can open that up to whatever the Committee feels it should be.

Lengthy discussion is held regarding the following items:

- Intended use (e.g. aircraft storage, maintenance operations, flight school, etc.)
- Maintenance responsibilities (County vs. Lessee)
- Potential for multiple tenants or exclusive lease
- Desire to encourage aviation-related business vs. Maximizing revenue
- Recommendation of a fair annual lease rate per square foot
- Should the bid include a minimum or be left open for market response
- Should lease terms be fixed or negotiable

Following discussion, it is the consensus of the Committee to add the following in the RFP:

- Applicator preference, but allow for other aeronautical uses
- Shrink the leased area to exclude the vacant field south of the hangar
- Lessee has first right to applicator pad, and shall coordinate use for other permitted applicators
- Lease award shall be evaluated on a best value basis rather than highest price offered

Chair Myers adjourned the meeting at 4:29 p.m. to reconvene in Regular Session on September 8, 2025 at the hour of 1:30 p.m.

David Myers, Chair

ATTEST: Colt Esenwein, Secretary to the
Airport Advisory Committee

Ann Nordyke, Chief Deputy Clerk

Minutes Acceptance: Minutes of Jul 22, 2025 2:00 PM (APPROVAL OF MINUTES)

Request For Airport Advisory Committee

MEETING DATE: September 8, 2025

DEPARTMENT: Airport Advisory Committee

FROM: Colt Esenwein

SUBJECT: Review and discuss the updated Hangar Inspection Form.

Review and discuss the updated Hangar Inspection Form.

Detailed Description/Background of request

The Colusa County Department of Public Works (DPW) manages the Colusa County Airport, including all County-owned hangars that are leased to private tenants. As the designated Airport Manager, the DPW Director is responsible for ensuring that all leased hangars remain in compliance with Federal Aviation Administration (FAA) requirements, County lease terms, and applicable safety standards.

Routine inspections are an essential part of this oversight. They help ensure that hangars are being used for their intended aeronautical purposes, are maintained in safe and serviceable condition, and that tenants are in compliance with all applicable rules and regulations.

To improve consistency, documentation, and communication during inspections, DPW has developed an updated **Hangar Inspection Form**. This form incorporates FAA-required elements, mechanical and safety checks, and relevant lease information, ensuring that inspections are both thorough and transparent. The inspection process is intended to be collaborative, promoting voluntary compliance and providing tenants with clear expectations.

Under the proposed process, DPW will notify tenants at least **two (2) business days in advance** of any routine inspection. Inspections will generally occur **annually** for all leased hangars, with **quarterly inspections** reserved for higher-risk situations, newly leased hangars, or when otherwise deemed necessary by the Airport Manager. The scope of the inspection includes evaluating compliance with FAA requirements, verifying adherence to lease terms, assessing the safety and condition of hangar facilities, and confirming that hangars are being used for approved aeronautical purposes.

When discrepancies are found, tenants will receive a **written notification letter** outlining the issues, with **fourteen (14) calendar days** to address them. Follow-up inspections will be conducted as necessary to confirm that corrective actions have been completed. Continued non-compliance may result in enforcement action under the terms of the lease agreement, up to and including termination.

Key elements of the updated process include:

- Standardized inspection format with clear documentation.
- Verification of FAA compliance, including aeronautical use and fire safety measures.
- Mechanical and safety checks such as door operation, electrical systems, and fire extinguishers.
- Collaborative approach focused on education, safety, and compliance rather than penalties.

By applying uniform inspection standards, DPW will ensure that all tenants are treated fairly, that public infrastructure is preserved, and that the airport remains a safe and functional facility for all users.

Prior Board Action

Discussion on July 22, 2025

Fiscal Impact/Funding Source**Action for the Clerk****ATTACHMENTS:**

- Hangar_Inspection_Checklist_Colusa_County_Airport (DOCX)

Colusa County Airport - Hangar Inspection Checklist

Purpose and Process of Hangar Inspections

The Colusa County Department of Public Works (DPW), as the manager of the Colusa County Airport, conducts routine inspections of all County-owned and leased hangars to ensure compliance with Federal Aviation Administration (FAA) requirements, County lease terms, safety standards, and fire prevention measures. These inspections help protect the safety of tenants, aircraft, and the airport community, and ensure hangars are being used for their intended aeronautical purposes.

