**MEMBERS**
S. William Abel
John Hamill
Peter N. Lindquist,
Vice-Chair
Sherman MacPherson
Gene Muir
Toby Reading
Michael P. West, Chair

**Department of Public Works**
Mike Azevedo, Secretary to the
Airport Advisory Committee
1215 Market Street
Colusa, CA 95932
Phone: (530)458-0580
Fax: (530)458-5000
colusacountyca.iqm2.com
www.countyofcolusa.com

# COLUSA COUNTY
# Airport Advisory Committee
# AGENDA
## September 13, 2021

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.

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

**Phone:** **1-916-246-0723**
**Toll-Free:** **1-800-356-8278**
**Code:** **401978 DO NOT PUT YOUR PHONE ON HOLD**

**This line is for listening in only**.

1:30 p.m. CALL TO ORDER
- Pledge of Allegiance

I. PUBLIC COMMENT

II. APPROVAL OF MINUTES
1. Airport Advisory Committee - Regular Session - July 12, 2021.
2. Airport Advisory Committee - Special Session - August 12, 2021.

III. REPORTS
1. Director
2. Members

IV. SITTING AS THE AIRPORT LAND USE COMMISSION
1. Receive a presentation on preliminary plans for the Wescott Ranch residential development.

2. Discuss the potential of having regularly scheduled Airport Land Use Commission monthly meetings.

**ADJOURN**

**THE NEXT REGULAR MEETING OF THE COLUSA COUNTY AIRPORT ADVISORY COMMITTEE IS SCHEDULED FOR November 1, 2021.**

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.

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
# July 12, 2021

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

The Colusa County Airport Advisory Committee meets in Regular Session this 12th day of July 2021 at the hour of 1:30 p.m. Present: Committee Members Toby Reading, Gene Muir, John Hamill, S. William Abel, Sherman MacPherson, and Peter N. Lindquist. Absent: Committee Member Michael P. West.

Present: Dave Prentice, County Counsel's Office.
Ann Nordyke, Melissa Kitts, CAO/ Clerk of the Board's Office.
Mike Azevedo, Public Works Department.
Greg Plucker, Community Development Department.
Ed Hulbert, Jake Kley, Rainey Kalfsbeek,
Colusa Industrial Properties.
John Carrion, Colusa citizen.

Pledge of Allegiance

I. PUBLIC COMMENT

Mr. Hulbert requests that the Airport Advisory Committee meet on a monthly basis so projects can be reviewed in a timely manner.

Vice-Chair Lindquist directs staff to add an item regarding meeting frequency to the next agenda.

II. APPROVAL OF MINUTES

1. Airport Advisory Committee - Regular Session - May 3, 2021.

| | |
|---|---|
| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | Abel |
| **SECONDER:** | MacPherson |
| **AYES:** | Reading, Muir, Hamill, Abel, MacPherson, Lindquist |
| **ABSENT:** | West |

III. REPORTS

1. Director

Mr. Azevedo states that the runway rehabilitation project will be scheduled soon and the dates will be provided as soon as they are known. He further states that during the project, the airport will be closed for at least 20 days.

2. Members

Committee Member MacPherson states the Fly-In was a success.

IV. SITTING AS THE AIRPORT ADVISORY COMMITTEE

1. Discussion and possible direction or action concerning telephonic broadcast of Airport Advisory Committee meetings.

Comments received by Mr. Azevedo, Ms. Nordyke and Mr. Prentice.

It is the consensus of the Committee to broadcast the Airport Advisory Meeting over the telephone with in-person participation only.

V. SITTING AS THE AIRPORT LAND USE COMMISSION

Vice-Chair Lindquist adjourns the Colusa County Airport Advisory Committee at 1:43 p.m. and states the Committee Members are now sitting as the Airport Land Use Commission, with all Commissioners present except Commissioner West.

Present: Dave Prentice, County Counsel's Office.
Ann Nordyke, Melissa Kitts, CAO/ Clerk of the Board's Office.
Mike Azevedo, Public Works Department.
Greg Plucker, Community Development Department.
Ed Hulbert, Jake Kley, Rainey Kalfsbeek,
Colusa Industrial Properties.
John Carrion, Colusa citizen.

1. Receive a presentation on the proposed Tan Oak Innovations use and buildings. **Further**, provide any desired direction with respect to the project and its consistency with the County's Airport Land Use Compatibility Plan.

