



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

Meeting Agenda

Regional Airport Authority

Tuesday, September 19, 2023

7:00 PM

City Council Chamber, 2nd Floor, Merced Civic
Center, 678 W. 18th Street, Merced, CA 95340

NOTICE TO PUBLIC

WELCOME

At least 72 hours prior to each regular Board/Commission meeting, a complete agenda packet is available for review on the City's website at www.cityofmerced.org or at the City Clerk's Office, 678 W. 18th Street, Merced, CA 95340. All public records relation to an open session item that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office during regular business hours.

PUBLIC COMMENT: OBTAIN SPEAKER CARD FROM THE BOARD/COMMISSION CLERK

Members of the audience who wish to address the Board/Commission are requested to complete a speaker card available at the podium against the back of the Council Chamber. Please submit the completed card to the Board/Commission Clerk before the item is called, preferably before the meeting begins.

Material may be emailed to (insert Board/Commission contact email) and should be limited to 300 words or less. Please specify which portion of the agenda you are commenting on, for example, Report item # or Public Comment. Your comments will be presented to the Board/Commission at the appropriate time. Any correspondence received after 1 PM will be distributed to the Board/Commission and retained for the official record.

You may provide telephonic comments via voicemail by calling (insert voicemail # set up for your Board/Commission) by no later than 1 PM on the day of the meeting to be added to the public comment. Voicemails will be limited to a time limit of one (1) minute. Please specify which portion of the agenda you are commenting on, for example, Report item #, Consent item #, or Public Comment. Your comments will be played during the Board/Commission meeting at the appropriate time.

INDIVIDUALS WITH DISABILITIES

Accommodation for individuals with disabilities may be arranged by contacting the City Clerk at (209) 388-8650. Assisted hearing devices are available for meetings held in the Council Chamber.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE**C. ROLL CALL****D. PUBLIC COMMENT**

Members of the public who wish to speak on any matter not listed on the agenda may speak during this portion of the meeting and will be allotted 3 minutes. State law prohibits the Board/Commission from acting at this meeting on any matter raised during the public comment period. Members of the public who wish to speak on a matter that is listed on the agenda will be called upon to speak during discussion of that item.

E. CONSENT CALENDAR

Adoption of the Consent Calendar may be made by one motion of the Board/Commission, provided that any Member, individual, or organization may request removal of an item from the Consent Calendar for separate consideration. If a request for removal of an item from the Consent Calendar has been received, the item will be discussed and voted on separately.

G. REPORTS[23-832](#)**SUBJECT:** Airport Manager Report**REPORT IN BRIEF**

Airport Staff have been very busy since the departure of Manager Martin Pehl at the end of February. Staff completed work on the FY 23/24 budget, has been working on new hangar leases, the Terminal Replacement Project, Marketing and new Logo project with Vela Marketing, and the Airport Capital Improvement Plan Program Grant with RS&H Engineering Firm. The main project has been the City-wide conversion from the AS 400 to Tyler for payables, requisitions, etc.

Airport Transient Pilot's Restroom underground construction has begun. The restroom will be brought in the week of September 25, 2023.

The Merced Fire Department has received a \$ 3,000,000 Grant to build a Fire Training Center in the Airport Industrial Park.

RECOMMENDATION

Information only-no action required

[23-831](#)**SUBJECT:** Advanced Air Quarterly Marketing Update**REPORT IN BRIEF**

The Terminal lease between the City of Merced and Advanced Air requires Advanced Air to provide a written report to the City summarizing its marketing efforts on a quarterly basis. These reports are to be provided in October, January, April and July of each year for the duration of the Agreement.

Attached is Advanced Air's Marketing Report for the second quarter of calendar 2023.

Barbara Hunt, VP of Business Operations, Advanced Air, will make a presentation on updated statistics regarding enplanements and load factors, as well as recent advertising and marketing campaigns.

ATTACHMENTS

- A. Advanced Air Q2, 2023 Marketing Update

[23-830](#)**SUBJECT:** Update on the Airport Terminal Replacement Project**REPORT IN BRIEF**

Update on the Airport Terminal Replacement Project

RECOMMENDATION

Information only-no action required

DISCUSSION

On June 15, 2020, the City of Merced accepted a Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant for the Airport in the amount of \$3,364,156. The grant is designed to assist airports with Operations and Maintenance expenses for the next four years. The grant provides an opportunity for the Airport and City to plan and carry out future Airport Improvement Projects based on the revenues acquired during each Fiscal Year.