DPW will provide at least **two (2) business days' advance notice** to tenants prior to conducting any routine hangar inspection. Inspections may be **quarterly, annually, or as needed** to address specific concerns. During the inspection, DPW staff will check for:

- Compliance with FAA rules and lease provisions.
- Proper and safe use of hangar space.
- Clear, unobstructed access to aircraft and emergency equipment.
- Mechanical and structural condition of the hangar (doors, electrical systems, fire extinguishers, etc.).
- Fire safety compliance, including storage of flammable materials.
- General cleanliness and absence of hazards.

If DPW identifies any discrepancies or violations during the inspection, the tenant will receive a **written notification letter** describing the issue(s). The tenant will have **fourteen (14) calendar days** from the date of the letter to correct the discrepancy. DPW may conduct a follow-up inspection to confirm compliance. Failure to resolve discrepancies within the specified time frame may result in additional action in accordance with the lease agreement, up to and including termination of the lease.

In addition to routine inspections, DPW reserves the right to conduct unscheduled inspections in the event of an emergency, safety concern, or suspected violation of FAA regulations or lease terms.

Our goal is to work collaboratively with tenants to maintain a safe, compliant, and well-functioning airport environment for all users.

1. Inspection Information

Type of Inspection	☐ Quarterly ☐ Annual ☐ Other: _____
Date of Inspection	___ / ___ / ___
Inspector Name & Title	_____
Hangar Number	_____
Hangar Type / Size	_____

2. Lease Information

Lease Start Date	___ / ___ / ___
Lease End Date	___ / ___ / ___
Lessee Name	_____

3. FAA Required Items

- ☐ No unauthorized storage of flammable materials
- ☐ Clear and unobstructed access to aircraft
- ☐ Hangar used for aeronautical purposes only
- ☐ Compliance with fire safety codes
- ☐ No residential use unless specifically approved

4. Mechanical & Safety Items

- ☐ Hangar doors operational, properly maintained
- ☐ Electrical systems in safe, working condition
- ☐ Lighting operational (interior and exterior as applicable)
- ☐ Fire extinguishers present, inspected, and accessible
- ☐ Roof, walls, and floor in good condition (no leaks, cracks, or trip hazards)
- ☐ Heating/ventilation systems operational (if applicable)
- ☐ Fuel storage (if any) compliant with safety standards
- ☐ First aid kit stocked and accessible

5. Additional Notes / Comments

6. Inspector Signature

Signature: _____ Date: ___ / ___ / ___

Request For Airport Advisory Committee

MEETING DATE: September 8, 2025

DEPARTMENT: Airport Advisory Committee

FROM: Colt Esenwein

SUBJECT: Receive information related to the Aerial Applicators License.

Receive information related to the Aerial Applicators License.

Detailed Description/Background of request

The Colusa County Airport serves as a vital transportation and operations hub for the agricultural industry in Colusa County. Given the County's strong agricultural economy, aerial application—commonly referred to as crop dusting—plays an important role in supporting local farming operations. These services assist growers in planting seed, applying pesticides, and distributing fertilizers efficiently over large areas of farmland.

To ensure safe, organized, and compliant operations, the County has established an Aerial Applicator License process. This licensing requirement is intended to formalize the relationship between aerial application businesses and the airport, promote compliance with safety and insurance standards, and provide transparency to the public on which operators are authorized to conduct these activities at the Colusa County Airport.

The Colusa County Airport has a long history of supporting local agriculture, and aerial applicators are a regular and important presence during the growing season. The airport accommodates these operations under the condition that businesses conducting aerial application from airport facilities first obtain an **Aerial Applicator License** issued by the Colusa County Department of Public Works (DPW).

