

MEMBERS

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



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

AGENDA

September 11, 2023

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

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

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

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

1:30 p.m. CALL TO ORDER/ROLL CALL
• Pledge of Allegiance

I. PUBLIC COMMENT

II. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - Nov 7, 2022 1:30 PM
2. Airport Advisory Committee - Regular Session - Jul 10, 2023 1:30 PM

III. REPORTS

1. Director
2. Members
3. Ad Hoc Committee Reports
4. Public Report of Safety/Maintenance Issues

IV. SITTING AS THE AIRPORT LAND USE COMMISSION

1. Acknowledge receipt of the Colusa County 2022-2023 Grand Jury Final Report, and consider responding.

ADJOURN

**THE NEXT REGULAR MEETING OF THE COLUSA COUNTY AIRPORT ADVISORY COMMITTEE IS
SCHEDULED FOR November 6, 2023.**

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

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

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

All supporting documentation is available for public inspection and review in the office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.
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COLUSA COUNTY AIRPORT ADVISORY COMMITTEE MINUTES November 7, 2022

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

The Colusa County Airport Advisory Committee meets in Regular Session this 7th day of November 2022 at the hour of 1:30 p.m. Present: Committee Members Toby Reading, Gene Muir, John Hamill, S. William Abel, David Myers, Peter N. Lindquist, and Michael P. West.

Pledge of Allegiance

I. PUBLIC COMMENT
 None.

II. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - May 2, 2022, approved with corrections made.
2. Airport Advisory Committee - Special meeting - June 13, 2022.
3. Airport Advisory Committee - Special meeting - August 3, 2022.

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

III. SITTING AS THE AIRPORT LAND USE COMMISSION

1. Presentation of conceptual plans for the development of a site for the Laurel Ag and Water Company.

Comments received by Mr. Plucker, Mr. Kley, Mr. Hulbert, and Mr. Carter.

2. Adopt **Resolution No. 22-007** making a finding that the relocated XO Cannabis (ALUC #22-07) project is consistent with the County's Airport Land Use Compatibility Plan.

Minutes Acceptance: Minutes of Nov 7, 2022 1:30 PM (APPROVAL OF MINUTES)

Comments received by Mr. Plucker.

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

IV. REPORTS

1. Director

Mr. Azevedo states Caltrans Aeronautics performed a review of the Airport and it contained minor items to address. He further states that the contract for the lighting upgrades fell through and they are working on procuring a new vendor.

Committee Member Lindquist requests to review the ground leases for the hangars so he can review the details.

Mr. Azevedo states he will get Committee Member Lindquist a copy of the most recent master lease.

Mr. Azevedo further states the charts still reflect that night approaches aren't permitted, so he will be looking into that issue.

Comments received by Mr. Kley.

2. Members

Mr. Lindquist requests staff move the report section of the agenda to follow the approval of the minutes. Chair West so directs.

3. Ad Hoc Committee Reports

None.

4. Report of Safety/Maintenance Issues

Chair West states he has received questions about hangar rental and construction and requests an update from Mr. Azevedo.

Committee Member Abel states he has heard concerns that someone obtained a hangar that wasn't next on the list.

Mr. Azevedo states there was a transfer of an airplane and the hangar was included with the plan.

Committee Member Lindquist requests details on fuel price.

Chair West directs Mr. Azevedo to provide further information to the Committee regarding the current hangar waiting list and construction information at the January 9, 2023 meeting.

Committee Member Meyers requests clarification on the Brown Act.

Minutes Acceptance: Minutes of Nov 7, 2022 1:30 PM (APPROVAL OF MINUTES)

Comments received by Mr. Stout and Mr. Plucker.

Chair West adjourned the meeting at 2:37 p.m. to reconvene in Regular Session on January 9, 2023 at the hour of 1:30 p.m.

Michael P. West, Chair

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

BY _____
Melissa Kitts, Deputy Clerk

Minutes Acceptance: Minutes of Nov 7, 2022 1:30 PM (APPROVAL OF MINUTES)

MEMBERS

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COLUSA COUNTY
 AIRPORT ADVISORY COMMITTEE
 MINUTES
 July 10, 2023

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

The Colusa County Airport Advisory Committee meets in Regular Session this 10th day of July 2023 at the hour of 1:30 p.m. Present: Committee Members Michael P. West, David Myers, S. William Abel and Peter N. Lindquist. Absent: Committee Members Gene Muir, John Hamill and Toby Reading.

