

**MEETING MINUTES**  
**Regular Meeting of Date September 28, 2016**

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**1) Call to Order**

The regular meeting of the Airport Advisory Commission of the City of Hollister was called to order by Chairman Deane Judd on September 28, 2016, at 6:00 p.m. in the City Council Chambers at City Hall, 375 Fifth Street, Hollister, California.

**2) Pledge of Allegiance**

Recited.

**3) Roll Call:** Roll was answered as follows::

**Present:** Chairman Deane Judd, Commissioners Robert Scattini, Fred Meyer, Steve Huston, Marge Sunzeri, and Jose Martinez, and Executive Secretary Mike Chambless.

**Absent:** Commissioner Gordon Machado.

**4) Verification of Agenda Posting**

The Agenda for the Airport Advisory Commission of the City of Hollister Regular meeting of September 28 was posted on the bulletin board at City Hall on September 19 at 10:00am per Government Code Section 54954.2

**5) Consent**

a) It was moved by Commissioner Scattini and seconded by Commissioner Huston to approve as presented the Minutes of the Airport Advisory Commission meeting of August 24, 2016. Motion carried 6-0.

**6) Public Input**

a) Ruth Erickson invited all to the airport on Saturday October 22 when a plaque commemorating the 70th anniversary of the Hollister Airmen's Association and in memory of and honoring a founding member, Elmer Harmon, will be placed at the base of the airport's flagpole. Elmer Harmon also was the first airport manager and had the first FBO at the Hollister airport. There will be a small pot-luck afterward. The presentation is expected to start at noon. A plaque commemorating Commissioner Steve Huston's grandfather will also be presented. Director Chambless noted that the flagpole will be moving to a location nearby its present spot, but that will be done before October 22.

**7) Reports**

a) AIP Phase I - Mike Chambless reported that in a closed meeting with the City Council he received direction on how to proceed. That includes waiting for CalFire to end their fire season. Once they are done for the year, appropriate actions will commence.

b) CalFire - City Council approved by a 4-1 vote Mike's hiring of a consultant to assist in lobbying the State to fund expanding the CalFire base on the west side of the field. Mike also reported that he is hearing CalFire may want to expand the new base in order to accommodate helicopter operations. Meetings will be conducted to plan the next steps.

- c) 2000 Aerostar - The lessee will be breaking ground next week.
- d) Status of abandoned buildings - Building 15 is the primary focus of this, and it is in fact condemned. It is contaminated with lead paint and asbestos and is not fit for human occupancy. The cost to remove contaminants is currently prohibitively costly for the airport. The hope is that in the future as airport revenues increase we will be able to afford a project to remove the building, perhaps as part of a new lease of the property. Mike recently met with a representative of the Economic Redevelopment Agency who said she has never been able to get a demolition grant approved for removal of an old structure because their charter is to build things, not tear them down. Mike noted that we finally were able to get rid of the asbestos in the small arms magazine located west of runway 31, but that was a very small project compared to the larger building. Mike also noted that currently building 15 poses no safety hazard.
- e) New grant ALP - We've received an FAA grant of \$261,000 for the purpose of updating our Airport Layout Plan. The airport will match with \$26,000. We believe the grant includes paying for an FAA approved GPS survey of the airport. Mike plans to meet tomorrow with Kevin Flynn of Kimley-Horn to get started on the project. This project needs to complete before we can build a new taxiway.
- f) ACA - Association of California Airports - The ACA had their annual meeting at Tahoe two weeks ago. Mike was unable to attend, so Steve Subia attended in Mike's stead and thus presented today's report. Steve highlighted the various FAA seminars, noting that in California on average one airport is lost every year, and 33% of runways are in fair to poor condition. In the 1970s there were 7000 airports in the United State, but now there are only 5000, with 400 of those serving airlines. In the 1980s there were approximately 50,000 pilot certificates issued each year, but now the number is around 17,000. Last year there were 51 grants issued to California airports, but this year it is 148 for a total of 133 Million dollars. Third class medical reform was discussed. Twenty-nine Palms are looking to gain additional airspace. Aviation Day is March 29 in Sacramento.

Steve also reported there were 152 attendees at this conference, just four short of the record.

- g) Airport Marking Symposium - In two weeks Steve Subia will attend in Reno a three day symposium all about airport line markings.
- h) Capital Improvement Projects - Mike participated in a capital improvement study session with the City Council, and he proposed to them a project to refurbish the currently unoccupied building adjacent to the airport office. The Council declined to allow the approximately \$40,000 airport funded project to move forward until there is a tenant for the space. Other grant-funded airport projects will proceed: airport layout plan this year followed by design of the new west-side taxiway the following year, with construction to follow that.

## 8) Old Business

- a) Master Plan - The FAA will not fund a Master Plan update.
- b) Trailer Parking - No report.
- c) Restaurant - Mike is meeting with various contractors to decide how to restore the restaurant (old jail/brig) roof, with trusses or with a flat roof. This will be accomplished this year, but no

further changes will be made to the building, as no additional funds are available.

- d) Glider operation - Report not ready.
- e) NBAA 2016 Orlando - At the end of October a delegation will go to Orlando to staff a booth at the NBAA Conference. Our booth has been refurbished to incorporate additional airfield information on its backdrop. Our delegation consists of Mike Chambless, Cheryl Mullin, Christina Chavez Wyatt from the business council, and Brian Swanson, the city's Development Services Director. The Jet Center Leonardo's also are attending at their own expense. A new and improved brochure was developed in-house and will be available as a hand-out at the conference.

## 9) New Business

- a) New Election - Terms Expire - Airport Advisory Members - Commissioner Judd requested this agenda item. He noted that a new chairman and new vice-chairman were supposed to have been elected at the June meeting. So we are remiss in our duties and should elect new officers as soon as possible.

However, Commissioner Judd suggested that having elections in June exposed the Commission to the possibility an officer's term on the Commission might expire at the end of the year and if not reappointed would necessitate a new election. It seemed to him to be more logical to have elections at the beginning of the year when commissioner's terms are just beginning. This suggestion engendered a great deal of discussion, with commissioner Meyer feeling no change was needed and other commissioners feeling a change would be helpful.

Mike commented that to change our bylaws, City Council approval was not needed. He could present a proposal to the Commission which could be approved by the Commission without further consultation with or approval by the City Council.

After much further discussion, Mike agreed to discuss the issue with the City Clerk and, based on the outcome, hopefully then prepare a proposal to change the bylaws to call for chairman and vice-chairman elections in February and to allow term-expiring commissioners to serve until replaced by their associated council-persons. This proposal will be presented to the commission at its October meeting.

- b) Chairman/Vice Chairman - Covered in 9)a), above.

## 10) Items for Next Agenda

1. Construction at 2000 Aerostar
2. AIP Phase I update
3. Trailer parking
4. Cal Fire
5. Glider Operation
6. New grant ALP
7. Airport Marking Symposium
8. Restaurant
9. NBAA 2016 Orlando
10. Runway 13 PAPI status

- 11. Airshow
- 12. Bylaws draft changes

**11) Next Meeting Date:** October 26, 2016

**12) Adjournment**

There being no further business to come before the Airport Advisory Commission, Commissioner Scattini moved the meeting be adjourned. The motion was seconded by Commissioner Sunzeri. The motion passed 6-0 and the meeting was adjourned at 6:58 p.m.

Respectfully Submitted,

Mike Chambless, Executive Secretary