Licenses are issued annually to ensure that all aerial applicator operators remain in compliance with current insurance and operational requirements. The licensing process involves:

- 1. Application Form** - The business must complete and submit an application to the Airport Manager.
- 2. Insurance Requirement** - The applicant must provide proof of adequate insurance coverage, naming the Colusa County Airport as an additional insured.
- 3. Review and Issuance** - Once the completed application and proof of insurance have been reviewed and verified by DPW, the Aerial Applicator License is issued.

This process ensures that all licensed operators meet the County's safety and liability requirements before commencing operations from the airport. It also enables DPW to maintain an up-to-date roster of active aerial applicators, which is posted on the

Colusa County Airport's official website for public reference.

For the 2025 calendar year, five businesses have been issued Aerial Applicator Licenses:

- Anderson's Flying Services
- Avag, Inc.
- Moe's Crop Dusting
- Reg Michaud Aviation
- Richter Aviation

The license process not only strengthens operational safety but also promotes professional accountability and public awareness. By requiring annual renewals, DPW can ensure ongoing compliance, maintain accurate contact information, and respond quickly to any operational or safety concerns. The list of licensed applicators and a link to the license application is maintained on our website at:

<https://www.countyofcolusaca.gov/462/Airport>

At this time, no fee is charged for the licensing.

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk

ATTACHMENTS:

- Aerial Applicators Airport Use Agreement (PDF)

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

D. Colt Esenwein, 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: September 8, 2025

DEPARTMENT: Airport Advisory Committee

FROM: Colt Esenwein

SUBJECT: Discussion related to the Colusa County Airport Fuel Station and Fuel Pricing.

Discussion related to the Colusa County Airport Fuel Station and Fuel Pricing.

Detailed Description/Background of request

The Colusa County Airport provides self-serve aviation fuel to support the needs of General Aviation (GA) users, agricultural operators, and transient aircraft. The availability of competitively priced, reliable fuel service is essential to maintaining airport operations and attracting visiting aircraft.

In 2025, the County entered into a contract with World Fuel Services to supply 100LL (low lead) aviation gasoline for the airport. The airport's fueling facilities consist of a self-serve, 24/7 fuel farm, equipped with automated payment processing and fueling systems that allow pilots to purchase fuel at any time without the need for on-site staff.

The typical fuel purchasing process begins when the Airport Manager or designated DPW staff monitors fuel levels in the storage tanks and places an order with World Fuel Services when supply falls below predetermined thresholds. World Fuel Services then delivers fuel directly to the airport's fuel farm, ensuring compliance with environmental and safety standards during transport and delivery. The County maintains fuel inventory records, ensures quality control procedures are followed, and coordinates with World Fuel Services to address any operational issues with the fueling system.

Fuel pricing at General Aviation airports is generally set based on a combination of supplier pricing, operational costs, and local market considerations. Many airports review and adjust their fuel prices monthly or as often as necessary to remain competitive with other nearby facilities while covering their operational expenses.

At Colusa County Airport, World Fuel Services determines the base cost of fuel sold to the County based on current market rates, wholesale supply costs, and delivery factors. These base costs are updated each time the County places a new order, meaning fuel prices to the County can change periodically depending on wholesale market

conditions.

Once DPW receives the updated supplier price from World Fuel Services, the County applies multipliers to determine the posted retail price. This calculation includes:

- A General Aviation markup of 25% to help offset airport operational expenses.
- A DPW Administration fee of \$0.43 to recover administrative and management costs related to the fuel program.

The final retail fuel price, along with the effective date of the change, is published on the Colusa County Airport webpage to inform pilots and airport users. We post the current price in the office for all staff to see and advise the FBO as well. This practice ensures transparency for customers while allowing the airport to adjust pricing in response to fluctuations in wholesale costs. The updated fuel price is also published on the following websites:

www.controller.com <<http://www.controller.com>
www.fltplan.com <<http://www.fltplan.com>
www.airnav.com <<http://www.airnav.com>
www.globalair.com <<http://www.globalair.com>
www.flightaware.com <<http://www.flightaware.com>
<https://plan.foreflight.com>>

The fuel program is an important revenue stream for the airport, but it is also a competitive factor for attracting pilots to use Colusa County Airport for refueling stops, layovers, and overnight stays. Fuel prices that are both competitive and sustainable, are key to maintaining a healthy level of fuel sales and supporting airport operations.