Pledge of Allegiance

I. PUBLIC COMMENT
 None.

II. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - March 6, 2023.

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

III. REPORTS

1. Director

Mr. Azevedo states they issued a use license for the Fly-In event this weekend.

Chair Lindquist states they are still not authorized to perform night approaches and requests that Mr. Azevedo looks into the issue to find out why.

Mr. Azevedo states that he will look into it.

2. Members
 None.

Minutes Acceptance: Minutes of Jul 10, 2023 1:30 PM (APPROVAL OF MINUTES)

3. Ad Hoc Committee Reports
None.

4. Report of Safety/Maintenance Issues
Mr. Sankey states the turnouts going into the runway need to be swept out as there's a lot of gravel present. He further states the bathrooms haven't been properly maintained.

Mr. Azevedo states it's the County's responsibility to maintain the facility and they will take care of it. He further states that any concerns regarding maintenance of the facility can be directed to his office.

Chair Lindquist asks Mr. Plucker if he was able to determine if storm water pond area is considered part of the open space.

Mr. Plucker states the storm water area was excluded from the calculations.

Chair Lindquist adjourns as the Airport Advisory Committee at 1:44 p.m. and states they are now sitting as the Airport Land Use Commission with all Commissioners present except Commissioners Hamill, Muir and Reading.

IV. SITTING AS THE AIRPORT LAND USE COMMISSION

1. Adopt **Resolution No. 23-001** as amended, finding that Laurel Ag and Water's Pump Repair and Fabrication/Machine Shop Building is consistent with the County's Airport Land Use Compatibility Plan as conditioned.

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

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

Chair Lindquist adjourned the meeting at 1:59 p.m. to reconvene in Regular Session on September 11, 2023 at the hour of 1:30 p.m.

Peter N. Lindquist, Chair

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

BY _____
Melissa Kitts, Deputy Clerk

Minutes Acceptance: Minutes of Jul 10, 2023 1:30 PM (APPROVAL OF MINUTES)



Request For Airport Advisory Committee

MEETING DATE: September 11, 2023

DEPARTMENT: Airport Advisory Committee

FROM: Michael Azevedo

SUBJECT: Acknowledge receipt of the Colusa County Grand Jury
2022-23 Final Report

Acknowledge receipt of the Colusa County 2022-2023 Grand Jury Final Report, and consider responding.

Detailed Description/Background of request

Penal Code section 933 requires elected officials or agency heads to respond to grand jury reports within 60 days of receipt of the report and the governing body has 90 days from date of receipt to respond. Department heads have begun crafting their responses in order to meet their statutory response time.

The Grand Jury has invited the Airport Advisory Committee to respond. This body, as an appointed committee, is under no obligation to provide comment, however, should you choose to do so, staff suggest County Counsel review of said response for consistency with Penal Code requirements.

Responses are due to the Court by mid-October

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

None

ATTACHMENTS:

- 22-23 airport excerpt (PDF)

COLUSA COUNTY AIRPORT INVESTIGATION REPORT

SUMMARY

Complaints were brought to the Grand Jury regarding hangar availability and issues that improper storage may be taking place in hangars. A meeting was held with the airport staff and three jury members at the Colusa County Public Works office on March 30, 2023.

BACKGROUND

The questions and concerns regarding the airport hangar leases and improper storage in some hangars were brought to the attention of the Grand Jury which necessitated an investigation and determination of deficiencies and issues relating to the Colusa County Airport.

METHODOLOGY

Information for this investigation was sourced from the following:

- Review of Colusa County Website – Airport Advisory Committee Agendas & Minutes
- Review of Airport Compliance Requirements – Federal Aviation Administration Website
- Review of Federal Register / Vol. 81, No. 115 / Rules and Regulations
- Review of Frequently Asked Questions & Answers of FAA Policy on Use of Hangars at Obligated Airports
- Interview with airport staff on March 30, 2023

DISCUSSION

A meeting was held with airport staff to discuss the list of questions the Grand Jury had developed and submitted prior to it.

Regulatory Obligations

The Colusa County Airport receives federal funding through the FAA Airport Improvement Program (AIP), and is obligated to comply with Title 14 Code of Federal Regulations. The airport is subject to inspection by the Caltrans Division of Aeronautics. The latest inspection, the state permit compliance inspection and Federal Aviation Administration (FAA) Airport Master Record (Form 5010-11) Colusa County Airport (FAA Site No. 01431.1*A) was completed in October 2022.