Comments received by Mr. Plucker, Mr. Hulbert, Mr. Simpson, Mr. Kley and Mr. Azevedo.

It is the consensus of the Committee to review the Tan Oak Innovations project once all required information has been submitted by the applicant. Further, Vice-Chair Lindquist directs staff to add an update of the Farinon Road issue to the September 13, 2021 meeting agenda.

2. Receive a presentation on conceptual plans for off-site airport access from Colusa Industrial Properties' representatives.

Comments received by Mr. Plucker and Mr. Hulbert.

3. Review and provide any desired direction on the establishment of processing fees for projects reviewed by the Commission.

Comments received by Mr. Plucker, Mr. Hulbert and Mr. Azevedo.

It is the consensus of the Commission to direct staff to proceed with the establishment of processing fees for projects reviewed by the Commission.

Vice-Chair Lindquist adjourned the meeting at 3:00 p.m. to reconvene in Regular Session on September 13, 2021 at the hour of 1:30 p.m.

____________________________
Peter N. Lindquist, Vice-Chair

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

BY____________________________
Melissa Kitts, Deputy Clerk

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COLUSA COUNTY AIRPORT ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
August 12, 2021

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

The Colusa County Airport Advisory Committee meets in Special Session this 12th day of August 2021 at the hour of 1:30 p.m. Present: Committee Members Toby Reading, Gene Muir, John Hamill, S. Abel, Sherman MacPherson, Peter N. Lindquist, and Michael West.

Present: Denise Carter, Colusa County Supervisor.
Jennifer Sutton, County Counsel's Office.
Ann Nordyke, Patricia Rodriguez, CAO/ Clerk of the Board's Office.
Mike Azevedo, Public Works Department.
Greg Plucker, Community Development Department.
Ed Hulbert, Jake Kley, Colusa Industrial Properties.
Ben Carter, Colusa citizen.
Jesse Cain, City of Colusa.

I. PUBLIC COMMENT
None.

II. REPORTS
1. Director
None.

2. Member
None.

III. SITTING AS THE AIRPORT LAND USE COMMISSION
Chair West adjourns the Colusa County Airport Advisory Committee at 1:32 p.m. and states the Committee Members are now sitting as the Airport Land Use Commission, with all Commissioners present.

Present: Denise Carter, Colusa County Supervisor.
Jennifer Sutton, County Counsel's Office.
Ann Nordyke, Patricia Rodriguez, CAO/ Clerk of the Board's Office.
Mike Azevedo, Public Works Department.

Greg Plucker, Community Development Department.
Ed Hulbert, Jake Kley, Colusa Industrial Properties.
Ben Carter, Colusa citizen.
Jesse Cain, City of Colusa.

1. Adopt **Resolution 21-005** finding that the Golden Roots Nursery Greenhouse (Hoop House) project is conditionally consistent with Airport Land Use Compatibility Plan.

Comments received by Mr. Plucker.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Lindquist |
| **SECONDER:** | Reading |
| **AYES:** | Reading, Muir, Hamill, Abel, Lindquist, West |
| **ABSTAIN:** | MacPherson |

2. Adopt **Resolution 21-006** determining that the Tan Oak Innovations project in the Colusa Industrial Park is consistent with the County's Airport Land Use Compatibility Plan based on the findings and conditions in said resolution as amended.

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

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | West |
| **SECONDER:** | Hamill |
| **AYES:** | Reading, Muir, Hamill, Abel, MacPherson, Lindquist, West |

3. Review the City of Colusa's proposed findings to overrule the adoption of Resolution No. 21-003 which found that the CIP Residential Project is inconsistent with the ALUCP and determine whether the Commission desires to submit a written response to the proposed findings.

Comments received by Mr. Plucker.

Chair West directs Commissioners Lindquist and Abel to work with staff, to draft a letter for the Chair's signature and submit to the City by August 22, 2021 focusing on specific findings and compare to the City's proposed findings.

Chair West adjourned the meeting at 2:34 p.m. to reconvene in Regular Session on September 13, 2021 at the hour of 1:30 p.m.