Historically, revenue from fuel sales is as follows:

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
FUEL SALES	\$ 320,620.00	\$ 453,788.00	\$ 458,691.00	\$ 345,923.00	\$ 332,789.00	\$ 228,111.00	\$ 401,783.00	\$ 162,556.00	\$ 79,914.00
COST OF FUEL	\$ 260,623.00	\$ 395,619.00	\$ 401,528.00	\$ 265,554.00	\$ 298,963.00	\$ 193,180.00	\$ 357,093.00	\$ 151,906.00	\$ 29,966.00
LESS TAXES	\$ 29,442.00	\$ 42,864.00	\$ 42,365.00	\$ 36,356.00	\$ 31,332.00	\$ 15,939.00	\$ 28,663.00	\$ 12,890.00	\$ 3,093.00
LESS FEES	\$ 2,645.00	\$ 5,677.00	\$ 5,441.00	\$ 3,414.00	\$ 2,988.00	\$ 2,764.00	\$ 2,305.00	\$ 4,044.00	\$ 2,661.00
NET REVENUE	\$ 27,910.00	\$ 9,628.00	\$ 9,357.00	\$ 40,599.00	\$ (494.00)	\$ 16,228.00	\$ 13,722.00	\$ (6,284.00)	\$ 44,194.00

Following the recent departure of Valley Air from the airport, gross fuel sales have decreased significantly. The County will continue monitoring sales trends and may consider adjustments to marketing, outreach, or pricing strategies to encourage fuel purchases by transient and based aircraft.

Prior Board Action

Fiscal Impact/Funding Source

Action for the Clerk

**Request For Airport Advisory Committee**

MEETING DATE: September 8, 2025

DEPARTMENT: Airport Advisory Committee

FROM: Colt Esenwein

SUBJECT: Review and discuss the Colusa County Airport Capital Improvement Program (ACIP) for 2026–2035.

Review and discuss the Colusa County Airport Capital Improvement Program (ACIP) for 2026-2035.

Detailed Description/Background of request

The Federal Aviation Administration (FAA) requires all airports in the National Plan of Integrated Airport Systems (NPIAS) to maintain an Airport Capital Improvement Program (ACIP). The ACIP identifies, prioritizes, and schedules projects to address safety, regulatory compliance, infrastructure preservation, and operational needs.

The ACIP is updated annually and serves as the basis for requesting Airport Improvement Program (AIP) funding from the FAA. It also coordinates project planning with Caltrans Aeronautics and ensures the County's budget planning accounts for required local matching funds.

The Colusa County Airport's 2026-2035 ACIP includes a range of projects aimed at maintaining safe operations, improving infrastructure, and upgrading airport systems. Major projects include:

- **Perimeter Fence Replacement (2026 & 2028)** - 300 linear feet of security fencing to improve safety, security, and wildlife control.
- **Crack Repair, Seal Coat, and Pavement Maintenance (2026-2032)** - Preservation work on tie-down aprons, taxiways, hangar taxi lanes, and the runway to extend pavement life and maintain safe operations.
- **AWOS III Installation (2027-2028)** - A new Automated Weather Observing System to provide pilots with up-to-date, real-time weather data.
- **General Aviation Apron Reconstruction (2033-2035)** - Two-phase reconstruction of the GA apron to replace failing pavement and improve aircraft parking and safety.
- **Access Road and FBO Parking Lot Reconstruction (2033-2034)** - Rebuild vehicle access routes and parking areas to improve appearance and functionality for

visitors.

Project Development and Delivery Process

ACIP projects typically follow a two-step process:

1. **Design Phase** - Involves environmental review (if required), preparation of plans and specifications, and cost estimates. The design phase is often funded in one fiscal year and scheduled so construction can begin the following year. FAA AIP grants typically fund 90% of eligible costs, with Caltrans Aeronautics and the County covering the remainder.
2. **Construction Phase** - Following design completion, the County prepares bid documents and publicly advertises the project. Bids are evaluated for responsiveness and lowest responsible bidder compliance. The construction phase will follow after receipt of the FAA grant and award to the low bidder.