Funding

- Federal Funding is received through the FAA Airport Improvement Program (AIP)
- Additional funding sources includes fees from: Aviation Property Taxes, Rents, Tie-downs, Fuel Sales, Parking, and Interest funds.
- The County Airport does not generate enough revenue to be self-supporting.
- The County Airport staff does not review surrounding airport leasing fees to ensure that the Colusa County Airport is setting rental fees at fair market value.

Hangar Leases / Waiting List

- The County maintains documentation relating to hangar lease history and the current status of the hangars.
- Staff stated all existing hangars at the airport are currently occupied by an aircraft.
- The airport has a waiting list for hangars, but staff does not currently have a process in place to update the hangar waiting list.
- The County Airport staff does not check to ensure that the airport hangars are used as intended and that no unauthorized storage/use is occurring. Airport management currently relies on trusting patrons to adhere to lease agreement.
- The County Airport staff does not verify that the aircraft occupying the hangar matches the aircraft on the lease.
- The County Airport staff annually confirms the required insurance coverage is maintained on the leased hangars and airport facilities.
- There are two commercial airport hangar leases. One lease is current and the other lease is expired and in negotiation for a new lease agreement.
- The Grand Jury was unable to obtain how fees were calculated.

Hazardous Materials / Aircraft Accident Plan

The County Airport currently has and maintains an onsite hazardous material and aircraft accident safety plan. It is reviewed and updated as needed.

Staffing

The County Airport has an allocated staff position in the budget that is unfilled.

FINDINGS

- F1. The Airport Administration was moved to the Public Works Department in October of 2020.
- F2. The County Airport does not currently generate enough revenue to be self-supporting. There is a loss of revenue due to lack of oversight and adjustments to the rental fees. There is no evidence of competitive analysis of rates being done. It is acknowledged that even if rental fees were brought up to current market value they may not fill the gap in funding needs, but it could be helpful.

- F3. There is a lack of communication with applicants on the hangar waiting list. Waiting list is not regularly reviewed or updated for accuracy.
- F4. There is a lack of inspections of hangars to ensure compliance with regulations and lease agreements:
- There is no on-site staffing to monitor the daily activities at the airport.
 - There are no periodic, annual or routine inspections of hangars performed by County staff.
 - Inspections do not occur regularly to determine that the aircraft leased to the specific hangars is the same aircraft occupying the hangar.
 - Inspections do not occur regularly to determine if the person on the lease is the actual person currently using the hangar.
- F5. One commercial tenant's lease is expired, but they are still occupying and using the hangar, and are continuing to pay the monthly rental fees under the previous lease agreement.
- F6. Lack of staffing:
- There is an unfilled allocated partial full time position in the Airport budget, but it has not been filled due to lack of funding. The duties of the position have not been fully defined. Staff indicated that there is a possibility that the position may be filled within the next few months.

RECOMMENDATIONS

- R1. Investigate how neighboring counties successfully manage and fund their facilities.
- R2. Perform periodic research of surrounding county airport management models to ensure that fees for Rents, Tie-downs and Parking are adjusted to current market value and compensate for inflation.
- R3. Develop a process to update and adhere the hangar waiting list.
- R4. Develop an annual inspection schedule for all hangars to ensure that the hangars are being used in compliance with the lease agreements and lessees are in compliance with current airport regulations.
- R5. Develop an annual inspection schedule to verify that the aircraft in the hangars matches the aircraft on the lease and to verify that the lessee is the same person named on the lease.
- R6. We recommend that the inspections outlined in R4 and R5 be conducted annually.
- R7. Complete the negotiation for the expired commercial hangar lease.

R8. Fill the allocated partial full time position: To provide personnel to oversee the routine Airport operations, to perform necessary maintenance, and to conduct compliance inspections.

REQUEST FOR RESPONSES

The following responses are pursuant to Penal Code §933 and §933.05:

Responses are requested from the following individual:

- Director, Colusa County Airport
 - Findings F1 through F6
 - Recommendations R1 through R8

INVITED RESPONSES

The following responses are invited from the following individuals:

- Colusa County Airport Advisory Committee
 - Findings F1 through F4
 - Recommendations R1 through R5

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

DISCLAIMER

This report on the investigation of the Colusa County Airport is issued by the full 2022-2023 Grand Jury with two (2) recusals for this investigation.