

# **AIRPORT COMMITTEE**

## **CITY OF LINCOLN**

### **MEETING MINUTES**

**Wednesday, May 17, 2017**

**10:00 AM**

***LOCATION: CITY HALL – 600 SIXTH STREET***

**First Floor Meeting Room**

**Lincoln, CA 95648**

#### **Members Present**

Peter Gilbert, Mayor (Alternate)

Stan Nader, Mayor Pro Temp

Richard Pearl – Chair

Byron Maynard

Jeff Hanner

Bob Butera

Brian Leibundguth

#### **Staff Present**

Matt Brower

Anastasia Efstathiou

Jennifer Hanson

Shawn Tillman

1. Call to Order
2. Public Comment
  - Bruce Estes raised a concern that high priced City staff are conducting tasks that could be completed by lower paid individuals.
3. Airport Policies
  - Rents, Leases, and Fees Policy Document:
    - A portion of the subcommittee developed a new draft of the policy document. The new draft removed the items that were more procedural in nature.
    - Terms and Conditions particular to specific agreements may not be in the policy.
    - Matt indicated that the purpose of the policy was to establish a base line of rules that would apply fairly and equally to everyone.
    - The subcommittee was instructed to reconvene and present a draft of the policy to the entire committee at the next committee meeting in June.

- Mayor Gilbert indicated that he thought it was necessary to obtain public input on the policy.
- Brian has removed himself from the subcommittee and Bob Butera will now be a member of the subcommittee.
- Jennifer reported out on the Commercial Standards.
  - Very few comments were received.
  - The Standards will be finalized upon the completion of the other policy document.
  - Non-profits will be treated the same as a for profit entity unless the Council determines otherwise.
  - Jennifer will resend the Commercial Standards again for comment.
- Richard reported out on the Airport Guiding Principles.
  - The committee voted unanimously to approve the guiding principles.

#### 4. Operations Update

- Jennifer reported out on the general maintenance of the airport.
- Staff has been meeting with the Airfest Committee. Preparations are underway for the event that will be held on June 10<sup>th</sup> and 11<sup>th</sup>.
- Jennifer reported that self-service gas is still nonoperational. The required pump assembly has been ordered and is expected to be available in two weeks.
- The Gas Request for Proposal was discussed. The RFP was momentarily placed on hold to allow for further discussion related to whether or not the City continues to serve as the sole fuel provider or whether or not it is advantageous to look at other business models.
- The committee voted in favor of moving forward with releasing the Gas RFP.
  - Richard Pearl voted no.
  - Stan, Peter, Brian, Bob, Byron, and Jeff voted yes.
  - The RFP will include options on the term of the contract to avoid having to enter into a long term contract.
- The committee also voted in favor of conducting an evaluation on the available management options of the airport. Staff will bring back a proposal at the next meeting to conduct this evaluation.

#### 5. General Airport Business Update

- Matt Brower reported that the negotiations with Nunno are still ongoing. A counteroffer was received.
- Richard provided a brief overview of the Airfest preparations.

#### 6. Next meeting – June 21, 2017

#### 7. Adjournment