Airport Advisory Committee Role

The Airport Advisory Committee (AAC) serves as an advisory body to the Colusa County Board of Supervisors. The AAC's responsibilities include:

- Reviewing proposed ACIP updates and providing feedback on priorities.
- Advising on operational needs and safety concerns that may influence project planning.
- Offering input on design considerations from a user and community perspective. While the AAC provides recommendations, final decisions on project scope, timeline, contract advertising, contractor selection, grant acceptance, and contract award are made by the Board of Supervisors.

Additional Considerations for the AAC

- **Grant Coordination** - FAA grant cycles often require tight timelines. Early feedback from the AAC ensures that the County is prepared to submit complete and competitive grant applications and meet FAA grant deadlines.
- **Matching Funds** - While most project costs are covered by FAA and Caltrans, the County must budget for its share of each project's total cost, as outlined in the ACIP.
- **Long-Term Planning** - Some larger projects, such as full apron or runway reconstruction, require several years of lead time to secure funding and complete design before construction.

Regulatory Compliance - All projects must meet FAA design standards, environmental requirements, and procurement regulations. In addition FAA funding eligibility is an important consideration to ensure the FAA funding is achievable.

Fiscal Impact/Funding Source

The total estimated local agency share over the ten-year ACIP is \$454,575, representing

Colusa County's contribution toward planned projects. All other costs are expected to be funded by the FAA's Airport Improvement Program (AIP) or Caltrans Aeronautics.

Prior Board Action

None

Fiscal Impact/Funding Source**Action for the Clerk**

None at the present time.

ATTACHMENTS:

- Colusa County Airport - 2025-30 Draft ACIP (PDF)
- Colusa ACIP 2025 Project Map (PDF)

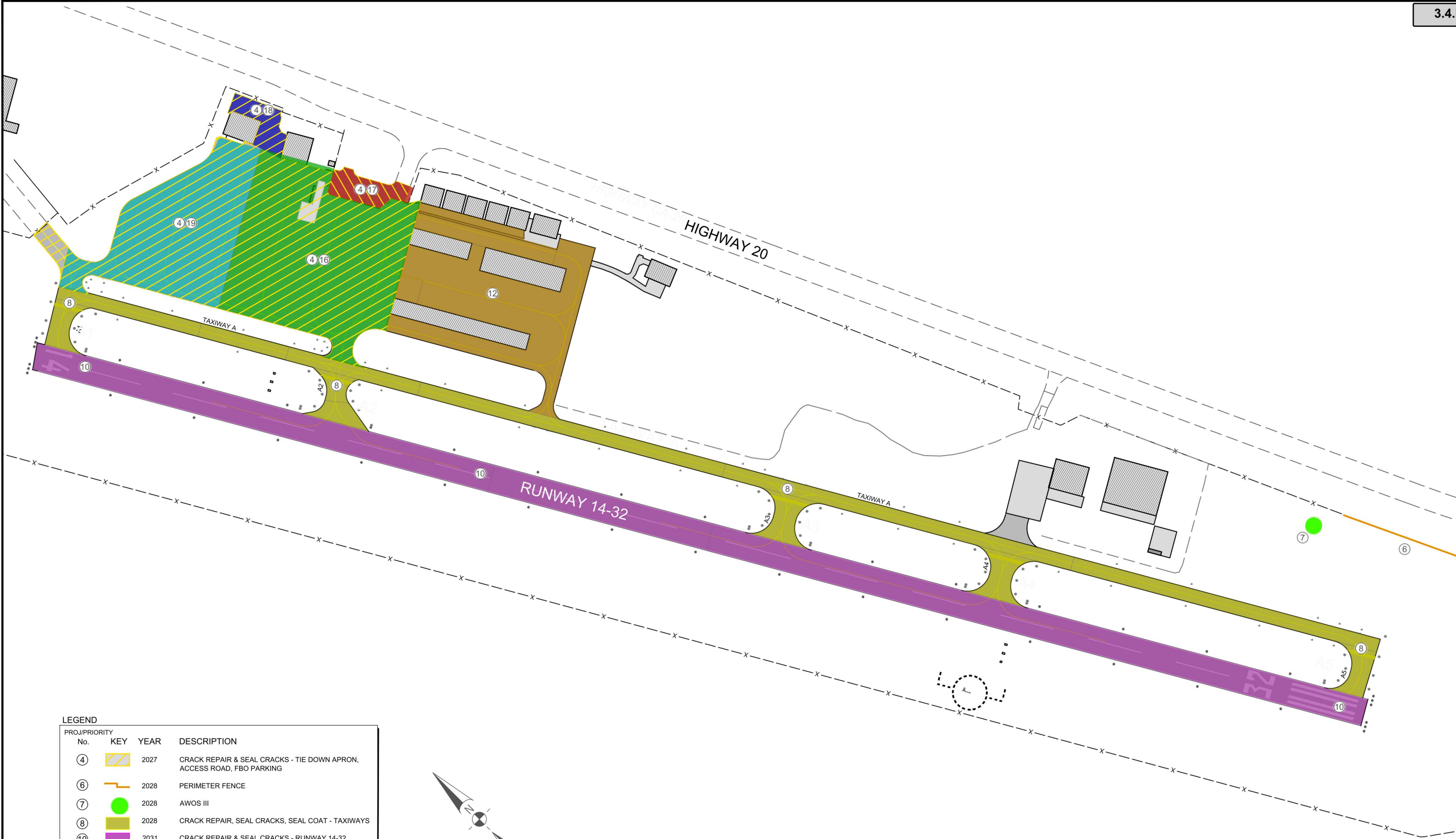
COLUSA COUNTY AIRPORT
COLUSA, CALIFORNIA

