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**City of Hollister**

**Airport Advisory Commission**

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**MEETING MINUTES  
Special Meeting of December 14, 2011**

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- 1) 1. **CALL TO ORDER** Vice-Chairperson Fred Meyer opened the meeting in honor of Bill Brin, a former Airport Advisor and asked for a moment of silence.

Commission Vice Chairman Meyer called the meeting to order at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present: Commissioners: Fred Meyer, Doug Jackson, Deane Judd, Richard Borg, Jerry Fisher, and Executive Secretary Mike Chambless.

Excused Absence: Commissioners Gordon Machado, Dennis Osorio

4. **VERIFICATION OF AGENDA POSTING**

The agenda for the December 14, 2011 special meeting of the Airport Advisory Commission was posted at the City Hall on December 9, 2011 at 3:10 p.m. per Government Code Section 54954.6.

5. **CONSENT**

Commissioner Deane Judd made the motion to accept the minutes for the October 26, 2011 as written. Commissioner Doug Jackson seconded the motion, all voted to accept by a 5-0-2 vote.

6. **PUBLIC INPUT**

None

7. **REPORTS**

1.) Airport Layout Plan: In speaking with the FAA Planner, he has stated that the Airspace Division Planner still has the ALP and will call them to find out when it will be completed. Airport Director Mike Chambless has a meeting with the FAA on December 20<sup>th</sup> and will ask the question there as well.

2.) Aircraft Detection System (ADS): is still collecting data

3.) Grant Agreement-Drainage Ditch Removal: City Council accepted the grant resolution. It will not go out to bid until the multi-year consulting contract is complete. The changes were due to the need to accelerate runway repairs.

4.) Annual Hangar Inspection: letters have been sent to hangar tenants to inform them that inspections will take place on December 29, 2011.

5.) Hangar repair update: Structural repairs on the Keenan hangars are complete. It has been found that the Executive hangars have roof ventilators had been installed incorrectly with no structural supports.

6.) International Council of Air Shows (ICAS): Airport Director Mike Chambless and Commissioner Jackson attended classes. They feel that it was a successful endeavor as they learned several new processes. Some changes will be made to the 2012 Airshow. Mike Chambless will speak with the Flight Standards District Office (FSDO) about the changes.

- 7.) Emergency runway repair: Airport Director Mike Chambless will take a supplemental appropriation to the City Council to cover the emergency runway repairs. This project was added to the work that was being done on San Felipe Road which saved costs.
- 8.) Budget: this item will be brought up in the January AAC meeting.
- 9.) Defense Advanced Research Projects Agency (DARPA): will be utilizing our airport for the next three months to test their equipment.
- 10.) Army Corp of Engineering: will be removing two old (post WW2) underground tanks on January 9<sup>th</sup> 2012. One is located in front of building 20 and the other near building 15.
- 11.) Fuel tanks: will be tested next week.

## 8. OLD BUSINESS

- a.) Airport Comprehensive Land Use Plan (ACLUP): Council of Governments and the Aviation Committee are meeting on January 16, 2012 to draft a plan being submitted to COG. Airport Director Mike Chambless encouraged the public and the AAC commissioners to make the meeting.
- b.) Consulting RFQ: there were five prospective companies interviewed. We are in negotiations with the top company, Kimley-Horn. We would like to present the contract to the City Council at the January 16<sup>th</sup> council meeting.
- c.) Storm Water Master Plan (SWMP): There are two requirements to complete prior to actually starting the project. These are the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). The NEPA has been completed by the creation of the Mitigated Negative Declaration (MND) which is guidelines and procedures to make sure that no damage will be caused to the endangered species. The California Fish & Game feels that the endangered tiger salamander could possibly migrate from the retention pond southwest of the airport property. Commissioner Richard Borg made a motion to go ahead with the current plan detailed by the SWMP and following the MND. Airport Director Mike Chambless will contact the owner of the property to discuss the maintenance of the pond. Commissioner Doug Jackson made the second, voted 5-0-2 to pass.

## 9. ITEMS FOR NEXT AGENDA

Budget for FY2012/2013  
Storm Water Master Plan updates (SWMP)  
Request for Qualifications-Airport Consultant (RFQ)  
Airport Comprehensive Land Use Plan (ACLUP)  
Airport Bylaws

**ADJOURNMENT** There being no further business before the Airport Advisory Commission, it was moved by Commissioner Borg to adjourn the meeting in memory of Bill Brin, a former airport activist and pilot since 1960. As a resident of Hollister since 1980, he was an active member of the Hollister Airmen's Association, EAA Chapter 1264 and an Airport Advisory Commissioner for two years. The meeting closed at 7:22 p.m. by a 5-0-2 vote.

Respectfully Submitted,

Mike Chambless, Executive Secretary  
Airport Advisory Commission