___________________________
Michael P. West, Chair

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

BY___________________________
Patricia Rodriguez, Deputy Clerk

# COUNTY OF COLUSA, CA

## Request For Airport Advisory Committee

| | |
|---|---|
| **MEETING DATE:** | **September 13, 2021** |
| **DEPARTMENT:** | **Community Development** |
| **FROM:** | **Greg Plucker** |
| **SUBJECT:** | **Presentation of Preliminary Plans for the Wescott Ranch Subdivision** |

**SITTING AS THE AIRPORT LAND USE COMMISSION**
Receive a presentation on preliminary plans for the Wescott Ranch residential development.

**PROJECT OVERVIEW**

**Representative:**

Ed Hulbert
Colusa Industrial Properties
50 Sunrise Boulevard
Colusa, California 95932

**Project Summary:**

Colusa Industrial Properties representatives (CIP) have submitted a preliminary lotting plan for a 271 single-family lot development on the Wescott Ranch property northwest of the County Airport. The proposed development consists of three general areas. A northern residential area consisting of 196 homes on 51.22 acres with an overall density of 3.83 du's/acre. The middle area consisting of a 14.02-acre remainder lot. A southern residential area consisting of 75 homes on 23.68 acres with an overall density of 3.17 du's/acre. Please refer the Attachment #1 for the development plan.

**Location:**

The proposed development is located approximate 2,600 feet west from the end of Runway 13.

**DISCUSSION:**

The proposed residential development is being submitted to the ALUC for preliminary review and comment. Ultimately, a formal referral to the ALUC will be required in order for the Commission to conduct a consistency review against the ALUCP pursuant to

Section 2.2.2(g) (a proposed residential development consisting of 5 or more dwelling units). Depending on any additional entitlements being processed before the City with the tentative subdivision map, other sections of the ALUCP requiring the Commission's review may also be triggered.

The proposed development is located in the ALUCP's Compatibility Zone C3. The C3 Compatibility Zone is considered a secondary traffic pattern zone with a low to moderate noise impact level and a low risk level. Single-family residential uses are considered a permitted use with no density limitations or open space requirements pursuant to Table 3A of the ALUCP. The C3 Compatibility Zone does not have any limitations on the number of stories and the 150-foot height limits is well below the City of Colusa's maximum single-family residential height limit.

Project representatives will provide additional verbal information at the meeting and be available to answer any questions.

**ALUC STAFF RECOMMENDATION:**

This item is being brought to the Commission for informational purposes. Staff recommends that the Commission provide any preliminary comments that you may have on the proposed development.

**PRIOR COMMITTEE ACTION**

None

**FISCAL IMPACT/FUNDING SOURCE**

None at this time.

**PREPARATION:**

Prepared By:

Greg Plucker, Community Development Director (530) 458-0483

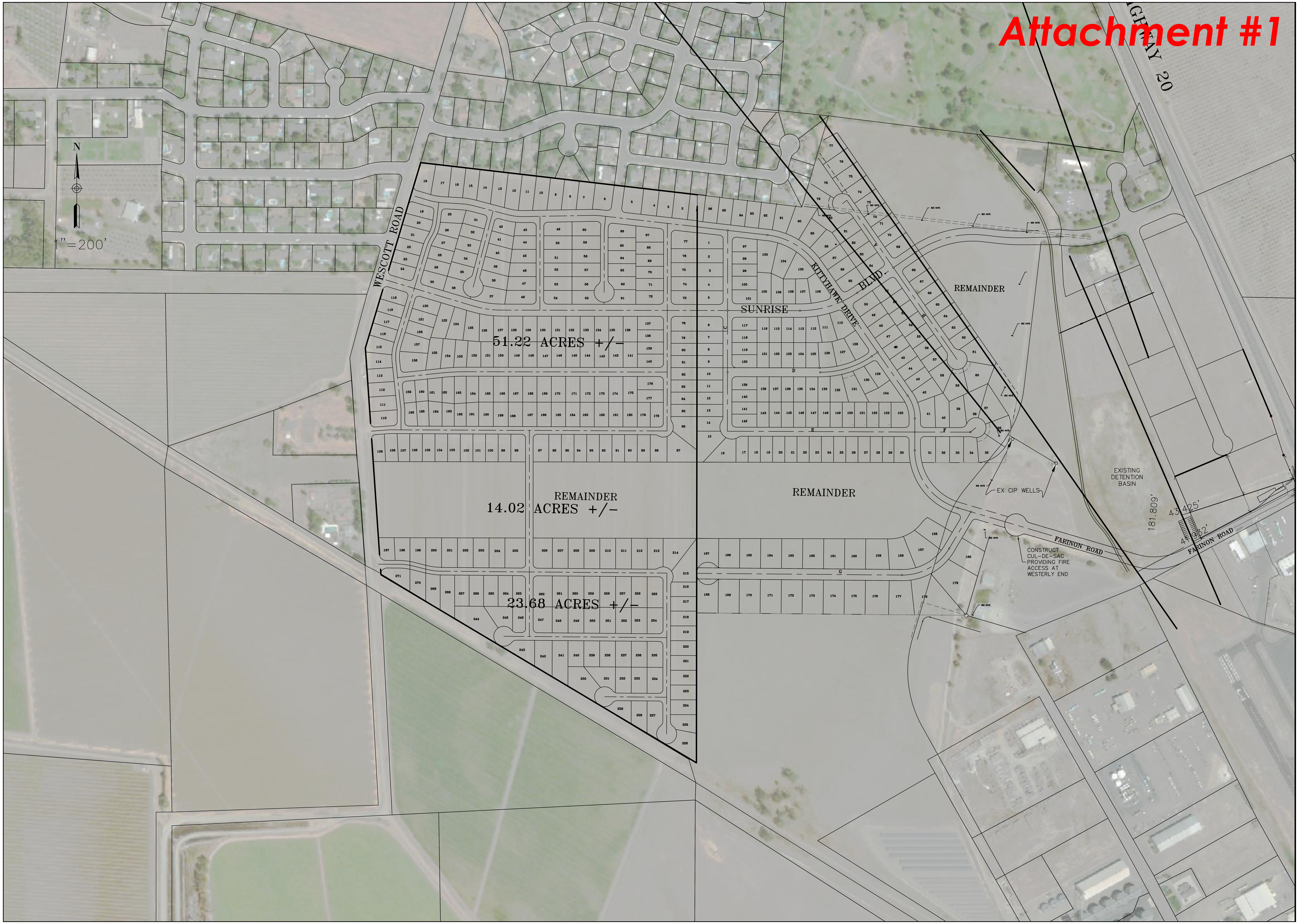
**ACTION FOR THE CLERK**

None at the present time.

**ATTACHMENTS:**

- Attachment "A" Tentative Subdivision Map (PDF)

# Attachment #1




RIVISIONS

WESCOTT PROPERTY
WESCOTT ROAD, COLUSA

NORTH VALLEY
ENGINEERING & SURVEYING
1547 STARR DRIVE, SUITE "J"
YUBA CITY, CA 95993
(530) 713-0417

TENTATIVE MAP

DATE: 7/5/2021
SCALE: 1"=200'
DRAWN: RCM
PROJECT #:
SHEET: 1

**COUNTY OF COLUSA, CA**

**Request For Airport Advisory Committee**

**MEETING DATE:** September 13, 2021

**DEPARTMENT:** Community Development

**FROM:** Greg Plucker

**SUBJECT:** Discussion of Establishing Monthly Meetings

**SITTING AS THE AIRPORT LAND USE COMMISSION**
Discuss the potential of having regularly scheduled Airport Land Use Commission monthly meetings.

**PROJECT OVERVIEW**

At the Commission's July 12, 2021 meeting, the Commission received a request from Colusa Industrial Properties' (CIP) representative that the Commission agendize a discussion item to consider holding regularly scheduled monthly meetings; instead of the currently regularly scheduled bi-monthly meetings. Vice-Chair Lindquist (sitting in place of Chair West) directed staff to agendize this item for discussion at the Commission's September meeting.

**DISCUSSION:**

CIP representatives have indicated that having regularly scheduled monthly Commission meetings would be beneficial to facilitate development of projects subject to the Commission's review.

When the Board of Supervisors approved the revisions to the Commission's (and Committee's) by-laws that established the current Commission's composition in August of 2020, Section 4 specifically required that regularly scheduled meetings would be held bi-monthly. As part of the consideration of the new by-laws, monthly meetings were discussed, however the Board opted to proceed as recommended by staff with bi-monthly meetings. Staff has attached the most recently approved by-laws (Board adopted March 16, 2021). The March, 2021 by-law amendment did not change the Section 4 meeting requirements. In recognition that there may be the need to hold a meeting outside the bi-monthly schedule, Section 4.1 was adopted that allows for the Chair to call for a special meeting. As the Commission is aware, staff has requested and the Chair has called for special meetings in the past. Staff does not have an issue requesting that the Chair call a special meeting in the future should a complete application be ready for the Commission's review and there are time sensitive issues.