AIRPORT CAPITAL IMPROVEMENT PROGRAM - 2026 thru 2035

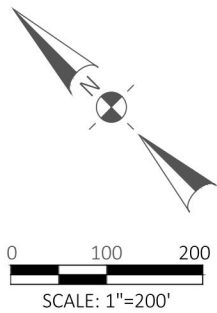
SUMMARY OF PROJECT COSTS
(Based on 2024 Unit Prices)

Project/ Priority No.	Shown on ALP	Project Type	Development Year	Environmental Status	Development Type	Description	Delivery Method	Expected Bid Date	PCI	National Priority Rating Code	Construction Cost	Engineering and Administration	Total Project Cost	F.A.A Participation			State Participation	Sponsor Participation	Available FAA Funds	
														AIP Entitlement	AIP Discretionary	AIG Allocated			AIP Entitlement	AIG Allocated
1	Yes	D	2026	N/A		Pre-design - Perimeter Fence (300 Ln. Ft.)			--	EQ ST SE = 72	\$ -	\$ 92,000	\$ 92,000	\$ 87,400	\$ -	\$ -	\$ 4,370	\$ 230		
2	Yes	D	2026	Submit 2025	Design	Crack Repair & Seal Cracks	DBB													
						Tie Down Apron			55	AP RS IM = 65	-	32,000	32,000			30,400	-	1,600		
						Tie Down Apron - Fuel - PCC Joint Seal and Spall Repair			92	AP RS IM = 65	-	2,800	2,800			2,660	-	140		
						Access Road			55	AR RS IM = 44	-	2,000	2,000			1,900	-	100		
						FBO Parking			58	GT RS IM = 44	-	2,200	2,200			2,090	-	110		
						TOTAL 2026					\$ -	\$ 131,000	\$ 131,000	\$ 87,400	\$ -	\$ 37,050	\$ 4,370	\$ 2,180	\$ 461,607	\$ 563,000
3	Yes	D	2027	Submit 2026	Design	AWOS III	DBB		--	EQ ST WX = 70	\$ -	\$ 55,000	\$ 55,000	\$ 49,500			\$ 2,475	\$ 3,025		
4	Yes	D	2027	Submit 2025	Construct	Crack Repair & Seal Cracks														
						Tie Down Apron	DBB	Mar-27	55	AP RS IM = 65	102,000	47,000	149,000			\$ 134,100	-	14,900		
						Tie Down Apron - Fuel	DBB	Mar-27	92	AP RS IM = 65	9,000	4,000	13,000	11,700			585	715		
						Access Road	DBB	Mar-27	55	AR RS IM = 44	6,000	2,700	8,700	7,830			392	479		
						FBO Parking	DBB	Mar-27	58	GT RS IM = 44	7,000	3,300	10,300	9,270			464	567		
5	Yes	D	2027	Submit 2026	Design	Crack Repair, Seal Cracks, and Seal Coat Taxiway A and Taxiways A1, A2, A3, A4 & A5	DBB		55 to 72	TW RS IM = 72	-	26,000	26,000			23,400	-	2,600		
						TOTAL 2027					\$ 124,000	\$ 138,000	\$ 262,000	\$ 78,300	\$ -	\$ 157,500	\$ 3,915	\$ 22,285	\$ 524,207	\$ 525,950
6	Yes	D	2028	Submit 2027	Design/Construct	Perimeter Fence (300 Ln. Ft.)	DBB	Mar-25	--	EQ ST SE = 72	90,000	93,000	183,000			164,700	-	\$ 18,300		
7	Yes	D	2028	Submit 2026	Construct	AWOS III	DBB	Mar-27	--	EQ ST WX = 70	\$ 330,000	\$ 132,000	\$ 462,000	\$ 415,800	\$ -		\$ 20,790	\$ 25,410		
8	Yes	D	2028	Submit 2026	Construct	Crack Repair, Seal Cracks, and Seal Coat Taxiway A and Taxiways A1, A2, A3, A4 & A5	DBB	Mar-28	55 to 72	TW RS IM = 72	\$ 137,000	\$ 75,000	\$ 212,000	\$ -	\$ -	\$ 190,800	\$ -	\$ 21,200		
						TOTAL 2028					\$ 557,000	\$ 300,000	\$ 857,000	\$ 415,800	\$ -	\$ 355,500	\$ 20,790	\$ 64,910	\$ 595,907	\$ 368,450
