

AIRPORT COMMITTEE

CITY OF LINCOLN

MEETING MINUTES

Wednesday, January 17, 2018

10:00 AM

LOCATION: CITY HALL – 600 SIXTH STREET

First Floor Meeting Room

Lincoln, CA 95648

Members Present

Paul Joiner, Councilmember

Dan Karleskint, Councilmember

Jerry Harner

Richard Pearl – Chair

Bob Butera

Jeff Hanner

Byron Maynard

Staff Present

Matt Brower

Roland Neufeld

Jennifer Hanson

1. Call to Order
2. Public Comment
 - Bruce Estes relayed that he had a contact in San Carlos that would be able to share an agreement that they have with a museum.
3. Operations Update
 - Jennifer provided a presentation regarding the state of the Airport's finances and an overview of goals for the upcoming calendar year (Presentation Attached)
4. General Airport Business Update
 - Covered under number 4.
5. Fuel Pump Replacement
 - Jennifer and Roland reviewed the fuel tank replacement options. Staff is proposing the following:

- Construct the fuel farm in the same location shown on the current Airport Layout Plan.
- Bid out the tank and the site work separately. The site work will be bid as a traditional construction project and the tank will be ordered directly from a vendor.
- The fuel farm will initially just have fueling on one side; however, the plumbing and electrical will be installed for future implementation of fueling on both sides of the fuel farm.
- The Airport Committee unanimously approved the project in concept.
- Next, the project will be proposed to City Council for approval and to authorize the budget request.

6. Nunno Ground Lease Update

- Jennifer reported out on the status of onboarding the tenants located in the Nunno Transition area. The eviction process will be initiated for approximately four tenants.

7. Establishment of Airport Wide Maintenance Fee

- Staff is still evaluating the potential to establish an Airport Wide Maintenance Fee.

8. Port-A-Ports Rows H & J Leases

- An effort to issue new ground leases for the port-a-ports located in Rows H and J will be initiated. The purpose of this effort is to bring the monthly rent rates to market rate, consistent with the individual ground lease rates established for the port-a-ports in the Nunno Transition Area.

9. Airport Policies

- The airport committee unanimously supported review of the two policy document by outside legal counsel. Jeff made the motion and Byron seconded the motion.

10. Mid-Year Financials

- Matt reviewed the mid-year financials.

11. Staffing Update

- Tony will be moved back to the airport full time. The workload at the airport is too great to be handled by one staff.

12. Fiscal Year 2018/19 Budget

- The preparation of the Fiscal Year 18/19 Budget is underway.

13. Pilot Lounge

- The prospect of flipping the airport office and the pilot's lounge was discussed. Due to the current state of the finances of the airport and the current needs, it was decided to alternatively modify the old Airport Manager's office into another conference room.

14. Next meeting – February 21, 2018

15. Adjournment