Should the Commission wish to establish regularly scheduled monthly meetings, pursuant to Section 5 of the by-laws, the Commission would need to initiate the amendment by making a motion to do so and this motion must be passed by at least two-thirds of the members present at a regularly scheduled meeting. The recommendation would then be forwarded to the Board of Supervisors for consideration.

**ALUC STAFF RECOMMENDATION:**

Staff believes that the current by-law provision (Section 4.1) which provides for an application to be brought before the Commission at a special meeting adequately allows time sensitive projects to be considered by the Commission outside of the regularly scheduled bi-monthly meeting calendar. However, for staff to recommend to the Chair that a special meeting be held, staff requires that the subject application be technically complete which is necessary for staff to analyze the project against the Compatibly Plan requirements and is necessary for staff to formulate a recommendation to the Commission on the project's consistency with the Compatibility Plan.

Should the Commission wish to have monthly meetings, you can make the recommendation to amend the by-laws to the Board and staff would process that recommendation for the Board's consideration.

**PRIOR COMMITTEE ACTION**

None

**FISCAL IMPACT/FUNDING SOURCE**

None at this time.

**PREPARATION:**

Prepared By:

Greg Plucker, Community Development Director (530) 458-0483

**ACTION FOR THE CLERK**

None at the present time.

**ATTACHMENTS:**

- Board Resolution 21-011 Approving Modified Bylaws (PDF)

# RESOLUTION NO. 21-011

## RESOLUTION OF THE COLUSA COUNTY BOARD OF SUPERVISORS APPROVING MODIFIED AIRPORT ADVISORY COMMITTEE BYLAWS CORRECTING THE MEMBER TERM OF OFFICE

**WHEREAS,** on August 4, 2020 the Board approved revised bylaws for the Airport Advisory Committee effective upon its reformation;

**WHEREAS**, the revised bylaws contained an inaccurate legacy term setting Advisory Committee member terms to expire in "May" in the year in which that member's term was set to expire; and

**WHEREAS**, the Board approved reformation of the Airport Advisory Committee in September 2020 so the applicable anniversary month for expiring member terms should be "September".

**NOW, THEREFORE, BE IT RESOLVED** that the modified bylaws attached to this resolution are approved modifying the anniversary month for expiring member terms to the first Monday in September of the applicable year.

**PASSED AND ADOPTED** this 16th day of March 2021 by the following vote:

**AYES:** Supervisors Kent S. Boes, Daurice K. Smith, Denise J. Carter J. Merced Corona, and Gary J. Evans.

**NOES:** None.

**ABSENT:** None.

Gary J. Evans, Board Chair

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

By Melissa Kitts, Deputy

**APPROVED AS TO FORM:**

Marcos A. Kropf, County Counsel

# BYLAWS OF THE COLUSA COUNTY AIRPORT ADVISORY COMMITTEE

## ARTICLE I. PURPOSE

1.0 **Purpose.** The Airport Advisory Committee ("Committee") is established to advise and provide recommendations to the Colusa County Board of Supervisors regarding the operation of the Colusa County Airport. The Committee shall also serve as the designated Airport Land Use Commission ("ALUC") as previously designated by the Board of Supervisors in accordance with California Public Utilities Code 21670.1(a).

## ARTICLE II. MEMBERSHIP

2.0 **Number of Members.** The Committee will be composed of 7 members.

2.1 **Eligibility.** Committee members shall be residents of Colusa County. At least 4 members shall have expertise in aviation, who by way of education, training, business, experience, vocation, or avocation has acquired and possesses particular knowledge of, and familiarity with, the function, operation, and role of airports, or is an elected official of a local agency which owns or operates an airport.

2.2 **Appointment, Terms of Office, and Unscheduled Vacancies.** Members shall be appointed by the Board of Supervisors to serve 4 year staggered terms. Members may be reappointed for subsequent terms. Members serve at the pleasure of the Board and may be removed from their position with or without cause at any time. Unscheduled vacancies shall be filled by appointment by the Board in accordance with California Government Code section 54974. The expiration date of the term of office of each member will be the first Monday in September in the year in which that member's term is to expire.