No projects Scheduled for 2029																				
						TOTAL 2029													\$ 330,107	\$ 12,950
9	Yes	D	2030	Submit 2029	Design	Crack Repair & Seal Cracks - Runway 14-32	DBB		67	RW RS IM = 77	\$ -	\$ 28,000	\$ 28,000	\$ 25,200	\$ -	\$ -	\$ 1,260	\$ 1,540		
						TOTAL 2030					\$ -	\$ 28,000	\$ 28,000	\$ 25,200	\$ -	\$ -	\$ 1,260	\$ 1,540	\$ 480,107	\$ 12,950
10	Yes	D	2031	Submit 2029	Design	Crack Repair & Seal Cracks - Runway 14-32	DBB	Mar-30	67	RW RS IM = 77	\$ 91,000	\$ 75,000	\$ 166,000	\$ 149,400	\$ -	\$ -	\$ 7,470	\$ 9,130		
11	Yes	D	2031	Submit 2030	Design	Crack Repair & Seal Cracks - Hangar Taxilanes 1-4	DBB		90	TL RS IM = 63	-	28,000	28,000	25,200	-	-	1,260	1,540		
						TOTAL 2031					\$ 91,000	\$ 103,000	\$ 194,000	\$ 174,600	\$ -	\$ -	\$ 8,730	\$ 10,670	\$ 604,907	\$
12	Yes	D	2032	Submit 2030	Construct	Crack Repair & Seal Cracks - Hangar Taxilanes 1-4	DBB	Mar-32	90	TL RS IM = 63	\$ 46,000	\$ 62,000	\$ 108,000	\$ 97,200	\$ -	\$ -	\$ 4,860	\$ 5,940		
						TOTAL 2032					\$ 46,000	\$ 62,000	\$ 108,000	\$ 97,200	\$ -	\$ -	\$ 4,860	\$ 5,940	\$ 580,307	\$
13	Yes	D	2033	Submit 2032	Design	Reconstruct General Aviation Apron (203,500 Sq. Ft.)	DBB		55	AP RC IM = 65	\$ -	\$ 433,000	\$ 433,000	\$ 389,700	\$ -	\$ -	\$ 19,485	\$ 23,815		
14	Yes	D	2033	Submit 2032	Design	Reconstruct Access Road	DBB		55	AR RC IM = 44	-	61,000	61,000	54,900	-	-	2,745	3,355		
15	Yes	D	2033	Submit 2032	Design	Reconstruct FBO Parking Lot	DBB		58	GT RC IM = 44	-	58,000	58,000	52,200	-	-	2,610	3,190		
						TOTAL 2033					\$ -	\$ 552,000	\$ 552,000	\$ 496,800	\$ -	\$ -	\$ 24,840	\$ 30,360	\$ 600,000	\$
16	Yes	D	2034	Submit 2032	Construct	Reconstruct General Aviation Apron - Phase 1 (122,500 Sq. Ft.)	DBB	Mar-34	55	AP RC IM = 65	\$ 2,820,000	\$ 279,000	\$ 3,099,000	\$ 253,200	\$ 2,535,900	\$ -	\$ 139,455	\$ 170,445		
17	Yes	D	2034	Submit 2032	Construct	Reconstruct Access Road	DBB	Mar-34	55	AR RC IM = 44	214,000	98,000	312,000	-	280,800	-	14,040	17,160		
18	Yes	D	2034	Submit 2032	Construct	Reconstruct FBO Parking Lot	DBB	Mar-34	58	GT RC IM = 44	183,000	98,000	281,000	-	252,900	-	12,645	15,455		
						TOTAL 2034					\$ 3,217,000	\$ 475,000	\$ 3,692,000	\$ 253,200	\$ 3,069,600	\$ -	\$ 166,140	\$ 203,060	\$ 253,200	\$
19	Yes	D	2035	Submit 2032	Construct	Reconstruct General Aviation Apron - Phase 2 (81,000 Sq. Ft.)	DBB	Mar-35	55	AP RC IM = 65	\$ 1,880,000	\$ 186,000	\$ 2,066,000	\$ 150,000	\$ 1,709,400	\$ -	\$ 92,970	\$ 113,630	\$ 150,000	\$
						TOTAL 2035					\$ 1,880,000	\$ 186,000	\$ 2,066,000	\$ 150,000	\$ 1,709,400	\$ -	\$ 92,970	\$ 113,630	\$ 150,000	\$
TOTALS											\$ 5,915,000	\$ 1,975,000	\$ 7,890,000	\$ 1,778,500	\$ 4,779,000	\$ 550,050	\$ 327,875	\$ 454,575		