On July 6, 2022, the City of Merced authorized a supplemental appropriation from the unreserved unencumbered fund balance in Fund 561, Airport Operations, in the amount not to exceed \$600,000. Of the \$600,000 requested in the supplemental appropriation, \$350,000 was used as pre-grant funding to pay for a Commercial Airport Terminal

Planning Study (CATPS) to evaluate modification of the existing terminal building or construction of a new terminal building adjacent to the existing terminal building. The CATPS addresses the short-term and long-term terminal area development needs and provides a program for practical implementation. In August 2022, the City of Merced accepted a grant from the FAA Airport Improvement program (AIP) in the amount of \$331,644 as post-funding of the CATPS.

The existing terminal building was constructed in 1946 and has had a few upgrades and improvements. It is approximately 5,000 SF; per current standards, the terminal is undersized physically and electrically. MCE is proposing to replace the current commercial service terminal through the construction of a new commercial service terminal building. The new terminal would support anticipated aircraft operations identified in the FAA approved Terminal Area Forecast (TAF). The new terminal building would be approximately 12,000 SF and constructed in accordance with FAA Advisory Circular (AC) 150, 5300-13B, Airport Design.

City Staff received Categorical Exclusion approval on March 29, 2023, from the FAA. The City of Merced Engineering staff posted the bid for the Terminal on March 30, 2023, and it closed on April 27, 2023. A pre-bid meeting was held on April 11, 2023 for contractors interested in submitting a proposal. In June of 2023, City staff received notification from the FAA that they would be receiving additional funding to fund the new terminal. The Merced Yosemite Regional Airport Terminal Replacement Project will be going out for Re-bid due to a second contractor bid protest. A Pre-Bid meeting will be held on Wednesday, August 16, 2023, for contractors interested in submitting a proposal. The Bid opening will be on September 6, 2023, with the contract awarded on September 18, 2023. Mobilization and construction are scheduled to begin on October 2, 2023.

Updates will be provided by Staff.

[23-829](#)

SUBJECT: Passenger and Cargo Report of August 2023

REPORT IN BRIEF

MCE Passenger and Cargo reports August 2023.

RECOMMENDATION

Information only-no action required

ATTACHMENTS

A. MCE Passenger and Cargo reports August 2023

H. BUSINESS[23-835](#)**SUBJECT: Selection of Chair and Vice Chair****REPORT IN BRIEF**

Generally, election of the Regional Airport Authority (RAA) Chair and Vice Chair is done in July. Seniority is often a consideration but does not have to be a deciding factor. The current Chair is Travis Colby, and Vice-Chair was Bill Rudd, who termed out of the RAA at the end of June.

Attached for your information is a general description of the duties assumed by the Chair and Vice Chair for the Regional Airport Authority.

SELECTION OF CHAIR AND VICE-CHAIR

Being Chair is a rewarding experience but involves a number of responsibilities in addition to running the Committee meetings. Normally, extra time is spent both preparing for meetings and working with the Office of Economic Development and others on various matters such as those noted below.

RAA Members who have not served as Chair might discuss the responsibilities with the present or former chair to get a better idea of what is involved.

It has been the Authority's practice for Authority members to take turns being the chair and vice-chair. Sometimes members serve one term and sometimes two consecutive terms. Seniority is often a consideration but does not have to be a deciding factor. Also, sometimes individual Authority members prefer not to be the vice-chair and/or the chair, and that is fine.

The following is a list of many of the RAA Chair's responsibilities. A number of these can fall upon the vice-chair in the chair's absence.

1. Preside at all meetings of the Regional Airport Authority.
2. Call special RAA meetings in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the RAA.
4. See that all actions of the RAA are proper.
5. Assist staff in determining agenda items.

6. Appoint sub-committees as necessary.
7. Serve as ex-officio Chair of Sub-Committees.
8. Attend certain City Council, City Planning Commission, and other meetings as RAA's representative.
9. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain airport matters.
10. Assist in the orientation and education of new RAA members.
11. Write and approve letters on behalf of RAA.
12. Participate in local, regional, and national airport functions and efforts.

RECOMMENDATION

Nomination and selection of Chair and Vice Chair

[23-827](#)

SUBJECT: Request to Add Item to Future Agenda

REPORT IN BRIEF

Provides members of the Boards/Commissions to request that an item be placed on a future Boards/Commissions agenda for initial consideration by the Boards/Commissions.

I. ADJOURNMENT