

**CITY OF MERCED
REGIONAL AIRPORT AUTHORITY MINUTES**

**CITY COUNCIL CHAMBERS
MERCED CIVIC CENTER
678 W. 18TH STREET
MERCED, CA**

**TUESDAY
DECEMBER 18, 2018**

A. CALL TO ORDER

Chair Michael Bodine called the meeting to order at 7:00 p.m.

B. ROLL CALL

Members present: Michael Bodine, Alvin Osborn, Bill Rudd, Travis Colby, and Rafael Velarde

Members absent: Desmond Johnston. One vacancy.

Staff Present: Martin Pehl, Frank Quintero, and Jessika Musquiz

C. WRITTEN PETITIONS AND COMMUNICATION

None.

D. ORAL COMMUNICATIONS

None.

E. CONSENT CALENDAR

M/S/C – Osborn/Rudd motion to approve and file the minutes of October 16, 2018, as submitted.

F. REPORTS

1. AIRPORT MANAGER'S REPORT

Authority Member Travis Colby voiced his concerns about the declines on the landing report. He asked Mr. Pehl if this was something to be concerned about. Mr. Pehl voiced his opinion on the decline and suggested enplanements would rise with better advertising.

Airport Manager Martin Pehl briefed the Authority Members about the receivables aging report. He stated that the aging report is an internal document and will no longer be added into the agenda.

Mr. Pehl also shared with the Authority Members his work on the airports website. He added that the website is in the process of being up and running.

Mr. Colby questioned if the airport had any tenants who pay a discounted rate for their hangar rentals. Mr. Colby added that he would like to see an audit on the tenants for verification that they are paying the correct rates.

Director of Economic Development Frank Quintero explained to Mr. Colby the old rental rates and new rental rates. He stated that some adjustments were made when rentals were slowing down during a transitional time.

Authority member Rafael Velarde asked for a brief description based on the kind of system the City of Merced has in regards to hangar rent payment process.

Mr. Quintero explained the lease process, he advised Authority Members that when a tenant signs a lease it goes through the City Attorneys, then it is recorded through the Finance Department and finishes with the City Clerk's office. He explained that there are three checks before the lease is fully executed.

Mr. Quintero advised an audit may be possible with the help of the airport secretary.

G. AUTHORITY BUSINESS

1. DISCUSSION REGARDING AIRPORT CAPITAL IMPROVEMENT PLAN

Airport Manager, Martin Pehl stated that the airport is required to submit a 5 year Capital Improvement Plan to the FAA. Mr. Pehl advised the Authority Members that he will submit a 5 year plan in January.

Mr. Pehl stated that, in addition to pavement maintenance projects, the ACIP will include rehabilitation of the airports Closed Circuit TV (CCTV) system. The current CCTV system is over 8 years old well maintained but at some point it needs to be replaced.

Mr. Colby stated that if the enplanements were to rise, more money would be granted.

2. OTHER BUSINESS FROM AUTHORITY MEMBERS

Mr. Colby reminds the Authority Members of the suggestion that was made in regards to changing the meetings to quarterly instead of monthly.

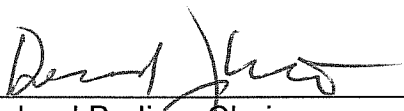
Mr. Quintero suggests that the next authority meeting be during the later dates of January. He also advised the Authority Members of the Economic Development plans and asked to show a presentation.

Authority Members agree to watch the presentation and Mr. Bodine suggests that the presentation be placed on the agenda for our next meeting.

H. ADJOURNMENT

Chair Bodine adjourned the meeting at 7:48 p.m. until the next Regional Airport Authority meeting on Tuesday, January 15, 2019, at 7:00 p.m. in the Council Chambers at 678 W. 18th Street, in the Civic Center.

M/S/C – Bodine/Velarde motion to approve the meeting adjournment until the next scheduled meeting.



Michael Bodine, Chair
Regional Airport Authority