Attachment: Colusa County Airport - 2025-30 Draft ACIP (10743 : Airport Capital Improvement Program)



LEGEND				
PROJ/PRIORITY No.	KEY	YEAR	DESCRIPTION	
④		2027	CRACK REPAIR & SEAL CRACKS - TIE DOWN APRON, ACCESS ROAD, FBO PARKING	
⑥		2028	PERIMETER FENCE	
⑦		2028	AWOS III	
⑧		2028	CRACK REPAIR, SEAL CRACKS, SEAL COAT - TAXIWAYS	
⑩		2031	CRACK REPAIR & SEAL CRACKS - RUNWAY 14-32	
⑫		2032	CRACK REPAIR & SEAL CRACKS - HANGAR TAXILANES	
⑯		2034	RECONSTRUCT GENERAL AVIATION APRON - PHASE 1	
⑰		2034	RECONSTRUCT ACCESS ROAD	
⑱		2034	RECONSTRUCT FBO PARKING LOT	
⑲		2035	RECONSTRUCT GENERAL AVIATION APRON - PHASE 2	



**BRANDLEY
ENGINEERING**

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COLUSA COUNTY AIRPORT

COLUSA, CALIFORNIA

**AIRPORT CAPITAL IMPROVEMENT PROGRAM
2026-2035**

DATE	8/1
DRAWN	
CHECKED	
PROJECT No.	
FILE	Colusa ACIP 2025
PLATE No.	

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