A. To stagger the terms of appointment, at the first regular meeting of the Committee following approval of these By-Laws by the Board of Supervisors and appointment of members to the Committee, members shall draw lots to determine their initial terms of appointment with 1 members having a one year term, 2 having a two year term, 2 having a three year term; and 2 having a four year term. Committee seats with less than a full four year term will convert to a standard four year term upon expiration of the first initial term.

2.3 **Compensation and Expenditures.** Members serve without compensation. The Committee and its members have no authority to expend funds or to incur an obligation on behalf of the County unless specifically authorized and approved to do so by the Board of Supervisors.

2.4 **Attendance.** Members are required to attend Committee meetings. A Member shall notify the Chair if the member is unable to attend. A member who fails to attend 2 regularly scheduled meetings during the calendar year will be referred to the Board of Supervisors which may in their sole discretion terminate the member's appointment. In such instance the Committee may recommend to the Board of Supervisors a replacement for the vacated position.

2.5 **Board of Supervisors Liaison**. The Board of Supervisors will annually designate one Board member to serve as a liaison between the Board and the Committee.

2.6 **Conflicts of Interest.** Members will comply with the County's Conflict of Interest Code and all other applicable provisions of the law. Members will avoid the appearance of a potential conflict and recuse themselves from decisions in which they may have a potential conflict of interest.

## ARTICLE III. COMMITTEE OFFICERS

3.0 **Officers.** The Committee shall have a Chair and Vice Chair. The Chair and Vice Chair will initially be nominated and elected by the Committee members at the first regular meeting following the adoption of these bylaws by the Board of Supervisors and then annually at the Committee's first regular meeting of each year. Nomination and election of officers may also occur at other times in the event of a vacancy. In the absence of the Chair and Vice Chair at any one meeting, the Committee members shall select one of the members to act as Chair.

3.1 **Officer Duties.**

A. **Chair.** The Chair presides over the Committee meeting and shall generally manage the business of the Committee. The Chair may also appoint special committees, the Chairs of those special committees, and set the duration and tasks of those special committees as may be necessary.

B. **Vice Chair.** The Vice Chair will perform the duties of the Chair in his or her absence.

3.2 **Clerk to the Committee.** The Clerk of the Board of Supervisors will serve as the Clerk of the Committee. The Clerk will prepare Committee meeting agendas, provide the required notices under the law, and keep and attest to records of the proceedings of the Committee, including the keeping of minutes.

## ARTICLE IV. MEETINGS

4.0 **Regular Meetings.** Regular Committee meetings will be held on the first Monday of every other month starting the first month of the year. If the Monday falls on a holiday it will be held on the following Monday. The place and time of the meetings will be established by the Committee and noticed in accordance with the Ralph M. Brown Act.

4.1 **Special Meetings.** Special meetings may be called by the Chair.

4.2 **Brown Act.** Committee meetings will conform to the Ralph M. Brown Act (Cal. Gov. Code sections 54950 et. seq.)

4.3 **Agenda.** Items may be placed on the agenda for Committee meetings by the Chair, the Director of Airport Operations, the County Administrative Officer, or a member of the Board of Supervisors. Additionally, a Committee member, with the concurrence of at least one other member, may request that an item be placed on the agenda.

4.4 **Quorum.** A quorum shall be a majority of the Members. A quorum is required for the Committee to convene a meeting and to conduct business.

4.5 **Committee Actions.** Committee actions will be by majority vote of the members present after the establishment of a quorum. All votes by the Committee shall be recorded by the Clerk and kept as a record of the Committee.

4.6 **Rules of Procedure.** All Committee meetings shall be conducted in accordance with Rosenberg's Rules of Order.

4.7 **Standing or Other Committees.** Standing or other committees may be created by a majority vote of the members when deemed necessary to assist the Committee on specific projects. All Standing or other committees will be appointed by the Chair. All committees will comply with Brown Act meeting requirements other than committees comprised solely of less than a quorum of the Committee members, that serve a limited or single purpose, that is not perpetual and will be dissolved once the task is completed.

## ARTICLE V. BYLAW REVISIONS

5.0 **Bylaw Revisions.** Proposed Committee revisions to these Bylaws must be initiated at a regular Committee meeting, approved by two-thirds of the members present, and presented to the Board of Supervisors as a recommended revision for the Board's consideration and adoption.